

## Chapter 6

# Required Reports And Statistical Sources

### Required Reports

Please note: Requesting Agency is in *Italics*

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

Instructions and login information for completing the Annual Report are emailed to all directors in December. Instructions are mailed to directors without a valid email address or internet access. The Annual Report is completed entirely online, with the exception of the signature page, which must be printed, signed, and mailed in. The Annual Report is due **February 1<sup>st</sup>** of each year.

Data collected may vary slightly from year to year, but usually includes:

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

Annual PLAC Statistics Report This report asks for the number of loans your library makes to people from other library districts. The library must keep statistics all year on the patrons who have PLAC cards. You will need to ask them for the name of their home library. If your library is a net lender, it will receive payment for the net loans.

Please carefully review the number of loans reported, as this could result in a large check for your library, and an error might cause the loss of a large sum of money.

Statement of Compliance with Standards A public library must meet all standards or receive a waiver for non-certification issues each year in order to receive any state or federal funding.

This would include any State Technology Fund money, PLAC Distribution, INfo Express service discount, LSTA funds and payments or grants for Internet lines, and other services.

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

Supplemental Questions This part of the report changes annually and is intended to elicit information for the use of the Indiana State Library and Indiana librarians and other interested parties. Some questions are asked on a multi-year cycle, others may be asked only once.

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

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

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

**C. PLAC Quarterly Reports (ISL)**

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

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

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

The State Board of Accounts recommends using the library’s address, not each staff member’s home address. These are public records and are often requested by the general public.

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

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

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

Information on social security withholdings and federal income tax withholdings is due in **January**. [www.irs.gov/](http://www.irs.gov/)

**H. Outstanding Indebtedness Report (DLGF)**

[IC 5-1-18-10] Requires that each political subdivision report any outstanding bonds or leases to the Department, due on or before March 1. [www.in.gov/dlgf/4699.htm](http://www.in.gov/dlgf/4699.htm)

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

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

This report, of all the library's funds in a calendar year, is made available to the Census Bureau after the State Board of Accounts (SBoA) receives it. The SBoA uses it as the basis for the library audit. SBoA has a person on staff who can answer questions about it at 317-232-2507.

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

[IC 6-1.1-22-14] Due twice a year – by June 1 and December 1 (No official form, home address is required). A governmental entity that has an employee who works in more than one (1) county shall certify the information for the employee to the county where the employee has the employee's principal office.

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

[IC 5-1-18-7 and 5-1-18-8] Require that political subdivisions entering into bonds and leases during a calendar year report these obligations to the Department on or before December 31. [www.in.gov/dlgf/4699.htm](http://www.in.gov/dlgf/4699.htm)

## **Selected Statistical Sources**

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

[www.in.gov/library/plstats.htm](http://www.in.gov/library/plstats.htm)

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

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

<http://www.ims.gov/research/public-libraries-in-the-united-states-survey.aspx>

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

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

**Indiana State Library – State Data Center**

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

**Public Library Data Service Statistical Report** – This is a voluntary report, with over 800 libraries from the United States and Canada. [www.ala.org/pla/publications/plds](http://www.ala.org/pla/publications/plds)

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

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

Information Today, Inc.

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

**Library Journal – America’s Star Libraries**

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

**Hennen’s American Public Library Rating Index (HAPLR Index)**

<http://www.haplr-index.com/>

**Indiana University/Indiana Business Research Center**

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

**The POLIS Center/SAVI**

Data for central Indiana (SAVI): [www.savi.org](http://www.savi.org)

**U.S. Census Bureau – American FactFinder**

[factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml](http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)

## **Statistics Usage – Bibliography**

- Baird, B. J. (2004) *Library collection assessment through statistical sampling*. Lanham, Md., Scarecrow.
- Bertot, J. C. (2001) *Statistics and performance measures for public library networked services*. Chicago: American Library Association.
- Boss, R. W. (2006). Rethinking Library Statistics in a Changing Environment. Public Library Association (PLA). Retrieved from <http://www.ala.org/pla/tools/technotes/rethinkinglibrary>
- Liu, Y. Q., & Zweizig, D. (2000). Public Library Use of Statistics: A Survey Report. *Public Libraries*, 39 (2), 98-105.
- Smith, M. (1996). *Collecting and Using Public Library Statistics: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman.
- White, A. C., & Kamal, E. D. (2005) *E-metrics for library and information professionals: How to use data for managing and evaluating electronic resources*. New York: Neal-Schuman.

## Questions from the Indiana Public Library Annual Report 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 **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 **Total district population without contract** \_\_\_\_\_
- 03-014 **Total district population with contracts** \_\_\_\_\_
- 03-015 Political Subdivision Name \_\_\_\_\_
- 03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only) \_\_\_\_\_
- 03-017 Population 2010 Census (Taxed & Served) \_\_\_\_\_
- 03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only) \_\_\_\_\_
- 03-019 Population 2010 Census (Served by Contract) \_\_\_\_\_
- 03-015 Political Subdivision Name \_\_\_\_\_
- 03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only) \_\_\_\_\_
- 03-017 Population 2010 Census (Taxed & Served) \_\_\_\_\_
- 03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only) \_\_\_\_\_
- 03-019 Population 2010 Census (Served by Contract) \_\_\_\_\_

**4 - Library Operating Fund Income**

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

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

**Local Government Operating Fund Income**

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

**State Government Operating Fund Income**

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

04-014 **Total State Operating Fund Income** \_\_\_\_\_

Federal Government Operating Fund Income

04-015 LSTA Grants \_\_\_\_\_

04-016 Name of Non-Operating Fund \_\_\_\_\_

04-017 Amount of LSTA grant placed in Non-Operating Fund \_\_\_\_\_

04-018 Other Federal Grants Operating Fund Income \_\_\_\_\_

04-019 List Source \_\_\_\_\_

04-020 **Total Federal Operating Fund Income** \_\_\_\_\_

Other Operating Fund Income

04-021 PLAC Reimbursement \_\_\_\_\_

04-022 Fines and Fees \_\_\_\_\_

04-023 Interest on Investments \_\_\_\_\_

04-024 Gift Receipts Operating Fund Income \_\_\_\_\_

04-025 Private and Public Foundation Grants Operating Fund Income \_\_\_\_\_

04-026 Miscellaneous Operating Fund Income \_\_\_\_\_

04-027 Source(s) \_\_\_\_\_

04-028 Total Public and Private Foundation Grants Income (deposited into any fund) \_\_\_\_\_

04-029 **Total Other Operating Fund Income** \_\_\_\_\_

04-030 **Total Operating Fund Income** \_\_\_\_\_

## 5 - Expenditure Data

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

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

Operating Fund Expenditures

05-001 Salaries/Wages of All Library Staff \_\_\_\_\_

05-002 Employee benefits \_\_\_\_\_

05-003 Other Personal Services \_\_\_\_\_

05-004 **Total Personal Services** \_\_\_\_\_

05-005 **Total Staff Expenditures** \_\_\_\_\_

05-006 Total Supplies \_\_\_\_\_

Other services and charges

05-007 Professional Services \_\_\_\_\_

05-008 Communication and Transportation \_\_\_\_\_

05-009 Printing and Advertising \_\_\_\_\_

05-010 Insurance \_\_\_\_\_

05-011 Utility Services \_\_\_\_\_

05-012 Repairs and Maintenance \_\_\_\_\_

05-013 Rentals \_\_\_\_\_

05-014 Debt Service \_\_\_\_\_

05-015 Lease Rental \_\_\_\_\_

05-016 Other \_\_\_\_\_

05-017 **Total of Other Services and Charges** \_\_\_\_\_

Capital Outlays from Operating Fund Expenditures

05-018 Land \_\_\_\_\_

05-019 Buildings \_\_\_\_\_

05-020 Improvements Other Than Buildings \_\_\_\_\_

05-021 Furniture and Equipment \_\_\_\_\_

05-022 **Capital outlays for Public Access Computers, electronic reading and electronic media devices DO NOT REPORT in Q05-021** \_\_\_\_\_

Operating Fund Expenditure Data

05-023 **Books (Include Book Lease)** \_\_\_\_\_

05-024 **Periodicals and Newspapers** \_\_\_\_\_

05-025 **Nonprinted (Physical) Materials, Microforms & AV, not Electronic** \_\_\_\_\_

05-026 **Ebook and Electronic database licensing/purchase/lease expenditures** \_\_\_\_\_

05-027 **Electronic Physical Format, including Playaways and Ebook readers** \_\_\_\_\_

Non-Operating Fund Library Materials Expenditure Data

05-028 **Books (Include Book Lease)** \_\_\_\_\_

05-029 **Periodicals and Newspapers** \_\_\_\_\_

05-030 **Nonprinted (Physical) Materials, Microforms & AV, not Electronic** \_\_\_\_\_

05-031 **Ebook and Electronic database licensing/purchase/lease expenditures** \_\_\_\_\_

05-032 **Electronic Physical Format, including Playaways and Ebook readers** \_\_\_\_\_

05-033 **Total Expenditures for Print Materials** \_\_\_\_\_

05-034 **Total Expenditures for Electronic Materials** \_\_\_\_\_

05-035 **Total Expenditures for Other Materials** \_\_\_\_\_

05-036 **Total Expenditures for Collections** \_\_\_\_\_

05-037 **Total Operating Fund Capital Outlays** \_\_\_\_\_

05-038 **Total Operating Fund Expenditures for Collection Development** \_\_\_\_\_

05-039 **Total Non-Operating Fund Expenditures for Collection Development** \_\_\_\_\_

05-040 **Public Access Computers, electronic reading and electronic media devices from all non-operating funds** \_\_\_\_\_

05-041 **Total Operating Fund Expenditures** \_\_\_\_\_

05-042 **Other Operating Expenditures** \_\_\_\_\_

05-043 **Total Operating Expenditures** \_\_\_\_\_

05-044 **Total Capital Fund Expenditures** \_\_\_\_\_

Non-Resident Fee Standard

05-045 **Total Collection Expenditures** \_\_\_\_\_

05-046 **Total 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 \_\_\_\_\_

#### Selected Holdings

- 09-007 **Books** \_\_\_\_\_
- 09-008 Electronic books (E-books) \_\_\_\_\_
- 09-009 **Video Materials - Physical Units** \_\_\_\_\_
- 09-010 **Video Materials - Downloadable Titles** \_\_\_\_\_
- 09-011 **Audio Materials - Physical Units** \_\_\_\_\_
- 09-012 **Audio Materials - Downloadable Titles** \_\_\_\_\_
- 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 \_\_\_\_\_

*(Questions repeat for all board positions)*

- 10-0991 What Day of the Month is the Regular Library Board Meeting? \_\_\_\_\_
- 10-0992 What is the time of the Regular Library Board Meeting? \_\_\_\_\_

## **11 - Salary Section**

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

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

- 11-001 Annual salary of the Director \_\_\_\_\_
- 11-002 Does the library director have an employment contract? \_\_\_\_\_
- 11-003 What is the current level of certification for the library Director?  
\_\_\_\_\_
- 11-004 Job Title - Assistant or Associate Director \_\_\_\_\_
- 11-005 Certification Level \_\_\_\_\_
- 11-006 Minimum Hourly Wage \_\_\_\_\_
- 11-007 Maximum Hourly Wage \_\_\_\_\_
- 11-008 Job Title - Department Head, Manager or Supervisor \_\_\_\_\_
- 11-009 Certification Level \_\_\_\_\_
- 11-010 Minimum Hourly Wage \_\_\_\_\_
- 11-011 Maximum Hourly Wage \_\_\_\_\_
- 11-012 Job Title - Branch Head \_\_\_\_\_
- 11-013 Certification Level \_\_\_\_\_
- 11-014 Minimum Hourly Wage \_\_\_\_\_
- 11-015 Maximum Hourly Wage \_\_\_\_\_
- 11-016 Job Title - Administrative Assistant \_\_\_\_\_
- 11-017 Certification Level \_\_\_\_\_
- 11-018 Minimum Hourly Wage \_\_\_\_\_
- 11-019 Maximum Hourly Wage \_\_\_\_\_
- 11-020 Job Title - Automation, Network or System Manager \_\_\_\_\_
- 11-021 Certification Level \_\_\_\_\_
- 11-022 Minimum Hourly Wage \_\_\_\_\_

11-023 Maximum Hourly Wage \_\_\_\_\_  
11-024 Job Title - Business Manager \_\_\_\_\_  
11-025 Certification Level \_\_\_\_\_  
11-026 Minimum Hourly Wage \_\_\_\_\_  
11-027 Maximum Hourly Wage \_\_\_\_\_  
11-028 Job Title - Cataloging or Technical Services Librarian \_\_\_\_\_  
11-029 Certification Level \_\_\_\_\_  
11-030 Minimum Hourly Wage \_\_\_\_\_  
11-031 Maximum Hourly Wage \_\_\_\_\_  
11-032 Job Title - Children's Librarian \_\_\_\_\_  
11-033 Certification Level \_\_\_\_\_  
11-034 Minimum Hourly Wage \_\_\_\_\_  
11-035 Maximum Hourly Wage \_\_\_\_\_  
11-036 Job Title - General Reference or Adult Librarian \_\_\_\_\_  
11-037 Certification Level \_\_\_\_\_  
11-038 Minimum Hourly Wage \_\_\_\_\_  
11-039 Maximum Hourly Wage \_\_\_\_\_  
11-040 Job title - Young Adult Librarian \_\_\_\_\_  
11-041 Certification Level \_\_\_\_\_  
11-042 Minimum Hourly Wage \_\_\_\_\_  
11-043 Maximum Hourly Wage \_\_\_\_\_  
11-044 Job Title - Indiana History, Local History, or Genealogy Librarian \_\_\_\_\_  
11-045 Certification Level \_\_\_\_\_  
11-046 Minimum Hourly Wage \_\_\_\_\_  
11-047 Maximum Hourly Wage \_\_\_\_\_  
11-048 Job Title - Genealogy Reference Service \_\_\_\_\_  
11-049 Certification Level \_\_\_\_\_  
11-050 Minimum Hourly Wage \_\_\_\_\_  
11-051 Maximum Hourly Wage \_\_\_\_\_  
11-052 Job Title - Audio Visual Librarian \_\_\_\_\_  
11-053 Certification Level \_\_\_\_\_  
11-054 Minimum Hourly Wage \_\_\_\_\_  
11-055 Maximum Hourly Wage \_\_\_\_\_  
11-056 Job Title - Specialist (Professional) \_\_\_\_\_  
11-057 Certification Level \_\_\_\_\_  
11-058 Minimum Hourly Wage \_\_\_\_\_  
11-059 Maximum Hourly Wage \_\_\_\_\_  
11-060 Job Title - Library Assistant \_\_\_\_\_  
11-061 Certification Level \_\_\_\_\_  
11-062 Minimum Hourly Wage \_\_\_\_\_  
11-063 Maximum Hourly Wage \_\_\_\_\_  
11-064 Job Title - Bookkeeper or Treasurer \_\_\_\_\_  
11-065 Certification Level \_\_\_\_\_  
11-066 Minimum Hourly Wage \_\_\_\_\_  
11-067 Maximum Hourly Wage \_\_\_\_\_  
11-068 Job Title - Secretary or Receptionist \_\_\_\_\_

11-069 Certification Level \_\_\_\_\_  
11-070 Minimum Hourly Wage \_\_\_\_\_  
11-071 Maximum Hourly Wage \_\_\_\_\_  
11-072 Job Title - Library Technician (including computer) \_\_\_\_\_  
11-073 Certification Level \_\_\_\_\_  
11-074 Minimum Hourly Level \_\_\_\_\_  
11-075 Maximum Hourly Level \_\_\_\_\_  
11-076 Job Title - Clerical or Aide \_\_\_\_\_  
11-077 Certification Level \_\_\_\_\_  
11-078 Minimum Hourly Wage \_\_\_\_\_  
11-079 Maximum Hourly Wage \_\_\_\_\_  
11-080 Job Title - Maintenance, Custodian, Janitor, or House-keeper \_\_\_\_\_  
11-081 Certification Level \_\_\_\_\_  
11-082 Minimum Hourly Wage \_\_\_\_\_  
11-083 Maximum Hourly Wage \_\_\_\_\_  
11-084 Job Title - Security \_\_\_\_\_  
11-085 Certification Level \_\_\_\_\_  
11-086 Minimum Hourly Wage \_\_\_\_\_  
11-087 Maximum Hourly Wage \_\_\_\_\_  
11-088 Job Title - Bookmobile Driver \_\_\_\_\_  
11-089 Certification Level \_\_\_\_\_  
11-090 Minimum Hourly Wage \_\_\_\_\_  
11-091 Maximum Hourly Wage \_\_\_\_\_  
11-092 Job Title - Messenger/Courier \_\_\_\_\_  
11-093 Certification Level \_\_\_\_\_  
11-094 Minimum Hourly Wage \_\_\_\_\_  
11-095 Maximum Hourly Wage \_\_\_\_\_  
11-096 Job Title - Page, Intern or Student Assistant \_\_\_\_\_  
11-097 Certification Level \_\_\_\_\_  
11-098 Minimum Hourly Wage \_\_\_\_\_  
11-099 Maximum Hourly Wage \_\_\_\_\_  
11-100 Job Title - Temporary Substitute \_\_\_\_\_  
11-101 Certification Level \_\_\_\_\_  
11-102 Minimum Hourly Wage \_\_\_\_\_  
11-103 Maximum Hourly Wage \_\_\_\_\_  
11-104 Job Title - Interlibrary Loan \_\_\_\_\_  
11-105 Certification Level \_\_\_\_\_  
11-106 Minimum Hourly Wage \_\_\_\_\_  
11-107 Maximum Hourly Wage \_\_\_\_\_  
11-108 Job Title - 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 Kirclin Public Library \_\_\_\_\_
- 12-110 Knightstown Public Library \_\_\_\_\_
- 12-111 Knox County Public Library \_\_\_\_\_
- 12-112 Kokomo-Howard County Public Library \_\_\_\_\_
- 12-113 La Crosse Public Library \_\_\_\_\_
- 12-114 La Grange County Public Library \_\_\_\_\_

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

- 12-161 Orleans Town & Township Public Library \_\_\_\_\_
- 12-162 Osgood Public Library \_\_\_\_\_
- 12-163 Otterbein Public Library \_\_\_\_\_
- 12-164 Owen County Public Library \_\_\_\_\_
- 12-165 Owensville Carnegie Public Library \_\_\_\_\_
- 12-166 Oxford Public Library \_\_\_\_\_
- 12-167 Paoli Public Library \_\_\_\_\_
- 12-168 Peabody Public Library \_\_\_\_\_
- 12-169 Pendleton Community Public Library \_\_\_\_\_
- 12-170 Penn Township Public Library \_\_\_\_\_
- 12-171 Perry County Public Library \_\_\_\_\_
- 12-172 Peru Public Library \_\_\_\_\_
- 12-173 Pierceton & Washington Township Public Library \_\_\_\_\_
- 12-174 Pike County Public Library \_\_\_\_\_
- 12-175 Plainfield-Guilford Township Public Library \_\_\_\_\_
- 12-176 Plymouth Public Library \_\_\_\_\_
- 12-177 Porter County Public Library System \_\_\_\_\_
- 12-178 Poseyville Carnegie Public Library \_\_\_\_\_
- 12-179 Princeton Public Library \_\_\_\_\_
- 12-180 Pulaski County Public Library \_\_\_\_\_
- 12-181 Putnam County Public Library \_\_\_\_\_
- 12-182 Remington-Carpenter Township Public Library \_\_\_\_\_
- 12-183 Ridgeville Public Library \_\_\_\_\_
- 12-184 Roachdale-Franklin Township Public Library \_\_\_\_\_
- 12-185 Roann Paw-Paw Township Public Library \_\_\_\_\_
- 12-186 Roanoke Public Library \_\_\_\_\_
- 12-187 Rockville Public Library \_\_\_\_\_
- 12-188 Royal Center-Boone Township Public Library \_\_\_\_\_
- 12-189 Rushville Public Library \_\_\_\_\_
- 12-190 Salem-Washington Township Public Library \_\_\_\_\_
- 12-191 Scott County Public Library \_\_\_\_\_
- 12-192 Shelby County Public Library \_\_\_\_\_
- 12-193 Sheridan Public Library \_\_\_\_\_
- 12-194 Shoals Public Library \_\_\_\_\_
- 12-195 South Whitley-Cleveland Township Public Library \_\_\_\_\_
- 12-196 Speedway Public Library \_\_\_\_\_
- 12-197 Spencer County Public Library \_\_\_\_\_
- 12-198 Spiceland Town-Township Public Library \_\_\_\_\_
- 12-199 St. Joseph County Public Library \_\_\_\_\_
- 12-200 Starke County Public Library System \_\_\_\_\_
- 12-201 Sullivan County Public Library \_\_\_\_\_
- 12-202 Swayzee Public Library \_\_\_\_\_
- 12-203 Switzerland County Public Library \_\_\_\_\_
- 12-204 Syracuse-Turkey Creek Township Public Library \_\_\_\_\_
- 12-205 Thorntown Public Library \_\_\_\_\_
- 12-206 Tippecanoe County Public Library \_\_\_\_\_

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

**13 - Compliance with Standards for Public 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]

Does the library provide Children's services, including:

- 13-074 Programs and reference services offered by an appropriately certified librarian?  
13-075 A collection of materials for children?  
13-076 A space designated in the library for children's services?

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]

**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]**

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?**

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

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

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

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

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

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

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

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

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

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

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

**15 - Supplement**

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

15-002 What is their phone number? \_\_\_\_\_

15-003 What is their email? \_\_\_\_\_

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

What formats are included in your local history collection?

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

15-006 *Books* - Answer Yes or No. \_\_\_\_\_

15-007 *Financial reports* - Answer Yes or No. \_\_\_\_\_

15-008 *Maps* - Answer Yes or No. \_\_\_\_\_

15-009 *Meeting Programs* - Answer Yes or No. \_\_\_\_\_

15-010 *Microforms* - Answer Yes or No. \_\_\_\_\_

15-011 *Minutes* - Answer Yes or No. \_\_\_\_\_

15-012 *Newsletters* - Answer Yes or No. \_\_\_\_\_

- 15-013 *Oral Histories* - Answer Yes or No. \_\_\_\_\_  
15-014 *Personal Papers* - Answer Yes or No. \_\_\_\_\_  
15-015 *Photographs* - Answer Yes or No. \_\_\_\_\_  
15-016 *Videos* - Answer Yes or No. \_\_\_\_\_  
15-017 Are all of these materials included in your online public catalog?  
\_\_\_\_\_

*Does your library use:*

- 15-018 Door count software \_\_\_\_\_  
15-019 Please enter the name of the program \_\_\_\_\_  
15-020 Event registration software \_\_\_\_\_  
15-021 Please enter the name of the program \_\_\_\_\_  
15-022 RDA toolkit \_\_\_\_\_  
15-023 Reference statistics software \_\_\_\_\_  
15-024 Please enter the name of the program \_\_\_\_\_  
15-025 Room reservation software \_\_\_\_\_  
15-026 Please enter the name of the program \_\_\_\_\_  
15-027 Web Traffic statistics software \_\_\_\_\_  
15-028 Please enter the name of the program \_\_\_\_\_

Optional Questions

- 15-029 How many out-reach events did your library participate in during 2013? \_\_\_\_\_  
15-030 How many personal interactions did your library have during these out-reach events? \_\_\_\_\_  
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) \_\_\_  
15-032 If so, can you provide a count (or estimate) of these transactions in the previous year? \_\_\_\_\_