

# Indiana Public Library Annual Report 2015

## 1 - General Information

Questions relating to standards are in bolded blue font

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

Please provide the most current information available.

- 01-001 Name of the person preparing this report \_\_\_\_\_
- 01-002 Preparer's phone number \_\_\_\_\_
- 01-003 Time zone in which library district headquarters is located. \_\_\_\_\_
- 01-004 Library Name \_\_\_\_\_
- 01-005 Library Class \_\_\_\_\_
- 01-006 Library Director \_\_\_\_\_
- 01-007 Street Address \_\_\_\_\_
- 01-008 City \_\_\_\_\_
- 01-009 ZIP Code \_\_\_\_\_
- 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 Code \_\_\_\_\_
- 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.**

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.

- 01-023a If your Central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. 9:00AM-Noon, 2:00PM-5:00PM), please provide and describe those hours here. \_\_\_\_\_
- 01-038 **Total open hours for Central Library during a typical week** \_\_\_\_\_
- 01-039 **Total number of hours Central Library is open after 6:00 p.m. per week** \_\_\_\_\_
- 01-040 **Total number of hours per week Central Library is open on Saturday** \_\_\_\_\_

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

01-042 Number of Weeks Per Year Central Library was open in 2015 \_\_\_\_\_

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

Internet Access

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

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

01-046 **Specify the download speed of Internet Access in the Central Building. Use <http://www.speedtest.net> to determine speed.** \_\_\_\_\_

Branch Information

01-200 Total Number of Branches (*If this answer = 0, skip Questions 01-200a 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 \_\_\_\_\_

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 01-316*) \_\_\_\_\_

### 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.

See the Instructions for a description of the Political Divisions. If your library did not make changes to your service area, carry over the unit type from the previous year.

**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)	_____

**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>	_____
<u>Federal Government Operating Fund Income</u>		
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	_____
<u>Other services and charges</u>		
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 DO NOT REPORT in Q05-021** \_\_\_\_\_

Operating Fund Expenditure Data

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

Non-Operating Fund Library Materials Expenditure Data

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

Non-Resident Fee Standard

- 05-045 **Total Collection Expenditures** \_\_\_\_\_
- 05-046 Total 2014 Operating Expenditures per capita \_\_\_\_\_
- 05-047 **Difference between 2014 OE per capita minus Non-Resident fee (subtract Q02-009 from Q05-046). If the output 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.** \_\_\_\_\_
- 05-047a **Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)** \_\_\_\_\_

- 05-048 Total 2015 Operating Expenditures per capita. \_\_\_\_\_
- Collection Development Standard
- 05-049 **Collection Development Expenditure as a percentage of Operating Expenditure** \_\_\_\_\_

## 6 - Capital Revenue

Questions relating to standards are in bolded blue font

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

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

## 7 - Employment Data

Questions relating to standards are in bolded blue font

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

### ALA-MLS Librarians

- 07-001 Total Number of ALL Librarians with an ALA-MLS \_\_\_\_\_
- 07-002 Total number of paid hours per week for all ALA-MLS Librarians \_\_\_\_\_
- 07-003 **FTE for ALL Librarians with an ALA-MLS** \_\_\_\_\_

### ALL Librarians

- 07-004 Total Number of ALL Librarians, including ALA-MLS Librarians \_\_\_\_\_
- 07-005 Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians \_\_\_\_\_
- 07-006 **FTE for ALL Librarians** \_\_\_\_\_

### ALL Other 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 Number of interlibrary loan items (loans and photocopies) your library has provided to other Indiana libraries. \_\_\_\_\_

- 08-001a Evergreen Transits to other libraries (number will be supplied by the Indiana State Library) \_\_\_\_\_
- 08-002 Number of interlibrary loan items (loans and photocopies) your library has borrowed from other Indiana libraries. \_\_\_\_\_
- 08-002a Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library) \_\_\_\_\_
- 08-002b **Net Lending Rate (Number of items loaned divided by number of items borrowed)** \_\_\_\_\_

Children's (0 - 11 years) Library Programs

- 08-003 **Number of Children's (0 - 11 years) Programs held in the library** \_\_\_\_\_
- 08-004 **Number of Children's (0 - 11 years) Programs held outside of the library** \_\_\_\_\_

Young Adult (12 - 18 years) Library Programs

- 08-005 **Number of Young Adult (12 - 18 yrs) Programs held in the library** \_\_\_\_\_
- 08-006 **Number of Young Adult (12 - 18 yrs) Programs held outside of the library** \_\_\_\_\_

Adult (18+ years) Library Programs

- 08-007 **Number of Adult (18+ yrs) Programs held in the library** \_\_\_\_\_
- 08-008 **Number of Adult (18+ yrs) Programs held outside of the library** \_\_\_\_\_

General (All Ages) Library Programs

- 08-009 Number of General (All ages) Programs held in the library \_\_\_\_\_
- 08-010 Number of General (All ages) Programs held outside of the library \_\_\_\_\_
- 08-011 Total Number of Non-Library Sponsored Programs \_\_\_\_\_
- 08-012 **Total Number of All Library-Sponsored Programs** \_\_\_\_\_

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

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

Attendance at Young Adult (12 - 18 yrs) Programs

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

Attendance at Adult (18+ yrs) Programs

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

Attendance at General (All ages) Programs

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

Attendance Totals

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

Summer Reading Program for Children

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

- 08-026 Total number of annual visits in the library \_\_\_\_\_
- 08-027 **Total number of reference transactions per year** \_\_\_\_\_
- Electronic Collections (includes Licensed Databases)
- 08-028 **Number of State Licensed Databases (INSPIRE databases)** \_\_\_\_\_
- 08-029 **Number of Local and Other (Not INSPIRE) Licensed Databases** \_\_\_\_\_
- 08-030 **Name(s) of Public Use/Commercial Databases to which the Library subscribes** \_\_\_\_\_
- 08-031 **Total electronic collections** \_\_\_\_\_
- Public Computers
- 08-032 Number of Public Internet Computers uses per year \_\_\_\_\_
- 08-033 Number of Wireless hubs located in the central building? \_\_\_\_\_
- 08-034 **Total number of wireless hubs, system-wide** \_\_\_\_\_
- 08-035 Number of wireless Internet uses per year \_\_\_\_\_
- 08-036 **Number of Internet connected public computers system-wide** \_\_\_\_\_
- 08-037 **Number of Scanners available for the public, system-wide** \_\_\_\_\_
- 08-038 **Number of Internet connected Staff computers, connected to a printer** \_\_\_\_\_
- 08-039 **Number of persons potentially served by each public computer** \_\_\_\_\_
- Library System Automation
- 08-040 Does your library have an automated bookkeeping system? \_\_\_\_\_
- 08-041 Name of bookkeeping system \_\_\_\_\_
- 08-042 **Brand and Version of Integrated Library System** \_\_\_\_\_
- 08-043 **Is the library catalog available online?** \_\_\_\_\_

## 9 - Circulation and Holdings

### Questions relating to standards are in bolded blue font

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

- 09-001 Total Circulation of All Materials \_\_\_\_\_
- 09-002 Circulation of All Children's Materials \_\_\_\_\_
- 09-003 Circulation of Electronic Materials (*e.g. E-books circulated or electronic materials downloaded annually*) \_\_\_\_\_
- 09-004 Total In-house Usage of Materials \_\_\_\_\_
- 09-005 Number of eBook Reading or Music Playing Devices circulated annually \_\_\_\_\_
- Selected Holdings
- 09-007 **Books (Print)** \_\_\_\_\_
- 09-008 Does the library belong to an Ebook consortium? \_\_\_\_\_
- 09-009 Name of Ebook Consortium \_\_\_\_\_
- 09-010 Electronic books (E-books) (LOCAL HOLDINGS) \_\_\_\_\_
- 09-011 Electronic books (E-books) (CONSORTIUM HOLDINGS) \_\_\_\_\_
- 09-012 **Electronic books (E-books) (TOTAL) SUM OF 09-010 and 09-011** \_\_\_\_\_
- 09-013 Video Materials - Physical Units \_\_\_\_\_
- 09-014 Video Materials - Downloadable Units (LOCAL HOLDINGS) \_\_\_\_\_
- 09-015 Video Materials - Downloadable Units (CONSORTIUM HOLDINGS) \_\_\_\_\_
- 09-016 **Video Materials - Downloadable Units (TOTAL) SUM OF 09-014 and 09-015** \_\_\_\_\_

09-017	Audio Materials - Physical Units	_____
09-018	Audio Materials - Downloadable Units (LOCAL HOLDINGS)	_____
09-019	Audio Materials - Downloadable Units (CONSORTIUM HOLDINGS)	_____
09-020	Audio Materials - Downloadable Units (TOTAL) SUM OF 09-018 and 09-019	_____
09-021	Electronic (Physical) Format	_____
09-022	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	_____
09-023	Current Print Serial Subscriptions	_____
09-024	Current Electronic Serials Subscriptions	_____

## 10 - Library Board

Questions relating to standards are in bolded blue font

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

10-0001	Position: President	_____
10-0002	First Name	_____
10-0003	Middle Initial/Name	_____
10-0004	Last Name	_____
10-0005	Home address	_____
10-0006	City	_____
10-0007	Zip Code	_____
10-0008	E-mail address	_____
10-0009	Appointing Authority	_____
10-0010	Date Term Expires	_____
10-0011	Number of Consecutive Terms	_____
10-0012	Date Initially Appointed	_____
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 (Boards may have either Treasurer or Treasurer/Employee, but not both)	_____
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 (Boards may have either Treasurer or Treasurer/Employee, but not both)	_____
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 - Clerk, Clerical or Aide	_____
11-077	Certification Level	_____
11-078	Minimum Hourly Wage	_____
11-079	Maximum Hourly Wage	_____
11-080	Job Title - Maintenance, Custodian, Janitor, or House-keeper	_____
11-081	Certification Level	_____
11-082	Minimum Hourly Wage	_____
11-083	Maximum Hourly Wage	_____
11-084	Job Title - Security	_____
11-085	Certification Level	_____
11-086	Minimum Hourly Wage	_____
11-087	Maximum Hourly Wage	_____
11-088	Job Title - Bookmobile Driver	_____
11-089	Certification Level	_____
11-090	Minimum Hourly Wage	_____
11-091	Maximum Hourly Wage	_____
11-092	Job Title - Messenger/Courier	_____
11-093	Certification Level	_____
11-094	Minimum Hourly Wage	_____
11-095	Maximum Hourly Wage	_____
11-096	Job Title - Page, Intern or Student Assistant	_____
11-097	Certification Level	_____

11-098	Minimum Hourly Wage	_____
11-099	Maximum Hourly Wage	_____
11-100	Job Title - Temporary Substitute	_____
11-101	Certification Level	_____
11-102	Minimum Hourly Wage	_____
11-103	Maximum Hourly Wage	_____
11-104	Job Title - Interlibrary Loan	_____
11-105	Certification Level	_____
11-106	Minimum Hourly Wage	_____
11-107	Maximum Hourly Wage	_____
11-108	Job Title - Human Resources	_____
11-109	Certification Level	_____
11-110	Minimum Hourly Wage	_____
11-111	Maximum Hourly Wage	_____
11-112	Job Title - Marketing	_____
11-113	Certification Level	_____
11-114	Minimum Hourly Wage	_____
11-115	Maximum Hourly Wage	_____
11-116	Job Title - Circulation Librarian	_____
11-117	Certification Level	_____
11-118	Minimum Hourly Wage	_____
11-119	Maximum Hourly Wage	_____
11-120	Job Title - Other	_____
11-121	Specify Other Job Title	_____
11-122	Certification Level	_____
11-123	Minimum Hourly Wage	_____
11-124	Maximum Hourly Wage	_____
11-125	Job Title - Other	_____
11-126	Specify Other Job Title	_____
11-127	Certification Level	_____
11-128	Minimum Hourly Wage	_____
11-129	Maximum Hourly Wage	_____
11-130	Job Title - Other	_____
11-131	Specify Other Job Title	_____
11-132	Certification Level	_____
11-133	Minimum Hourly Wage	_____
11-134	Maximum Hourly Wage	_____
11-135	Job Title - Other	_____
11-136	Specify Other Job Title	_____
11-137	Certification Level	_____
11-138	Minimum Hourly Wage	_____
11-139	Maximum Hourly Wage	_____
11-140	Job Title - Other	_____
11-141	Specify Other Job Title	_____
11-142	Certification Level	_____
11-143	Minimum Hourly Wage	_____

11-144 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. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

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	Kewanee-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

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

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	<b>Does your library comply with Public Library Law under IC 36-12?</b>	_____
13-002	<b>If the answer to 13-001 is NO, explain:</b>	_____
13-003	<b>Does your library comply with other Indiana laws that affect municipal corporations?</b>	_____
13-004	<b>If the answer to 13-003 is NO, explain:</b>	_____
13-005	<b>Does your library comply with all federal laws affecting employment practice?</b>	_____
13-006	<b>If the answer to 13-005 is NO, explain:</b>	_____
13-007	<b>Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?</b>	_____
13-008	<b>If the answer to 13-007 is NO, explain:</b>	_____
13-009	<b>Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?</b>	_____
13-010	<b>If the answer to 13-009 is NO, explain:</b>	_____
13-011	Do the library board and the director maintain separate functions?	_____
13-012	<b>Is the board responsible for governance and policy?</b>	_____
13-013	<b>Is the director responsible for administration, operation and management of the library?</b>	_____
13-014	<b>Does the director work full-time?</b>	_____

13-015 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?**

13-016 An annual classification of employees \_\_\_\_\_

13-017 Schedules of salaries \_\_\_\_\_

13-018 A proposed library budget \_\_\_\_\_

13-019 Library policies \_\_\_\_\_

**Employment Policies**

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

13-020 Recruitment? \_\_\_\_\_

13-021 Selection? \_\_\_\_\_

13-022 Appointments? \_\_\_\_\_

13-023 Personnel actions? \_\_\_\_\_

13-024 Salary administration? \_\_\_\_\_

13-025 Employee benefits? \_\_\_\_\_

13-026 The conditions of work? \_\_\_\_\_

13-027 Leaves? \_\_\_\_\_

13-028 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? \_\_\_\_\_

13-029 Does the library have current, written bylaws that state its purpose and its operational procedures? \_\_\_\_\_

13-030 Do the library bylaws specifically state rules governing conflicts of interest issues? \_\_\_\_\_

13-031 Do the library bylaws specifically state rules governing nepotism? \_\_\_\_\_

13-032 Have the bylaws been reviewed by the board in the last three (3) years? \_\_\_\_\_

13-033 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library? \_\_\_\_\_

13-034 Does your library have a written collection development plan? \_\_\_\_\_

13-035 Does your library have a written circulation policy detailing the principles of access for all library materials and service? \_\_\_\_\_

13-036 Does your library provide support for continuing education for staff and trustees? \_\_\_\_\_

**Long Range Plan**

13-037 Does the library have a written long-range plan of service? \_\_\_\_\_

13-038 What year did your current long range plan begin? \_\_\_\_\_

13-039 What year does your current long range plan end? \_\_\_\_\_

13-040 Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan? \_\_\_\_\_

13-041 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? \_\_\_\_\_

13-042 Does your long-range plan include a statement of community needs and goals? \_\_\_\_\_

- 13-043 **Does your long-range plan include measurable objectives and service in response to the community's needs and goals?** \_\_\_\_\_
- 13-044 **Does your long-range plan include an assessment of facilities, services, technology, and operations?** \_\_\_\_\_
- 13-045 **Does your long-range plan include an ongoing annual evaluation process?** \_\_\_\_\_
- 13-046 **Does your long-range plan include a plan for financial resources and sustainability?** \_\_\_\_\_
- 13-047 **Does your long-range plan include a statement of collaboration with other public libraries?** \_\_\_\_\_
- 13-048 **Does your long-range plan include a statement of collaboration with other community partners?** \_\_\_\_\_

Technology Plan

- 13-049 **Does the library have a written technology plan?** \_\_\_\_\_
- 13-050 **What year did your current technology plan begin?** \_\_\_\_\_
- 13-051 **What year does your current technology plan end?** \_\_\_\_\_
- 13-052 **Has your technology plan been updated in the last three (3) years?** \_\_\_\_\_
- 13-053 **Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?** \_\_\_\_\_

**Does your technology plan include:**

- 13-054 **Realistic goals and strategies for using telecommunications and information technology?** \_\_\_\_\_
- 13-055 **A professional development strategy?** \_\_\_\_\_
- 13-056 **An assessment of telecommunication services, hardware, software, and other services needed?** \_\_\_\_\_
- 13-057 **An equipment replacement schedule?** \_\_\_\_\_
- 13-058 **A plan for financial resources and sustainability?** \_\_\_\_\_
- 13-059 **An ongoing annual evaluation process?** \_\_\_\_\_
- 13-060 **An automated, integrated library system (ILS) which conforms to a national cataloging standard?** \_\_\_\_\_

Resource Sharing

- 13-061 **Does your library provide interlibrary loan free of charge to other libraries within Indiana?** \_\_\_\_\_  
  
**Answer YES if your policy is to lend, even if no loans were requested.**
- 13-062 **Does your library provide interlibrary loan free of charge to your users?** \_\_\_\_\_  
  
**Answer YES if your policy is to lend, even if no loans were requested.**
- 13-063 **Does the library lend materials via a statewide reciprocal borrowing program?** \_\_\_\_\_
- 13-064 **Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?** \_\_\_\_\_
- 13-065 **If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.** \_\_\_\_\_
- 13-066 **Does the library lend materials using the OCLC Resource Sharing system?** \_\_\_\_\_
- 13-067 **Is the library a member of Evergreen Indiana?** \_\_\_\_\_

13-068 How many days per week does your library receive Info Express courier service? \_\_\_\_\_

**Does the library provide adult services, including:**

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

13-070 Access to reference materials, including INSPIRE? \_\_\_\_\_

13-071 A collection of materials for adults? \_\_\_\_\_

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

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

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

\*Serving at least part time,

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

[All conditions must apply]

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

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

\*With appropriate certification

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

[All conditions must apply]

**Does the library provide Young Adult services, including:**

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

13-076 Access to reference materials, including INSPIRE? \_\_\_\_\_

13-077 A collection of materials for young adults? \_\_\_\_\_

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

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

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

\*Serving at least part time,

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

[All conditions must apply]

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

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

\*With appropriate certification

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

[All conditions must apply]

**Does the library provide Children's services, including:**

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

13-082 A collection of materials for children? \_\_\_\_\_

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

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

13-084 \*One (1) or more staff, with appropriate certification

\*Serving at least part time,

\*At each fixed location?

[All conditions must apply]

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

13-085 \*One (1) full-time staff member, or the equivalent

\*With appropriate certification

\*At each fixed location?

[All conditions must apply]

Public Access

13-086 Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and/or enhanced media?

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

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

Webpage

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

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

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

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

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

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

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

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

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

13-098 Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?

**14 - Statement of Intent to Comply with Standards**

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

**15 - Supplemental Questions**

LIBRARY CONSULTANTS

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

- 15-001a Consultant or Company Name \_\_\_\_\_
- 15-002a Type of Consulting service performed \_\_\_\_\_
- 15-003a Street Address \_\_\_\_\_
- 15-004a City \_\_\_\_\_
- 15-005a State \_\_\_\_\_
- 15-006a Zip \_\_\_\_\_
- 15-007a Phone \_\_\_\_\_
- 15-008a Website \_\_\_\_\_

**OUTREACH**

Please indicate if your library provides the following outreach services:

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

**CARNEGIE LIBRARIES**

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

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

**SOCIAL MEDIA**

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

- 15-024a Google+ \_\_\_\_\_
- 15-024b URL \_\_\_\_\_
- 15-024c Persons Reached \_\_\_\_\_
- 15-025a YouTube \_\_\_\_\_
- 15-025b URL \_\_\_\_\_
- 15-025c Persons Reached \_\_\_\_\_
- 15-026a Tumblr \_\_\_\_\_
- 15-026b URL \_\_\_\_\_
- 15-026c Persons Reached \_\_\_\_\_
- 15-027a LinkedIn \_\_\_\_\_
- 15-027b URL \_\_\_\_\_
- 15-027c Persons Reached \_\_\_\_\_
- 15-028a Other \_\_\_\_\_
- 15-028b URL \_\_\_\_\_
- 15-028c Persons Reached \_\_\_\_\_

**DIGITAL MATERIALS**

- 15-029 Does your library provide access to digital content for your users through databases or streaming services (e.g. Freegal, Freading, hoopla, Tumblebooks, or Zinio)? \_\_\_\_\_  
If so, please list which services or databases are offered. \_\_\_\_\_
- 15-030 Provide the total number of annual circulations or downloads of these materials if known. \_\_\_\_\_

**SRCS: Statewide Remote Circulation System**

If you would like to receive updates about the Statewide Remote Circulation System (SRCS), a new statewide, patron initiated request system, please provide your contact information.

See <http://www.in.gov/library/SRCS.htm> for details.

- 15-031 Contact Name \_\_\_\_\_
- 15-032 Contact Email \_\_\_\_\_

**CERTIFICATION**

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by February 1, 2016.