

See Instructions 2012.doc for definitions, instructions, automatic computations, etc.

## Part 1 - General Information

### **Questions relating to standards are in bold font**

- 01-001 Library Code
- 01-002 Library Name
- 01-003 Library Director
- 01-004 Street Address
- 01-005 City
- 01-006 State
- 01-007 ZIP+4
- 01-008 Mailing Address
- 01-009 Mailing City
- 01-010 State
- 01-011 Mailing ZIP+4
- 01-012 Phone**
- 01-013 Fax**
- 01-014 TDD
- 01-015 Congressional District #
- 01-016 Public Library E-Mail Address, or a means of electronic contact listed on the library's website**
- 01-017 Library URL**
- 01-018 What Day of the Month is the Regular Library Board Meeting?
- 01-019 What is the time of the Regular Library Board Meeting?
- 01-020 Does your library have a Friends of the Library Group?
- 01-021 If yes, has your Friends group received a 501(c)3 designation from the IRS? Yes or No
- 01-022 Name of the person preparing this report
- 01-023 Preparer's phone number
- 01-024 Time zone in which library district headquarters is located.

Building Questions: Answer questions 01-025 through 01-027  
for situation as of Dec 31, 2012

- 01-025 The year the current central building was built
- 01-026 Date of most recent structural addition or alteration to current central building
- 01-027 What is the square footage of the central building?

**01-028 Total Central Library hours Open per week winter schedule**

01-029 [Click here to complete Central Library daily hours](#)

Central Library daily hours

**Questions relating to standards are in bold font**

- 01-029a Monday opening time
- 01-029b Monday closing time
- 01-029c Tuesday opening time
- 01-029d Tuesday closing time
- 01-029e Wednesday opening time
- 01-029f Wednesday closing time
- 01-029g Thursday opening time
- 01-029h Thursday closing time
- 01-029i Friday opening time
- 01-029j Friday closing time
- 01-029k Saturday opening time
- 01-029l Saturday closing time
- 01-029m Sunday opening time
- 01-029n Sunday closing time

**01-030 Total Hours Central Library Open after 6:00 p.m. Each Week**

**01-031 Total Hours Central Library Open Saturday and Sunday Each Week**

01-032 Total Central Library Hours Open Per Year

01-033 Total weekly Winter hours

01-034 # of weeks on the Winter schedule

01-035 Total weekly Summer hours

01-036 # of weeks on the Summer schedule

01-037 Total System Public Service Hours per Year

01-038 How Many Sundays was Your Library System Open Last Year?

Internet Access

**01-039 Internet access**

01-040 Type of Internet Access

**01-041 Speed of Internet Access**

**01-042 Does the central building have a wireless hub?**

ISL use only

- 01-043 PLSCKEY
- 01-044 PLSC\_SEQ
- 01-045 LIBID
- 01-046 Outlet Type Code
- 01-047 Metropolitan Status Code

Branch Information

- 01-049 Total Number of Branches

Individual Branch Information (Repeating group in Bibliostat Collect; one for each branch 01-052a – 01-055e)

- 01-052a Branch Name
- 01-052b Street Address
- 01-052c City
- 01-052d County
- 01-052e State
- 01-052f Zip+4
- 01-052g Mail Address
- 01-052h Total Square Footage
- 01-052i Year Built
- 01-052j Year of Addition or Alteration
- 01-052k Phone
- 01-052l Fax
- 01-052m Total hours open per week
- 01-052n Number of Weeks per Year Individual Branch is Open
- 01-052o Internet access
- 01-052p Type of Internet Access
- 01-052q Speed of Internet Access
- 01-052r Does this branch have a wireless hub?**
- 01-052s Does the branch have a separate webpage?
- 01-052t URL?

Daily Schedule for Branch

- 01-053a Monday opening time
- 01-053b Monday closing time
- 01-053c Tuesday opening time
- 01-053d Tuesday closing time
- 01-053e Wednesday opening time
- 01-053f Wednesday closing time

01-053g	Thursday opening time
01-053h	Thursday closing time
01-053i	Friday opening time
01-053j	Friday closing time
01-053k	Saturday opening time
01-053l	Saturday closing time
01-053m	Sunday opening time
01-053n	Sunday closing time
	Individual Branch Service Hours per Year
01-054	Branch Library hours total
01-055b	Total Winter Branch hours per week
01-055c	# of weeks on the Winter schedule (Branch)
01-055d	Total Summer Branch hours per week
01-055e	# of weeks on the Summer schedule (Branch)
01-056	Total Annual Hours of All Branches
	ISL use only
01-056a	Branch PLSCKEY
01-056b	Branch PLSC_SEQ
01-056c	Branch LIBID
01-056d	Branch Outlet Type Code
01-056e	Branch Metropolitan Status Code
01-058	Total Number of Bookmobiles
	Bookmobile Information
01-059a	Bookmobile Name
01-059b	Street Address
01-059c	City
01-059d	County
01-059e	State
01-059f	Zip+4
01-059g	Mail Address
01-059h	Phone
01-059i	Fax
01-059j	Total hours per week
01-059k	Number of Weeks Bookmobile is Open

**01-0591 Internet Access**

- 01-059m Type of Internet Access
- 01-060 Total Individual Bookmobile Service Hours per Year
- 01-060a Total Weekly Winter Hours Bookmobile Open
- 01-060b # of Weeks Bookmobile Open at Winter Hours Schedule
- 01-060c Total Weekly Summer Hours Bookmobile Open
- 01-060d # of Weeks Bookmobile Open at Summer Hours Schedule

01-061 Total Annual Hours of All Bookmobiles

ISL use only

- 01-062a Bookmobile PLSCKEY
- 01-062b Bookmobile PLSC\_SEQ
- 01-062c Bookmobile LIBID
- 01-062d Bookmobile Outlet Type Code
- 01-062e Bookmobile Metropolitan Status Code

## Part 2 - Registrations

**Questions relating to standards are in bold font**

- 02-001 Total Number of Individual Resident Registered Borrowers
- 02-002 Total Number of Borrowers from Contracting Areas
- 02-003 Total Number of Individual Non-Resident (non-taxed) Registered Borrowers
- 02-004 Total Number of Reciprocal Borrowers
- 02-005 Total Number of PLAC Borrowers
- 02-006 Total Number of Non-Resident Cards Issued to Student Borrowers
- 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 Library Board adopted this fee
- 02-011 Does your library purge or mark inactive patron files at least every three years?**

## Part 3 - Libraries & Political Subdivisions

**Questions relating to standards are in bold 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 County 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 County Name of Additional County or County Contractual (Leave blank if the library district does not cross into another county and it is not a county contractual)
- 03-009 Total Assessed Valuation for Library District
- 03-010 Operating Tax Rate
- 03-011 Source year for data
- 03-012 BIRF/Lease Rental Tax Rate
- 03-013 LCPF Tax Rate
- 03-014 Total district population without contract
- 03-015 Total district population with contracts
  
- 03-016 Political Subdivision Name (Repeating group in Bibliostat Collect. Add one group for each political subdivision.) See Table 1, <http://www.in.gov/library/4558.htm>
- 03-017 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)(See Instructions2012 for definitions of units)
- 03-018 Population 2010 Census (Taxed & Served)
- 03-019 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only) )(See Instructions2012 for definitions of units)
- 03-020 Population 2010 Census (Served by Contract)

**Part 4 - Library Operating Fund Income**

**Questions relating to standards are in bold font**

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 Other Operating Fund Income
  
- 04-029 TOTAL OPERATING FUND INCOME
  
- 04-030 Total Public and Private Foundation Grants Income (deposited into any fund)

## Part 5 - Expenditure Data

**Questions relating to standards are in bold font**

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
- 05-007 Professional Services, i.e.-ADP, webDewey, etc.
- 05-009 Communication and Transportation
- 05-010 Printing and Advertising
- 05-011 Insurance
- 05-012 Utility Services
- 05-013 Repairs and Maintenance
- 05-014 Rentals
- 05-015 Debt Service (Operating Expenditures only)
- 05-016 Lease Rental (Operating Expenditures only)
- 05-017 Other (exclude LIRF and Rainy Day)
- 05-018 Total Other Services and Charges
- 05-019 Land
- 05-020 Buildings
- 05-021 Improvements Other Than Buildings
- 05-022 Furniture and Equipment
- 05-023 Public Access Computers, electronic reading and electronic media devices. (DO NOT REPORT in Q05-022)**
  
- Operating Fund Expenditure Data
- 05-024 Books (include Book Lease)**
- 05-025 Periodicals and Newspapers**
- 05-026 Nonprinted (Physical) Materials, Microforms & AV, not Electronic**
- 05-008 Electronic database licensing/purchase/lease expenditures. (DO NOT REPORT in Q5-0007)**
- 05-027 Electronic Physical Format, including playaways and Ebook readers) (Do not report database licenses or Ebook subscriptions here. Report those in Q05-0008).**
- Total Materials Expenditure Data (Operating and Non-Operating, excluding computers) PLS**
- 05-028 Print Materials Expenditures**
- 05-029 Electronic Materials Expenditures**
- 05-030 Other Materials Expenditures**
- 05-031 Total Collection Expenditures**

- 05-032 Total Operating Fund Capital Outlays
- Non-Operating Fund Library Materials Expenditure Data
- 05-033 Books (Include Book Lease)**
- 05-034 Periodicals and Newspapers**
- 05-035 Nonprinted (Physical) Materials, Microforms & AV, not Electronic**
- 05-036 Public Access Electronic Physical Format (pulled out from Nonprinted Materials and reported separately)**
- 05-037 Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format Databases. PUBLIC ACCESS DATABASES.**
- 05-038 Operating Expenditure Fund Collection Development**
- 05-039 Total Non-Operating Fund Collection Expenditures**
- 05-040 Public Access Computers, electronic reading and electronic media devices from all funds except operating (Added into 05-039)**
- 05-041 TOTAL OPERATING FUND EXPENDITURES
- 05-042 Other Operating Expenditures
- 05-043 Total Operating Expenditures
- 05-044 Total Collection Expenditure**
- 05-045 Operating Expenditures per capita (=SUM(Q05-0041/Q03-0014). Expressed in dollars/cents \$\_\_\_\_.\_\_\_\_
- 05-046 Difference between OE per capita minus Non-Resident fee (=SUM(Q05-045-Q02-009).**
- 05-047 Collection Development Expenditure AS % of Operating Expenditure (=SUM(Q05-0038/Q05-0041)**
- 05-048 Total Capital Fund Expenditures

## Part 6 - Capital Revenue

Questions relating to standards are in bold font

- 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

## Part 7 - Employment Data

Questions relating to standards are in bold font

- 07-001 Total Number of ALL Librarians with an ALA-MLS
- 07-002 Total Hours Paid Per Week For ALL ALA-MLS Librarians
- 07-003 FTE for ALL Librarians with an ALA-MLS
- 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
- 07-007 Total Number of ALL OTHER PAID STAFF
- 07-008 Total Hours Paid 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.

## Part 8 - Library Service and Technology

Questions relating to standards are in bold font

### Interlibrary Loans

- 08-001 Provided to Other Libraries
- 08-002 Received from Other Libraries

### Annual Local Library Service

- 08-003 # Children's Programs in Library (0-14 yrs)**
- 08-004 # Children's Programs Outside Library (0-14 yrs)(outreach)**
- 08-005 Total # of Children's Programs (0-14 yrs)**
- 08-006 # Young Adult Programs in Library (15-17 yrs)**
- 08-007 # Young Adult Programs Outside Library (15-17 yrs)(outreach)**
- 08-008 Total # of Young Adult Programs**
- 08-009 # Adult Programs in Library (18+ yrs)**
- 08-010 # Adult Programs Outside Library (18+ yrs) (outreach)**
- 08-011 # General Programs in Library (All age groups)
- 08-012 # General Programs Outside Library (All age Groups) (outreach)
- 08-013 Total # of Programs (Children, YA, Adult, General: in library & outreach)**
  
- 08-014 # of Non-Library Sponsored Programs/meetings/events
  
- 08-015 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?**

Attendance

- 08-017 Children's Program Attendance in library
- 08-018 Children's Program Attendance Outside library (outreach)
- 08-019 Total Children's Program Attendance
- 08-020 Young Adult Program Attendance in library
- 08-021 Young Adult Program Attendance Outside library (outreach)
- 08-022 Total of Young Adult Program Attendance
- 08-023 Adult Program Attendance in library (18+)
- 08-024 Adult Program Attendance Outside library (outreach) (18+)
- 08-025 General Program Attendance in library (All age groups)
- 08-026 General Program Attendance Outside library (outreach) (All age groups)
- 08-027 Total Program Attendance
  
- 08-028 Total Non-Library Sponsored Programs/meetings/events Attendance
  
- 08-029 Total Visits in Library Per Year (If you don't have annual figure, multiply a typical week count by 52)
- 08-030 Total Reference Transactions Per year (If you don't have annual figure, multiply a typical week count by 52)**

Electronic Services

- 08-031 # of State Licensed Databases (INSPIRE databases)**
- 08-032 # of Local/Other Licensed Databases (Not INSPIRE) (Report ebooks, downloadable audio and downloadable video in Part 9.)**
- 08-033 Total Licensed Databases

Database Usage Measure

- 08-034 # of Searches of Databases to which the Library subscribes. (Do not include INSPIRE searches).
- 08-035 # of Sessions of Databases to which the Library subscribes (Do not include INSPIRE searches).
- 08-036 Name(s) of Public Use/Commercial Databases to which the Library subscribes
- 08-037 Subject(s) of Public Use Databases which the Library Both Developed and Owns (NO LICENSE PURCHASED)

Public Computer Usage

- 08-038 Uses of Public Internet Computers per Year (If you don't have annual figure, multiply a typical week count by 52)
- 08-039 # of Users of Wireless Internet Connections in Building (or Outside) per Year

Internet Usage Measures (please supply whatever count is available or answer not applicable). Providing only one count is acceptable.

- 08-040 Total # of Page Views on All Web Pages in the Library's Domain  
08-041 or Total # of Page Views on the Library's Home Page AND/OR  
08-042 or Total # of Hits or Page Views on the Library's Public Access Catalog

**08-043 Number Computer Terminals System-wide Used by General Public, Connected to Internet and a Printer (Count only physical, DO NOT add in 10 per wireless hub).**

**08-044 Number of Scanners for the General Public System-wide**

**08-045 Number of Computer Terminals used by Staff with office software and operating system, connected to the Internet System and a printer.**

08-046 Does Your Library Have Voice Over IP?

Library System Bookkeeping and Circulation

08-047 Does Your Library Have an Automated Bookkeeping System?

08-048 Name of Bookkeeping System

**08-049 Name of Integrated Library System**

**08-050 Is the Library Catalog Available Online?**

## Part 9 - Circulation and Holdings

**Questions relating to standards are in bold font**

- 09-001 TOTAL Circulation of All Materials  
09-002 Circulation of All Children's Materials (0-14 yrs)  
09-003 Total In-house Usage of Materials  
09-004 Did Your Library Circulate Laptops?  
09-005 Number of Annual Circulations of Laptops  
09-006 Did your library circulate Ebook readers or music devices (i.e.-Kindles, Playaways, MP3 players, etc)  
09-007 Number of Electronic Book Reading or Music Playing Devices Owned by the Library  
09-008 Number of Annual Circulations of Book Reading or Music Playing Devices  
09-009 Did Your Library Circulate Other Equipment?  
09-010 Number of Annual Circulations of Other Equipment

Selected Holdings (Not including INSPIRE)

**09-011 Books**

- 09-012 **Video Materials - Physical Units**
- 09-013 **Video Materials - Downloadable Titles (\*NEW\* Whether cataloged in your ILS or not)**
- 09-014 **Audio Materials - Physical Units**
- 09-015 **Audio Materials - Downloadable Titles (\*NEW\* Whether cataloged in your ILS or not)**
- 09-016 **Electronic (Physical) Format**
- 09-017 **Electronic books (E-books) (\*NEW\* Whether cataloged in your ILS or not)**
- 09-018 Current Serial Subscriptions
- 09-019 Other Holdings
- 09-020 Specify Type(s) of Holdings:
  
- 09-021 Does the library belong to an Ebook consortium?
- 09-022 Name of Consortium
- 09-023 Total # of titles available in Consortium

## Part 10 - Library Board

### **Questions relating to standards are in bold font**

List all county contractual board members, if appropriate.  
Repeating groups, add one for each board member.

- 10-001 Position
- 10-002 First Name
- 10-003 Middle Initial/Name
- 10-004 Last Name
- 10-005 Home address
- 10-006 City
- 10-007 Zip Code
- 10-008 E-mail address
- 10-009 Appointing Authority
- 10-010 Date Term Expires
- 10-011 Number of Consecutive Terms
- 10-012 Date Initially Appointed

## Part 11 - Salary Section

### **Questions relating to standards are in bold font**

- 11-001 Director annual salary
- 11-002 Director contract
- 11-003 Director certification

Indiana Public Library Annual Report 2012

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11-004 – 11-007 are repeating groups in Bibliostat Collect

<u>Job Category 11-004</u>	Certification Level 11-005	Minimum Hourly Rate (in dollars and cents) 11-006	Maximum Hourly Rate (in dollars and cents) 11-007
Assistant/Associate Director		\$ _____	\$ _____
Department Head, Manager or Supervisor		\$ _____	\$ _____
Branch Head		\$ _____	\$ _____
Administrative Assistant		\$ _____	\$ _____
Automation/Network/System Manager		\$ _____	\$ _____
Business Manager		\$ _____	\$ _____
Cataloging or Technical Librarian		\$ _____	\$ _____
<b>Children’s Librarian</b>		\$ _____	\$ _____
<b>General Reference or Adult Librarian</b>		\$ _____	\$ _____
<b>Young Adult Librarian</b>		\$ _____	\$ _____
Indiana History, Local History or Genealogy Librarian		\$ _____	\$ _____
Circulation Librarian		\$ _____	\$ _____
Audio Visual Librarian		\$ _____	\$ _____
Specialist (Professional)		\$ _____	\$ _____
Library Assistant		\$ _____	\$ _____
Bookkeeper or Treasurer		\$ _____	\$ _____
Secretary or Receptionist		\$ _____	\$ _____
Library Technicians (Including Computer)		\$ _____	\$ _____
Clerical or Aide		\$ _____	\$ _____
Maintenance, Custodian, Janitor or Housekeeper		\$ _____	\$ _____
Security		\$ _____	\$ _____
Bookmobile Driver		\$ _____	\$ _____
Messenger or Courier		\$ _____	\$ _____
Page, Intern or Student Assistant		\$ _____	\$ _____
Substitute		\$ _____	\$ _____
Other		\$ _____	\$ _____

11-008 Other (list) Job Title: (Repeating groups in Bibliostat Collect; list as many “Other”, 11-008 – 11-011 as needed)

- 11-009 Other: Certification Level
- 11-010 Other: Minimum Hourly Wage
- 11-011 Other: Maximum Hourly Wage

Employee Fringe Benefit Information – Full-time Employees

- 11-012 PERF
- 11-013 Deferred Compensation
- 11-014 Health Insurance
- 11-015 Health Savings Account (HSA)
- 11-016 Dental Insurance
- 11-017 Life Insurance
- 11-018 Vision Insurance
- 11-019 Disability
- 11-020 Paid Time off for Continuing Education
- 11-021 Reimbursement for Continuing Education
- 11-022 Other1 (specify)
- 11-023 Other2 (specify)

Employee Fringe Benefit Information – Part-time Employees

- 11-024 PERF
- 11-025 Deferred Compensation
- 11-026 Health Insurance
- 11-027 Health Savings Account (HSA)
- 11-028 Dental Insurance
- 11-029 Life Insurance
- 11-030 Vision Insurance
- 11-031 Disability
- 11-032 Paid Time off for Continuing Education
- 11-033 Reimbursement for Continuing Education
- 11-034 Other1 (specify)
- 11-035 Other2 (specify)

Paid Days Off per Year – Full-time Librarian

- 11-036 Number of Vacation Days
- 11-037 Number of Sick Days
- 11-038 Number of Personal Days
- 11-039 Holidays
- 11-040 Funeral/Bereavement
- 11-041 Other Days (specify)

Paid Days Off per Year – Part-time Librarian

- 11-042 Number of Vacation Days
- 11-043 Number of Sick Days
- 11-044 Number of Personal Days
- 11-045 Holidays
- 11-046 Funeral/Bereavement
- 11-047 Other Days

Paid Days Off per Year – Full-time Support Staff

- 11-049 Number of Vacation Days
- 11-050 Number of Sick Days
- 11-051 Number of Personal Days
- 11-052 Holidays
- 11-053 Funeral/Bereavement
- 11-054 Other Days

Paid Days Off per Year – Part-time Support Staff

- 11-055 Number of Vacation Days
- 11-056 Number of Sick Days
- 11-057 Number of Personal Days
- 11-058 Holidays
- 11-059 Funeral/Bereavement
- 11-060 Other Days

**Part 12 - PLAC Loans**

**Questions relating to standards are in bold font**

Report the # of PLAC loans your library made to a home patron of the following library(ies)  
DO NOT report any loans made to your own library

12-001 If you made no PLAC loans, enter "0".

Library Code

- |        | Number | Home Library                     |
|--------|--------|----------------------------------|
| 12-002 | IN0249 | Adams Public Library System      |
| 12-003 | IN0127 | Akron Carnegie Public Library    |
| 12-004 | IN0157 | Alexandria-Monroe Public Library |
| 12-005 | IN0018 | Alexandrian Public Library       |
| 12-006 | IN0073 | Allen County Public Library      |
| 12-007 | IN0158 | Anderson Public Library          |

12-008	IN0078	Andrews-Dallas Township Public Library
12-009	IN0064	Argos Public Library
12-010	IN0106	Attica Public Library
12-011	IN0221	Aurora Public Library District
12-012	IN0204	Avon-Washington Township Public Library
12-013	IN0215	Bartholomew County Public Library
12-014	IN0147	Barton Rees Pogue Memorial Public Library
12-015	IN0233	Batesville Memorial Public Library
12-016	IN0178	Bedford Public Library
12-017	IN0211	Beech Grove Public Library
12-018	IN0056	Bell Memorial Public Library
12-019	IN0097	Benton County Public Library
12-020	IN0071	Berne Public Library
12-021	IN0009	Bicknell-Vigo Township Public Library
12-022	IN0177	Bloomfield-Eastern Greene County Public Library
12-023	IN0023	Boonville-Warrick County Public Library
12-024	IN0096	Boswell-Grant Township Public Library
12-025	IN0065	Bourbon Public Library
12-026	IN0173	Brazil Public Library
12-027	IN0063	Bremen Public Library
12-028	IN0053	Bristol-Washington Township Public Library
12-029	IN0039	Brook-Iroquois-Washington Township Public Library
12-030	IN0119	Brookston-Prairie Township Public Library
12-031	IN0216	Brown County Public Library
12-032	IN0201	Brownsburg Public Library
12-033	IN0225	Brownstown Public Library
12-034	IN0077	Butler Public Library
12-035	IN0170	Cambridge City Public Library
12-036	IN0101	Camden-Jackson Township Public Library
12-037	IN0195	Carmel Clay Public Library
12-038	IN0088	Carnegie Public Library Of Steuben County
12-039	IN0172	Centerville-Center Township Public Library
12-040	IN0217	Charlestown Clark County Public Library
12-041	IN0093	Churubusco Public Library
12-042	IN0203	Clayton-Liberty Township Public Library
12-043	IN0188	Clinton Public Library
12-044	IN0200	Coatesville-Clay Township Public Library
12-045	IN0103	Colfax-Perry Township Public Library
12-046	IN0131	Converse-Jackson Township Public Library
12-047	IN0107	Covington-Veedersburg Public Library

12-048	IN0219	Crawford County Public Library
12-049	IN0109	Crawfordsville District Public Library
12-050	IN0031	Crown Point Community Public Library
12-051	IN0061	Culver-Union Township Public Library
12-052	IN0202	Danville-Center Township Public Library
12-053	IN0112	Darlington Public Library
12-054	IN0100	Delphi Public Library
12-055	IN0169	Dublin Public Library
12-056	IN0153	Dunkirk Public Library
12-057	IN0095	Earl Park Public Library
12-058	IN0027	East Chicago Public Library
12-059	IN0075	Eckhart Public Library
12-060	IN0208	Edinburgh Wright-Hageman Public Library
12-061	IN0050	Elkhart Public Library
12-062	IN0020	Evansville-Vanderburgh Public Library
12-063	IN0145	Fairmount Public Library
12-064	IN0160	Farmland Public Library
12-065	IN0139	Fayette County Public Library
12-066	IN0102	Flora-Monroe Township Public Library
12-067	IN0007	Fort Branch-Johnson Township Public Library
12-068	IN0198	Fortville-Vernon Township Public Library
12-069	IN0045	Francesville-Salem Township Public Library
12-070	IN0104	Frankfort Community Public Library-Clinton County Contractual Public Library
12-071	IN0140	Franklin County Public Library District
12-072	IN0089	Fremont Public Library
12-073	IN0126	Fulton County Public Library
12-074	IN0074	Garrett Public Library
12-075	IN0028	Gary Public Library
12-076	IN0143	Gas City-Mill Township Public Library
12-077	IN0041	Goodland & Grant Township Public Library
12-078	IN0054	Goshen Public Library
12-079	IN0244	Greensburg-Decatur County Contractual Public Library
12-080	IN0129	Greentown & Eastern Howard School Public Library
12-081	IN0206	Greenwood Public Library
12-082	IN0168	Hagerstown-Jefferson Township Public Library
12-083	IN0248	Hamilton East Public Library
12-084	IN0196	Hamilton North Public Library
12-085	IN0029	Hammond Public Library
12-086	IN0199	Hancock County Public Library

12-087	IN0224	Harrison County Public Library
12-088	IN0136	Hartford City Public Library
12-089	IN0165	Henry Henley Public Library
12-090	IN0004	Huntingburg Public Library
12-091	IN0080	Huntington City-Township Public Library
12-092	IN0243	Hussey-Mayfield Memorial Public Library
12-093	IN0210	Indianapolis-Marion County Public Library
12-094	IN0226	Jackson County Public Library
12-095	IN0174	Jasonville Public Library
12-096	IN0025	Jasper County Public Library
12-097	IN0003	Jasper-Dubois County Contractual Public Library
12-098	IN0155	Jay County Public Library
12-099	IN0227	Jefferson County Public Library
12-100	IN0218	Jeffersonville Township Public Library
12-101	IN0228	Jennings County Public Library
12-102	IN0207	Johnson County Public Library
12-103	IN0144	Jonesboro Public Library
12-104	IN0242	Joyce Public Library
12-105	IN0086	Kendallville Public Library
12-106	IN0040	Kentland-Jefferson Township Public Library
12-107	IN0125	Kewanna-Union Township Public Library
12-108	IN0108	Kingman-Millcreek Public Library
12-109	IN0105	Kirklin Public Library
12-110	IN0152	Knightstown Public Library
12-111	IN0010	Knox County Public Library
12-112	IN0128	Kokomo-Howard County Public Library
12-113	IN0036	La Crosse Public Library
12-114	IN0083	La Grange County Public Library
12-115	IN0037	La Porte County Public Library
12-116	IN0113	Ladoga-Clark Township Public Library
12-117	IN0030	Lake County Public Library
12-118	IN0220	Lawrenceburg Public Library
12-119	IN0191	Lebanon Public Library
12-120	IN0084	Ligonier Public Library
12-121	IN0239	Lincoln Heritage Public Library
12-122	IN0111	Linden Carnegie Public Library
12-123	IN0175	Linton Public Library
12-124	IN0123	Logansport-Cass County Public Library
12-125	IN0011	Loogootee Public Library
12-126	IN0241	Lowell Public Library

12-127	IN0142	Marion Public Library
12-128	IN0148	Matthews Public Library
12-129	IN0230	Melton Public Library
12-130	IN0033	Michigan City Public Library
12-131	IN0055	Middlebury Community Public Library
12-132	IN0149	Middletown Fall Creek Township Public Library
12-133	IN0058	Milford Public Library
12-134	IN0069	Mishawaka-Penn-Harris Public Library
12-135	IN0179	Mitchell Community Public Library
12-136	IN0120	Monon Town & Township Public Library
12-137	IN0180	Monroe County Public Library
12-138	IN0047	Monterey-Tippecanoe Township Public Library
12-139	IN0182	Montezuma Public Library
12-140	IN0121	Monticello-Union Township Public Library
12-141	IN0137	Montpelier-Harrison Township Public Library
12-142	IN0213	Mooreville Public Library
12-143	IN0212	Morgan County Public Library
12-144	IN0171	Morrisson Reeves Library
12-145	IN0138	Muncie-Center Township Public Library
12-146	IN0052	Nappanee Public Library
12-147	IN0223	New Albany-Floyd County Public Library
12-148	IN0066	New Carlisle & Olive Township Public Library
12-149	IN0150	New Castle-Henry County Public Library
12-150	IN0017	New Harmony Workingmen's Institute
12-151	IN0038	Newton County Public Library
12-152	IN0085	Noble County Public Library
12-153	IN0048	North Judson-Wayne Township Public Library
12-154	IN0156	North Madison County Public Library System
12-155	IN0134	North Manchester Public Library
12-156	IN0247	North Webster Community Public Library
12-157	IN0008	Oakland City-Columbia Township Public Library
12-158	IN0002	Odon Winkelpleck Public Library
12-159	IN0229	Ohio County Public Library
12-160	IN0022	Ohio Township Public Library System
12-161	IN0231	Orleans Town & Township Public Library
12-162	IN0234	Osgood Public Library
12-163	IN0099	Otterbein Public Library
12-164	IN0181	Owen County Public Library
12-165	IN0005	Owensville Carnegie Public Library
12-166	IN0098	Oxford Public Library

12-167	IN0232	Paoli Public Library
12-168	IN0092	Peabody Public Library
12-169	IN0159	Pendleton Community Public Library
12-170	IN0154	Penn Township Public Library
12-171	IN0013	Perry County Public Library
12-172	IN0130	Peru Public Library
12-173	IN0060	Pierceton & Washington Township Public Library
12-174	IN0015	Pike County Public Library
12-175	IN0205	Plainfield-Guilford Township Public Library
12-176	IN0062	Plymouth Public Library
12-177	IN0043	Porter County Public Library System
12-178	IN0016	Poseyville Carnegie Public Library
12-179	IN0006	Princeton Public Library
12-180	IN0046	Pulaski County Public Library
12-181	IN0184	Putnam County Public Library
12-182	IN0024	Remington-Carpenter Township Public Library
12-183	IN0163	Ridgeville Public Library
12-184	IN0185	Roachdale-Franklin Township Public Library
12-185	IN0133	Roann Paw-Paw Township Public Library
12-186	IN0079	Roanoke Public Library
12-187	IN0183	Rockville Public Library
12-188	IN0122	Royal Center-Boone Township Public Library
12-189	IN0166	Rushville Public Library
12-190	IN0238	Salem-Washington Township Public Library
12-191	IN0236	Scott County Public Library
12-192	IN0214	Shelby County Public Library
12-193	IN0193	Sheridan Public Library
12-194	IN0012	Shoals Public Library
12-195	IN0091	South Whitley-Cleveland Township Public Library
12-196	IN0209	Speedway Public Library
12-197	IN0019	Spencer County Public Library
12-198	IN0151	Spiceland Town-Township Public Library
12-199	IN0068	St Joseph County Public Library
12-200	IN0049	Starke County Public Library System
12-201	IN0186	Sullivan County Public Library
12-202	IN0141	Swayzee Public Library
12-203	IN0237	Switzerland County Public Library
12-204	IN0059	Syracuse-Turkey Creek Township Public Library
12-205	IN0190	Thorntown Public Library
12-206	IN0115	Tippecanoe County Public Library

12-207	IN0132	Tipton County Public Library
12-208	IN0235	Tyson Library Association, Inc
12-209	IN0164	Union City Public Library
12-210	IN0167	Union County Public Library
12-211	IN0146	Van Buren Public Library
12-212	IN0187	Vermillion County Public Library
12-213	IN0189	Vigo County Public Library
12-214	IN0135	Wabash Carnegie Public Library
12-215	IN0051	Wakarusa-Olive & Harrison Township Public Library
12-216	IN0067	Walkerton-Lincoln Township Public Library
12-217	IN0124	Walton & Tipton Township Public Library
12-218	IN0035	Wanatah Public Library
12-219	IN0082	Warren Public Library
12-220	IN0057	Warsaw Community Public Library
12-221	IN0001	Washington Carnegie Public Library
12-222	IN0162	Washington Township Public Library
12-223	IN0076	Waterloo-Grant Township Public Library
12-224	IN0110	Waveland-Brown Township Public Library
12-225	IN0090	Wells County Public Library
12-226	IN0114	West Lafayette Public Library
12-227	IN0116	West Lebanon-Pike Township Public Library
12-228	IN0044	Westchester Public Library
12-229	IN0194	Westfield-Washington Public Library
12-230	IN0034	Westville-New Durham Township Public Library
12-231	IN0026	Whiting Public Library
12-232	IN0021	Willard Library Of Evansville
12-233	IN0117	Williamsport-Washington Township Public Library
12-234	IN0161	Winchester Community Public Library
12-235	IN0118	Wolcott Community Public Library
12-236	IN0176	Worthington Jefferson Township Public Library
12-237	IN0094	York Township Public Library
12-238	IN0245	Yorktown Public Library
12-239		TOTAL PLAC Loans

## Part 13 - Compliance with Standards for Public Libraries

Questions relating to standards are in bold font

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

Please answer either "Yes", "No", or "N/A" if applicable.  
Do not skip any questions.

- Does your library:**
- 13-001** Comply with Public Library Law under IC 36-12?
  - 13-002** Comply with the Indiana Library and Historical Department Law under IC 4-23-7?
  - 13-003** Comply with other Indiana laws that affect municipal corporations?
  - 13-004** Comply with all federal laws affecting employment practice?
  - 13-005** Are all newly constructed and existing library facilities are in compliance with local, state, and federal building and health and safety codes?
  - 13-006** Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?

- Do the library board and director maintain separate functions as follows:**
- 13-007** The board is responsible for governance and policy.
  - 13-008** The director Is responsible for administration, operation and management of the library

- Does the director**
- 13-009** Work full-time?
  - 13-010** Have the required librarian certification rules under 590 IAC 5?  
(Check <https://mylicense.in.gov/EVerification/Search.aspx> if any question occurs)

- With the advice and recommendations of the library director, the library board has adopted the following policies and procedures?**
- 13-011** An annual classification of employees
  - 13-012** Schedules of salaries
  - 13-013** A proposed library budget
  - 13-014** Library policies
  - 13-015** Employment practices, including
    - 13-016** Recruitment
    - 13-017** Selection
    - 13-018** Appointment
  - 13-019** Personnel actions
  - 13-020** Salary administration
  - 13-021** Employee benefits
  - 13-022** Conditions of work

- 13-023        **Leaves**
- 13-024        **Does the library board adhere to the principles discussed in approved and current Indiana state library publications for library trustees?**
- 13-025        **Does the library have written bylaws that state its purpose and its operational procedures?**
- Do the library bylaws specifically state rules governing:**
- 13-026        **Conflicts of interest issues**
- 13-027        **Nepotism.**
- 13-028        **Have the bylaws been reviewed by the board in the last three (3) years?**
- 13-029        **Has a copy of the current version of the bylaws been submitted to the Indiana State Library?**
- 13-030        **Have all amendments to the bylaws been adopted by the board and have they been submitted to the Indiana State Library with the annual report?**
- Does Your Library Have:**
- 13-031        **A Collection Development Plan?**
- 13-032        **Written principle of access to all library materials and services?**
- 13-033        **Does the library have a long-range plan of service?**
- 13-034        **Which years are covered by the plan?**
- 13-035        **Has the long range plan been updated in the last three (3) years?**
- 13-036        **Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?**
- Does your long range plan include:**
- 13-037        **A statement of community needs and goals?**
- 13-038        **Measurable objectives and service responses to the community's needs and goals?**
- 13-039        **An assessment of facilities, services, technology, and operations?**
- 13-040        **An ongoing annual evaluation process?**
- 13-041        **Financial resources and sustainability?**
- 13-042        **Collaboration with other public libraries?**
- 13-043        **Collaboration with other community partners?**
- 13-044        **Does the library have a technology plan?**
- 13-045        **Which years are covered by the plan?**
- 13-046        **Has the technology plan been updated in the last 3 years?**
- 13-047        **Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?**

**Does your technology plan include:**

- 13-048** Goals and realistic strategy for using telecommunications and information technology?
- 13-049** A professional development strategy?
- 13-050** An assessment of telecommunication services, hardware, software, and other services needed?
- 13-051** An equipment replacement schedule?
- 13-052** Financial resources and sustainability?
- 13-053** An ongoing annual evaluation process?
- 13-054** An automation plan that conforms to national cataloging standards?
- 13-055** Does your library provide interlibrary loan free of charge to other libraries within Indiana (other than reimbursement for actual direct photocopy and postage costs).

**The library lends materials**

- 13-056** via Statewide reciprocal borrowing program?
- 13-057** via the Evergreen consortium?
- 13-058** Using OCLC Resource Sharing?
- 13-059** Using a local reciprocal borrowing agreement with at least one (1) other public library district within the library district's county or an adjacent county?
- 13-060** How many days per week does your library subscribe to InfoEXPRESS?

**Does the library provide adult services that include the following?**

- 13-061** Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.
- 13-062** Knowledge of and access to reference materials, including INSPIRE.
- 13-063** A collection of materials for adults.
- 13-064** Space designated in the library for adult services.  
An enhanced level of service is achieved when a library designates:
- 13-065** One (1) or more staff to serve at least part time, with appropriate certification, as an adult services librarian, at each fixed location?  
An exceptional level of service is achieved when a library designates:
- 13-066** One (1) full-time equivalent, with appropriate certification, as an adult services librarian, at each fixed location?

**Does the library provide young adult services that include the following?**

- 13-067** Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.

- 13-068 Knowledge of and access to reference materials, including INSPIRE.**
- 13-069 A collection of materials for young adults.**
- 13-070 Space designated in the library for young adult services.**  
**An enhanced level of service is achieved when a library designates:**
- 13-071 One (1) or more staff to serve at least part time, with appropriate certification, as a young adult services librarian, at each fixed location?**  
**An exceptional level of service is achieved when a library designates:**
- 13-072 One (1) full-time equivalent, with appropriate certification, as a young adult services librarian, at each fixed location?**
- 13-073 Does the library provide children's services that include the following?  
Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.**
- 13-074 A collection of materials for children, parents, and caregivers in each fixed location.**
- 13-075 Space in each fixed location designated in the library for children's services.**  
**An enhanced level of service is achieved when a library designates:**
- 13-076 One (1) or more staff to serve at least part time, with appropriate certification, as a children's services librarian, at each fixed location?**  
**An exceptional level of service is achieved when a library designates:**
- 13-077 One (1) full-time equivalent, with appropriate certification, as a children's services librarian, at each fixed location?**
- 13-078 Are patrons who are unable to read regular print, because of a visual or a physical disability, are provided access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media?**
- 13-079 Does the library provide computers for the free use of all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies?**
- 13-080 Does the library provide support for continuing education for staff and trustees?  
Does your library provide the following means of communicating with the public:**
- 13-081 An answering machine, voice mail or other similar technology to provide operating hours of the library?**
- 13-082 Does your library provide a means to provide copies to the public at each location. (A fee may be charged not to exceed a fee established by Indiana State Law)?**

**Does your library webpage include:**

- 13-083 **Hours of operation?**
- 13-084 **A physical address for your library?**
- 13-085 **A map for each fixed location?**
- 13-086 **A telephone number?**
- 13-087 **An e-mail address or means of electronic contact?**
- 13-088 **A link to free electronic resources, for example INSPIRE?**
- 13-089 **Publicly posted policies adopted by the library board, including, but not limited to, circulation policies, fees, and internet use policies?**
- 13-090 **A link to the library's online public access catalog?**
- 13-091 **A calendar of events and programs which is updated at least monthly?**
- 13-092 **Has your Internet Policy been reviewed by the board in the last year?**

## Part 14 - Statement of Intent

- 14-001 Please explain any NO answers given in Part 13. List question # and explanation.

## Part 15 - Supplement

### Questions relating to standards are in bold font

- 15-001 Does Your Library Have a Foundation?
- 15-002 Is Your Foundation Separate From Your Friends Group?
- 15-003 Does Your Library Participate in a Community Foundation?
- 15-004 If Yes, What Is Its Name?
  
- 15-005 Does Your Library Have a Separate Public Computer Lab?
- 15-006 # of Computers Available in the Lab?
- 15-007 Does Your Library Have A Mobile / Portable Computer Lab?
  
- 15-008 Has Your Library Received Any Grants During This Period, Other Than LSTA Grants?
- 15-009 If Yes, What Is the Name of the Funder? (Repeating group in Bibliostat Collect; answer 15-009 – 15-011 for each grant)
- 15-010 How Much Was the Grant for?
- 15-011 What Was the Purpose of the Grant?
- 15-012 Does Your Library Have a Grant Consultant or a Staff Person Overseeing Grants?
  
- 15-013 Has Your Library Hired A Consultant?
- 15-014 What Project Did They Work On? (Repeating group in Bibliostat Collect; answer 15-014– 15-018 for each consultant project.)
- 15-015 Name:

- 15-016 Address  
15-017 Email  
15-018 Phone
- 15-019 Is Your Library Involved In Community Outreach, Such As Fairs And Festivals?  
15-020 # Events  
15-021 Attendance
- 15-022 Does Your Library Use Social Media?  
  
Which Ones Do You Use? (check all that apply)  
15-023 Facebook  
15-024 Twitter  
15-025 Pinterst  
15-026 Flickr  
15-027 Other
- 15-028 Does Your Library Have Book Club Sets?  
15-029 # of Titles  
15-030 # Copies Each Title  
15-031 Name of Contact Person in Charge of Program  
15-032 Email:
- 15-033 Does Your Library Participate in a One Book / One City Program?
- 15-034 Does Your Library Use Any Open Source Software?  
15-035 List:
- 15-036 Does Your Library Provide Assistive Technology?  
If Yes, How Is It Provided?  
15-037 # of Separate Assistive Technology Workstations  
15-038 # of Mainstreamed Workstations With Assistive Technology  
15-039 Do You Have Assistive Technology Available for Checkout?  
15-040 List:
- 15-041 Complete broadband survey at  
<http://in-polis-app21.ads.iu.edu/BroadbandService/default.aspx>