Instructions

General instructions/definitions 2013

Please call the Library Development Office with any questions at 317-232-3697 or 1-800-451-6028 or email ldo@library.in.gov

All information in the annual report is a matter of public record and much of it is published on the World Wide Web.

All information provided should be for the 2013 calendar year ending 12/31/2013, except for the following categories. Give the MOST CURRENT information for:

- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section and benefits.

• If the exact data are not known for any item, please estimate data (and indicate in federal note that it is an estimate). Estimates are very important.

- Enter "0" if the correct entry for an item is zero or "none".
- Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

• According to the Public Library Survey (PLS) definition, a public library is established under state enabling laws or regulations to serve a community, district, or region, and provide at least the following:

1. An organized collection of printed or other library materials, or combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and;
5. Supported in whole or in part with public funds.

Please read the instructions and definitions before completing survey, some have changed and others have been clarified.

1 - General Information
Respondent Identification

- Provide the most current information available.
- Report the mail address ONLY if it is different from the street address.
- Please contact the Library Development Office with updates for this information throughout the year, as this information is used to update the public library directory.

DEFINITION: Administrative Entity is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction/library district. The administrative entity may have a single outlet, or it may have more than one outlet.

01-001   *Name of the person preparing this report* - This is the name of the person to whom questions about the report should be directed.

01-002   Preparer's phone number - This is the telephone number of the person to whom questions about the report should be directed.

01-003   *Time zone in which library district headquarters is located .* - This is the time zone in which library's administrative headquarters is located. Indiana is in 2 time zones, 80 counties are on Eastern Time, and 12 counties are on Central Time. Please indicate the time zone the library district headquarters is located in, officially. This is pre-filled and locked. Contact the LDO office if the information displayed is incorrect.

01-004   *Library Name* - This is the legal name of the administrative entity. (Required by PLS).

01-005   *Library Class* - This is the library's Class based upon the population served. This is pre-filled and locked. Contact the LDO office if the information displayed is incorrect.

01-006   *Library Director* – This should be the full name of the current or interim director.

01-007   *Street Address* - This is the complete street address of the administrative entity (system headquarters). (Required by PLS).

01-008   *City* – This is the city in which the administrative entity is located. (Required by PLS).

01-009   *ZIP+4* - This is the standard five-digit postal Zip code and the four digit Zip code extension for the street address of administrative entity. (Required by PLS).

01-010   *Is your mailing address the same as the address listed above?* - Answer Yes or No. If your library's mailing address is the same as the one listed above, answer YES and then skip questions 01-011, 01-012 & 01-013. If your library's mailing address is not the same as the one listed above, answer NO and then complete the following questions.

01-011   *Mailing Address* - This is the complete mailing address of the library system's headquarters.

01-012   *Mailing City* – This is the city listed in the mailing address for the library system's headquarters.

01-013   *Mailing ZIP+4* - This is the standard five-digit postal ZIP and four digit postal ZIP code extension for the mailing address of system headquarters.

01-014   *Congressional District Number* - This is the United States House of Representative District number in which the library's district headquarters is located, based on the 2010 census. Indiana currently has 9 districts.

01-015   *Phone* – This is the main telephone number of the administrative entity. This is information required by PL Standards, 590 IAC 6-1-4 (k) (4) (A). (Required by PLS).

01-016   *FAX* - This is the main telefacsimile number of the administrative entity. This is information required by PL Standards, 590 IAC 6-1-4 (k) (4) (E).

01-017   *Does your library have an answering machine, voice mail or other similar technology?* - Answer *YES* or *NO* . This is information required by PL Standards, 590 IAC 6-1-4(k) (4) (A).

01-018   *Library URL* - This is the web address of the library or of the administrative entity, if there are multiple web pages. This is information required by PL Standards, 590 IAC 6-1-4 (k) (5).

01-019   *Public Library E-Mail Address, or a means of electronic contact listed on the library's website* - This email address is published in the public library directory. This address may be a general address, the director's address or a web form, at the library's choice. This is information required by PL Standards, 590 IAC 6-1-4 (k) (4) (C).

Building Questions

01-020   *The year the current central building was built* - Enter t he year that the most current central building was built. An estimate is acceptable.

01-021   *Year of the most recent structural addition or alteration to current central building* - This is the d ate of most recent structural addition or alteration to current central building. It refers to any structural change to the building which may also result in additional square feet.

01-022   *What is the square footage of the central building?* - Report the total area of the central library, in square feet. This is the area on all floors enclosed by the outer walls of the library outlet. It includes all of the areas occupied by the library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the central library has use of that area. This is pre-filled and locked. Contact the LDO office if the information displayed is incorrect. (Required by PLS).

Building Hours

01-023   *Click here to complete Central Library daily hours.* - This link will take you to a table where you can record the regular hours that the Central Library is open. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at http://www.in.gov/library/pldirectory.htm and updated as you notify us.

01-024   *Monday opening time* - Please enter the time when your library opens on a typical Monday. Indicate AM or PM.

01-025   *Monday closing time* - Please enter the time when your library closes on a typical Monday. Indicate AM or PM.

01-026   *Tuesday opening time* - Please enter the time when your library opens on a typical Tuesday. Indicate AM or PM.

01-027   *Tuesday closing time* - Please enter the time when your library closes on a typical Tuesday. Indicate AM or PM.

01-028   *Wednesday opening time* - Please enter the time when your library opens on a typical Wednesday. Indicate AM or PM.

01-029   *Wednesday closing time* - Please enter the time when your library closes on a typical Wednesday. Indicate AM or PM.

01-030   *Thursday opening time* - Please enter the time when your library opens on a typical Thursday. Indicate AM or PM.

01-031   *Thursday closing time* - Please enter the time when your library closes on a typical Thursday. Indicate AM or PM.

01-032   *Friday opening time* - Please enter the time when your library opens on a typical Friday. Indicate AM or PM.

01-033   *Friday closing time* - Please enter the time when your library closes on a typical Friday. Indicate AM or PM.

01-034   *Saturday opening time* - Please enter the time when your library opens on a typical Saturday. Indicate AM or PM.

01-035   *Saturday closing time* - Please enter the time when your library closes on a typical Saturday. Indicate AM or PM.

01-036   *Sunday opening time* - Please enter the time when your library opens on a typical Sunday. Indicate AM or PM.

01-037   *Sunday closing time* - Please enter the time when your library closes on a typical Sunday. Indicate AM or PM.

01-038   *Total open hours for Central Library during a typical week.* - This is an internal calculation, calculated from the information entered in 01-024 through 01-037. This is information required by PL Standards, 590 IAC 6-1-4 (I).

01-039   *Total number of hours Central Library is open after 6:00 p.m. per week.* - Public library standards require library systems to be open after 6:00 p.m., depending on the population of the library district. This is information required by PL Standards, 590 IAC 6-1-4 (I).

01-040   *Total number of hours per week Central Library is open on Saturday* . - Standards require that a library system be open for varying hours on a weekend day, depending on the population of the library district. This is information required by PL Standards, 590 IAC 6-1-4 (I).

01-041   *Total number of hours per week Central Library is open on Sunday* . - Standards require that a library system be open for varying hours on a weekend day, depending on the population of the library district. This is information required by PL Standards, 590 IAC 6-1-4 (I).

01-042   *Total Central Library Hours Open per Year* – For the central library only. This is the total

weekly hours during which the library is open for the majority of the year.

Internet Access

01-043   ***Does the library have Internet Access?*** **- Answer Yes or No. Answer Yes to this question if the library provides Internet access using one or more of the following services: World Wide Web (WWW), or community network. Do not answer *YES* if the library has access to electronic mail only. Internet access in branches and bookmobiles is reported separately. This is information required by PL Standards, 590 IAC 6-1-4 (k) (14).**

01-044   *What type of Internet Access is available in the Central Building* ? – Select the correct type of Internet access from the drop box menu. List only the bandwidth that you have available, that is, if you have a T1 but it's turned down to a 128, list 128, etc.). Internet access in branches and bookmobiles is reported separately.

01-045   ***Specify the speed of Internet Access in the Central Building* . – Specify the speed of Internet Access in the Central Building (e.g. Fiber Optic may be 15 Mbs, 30 Mbs, 45 Mbs, etc.). The speed of Internet access in branches and bookmobiles is reported separately. This is information required by PL Standards, 590 IAC 6-1-4 (k) (14).**

Branch Information

DEFINITION: Branch Libraries are defined as auxiliary units with:

- separate quarters;
- A permanent, organized collection of library materials;
- A permanent paid staff, and
- A regular schedule for opening to the public.

Do not report any facility as a branch, separate from another branch or the central library, which does not meet all 4 of the preceding criteria. Any facility which operates with volunteer staff only, does not qualify as a branch for state or Public Library Survey (PLS) purposes.

01-200   *Total Number of Branches* - Enter the total number of branches, as defined above, which are a part of this library system . If this answer is zero, skip Questions 01-200 through 01-237.

Individual Branch Information

01-200a   *Branch Name* - Enter the official name of the branch. (Required by PLS).

01-201a   *Branch Street Address* - This is the complete street address of the branch. (Required by PLS).

01-202a   *Branch City* – This is the city in which the branch is physically located. (Required by PLS).

01-203a   *Branch County* – List the name of the county in which the branch is physically located. (Required by PLS).

01-204a   *Branch Zip+4* - This is the standard five-digit postal Zip code and the four digit Zip code extension for the street address of the branch. (Required by PLS).

01-205a   *Is your mailing address the same as the address listed above?* - Answer Yes or No. If the branch's mailing address is the same as the one listed above, answer YES and then skip questions 01-206a. If the branch's mailing address is not the same as the one listed above, answer NO and then complete the following question.

01-206a   *Branch Mailing Address* - This is the mailing address for the branch. Report the mail address ONLY if it is different from the street address. (Required by PLS).

01-207a   *Phone* - This is the main telephone number of the branch.

01-208a   *Fax* - This is the main facsimile number of the branch.

01-209a   *Total Square Footage of Branch* – Report the area, in square feet, of the branch. Report the total area in square feet for each branch separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area. This number is prefilled and locked. Contact LDO for corrections or updates. (Required by PLS).

01-210a   *Year Built* – List the year the building housing the branch was completed. If unknown, use N/A. This number is prefilled and locked. Contact LDO for corrections or updates.

01-211a   *Year of the most recent structural addition or alteration to branch building* – List the year of completion of addition or alteration to the building. If unknown, use N/A. This number is prefilled and locked. Contact LDO for corrections or updates.

01-212a   *Number of Weeks per Year Individual Branch is Open* - Enter the number of weeks that the branch library is open during the year. Round to the nearest whole number of weeks. If a branch library was open half or more of its scheduled hours in a given week, round up to the next week. If the branch library was open less than half of its scheduled hours, round down.

Open hours during a typical week

01-213a   *Monday opening time* - Please enter the normal opening time for the branch library during a typical week. Please indicate AM or PM.

01-214a   *Monday closing time* - Please enter the normal closing time for the branch library during a typical week. Please indicate AM or PM.

01-215a   *Tuesday opening time* - Please enter the normal opening time for the branch library during a typical week. Please indicate AM or PM.

01-216a   *Tuesday closing time* - Please enter the normal closing time for the branch library

during a typical week. Please indicate AM or PM.

01-217a   *Wednesday opening time* - Please enter the normal opening time for the branch library during a typical week. Please indicate AM or PM.

01-218a   *Wednesday closing time* - Please enter the normal closing time for the branch library during a typical week. Please indicate AM or PM.

01-219a   *Thursday opening time* - Please enter the normal opening time for the branch library during a typical week. Please indicate AM or PM.

01-220a   *Thursday closing time* - Please enter the normal closing time for the branch library during a typical week. Please indicate AM or PM.

01-221a   *Friday opening time* - Please enter the normal opening time for the branch library during a typical week. Please indicate AM or PM.

01-222a   *Friday closing time* - Please enter the normal closing time for the branch library during a typical week. Please indicate AM or PM.

01-223a   *Saturday opening time* - Please enter the normal opening time for the branch library during a typical week. Please indicate AM or PM.

01-224a   *Saturday closing time* - Please enter the normal closing time for the branch library during a typical week. Please indicate AM or PM.

01-225a   *Sunday opening time* - Please enter the normal opening time for the branch library during a typical week. Please indicate AM or PM.

01-226a   *Sunday closing time* - Please enter the normal closing for the branch library during a typical week. Please indicate AM or PM.

01-227a   *Total open hours for Branch Library during a typical week.* - Please manually calculate the total hours during a typical week from information entered into 01-213a through 01-226a.

01-228a   *Does the Branch library have Internet Access?* - Answer Yes or No. Answer Yes to this question if the branch library provides Internet access using one or more of the following services: World Wide Web (WWW) or community network. Do not answer *YES* if the branch library has access to electronic mail only. This is information required by PL Standards, 590 IAC 6-1-4 (k) (14).

01-229a   *What type of Internet Access is available in the Branch library?* – Select the correct type of Internet access from the drop box menu. List only the bandwidth that you have available, that is, if you have a T1 but it's turned down to a 128, list 128, etc.).

01-230a   *Specify the speed of Internet Access in the Branch library.* - Specify the speed of Internet Access in the branch (e.g. Fiber Optic may be 15 Mbs, 30 Mbs, 45 Mbs, etc.). This is information required by PL Standards, 590 IAC 6-1-4 (k) (14).

01-231a   *Number of wireless hubs located in the Branch library?* - Answer Yes or No. A

wireless hub at each fixed location is required to meet Exceptional / Enhanced levels within the standards. This is information required by PL Standards, 590 IAC 6-1-4 (k) (15). Note - the question about the number of hubs in the central library has moved to 08-033.

01-237   *Total open hours for All Branches* - This is an internal calculation, calculated using the information entered into 01-213a through 01-226a for all branch libraries entered.

Bookmobile Information

DEFINITION: Bookmobiles - A bookmobile is a traveling bookmobile library consisting of:

- A truck or van that carries an organized collection of library materials;
- A paid staff;
- Regularly scheduled hours for being open to the public.

Please count the number of vehicles that are in use; not the number of stops the vehicle makes.

01-300   *Total Number of Bookmobiles* - Enter the total number of bookmobiles which are a part of this library system . If this answer is zero, then skip Questions 01-301 through 01-317.

Individual Bookmobile Information

01-301a   *Bookmobile Name* - Enter the legal or commonly used name of the bookmobile. (Required by PLS).

01-302a   *Street Address* - This is the complete street address of the Bookmobile storage location. This will often be the system headquarters address. (Required by PLS).

01-303a   *City* – This is the city in which the bookmobile is housed. This will often be the system headquarters address. (Required by PLS).

01-304a   *County* – This is the county in which the bookmobile is housed. This will often be the same as for the system headquarters address.

01-305a   *Zip+4* - This is the standard five-digit postal Zip code and four digit postal Zip code extensions for the street address of the bookmobile storage location. This will often be the administrative entity address. (Required by PLS).

01-306a   *Is your mailing address the same as the address listed above?* - Answer Yes or No. If the bookmobile's mailing address is the same as the one listed above, answer YES and then skip question 01-307a. If the bookmobile's mailing address is not the same as the one listed above, answer NO and then complete the following question.

01-307a   *Mailing Address* – List only if different from the street address. This is the mailing address (if different from the street address) of the administrative entity (or bookmobile storage location). Include city and zip +4.

01-308a   *Phone* – Report only if it is specific to the bookmobile. Leave blank if it is the same number as for the administrative entity. (Required by PLS).

01-309a   *Fax* - Report only if it is specific to the bookmobile. Leave blank if it is the same number as for the administrative entity.

01-310a   *Total number of hours Bookmobile is open during a typical week* . - List the number of hours the bookmobile is in service to the public during a typical week.

01-311a   *Number of Weeks Bookmobile is open* . - Count only the number of weeks that the bookmobile is open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters, repairs or other events should be excluded. Round to the nearest whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the bookmobile was open less than half of its scheduled hours, round down.

01-312a   *Does the Bookmobile have Internet Access?* - Answer Yes or No. Answer Yes to this question if the bookmobile provides Internet access using one or more of the following services: World Wide Web (WWW) or community network. Do not answer *YES* if the branch library has access to electronic mail only. This is information required by PL Standards, 590 IAC 6-1-4 (k) (14).

01-313a   *What type of Internet Access is available in the Bookmobile?* – Select the correct type of Internet access from the drop box menu. List only the bandwidth that you have available, that is, if you have a T1 but it's turned down to a 128, list 128, etc.).

01-314a   *Specify the speed of Internet Access in the Bookmobile* . - Specify the speed of Internet Access in the bookmobile (e.g. Fiber Optic may be 15 Mbs, 30 Mbs, 45 Mbs, etc.). This is information required by PL Standards, 590 IAC 6-1-4 (k) (14).

01-315a   *Number of wireless hubs located in the Bookmobile?* - Answer Yes or No. A wireless hub at each fixed location is required to meet Exceptional / Enhanced levels within the standards. This is information required by PL Standards, 590 IAC 6-1-4 (k) (15). Note - the question about the number of hubs in the central library has moved to 08-033.

01-316   *Total open hours for All Bookmobiles* - This is an internal calculation, calculated using the information entered into 01-310a for all bookmobile libraries entered.

01-500   *Total System Public Service Hours per Year* - This is an internal calculation, calculated by adding the hours reported in 01-042, 01-237 and 01-316.

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* - Report the number of people who live in the library district and have applied for and received borrowing privileges from your library, excluding areas contracting for library service. Exclude any non-

residents who pay for library privileges, PLAC cardholders, reciprocal users and non-resident student users, school employees and library employees. Type 4 Contractual libraries should report all resident cards here. (Required by PLS).

02-002   *Total Number of Users from Contracting Areas* - Report only the number of people who have received borrowing privileges from your library due to a contract with a township, town or other unit of local government. This does NOT include residents in Type 4 Contractual libraries areas. (Required by PLS).

02-003   *Total Number of Individual Non-Resident (non-taxed) Registered Users* - Record the number of registered users who do not live in your library district or areas contracting for library service. These are people who have applied for and received borrowing privileges from the reporting library, but who do not pay property taxes for library service in any library district. This is the total number of cards for which people have paid the non-resident fee or been allowed to receive such cards for free or at a reduced cost. (Required by PLS).

02-004   *Total Number of Reciprocal Users* - Report the number of reciprocal users, NOT the number of loans. These loans may be made on the basis of local or statewide reciprocal borrowing agreements, but do NOT include loans made using PLAC cards.

02-005   *Total Number of PLAC Users* - Report the number of individual, unique people who have used a PLAC card to borrow materials from your library. Report the number of people, NOT the number of times PLAC cards were used to borrow materials.

02-006   *Total Number of Non-Resident Cards Issued to Student Users.* – This is the number of cards issued to public and non-public school students, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is included in the total reported in 02-003.

02-007   *Total Number of Non-Resident Cards Issued to School Employees.* - This is the number of cards issued to public and non-public school employees, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is included in the total reported in 02-003.

02-008   *Total Number of Non-Resident Cards Issued to Library Employees.* - This is the number of cards issued to public, non-public school employees, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number included in the total reported in 02-003.

02-009   *Amount of Individual Non-Resident Fee.* – Enter your library's non-resident fee as of July 1 for the report year (or more current date, if available). **This fee is required by Indiana State Law, IC 36-12-2-25 (b)-(e).** It includes the dollar amount spent on staff, materials, and miscellaneous expenses divided by the library's legal service area population. This figure approximates the average cost per person of running the library. Indiana State law mandates that this fee should be set in excess of the operating expenditure per capita of the library for the previous year, or $25, whichever is higher. This information will be used with the information entered in 05-047 to determine

whether your library's non-resident fee meets this standard.

02-010   *Date that the Library Board adopted this fee.* - The date the board adopted the non-resident fee listed in this report.

02-011   *Does your library purge or mark inactive patron files at least every three years?* - Answer Yes or No. L ibraries are required to purge or mark inactive unused library patron cards at least once every three (3) years, and to delete those patrons who have not used their card in the last three (3) years and do not owe materials, fines, or fees to the library. This is information required by PL Standards, 590 IAC 6-1-4(k) 16.

3 - Public Libraries and Political Subdivisions Served

DEFINITION: Library District - The political subdivision/unit taxed by an individual public library district for library service.

If your library district is located in more than one counrty ore 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* - Enter the name of the primary county (the county in which the majority of the library district is located).

03-002   *Total Assessed Valuation for Library District* - Enter the TOTAL assessed valuation upon which the library tax received in the report (previous) year was based (2012). Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information. If your library district is located in more than one county, provide information for both counties. If district is in one county or is not a county contractual, 03-009 may be left blank.

03-003   *Operating Tax Rate* - The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by Department of Local Government Finance (DLGF) the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. Report this rate with 4 digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, 03-008 through 03-013 may be left blank.

03-004   *Source year for data* - List the report year for Questions 03-002 through 03-006 and 03-009 through 03-013 data. For example, data from the 16-line Statement/Fund Report 1782 Notice from the Department of Local Government Finance which reads "Pay 2012" would be listed as 2012.

03-005   *BIRF/Lease Rental Tax Rate* - Bond and Interest Redemption Fund (BIRF) or Lease Rental Tax Rate approved for collection in the report year (generally approved by DLGF the previous year). Your County Auditor can provide this information. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101). If the library district is

located in only one county and is not a county contractual, questions 03-008 through 03-013 may be left blank.

03-006 *LCPF Tax Rate* - Library Capital Projects Fund Tax Rate approved for collection in the report year (approved the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101). LCPF – Library Capital Projects Fund is a fund within the maximum levy for which library districts can levy a tax, to provide for capital projects, approved by the fiscal body which reviews the library's budget.

03-007 *Did your library roll the LCPF into the operating tax rate?* - Answer Yes if you rolled the LCPF into the operating rate; No, if you did not or NA if your library does not have an LCPF.

03-008 *Name for additional county* - Enter the name of the additional county of the library district or the county of the contractual library district. If the library district is located in only one county and is not a county contractual, then 03-008 through 03-013 may be left blank.

03-009 *Total Assessed Valuation for additional county* - Enter the TOTAL assessed valuation upon which the library tax received in the report (previous) year was based (2012). Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information. If your library district is located in more than one county, provide information for both counties. If district is in one county or is not a county contractual, this question may be left blank.

03-010 *Operating Tax Rate for additional county* - The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by Department of Local Government Finance (DLGF) the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. Report this rate with 4 digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, 03-008 - 03-013 may be left blank.

03-011 *BIRF/Lease Rental Tax Rate* - Bond and Interest Redemption Fund (BIRF) or Lease Rental Tax Rate approved for collection in the report year (generally approved by DLGF the previous year). Your County Auditor can provide this information. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101).If the library district is located in only one county and is not a county contractual, questions 03-008 through 03-013 may be left blank.

03-012 *LCPF Tax Rate* - Library Capital Projects Fund Tax Rate approved for collection in the report year (approved the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101). LCPF – Library Capital Projects Fund is a fund within the maximum levy for which library districts can levy a tax, to provide for capital projects, approved by the fiscal body which reviews the library's budget.

03-013 *Total district population without contract* - The number of people in the political subdivisions/units in your library district who are taxed for library service. Types 1, 2, 3,

4, 9, 11 and 12 are taxed (served) populations and are added together for the library district population. The Library Development Office determines the population based on the most current decennial census (the 2010 census has been used). The population is changed between censuses only upon merger with additional political subdivision(s)/unit(s), expansion into unserved units of government or a town/city annexation if the library district's boundaries are the city/town boundaries. This total is automatically computed.

03-014   *Total district population with contracts* - The number of people in the political subdivisions/units which contract for library service by your library district. The population does not count in the library district population, since they are served by contracts, which may be renewed or cancelled on an annual basis. 2010 census figures will be used. This total is automatically computed.

03-015   *Political Subdivision Name* - Enter the official name of the town/city, township, or county served.

03-016   *Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)* - Report the type of library service area (area taxed by your library to provide library service).

03-017   *Population 2010 Census (Taxed & Served)* - Report the number of people in each political subdivision in your library district.

03-018   *Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)* - Report the type of library service area (area contracting for library service).

03-019   *Population 2010 Census (Served by Contract)* - Report the number of people in each political subdivision contracting for library.

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.

- Report only income receipted to the operating fund, except where specified. If funds are receipted to a gift fund(s) or other non-operating fund, do NOT report here.
- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
- County Contractual Libraries – Combine and report all income from host and contractual library.
- Gifts **-** Gifts and donations may be receipted to a separate gift fund(s). Do not report any separate gift fund monies in the operating fund.
- Report income actually received in the report year or in January of the next year.
- If the exact data are not known for any item, please estimate data. Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none." Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.
- Do not include ANY funds transferred to operating income from another account due to not receiving anticipated tax money or borrowed from a lending institution for the same reason. Only NEW money is reported.
- Do not include the value of ANY contributed or in-kind services.

Local Government Operating Fund Income

04-001 *Property Tax or CEDIT Operating Fund Income from Library Tax Rate* - Includes all tax receipts received and available for operating fund expenditure by the public library. Include report year monies received in January of the next year. Report Excess Levy here. Your library may have both, if the district crosses county lines. Report only actual funds received, not anticipated.

04-002 *CAGIT Property Tax Replacement Credit* - Libraries located in counties that have adopted CAGIT report the allocation actually received in the report year as PTRC. The allocation is usually distributed in May and November. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the county in which the library is located has adopted CAGIT. Report only actual funds received, not anticipated.

04-003 *CAGIT Certified Shares* - Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Certified Shares, usually distributed in May and December. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the library's county has adopted CAGIT. Report only actual funds received, not anticipated.

04-004 *CAGIT Special Fund* - Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Special Fund. Report only actual funds received, not anticipated.

04-005 *County Option Income Tax (COIT)* - Libraries located in counties that have adopted COIT report the total amount actually received in the report year. It is distributed monthly. Report only actual funds received, not anticipated.

04-006 *Contractual Revenue Received for Service* - Report income received in the report year through a contract for service from a town, or township, from other libraries, or from other contracts for service. Report only actual funds received, not anticipated. If 03-014 is completed but there is nothing listed here, your library will be contacted for an explanation.

04-007 *Local Option Income Tax (LOIT)* - Libraries located in communities that have adopted LOIT report the total amount actually received in the report year. Report only actual funds received, not anticipated.

04-008 *Total Local Operating Fund Income* - Includes all tax and non-tax receipts designated by the community, district, or region and available for operating fund expenditure by the public library. Includes Property Tax Income from the Library Tax Rate, County Adjusted Gross Income Tax (CAGIT) PTRC, Certified Shares and Special Fund, County Option Income Tax (COIT) contractual revenue received from township trustee or other governmental unit official for library service (or from another library), and Local Option Income Tax (LOIT). Do NOT include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees not receipted to the operating fund. This total is automatically computed by the addition of 04-001 through 04-007.

State Government Operating Fund Income

04-009   *Financial Institutions Tax (FIT)* - Report the total actual income received in the report year from the State Financial Institutions Tax. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year.

04-010   *License Vehicle Excise Tax* - State Government Operating Fund Income - Report the total actual state income received in the report year from the (Motor Vehicles) (Auto/Aircraft) License Excise Tax. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year.

04-011   *Commercial Vehicle Excise Tax (CVET)* - State Government Operating Fund Income - State excise tax on any vehicle which requires a commercial vehicle driver's license. This is now separated out from the License Excise Tax question of 2011. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year.

04-012   *Other State Operating Fund Income* - Report any other funds not previously reported as received from the State including Intergovernmental Wagering Tax and Build Indiana Fund. List source. DO NOT report any funds collected from PLAC cards sold. DO report State Technology Grant Fund grant monies here, if they were receipted into the operating fund.

04-013   *Source(s):* - List source(s) of all money received from the State Government not elsewhere reported.

04-014   *Total State Operating Fund Income* - Includes Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax and other state income. This total is automatically computed, by the addition of 04-009 – 04-012.

Federal Government Operating Fund Income

04-015   *LSTA Grants* - Report all LSTA grants placed in and expended from operating funds in the report year. Report all amounts received or reimbursed, NOT the amount of grant. Although LSTA Grants typically go through the library's operating fund, some libraries receipt LSTA grants to a non-operating fund (LIRF, Gift, etc.). If your library's LSTA grants were receipted to a non-operating fund, please name the fund in 04-016 and report the amount in 04-017 only.

04-016   *Name of Non-Operating Fund* - Report the name of the fund if an LSTA grant is not receipted to the operating fund.

04-017   *Amount of LSTA grant placed in Non-Operating Fund* - Report the amount of LSTA grant received or reimbursed, if receipted to a non-operating fund. This amount is not added into Total Federal Government Operating Income (04-020).

04-018   *Other Federal Grants Operating Fund Income* - Report all money received from the Federal Government except LSTA funds. List source, including experience work and other programs.

04-019   *List Source* - List source(s) of all money received from the Federal Government, including SLD/e-rate refund (as from AT&T or other vendor). Do NOT list LSTA funds or Indiana State Technology Grant Funds (state e-rate reimbursement) here.

04-020   *Total Federal Operating Fund Income* - This is the s um of LSTA grants and other federal grants operating fund income. This total is automatically computed, by the addition of 04-015 and 04-018.

Other Operating Fund Income

04-021   *PLAC Reimbursement* - Report PLAC reimbursement received from the State Library. This is not state-generated money, it is money from PLAC card purchasers sent by public libraries to the State Library and used to reimburse libraries which are net lenders.

04-022   *Fines and Fees* - Report all fines and fees including: computer copies, fax, nonresident fees, lost/damaged materials, photocopy fees and anything else that applies.

04-023   *Interest on Investments* - Report any operating income generated from interest on investments.

04-024   *Gift Receipts Operating Fund Income* - Report only gift funds receipted to the operating fund and appropriated for expenditure from the operating fund. Gifts are NOT required to be receipted to the operating fund; they may be placed in a separate gift fund. Do NOT include the value of donations of books and other library materials and equipment. Do NOT report any separate gift fund monies in the operating fund.

04-025   *Private and Public Foundation Grants Operating Fund Income* - Report private or public, non-governmental, community and other foundation and private development grant or other monies receipted to the operating fund and appropriated for expenditure from the operating fund. Private and public foundation grants, community foundation grants and private development funds are NOT required to be receipted to the operating fund; they may be placed in a separate fund. A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family.

04-026   *Miscellaneous Operating Fund Income* - List source. Include checking account interest, any operating fund refund, and PLAC reimbursement check from the State of Indiana here. Do NOT report State Technology Fund E-rate Grants here. Do NOT include any contributed services or the value of any non-monetary gifts and donations. Do NOT report PLAC reimbursements here; report in 04-021.

04-027   *Source(s)* - List the source of Miscellaneous Operating Fund Income which does not fit into any other listed category. Do NOT include PLAC reimbursement check from the State of Indiana.

04-028   *Total Public and Private Foundation Grants Income (deposited into any fund)* - Report private and public, non-governmental foundation grant money receipted to any fund, including operating, capital, gifts or any other. A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family.

04-029   *Total Other Operating Fund Income* - Includes 04-021 through 04-026 (and other miscellaneous operating fund income listed on Budget Form 2) **.**

04-030   *Total Operating Fund Income* – This total is automatically computed, by the addition of 04-008, 04-014, 04-020 and 04-029.

5 - Operating Fund Expenditure Data

Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
- Do NOT report encumbered funds.
- County Contractual Libraries – Combine and report all income from host and contractual library.
- Report all operating fund expenditures, but report expenditures in only one category.
- Do NOT Report Technology Grant Fund expenditures in categories in which they were expended.
- Report estimates if necessary or "N/A" if unable to estimate. Report "0" if no expenditure made from a particular category.
- Library Improvement Reserve Fund (LIRF) is a separate fund to which libraries can transfer monies for capital projects. Do NOT report transfers to LIRF as an expenditure.
- Rainy Day Funds is a separate fund to which libraries can transfer monies not currently needed for operating expenses. Do NOT include transfer to Rainy Day Funds as expenditure.
- Operating Fund Expenditures - The current and recurrent costs necessary to the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operating and maintenance of the physical facility.

Operating Fund Expenditures

05-001   *Salaries/Wages of All Library Staff* - Report Category 1 from Operating Budget Form 1, Personal Services; report actual expenditures only, no encumbered funds. Include salaries and wages befo re deductions but exclude employee benefits. Personal service is the direct labor of persons in the employment of the library. (Required by PLS).

05-002   *Employee benefits* - Report Category 1 from Operating Budget Form 1, Personal Services. Actual expenditures only, no encumbered funds. Benefits provided for employees in addition to salaries and wages paid from the library budget, regardless of whether the benefits are available to all employees. Included are amounts spent for direct benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, tuition reimbursement, unemployment compensation, housing benefits and worker's compensation. All employees should have Social Security listed as a benefit, with the amount paid by the library listed in this section. Personal service includes all related employee benefits. (Required by PLS).

05-003   *Other Personal Services* - Report Category 1 from Operating Budget Form 1. - Include fees paid for special counsel, legal service, surveys, expert and other services rendered of which the employment is temporary or on a part-time basis and social security, federal taxes, state taxes, and county taxes are withheld.

• Do NOT report contracts here.

Contracts where NO Social Security, Medicare, and federal and state withholding taxes are withheld are reported in Category 3, Professional Services or Category 4, Repairs and Maintenance. Report actual expenditures, no encumbered funds.

05-004 *Total Personal Services* - This total is automatically computed by the sum of 05-001, 05-002 and 05-003.

05-005 *Total Staff Expenditures* - Sum of 5-001 and 5-002. This is an automatically calculated total.

05-006 *Total Supplies* - Report Category 2 from Operating Budget Form 1. Supplies include commodities which, after use, are either entirely consumed or show a definite impairment of their physical condition and rapid depreciation after use for a short period of time. Include cost of printing of stationery, forms and other office supplies. Report cost of all office, operating, repair and maintenance supplies and other supplies. Report actual expenditures only, no encumbered funds. (Required by PLS).

Other services and charges

05-007 *Professional Services* - Report Category 3 from Operating Budget Form 1. Include consulting, engineering, architectural, legal and other professional services. Also include licensing fees for databases or other electronic services for the staff's use. (Required by PLS).

05-008 *Communication and Transportation* - Report Category 3 from Operating Budget Form 1. Include telephone, telegraph, postage, traveling, professional meetings, freight and express. (Required by PLS).

05-009 *Printing and Advertising* - Report Category 3 from Operating Budget Form 1. Include advertising and publication of notices and printing (other than office supplies, stationery, forms and other office supplies). (Required by PLS).

05-010 *Insurance* - Report Category 3 from Operating Budget Form 1. Include official bonds and other insurance, such as policies covering injury or loss of property. (Required by PLS).

05-011 *Utility Services* – Report Category 3 from Operating Budget Form 1. Include gas, electricity, water, sewage and waste disposal services. Coal, fuel, oil and bottled gas used for heating should be charged to Category 2, Operating Supplies, 05-006. (Required by PLS).

05-012 *Repairs and Maintenance* - Report Category 3 from Operating Budget Form 1. All expenditures of a contractual nature for repairs of buildings, structures and equipment. If repair is performed by regular employees of the library, labor should be charged to Category 1, Personal Services, 05-001. Repair parts and materials should be charged to Category 2, Repair and Maintenance Supplies, 05-006. (Required by PLS).

05-013 *Rentals* - Report Category 3 from Operating Budget Form 1. All expenditures for the use of properties not owned by the library, such as temporary office rooms, store

rooms, post office box, safety deposit box, equipment, etc. (Required by PLS).

05-014   *Debt Service* - Report Category 3 from Operating Budget Form 1 (operating expenditures only). Include expenditure for the reduction of the library's general obligation bonds (principal) and interest only if paid out of operating fund. (Required by PLS).

05-015   *Lease Rental* - Report Category 3 from Operating Budget Form 1. Expenditures for the reduction of the principal of the bonds for the lease rental fund and the interest on such funds, only if paid out of operating fund. (Required by PLS).

05-016   *Other* - Report Category 3 of Operating Budget Form 1. Include dues for state and national associations of a civic, educational, professional or governmental nature that have as their purpose the betterment and improvement of library operations, interest on temporary loans, taxes and assessments for streets, sidewalks, sewers and similar improvement, and all other services not included in other classifications. (Required by PLS).
• Do NOT include LIRF and Rainy Day.

05-017   *Total Other Services and Charges* - Report Category 3 from Operating Budget Form 1. Computed by adding 05-007 through 05-016. Report actual expenditures only, no encumbered funds. (Required by PLS).

Capital Outlays from Operating Fund Expenditures

05-018   *Land* - Report Category 4 from Operating Budget Form 1. Report purchase of land owned by the library. (Required by PLS).

05-019   *Buildings* - Report Category 4 from Operating Budget Form 1. Report purchase of permanent buildings owned by the library. (Required by PLS).

05-020   *Improvements Other Than Buildings* - Report Category 4 from Operating Budget Form 1. All other improvements to land owned by the library. For example, parking lot, sidewalk, landscaping, gazebo, etc. (Required by PLS).

05-021   *Furniture and Equipment* - Report Category 4 from Operating Budget Form 1. Consists of machinery, implements, tools, furniture, motor vehicles, typewriters, calculators, microfilm readers, photocopy machines, projectors, staff use computers, televisions, and other equipment which may be used repeatedly without material impairment of its physical condition and which has a calculable period of service. (Required by PLS).

05-022   *Capital outlays for Public Access Computers, electronic reading and electronic media devices.* - Report the amount spent on desktop and laptop computers used by the public. Includes tablets, Kindles, iPads, iPods and any other such electronic devices which patrons can use to access electronic information, books, etc. DO NOT REPORT in Q05-021. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).

Operating Fund Expenditure Data

05-023   *Books* - Report Category 4 from Operating Budget Form 1. Include book lease(s),

government documents and any other print acquisitions. **This is information required by PL Standards, 590 IAC 6-1-4 (k) (3) and by PLS.**
• **Do NOT include eBooks; instead report them in 05-026.**

05-024   *Periodicals and Newspapers* **- Print subscriptions to magazines, journals, newspapers, and serial back files. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3). (Required by PLS).**

05-025   ***Nonprinted (Physical) Materials, Microforms & AV, not Electronic*** - Report Category 4 from Operating Budget Form 1. Include movies on DVD, VHS, records, cassettes, music CDs, Books on tape or CD, microform materials. (Required by Standard per 590 IAC 6-1-4 (k) (3). (Required by PLS).
• Do NOT include expenditures for computer games, software or database licensing.
• Do NOT include library system software and computer software used only by staff (even if they are included in this line of your Budget Form 1).
• Do NOT include downloadable audio or video; instead report them in 05-026.

05-026   ***Ebook and Electronic database licensing/purchase/lease expenditures .*** - Include licensing fees for databases or other electronic services for the public. This amount is automatically added into Operating Expenditure Fund Collection Development, 05-038. Report eBooks and databases for downloadable audiobooks and video here, as well as databases of information. **This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).**
• Do NOT report in 05-007.

05-027   *Electronic Physical Format, including Playaways and Ebook readers* - Included are all operating expenditures for electronic format materials considered part of the collection, whether purchased or leased and which are physical items, such as Playaways, Ebook Readers, Mp3 players, computer games or software for patron use or for checkout). Included are operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. (Required by PLS).

Non-Operating Fund Library Materials Expenditure Data

05-028   *Books (Include Book Lease)* **- Report all expenditures from non-operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for book lease(s), government documents and any other print acquisitions. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3). _This amount is automatically added to 05-023, 05-024, and 05-029 for a generated total in 05-033._**
• **Do NOT include eBooks. Ebooks will be reported in 05-031.**

05-029   *Periodicals and Newspapers* **- Report all expenditures from non-operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for print subscriptions to magazines, journals, newspapers, and serial back files. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3). _This amount is automatically added to 05-023, 05-024, and 5-028 for an automatically generated total in 05-033._**

05-030   *Nonprinted (Physical) Materials, Microforms & AV, not Electronic* **- This amount is automatically added to 05-025 for an automatically generated total in 05-035. Report all expenditures from non-operating fund, including but not limited to gift,**

LIRF, Rainy Day and any other fund for movies on DVD, VHS, records, cassettes, music CDs, Books on tape or CD, and microform materials. Do NOT include expenditures for computer games, software or database licensing. Do not include library system software and microcomputer software used only by staff (even if they are included in this line of your Budget Form 1). This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).
• Do NOT include downloadable audio or video; rather report them in 05-037.

05-031   *Ebook and Electronic database licensing/purchase/lease expenditures* **.** - Include licensing fees for databases or other electronic services for the public. This amount is automatically added into Operating Expenditure Fund Collection Development, 05-038. Report eBooks and databases for downloadable audiobooks and video here, as well as databases of information. **This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).**
• Do NOT report in 05-007.

05-032   *Electronic Physical Format, including Playaways and Ebook readers* **- This amount is automatically added to 05-026, 05-027 and 05-031 for an automatically generated total in 05-034. Report all expenditures from non-operating fund, including but not limited to gift, LIRF, Rainy Day and any other fund for electronic format materials considered part of the collection, whether purchased or leased and which are** *physical* **items, such as programs or databases on CD-ROMs, computer games or software for patron use (or for checkout), magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine, e-reader (not the files that load into them), government documents, reference tools, scores, maps or pictures in physical format. Included are operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).**

05-033   *Total Expenditures for Print Materials* **- This figure is an automatic total of 05-023, 05-024, 05-028 and 05-029. PLS requires that all print expenditures (both books and newspapers), whether from operating or other funds, be reported. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3). (Required by PLS).**

05-034   *Total Expenditures for Electronic Materials* **- This is an automatically calculated total** *of* **05-026, 05-027, 05-031 and 05-032. PLS requires that all electronic materials expenditures, whether from operating or other funds, be reported. This is information required by PL Standards, 5 90 IAC 6-1-4 (k) (3).**
• Libraries who exceed the basic standard may receive an Enhanced or Exemplary rating. (Required by PLS).

05-035   *Total Expenditures for Other Materials* **- This is an automatically calculated total of 05-025 and 5-030. PLS requires that all other (non-print and non-electronic) materials expenditures, whether from operating or other funds, be reported. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).**
• Libraries who exceed the basic standard may receive an Enhanced or Exemplary rating.

05-036   *Total Expenditures for Collections* **- This is an automatically calculated total** *5-033, 5-034 and 5-035* **. PLS requires that all materials expenditures, whether from**

operating or other funds, be reported. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).
• **Libraries who exceed the basic standard may receive an Enhanced or Exemplary rating** .

05-037   *Total Operating Fund Capital Outlays* - This is an a utomatically generated total of 05-018 through 05-025 and 05-027.

05-038   *Total Operating Expenditure for Collection Development* **- This is an automatically calculated total of 5-022 through 5-027. PLS requires that all materials expenditures, whether from operating or other funds, be reported. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).**
• **Libraries who exceed the basic standard may receive an Enhanced or Exemplary rating.**

05-039   *Total Non-Operating Expenditure for Collection Development* **- The PLS definition of collection expenditures, includes expenditures from all funds. Please report expenditures from gift, grant, and any other funds used to purchase library materials.**

      This is information required by PL Standards, 590 IAC 6-1-4 (k) (3). The total of 5-028 through 5-032 will be added to 05-040 to produce the PLS totals for collection expenditures and will be published to provide data showing libraries with enhanced (15% and over) and exceptional (20% and over) material collection expenditures.

05-040   *Public Access Computers, electronic reading and electronic media devices from all non-operating funds* **- Report expenditures for named devices from gift, grant, LIRF, LCPF and other non-operating funds, as these will be added into 05-038 for standards compliance computation. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).**
• **Libraries who exceed the basic standard may receive an Enhanced or Exemplary rating.**

05-041   *Total Operating Fund Expenditures* - Total of 05-004, 05-006, 05-017, 05-026 and 05-037. Report actual expenditures only, including both budgeted amounts and additional appropriations. This is an automatically generated total.

05-042   *Other Operating Expenditures* - PLS has 3 categories of expenditures (Staff 05-005, Total Collection 05-031 and Other 05-032 (which includes 05-006 and 05-017 through 05-022)). This is an automatically generated total.

05-043   *Total Operating Expenditures* - This is the PLS amount of operating expenditures. It is the total of 05-005, 05-036 and 05-042. This is an automatically generated total.

05-044   *Total Capital Fund Expenditures* - These expenditures *could* come from LIRF, BIRF/Lease Rental, Debt Service, Rainy Day Funds, LCPF, Gift Fund(s), Technology Fund, and other grants but do NOT come from Operating Fund Expenditures. Generally speaking, if the source of the funds was a special appropriation or contribution earmarked for a specific major purchase in the areas mentioned above, NOT operating income, then the expenditure should be counted as capital fund expenditures.

Capital is usually a long-term expense. These are costs that are incurred usually for major purchases of or additions to fixed assets. The following include the most common uses of capital funds but are not limited to: building sites (real estate); new building construction; expansion of an existing building; remodeling or major repair of an existing building; initial book stock (sometimes called an opening day collection); furnishings or equipment for a new or remodeled building; new computers, not replacing old machines; new vehicles; repair to or addition to property (i.e. sidewalks), major emergency repairs or other emergency costs, and digitization expenses. It does not have to balance with Capital Revenue.

Non-Resident Fee Standard

05-045   *Total Collection Expenditure* **- This is the total of all fund collection expenditures, 05-022, 05-036 and 05-039. This is the number which would be used to calculate enhanced (15% and over) and exemplary (20% and over) compliance with the standard for collection development expenditures. This is information required by PL Standards, 590 IAC 6-1-4 (k) (3).**
• Libraries who exceed the basic standard may receive an Enhanced or Exemplary rating.

05-046   *Total Operating Expenditures per capita.* **- This is the result of an internal calculation; dividing 05-041,** *Total Operating Fund Expenditures* **by 03-013, the** *Total Population without Contracts***, the library district population which pays taxes for service. This is the number which should be used for the non-resident card fee. If this number varies drastically from the preceding year, check your total operating fund expenditures and your total population without contract. This is information required by PL Standards, IC 36-12-2-25(b).**

05-047   *Difference between OE per capita minus Non-Resident fee (=SUM(Q05-046-Q02-009).* **- Per IC 36-12-2-25(c)(1)(2). This is an internal calculation, the difference between 05-046 and 02-009. If this number is positive, the non-resident fee should be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.**

05-047a   *Does your library's non-resident fee meet the standard?* **- Please select Yes or No. If the output for question 05-047 is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting. This is information required by PL Standards, IC 36-12-2-25(c) (1) (2).**

Collection Development Standard

05-048   *Collection Development Expenditure as a percentage of Operating Expenditure* **- This is an automatically generated percentage, the result of Operating Expenditure Fund Collection Development(05-038) divided by Total Operating Fund Expenditures (05-041), to calculate the library's compliance with the 509 IAC 6-1-2(5) basic requirement that the library spend 7.5% of its operating budget on collection development, defined as: (A) books, (B) audiovisual materials; (C) electronic media devices; and (D) databases. This is information required by PL Standards, 590 IAC 6-1-2(5).**

- **Libraries meeting this basic requirewment who expend in excess of 15% of their total operating expenditures (from any fund) may receive an Enhanced rating.**
- **Libraries meeting this basic requirewment who expend in excess of 20% of their total operating expenditures (from any fund) may receive an Exemplary rating.**

6 - Capital Revenue
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Figures do NOT have to balance with Capital Fund Expenditures. Use whole dollars only, no cents.

06-001   *Local government capital revenue* - Report all governmental funds received in the report year, designated by the community, district or region and available to the public library for the purpose of major capital expenditures. Include LCPF, BIRF/Lease Rental, LIRF, Rainy Day Funds. (Required by PLS).

06-002   *State government capital revenue* - Report all funds distributed to public libraries by state government for the purpose of major capital expenditures. Include funds from state agencies/government only (Indiana Economic Development Corporation, etc). (Required by PLS).

06-003   *Federal government capital revenue* - Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures. Include funds from all federal agencies (Department of Commerce, Department of Agriculture, etc.) (Required by PLS).

06-004   *Other capital revenue* - Report private (non-governmental funds), including grants and gifts received by the library for the purpose of major capital expenditures. (Required by PLS).

06-005   *Total Capital Revenue* - This is an automatically calculated total using the sum of 06-001 – 06-004. (Required by PLS).

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* - Number of librarians, with title or function as librarian, with master's degree from programs of library and information studies accredited by the American Library Association. Degree may be MLS, MIS, MSLS, MSIS, or other. Include all ALA-MLS librarians, whether paid for through operating expenditures, grant money or with any other funds. Include positions which are vacant.

07-002   *Total hours paid per week for all ALA-MLS librarians* - Add together the hours each ALA MLS Librarian, with title or function of librarian, is paid each week (full-time and part-time). Include Librarians whether paid for in operating expenditures, grant money or with any other funds. If position is vacant, list hours for that position.

07-003   *FTE for all librarians with an ALA-MLS* - This is a number computed within the annual report form, by dividing 07-002 by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (Required by PLS).

All Librarians

07-004   *Total number of all librarians, including ALA-MLS librarians* - Enter the number of persons with title or function of librarian who performs paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This includes ALA-MLS Librarians and librarians with an unaccredited library degree or no library degree. Include all librarians, whether paid for through operating expenditures, grant money or with any other funds. Include positions which are vacant and all librarians reported in 07-001.

07-005   *Total hours paid per week for all librarians, including ALA-MLS librarians* - Add together the hours each librarian, with title or function of librarian, including ALA-MLS librarians, is paid each week (full-time and part-time). Include all librarians, whether paid for through operating expenditures, grant money or with any other funds. If position is vacant, list hours for that position. Includes all hours reported in 07-002.

07-006   *FTE for all librarians* - This is a number computed within the annual report form, by dividing 07-005 by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (Required by PLS).

ALL Staff

07-007   *Total number of all other paid staff* - This includes all other paid employees. Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. Include positions which are vacant.
• Do NOT include temporary or other employees who are paid by another agency.

07-008   *Total Hours paid per week for all other paid staff* - Add together the hours all other paid employees are paid each week (full-time and part-time). Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. If position is vacant, list hours for that position.
• Do NOT include temporary or other employees who are paid by another agency.

07-009   *FTE for all other paid staff* - This is a number computed by dividing 07-008 by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (Required by PLS).

07-010   *Total number of all paid staff* - This is a number computed within the annual report, by

adding 07-004 and 07-007.

07-011   *Total hours paid per week for all paid staff* - This is the sum of 07-005 plus 07-008.

07-012   *FTE for all paid staff* - This is a number computed by dividing the 07-011 by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (Required by PLS).

07-013   *Number of hours per week considered to be full-time employment in your library?* - Enter the number of hours that is considered to be full-time in your library. This number will vary from library to library.

8 - Library Service and Technology

Questions relating to standards are in bolded blue font

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

If the exact data is not known for any item, please estimate. Estimates are very important.

If the correct entry for an item is zero or "none," enter "0". Please enter "N/A" (Not Available) if you know that the value for a particular item is not "0", but you don't know what it is and are unable to estimate it.

Interlibrary Loans

08-001   *Total number of interlibrary loan materials provided to other libraries* - Number of library materials, including photocopies, lent by the reporting library to another library upon request. Materials loaned to a bookmobile by another bookmobile, bookmobile or central library of the same system are not counted. (Required by PLS).
     • Do NOT include Evergreen transfers. Evergreen transfers are reported separately by the Indiana State Library.

08-002   *Total number of interlibrary received from other libraries* - Number of library materials, including photocopies, received by the reporting library from another library. Materials borrowed from a bookmobile by another bookmobile, bookmobile or central library of the same system are not counted.
     • Do NOT include Evergreen transfers. Evergreen transfers are reported separately by the Indiana State Library.

Children's (0-11 years) Library Programs

08-003   ***Number of Children's (0-11 years) programs held in the library* - This is the count of programs sponsored by the library and held at the library. Count each program which is planned, marketed and advertised, whether anyone attends or not. Programs may introduce the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants on the use of the library, library services or library tours, including the count of summer reading programs; or provides cultural, recreational or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count each program of a series as one program. For example, a**

12-week story hour would be counted as 12 programs. This is information required by PL Standards, 590 IAC 6-1-4(k) (10) (A). (Required by PLS).
• Do NOT include library activities for children delivered on a one-to-one basis, rather than to a group such as, one-to-one literacy tutoring, services to homebound, homework assistance, Dial-A-Story, and mentoring activities.

08-004   *Number of Children's (0-11 years) programs held outside of the library* **- This is the count of programs for which the primary audience is children and which are sponsored and planned by the library or an authorized representative, but *held at a location outside the library*. These must be programs planned with content and presented by library staff or volunteers authorized to do so, including the count of summer reading programs. Count each program which is planned, marketed and advertised, whether anyone attends or not. Count each program of a series as one program. For example, a 12 week story hour would be counted as 12 programs. These may include book talks at schools, informational programs about library services, story hours at county fairs, etc. This is information required by PL Standards, 590 IAC 6-1-4(k) (10) (A). (Required by PLS).**
• Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such event.

Young Adult (12-18 years) Library Programs

08-005   *Number of Young Adult (12-18 yrs) programs held in the library* **- This is any planned event for which the primary audience is young adult (ages 12-18). Count all young adult programs, which are sponsored or co-sponsored by the library and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provide information to participants, cover the use of the library, library services, or library tours or may provide cultural, recreational, or educational information, often designed to meet a specific social need. Count each program which is planned, advertised and marketed, whether anyone attends or not. Examples of these types of programs include book clubs and summer reading events. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. This is information required by PL Standards, 590 IAC 6-1-4(k) (9) (A). (Required by PLS).**
• Do NOT include library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

08-006   *Number of Young Adult (12-18 yrs) programs held outside of the library* **- This is any planned event, held outside the library, for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants which may cover use of the library, library services, or library tours or provide cultural, recreational, or educational information, often designed to meet a specific social need. Count each program which is planned, advertised and marketed, whether anyone attends or not. Examples of these types of programs include book clubs and summer reading events. Count all young adult programs that are sponsored or co-sponsored by**

the library. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. This is information required by PL Standards, 590 IAC 6-1-4(k) (9) (A). (Required by PLS).

• Do NOT include library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

• Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such event.

Adult (18+ years) Library Programs

08-007   *Number of Adult (18+ yrs) Programs held in the library* **- This is the count of all programs for which the primary audience is adults, ages 18+. A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants and may cover use of the library, library services, or library tours or providing cultural, recreational, or educational information, often designed to meet a specific social need. Count each program which is planned, advertised and marketed, whether anyone attends or not. Count each program separately, even if it is one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and Book discussions. This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (A).**

• Do NOT include library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

08-008   *Number of Adult (18+ yrs) programs held outside of the library* **- This is the count of all programs for which the primary audience is adults, ages 18+, held outside the library, including all summer reading programs. Count each program which is planned, advertised and marketed, whether anyone attends or not. Each program is counted separately, even though it may be one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Programs may cover use of the library, library services, or library tours or provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a Second language, citizenship classes; and Book discussions. This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (A).**

• Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such event

General (All Ages) Library Programs

08-009   *Number of general (all ages) programs held in the library* - This is the count of all programs for which the primary audience is people of all ages or "family programming." A program is any planned event which introduces the group attending to any of the

broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours or cultural, recreational, or educational information, often designed to meet a specific social need. Count each program which is planned, advertised and marketed, whether anyone attends or not. Each program is counted separately, even though it may be one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.
• Do NOT include library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

08-010   *Number of general (all ages) programs held outside of the library* - This is the count of all programs for which the primary audience is people of all ages, or family programming", held at a location outside the library. Include the count of summer reading programs.
• Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such event

08-011   *Total number of non-library sponsored programs* - This is the count of programs/meetings/events which are held in the library but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

08-012   *Total Number of All Library-Sponsored Programs* - This is an automatic total, computed by adding 08-003, 08-004, 08-005, 08-006, 08-007, 08-008, 08-009, and 08-010. It is the total number of programs for children, young adults, adults, and general audiences. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. This total includes both in library and outreach programs. Count each program which is planned, advertised and marketed, whether anyone attends or not. Five programs per 1,000 people served, with a minimum of 12 programs per year is. This is information required by PL Standards, 590 IAC 6-1-4(k) (11). (Required by PLS).
• Libraries who exceed the basic standard may receive an Enhanced or Exemplary rating.

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

08-013   *Attendance at Children's (0-11 years) programs held in the library* - This is the count of the audience at all programs held in the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS).

08-014   *Attendance at Children's (0-11 years) programs held outside of the library* - This is the count of the audience at all programs held outside the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS).

Attendance at Young Adult (12-18 yrs) Programs

08-015   *Attendance at Young Adult (12-18 yrs) programs held in the library* - The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults who attend programs intended primarily for young adults. Please count all patrons that attend the young adult program regardless of age. (Required by PLS).

08-016   *Attendance at Young Adult (12-18 yrs) programs held outside of the library* - The count of the audience at all programs held outside the library for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults . Attendance at each program is counted separately, even though it may be one of a series. Please count all patrons that attend the young adult program regardless of age. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS).

Attendance at Adult (18+ yrs) Programs

08-017   *Attendance at Adult (18+ yrs) programs held in the library* - This is the count of the audience at all programs held in the library for which the primary audience is adults (18+). All other attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-018   *Attendance at Adult (18+ yrs) programs held outside of the library* - This is the count of the audience at all programs held outside the library for which the primary audience is adults (18+). All other attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

Attendance at General (All ages) Programs

08-019   *Attendance at general (all ages) programs held in the library* - This is the count of the audience at all programs held in the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-020   *Attendance at general (all ages) programs held outside of the library* - This is the count of the audience at all programs held outside the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS).

Attendance Totals

08-021   *Total attendance at non-library sponsored programs* - This is the total attendance at programs/meetings/events which are held in the library (e.g. using meeting rooms) but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

08-022   *Total children's program attendance* - This is the total count of all attendees of children's programs. It is an automatic total, computed within the annual report, including 08-013 and 08-014.

08-023   *Total young adult program attendance* - The total is an automatic computation within the program, the addition of 08-015 and 08-016.

08-024   *Total Program Attendance at Library-Sponsored Programs* - This is the total attendance at programs for children, young adult, adults, and general audiences both in the library and outreach programs. This is an automatic total, computed within the annual report, by the addition of 08-017, 08-018, 08-019, 08-020, 08-022, and 08-023.

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? -* This is the total number of weeks that your library offers a Summer Reading Program. Public Library standards require a minimum of 6 weeks per year. The weeks do not have to be consecutive. This is information required by PL Standards, 590 IAC 6-1-4(k) (10) (D).

08-026   *Total number of annual visits in the library* - Report the total number of persons entering the library in a year (you may use a typical week count (see note below)), including persons attending activities, meetings, and those persons requiring no staff services. Include all people entering for any reason, even entering and leaving multiple times within one day. Be sure to include numbers from branches and bookmobiles. (Required by PLS).

                 Note: A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. The chosen week should be one in which the library is open its regular hours for seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period). Enter that count, multiplied by 52 weeks.

08-027   *Total number of reference transactions per year -* Report the total reference questions in a year including questions received from other libraries. A reference question requires knowledge or interpretation by the library staff of the library or its materials. It includes information and referral services. The request may come in person, by phone, by fax, mail, or by electronic mail from an adult, a young adult or a child. You should not report directional questions, queries about library policies or library services, activities, or the use of library equipment as reference questions. Be sure to include numbers from bookmobiles. The use of a typical week is acceptable. See Note below. This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (A); (9) (A) & (10) (A). (Required by PLS).

                 A reference transaction requires knowledge, use recommendations, instruction in the use of one or more information sources by a member of the library staff or interpretation by library staff of the library or its materials. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs, and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. May use typical week count (see below), and then multiply by 52.

                 Directional questions, queries about library policies or library services, activities, or the use of library equipment are NOT considered reference transactions and are excluded.

Examples of directional questions include: where are the 800s, where is the bathroom, is your director available, are you open until 9:00 pm tonight.

Typical Week - A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. The chosen week should be one in which the library is open its regular hours for seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period). Enter that count, multiplied by 52 weeks.

Electronic Services

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

08-029   *Number of local and other (Not INSPIRE) licensed databases* - Report the number of licensed databases (include locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (local), or a cooperative agreement within the state or region (other), whether purchased, leased, licensed, or donated as gifts.

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Report subscriptions to individual electronic serial titles. Each database is counted individually even if access to several databases is supported through the same vendor interface. This is information required by PL Standards, 590 IAC 6-1-4(k) (1).
• Do NOT report if the database consists of eBooks, downloadable video or downloadable audio (e.g. Overdrive), those are reported in 09-008, 09-010, and 09-012 instead.
• Do NOT include INSPIRE databases.

08-030   *Name(s) of public use/commercial databases to which the library subscribes* - List the names of all public use databases to which the library subscribes. Use the official name as published by the vendor. Do NOT include library process databases, like *Follett Circulation Plus, ContentDM, B &T Title Source, etc* (unless it is available for the public to use). These are the databases, which the purchase of counts towards the collection development standard.

08-031   *Total number of licensed databases* - This is the automatically generated sum of 08-030 and the number of INSPIRE databases provided by the state (Required by PLS).

Public Computers

08-032   *Number of Public Internet Computers uses per year* - Report the total number of uses or sessions of the library's public computers connected to the Internet in the library during the last year. Sign-up forms or Web-log tracking software also may provide a reliable count of uses or sessions.

Be sure to include numbers from branches and bookmobiles. You may use a typical week count (see below), and then multiply by 52.
• Do NOT include Wi-Fi access using non-library computers.

<u>Typical Week</u> - A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. A week in which the library is open its regular hours is chosen. Seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period) are chosen.

08-033   ***Number of wireless hubs located in the central building?* - One wireless connection per fixed location counts for 10 public access computers when computing standards . Branch and Bookmobile wireless hubs are listed in the sections on branches and bookmobiles. This is information required by PL Standards, 590 IAC 6-1-4 (k) (15).**

08-034   *Total number of wireless hubs, system-wide* - This is an internal calculation, calculated from the information entered in 01-231a, 01-315a and 08-033.

08-035   Number of wireless Internet uses per year

08-036   ***Number of Internet connected public computers, system-wide* . - Count computers and laptops used by general public and connected to the Internet at central library, branches and bookmobiles. Count only physical computers, not wireless connections. St andards require 1 public access computer connected to the Internet per 2,000 populations served, with a minimum of 2 computers. This is information required by PL Standards, 590 IAC 6-1-4 (k) (15).**
• Libraries who exceed the basic standard may receive an Enhanced or Exemplary rating.

08-037   ***Number of scanners available for the public, system-wide* . - Count only scanners available to the general public at central library, branches and bookmobiles. This number applies to standards only in the Enhanced / Exemplary rating. This is information required by PL Standards, 590 IAC 6-1-4 (k) (15).**

08-038   ***Number of Internet connected staff computers, connected to a printer* . - Count all computers used by staff equipped with office software and connected to the Internet at central library, branches and bookmobiles. This is information required by PL Standards, 590 IAC 6-1-4(k) (15).**

Library System Automation

08-039   *Does your library have an automated bookkeeping system?* - Answer *YES* or *NO* .

08-040   *Name of bookkeeping system* . - Please enter the full, official name of the automated bookkeeping system you use, or enter "N/A" if your system is not automated. The State Board of Accounts does not approve the system, just the forms generated by the system.

NOTE - If you have signed a contract for a new system to replace an old one within the last year, please provide the name of the new system and indicate estimated installation date.

If you have issued an RFP for a new system within the last year, please send a copy to the Library Development Office to share with other libraries.

08-041   *Name of integrated library system (ILS) . -* **Please enter the full, official name of the integrated library system your library uses, or select "N/A" if your library is not automated. This is information required by PL Standards, 590 IAC 6-1-4(k) (13).**

08-042   *Is your library catalog available online? -* **Answer *YES* or *NO.* This is information required by PL Standards, 590 IAC 6-1-4(k) (13).**

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 -* Include all materials (print and non-print) charged out to patrons (or staff) of all ages, either manually or electronically. Estimates are acceptable. This figure <u>*includes*</u> all renewals and interlibrary loans (i.e. - items borrowed by your library and lent to your patrons). Interlibrary loans are also reported in 08-001 & 08-002. For electronic circulation, one download equals one circulation, whether it is one book or one song.
- Do NOT include equipment, computer usage or in-house usage of materials.
- In-house usage is reported in 09-004 ONLY.
- Ebook readers and music playing device circulation is reported in 09-005.

09-002   *Circulation of All Children's Materials -* Enter the circulation for materials cataloged as appropriate for children. This figure <u>*includes*</u> interlibrary loans (i.e. - items borrowed by your library and lent to your patrons). This is a subset of total circulation of all materials listed above. Estimates are acceptable.
- Do NOT include equipment, computer usage or in-house usage of materials.
- INCLUDE renewals.
- Include interlibrary loans (items borrowed by your library and lent to your patron); report them also as Interlibrary Loan transactions.

09-003   *Circulation of Electronic Materials (e.g. E-books)* – the total annual circulation of all electronic materials. Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit.
- Note: Do not include databases.
- Ebook readers and music playing device circulation is reported in 09-005.

09-004   *Total In-house Usage of Materials -* Count all materials used in the library but not checked out, including materials not allowed to circulate or be removed from the library. This may include materials used by staff for library purposes (programs, collection development), genealogical or local history materials, reference and circulating materials used by patrons in the library which staff re-shelves. Estimates are acceptable. You can use a typical week count, and then multiply by 52.
- Do NOT add this figure into circulation count.

• Do NOT include equipment or computer usage.

09-005   Number of Book Reading or Music Playing Devices circulated annually - Provide number of annual circulations of electronic book reading or music playing devices.

Selected Holdings

The following totals are NOT a count of ALL materials which the library owns. These questions relate to selected holdings only.

Definitions

- Physical Unit - A physical unit is a book volume, reel, disk, cassette, etc. Items which are packaged together as a unit, e.g. two compact disks, and are generally checked out as a unit, are counted as one physical unit.
- Holdings – Materials the library has acquired as part of the collection and catalogued, whether purchased, leased, or donated as gifts.
- Microfilm, microfiche, other microforms
    - Do NOT count any microforms except for current serial subscriptions.
    - Do NOT count any realia (puzzles, puppets, toys, cake pans, etc.)

09-007   *Books* - A non-periodical / non-serial printed publications (including music and maps) which are bound in hard or soft covers, or in loose-leaf format. This category includes non-serial government documents.

      Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit. Ebooks are counted in 09-008.

09-008   *Electronic books (E-books)* - Digital documents, (including those digitized by the library), licensed or not, where searchable text is prevalent and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to a user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Note: Under this category, report only items the library has selected as part of the collection Titles which not been cataloged or made accessible through the OPAC may now be counted in this question. They are NO LONGER counted in databases.

      NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

      Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single

title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

09-009   *Video Materials, Physical Units* - Enter the number of materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g., two DVDs for one movie) and checked out as a unit are counted as one physical unit.

09-010   *Video Materials, Downloadable Units* - Enter the number of downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.*Report only the number of units the library has selected as part of the collection.*

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

09-011   *Audio Materials, Physical Units* - Enter the number of materials which are circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. This category includes records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMS), audio-reels, talking books, and other sound recordings stored in a fixed, physical format.

Report the number of units, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.
• Do NOT include downloadable electronic audio files.

09-012   *Audio Materials, Downloadable Units* - Report the number of downloadable electronic

files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection. Titles which not been cataloged or made accessible through the OPAC may now be counted in this question. They are NO LONGER counted in databases.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units".

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

09-013   *Electronic (Physical) Format* - Reference or printed information on (physical) CD-ROMS, Magnetic Tapes, Floppy Disks, DVDs (which are of a non-film nature, such as a reference book) or computer disks, magnetic tapes and other formats. Count and report each physical unit, so that you would count each CD or each floppy disk in a multiple-disk set. Examples are U.S. Census Bureau CD-ROMs or data tapes, locally mounted databases, serials and reference tools. Do include ResumeMaker, cemetery records or other software used by patrons or by staff for patrons.
• Do NOT count individual files on a disk or any software that is used only by the staff. Include cataloged and non-cataloged items.
• Do NOT include software loaded onto a computer for which you do not have a physical disk, which includes all pre-loaded software on Gates computers.
• Do NOT include Electronic Books or Electronic Subscriptions in this count.

09-014   *Number of Electronic Book Reading or Music Playing Devices Owned by the Library* - This is the number of Kindles, Book Nooks, Playaways, MP3 players and other e-readers, or music playing devices owned by the library, whether they circulate among patrons or remain at the library.

09-015   *Current Serial Subscriptions* - Includes Periodicals and Newspapers, print or microfilm ONLY. Report the total number of serial subscription titles, including duplicates. Report both paid and gift subscriptions. These are print and microfilm subscriptions only - NOT electronic or digital subscriptions. Include the total number of subscriptions for all outlets.
• Do NOT report individual issues.

09-016   *Does the library belong to an Ebook consortium?* - Answer Yes or No. If the answer is No, please skip question 09-017.

09-017   *Name of the Ebook Consortium* - List the full, formal name of the consortium.

09-018   *Total number of titles available in the consortium* - List the total number of ebook titles

available to library users through the consortium agreement. (Required by PLS).

10 - Library Board
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report any appointment currently held by each board member and list each board member only once.

- Enter the most current information available for *all* Members.
- List all county contractual board members, if appropriate.
- If the position is vacant, please enter VACANT as the last name.
- If the position does not exist on your board, please leave blank.
- Contact the Library Development Office with updates throughout the year.

10-0001   *Position: President* - Please enter the following information about the person serving as president of your library board.

10-0002   *First Name* - Please enter the board president's first name or initial.

10-0003   *Middle Initial/Name* - Please enter the board president's middle name, if used in place of first name, or initial. (optional)

10-0004   *Last Name* - Please enter the board president's last name.

10-0005   *Home address* - This should be the full <u>home</u> street address for the board president. This information is used only in the event that we need to contact the board member on library business.
              • Do NOT enter the library address.

10-0006   *City* - This should be the name of the city or town where the board president lives.

10-0007   *Zip Code* - This should be the full Zip+4 zip code for the board president's home.

10-0008   *E-mail address* - Enter the complete email address for the library board president. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0009   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board president. The choices are:

- County Contractual Appointment †
- County Commissioner (IC 36-12-2-17 provides for 2),
- County Superintendent of Schools (IC 36-12-2-17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Commissioners
- County Council
- Library Employee

- School Board (Specific School Name)
- Township Board
- Town Board or City Council or Mayor appointment
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are County Contractual Libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-0010   *Date that the current term expires* - Report the date the when the board president's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0011   *Number of consecutive terms* - Report the number of consecutive terms the board president has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.

10-0012   *Date of initial appointment* - Report the date when the board president was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0101   *Position: Vice President* - Please enter the following information about the person serving as vice president of your library board.

10-0102   *First Name* - Please enter the board vice president's first name or initial.

10-0103   *Middle Initial/Name* - Please enter the board vice president's middle name, if used in place of first name, or initial. (optional)

10-0104   *Last Name* - Please enter the board vice president's last name.

10-0105   *Home address* - This should be the full home street address for the board vice president. This information is used only in the event that we need to contact the board member on library business.
• Do NOT enter the library address.

10-0106   *City* - This should be the name of the city or town where the board vice president lives.

10-0107   *Zip Code* - This should be the full Zip+4 zip code for the board vice president's home.

10-0108   *E-mail address* - Enter the complete email address for the library board vice president. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0109   *Appointing Authority* - The appointing authority is required for each board member.

Please select the proper appointing authority for the board vice president. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-0110   *Date that the current term expires* - Report the date the when the board vice president's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0111   ***Number of consecutive terms* - Report the number of consecutive terms the board vice president has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**

10-0112   *Date of initial appointment* - Report the date when the board vice president was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0201   <u>*Position: Secretary*</u> - Please enter the following information about the person serving as secretary of your library board.

10-0202   *First Name* - Please enter the board secretary's first name or initial.

10-0203   *Middle Initial/Name* - Please enter the board secretary's middle name, if used in place of first name, or initial. (optional)

10-0204   *Last Name* - Please enter the board secretary's last name.

10-0205   *Home address* - This should be the full <u>home</u> street address for the board secretary. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.

10-0206   *City* - This should be the name of the city or town where the board secretary lives.

10-0207   *Zip Code* - This should be the full Zip+4 zip code for the board secretary's home.

10-0208   *E-mail address* - Enter the complete email address for the library board secretary. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0209   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board secretary. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-0210 *Date that the current term expires* - Report the date the when the board secretary's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0211 **Number of consecutive terms - Report the number of consecutive terms the board secretary has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**

10-0212 *Date of initial appointment* - Report the date when the board secretary was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0301 *Position: Treasurer* - Please enter the following information about the person serving as treasure of your library board. If the person serving as treasurer is a library employee, skip questions 10-0302 through 10-0312 and use questions 10-0401 through 10-0412.

10-0302 *First Name* - Please enter the board treasurer's first name or initial.

10-0303 *Middle Initial/Name* - Please enter the board treasurer's middle name, if used in place of first name, or initial. (optional)

10-0304 *Last Name* - Please enter the board treasurer's last name.

10-0305 *Home address* - This should be the full <u>home</u> street address for the board treasurer. This information is used only in the event that we need to contact the board member on library business.
  • Do NOT enter the library address.

10-0306 *City* - This should be the name of the city or town where the board treasurer lives.

10-0307 *Zip Code* - This should be the full Zip+4 zip code for the board treasurer's home.

10-0308 *E-mail address* - Enter the complete email address for the library board treasurer. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0309 *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board treasurer. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-0310 *Date that the current term expires* - Report the date the when the board treasurer's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0311 **Number of consecutive terms - Report the number of consecutive terms the board treasurer has held (including the first term through this term). Include**

years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.

10-0312   *Date of initial appointment* - Report the date when the board treasurer was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0401   *Position: Treasurer/Employee* - Please enter the following information about the person serving as treasurer/employee of your library board. NOTE: The designation "Treasurer/Employee" should not have an appointing authority or appointment dates, as he/she is a library employee, not an appointed board member.

10-0402   *First Name* - Please enter the board treasurer / employee's first name or initial.

10-0403   *Middle Initial/Name* - Please enter the board treasurer / employee's middle name, if used in place of first name, or initial. (optional)

10-0404   *Last Name* - Please enter the board treasurer / employee's last name.

10-0405   *Home address* - This should be the full <u>home</u> street address for the board treasurer / employee. This information is used only in the event that we need to contact the board member on library business.
• Do NOT enter the library address.

10-0406   *City* - This should be the name of the city or town where the board treasurer / employee lives.

10-0407   *Zip Code* - This should be the full Zip+4 zip code for the board treasurer / employee's home.

10-0408   *E-mail address* - Enter the complete email address for the library board treasurer / employee. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0409   *Appointing Authority* - Answer NONE. The designation "Treasurer/Employee" should not have an appointing authority or appointment dates, as he/she is a library employee, not an appointed board member.

10-0410   *Date that the current term expires* - Report the date the when the board treasurer / employee's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0411   *Number of consecutive terms* **- Report the number of consecutive terms the board treasurer / employee has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information**

required by PL Standards, IC 36-12-2-8.

10-0412   *Date of initial appointment* - Report the date when the board treasurer / employee was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0501   *Position: Member* - Please enter the following information about the person serving as a member on your library board.

10-0502   *First Name* - Please enter the board member's first name or initial.

10-0503   *Middle Initial/Name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)

10-0504   *Last Name* - Please enter the board member's last name.

10-0505   *Home address* - This should be the full <u>home</u> street address for the board member. This information is used only in the event that we need to contact the board member on library business.
            • Do NOT enter the library address.

10-0506   *City* - This should be the name of the city or town where the board member lives.

10-0507   *Zip Code* - This should be the full Zip+4 zip code for the board member's home.

10-0508   *E-mail address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0509   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-0510   *Date that the current term expires* - Report the date the when the board member's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0511   ***Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**

10-0512   *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0601	*Position: Member* - Please enter the following information about the person serving as a member on your library board.
10-0602	*First Name* - Please enter the board member's first name or initial.
10-0603	*Middle Initial/Name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)
10-0604	*Last Name* - Please enter the board member's last name.
10-0605	*Home address* - This should be the full <u>home</u> street address for the board member. This information is used only in the event that we need to contact the board member on library business. • Do NOT enter the library address.
10-0606	*City* - This should be the name of the city or town where the board member lives.
10-0607	*Zip Code* - This should be the full Zip+4 zip code for the board member's home.
10-0608	*E-mail address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
10-0609	*Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.
10-0610	*Date that the current term expires* - Report the date the when the board member's term expires. This report is used to substantiate the legal requirement for length of terms.
10-0611	***Number of consecutive terms*** **- Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**
10-0612	*Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.
10-0701	*Position: Member* - Please enter the following information about the person serving as a member on your library board.
10-0702	*First Name* - Please enter the board member's first name or initial.

10-0703   *Middle Initial/Name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)

10-0704   *Last Name* - Please enter the board member's last name.

10-0705   *Home address* - This should be the full <u>home</u> street address for the board member. This information is used only in the event that we need to contact the board member on library business.
• Do NOT enter the library address.

10-0706   *City* - This should be the name of the city or town where the board member lives.

10-0707   *Zip Code* - This should be the full Zip+4 zip code for the board member's home.

10-0708   *E-mail address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0709   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-0710   *Date that the current term expires* - Report the date the when the board member's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0711   ***Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**

10-0712   *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0801   <u>*Position: Member*</u> - Please enter the following information about the person serving as a member on your library board.

10-0802   *First Name* - Please enter the board member's first name or initial.

10-0803   *Middle Initial/Name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)

10-0804   *Last Name* - Please enter the board member's last name.

10-0805   *Home address* - This should be the full <u>home</u> street address for the board member. This

information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.

10-0806   *City* - This should be the name of the city or town where the board member lives.

10-0807   *Zip Code* - This should be the full Zip+4 zip code for the board member's home.

10-0808   *E-mail address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0809   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-0810   *Date that the current term expires* - Report the date the when the board member's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0811   ***Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**

10-0812   *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0901   <u>*Position: Member*</u> - Please enter the following information about the person serving as a member on your library board.

10-0902   *First Name* - Please enter the board member's first name or initial.

10-0903   *Middle Initial/Name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)

10-0904   *Last Name* - Please enter the board member's last name.

10-0905   *Home address* - This should be the full <u>home</u> street address for the board member. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.

10-0906   *City* - This should be the name of the city or town where the board member lives.

| 10-0907 | *Zip Code* - This should be the full Zip+4 zip code for the board member's home. |

10-0908   *E-mail address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-0909   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-0910   *Date that the current term expires* - Report the date the when the board member's term expires. This report is used to substantiate the legal requirement for length of terms.

10-0911   ***Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**

10-0912   *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-1001   <u>*Position: Member*</u> - Please enter the following information about the person serving as a member on your library board.

10-1002   *First Name* - Please enter the board member's first name or initial.

10-1003   *Middle Initial/Name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)

10-1004   *Last Name* - Please enter the board member's last name.

10-1005   *Home address* - This should be the full <u>home</u> street address for the board member. This information is used only in the event that we need to contact the board member on library business.
    • Do NOT enter the library address.

10-1006   *City* - This should be the name of the city or town where the board member lives.

10-1007   *Zip Code* - This should be the full Zip+4 zip code for the board member's home.

10-1008   *E-mail address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-1009   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-1010   *Date that the current term expires* - Report the date the when the board member's term expires. This report is used to substantiate the legal requirement for length of terms.

10-1011   *Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.

10-1012   *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-1101   <u>*Position: Member*</u> - Please enter the following information about the person serving as a member on your library board.

10-1102   *First Name* - Please enter the board member's first name or initial.

10-1103   *Middle Initial/Name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)

10-1104   *Last Name* - Please enter the board member's last name.

10-1105   *Home address* - This should be the full <u>home</u> street address for the board member. This information is used only in the event that we need to contact the board member on library business.
• Do NOT enter the library address.

10-1106   *City* - This should be the name of the city or town where the board member lives.

10-1107   *Zip Code* - This should be the full Zip+4 zip code for the board member's home.

10-1108   *E-mail address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-1109   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-1110   *Date that the current term expires* - Report the date the when the board member's term expires. This report is used to substantiate the legal requirement for length of terms.

10-1111   *Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.

10-1112   *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-1201   <u>*Position: Member*</u> - Please enter the following information about the person serving as a member on your library board.

10-1202   *First Name* - Please enter the board member's first name or initial.

10-1203   *Middle Initial/Name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)

10-1204   *Last Name* - Please enter the board member's last name.

10-1205   *Home address* - This should be the full <u>home</u> street address for the board member. This information is used only in the event that we need to contact the board member on library business.
           • Do NOT enter the library address.

10-1206   *City* - This should be the name of the city or town where the board member lives.

10-1207   *Zip Code* - This should be the full Zip+4 zip code for the board member's home.

10-1208   *E-mail address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10-1209   *Appointing Authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. **Note:** County Contractual Appointment applies only to the four libraries which are County Contractual Libraries, and Class 2 Library Appointment applies only to Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10-1210   *Date that the current term expires* - Report the date the when the board member's term expires. This report is used to substantiate the legal requirement for length of terms.

10-1211   *Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through this term). Include years

1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used this report to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.

10-1212   *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10-0991   *What Day of the Month is the Regular Library Board Meeting?* - Enter the day of the week and the pattern of the regularly scheduled meeting. F or example, the board meets on the 3rd Wednesday of the month.

10-0992   *What is the time of the Regular Library Board Meeting?* - Enter the time of day that the Library Board regularly meets. For example, 7:00 pm.

11 - Salary Section
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

- Report the most current information available.
- Report the Director's salary as an annual figure.
- All other categories are to be reported as minimum hourly rate and maximum hourly rate, using dollars and cents.
- For the purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.
- Report the certification level required for the position, not of an individual in the position. That is, if you were to advertise the position today, what would be the certification level you would require for the position?

11-001   *Annual salary of the Library Director Head of library)?* - List the annual salary amount for the Director or Head of the library.

11-002   *Does the library director have an employment contract?* - Answer *YES* or *NO*. Indiana is an at-will employer state. Most directors will not have a contract. Indicate whether director has a contract.

11-003   What is the current level of certification for the library Director? - Enter the certification level of the current or interim director. The choices are: Librarian Certificate 1 (LC1), Librarian Certificate 2 (LC2), Librarian Certificate 3 (LC3), Librarian Certificate 4 (LC4), Librarian Certificate 5 (LC5), Librarian Certificate 6 (LC6), Specialist 1, Specialist 2, Specialist 3, Specialist 4, Specialist 5, and Not Certified.

For more information on the certification levels and requirements, please see the *Indiana State Library Certification Manual* at http://www.webjunction.org/content/dam/WebJunction/Documents/indiana/Microsoft-Word-Certification-Manual-1-2010.pdf

Job Titles

Please provide the requested information for each of the applicable job titles in your library.

11-004	*Job Title - Assistant or Associate Director* - Librarian ranking next to the Library Director and having responsibility for library activities in the absence of the Library Director.
11-005	*Certification Level* - Enter the certification level required by a person in this position.
11-006	*Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
11-007	*Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
11-008	*Job Title - Department Head, Manager or Supervisor* - Librarians at the Department Head level who may have supervisory responsibility for other professional librarians and/or clerks.
11-009	*Certification Level* - Enter the certification level required by a person in this position.
11-010	*Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
11-011	*Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
11-012	*Job Title - Branch Head* - Librarians at the Branch Head level who may have supervisory responsibility for other professional librarians and/or clerks.
11-013	*Certification Level* - Enter the certification level required by a person in this position.
11-014	*Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
11-015	*Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
11-016	*Job Title - Administrative Assistant* - May include a variety of job titles such as Director's Secretary or Assistant to the Director. May have more administrative responsibility than typical clerical positions, but not the professional or managerial responsibilities.
11-017	*Certification Level* - Enter the certification level required by a person in this position.
11-018	*Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
11-019	*Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
11-020	*Job Title - Automation, Network or System Manager* - Manages the operation and maintenance of the library's computer systems, including the library's automation system and computer applications. Develops and manages installation of various types

of computer networks. Serves as contact with internet provider. Possibly trains staff and public in use of equipment and software. Analyzes and troubleshoots software and equipment problems.

11-021   *Certification Level* - Enter the certification level required by a person in this position.

11-022   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-023   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-024   *Job Title - Business Manager* - The person responsible for managing Business Office activities.

11-025   *Certification Level* - Enter the certification level required by a person in this position.

11-026   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-027   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-028   *Job Title - Cataloging or Technical Services Librarian* - Cataloging, Acquisitions or other librarian who works in the technical services area.

11-029   *Certification Level* - Enter the certification level required by a person in this position.

11-030   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-031   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-032   *Job Title - Children's Librarian* - Children's Reference Service and/or Programming.

11-033   *Certification Level* - Enter the certification level required by a person in this position.

11-034   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-035   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-036   *Job Title - General Reference or Adult Librarian* - Adult and/or Reference Service and/or Programming.

11-037   *Certification Level* - Enter the certification level required by a person in this position.

11-038   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-039   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-040   *Job Title - Young Adult Librarian* - Young Adult Reference Service and/or Programming. ALA defines "Young Adult" as ages 12-18.

11-041   *Certification Level* - Enter the certification level required by a person in this position.

11-042   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-043   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-044   *Job Title - Indiana History, Local History, or Genealogy Librarian* - Indiana History, Local History, or Circulation Librarian.

11-045   *Certification Level* - Enter the certification level required by a person in this position.

11-046   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-047   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-048   *Job Title - Genealogy Reference Service* - Librarian or other staff providing reference service in the Genealogy area.

11-049   *Certification Level* - Enter the certification level required by a person in this position.

11-050   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-051   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-052   *Job Title - Audio Visual Librarian* - Responsible for developing a program of AV services and supervising all AV activities and staff.

11-053   *Certification Level* - Enter the certification level required by a person in this position.

11-054   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-055   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-056   *Job Title - Specialist (Professional)* - Category for library professionals, including but not limited to Training Specialist, Public Relations Specialist, Outreach Specialist, Human Resource Manager, Artist, and Printing Manager, who generally do not hold a master's

in library science but certainly may.

11-057   *Certification Level* - Enter the certification level required by a person in this position.

11-058   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-059   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-060   *Job Title - Library Assistant* - Paraprofessional working in any area of the library, who assists librarians in providing a library service.

11-061   *Certification Level* - Enter the certification level required by a person in this position.

11-062   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-063   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-064   *Job Title - Bookkeeper or Treasurer* - Responsible for keeping the financial records and accounts for the library.

11-065   *Certification Level* - Enter the certification level required by a person in this position.

11-066   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-067   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-068   *Job Title - Secretary or Receptionist* - Knowledge of some office skills. May be responsible for answering phone.

11-069   *Certification Level* - Enter the certification level required by a person in this position.

11-070   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-071   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-072   *Job Title - Library Technician* (including computer) - Involves more responsibility than clerical category, usually specialized, and of considerable variation and complexity.

11-073   *Certification Level* - Enter the certification level required by a person in this position.

11-074   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-075   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-076   *Job Title - Clerical or Aide*

11-077   *Certification Level* - Enter the certification level required by a person in this position.

11-078   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-079   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-080   *Job Title - Maintenance, Custodian, Janitor, or House-keeper*

11-081   *Certification Level* - Enter the certification level required by a person in this position.

11-082   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-083   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-084   *Job Title - Security*

11-085   *Certification Level* - Enter the certification level required by a person in this position.

11-086   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-087   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-088   *Job Title - Bookmobile Driver*

11-089   *Certification Level* - Enter the certification level required by a person in this position.

11-090   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-091   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

11-092   *Job Title - Messenger/Courier*

11-093   *Certification Level* - Enter the certification level required by a person in this position.

11-094   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-095   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this

position.

11-096	*Job Title - Page, Intern or Student Assistant*
11-097	*Certification Level* - Enter the certification level required by a person in this position.
11-098	*Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
11-099	*Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
11-100	*Job Title - Temporary Substitute*
11-101	*Certification Level* - Enter the certification level required by a person in this position.
11-102	*Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
11-103	*Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
11-104	*Job Title - Interlibrary Loan* - Responsible for processing interlibrary loans and/or transits.
11-105	*Certification Level* - Enter the certification level required by a person in this position.
11-106	*Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
11-107	*Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
11-108	*Job Title - Other* - Answer YES or NO. If your library has other positions, not included in the above list, please list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11-105 through 11-117.
11-109	*Specify Other Job Title* - Enter the full title of this position.
11-110	*Certification Level* - Enter the certification level required by a person in this position.
11-111	*Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
11-112	*Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
11-113	*Job Title - Other* - Answer YES or NO. If your library has other positions, not included in the above list, please list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11-110 through 11-117.

11-114   *Specify Other Job Title* - Enter the full title of this position.

11-115   *Certification Level* - Enter the certification level required by a person in this position.

11-116   *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.

11-117   *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.

Employee Fringe Benefit Information - Full-time Employees

11-501   *PERF* - Answer *YES* or *NO*. Are full-time employees (as defined by your library), eligible for PERF (Public Employees Retirement Fund), and now part of INPRS (Indiana Public Retirement System)?

11-502   *Deferred Compensation* - Answer *YES* or *NO*. Answer *YES* if your library offers deferred compensation to full-time employees.

11-503   *Health Insurance* - Answer *YES* if your library provides the opportunity for a full-time employee to purchase health insurance or pays at least some portion of the premium. Answer *YES* or *NO*.

11-504   *Health Savings Account (HSA)* - Answer *YES* or *NO*. Answer *YES* if your library makes this [tax-advantaged medical savings account](#) available to full-time employees who are enrolled in a [high-deductible health plan](#) (HDHP). The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11-505   *Dental Insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full-time employee to purchase dental insurance or pays at least some portion of the premium.

11-506   *Life Insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.

11-507   *Vision Insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full-time employee to purchase vision insurance or pays at least some portion of the premium.

11-508   *Disability* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full-time employee to purchase disability insurance or pays at least some portion of the premium.

11-509   *Paid Time off for Continuing Education* - Answer *YES* or *NO*. Answer *YES* if your library provides paid time for full-time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.

11-510   *Reimbursement for Continuing Education* - Answer *YES* or *NO*. Answer *YES* if your library provides reimbursement to full-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11-511   *Other1 (specify)* - Please specify other types of benefits not listed above. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-525 through 11-530 (Full-time Librarians) or 11-537 through 11-542 (Full-time Support Staff).

11-512   *Other2 (specify)* - Please specify other types of benefits not listed above. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-525 through 11-530 (Full-time Librarians) or 11-537 through 11-542 (Full-time Support Staff).

Employee Fringe Benefit Information - Part-time Employees

11-513   *PERF* - Answer *YES* or *NO*. Are part-time employees (as defined by your library), eligible for PERF (Public Employees Retirement Fund), and now part of INPRS (Indiana Public Retirement System)?

11-514   *Deferred Compensation* - Answer *YES* or *NO*. Answer *YES* if your library offers deferred compensation to part-time employees.

11-515   *Health Insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase health insurance or pays at least some portion of the premium.

11-516   *Health Savings Account (HSA)* - Answer *YES* or *NO*. Answer *YES* if your library makes this tax-advantaged medical savings account available to part-time employees who are enrolled in a high-deductible health plan (HDHP). The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11-517   *Dental Insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase dental insurance or pays at least some portion of the premium.

11-518   *Life Insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.

11-519   *Vision Insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase vision insurance or pays at least some portion of the premium.

11-520   *Disability* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase disability insurance or pays at least some portion of the

premium.

11-521   *Paid Time off for Continuing Education* - Answer *YES* or *NO*. Answer *YES* if your library provides paid time for part-time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.

11-522   *Reimbursement for Continuing Education* - Answer *YES* or *NO*. Answer *YES* if your library provides reimbursement to part-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11-523   *Other1 (specify)* - Please specify other types of benefits not listed above. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-531 through 11-536 (Part-time Librarians) or 11-543 through 11-548 (Part-time Support Staff).

11-524   *Other2 (specify)* - Please specify other types of benefits not listed above. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-531 through 11-536 (Part-time Librarians) or 11-543 through 11-548 (Part-time Support Staff).

Paid Days Off (PTO) Per Year

Remember, for a purpose of this report if an individual is referred to as a librarian within your library, they are considered a librarian. Please give the most current information available.

Paid days off per year - Full-time Librarian

11-525   *Number of Vacation Days* - Report the number or range of numbers of vacation days per year for full-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-526   *Number of Sick Days* - Report the number or range of numbers of sick days per year for full-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-527   *Number of Personal Days* - Report the number or range of numbers of personal days per year for full-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-528   *Holidays* - Report the number or range of numbers of holidays per year for full-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-529   *Funeral/Bereavement* - Report the number or range of numbers of funeral/bereavement days per year for full-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-530   *Other Days (specify)* - Report the number or range of numbers of days for other paid

time off per year for full-time librarians. Indicate whether the number reported is in "Hours" or "Days". List the type of leave (for example, PTO, jury duty, military leave, etc.).

Paid days off per year - Part-Time Librarian

11-531   *Number of Vacation Days* - Report the number or range of numbers of vacation days per year for part-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-532   *Number of Sick Days* - Report the number or range of numbers of sick days per year for part-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-533   *Number of Personal Days* - Report the number or range of numbers of personal days per year for part-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-534   *Holidays* - Report the number or range of numbers of holidays per year for part-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-535   *Funeral/Bereavement* - Report the number or range of numbers of funeral/bereavement days per year for part-time librarians. Indicate whether the number reported is in "Hours" or "Days".

11-536   *Other Days* - Report the number or range of numbers of days for other paid time off per year for part-time librarians. Indicate whether the number reported is in "Hours" or "Days". List the type of leave (for example, PTO, jury duty, military leave, etc.).

Paid days off per year - Full-Time Support Staff

11-537   *Number of Vacation Days* - Report the number or range of numbers of vacation days per year for full-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-538   *Number of Sick Days* - Report the number or range of numbers of sick days per year for full-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-539   *Number of Personal Days* - Report the number or range of numbers of personal days per year for full-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-540   *Holidays* - Report the number or range of numbers of holidays per year for full-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-541   *Funeral/Bereavement* - Report the number or range of numbers of funeral/bereavement days per year for full-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-542   *Other Days* - Report the number or range of numbers of days for other paid time off per year for full-time staff. Indicate whether the number reported is in "Hours" or "Days". List the type of leave (for example, PTO, jury duty, military leave, etc.).

Paid days off per year - Part-Time Support Staff

11-543   *Number of Vacation Days* - Report the number or range of numbers of vacation days per year for part-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-544   *Number of Sick Days* - Report the number or range of numbers of sick days per year for part-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-545   *Number of Personal Days* - Report the number or range of numbers of personal days per year for part-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-546   *Holidays* - Report the number or range of numbers of holidays per year for part-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-547   *Funeral/Bereavement* - Report the number or range of numbers of funeral/bereavement days per year for part-time staff. Indicate whether the number reported is in "Hours" or "Days".

11-548   *Other Days* - Report the number or range of numbers of days for other paid time off per year for part-time staff. Indicate whether the number reported is in "Hours" or "Days". List the type of leave (for example, PTO, jury duty, military leave, etc.).

12 - PLAC Loans
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Complete the report for PLAC loans your library made to patrons from other libraries from January 1 through December 31 of the report year. Enter the number of items lent to patrons using a PLAC card. The number of loans must be an accurate count of PLAC activity. Estimates may not be used.

- Do NOT include any miscellaneous or out of state loans as PLAC loans.
- Do NOT include any reciprocal borrowing (RB) loans as PLAC loans.
- Do NOT report any loans made to your own library

12-001   *Did your library make any PLAC loans? -* Answer *YES* or *NO*. If you did not loan any materials to PLAC patrons from other libraries, your total in 12-239 will be zero.

Enter the number of materials lent to PLAC holders from each of the following libraries in 12-002 through 12-238. DO NOT report any loans made to your own library.

DEFINITION: The home library is the PLAC card holder's library which their property tax supports or where they purchased a non-resident card.

- The reporting library should show no PLAC loans, as its residents do not need a PLAC card for

loans. There should be *No* entry next to your library's name.
- List the total number of loans from each home library. Be sure to include bookmobile library totals in the home library's total.

For example, a patron from Adams County Public Library uses a PLAC card at the Wells County Public Library to borrow 10 items. Wells County Public Library would report 10 loans to Adams County Public Library.

12-002 Adams Public Library System

- - - - -

12-238 Yorktown Public Library

12-239   *Total PLAC Loans* - This is an automatically calculated total from the values entered in 12-002 through 12-238.

13 - Compliance with Standards for Public Libraries
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

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

- Please answer either *YES*, *NO* to all questions.
- Do not skip any questions.

13-001   ***Does your library comply with Public Library Law IC 36-12?* - Answer *YES* or *NO*. Indiana Code 36-12 is the Public Library Law which authorizes and defines the creation and operation of public libraries in Indiana. All decisions made and actions taken by the library board, director and employees must be consistent with the requirements of law. This is information required by PL Standards, 590 IAC 6-1-4(a).**

Consult these URLs for the most current laws.

http://www.in.gov/legislative/ic/code/title36/ar12/ and
http://www.in.gov/legislative/iac/iac_title?iact=590 .

13-002   ***Does your library comply with other Indiana laws that affect municipal corporations?* - Answer *YES* or *NO*. Many of these laws can be found in the State Board of Account's *Accounting and Uniform Compliance Guidelines Manual for Public Libraries* . Consult http://www.in.gov/legislative/ic/code for more information. This is information required by PL Standards, 590 IAC 6-1-4(a).**

13-003   ***Does your library comply with all federal laws affecting employment practice?* - Answer *YES* or *NO*. The primary source of information is the United States Department of Labor, starting with this URL, http://www.dol.gov There are other**

sources of information, but the library's attorney should be consulted. This is information required by PL Standards, 590 IAC 6-1-4(e).

13-004   *Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?* **- Answer** *YES* **or** *NO*. **Report for all buildings in library system, including the central library and any branches. Consult with your library attorney, local building inspector, and other professionals to determine whether you are in compliance. This is information required by PL Standards, 590 IAC 6-1-4 (i).**

13-005   *Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?* **- Answer** *YES* **or** *NO*. **Consult http://www.ada.gov/ and with local disabilities organizations. This is information required by PL Standards, 590 IAC 6-1-4(j).**

13-006   *Do the library board and the director maintain separate functions?* **- Answer** *YES* **or** *NO*. **The board members' duties can be defined loosely as dealing with issues that affect the whole library and its position in the community (IC 36-12-3-3) . The director's duty is to carry out the day-to-day functions (procedures) of running the library within the parameters (policies) set by the board as defined in IC 36-12-2-24(a) . This is information required by PL Standards, 590 IAC 6-1-4(c) and IC 36-12-3-3.**

13-007   *Is the board responsible for governance and policy?* **- Answer** *YES* **or** *NO*. **The board members' duties can be defined loosely as dealing with issues that affect the whole library and its position in the community (IC 36-12-3-3) . The board sets parameters of how the library will operate. The board is responsible for governing the library by writing policy, developing a long-range plan and delegating management responsibility to the director. This is information required by PL Standards, 590 IAC 6-1-4(c) and IC 36-12-3-3.**

13-008   *Is the director responsible for administration, operation and management of the library?* **- Answer** *YES* **or** *NO*. **The director's duty is to carry out the day-to-day functions (procedures) of running the library within the parameters (policies) set by the board as defined in IC 36-12-2-24(a) . This is information required by PL Standards, 590 IAC 6-1-4(c) and IC 36-12-2-24(a) .**

13-009   *Does the director work full-time?* **- Answer** *YES* **or** *NO*. **"Full-time" means that the director is paid for: (1) At least thirty-five (35) hours per week; OR (2) If the library is open fewer than thirty-five (35) hours per week, the number of hours that the library is open. This is information required by PL Standards, 590 IAC 6-1-4(b).**

13-010   *Does the Director have the required certification under 590 IAC 5?* **- Answer** *YES* **or** *NO*. **Refer to https://mylicense.in.gov/EVerification/Search.aspx for questions. This is information required by PL Standards, 590 IAC 6-1-4(b).**

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

13-011   *An annual classification of employees* **- Answer** *YES* **or** *NO*. **Employees' positions shall be listed by job title, with optional qualifications for each level. This is**

information required by PL Standards, 590 IAC 6-1-4(d).

13-012   *Schedules of salaries* **- Answer** *YES* **or** *NO*. **Has the library board reviewed and approved the s alaries for each classification of employee, for all employees? This is information required by PL Standards, 590 IAC 6-1-4(d).**

13-013   *A proposed library budget* **- Answer** *YES* **or** *NO*. **Have the Trustees adopted a proposed budget for the next year? This is information required by PL Standards, 590 IAC 6-1-4(d).**

13-014   *Library policies* **- Answer** *YES* **or** *NO*. **A list of the required p olicies is available on pages 35-37 of the** *New Director's One Stop Guide* **(** http://www.in.gov/library/files/New_Directors_Manual_2013_Final_Version.pdf **). This is information required by PL Standards, 590 IAC 6-1-4(d).**

Employment Policies

13-015   *Has the library board adopted the written employment practices dealing with recruitment?* **- Answer** *YES* **or** *NO*. **Answer** *YES* **if the board has adopted policies concerning how potential employees, sometimes only the director, will be recruited, including placing job ads. This is information required by PL Standards, 590 IAC 6-1-4(e).**

13-016   *Has the library board adopted the written employment practices dealing with selection?* **- Answer** *YES* **or** *NO*. **Answer** *YES* **if the board has adopted policies concerning how applicants will be selected for a position. This is information required by PL Standards, 590 IAC 6-1-4(e).**

13-017   *Has the library board adopted the written employment practices dealing with appointments?* **- Answer** *YES* **or** *NO*. **Answer** *YES* **, if a contract is offered or there is a policy regarding the process of appointment, including informing the applicant appointed to the position what the rules and regulations and terms and conditions of the appointment are. This is information required by PL Standards, 590 IAC 6-1-4(e).**

13-018   *Has the library board adopted the written employment practices dealing with personnel actions?* **- Answer** *YES* **or** *NO*. **Answer** *YES* **if the board has adopted policies concerning personnel actions, such as promotions, grievances, etc. This is information required by PL Standards, 590 IAC 6-1-4(e).**

13-019   *Has the library board adopted the written employment practices dealing with salary administration?* **- Answer** *YES* **or** *NO*. **Answer** *YES* **if the board has adopted a policy concerning how salary is paid per State Board of Account's** *[Accounting and Uniform Compliance Guidelines Manual for Public Libraries](#)* **,** *8-1.* **This is information required by PL Standards, 590 IAC 6-1-4(e).**

13-020   *Has the library board adopted the written employment practices dealing with employee benefits?* **- Answer** *YES* **or** *NO*. **Answer** *YES* **if the board has adopted policies concerning employee benefits, such as PERF, health insurance, or anything listed in 11-012 through 11-060. This is information required by PL**

Standards, 590 IAC 6-1-4(e).

13-021   *Has the library board adopted the written employment practices dealing with the conditions of work?* **- Answer** *YES* **or** *NO*. **Answer** *YES* **if the board has adopted policies concerning breaks, lunches, dress code, etc. This is information required by PL Standards, 590 IAC 6-1-4(e).**

13-022   *Has the library board adopted the written employment policies concerning leaves?* **- Answer** *YES* **or** *NO*. **Answer** *YES* **if the board has adopted policies concerning military leave, maternity leave, FMLA, etc. This is information required by PL Standards, 590 IAC 6-1-4(e).**

13-023   *Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?* **- Answer** *YES* **or** *NO*. **The current document for trustees is entitled** *In the Public Trust*, **http://www.in.gov/library/3274.htm** . **Answer** *YES* **if this statement is true. This is information required by PL Standards, 590 IAC 6-1-4(f).**

13-024   *Does the library have current, written bylaws that state its purpose and its operational procedures?* **- Answer** *YES* **or** *NO*. **Templates and other information are available at** **http://www.in.gov/library/standards.htm** . **This is information required by PL Standards, 590 IAC 6-1-4(g).**

13-025   *Do the library bylaws specifically state rules governing conflicts of interest issues?* **- Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(g).**

13-026   *Do the library bylaws specifically state rules governing nepotism?* **- Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(g).**

13-027   *Have the bylaws been reviewed by the board in the last three (3) years?* **- Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(g).**

13-028   *Have copies 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?* **- Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(g).**

13-029   *Does your library have a written collection development plan?* **- Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(h) (1).**

13-030   *Does your library have a written circulation policy detailing the principles of access for all library materials and service?* **- Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(h) (2) and 590 IAC 6-1-4(k)**.

13-031   *Does your library provide support for continuing education for staff and trustees?* **- Answer** *YES* **or** *NO*. **The library is encouraged to support continuing education for staff with paid time off and financial assistance for fees, travel, lodging and related expenses on an annual basis. Webinars, library conferences, in-person trainings are all acceptable support. Trustees' registration fees may be paid and travel expenses may be reimbursed. Written policies should be adopted,**

describing the support the library makes available. This is information required by PL Standards, 590 IAC 6-1-4(m).

Long Range Plan

13-032   *Does the library have a written long-range plan of service?* **- Answer** *YES* **or** *NO.* **Templates and other information are available at** http://www.in.gov/library/standards.htm **. This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-033   *What year did your current long range plan begin?* **- Enter starting year for your library's current plan. This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-034   *What year does your current long range plan end?* **- Enter ending year for your library's current plan. This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-035   *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?* **- Answer** *YES* **or** *NO* **This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-036   *Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?* **- Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-037   *Does your long-range plan include a statement of community needs and goals?* **- Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-038   *Does your long-range plan include measurable objectives and service in response to the community's needs and goals?* **- Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-039   *Does your long-range plan include an assessment of facilities, services, technology, and operations?* **- Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-040   *Does your long-range plan include an ongoing annual evaluation process?* **- Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-041   *Does your long-range plan include a plan for financial resources and sustainability?* **- Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-042   *Does your long-range plan include a statement of collaboration with other public libraries?* **- Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(h) (3).**

13-043   *Does your long-range plan include a statement of collaboration with other community partners?* - Answer *YES* or *NO*. This is information required by PL Standards, 590 IAC 6-1-4(h) (3).

Technology Plan

13-044   *Does the library have a written technology plan?* - Answer *YES* or *NO*. Templates for long range plans are available from the Library Development Office. Contact ldo@library.in.gov for assistance. This is information required by PL Standards, 590 IAC 6-1-4(h) (4).

13-045   *What year did your current technology plan begin?* - Enter the starting year for your library's current plan. This is information required by PL Standards, 590 IAC 6-1-4(h) (3).

13-046   *What year does your current technology plan end?* - Enter the ending year for your library's current plan. This is information required by PL Standards, 590 IAC 6-1-4(h) (3).

13-047   *Has your technology plan been updated in the last three (3) years?* - Answer *YES* or *NO* . This is information required by PL Standards, 590 IAC 6-1-4(h) (4).

13-048   *Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?* - Answer *YES* or *NO*. This is information required by PL Standards, 590 IAC 6-1-4(h) (4).

13-049   *Does your technology plan include realistic goals and strategies for using telecommunications and information technology?* - Answer *YES* or *NO*. This is information required by PL Standards, 590 IAC 6-1-4(h) (4).

13-050   *Does your technology plan include a professional development strategy?* - Answer *YES* or *NO*. This refers to professional development for staff in the area of technology. This is information required by PL Standards, 590 IAC 6-1-4(h) (4).

13-051   *Does your technology plan include an assessment of telecommunication services, hardware, software, and other services needed?* - Answer *YES* or *NO*. A template for a technology plan is available at http://www.in.gov/library/standards.htm . This is information required by PL Standards, 590 IAC 6-1-4(h) (4).

13-052   *Does your technology plan include an equipment replacement schedule?* - Answer *YES* or *NO*. This is information required by PL Standards, 590 IAC 6-1-4(h) (4).

13-053   *Does your technology plan include a plan for financial resources and sustainability?* - Answer *YES* or *NO*. This is information required by PL Standards, 590 IAC 6-1-4(h) (4).

13-054   *Does your technology plan include an ongoing annual evaluation process?* - Answer *YES* or *NO*. This is information required by PL Standards, 590 IAC 6-1-

4(h) (4).

13-055 ***Does your technology plan include an automated, integrated library system (ILS) which conforms to a national cataloging standard? -* Answer *YES* or *NO*. Automated library classification systems use common cataloging systems, such as the Dewey Decimal Classification system, Library of Congress, etc., to organize and circulate library materials. This is information required by PL Standards, 590 IAC 6-1-4(h) (4).**

Resource Sharing

13-056 ***Does your library provide interlibrary loan free of charge to other libraries within Indiana? -* Answer *YES* or *NO*. This is information required by PL Standards, 590 IAC 6-1-4(k) (6).**

13-057 ***Does your library lend materials via a statewide reciprocal borrowing program? -* Answer *YES* or *NO*. This question is prefilled and locked, based on the resolutions individual public libraries have on file with the Indiana State Library. Contact the Library Development Office with any questions, corrections, changes, etc. This is information required by PL Standards, 590 IAC 6-1-4(k) (6) (A).**

   The list is posted at http://www.in.gov/library/ldoresources.htm / Reciprocal Borrowing Covenants.xls.

13-058 ***Does the library lend materials using the OCLC Resource Sharing system? -* Answer *YES* or *NO*. The OCLC WorldShare Interlibrary Loan is subscription-based service offered by OCLC to allow libraries to place interlibrary loan requests worldwide. Access to this system requires an individual subscription with OCLC. Answer *YES* if your library is a subscriber to the OCLC ILL Subsystem. All others should answer *NO*. This is information required by PL Standards, 590 IAC 6-1-4(k) (6) (C).**

13-059 ***Is the library a member of Evergreen Indiana? -* This question is prefilled and locked, based on the information provided by the Evergreen consortium. The list may be viewed at http://www.in.gov/library/3399.htm Contact the Library Development Office with any question, correction, change, etc. This is information required by PL Standards, 590 IAC 6-1-4(k) (6) (A).**

13-060 ***Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? -* Answer *YES* or *NO*. For example, this could be another library within your county with which your library has signed a covenant to extend borrowing privileges to their registered borrowers. This is information required by PL Standards, 590 IAC 6-1-4(k) (6) (D).**

13-061 ***How many days per week does your library receive INfo Express courier service? -* This question is prefilled and locked, based on payment records maintained by the Indiana State Library. Contact the Library Development Office with any question, correction, change, etc. This is information required by PL Standards, 590 IAC 6-1-4(k) (7).**

Does the library provide adult services, including:

13-062   *Programs and reference services offered by an appropriately certified librarian? -* **Answer** *YES* **or** *NO.* **The individual providing adult services needs be certified according to the requirements of the local library. If your answer is NO, then skip questions 13-063 through 13-067. This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (A).**

13-063   *Access to reference materials, including INSPIRE? -* **Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (B).**

13-064   *A collection of materials for adults? -* **This collection would be chosen with the needs and interests of adults as criteria. Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (C).**

13-065   *A space designated in the library for adult services? -* **Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (D).**

13-066   *Does the library provide an enhanced level of adult service by providing:*
1) One (1) or more staff, with appropriate certification;
2) Serving at least part time,
3) At each fixed location?
[All conditions must apply]
- Answer *YES* **or** *NO.* <u>**All three conditions must apply**</u> **to answer** *YES* **. If your answer is NO, then skip 13-067. This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (E).**

13-067   *Does the library provide an exceptional level of adult service by providing:*
1) One (1) full-time staff member, or the equivalent,
2) With appropriate certification,
3) At each fixed location?
[All conditions must apply]
- Answer *YES* **or** *NO.* <u>**All conditions must apply**</u> **to answer** *YES* **. This is information required by PL Standards, 590 IAC 6-1-4(k) (8) (F).**

Does the library provide Young Adult services, including:

13-068   *Young adult programs and reference services offered by an appropriately certified librarian? -* **Answer** *YES* **or** *NO.* **The individual providing young adult services needs to be certified according to the requirements of the local library. If your answer is NO, then skip questions 13-069 through 13-073. This is information required by PL Standards, 590 IAC 6-1-4(k)(9)(A).**

13-069   *Access to young adult reference materials, including INSPIRE? -* **Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(k) (9) (B).**

13-070   *A collection of materials for young adults? -* **This collection would be chosen with the needs and interest of young adults as criteria. Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IAC 6-1-4(k) (9) (C).**

13-071 *A space designated in the library for young adult services? - Answer YES or NO. This is information required by PL Standards, 590 IAC 6-1-4(k) (9) (D).*

13-072 *Does the library provide an enhanced level of service by providing:*
1) One (1) or more staff, with appropriate certification,
2) Serving at least part time,
3) At each fixed location?
[All conditions must apply]
- Answer YES or NO. All three conditions must apply to answer YES. If your answer is NO, then skip 13-073. This is information required by PL Standards, 590 IAC 6-1-4(k) (9) (E).

13-073 *Does the library provide an exceptional level of service by providing:*
1) One (1) full-time staff member, or the equivalent,
2) With appropriate certification,
3) At each fixed location?
[All conditions must apply]
- Answer YES or NO. All three conditions must apply to answer YES. This is information required by PL Standards, 590 IAC 6-1-4(k) (9) (F).

Does the library provide Children's services, including:

13-074 *Programs and reference services offered by an appropriately certified librarian? - Answer YES or NO. Is this person certified according to the requirements of the local library? If your answer is NO, then skip questions 13-075 through 13-078. This is information required by PL Standards, 590 IAC 6-1-4(k) (10) (A).*

13-075 *A collection of materials for children? - Answer YES or NO. Has the collection been selected with the needs and interests of children, parents and caregivers as criteria? This is information required by PL Standards, 590 IAC 6-1-4(k) (10) (B).*

13-076 *A space designated in the library for children services? - Answer YES or NO. This is information required by PL Standards, 590 IAC 6-1-4(k) (10) (C).*

13-077 *Does the library provide an Enhanced level of service by providing:*
1) One (1) or more staff, with appropriate certification,
2) Serving at least part time,
3) At each fixed location?
[All conditions must apply]
- Answer YES or NO. All three conditions must apply to answer YES . If your answer is NO, then skip 13-078. This is information required by PL Standards, 590 IAC 6-1-4(k) (9) (E).

13-078 *Does the library provide an Exceptional level of service by providing:*
1) One (1) full-time staff member, or the equivalent,
2) With appropriate certification,
3) At each fixed location?
[All conditions must apply]
- Answer YES or NO. All three conditions must apply to answer YES . This is

information required by PL Standards, 590 IAC 6-1-4(k) (9) (F).

Public Access

13-079   *Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? -* **Answer** *YES* **or** *NO*. **Visit this URL for more information: http://www.in.gov/library/tbbl.htm This is information required by PL Standards, 590 IAC 6-1-4(k) (12).**

13-080   *Does the library provide computers for the free use of all persons regardless of residency? -* **Answer** *YES* **or** *NO*. **The library must make all public computers available to all eligible people. Eligibility may be limited based on whether they owe fines to the library or have a documented violation of library policy. These policies should be made available to the public. This is information required by PL Standards, 590 IAC 6-1-4(k) (14).**

13-081   *Does your library provide a means for the public to make copies at each location? -* **Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(k) (4) (D).**

Webpage

13-082   *Does your library's webpage include current hours of operation? -* **Answer** *YES* **or** *NO*. **This should specify hours of operation for the month during which the website is checked and update it as necessary. This is information required by PL Standards, 590 IAC 6-1-4(k) (5) (A).**

13-083   *Does your library's webpage include a physical address for your library? -* **Answer** *YES* **or** *NO*. **The website should include addresses for all fixed locations, and this should include the city and state. This is information required by PL Standards, 590 IAC 6-1-4(k) (5) (A).**

13-084   *Does your library's webpage include a map for each fixed location? -* **Answer** *YES* **or** *NO*. **There must be a map for all fixed locations (central and branches). This is information required by PL Standards, 590 IAC 6-1-4(k) (5) (A).**

13-085   *Does your library's webpage include a public telephone number? -* **Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(k) (5) (A).**

13-086   *Does your library's webpage include a public e-mail address or other means of electronic contact? -* **Answer** *YES* **or** *NO*. **This may either be an e-mail address or a form, to be completed at the website, which is automatically emailed to a specific e-mail address. This is information required by PL Standards, 590 IAC 6-1-4(k) (5) (A).**

13-087   *Does your library's webpage include a link to INSPIRE and other free electronic resources? -* **Answer** *YES* **or** *NO*. **This is information required by PL Standards, 590 IAC 6-1-4(k) (5) (B).**

13-088   *Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?* **- Answer** *YES* **or** *NO.* <u>All of the policies mentioned must be posted to the website.</u> **This is information required by PL Standards, 590 IAC 6-1-4(k) (5) (C).**

13-089   *Has your Internet Policy been reviewed by the board in the last year?* **- Answer** *YES* **or** *NO.* **This is information required by PL Standards, 590 IC 36-12-1-12.**

13-090   **Does your library's webpage include a link to the library's online public access catalog?**

13-091   *Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?* **- Answer** *YES* **or** *NO.* **This may be a dynamic or static calendar or list of events, which is updated at least once a month. This is information required by PL Standards, 590 IAC 6-1-4(k) (5) (E).**

14 - Statement of Intent to Comply with Standards

14-001   *Please explain any NO answers given in Part 13.* - Please include the question number (##-###) and an explanation for each question where you answered *NO* to any question in Part 13.

15 - Supplement
Answer all questions with information as of 12/31/2013.

15-001   *What is the name of the main contact person for your interlibrary loan operation?* - This is the name of the person to whom questions about the interlibrary loan should be directed.

15-002   *What is their phone number?* - This is the phone number of the person to whom questions about the interlibrary loan should be directed.

15-003   *What is their email?* - This is the email address of the person to whom questions about the interlibrary loan should be directed.

15-004   *Does your library have a local history collection?* - Answer Yes or No. A local history collection is defined as a special collection of materials including locally written histories and genealogies which focus on the area surrounding your library.

What formats are included in your local history collection?

15-005   Annual reports - Answer Yes or No.

15-006   Books - Answer Yes or No.

15-007   Financial reports - Answer Yes or No.

15-008   Maps - Answer Yes or No.

15-009	Meeting Programs - Answer Yes or No.
15-010	Microforms - Answer Yes or No.
15-011	Minutes - Answer Yes or No.
15-012	Newsletters - Answer Yes or No.
15-013	Oral Histories - Answer Yes or No.
15-014	Personal Papers - Answer Yes or No.
15-015	Photographs - Answer Yes or No.
15-016	Videos - Answer Yes or No.
15-017	*Are these materials included in your online public catalog?* - Answer Yes or No.

Does your library use:

15-018	*Door count software* - Answer YES or NO. If your library has some sort of automatic or manual door counter, answer YES.
15-019	*Please enter the name of the program* - Please give the name of the system you use.
15-020	*Event registration software* - Answer YES or NO. If your library has some sort of automated event registration software, nswer YES.
15-021	*Please enter the name of the program* - Please give the name of the system you use.
15-022	*Does your library use the RDA Toolkit?* - Answer YES or NO.
15-023	*Reference statistics software* - Answer YES or NO. If your library has some sort of automated system to track reference questions, answer YES.
15-024	*Please enter the name of the program* - Please give the name of the system you use.
15-025	*Room reservation software* - Answer YES or NO. If your library has some sort of automated room reservation system, answer YES.
15-026	*Please enter the name of the program* - Please give the name of the system you use.
15-027	*Web Traffic statistic software* - Answer YES or NO. If your library has some sort of automated web traffic tracking software, answer YES.
15-028	*Please enter the name of the program* - Please give the name of the system you use.
15-029	[Optional Question] How many out-reach events did your library participate in during 2013? - This would be annual total for the number of out-reach events that your library participated in. Examples would include marching in a parade, manning a booth at a

fair, etc.

15-030   [Optional Question] How many personal interactions did your library have during these out-reach events? - During the out-reach events that your library participated in, how many people did you have direct contact with? Estimates are acceptable.