

# Indiana Public Library Annual Report 2013

## 1 - General Information

Questions relating to standards are in bolded blue font

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

Please provide the most current information available.

- 01-001 Name of the person preparing this report \_\_\_\_\_
- 01-002 Preparer's phone number \_\_\_\_\_
- 01-003 Time zone in which library district headquarters is located. \_\_\_\_\_
- 01-004 Library Name \_\_\_\_\_
- 01-005 Library Class \_\_\_\_\_
- 01-006 Library Director \_\_\_\_\_
- 01-007 Street Address \_\_\_\_\_
- 01-008 City \_\_\_\_\_
- 01-009 ZIP+4 \_\_\_\_\_
- 01-010 Is your mailing address the same as the address listed above? \_\_\_\_\_
- 01-011 Mailing Address \_\_\_\_\_
- 01-012 Mailing City \_\_\_\_\_
- 01-013 Mailing ZIP+4 \_\_\_\_\_
- 01-014 Congressional District # \_\_\_\_\_
- 01-015 **Phone** \_\_\_\_\_
- 01-016 **FAX** \_\_\_\_\_
- 01-017 **Does your library have an answering machine, voice mail or other similar technology?** \_\_\_\_\_
- 01-018 **Library URL** \_\_\_\_\_
- 01-019 **Public Library E-Mail Address, or a means of electronic contact listed on the library's website** \_\_\_\_\_

### Building Questions

- 01-020 The year the current central building was built \_\_\_\_\_
- 01-021 Year of the most recent structural addition or alteration to current central building \_\_\_\_\_
- 01-022 What is the square footage of the central building? \_\_\_\_\_
- 01-023 **Click here to complete Central Library daily hours.**

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

- 01-038 **Total open hours for Central Library during a typical week** \_\_\_\_\_
- 01-039 **Total number of hours Central Library is open after 6:00 p.m. per week** \_\_\_\_\_
- 01-040 **Total number of hours per week Central Library is open on Saturday** \_\_\_\_\_
- 01-041 **Total number of hours per week Central Library is open on Sunday** \_\_\_\_\_
- 01-042 **Total Central Library Hours Open per Year** \_\_\_\_\_

### Internet Access

- 01-043 **Does the library have Internet Access** \_\_\_\_\_

01-044 What type of Internet Access is available in the Central Building? \_\_\_\_\_

01-045 Specify the speed of Internet Access in the Central Building \_\_\_\_\_

Branch Information

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

Individual Branch Information

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

01-200a Branch Name \_\_\_\_\_

01-201a Branch Street Address \_\_\_\_\_

01-202a Branch City \_\_\_\_\_

01-203a Branch County \_\_\_\_\_

01-204a Branch Zip+4 \_\_\_\_\_

01-205a Is your mailing address the same as the address listed above \_\_\_\_\_

01-206a Branch Mailing Address \_\_\_\_\_

01-207a Phone \_\_\_\_\_

01-208a Fax \_\_\_\_\_

01-209a Total Square Footage of Branch \_\_\_\_\_

01-210a Year Built \_\_\_\_\_

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

01-212a Number of Weeks per Year Individual Branch is Open \_\_\_\_\_

01-213a Monday opening time \_\_\_\_\_

01-214a Monday closing time \_\_\_\_\_

01-215a Tuesday opening time \_\_\_\_\_

01-216a Tuesday closing time \_\_\_\_\_

01-217a Wednesday opening time \_\_\_\_\_

01-218a Wednesday closing time \_\_\_\_\_

01-219a Thursday opening time \_\_\_\_\_

01-220a Thursday closing time \_\_\_\_\_

01-221a Friday opening time \_\_\_\_\_

01-222a Friday closing time \_\_\_\_\_

01-223a Saturday opening time \_\_\_\_\_

01-224a Saturday closing time \_\_\_\_\_

01-225a Sunday opening time \_\_\_\_\_

01-226a Sunday closing time \_\_\_\_\_

01-227a Total open hours for Branch Library during a typical week. \_\_\_\_\_

01-228a Does the Branch library have Internet access? \_\_\_\_\_

01-229a What type of Internet Access is available in the Branch library? \_\_\_\_\_

01-230a Specify the speed of Internet Access in the Branch library \_\_\_\_\_

01-231a Number of wireless hubs located in the Branch library \_\_\_\_\_

01-237 Total Annual Hours of All Branches \_\_\_\_\_

Bookmobile Information

01-300 Total Number of Bookmobiles (If this answer = 0, skip Questions 01-301a through 01-315a) \_\_\_\_\_

Individual Bookmobile Information

01-301a Bookmobile Name \_\_\_\_\_

01-302a Street Address \_\_\_\_\_

- 01-303a City \_\_\_\_\_
- 01-304a County \_\_\_\_\_
- 01-305a Zip+4 \_\_\_\_\_
- 01-306a Is your mailing address the same as the address listed above? \_\_\_\_\_
- 01-307a Mail Address \_\_\_\_\_
- 01-308a Phone \_\_\_\_\_
- 01-309a Fax \_\_\_\_\_
- 01-310a Total number of hours Bookmobile is open during a typical week \_\_\_\_\_
- 01-311a Number of Weeks Bookmobile is Open \_\_\_\_\_
- 01-312a **Does the Bookmobile have Internet Access?** \_\_\_\_\_
- 01-313a What type of Internet Access is available in the Bookmobile? \_\_\_\_\_
- 01-314a **Specify the speed of Internet Access in the Bookmobile** \_\_\_\_\_
- 01-315a **Number of wireless hubs located in the Bookmobile?** \_\_\_\_\_
- 01-316 **Total Annual Hours of All Bookmobiles** \_\_\_\_\_
- 01-500 **Total System Public Service Hours per Year** \_\_\_\_\_

## 2 - Registrations

Questions relating to standards are in bolded blue font

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

- 02-001 Total Number of Individual Resident Registered Users \_\_\_\_\_
- 02-002 Total Number of Users from Contracting Areas \_\_\_\_\_
- 02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users \_\_\_\_\_
- 02-004 Total Number of Reciprocal Users \_\_\_\_\_
- 02-005 Total Number of PLAC Users \_\_\_\_\_
- 02-006 Total Number of Non-Resident Cards Issued to Student Users \_\_\_\_\_
- 02-007 Total Number of Non-Resident Cards Issued to School Employees \_\_\_\_\_
- 02-008 Total Number of Non-Resident Cards Issued to Library Employees \_\_\_\_\_
- 02-009 **Amount of Individual Non-Resident Fee** \_\_\_\_\_
- 02-010 Date that the Library Board adopted this fee \_\_\_\_\_
- 02-011 **Does your library purge or mark inactive patron files at least every three years?** \_\_\_\_\_

## 3 - Libraries & Political Subdivisions

Questions relating to standards are in bolded blue font

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

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

**2010 Census figures are used for all calculations**

- 03-001 Name of Primary County \_\_\_\_\_
- 03-002 Total Assessed Valuation for Library District \_\_\_\_\_
- 03-003 Operating Tax Rate \_\_\_\_\_
- 03-004 Source year for data \_\_\_\_\_
- 03-005 BIRF/Lease Rental Tax Rate \_\_\_\_\_

03-006	LCPF Tax Rate	_____
03-007	Did your library roll the LCPF into the operating tax rate?	_____
03-008	Name for additional county	_____
03-009	Total Assessed Valuation for additional county	_____
03-010	Operating Tax Rate for additional county	_____
03-011	BIRF/Lease Rental Tax Rate	_____
03-012	LCPF Tax Rate	_____
03-013	<b>Total district population without contract</b>	_____
03-014	<b>Total district population with contracts</b>	_____
03-015	Political Subdivision Name	_____
03-016	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	_____
03-017	Population <u>2010 Census</u> (Taxed & Served)	_____
03-018	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	_____
03-019	Population <u>2010 Census</u> (Served by Contract)	_____
03-015	Political Subdivision Name	_____
03-016	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	_____
03-017	Population <u>2010 Census</u> (Taxed & Served)	_____
03-018	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	_____
03-019	Population <u>2010 Census</u> (Served by Contract)	_____

#### **4 - Library Operating Fund Income**

Questions relating to standards are in bolded blue font

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

##### Local Government Operating Fund Income

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

##### State Government Operating Fund Income

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

##### Federal Government Operating Fund Income

04-015	LSTA Grants	_____
04-016	Name of Non-Operating Fund	_____
04-017	Amount of LSTA grant placed in Non-Operating Fund	_____
04-018	Other Federal Grants Operating Fund Income	_____

04-019	List Source	_____
04-020	<b>Total Federal Operating Fund Income</b>	_____
<u>Other Operating Fund Income</u>		
04-021	PLAC Reimbursement	_____
04-022	Fines and Fees	_____
04-023	Interest on Investments	_____
04-024	Gift Receipts Operating Fund Income	_____
04-025	Private and Public Foundation Grants Operating Fund Income	_____
04-026	Miscellaneous Operating Fund Income	_____
04-027	Source(s)	_____
04-028	Total Public and Private Foundation Grants Income (deposited into any fund)	_____
04-029	<b>Total Other Operating Fund Income</b>	_____
04-030	<b>Total Operating Fund Income</b>	_____

## 5 - Expenditure Data

Questions relating to standards are in bolded blue font

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

### Operating Fund Expenditures

05-001	Salaries/Wages of All Library Staff	_____
05-002	Employee benefits	_____
05-003	Other Personal Services	_____
05-004	<b>Total Personal Services</b>	_____
05-005	<b>Total Staff Expenditures</b>	_____
05-006	Total Supplies	_____

### Other services and charges

05-007	Professional Services	_____
05-008	Communication and Transportation	_____
05-009	Printing and Advertising	_____
05-010	Insurance	_____
05-011	Utility Services	_____
05-012	Repairs and Maintenance	_____
05-013	Rentals	_____
05-014	Debt Service	_____
05-015	Lease Rental	_____
05-016	Other	_____
05-017	<b>Total of Other Services and Charges</b>	_____

### Capital Outlays from Operating Fund Expenditures

05-018	Land	_____
05-019	Buildings	_____
05-020	Improvements Other Than Buildings	_____
05-021	Furniture and Equipment	_____
05-022	Capital outlays for Public Access Computers, electronic reading and electronic media devices <b>DO NOT REPORT in Q05-021</b>	_____

### Operating Fund Expenditure Data

05-023	Books (Include Book Lease)	_____
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- 05-024 Periodicals and Newspapers \_\_\_\_\_
- 05-025 Nonprinted (Physical) Materials, Microforms & AV, not Electronic \_\_\_\_\_
- 05-026 Ebook and Electronic database licensing/purchase/lease expenditures \_\_\_\_\_
- 05-027 Electronic Physical Format, including Playaways and Ebook readers \_\_\_\_\_

Non-Operating Fund Library Materials Expenditure Data

- 05-028 Books (Include Book Lease) \_\_\_\_\_
- 05-029 Periodicals and Newspapers \_\_\_\_\_
- 05-030 Nonprinted (Physical) Materials, Microforms & AV, not Electronic \_\_\_\_\_
- 05-031 Ebook and Electronic database licensing/purchase/lease expenditures \_\_\_\_\_
- 05-032 Electronic Physical Format, including Playaways and Ebook readers \_\_\_\_\_
- 05-033 Total Expenditures for Print Materials \_\_\_\_\_
- 05-034 Total Expenditures for Electronic Materials \_\_\_\_\_
- 05-035 Total Expenditures for Other Materials \_\_\_\_\_
- 05-036 Total Expenditures for Collections \_\_\_\_\_
- 05-037 **Total Operating Fund Capital Outlays** \_\_\_\_\_
- 05-038 Total Operating Fund Expenditures for Collection Development \_\_\_\_\_
- 05-039 **Total Non-Operating Fund Expenditures for Collection Development** \_\_\_\_\_
- 05-040 Public Access Computers, electronic reading and electronic media devices from all non-operating funds \_\_\_\_\_
- 05-041 Total Operating Fund Expenditures \_\_\_\_\_
- 05-042 **Other Operating Expenditures** \_\_\_\_\_
- 05-043 **Total Operating Expenditures** \_\_\_\_\_
- 05-044 Total Capital Fund Expenditures \_\_\_\_\_

Non-Resident Fee Standard

- 05-045 Total Collection Expenditures \_\_\_\_\_
- 05-046 **Total Operating Expenditures per capita**  
(=SUM(Q05-041/Q03-013). Expressed in dollars/cents \$\_\_\_\_.\_\_\_\_) \_\_\_\_\_
- 05-047 Difference between OE per capita minus Non-Resident fee  
(=SUM(Q05-046-Q02-009)). \_\_\_\_\_
- 05-047a Does your library's non-resident fee meet the standard? \_\_\_\_\_

Collection Development Standard

- 05-048 Collection Development Expenditure as a percentage of Operating Expenditure \_\_\_\_\_

**6 - Capital Revenue**

Questions relating to standards are in bolded blue font

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

- 06-001 Local government capital revenue \_\_\_\_\_
- 06-002 State government capital revenue \_\_\_\_\_
- 06-003 Federal government capital revenue \_\_\_\_\_
- 06-004 Other capital revenue \_\_\_\_\_
- 06-005 **Total capital revenue** \_\_\_\_\_

**7 - Employment Data**

Questions relating to standards are in bolded blue font

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

ALA-MLS Librarians

07-001 Total Number of ALL Librarians with an ALA-MLS \_\_\_\_\_

07-002 Total number of paid hours per week for all ALA-MLS Librarians \_\_\_\_\_

07-003 **FTE for ALL Librarians with an ALA-MLS** \_\_\_\_\_

ALL Librarians

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

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

07-006 **FTE for ALL Librarians** \_\_\_\_\_

ALL Staff

07-007 Total Number of all other paid staff \_\_\_\_\_

07-008 Total number of paid hours per week for all other paid staff \_\_\_\_\_

07-009 **FTE for all other paid staff** \_\_\_\_\_

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

07-011 **Total number of paid hours per week for all paid staff** \_\_\_\_\_

07-012 **FTE for all paid staff** \_\_\_\_\_

07-013 Number of hours per week considered to be full-time employment in your library. \_\_\_\_\_

## **8 - Library Service and Technology**

Questions relating to standards are in bolded blue font

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

Interlibrary Loans

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

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

Children's (0 - 11 years) Library Programs

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

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

Young Adult (12 - 18 years) Library Programs

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

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

Adult (18+ years) Library Programs

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

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

General (All Ages) Library Programs

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

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

08-011 **Total Number of Non-Library Sponsored Programs** \_\_\_\_\_

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

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

- 08-013 Attendance at Children's (0 - 11 years) Programs held in the library \_\_\_\_\_
- 08-014 Attendance at Children's (0 - 11 years) Programs held outside of the library \_\_\_\_\_

Attendance at Young Adult (12 - 18 yrs) Programs

- 08-015 Attendance at Young Adult (12 - 18 yrs) Programs held in the library \_\_\_\_\_
- 08-016 Attendance at Young Adult (12 - 18 yrs) Programs held outside of the library \_\_\_\_\_

Attendance at Adult (18+ yrs) Programs

- 08-017 Attendance at Adult (18+ yrs) Programs held in the library \_\_\_\_\_
- 08-018 Attendance at Adult (18+ yrs) Programs held outside of the library \_\_\_\_\_

Attendance at General (All ages) Programs

- 08-019 Attendance at General (All ages) Programs held in the library \_\_\_\_\_
- 08-020 Attendance at General (All ages) Programs held outside of the library \_\_\_\_\_

Attendance Totals

- 08-021 Total Attendance at Non-Library Sponsored Programs \_\_\_\_\_
- 08-022 Total Children's Program Attendance \_\_\_\_\_
- 08-023 Total Young Adult Program Attendance \_\_\_\_\_
- 08-024 Total Program Attendance at Library-Sponsored Programs \_\_\_\_\_

Summer Reading Program for Children

- 08-025 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location? \_\_\_\_\_
- 08-026 Total number of annual visits in the library \_\_\_\_\_
- 08-027 Total number of reference transactions per year \_\_\_\_\_

Electronic Services

- 08-028 Number of State Licensed Databases (INSPIRE databases) \_\_\_\_\_
- 08-029 Number of Local and Other (Not INSPIRE) Licensed Databases \_\_\_\_\_
- 08-030 Name(s) of Public Use/Commercial Databases to which the Library subscribes \_\_\_\_\_
- 08-031 Total number of licensed databases \_\_\_\_\_

Public Computers

- 08-032 Number of Public Internet Computers uses per year \_\_\_\_\_
- 08-033 Number of Wireless hubs located in the central building? \_\_\_\_\_
- 08-034 **Total number of wireless hubs, system-wide** \_\_\_\_\_
- 08-035 Number of wireless Internet uses per year \_\_\_\_\_
- 08-036 Number of Internet connected public computers system-wide \_\_\_\_\_
- 08-037 Number of Scanners available for the public, system-wide \_\_\_\_\_
- 08-038 Number of Internet connected Staff computers, connected to a printer \_\_\_\_\_

Library System Automation

- 08-039 Does your library have an automated bookkeeping system? \_\_\_\_\_
- 08-040 Name of bookkeeping system \_\_\_\_\_
- 08-041 Name of Integrated Library System \_\_\_\_\_
- 08-042 Is the library catalog available online? \_\_\_\_\_

**9 - Circulation and Holdings**

Questions relating to standards are in bolded blue font

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

09-001	Total Circulation of All Materials	_____
09-002	Circulation of All Children's Materials	_____
09-003	Circulation of Electronic Materials	_____
09-004	Total In-house Usage of Materials	_____
09-005	Number of Book Reading or Music Playing Devices circulated annually	_____
<u>Selected Holdings</u>		
09-007	<b>Books</b>	_____
09-008	Electronic books (E-books)	_____
09-009	<b>Video Materials - Physical Units</b>	_____
09-010	<b>Video Materials - Downloadable Titles</b>	_____
09-011	<b>Audio Materials - Physical Units</b>	_____
09-012	<b>Audio Materials - Downloadable Titles</b>	_____
09-013	Electronic (Physical) Format	_____
09-014	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	_____
09-015	Current Serial Subscriptions	_____
09-016	Does the library belong to an Ebook consortium?	_____
09-017	Name of Ebook Consortium	_____
09-018	Total number of titles available in Consortium	_____

## 10 - Library Board

Questions relating to standards are in bolded blue font

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

10-0001	Position: President	_____
10-0002	First Name	_____
10-0003	Middle Initial/Name	_____
10-0004	Last Name	_____
10-0005	Home address	_____
10-0006	City	_____
10-0007	Zip Code	_____
10-0008	E-mail address	_____
10-0009	Appointing Authority	_____
10-0010	Date Term Expires	_____
10-0011	Number of Consecutive Terms	_____
10-0012	Date Initially Appointed	_____
10-0101	Position: Vice President	_____
10-0102	First Name	_____
10-0103	Middle Initial/Name	_____
10-0104	Last Name	_____
10-0105	Home Address	_____
10-0106	City	_____
10-0107	Zip Code	_____

10-0108	E-mail address	_____
10-0109	Appointing Authority	_____
10-0110	Date Term Expires	_____
10-0111	Number of Consecutive Terms	_____
10-0112	Date Initially Appointed	_____
10-0201	Position: Secretary	_____
10-0202	First Name	_____
10-0203	Middle Initial/Name	_____
10-0204	Last Name	_____
10-0205	Home address	_____
10-0206	City	_____
10-0207	Zip Code	_____
10-0208	E-mail address	_____
10-0209	Appointing Authority	_____
10-0210	Date Term Expires	_____
10-0211	Number of Consecutive Terms	_____
10-0212	Date Initially Appointed	_____
10-0301	Position: Treasurer	_____
10-0302	First Name	_____
10-0303	Middle Initial/Name	_____
10-0304	Last Name	_____
10-0305	Home address	_____
10-0306	City	_____
10-0307	Zip Code	_____
10-0308	E-mail address	_____
10-0309	Appointing Authority	_____
10-0310	Date Term Expires	_____
10-0311	Number of Consecutive Terms	_____
10-0312	Date Initially Appointed	_____
10-0401	Position: Treasurer / Employee	_____
10-0402	First Name	_____
10-0403	Middle Initial/Name	_____
10-0404	Last Name	_____
10-0405	Home address	_____
10-0406	City	_____
10-0407	Zip Code	_____
10-0408	E-mail address	_____
10-0409	Appointing Authority	_____
10-0410	Date Term Expires	_____
10-0411	Number of Consecutive Terms	_____
10-0412	Date Initially Appointed	_____
10-0501	Position: Member	_____
10-0502	First Name	_____
10-0503	Middle Initial/Name	_____
10-0504	Last Name	_____
10-0505	Home address	_____
10-0506	City	_____

10-0507	Zip Code	_____
10-0508	E-mail address	_____
10-0509	Appointing Authority	_____
10-0510	Date Term Expires	_____
10-0511	Number of Consecutive Terms	_____
10-0512	Date Initially Appointed	_____
10-0601	Position: Member	_____
10-0602	First Name	_____
10-0603	Middle Initial/Name	_____
10-0604	Last Name	_____
10-0605	Home address	_____
10-0606	City	_____
10-0607	Zip Code	_____
10-0608	E-mail address	_____
10-0609	Appointing Authority	_____
10-0610	Date Term Expires	_____
10-0611	Number of Consecutive Terms	_____
10-0612	Date Initially Appointed	_____
10-0701	Position: Member	_____
10-0702	First Name	_____
10-0703	Middle Initial/Name	_____
10-0704	Last Name	_____
10-0705	Home address	_____
10-0706	City	_____
10-0707	Zip Code	_____
10-0708	E-mail address	_____
10-0709	Appointing Authority	_____
10-0710	Date Term Expires	_____
10-0711	Number of Consecutive Terms	_____
10-0712	Date Initially Appointed	_____
10-0801	Position: Member	_____
10-0802	First Name	_____
10-0803	Middle Initial/Name	_____
10-0804	Last Name	_____
10-0805	Home address	_____
10-0806	City	_____
10-0807	Zip Code	_____
10-0808	E-mail address	_____
10-0809	Appointing Authority	_____
10-0810	Date Term Expires	_____
10-0811	Number of Consecutive Terms	_____
10-0812	Date Initially Appointed	_____
10-0901	Position: Member	_____
10-0902	First Name	_____
10-0903	Middle Initial/Name	_____
10-0904	Last Name	_____
10-0905	Home address	_____

10-0906	City	_____
10-0907	Zip Code	_____
10-0908	E-mail address	_____
10-0909	Appointing Authority	_____
10-0910	Date Term Expires	_____
10-0911	Number of Consecutive Terms	_____
10-0912	Date Initially Appointed	_____
10-1001	Position: Member	_____
10-1002	First Name	_____
10-1003	Middle Initial/Name	_____
10-1004	Last Name	_____
10-1005	Home address	_____
10-1006	City	_____
10-1007	Zip Code	_____
10-1008	E-mail address	_____
10-1009	Appointing Authority	_____
10-1010	Date Term Expires	_____
10-1011	Number of Consecutive Terms	_____
10-1012	Date Initially Appointed	_____
10-1101	Position: Member	_____
10-1102	First Name	_____
10-1103	Middle Initial/Name	_____
10-1104	Last Name	_____
10-1105	Home address	_____
10-1106	City	_____
10-1107	Zip Code	_____
10-1108	E-mail address	_____
10-1109	Appointing Authority	_____
10-1110	Date Term Expires	_____
10-1111	Number of Consecutive Terms	_____
10-1112	Date Initially Appointed	_____
10-1201	Position: Member	_____
10-1202	First Name	_____
10-1203	Middle Initial/Name	_____
10-1204	Last Name	_____
10-1205	Home address	_____
10-1206	City	_____
10-1207	Zip Code	_____
10-1208	E-mail address	_____
10-1209	Appointing Authority	_____
10-1210	Date Term Expires	_____
10-1211	Number of Consecutive Terms	_____
10-1212	Date Initially Appointed	_____
10-0991	What Day of the Month is the Regular Library Board Meeting?	_____
10-0992	What is the time of the Regular Library Board Meeting?	_____

**11 - Salary Section**

Questions relating to standards are in bolded blue font

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

11-001	Annual salary of the Director	_____
11-002	Does the library director have an employment contract?	_____
11-003	What is the current level of certification for the library Director?	_____
11-004	Job Title - Assistant or Associate Director	_____
11-005	Certification Level	_____
11-006	Minimum Hourly Wage	_____
11-007	Maximum Hourly Wage	_____
11-008	Job Title - Department Head, Manager or Supervisor	_____
11-009	Certification Level	_____
11-010	Minimum Hourly Wage	_____
11-011	Maximum Hourly Wage	_____
11-012	Job Title - Branch Head	_____
11-013	Certification Level	_____
11-014	Minimum Hourly Wage	_____
11-015	Maximum Hourly Wage	_____
11-016	Job Title - Administrative Assistant	_____
11-017	Certification Level	_____
11-018	Minimum Hourly Wage	_____
11-019	Maximum Hourly Wage	_____
11-020	Job Title - Automation, Network or System Manager	_____
11-021	Certification Level	_____
11-022	Minimum Hourly Wage	_____
11-023	Maximum Hourly Wage	_____
11-024	Job Title - Business Manager	_____
11-025	Certification Level	_____
11-026	Minimum Hourly Wage	_____
11-027	Maximum Hourly Wage	_____
11-028	Job Title - Cataloging or Technical Services Librarian	_____
11-029	Certification Level	_____
11-030	Minimum Hourly Wage	_____
11-031	Maximum Hourly Wage	_____
11-032	Job Title - Children's Librarian	_____
11-033	Certification Level	_____
11-034	Minimum Hourly Wage	_____
11-035	Maximum Hourly Wage	_____
11-036	Job Title - General Reference or Adult Librarian	_____
11-037	Certification Level	_____
11-038	Minimum Hourly Wage	_____
11-039	Maximum Hourly Wage	_____
11-040	Job title - Young Adult Librarian	_____
11-041	Certification Level	_____
11-042	Minimum Hourly Wage	_____

11-043	Maximum Hourly Wage	_____
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	_____
11-045	Certification Level	_____
11-046	Minimum Hourly Wage	_____
11-047	Maximum Hourly Wage	_____
11-048	Job Title - Genealogy Reference Service	_____
11-049	Certification Level	_____
11-050	Minimum Hourly Wage	_____
11-051	Maximum Hourly Wage	_____
11-052	Job Title - Audio Visual Librarian	_____
11-053	Certification Level	_____
11-054	Minimum Hourly Wage	_____
11-055	Maximum Hourly Wage	_____
11-056	Job Title - Specialist (Professional)	_____
11-057	Certification Level	_____
11-058	Minimum Hourly Wage	_____
11-059	Maximum Hourly Wage	_____
11-060	Job Title - Library Assistant	_____
11-061	Certification Level	_____
11-062	Minimum Hourly Wage	_____
11-063	Maximum Hourly Wage	_____
11-064	Job Title - Bookkeeper or Treasurer	_____
11-065	Certification Level	_____
11-066	Minimum Hourly Wage	_____
11-067	Maximum Hourly Wage	_____
11-068	Job Title - Secretary or Receptionist	_____
11-069	Certification Level	_____
11-070	Minimum Hourly Wage	_____
11-071	Maximum Hourly Wage	_____
11-072	Job Title - Library Technician (including computer)	_____
11-073	Certification Level	_____
11-074	Minimum Hourly Level	_____
11-075	Maximum Hourly Level	_____
11-076	Job Title - Clerical or Aide	_____
11-077	Certification Level	_____
11-078	Minimum Hourly Wage	_____
11-079	Maximum Hourly Wage	_____
11-080	Job Title - Maintenance, Custodian, Janitor, or House-keeper	_____
11-081	Certification Level	_____
11-082	Minimum Hourly Wage	_____
11-083	Maximum Hourly Wage	_____
11-084	Job Title - Security	_____
11-085	Certification Level	_____
11-086	Minimum Hourly Wage	_____
11-087	Maximum Hourly Wage	_____

- 11-088 Job Title - Bookmobile Driver \_\_\_\_\_
- 11-089 Certification Level \_\_\_\_\_
- 11-090 Minimum Hourly Wage \_\_\_\_\_
- 11-091 Maximum Hourly Wage \_\_\_\_\_
- 11-092 Job Title - Messenger/Courier \_\_\_\_\_
- 11-093 Certification Level \_\_\_\_\_
- 11-094 Minimum Hourly Wage \_\_\_\_\_
- 11-095 Maximum Hourly Wage \_\_\_\_\_
- 11-096 Job Title - Page, Intern or Student Assistant \_\_\_\_\_
- 11-097 Certification Level \_\_\_\_\_
- 11-098 Minimum Hourly Wage \_\_\_\_\_
- 11-099 Maximum Hourly Wage \_\_\_\_\_
- 11-100 Job Title - Temporary Substitute \_\_\_\_\_
- 11-101 Certification Level \_\_\_\_\_
- 11-102 Minimum Hourly Wage \_\_\_\_\_
- 11-103 Maximum Hourly Wage \_\_\_\_\_
- 11-104 Job Title - Interlibrary Loan \_\_\_\_\_
- 11-105 Certification Level \_\_\_\_\_
- 11-106 Minimum Hourly Wage \_\_\_\_\_
- 11-107 Maximum Hourly Wage \_\_\_\_\_
- 11-108 Job Title - Other \_\_\_\_\_
- 11-109 Specify Other Job Title \_\_\_\_\_
- 11-110 Certification Level \_\_\_\_\_
- 11-111 Minimum Hourly Wage \_\_\_\_\_
- 11-112 Maximum Hourly Wage \_\_\_\_\_
- 11-113 Job Title - Other \_\_\_\_\_
- 11-114 Specify Other Job Title \_\_\_\_\_
- 11-115 Certification Level \_\_\_\_\_
- 11-116 Minimum Hourly Wage \_\_\_\_\_
- 11-117 Maximum Hourly Wage \_\_\_\_\_

Employee Fringe Benefit Information - Full-time Employees

- 11-501 PERF \_\_\_\_\_
- 11-502 Deferred Compensation \_\_\_\_\_
- 11-503 Health Insurance \_\_\_\_\_
- 11-504 Health Savings Account (HSA) \_\_\_\_\_
- 11-505 Dental Insurance \_\_\_\_\_
- 11-506 Life Insurance \_\_\_\_\_
- 11-507 Vision Insurance \_\_\_\_\_
- 11-508 Disability \_\_\_\_\_
- 11-509 Paid Time off for Continuing Education \_\_\_\_\_
- 11-510 Reimbursement for Continuing Education \_\_\_\_\_
- 11-511 Other1 (specify) \_\_\_\_\_
- 11-512 Other2 (specify) \_\_\_\_\_

Employee Fringe Benefit Information - Part-time Employees

- 11-513 PERF \_\_\_\_\_
- 11-514 Deferred Compensation \_\_\_\_\_

- 11-515 Health Insurance \_\_\_\_\_
- 11-516 Health Savings Account (HSA) \_\_\_\_\_
- 11-517 Dental Insurance \_\_\_\_\_
- 11-518 Life Insurance \_\_\_\_\_
- 11-519 Vision Insurance \_\_\_\_\_
- 11-520 Disability \_\_\_\_\_
- 11-521 Paid Time off for Continuing Education \_\_\_\_\_
- 11-522 Reimbursement for Continuing Education \_\_\_\_\_
- 11-523 Other1 (specify) \_\_\_\_\_
- 11-524 Other2 (specify) \_\_\_\_\_

Paid days off per year - Full-time Librarian

- 11-525 Number of Vacation Days \_\_\_\_\_
- 11-526 Number of Sick Days \_\_\_\_\_
- 11-527 Number of Personal Days \_\_\_\_\_
- 11-528 Holidays \_\_\_\_\_
- 11-529 Funeral/Bereavement \_\_\_\_\_
- 11-530 Other Days (specify) \_\_\_\_\_

Paid days off per year - Part-Time Librarian

- 11-531 Number of Vacation Days \_\_\_\_\_
- 11-532 Number of Sick Days \_\_\_\_\_
- 11-533 Number of Personal Days \_\_\_\_\_
- 11-534 Holidays \_\_\_\_\_
- 11-535 Funeral/Bereavement \_\_\_\_\_
- 11-536 Other Days \_\_\_\_\_

Paid days off per year - Full-Time Support Staff

- 11-537 Number of Vacation Days \_\_\_\_\_
- 11-538 Number of Sick Days \_\_\_\_\_
- 11-539 Number of Personal Days \_\_\_\_\_
- 11-540 Holidays \_\_\_\_\_
- 11-541 Funeral/Bereavement \_\_\_\_\_
- 11-542 Other Days \_\_\_\_\_

Paid days off per year - Part-Time Support Staff

- 11-543 Number of Vacation Days \_\_\_\_\_
- 11-544 Number of Sick Days \_\_\_\_\_
- 11-545 Number of Personal Days \_\_\_\_\_
- 11-546 Holidays \_\_\_\_\_
- 11-547 Funeral/Bereavement \_\_\_\_\_
- 11-548 Other Days \_\_\_\_\_

**12 - PLAC Loans**

Questions relating to standards are in bolded blue font

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

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

DO NOT report any loans made to your own library

- 12-001 Did your library make any PLAC loans? \_\_\_\_\_
- \_\_\_\_\_

12-002	Adams Public Library System	
12-003	Akron Carnegie Public Library	
12-004	Alexandria-Monroe Public Library	
12-005	Alexandrian Public Library	
12-006	Allen County Public Library	
12-007	Anderson Public Library	
12-008	Andrews-Dallas Township Public Library	
12-009	Argos Public Library	
12-010	Attica Public Library	
12-011	Aurora Public Library District	
12-012	Avon-Washington Township Public Library	
12-013	Bartholomew County Public Library	
12-014	Barton Rees Pogue Memorial Public Library	
12-015	Batesville Memorial Public Library	
12-016	Bedford Public Library	
12-017	Beech Grove Public Library	
12-018	Bell Memorial Public Library	
12-019	Benton County Public Library	
12-020	Berne Public Library	
12-021	Bicknell-Vigo Township Public Library	
12-022	Bloomfield-Eastern Greene County Public Library	
12-023	Boonville-Warrick County Public Library	
12-024	Boswell-Grant Township Public Library	
12-025	Bourbon Public Library	
12-026	Brazil Public Library	
12-027	Bremen Public Library	
12-028	Bristol-Washington Township Public Library	
12-029	Brook-Iroquois-Washington Township Public Library	
12-030	Brookston-Prairie Township Public Library	
12-031	Brown County Public Library	
12-032	Brownsburg Public Library	
12-033	Brownstown Public Library	
12-034	Butler Public Library	
12-035	Cambridge City Public Library	
12-036	Camden-Jackson Township Public Library	
12-037	Carmel Clay Public Library	
12-038	Carnegie Public Library Of Steuben County	
12-039	Centerville-Center Township Public Library	
12-040	Charlestown Clark County Public Library	
12-041	Churubusco Public Library	
12-042	Clayton-Liberty Township Public Library	
12-043	Clinton Public Library	
12-044	Coatesville-Clay Township Public Library	
12-045	Colfax-Perry Township Public Library	
12-046	Converse-Jackson Township Public Library	
12-047	Covington-Veedersburg Public Library	
12-048	Crawford County Public Library	
12-049	Crawfordsville District Public Library	

12-050	Crown Point Community Public Library	_____
12-051	Culver-Union Township Public Library	_____
12-052	Danville-Center Township Public Library	_____
12-053	Darlington Public Library	_____
12-054	Delphi Public Library	_____
12-055	Dublin Public Library	_____
12-056	Dunkirk Public Library	_____
12-057	Earl Park Public Library	_____
12-058	East Chicago Public Library	_____
12-059	Eckhart Public Library	_____
12-060	Edinburgh Wright-Hageman Public Library	_____
12-061	Elkhart Public Library	_____
12-062	Evansville-Vanderburgh Public Library	_____
12-063	Fairmount Public Library	_____
12-064	Farmland Public Library	_____
12-065	Fayette County Public Library	_____
12-066	Flora-Monroe Township Public Library	_____
12-067	Fort Branch-Johnson Township Public Library	_____
12-068	Fortville-Vernon Township Public Library	_____
12-069	Francesville-Salem Township Public Library	_____
12-070	Frankfort Community-Clinton County Contractual Public Library	_____
12-071	Franklin County Public Library District	_____
12-072	Fremont Public Library	_____
12-073	Fulton County Public Library	_____
12-074	Garrett Public Library	_____
12-075	Gary Public Library	_____
12-076	Gas City-Mill Township Public Library	_____
12-077	Goodland & Grant Township Public Library	_____
12-078	Goshen Public Library	_____
12-079	Greensburg-Decatur County Contractual Public Library	_____
12-080	Greentown & Eastern Howard School Public Library	_____
12-081	Greenwood Public Library	_____
12-082	Hagerstown-Jefferson Township Public Library	_____
12-083	Hamilton East Public Library	_____
12-084	Hamilton North Public Library	_____
12-085	Hammond Public Library	_____
12-086	Hancock County Public Library	_____
12-087	Harrison County Public Library	_____
12-088	Hartford City Public Library	_____
12-089	Henry Henley Public Library IN0165	_____
12-090	Huntingburg Public Library	_____
12-091	Huntington City-Township Public Library	_____
12-092	Hussey-Mayfield Memorial Public Library	_____
12-093	Indianapolis-Marion County Public Library	_____
12-094	Jackson County Public Library	_____
12-095	Jasonville Public Library	_____
12-096	Jasper County Public Library	_____
12-097	Jasper-Dubois County Contractual Public Library	_____

12-098	Jay County Public Library	
12-099	Jefferson County Public Library	
12-100	Jeffersonville Township Public Library	
12-101	Jennings County Public Library	
12-102	Johnson County Public Library	
12-103	Jonesboro Public Library	
12-104	Joyce Public Library	
12-105	Kendallville Public Library	
12-106	Kentland-Jefferson Township Public Library	
12-107	Kewanna-Union Township Public Library	
12-108	Kingman-Millcreek Public Library	
12-109	Kirklin Public Library	
12-110	Knightstown Public Library	
12-111	Knox County Public Library	
12-112	Kokomo-Howard County Public Library	
12-113	La Crosse Public Library	
12-114	La Grange County Public Library	
12-115	La Porte County Public Library	
12-116	Ladoga-Clark Township Public Library	
12-117	Lake County Public Library	
12-118	Lawrenceburg Public Library	
12-119	Lebanon Public Library	
12-120	Ligonier Public Library	
12-121	Lincoln Heritage Public Library	
12-122	Linden Carnegie Public Library	
12-123	Linton Public Library	
12-124	Logansport-Cass County Public Library	
12-125	Loogootee Public Library	
12-126	Lowell Public Library	
12-127	Marion Public Library	
12-128	Matthews Public Library	
12-129	Melton Public Library	
12-130	Michigan City Public Library	
12-131	Middlebury Community Public Library	
12-132	Middletown Fall Creek Township Public Library	
12-133	Milford Public Library	
12-134	Mishawaka-Penn_Harris Public Library	
12-135	Mitchell Community Public Library	
12-136	Monon Town & Township Public Library	
12-137	Monroe County Public Library	
12-138	Monterey-Tippecanoe Township Public Library	
12-139	Montezuma Public Library	
12-140	Monticello-Union Township Public Library	
12-141	Montpelier-Harrison Township Public Library	
12-142	Mooresville Public Library	
12-143	Morgan County Public Library	
12-144	Morrisson Reeves Library	
12-145	Muncie-Center Township Public Library	

12-146	Nappanee Public Library	_____
12-147	New Albany-Floyd County Public Library	_____
12-148	New Carlisle & Olive Township Public Library	_____
12-149	New Castle-Henry County Public Library	_____
12-150	New Harmony Workingmen's Institute	_____
12-151	Newton County Public Library	_____
12-152	Noble County Public Library	_____
12-153	North Judson-Wayne Township Public Library	_____
12-154	North Madison County Public Library System	_____
12-155	North Manchester Public Library	_____
12-156	North Webster Community Public Library	_____
12-157	Oakland City-Columbia Township Public Library	_____
12-158	Odon Winkelpleck Public Library	_____
12-159	Ohio County Public Library	_____
12-160	Ohio Township Public Library System	_____
12-161	Orleans Town & Township Public Library	_____
12-162	Osgood Public Library	_____
12-163	Otterbein Public Library	_____
12-164	Owen County Public Library	_____
12-165	Owensville Carnegie Public Library	_____
12-166	Oxford Public Library	_____
12-167	Paoli Public Library	_____
12-168	Peabody Public Library	_____
12-169	Pendleton Community Public Library	_____
12-170	Penn Township Public Library	_____
12-171	Perry County Public Library	_____
12-172	Peru Public Library	_____
12-173	Pierceton & Washington Township Public Library	_____
12-174	Pike County Public Library	_____
12-175	Plainfield-Guilford Township Public Library	_____
12-176	Plymouth Public Library	_____
12-177	Porter County Public Library System	_____
12-178	Poseyville Carnegie Public Library	_____
12-179	Princeton Public Library	_____
12-180	Pulaski County Public Library	_____
12-181	Putnam County Public Library	_____
12-182	Remington-Carpenter Township Public Library	_____
12-183	Ridgeville Public Library	_____
12-184	Roachdale-Franklin Township Public Library	_____
12-185	Roann Paw-Paw Township Public Library	_____
12-186	Roanoke Public Library	_____
12-187	Rockville Public Library	_____
12-188	Royal Center-Boone Township Public Library	_____
12-189	Rushville Public Library	_____
12-190	Salem-Washington Township Public Library	_____
12-191	Scott County Public Library	_____
12-192	Shelby County Public Library	_____
12-193	Sheridan Public Library	_____

12-194	Shoals Public Library	
12-195	South Whitley-Cleveland Township Public Library	
12-196	Speedway Public Library	
12-197	Spencer County Public Library	
12-198	Spiceland Town-Township Public Library	
12-199	St. Joseph County Public Library	
12-200	Starke County Public Library System	
12-201	Sullivan County Public Library	
12-202	Swayzee Public Library	
12-203	Switzerland County Public Library	
12-204	Syracuse-Turkey Creek Township Public Library	
12-205	Thorntown Public Library	
12-206	Tippecanoe County Public Library	
12-207	Tipton County Public Library	
12-208	Tyson Library Association, Inc	
12-209	Union City Public Library	
12-210	Union County Public Library	
12-211	Van Buren Public Library	
12-212	Vermillion County Public Library	
12-213	Vigo County Public Library	
12-214	Wabash Carnegie Public Library	
12-215	Wakarusa-Olive & Harrison Township Public Library	
12-216	Walkerton-Lincoln Township Public Library	
12-217	Walton & Tipton Township Public Library	
12-218	Wanatah Public Library	
12-219	Warren Public Library	
12-220	Warsaw Community Public Library	
12-221	Washington Carnegie Public Library	
12-222	Washington Township Public Library	
12-223	Waterloo-Grant Township Public Library	
12-224	Waveland-Brown Township Public Library	
12-225	Wells County Public Library	
12-226	West Lafayette Public Library	
12-227	West Lebanon-Pike Township Public Library	
12-228	Westchester Public Library	
12-229	Westfield-Washington Public Library	
12-230	Westville-New Durham Township Public Library	
12-231	Whiting Public Library	
12-232	Willard Library of Evansville	
12-233	Williamsport-Washington Township Public Library	
12-234	Winchester Community Public Library	
12-235	Wolcott Community Public Library	
12-236	Worthington Jefferson Township Public Library	
12-237	York Township Public Library	
12-238	Yorktown Public Library	
12-239	<b>TOTAL PLAC Loans</b>	

### 13 - Compliance with Standards for Public Lib

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", or "N/A" if applicable.

Do not skip any questions.

- 13-001 Does your library comply with Public Library Law under IC 36-12? \_\_\_\_\_
- 13-002 Does your library comply with other Indiana laws that affect municipal corporations? \_\_\_\_\_
- 13-003 Does your library comply with all federal laws affecting employment practice? \_\_\_\_\_
- 13-004 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? \_\_\_\_\_
- 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? \_\_\_\_\_
- 13-006 Do the library board and the director maintain separate functions? \_\_\_\_\_
- 13-007 Is the board responsible for governance and policy? \_\_\_\_\_
- 13-008 Is the director responsible for administration, operation and management of the library? \_\_\_\_\_
- 13-009 Does the director work full-time? \_\_\_\_\_
- 13-010 Does the Director have the required certification under 590 IAC 5? (Check <https://mylicense.in.gov/EVerification/Search.aspx> if any question occurs) \_\_\_\_\_

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

- 13-011 An annual classification of employees \_\_\_\_\_
- 13-012 Schedules of salaries \_\_\_\_\_
- 13-013 A proposed library budget \_\_\_\_\_
- 13-014 Library policies \_\_\_\_\_

#### Employment Policies

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

- 13-015 Recruitment? \_\_\_\_\_
- 13-016 Selection? \_\_\_\_\_
- 13-017 Appointments? \_\_\_\_\_
- 13-018 Personnel actions? \_\_\_\_\_
- 13-019 Salary administration? \_\_\_\_\_
- 13-020 Employee benefits? \_\_\_\_\_
- 13-021 The conditions of work? \_\_\_\_\_
- 13-022 Leaves? \_\_\_\_\_
- 13-023 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? \_\_\_\_\_
- 13-024 Does the library have current, written bylaws that state its purpose and its operational procedures? \_\_\_\_\_

- 13-025 Do the library bylaws specifically state rules governing conflicts of interest issues? \_\_\_\_\_
- 13-026 Do the library bylaws specifically state rules governing nepotism? \_\_\_\_\_
- 13-027 Have the bylaws been reviewed by the board in the last three (3) years? \_\_\_\_\_
- 13-028 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library? \_\_\_\_\_
- 13-029 Does your library have a written collection development plan? \_\_\_\_\_
- 13-030 Does your library have a written circulation policy detailing the principles of access for all library materials and service? \_\_\_\_\_
- 13-031 Does your library provide support for continuing education for staff and trustees? \_\_\_\_\_

Long Range Plan

- 13-032 Does the library have a written long-range plan of service? \_\_\_\_\_
- 13-033 What year did your current long range plan begin? \_\_\_\_\_
- 13-034 What year does your current long range plan end? \_\_\_\_\_
- 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? \_\_\_\_\_
- 13-036 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? \_\_\_\_\_
- 13-037 Does your long-range plan include a statement of community needs and goals? \_\_\_\_\_
- 13-038 Does your long-range plan include measurable objectives and service in response to the community's needs and goals? \_\_\_\_\_
- 13-039 Does your long-range plan include an assessment of facilities, services, technology, and operations? \_\_\_\_\_
- 13-040 Does your long-range plan include an ongoing annual evaluation process? \_\_\_\_\_
- 13-041 Does your long-range plan include a plan for financial resources and sustainability? \_\_\_\_\_
- 13-042 Does your long-range plan include a statement of collaboration with other public libraries? \_\_\_\_\_
- 13-043 Does your long-range plan include a statement of collaboration with other community partners? \_\_\_\_\_

Technology Plan

- 13-044 Does the library have a written technology plan? \_\_\_\_\_
- 13-045 What year did your current technology plan begin? \_\_\_\_\_
- 13-046 What year does your current technology plan end? \_\_\_\_\_
- 13-047 Has your technology plan been updated in the last three (3) years? \_\_\_\_\_
- 13-048 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? \_\_\_\_\_

Does your technology plan include:

- 13-049 Realistic goals and strategies for using telecommunications and information technology? \_\_\_\_\_
- 13-050 A professional development strategy? \_\_\_\_\_
- 13-051 An assessment of telecommunication services, hardware, software, and other services needed? \_\_\_\_\_
- 13-052 An equipment replacement schedule? \_\_\_\_\_
- 13-053 A plan for financial resources and sustainability? \_\_\_\_\_
- 13-054 An ongoing annual evaluation process? \_\_\_\_\_

13-055 An automated, integrated library system (ILS) which conforms to a national cataloging standard? \_\_\_\_\_

Resource Sharing

13-056 Does your library provide interlibrary loan free of charge *to other libraries* within Indiana? \_\_\_\_\_

13-057 Does the library lend materials via a statewide reciprocal borrowing program? \_\_\_\_\_

13-058 Does the library lend materials using the OCLC Resource Sharing system? \_\_\_\_\_

13-059 Is the library a member of Evergreen Indiana? \_\_\_\_\_

13-060 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? \_\_\_\_\_

13-061 How many days per week does your library receive Info Express courier service? \_\_\_\_\_

Does the library provide adult services, including:

13-062 Programs and reference services offered by an appropriately certified librarian? \_\_\_\_\_

13-063 Access to reference materials, including INSPIRE? \_\_\_\_\_

13-064 A collection of materials for adults? \_\_\_\_\_

13-065 A space designated in the library for adult services? \_\_\_\_\_

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

13-066 \*One (1) or more staff, with appropriate certification

\*Serving at least part time,

\*At each fixed location? \_\_\_\_\_

[All conditions must apply]

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

13-067 \*One (1) full-time staff member, or the equivalent

\*With appropriate certification

\*At each fixed location? \_\_\_\_\_

[All conditions must apply]

Does the library provide Young Adult services, including:

13-068 Programs and reference services offered by an appropriately certified librarian? \_\_\_\_\_

13-069 Access to reference materials, including INSPIRE? \_\_\_\_\_

13-070 A collection of materials for young adults? \_\_\_\_\_

13-071 A space designated in the library for young adult services. \_\_\_\_\_

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

13-072 \*One (1) or more staff, with appropriate certification

\*Serving at least part time,

\*At each fixed location? \_\_\_\_\_

[All conditions must apply]

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

13-073 \*One (1) full-time staff member, or the equivalent

\*With appropriate certification

\*At each fixed location?

[All conditions must apply]

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Does the library provide Children's services, including:

13-074 Programs and reference services offered by an appropriately certified librarian?

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13-075 A collection of materials for children?

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13-076 A space designated in the library for children's services?

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

13-077 \*One (1) or more staff, with appropriate certification

\*Serving at least part time,

\*At each fixed location?

[All conditions must apply]

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

13-078 \*One (1) full-time staff member, or the equivalent

\*With appropriate certification

\*At each fixed location?

[All conditions must apply]

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Public Access

13-079 Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and enhanced media?

---

13-080 Does the library provide computers for the free use of all persons regardless of residency?

---

13-081 Does your library provide a means for the public to make copies at each location?

---

Webpage

13-082 Does your library's webpage include current hours of operation?

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13-083 Does your library's webpage include a physical address for your library?

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13-084 Does your library's webpage include a map for each fixed location?

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13-085 Does your library's webpage include a telephone number?

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13-086 Does your library's webpage include an e-mail address or other means of electronic contact?

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13-087 Does your library's webpage include a link to INSPIRE and other free electronic resources?

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13-088 Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?

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13-089 Has your Internet Policy been reviewed by the board in the last year?

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

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13-091 Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?

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## 14 - Statement of Intent to Comply with Stand

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

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## 15 - Supplement

15-001 What is the name of the main contact person for your interlibrary loan operation?

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15-002 What is their phone number?

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15-003 What is their email?

---

15-004 Does your library have a local history collection?

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What formats are included in your local history collection?

15-005 *Annual reports* - Answer Yes or No.

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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.

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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 all of these materials included in your online public catalog?

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*Does your library use:*

15-018 Door count software

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15-019 Please enter the name of the program

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15-020 Event registration software

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15-021 Please enter the name of the program

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15-022 RDA toolkit

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15-023 Reference statistics software

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15-024 Please enter the name of the program

---

15-025 Room reservation software

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15-026 Please enter the name of the program

---

15-027 Web Traffic statistics software

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15-028 Please enter the name of the program

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### Optional Questions

15-029 How many out-reach events did your library participate in during 2013? [Optional Question]

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15-030 How many personal interactions did your library have during these out-reach events? [Optional Question]

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15-031 Did your library provide any services in the form of one-on-one assistance to patrons, including computer assistance, tutoring, literacy, outreach, or other one-on-one activities? (Y/N)

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15-032 If so, can you provide a count (or estimate) of these transactions in the previous year?

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