

IN Test Library Indiana Public Library Annual Report 2022

1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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 the library's
administrative entity 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 the 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 number _____

01-015 **Phone** _____

01-016 Fax _____

01-017 **Does your library have an answering
machine, voicemail or other similar technology?** _____

01-018 **Library URL** _____

01-019 Public library email address or a means of electronic contact listed on the library's website _____

Building Questions

01-020 Year the current central library was built _____

01-021 Year of the most recent structural addition or alteration to the current central library _____

01-022 Square footage of the central library _____

01-023 Click [here](#) to complete the central library daily hours.

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours in the following format: XX:XX AM or XX:XX PM. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <https://www.in.gov/library/pldirectory.htm> and updated as you notify us of changes.

01-023a If your central library has non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here. _____

01-038 **Total number of hours the central library is open during a typical week** _____

01-039 **Total number of hours per week the central library is open after 5:00 PM** _____

01-040 **Total number of hours per week the central library is open on Saturday** _____

01-041 **Total number of hours per week the central library is open on Sunday** _____

01-042 Number of weeks per year the central library was open in 2022 _____

01-043 Number of weeks the central library was closed due to COVID-19 in 2022 _____

01-044 Number of weeks the central library had limited occupancy due to COVID-19 in 2022 _____

01-045 **Total public service hours the central library was open in 2022** _____

Internet Access

01-046 Does the library provide internet access? _____

01-047 What type of internet access is available in the central library? _____

01-048 Select the nearest download speed of internet access in the central library. _____

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 the mailing address the same as the address listed above? _____

01-206a Branch mailing address _____

01-207a Phone _____

01-208a Fax _____

01-209a Year built _____

01-210a Year of the most recent structural addition or alteration to branch building _____

01-211a Square footage of branch _____

01-
229a Total open hours for the branch library during a typical week. _____

01-
230a Total public service hours the branch was open in 2022 _____

01-
231a Does the branch library provide internet access? _____

01-
232a What type of internet access is available in the branch library? _____

01-
233a Select the nearest download speed of internet access in the branch library _____

01-237 Total annual public service hours of all branches _____

Bookmobile Information

01-300 Total number of bookmobiles (*If this answer = 0, skip questions 01-301a through 01-315*) _____

Individual Bookmobile Information

01-
301a Bookmobile name _____

01-
302a Street address _____

01-
303a City _____

01-
304a County _____

01-
305a ZIP _____

01-
306a Is the bookmobile's mailing address the same as the address listed above? _____

01-
307a Mailing address _____

- 01-
308a Phone _____
- 01-
309a Fax _____
- 01-
310a Total number of hours the bookmobile is open during a typical week _____
- 01-
311a Number of weeks per year the bookmobile is open _____
- 01-
312a Number of weeks the bookmobile closed due to COVID-19 in 2022 _____
- 01-
313a Number of weeks the bookmobile had limited occupancy due to COVID-19 in 2022 _____
- 01-
314a Total public service hours the bookmobile was open in 2022 _____
- 01-315 **Total annual public service 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 resident registered users _____
- 02-002 Total number of users from contracting areas _____
- 02-003 Total number of non-resident registered users _____
- 02-004 Total number of non-resident cards issued to student users _____
- 02-005 Total non-resident cards issued to school employees _____
- 02-006 Total number of non-resident cards issued to library employees _____

- 02-007 **Total number of registered users** _____
- 02-008 Total number of reciprocal users _____
- 02-009 Total number of PLAC users _____
- 02-010 **Amount of non-resident fee** _____
- 02-011 Date the library board adopted this fee _____
- 02-012 **Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?** _____
- 02-013 As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due? _____

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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.

2020 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 Debt fund tax rate _____
- 03-006 LCPF tax rate _____
- 03-007 Did your library roll the LCPF into the operating tax rate? _____
- 03-008 Name of additional county _____
- 03-009 Total assessed valuation for additional county _____
- 03-010 Operating tax rate for additional county _____

- 03-011 Debt fund tax rate _____
- 03-012 LCPF tax rate _____
- 03-013 **Total district population without contracts** _____
- 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 2020 census (taxed and served) _____
- 03-018 Type of political unit (contracting units 5, 6, 7, 8, 10 only) _____
- 03-019 Population 2020 census (served by contract) _____
- 03-020 Were there any changes to your library's service area? _____

(Changes may include annexations, mergers, or changes to contracts.)
- 03-021 If the answer to 03-020 is YES, please explain _____

4 - Operating Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Local Government Revenue

- 04-001 Property tax or CEDIT income from library tax rate _____
- 04-002 Miscellaneous income taxes or LIT (Local Income Tax) _____
- 04-003 Contractual revenue received for service _____
- 04-004 **Total local government revenue** _____

State Government Revenue

- 04-005 Financial Institutions Tax (FIT) _____

- 04-006 License Vehicle Excise Tax _____
- 04-007 Commercial Vehicle Excise Tax (CVET) _____
- 04-008 Broadband Connectivity Grant _____
- 04-009 Other state revenue _____
- 04-010 Source(s): _____
- 04-011 **Total state revenue** _____

Federal Government Revenue

- 04-012 LSTA grants _____
- 04-013 Other federal revenue (including CARES and ARPA funds) _____
- 04-014 Source(s): _____
- 04-015 **Total federal revenue** _____

Other Revenue

- 04-016 PLAC reimbursement _____
- 04-017 Fines and fees _____
- 04-018 Interest on investments _____
- 04-019 Gift receipts _____
- 04-020 Private and public foundation grants _____
- 04-021 Miscellaneous revenue _____
- 04-022 Source(s): _____
- 04-023 **Total other revenue** _____
- 04-024 **Total operating revenue** _____

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Staff and Supplies

- 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, e-readers and electronic media devices. **DO NOT REPORT in Q05-021** _____

Library Materials - Operating Fund Expenditures

05-023 Books _____

05-024 Periodicals and newspapers _____

05-025 Audio/Visual materials, microforms, and other non-printed, physical materials _____

05-026 E-books, electronic collections, and database licensing/purchase/lease expenditures _____

05-027 Electronic physical format, including
Playaways and e-book readers _____

Library Materials - Non-Operating Fund Expenditures

05-028 Books _____

05-029 Periodicals and newspapers _____

05-030 Audio/Visual materials, microforms, and
other non-printed, physical materials _____

05-031 E-book and electronic database
licensing/purchase/lease expenditures _____

05-032 Electronic physical format, including
Playaways and e-book 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 expenditure for
collection development _____

05-039 Total non-operating fund expenditure for
collection development _____

05-040 Public access computers, e-readers 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 2021 operating expenditures per
capita _____

05-047 Difference between 2021 OE per capita and 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 2022 operating expenditures per capita. PLEASE MAKE SURE YOUR 2023 NON- RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT _____

Collection Development Standard

05-049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure _____

6 - Capital Revenue

Grayed boxes are either prefilled, locked, or 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.

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

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 ALA-MLS librarians** _____

All Librarians

07-004 Total number of all librarians, including ALA-MLS librarians _____

07-005 Total number of paid hours 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 hours paid per week for all paid staff** _____

07-012 **FTE for all paid staff** _____

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

8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations.

Interlibrary Loans

08-001 Number of interlibrary loan items (including photocopies) your library has provided to other libraries _____

08-002 Evergreen transits to other libraries. Number will be supplied by the Indiana State Library _____

08-003 SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library _____

08-004 **Total number of loans provided to other libraries** _____

08-005 Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries _____

08-006 Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library _____

08-007 SRCS materials received from other libraries. Number will be supplied by the Indiana State Library _____

08-008 **Total number of loans received from other libraries** _____

08-009 **Net lending rate** _____

Programs

A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Live (Synchronous) In-Person, Onsite Program Sessions

08-010 Number of in-person, onsite children's programs for ages 0-5 _____

08-011 Number of in-person, onsite children's programs for ages 6-11 _____

08-012 **Number of in-person, onsite young adult programs** _____

08-013 **Number of in-person, onsite adult programs** _____

08-014 Number of in-person, onsite general interest (all ages) programs _____

08-015 **Total number of live, in-person, onsite program sessions** _____

Live (Synchronous) In-Person, Offsite Program Sessions

08-016 Number of in-person, offsite children's programs for ages 0-5 _____

08-017 Number of in-person, offsite children's programs for ages 6-11 _____

08-018 **Number of in-person, offsite young adult programs** _____

08-019 **Number of in-person, offsite adult programs** _____

08-020 Number of in-person, offsite general interest (all ages) programs _____

08-021 Total number of live, in-person, offsite program sessions _____

Live (Synchronous) Virtual Program Sessions

Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

08-022 Number of live, virtual children's programs for ages 0-5 _____

08-023 Number of live, virtual children's programs for ages 6-11 _____

08-024 Number of live, virtual young adult programs _____

08-025 Number of live, virtual adult programs _____

08-026 Number of live, virtual general interest (all ages) programs _____

08-027 Total number of live, virtual programs _____

Attendance - Live (Synchronous) In-Person, Onsite Program Sessions

08-028 Attendance at in-person, onsite children's programs for ages 0-5 _____

08-029 Attendance at in-person, onsite children's programs for ages 6-11 _____

08-030 Attendance at in-person, onsite young adult programs _____

08-031 Attendance at in-person, onsite adult programs _____

08-032 Attendance at in-person, onsite general interest (all ages) programs _____

08-033 Total attendance at live, in-person, onsite programs _____

Attendance - Live (Synchronous), In-Person, Offsite Program Sessions

08-034 Attendance at in-person, offsite children's programs for ages 0-5 _____

08-035 Attendance at in-person, offsite children's programs for ages 6-11 _____

08-036 Attendance at in-person, offsite young adult programs _____

08-037 Attendance at in-person, offsite adult programs _____

08-038 Attendance at in-person, offsite general interest (all ages) programs _____

08-039 **Total attendance at live, in-person, offsite programs** _____

Attendance - Live (Synchronous) Virtual Program Sessions

08-040 Attendance at live, virtual children's programs for ages 0-5 as counted by participant devices _____

08-040a Attendance at live, virtual children's programs for ages 0-5 as counted by participants (optional) _____

08-041 Attendance at live, virtual children's programs for ages 6-11 as counted by participant devices _____

08-041a Attendance at live, virtual children's programs for ages 6-11 as counted by participants (optional) _____

08-042 Attendance at live, virtual young adult programs as counted by participant devices _____

08-042a Attendance at live, virtual young adult programs as counted by participants (optional) _____

08-043 Attendance at live, virtual adult programs as counted by participant devices _____

08-043a Attendance at live, virtual adult synchronous programs as counted by participants (optional) _____

08-044 Attendance at live, virtual general (all ages) programs as counted by participant devices _____

08-044a Attendance at live, virtual general (all ages) programs as counted by participants (optional) _____

08-045 **Total attendance at live, virtual programs as counted by participant devices** _____

08-
045a Total attendance at synchronous virtual programs as counted by participants (optional) _____

Additional Programming Totals by Type and Audience

08-046 Total number of live children's programs for ages 0-5 (in-person and synchronous virtual) _____

08-047 Total number of live children's programs for ages 6-11 (in-person and synchronous virtual) _____

08-048 Total number of live young adult programs (in-person and synchronous virtual) _____

08-049 Total number of all live programs (in-person and synchronous virtual) _____

08-050 Total attendance at in-person children's programs for ages 0-5 _____

08-051 Total attendance at in-person children's programs for ages 6-11 _____

08-052 Total attendance at in-person young adult in-person programs _____

08-053 Total attendance at all in-person programs _____

08-054 Total attendance at live children's programs for ages 0-5 (in-person and synchronous virtual) _____

08-055 Total attendance at live children's programs for ages 6-11 (in-person and synchronous virtual) _____

08-056 Total attendance at live young adult programs (in-person and synchronous virtual) _____

08-057 Total attendance at all live programs (includes in-person and synchronous virtual) _____

Recorded (Asynchronous) Program Presentations

08-058 Total number of recorded (asynchronous) program presentations _____

08-059 Total view of recorded (asynchronous) program presentations _____

Children's Reading Program

08-060 How many weeks of a Children's Reading Program did your library offer at each fixed location? _____

08-061 Total number of non-library sponsored programs _____

08-062 Total attendance at non-library sponsored programs _____

08-063 Total number of annual visits to the library _____

08-063a Library visits reporting method _____

08-064 **Total number of reference transactions in 2022** _____

08-064a Reference transactions reporting method _____

08-065 Instructional reference services _____

Electronic Collections (includes Licensed Databases)

08-066 Number of state-licensed databases (INSPIRE databases) _____

08-067 Number of local and other licensed databases (not INSPIRE) _____

08-068 Name(s) of public use/commercial databases to which the library subscribes _____

08-069 Total electronic collections/databases _____

Public Computers

08-070 Number of uses (sessions) of public internet computers in 2022 _____

08-070a Reporting method for number of uses of public internet computers _____

08-071 Number of wireless internet uses per year _____

08-071a Reporting method for wireless sessions _____

- 08-072 Number of public internet computers system-wide _____
- 08-073 Number of staff computers _____
- 08-074 Number of website visits _____

Library System Automation

- 08-075 Does your library have an automated bookkeeping system? _____
- 08-076 Name of bookkeeping system _____
- 08-077 Brand and version of Integrated Library System _____

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

- 09-001 Circulation of physical items _____
- 09-002 Use of electronic materials (*e.g., e-books circulated or electronic materials downloaded annually*) _____
- 09-003 Successful retrieval of electronic information (*e.g., electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002*) _____
- 09-004 **Total electronic content use** _____
- 09-005 Circulation of all children's materials _____
- 09-006 Circulation of other physical items _____
- 09-007 **Total circulation of all materials** _____
- 09-008 **Total collection use** _____
- 09-009 Total in-house usage of materials _____

Selected Holdings

- 09-010 **Books (print)** _____
- 09-011 Does the library belong to an e-book consortium? _____
- 09-012 Name of e-book consortium _____

- 09-013 E-books (LOCAL HOLDINGS) _____
- 09-014 E-books (CONSORTIUM HOLDINGS) _____
- 09-015 **E-books (TOTAL)** _____
- 09-016 Video materials - physical units _____
- 09-017 Video materials - downloadable units
(LOCAL HOLDINGS) _____
- 09-018 Video materials - downloadable units
(CONSORTIUM HOLDINGS) _____
- 09-019 **Video materials - downloadable units
(TOTAL)** _____
- 09-020 Audio materials - physical units _____
- 09-021 Audio materials - downloadable units
(LOCAL HOLDINGS) _____
- 09-022 Audio materials - downloadable units
(CONSORTIUM HOLDINGS) _____
- 09-023 **Audio materials - downloadable units
(TOTAL)** _____
- 09-024 Current print serial subscriptions _____
- 09-025 Current electronic serials subscriptions _____
- 09-026 Does your library circulate hotspots? _____
- 09-027 Other circulating physical items _____
- 09-028 **Total physical items in collection (09-010 + 09-016 +
09-020 + 09-027)**

10 - Library Board

Enter the most current information available for all members. If the position is vacant, please enter VACANT as the last name. Contact LDO with updates throughout the year.

- 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	Email address	_____
10-0009	Appointing authority	_____
10-0010	Date term expires	_____
10-0011	Number of consecutive terms	_____
10-0012	Date of initial appointment	_____
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	Email address	_____
10-0109	Appointing authority	_____
10-0110	Date term expires	_____

10-0111	Number of consecutive terms	_____
10-0112	Date of initial appointment	_____
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	Email address	_____
10-0209	Appointing authority	_____
10-0210	Date term expires	_____
10-0211	Number of consecutive terms	_____
10-0212	Date of initial appointment	_____
10-0301	Position: Treasurer (Boards may have either a 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 Email address _____

10-
0309 Appointing authority _____

10-
0310 Date term expires _____

10-
0311 Number of consecutive terms _____

10-
0312 Date of initial appointment _____

10-
0401 Position: Treasurer / Employee
(Boards may have either a 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 Email address _____

10-
0409 Appointing authority _____

10-0410	Date term expires	_____
10-0411	Number of consecutive terms	_____
10-0412	Date of initial appointment	_____
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	Email address	_____
10-0509	Appointing authority	_____
10-0510	Date term expires	_____
10-0511	Number of consecutive terms	_____
10-0512	Date of initial appointment	_____
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	Email address	_____
10-0609	Appointing authority	_____
10-0610	Date term expires	_____
10-0611	Number of consecutive terms	_____
10-0612	Date of initial appointment	_____
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	Email address	_____
10-0709	Appointing authority	_____

10-0710	Date term expires	_____
10-0711	Number of consecutive terms	_____
10-0712	Date of initial appointment	_____
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	Email address	_____
10-0809	Appointing authority	_____
10-0810	Date term expires	_____
10-0811	Number of consecutive terms	_____
10-0812	Date of initial appointment	_____
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	Email address	_____
10-0909	Appointing authority	_____
10-0910	Date term expires	_____
10-0911	Number of consecutive terms	_____
10-0912	Date of initial appointment	_____
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	Email address	_____
10-1009	Appointing authority	_____

10-1010	Date term expires	_____
10-1011	Number of consecutive terms	_____
10-1012	Date of initial appointment	_____
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	Email address	_____
10-1109	Appointing authority	_____
10-1110	Date term expires	_____
10-1111	Number of consecutive terms	_____
10-1112	Date of initial appointment	_____
10-1201	Position: Member	_____
10-1202	First name	_____
10-1203	Middle initial/name	_____

10-1204	Last name	<hr/>
10-1205	Home address	<hr/>
10-1206	City	<hr/>
10-1207	ZIP code	<hr/>
10-1208	Email address	<hr/>
10-1209	Appointing authority	<hr/>
10-1210	Date term expires	<hr/>
10-1211	Number of consecutive terms	<hr/>
10-1212	Date of initial appointment	<hr/>
10-0991	What day of the month is the regular library board meeting?	<hr/>
10-0992	What is the time of the regular library board meeting?	<hr/>

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	<hr/>
11-002	Does the library director have an employment contract?	<hr/>
11-003	What is the current level of certification held by the library director?	<hr/>
11-004	Job Title - Assistant or Associate Director	<hr/>
11-005	Certification level	<hr/>

- 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 - Specialist (Professional)	_____
11-049	Certification level	_____
11-050	Minimum hourly wage	_____
11-051	Maximum hourly wage	_____
11-052	Job Title - Library Assistant	_____
11-053	Certification level	_____
11-054	Minimum hourly wage	_____
11-055	Maximum hourly wage	_____

11-056	Job Title - Bookkeeper or Treasurer	_____
11-057	Certification level	_____
11-058	Minimum hourly wage	_____
11-059	Maximum hourly wage	_____
11-060	Job Title - Library Technician (including computer)	_____
11-061	Certification level	_____
11-062	Minimum hourly wage	_____
11-063	Maximum hourly wage	_____
11-064	Job Title - Clerk, Clerical or Aide	_____
11-065	Certification level	_____
11-066	Minimum hourly wage	_____
11-067	Maximum hourly wage	_____
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	_____
11-069	Certification level	_____
11-070	Minimum hourly wage	_____
11-071	Maximum hourly wage	_____
11-072	Job Title - Page, Intern or Student Assistant	_____
11-073	Certification level	_____
11-074	Minimum hourly wage	_____
11-075	Maximum hourly wage	_____
11-076	Job Title - Temporary Substitute	_____
11-077	Certification level	_____
11-078	Minimum hourly wage	_____
11-079	Maximum hourly wage	_____
11-080	Job Title - Interlibrary Loan	_____

11-081	Certification level	_____
11-082	Minimum hourly wage	_____
11-107	Maximum hourly wage	_____
11-084	Job Title - Human Resources	_____
11-085	Certification level	_____
11-086	Minimum hourly wage	_____
11-087	Maximum hourly wage	_____
11-088	Job Title - Marketing	_____
11-089	Certification level	_____
11-090	Minimum hourly wage	_____
11-091	Maximum hourly wage	_____
11-092	Job Title - Circulation Librarian	_____
11-093	Certification level	_____
11-094	Minimum hourly wage	_____
11-095	Maximum hourly wage	_____
11-096	Job Title - Other	_____
11-097	Specify other job title	_____
11-098	Certification level	_____
11-099	Minimum hourly wage	_____
11-100	Maximum hourly wage	_____
11-101	Job Title - Other	_____
11-102	Specify other job title	_____
11-103	Certification level	_____
11-104	Minimum hourly wage	_____
11-105	Maximum hourly wage	_____
11-106	Job Title - Other	_____

- 11-107 Specify other job title _____
- 11-108 Certification level _____
- 11-109 Minimum hourly wage _____
- 11-110 Maximum hourly wage _____
- 11-111 Job Title - Other _____
- 11-112 Specify other job title _____
- 11-113 Certification level _____
- 11-114 Minimum hourly wage _____
- 11-115 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 insurance _____
- 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 insurance _____
- 11-521 Paid time off for continuing education _____
- 11-522 Reimbursement for continuing education _____
- 11-523 Other1 (specify) _____
- 11-524 Other2 (specify) _____

Paid Time 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 Number of holidays _____
- 11-529 Number of funeral/bereavement days _____
- 11-530 Number of other days (specify) OR all-purpose PTO _____

Paid Time 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 Number of holidays _____
- 11-535 Number of funeral/bereavement days _____
- 11-536 Number of other days _____

Paid Time 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 Number of holidays _____
- 11-541 Number of funeral/bereavement days _____
- 11-542 Number of other days _____

Paid Time 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 Number of holidays _____
- 11-547 Number of funeral/bereavement days _____
- 11-548 Number of other days _____

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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	Bell Memorial Public Library	_____
12-018	Benton County Public Library	_____
12-019	Berne Public Library	_____
12-020	Bicknell-Vigo Township Public Library	_____
12-021	Bloomfield-Eastern Greene County Public Library	_____
12-022	Boonville-Warrick County Public Library	_____
12-023	Boswell-Grant Township Public Library	_____
12-024	Bourbon Public Library	_____
12-025	Brazil Public Library	_____
12-026	Bremen Public Library	_____
12-027	Bristol-Washington Township Public Library	_____
12-028	Brook-Iroquois-Washington Township Public Library	_____
12-029	Brookston-Prairie Township Public Library	_____
12-030	Brown County Public Library	_____
12-031	Brownsburg Public Library	_____
12-032	Brownstown Public Library	_____
12-033	Butler Public Library	_____
12-034	Cambridge City Public Library	_____
12-035	Camden-Jackson Township Public Library	_____
12-036	Carmel Clay Public Library	_____
12-037	Carnegie Public Library Of Steuben County	_____
12-038	Centerville-Center Township Public Library	_____

12-039	Charlestown Clark County Public Library	<hr/>
12-040	Churubusco Public Library	<hr/>
12-041	Clayton-Liberty Township Public Library	<hr/>
12-042	Clinton Public Library	<hr/>
12-043	Coatesville-Clay Township Public Library	<hr/>
12-044	Colfax-Perry Township Public Library	<hr/>
12-045	Converse-Jackson Township Public Library	<hr/>
12-046	Covington-Veedersburg Public Library	<hr/>
12-047	Crawford County Public Library	<hr/>
12-048	Crawfordsville District Public Library	<hr/>
12-049	Crown Point Community Public Library	<hr/>
12-050	Culver-Union Township Public Library	<hr/>
12-051	Danville-Center Township Public Library	<hr/>
12-052	Darlington Public Library	<hr/>
12-053	Delphi Public Library	<hr/>
12-054	Dublin Public Library	<hr/>
12-055	Dunkirk Public Library	<hr/>
12-056	Earl Park Public Library	<hr/>
12-057	East Chicago Public Library	<hr/>
12-058	Eckhart Public Library	<hr/>
12-059	Edinburgh Wright-Hageman Public Library	<hr/>
12-060	Elkhart Public Library	<hr/>
12-061	Evansville-Vanderburgh Public Library	<hr/>
12-062	Fairmount Public Library	<hr/>

12-063	Farmland Public Library	<hr/>
12-064	Fayette County Public Library	<hr/>
12-065	Flora-Monroe Township Public Library	<hr/>
12-066	Fort Branch-Johnson Township Public Library	<hr/>
12-067	Fortville-Vernon Township Public Library	<hr/>
12-068	Francesville-Salem Township Public Library	<hr/>
12-069	Frankfort Community-Clinton County Contractual Public Library	<hr/>
12-070	Franklin County Public Library District	<hr/>
12-071	Fremont Public Library	<hr/>
12-072	Fulton County Public Library	<hr/>
12-073	Garrett Public Library	<hr/>
12-074	Gary Public Library	<hr/>
12-075	Gas City-Mill Township Public Library	<hr/>
12-076	Goodland & Grant Township Public Library	<hr/>
12-077	Goshen Public Library	<hr/>
12-078	Greensburg-Decatur County Contractual Public Library	<hr/>
12-079	Greentown & Eastern Howard School Public Library	<hr/>
12-080	Greenwood Public Library	<hr/>
12-081	Hagerstown-Jefferson Township Public Library	<hr/>
12-082	Hamilton East Public Library	<hr/>
12-083	Hamilton North Public Library	<hr/>
12-084	Hammond Public Library	<hr/>
12-085	Hancock County Public Library	<hr/>

12-086	Harrison County Public Library	_____
12-087	Hartford City Public Library	_____
12-088	Henry Henley Public Library IN0165	_____
12-089	Huntingburg Public Library	_____
12-090	Huntington City-Township Public Library	_____
12-091	Hussey-Mayfield Memorial Public Library	_____
12-092	Indianapolis-Marion County Public Library	_____
12-093	Jackson County Public Library	_____
12-094	Jasonville Public Library	_____
12-095	Jasper County Public Library	_____
12-096	Jasper-Dubois County Contractual Public Library	_____
12-097	Jay County Public Library	_____
12-098	Jefferson County Public Library	_____
12-099	Jeffersonville Township Public Library	_____
12-100	Jennings County Public Library	_____
12-101	Johnson County Public Library	_____
12-102	Jonesboro Public Library	_____
12-103	Joyce Public Library	_____
12-104	Kendallville Public Library	_____
12-105	Kentland-Jefferson Township Public Library	_____
12-106	Kewanna-Union Township Public Library	_____
12-107	Kingman-Millcreek Public Library	_____
12-108	Kirklin Public Library	_____
12-109	Knightstown Public Library	_____
12-110	Knox County Public Library	_____

12-111	Kokomo-Howard County Public Library	<hr/>
12-112	La Crosse Public Library	<hr/>
12-113	La Grange County Public Library	<hr/>
12-114	La Porte County Public Library	<hr/>
12-115	Ladoga-Clark Township Public Library	<hr/>
12-116	Lake County Public Library	<hr/>
12-117	Lawrenceburg Public Library	<hr/>
12-118	Lebanon Public Library	<hr/>
12-119	Ligonier Public Library	<hr/>
12-120	Lincoln Heritage Public Library	<hr/>
12-121	Linden Carnegie Public Library	<hr/>
12-122	Linton Public Library	<hr/>
12-123	Logansport-Cass County Public Library	<hr/>
12-124	Loogootee Public Library	<hr/>
12-125	Lowell Public Library	<hr/>
12-126	Marion Public Library	<hr/>
12-127	Matthews Public Library	<hr/>
12-128	Melton Public Library	<hr/>
12-129	Michigan City Public Library	<hr/>
12-130	Middlebury Community Public Library	<hr/>
12-131	Middletown Fall Creek Township Public Library	<hr/>
12-132	Milford Public Library	<hr/>
12-133	Mishawaka-Penn-Harris Public Library	<hr/>
12-134	Mitchell Community Public Library	<hr/>
12-135	Monon Town & Township Public Library	<hr/>

12-136	Monroe County Public Library	<hr/>
12-137	Monterey-Tippecanoe Township Public Library	<hr/>
12-138	Montezuma Public Library	<hr/>
12-139	Monticello-Union Township Public Library	<hr/>
12-140	Montpelier-Harrison Township Public Library	<hr/>
12-141	Mooresville Public Library	<hr/>
12-142	Morgan County Public Library	<hr/>
12-143	Morrisson Reeves Library	<hr/>
12-144	Muncie-Center Township Public Library	<hr/>
12-145	Nappanee Public Library	<hr/>
12-146	New Albany-Floyd County Public Library	<hr/>
12-147	New Carlisle & Olive Township Public Library	<hr/>
12-148	New Castle-Henry County Public Library	<hr/>
12-149	New Harmony Workingmen's Institute	<hr/>
12-150	Newburgh Chandler Public Library	<hr/>
12-151	Newton County Public Library	<hr/>
12-152	Noble County Public Library	<hr/>
12-153	North Judson-Wayne Township Public Library	<hr/>
12-154	North Madison County Public Library System	<hr/>
12-155	North Manchester Public Library	<hr/>
12-156	North Webster Community Public Library	<hr/>
12-157	Oakland City-Columbia Township Public Library	<hr/>
12-158	Odon Winkelpleck Public Library	<hr/>

12-159	Ohio County Public Library	_____
12-160	Orleans Town & Township Public Library	_____
12-161	Osgood Public Library	_____
12-162	Otterbein Public Library	_____
12-163	Owen County Public Library	_____
12-164	Owensville Carnegie Public Library	_____
12-165	Oxford Public Library	_____
12-166	Paoli Public Library	_____
12-167	Parke County 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	<hr/>
12-186	Roanoke Public Library	<hr/>
12-187	Royal Center-Boone Township Public Library	<hr/>
12-188	Rushville Public Library	<hr/>
12-189	Salem-Washington Township Public Library	<hr/>
12-190	Scott County Public Library	<hr/>
12-191	Shelby County Public Library	<hr/>
12-192	Sheridan Public Library	<hr/>
12-193	Shoals Public Library	<hr/>
12-194	South Whitley-Cleveland Township Public Library	<hr/>
12-195	Speedway Public Library	<hr/>
12-196	Spencer County Public Library	<hr/>
12-197	Spiceland Town-Township Public Library	<hr/>
12-198	St. Joseph County Public Library	<hr/>
12-199	Starke County Public Library System	<hr/>
12-200	Sullivan County Public Library	<hr/>
12-201	Swayzee Public Library	<hr/>
12-202	Switzerland County Public Library	<hr/>
12-203	Syracuse-Turkey Creek Township Public Library	<hr/>
12-204	Thorntown Public Library	<hr/>
12-205	Tippecanoe County Public Library	<hr/>
12-206	Tipton County Public Library	<hr/>
12-207	Tyson Library Association, Inc	<hr/>
12-208	Union City Public Library	<hr/>
12-209	Union County Public Library	<hr/>
12-210	Van Buren Public Library	<hr/>

12-211	Vermillion County Public Library	_____
12-212	Vigo County Public Library	_____
12-213	Wabash Carnegie Public Library	_____
12-214	Wakarusa-Olive & Harrison Township Public Library	_____
12-215	Walkerton-Lincoln Township Public Library	_____
12-216	Walton & Tipton Township Public Library	_____
12-217	Wanatah Public Library	_____
12-218	Warren Public Library	_____
12-219	Warsaw Community Public Library	_____
12-220	Washington Carnegie Public Library	_____
12-221	Washington Township Public Library	_____
12-222	Waterloo-Grant Township Public Library	_____
12-223	Waveland-Brown Township Public Library	_____
12-224	Wells County Public Library	_____
12-225	West Lafayette Public Library	_____
12-226	West Lebanon-Pike Township Public Library	_____
12-227	Westchester Public Library	_____
12-228	Westfield-Washington Public Library	_____
12-229	Westville-New Durham Township Public Library	_____
12-230	Whiting Public Library	_____
12-231	Willard Library of Evansville	_____
12-232	Williamsport-Washington Township Public Library	_____
12-233	Winchester Community Public Library	_____
12-234	Wolcott Community Public Library	_____

- 12-235 Worthington Jefferson Township Public Library _____
- 12-236 York Township Public Library _____
- 12-237 Yorktown Public Library _____
- 12-238 **TOTAL PLAC Loans** _____

13 - Compliance with Standards for Public Libraries

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

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.

13-001 **Does your library comply with Public Library Law under IC 36-12?** _____

13-002 **If the answer to 13-001 is NO, explain:** _____

13-003 **Does your library comply with other Indiana laws that affect municipal corporations?** _____

13-004 **If the answer to 13-003 is NO, explain:** _____

13-005 **Does your library comply with all federal laws affecting employment practice?** _____

13-006 **If the answer to 13-005 is NO, explain:** _____

13-007 **Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?** _____

13-008 **If the answer to 13-007 is NO, explain:** _____

13-009 **Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?** _____

13-010 **If the answer to 13-009 is NO, explain:** _____

13-011 Do the library board and the director maintain separate functions? _____

13-012 Is the board responsible for governance and policy? _____

13-013 Is the director responsible for administration, operation and management of the library? _____

13-014 Does the director work full-time? _____

13-015 Does the director have the required certification under 590 IAC 5? (If unsure, check at <https://mylicense.in.gov/EVerification/Search.aspx>) _____

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

13-016 A schedule of classification of employees _____

13-017 An annual schedule of salaries _____

13-018 A proposed library budget _____

Personnel Policies

Has the library board adopted written personnel policies and procedures dealing with:

13-019 Recruitment? _____

13-020 Selection? _____

13-021 Appointments? _____

13-022 Personnel actions? _____

13-023 Salary administration? _____

13-024 Employee benefits? _____

13-025 Conditions of work? _____

13-026 Leaves? _____

13-027 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? _____

13-028 Does the library have current, written bylaws that state its purpose and its operational procedures? _____

13-029 Do the library bylaws specifically state rules governing conflicts of interest issues? _____

13-030 Do the library bylaws specifically state rules governing nepotism? _____

13-031 Have the bylaws been reviewed by the board in the last three (3) years? _____

13-032 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? _____

13-033 Does your library have a written collection development plan? _____

13-034 Does your library have a written circulation policy detailing the principles of access for all library materials and service? _____

13-035 Does your library provide support for continuing education for staff and trustees? _____

Long-Range Plan

13-036 Does the library have a written long-range plan of service? _____

13-037 What year did your current long-range plan begin? _____

13-038 What year does your current long-range plan end? _____

13-039 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? _____

13-040 Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library? _____

13-041 Does your long-range plan include a statement of community needs and goals? _____

13-042 Does your long-range plan include measurable objectives and service in response to the community's needs and goals? _____

13-043 Does your long-range plan include an assessment of facilities, services, technology, and operations? _____

13-044 Does your long-range plan include an ongoing evaluation process? _____

13-045 Does your long-range plan include a plan for financial resources and sustainability? _____

13-046 Does your long-range plan include an equipment replacement schedule? _____

13-047 Does your long-range plan include a professional development strategy? _____

13-048 Does your long-range plan include a statement of collaboration with other public libraries? _____

13-049 Does your long-range plan include a statement of collaboration with other community partners? _____

Resource Sharing

13-050 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.

13-051 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.

13-052 Does your library lend materials via a statewide reciprocal borrowing program? _____

13-053 Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? _____

13-054 If the answer to 13-053 is YES, please list libraries with which you have reciprocal borrowing agreements. _____

13-055 Does your library lend materials using the OCLC resource sharing system? _____

13-056 Is your library a member of Evergreen Indiana? _____

13-057 How many days per week does your library receive InfoExpress courier service? _____

Does the library provide adult services, including:

13-058 Reference services, including knowledge of and access to reference materials, including INSPIRE? _____

13-059 A collection of materials for adults? _____

13-060 A space designated for adults in each fixed location? _____

Does the library provide young adult services, including:

13-061 Reference services, including knowledge of and access to reference materials, including INSPIRE? _____

13-062 A collection of materials for young adults? _____

13-063 A space designated for young adults in each fixed location? _____

Does the library provide children's services, including:

13-064 Reference services, including knowledge of and access to reference materials, including INSPIRE? _____

13-065 A collection of materials for children? _____

13-066 A space designated for children in each fixed location? _____

Public Access

13-067 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? _____

13-068 Does the library provide computers for the free use of all persons, regardless of residency? _____

13-069 Does your library provide a means for the public to print and make copies at each location? _____

Website

Does your library's website include:

13-070 Current hours of operation? _____

13-071 A physical address (or addresses) for your library? _____

13-072 A map for each fixed location? _____

13-073 A telephone number? _____

13-074 An email address or other means of electronic contact? _____

13-075 A link to [INSPIRE.in.gov](https://inspire.in.gov)? _____

13-076 Publicly posted policies, including, but not limited to, circulation, fees, and internet use? _____

13-076a Has your internet policy been reviewed by the board in the last year? _____

13-077 A link to the library's online public access catalog? _____

13-078 A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings? _____

14 - Statement of Intent to Comply with Standards

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

15 - Supplemental Questions

COVID-19 Pandemic's Effect on Library Services in 2022

15-001 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic in 2022? _____

15-002 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic in 2022? _____

15-003 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic in 2022? _____

15-004 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic in 2022? _____

15-005 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022? _____

15-006 Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022? _____

15-007 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022? _____

15-008 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic in 2022? _____

15-009 Did the library offer "Take and Make" activities in 2022? _____

15-009a Number of "Take and Make" activities distributed (optional) _____

15-010 What professional development topic/s would you like ISL to address in training? _____

15-011 What's something your library did in the past year that you're proud of? _____

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2023.