What is the purpose of the Annual Report?

- Required by state (590 IAC 6-1-4)
- ISL Statistics
  - Useful for year-to-year comparisons (and history!)
  - Library-to-library comparisons
  - Identifying trends
Bringing the stats to life

**How Hoosiers are Using Their Public Libraries**

- **Ebooks & Electronic Materials Circulation**
- **Print Materials Circulation**
- **Reference Transactions**
- **Program Attendance**
- **Computer Use**
- **Visits**

*Note: Ebook and Electronic Circulation data not collected in 2012 and is included in print materials.*

**Public Library Expenditures by Category**

- 62% Salaries & Benefits
- 19% Other Services & Charges
- 15% Collections
- 2% Land, Buildings, and Furniture
- 2% Supplies

**Public Library Income by Source**

- 88.41% Local (includes Property taxes)
- 4.83% Other (includes Fines, Gifts, and other income)
- 0.27% Federal (includes LSTA & other Federal Grants)
- 6.49% State (includes Vehicle Excise Tax and other)
IMLS Public Libraries Survey

- The only annual, comprehensive, national survey about what's going on in public libraries.
- ‘Compare Libraries’ tool
What’s Changed for 2015?

- New questions:
  - Expanded definitions for reference, eBooks
  - More will be prefilled (including Evergreen Transits)
  - ILL Net Lending calculation
  - Signature page is now included in report.

- Some questions reworded for clarity
Timeline

- Survey open:
  - December 15th through February 1st
Navigating the Survey

- Login instructions will be sent to directors via email in mid-December.
- Click on the question number for help
  - Disable pop-up blockers
- Use “Back,” “Next,” or the side menu to navigate through the 15 sections
- Click “Save” and “Logout” to close and return to report at any time
- Click “SHOW LAST YEAR’S ANSWERS” to see what was input last year
- Don’t wait until the last minute!
Your Bibliostat homepage

- Tabbed Navigation
  - Home
  - Survey - 2015
  - Status
  - Printing
  - Frequent Questions
  - Instructions
Need to explain something?

- Edit Checks - automatic edit checks will catch inconsistencies or major changes from previous year’s data
  - Now - Bibliostat
  - Later - Census

- “Flag” a question to come back to it

- Use the “Federal note” to explain any discrepancies

- It’s recommended to do this now, or I’ll be pestering you next summer. 😞
Need technical help with survey?

1. Confirm it is not a local issue first—check with your IT person/department
2. Contact ISL — 1-800-451-6028
3. Call Bibliostat - 1-866-785-9935
Instructions

You are reporting on the 2015 calendar year.

Exceptions: give the most current (e.g. 2016) information for:
- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section and benefits

- If the exact data are not known for any item, please estimate data (and indicate in note that it is an estimate). Estimates are very important.
- Enter “0” if the correct entry for an item is zero or “none”.
- Enter “N/A” if you know a particular data item is not “0” but you don’t know what it is and are unable to estimate it.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OX-001</td>
<td>Question</td>
</tr>
<tr>
<td>OX-002</td>
<td>Standards Question</td>
</tr>
<tr>
<td>OX-003</td>
<td>Prefilled</td>
</tr>
<tr>
<td>OX-004</td>
<td>Prefilled &amp; Locked (Contact ISL w/changes)</td>
</tr>
<tr>
<td>OX-005</td>
<td>Calculated total</td>
</tr>
</tbody>
</table>
Part 1 - General Information

Changes:

• Additional help re: download speeds
# Part 1 - General Information

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-001</td>
<td>Name of the person preparing this report.</td>
</tr>
<tr>
<td>01-002</td>
<td>Preparer's phone number.</td>
</tr>
<tr>
<td>01-003</td>
<td>Time zone in which library district headquarters is located.</td>
</tr>
<tr>
<td>01-004</td>
<td>Library Name</td>
</tr>
<tr>
<td>01-005</td>
<td>Library Class</td>
</tr>
<tr>
<td>01-006</td>
<td>Library Director</td>
</tr>
<tr>
<td>01-007</td>
<td>Street Address</td>
</tr>
<tr>
<td>01-008</td>
<td>City</td>
</tr>
<tr>
<td>01-009</td>
<td>ZIP</td>
</tr>
<tr>
<td>01-010</td>
<td>Is your mailing address the same as the address above?</td>
</tr>
<tr>
<td>01-011</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>01-012</td>
<td>Mailing City</td>
</tr>
<tr>
<td>01-013</td>
<td>Mailing ZIP</td>
</tr>
</tbody>
</table>
**Part 1 - General Information**

<table>
<thead>
<tr>
<th>01-014</th>
<th>Congressional District Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-015</td>
<td>Phone</td>
</tr>
<tr>
<td>01-016</td>
<td>FAX</td>
</tr>
<tr>
<td>01-017</td>
<td>Does your library have an answering machine, voice mail or other similar technology? Y/N</td>
</tr>
<tr>
<td>01-018</td>
<td>Library URL</td>
</tr>
<tr>
<td>01-019</td>
<td>Does your library have a public library E-mail address or other means of electronic contact listed on the library's website? Y/N</td>
</tr>
</tbody>
</table>
Part 1 - General Information

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 Square footage of the central building?

01-023 Click here to complete Central Library daily hours.
Central Library
Part 1 - General Information

Hours

01-023 Click here to complete Central Library daily hours

01-024 Monday opening time
01-025 Monday closing time
01-026 Tuesday opening time
01-027 Tuesday closing time

------------

01-034 Saturday opening time
01-035 Saturday closing time
01-036 Sunday opening time
01-037 Sunday closing time
01-038 Total open hours for Central Library during a typical week.
01-039 Total number of hours the Central Library is open after 6:00 p.m. per week.
01-040 Total number of hours per week that the Central Library is open on Saturday.
01-041 Total number of hours per week Central Library is open on Sunday.
01-042 Number of Weeks Per Year Central Library was open in 2015
01-043 Total Central Library Hours Open per Year
Part 1 - General Information

Internet Access

01-044 Does the library have Internet Access? Y/N
01-045 What type of Internet Access is available in the Central Building?
01-046 Specify the speed of Internet Access in the Central Building. Use www.speedtest.net to determine speed. *(…or use the speed test of your choice)*
*Recommended testing time- 12 Noon*
• No changes here.
• Use Remove Group/Add Group to remove or add branches.
Part 1 - General Information

01-200  Total number of Branches
01-200a  Branch Name
01-201a  Branch Street Address
01-202a  Branch City
01-203a  Branch County
01-204a  Branch Zip
01-205a  Is your mailing address the same?
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
Part 1 - General Information

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

01-213a Monday opening time
01-214a Monday closing time

-------------

01-225a Sunday opening time
01-226a Sunday closing time

01-227a Total open hours for the Branch Library during a typical week.
Part 1 - General Information

01-228a Does the Branch library have Internet Access?
Y/N

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?
Bookmobiles

- Use Remove/Add Group to remove/add bookmobiles.
Part 1 - General Information

01-300 Total Number of Bookmobiles  *(If 0, skip these questions!)*

**Individual Bookmobile Information**

01-301a Bookmobile Name
01-302a Street Address
01-303a City
01-304a County
01-305a Zip
01-306a Is your Mailing address the same?
01-307a Mailing Address
01-308a Phone
01-309a Fax
01-310a Total hours per 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 (Central + Branches + Bookmobiles)
Part 2 – Registrations

- No changes here
- Please explain any big changes to your registration numbers in a Federal note.
## Part 2 – Registrations

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-001</td>
<td>Total Number of Individual Resident Registered Users</td>
</tr>
<tr>
<td>02-002</td>
<td>Total Number of Users from Contracting Areas</td>
</tr>
<tr>
<td>02-003</td>
<td>Total Number of Individual Non-Resident (non-taxed) Registered Users</td>
</tr>
<tr>
<td>02-004</td>
<td>Total Number of Reciprocal Users</td>
</tr>
<tr>
<td>02-005</td>
<td>Total Number of PLAC Users</td>
</tr>
<tr>
<td>02-006</td>
<td>Total Number of Non-Resident Cards Issued to Student Users</td>
</tr>
<tr>
<td>02-007</td>
<td>Total Number of Non-Resident Cards Issued to School Employees</td>
</tr>
<tr>
<td>02-008</td>
<td>Total Number of Non-Resident Cards Issued to Library Employees</td>
</tr>
<tr>
<td>02-009</td>
<td>Amount of Individual Non-Resident Fee</td>
</tr>
<tr>
<td>02-010</td>
<td>Date Library Board adopted this fee</td>
</tr>
<tr>
<td>02-011</td>
<td>Does your library purge or mark inactive patron files at least every three years?</td>
</tr>
</tbody>
</table>
Part 3 – Public Libraries and Political Subdivisions Served

- No changes here
### 2010 Census figures are used for all calculations

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-001</td>
<td>County Name of Primary County</td>
</tr>
<tr>
<td>03-002</td>
<td>Total Assessed Valuation for Library District</td>
</tr>
<tr>
<td>03-003</td>
<td>Operating Tax Rate</td>
</tr>
<tr>
<td>03-004</td>
<td>Source year for data</td>
</tr>
<tr>
<td>03-005</td>
<td>BIRF/Lease Rental Tax Rate</td>
</tr>
<tr>
<td>03-006</td>
<td>LCPF Tax Rate</td>
</tr>
<tr>
<td>03-007</td>
<td>Did your library roll the LCPF into the operating tax rate?</td>
</tr>
<tr>
<td>03-008</td>
<td>County Name for additional county</td>
</tr>
<tr>
<td>03-009</td>
<td>Total Assessed Valuation for additional county</td>
</tr>
<tr>
<td>03-010</td>
<td>Operating Tax Rate for additional county</td>
</tr>
<tr>
<td>03-011</td>
<td>BIRF/Lease Rental Tax Rate</td>
</tr>
<tr>
<td>03-012</td>
<td>LCPF Tax Rate</td>
</tr>
</tbody>
</table>
Part 3 – Public Libraries and Political Subdivisions Served

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)
Some notes:

- 03-008 – Additional County info is only required of libraries crossing county lines and the 4 county-contractuals

- 03-016 Type of Political Unit - Taxed Units
  - 1 (city/town)
  - 2 (more than 1/2 of county)
  - 3 (total county)
  - 4 (township merged)
  - 9 (township validated)
  - 11 (endowed)
  - 12 (county contractual) Only

- 03-018 Type of Political Unit - Contracting Units
  - 5 (Township, partial, served by contract)
  - 6 (Township served by contract)
  - 7 (Township taxed to pay contract)
  - 8 (Township, partial, taxed to pay contract)
  - 10 (Town served by contract) Only
Part 4 – Library Operating Fund Income

• No changes here
## Local Government Operating Fund Income

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-001</td>
<td>Property Tax or CEDIT Operating Fund Income from Library Tax Rate</td>
</tr>
<tr>
<td>04-002</td>
<td>CAGIT Property Tax Replacement Credit</td>
</tr>
<tr>
<td>04-003</td>
<td>CAGIT Certified Shares</td>
</tr>
<tr>
<td>04-004</td>
<td>CAGIT Special Fund</td>
</tr>
<tr>
<td>04-005</td>
<td>County Option Income Tax (COIT)</td>
</tr>
<tr>
<td>04-006</td>
<td>Contractual Revenue Received for Service</td>
</tr>
<tr>
<td>04-007</td>
<td>Local Option Income Tax (LOIT)</td>
</tr>
<tr>
<td>04-008</td>
<td>Total Local Operating Fund Income</td>
</tr>
</tbody>
</table>
## Part 4 – Library Operating Fund Income

<table>
<thead>
<tr>
<th>Source Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-009</td>
<td>Financial Institutions Tax (FIT)</td>
</tr>
<tr>
<td>04-010</td>
<td>License Vehicle Excise Tax (LVET)</td>
</tr>
<tr>
<td>04-011</td>
<td>Commercial Vehicle Excise Tax (CVET)</td>
</tr>
<tr>
<td>04-012</td>
<td>Other State Operating Fund Income</td>
</tr>
<tr>
<td>04-013</td>
<td>Source(s):</td>
</tr>
<tr>
<td>04-014</td>
<td>Total State Operating Fund Income</td>
</tr>
</tbody>
</table>
## Part 4 – Library Operating Fund Income

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-015</td>
<td>LSTA Grants <em>(Operating Fund)</em></td>
</tr>
<tr>
<td>04-016</td>
<td>Name of Non-Operating Fund</td>
</tr>
<tr>
<td>04-017</td>
<td>Amount of LSTA grant placed in Non-Operating Fund</td>
</tr>
<tr>
<td>04-018</td>
<td>Other Federal Grants Operating Fund Income</td>
</tr>
<tr>
<td>04-019</td>
<td>List Source</td>
</tr>
<tr>
<td>04-020</td>
<td>Total Federal Operating Fund Income</td>
</tr>
</tbody>
</table>
### Part 4 – Library Operating Fund Income

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-021</td>
<td>PLAC Reimbursement</td>
</tr>
<tr>
<td>04-022</td>
<td>Fines and Fees</td>
</tr>
<tr>
<td>04-023</td>
<td>Interest on Investments</td>
</tr>
<tr>
<td>04-024</td>
<td>Gift Receipts Operating Fund Income</td>
</tr>
<tr>
<td>04-025</td>
<td>Private and Public Foundation Grants Operating Fund Income</td>
</tr>
<tr>
<td>04-026</td>
<td>Miscellaneous Operating Fund Income.</td>
</tr>
<tr>
<td>04-027</td>
<td>Source(s)</td>
</tr>
<tr>
<td>04-028</td>
<td>Total Public and Private Foundation Grants Income (deposited into any fund)</td>
</tr>
<tr>
<td>04-029</td>
<td>Total Other Operating Fund Income</td>
</tr>
<tr>
<td>04-030</td>
<td>Total Operating Fund Income</td>
</tr>
</tbody>
</table>
Part 5 – Operating Fund Expenditure Data

• No changes
## 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
### Part 5 – Operating Fund Expenditure Data

**Other services and charges**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-006</td>
<td>Total Supplies</td>
</tr>
<tr>
<td>05-007</td>
<td>Professional Services</td>
</tr>
<tr>
<td>05-008</td>
<td>Communication and Transportation</td>
</tr>
<tr>
<td>05-009</td>
<td>Printing and Advertising</td>
</tr>
<tr>
<td>05-010</td>
<td>Insurance</td>
</tr>
<tr>
<td>05-011</td>
<td>Utility Services</td>
</tr>
<tr>
<td>05-012</td>
<td>Repairs and Maintenance</td>
</tr>
<tr>
<td>05-013</td>
<td>Rentals</td>
</tr>
<tr>
<td>05-014</td>
<td>Debt Service</td>
</tr>
<tr>
<td>05-015</td>
<td>Lease Rental</td>
</tr>
<tr>
<td>05-016</td>
<td>Other</td>
</tr>
<tr>
<td>05-017</td>
<td>Total Other Services and Charges</td>
</tr>
</tbody>
</table>
Part 5 – Operating Fund Expenditure Data

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
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
Part 5 – Operating Fund Expenditure Data

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 (playaways, ebook readers, etc)
Part 5 – Operating Fund Expenditure Data

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
Part 5 – Operating Fund Expenditure Data

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
Part 5 – Operating Fund Expenditure Data

- 05-041 Total Operating Fund Expenditures
- 05-042 Other Operating Expenditures
- 05-043 Total Operating Expenditures
- 05-044 Total Capital Fund Expenditures
Non-Resident Fee Standard

05-045 Total Collection Expenditures
05-046 Total 2014 Operating Expenditures per capita *(for this year’s standards calculation)*
05-047 Difference between OE per capita minus Non-Resident fee
05-047a Does your library’s non-resident fee meet the standard? (Y/N)
05-048 Total 2015 Operating Expenditures per capita *(for next year)*
Collection Development Standard

05-049 Collection Development Expenditure as a percentage of Operating Expenditure
Part 6 – Capital Revenue

• No changes here
What is Capital Revenue?

PLS Definition:

- Report all revenue to be used for **major capital expenditures**, by source of revenue. Include funds received for:
  - Site acquisition
  - NEW buildings
  - Additions to or renovation of library buildings
  - Furnishings, equipment, and initial collections (print, non-print, and electronic) for a building that is NEW or renovated.
  - Computer hardware and software used to support library operations, to link to networks, or to run information products (*MAJOR projects or for a building that is new or renovated*)
  - New vehicles; and
  - Other **one-time major projects**.

- Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

- Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).
Part 6 – Capital Revenue

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
Part 7 - Employment Data

- No changes here
### Part 7 - Employment Data

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-001</td>
<td>Total number of all librarians with an ALA-MLS</td>
</tr>
<tr>
<td>07-002</td>
<td>Total hours paid per week for all ALA-MLS librarians</td>
</tr>
<tr>
<td>07-003</td>
<td>FTE for all librarians with an ALA-MLS</td>
</tr>
<tr>
<td>07-004</td>
<td>Total number of all librarians, <strong>including</strong> ALA-MLS librarians</td>
</tr>
<tr>
<td>07-005</td>
<td>Total hours paid per week for all librarians, including ALA-MLS librarians</td>
</tr>
<tr>
<td>07-006</td>
<td>FTE for all librarians</td>
</tr>
<tr>
<td>07-007</td>
<td>Total number of all other paid staff</td>
</tr>
<tr>
<td>07-008</td>
<td>Total Hours paid per week for all other paid staff</td>
</tr>
<tr>
<td>07-009</td>
<td>FTE for all other paid staff</td>
</tr>
<tr>
<td>07-010</td>
<td>Total number of all paid staff</td>
</tr>
<tr>
<td>07-011</td>
<td>Total hours paid per week for all paid staff</td>
</tr>
<tr>
<td>07-012</td>
<td>FTE for all paid staff</td>
</tr>
<tr>
<td>07-013</td>
<td>Number of hours per week considered to be full-time employment in your library?</td>
</tr>
</tbody>
</table>
Some questions reworded for clarification
New questions- Evergreen (prefilled) and Net Lending rate calculation
Interlibrary Loans

08-001 Number of interlibrary loan items (loans and photocopies) your library has provided to other Indiana libraries.

NEW: 08-001a Evergreen Transits to other libraries (number will be supplied by the Indiana State Library)

08-002 Number of interlibrary loan items (loans and photocopies) your library has borrowed from other Indiana libraries.

NEW: 08-002a Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library)

NEW: 08-002b Net Lending Rate (Number of items loaned divided by number of items borrowed)
## Programs

### Library Programs Children's (0-11 years) Programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-003</td>
<td>Number of children's (0-11 years) programs held in the library</td>
</tr>
<tr>
<td>08-004</td>
<td>Number of children's (0-11 years) programs held outside of the library</td>
</tr>
</tbody>
</table>

### Library Programs Young Adult (12-18 years) Programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-005</td>
<td>Number of young adult (12-18 yrs) programs held in the library</td>
</tr>
<tr>
<td>08-006</td>
<td>Number of young adult (12-18 yrs) programs held outside of the library</td>
</tr>
</tbody>
</table>

### Library Programs Adult (18+ years) Programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-007</td>
<td>Number of adult (18+ yrs) programs held in the library</td>
</tr>
<tr>
<td>08-008</td>
<td>Number of adult (18+ yrs) programs held outside of the library</td>
</tr>
</tbody>
</table>

### General Programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-009</td>
<td>Number of general (all ages) programs held in the library</td>
</tr>
<tr>
<td>08-010</td>
<td>Number of general (all ages) programs held outside of the library</td>
</tr>
</tbody>
</table>
08-011  Total number of non-library sponsored programs

08-012  Total number of all library-sponsored programs
Part 8 – Library Service and Technology

Program Attendance
- 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

Repeats for:
- Young Adult (12-18 yrs) Programs
- Adult (18+ yrs) Programs
- General (All ages) Programs

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
<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-025</td>
<td>How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?</td>
</tr>
<tr>
<td>08-026</td>
<td>Total number of annual visits in the library</td>
</tr>
<tr>
<td>08-027</td>
<td>Total number of reference transactions per year (see newly expanded definition — “unscheduled individual instruction”)</td>
</tr>
</tbody>
</table>

**Electronic Collections (renamed)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-028</td>
<td>Number of State Licensed Databases (INSPIRE)</td>
</tr>
<tr>
<td>08-029</td>
<td>Number of local and other (Not INSPIRE) licensed databases</td>
</tr>
<tr>
<td>08-030</td>
<td>Name(s) of public use/commercial databases to which the library subscribes</td>
</tr>
<tr>
<td>08-031</td>
<td>Total electronic collections</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>08-032</td>
<td>Public Internet-connected computers uses per year</td>
</tr>
<tr>
<td>08-033</td>
<td>Number of wireless hubs located in the central building?</td>
</tr>
<tr>
<td>08-034</td>
<td>Total number of wireless hubs, system-wide</td>
</tr>
<tr>
<td>08-035</td>
<td>Number of wireless internet uses per year</td>
</tr>
<tr>
<td>08-036</td>
<td><strong>Number of Internet connected public computers, system-wide.</strong></td>
</tr>
<tr>
<td>08-037</td>
<td>Number of scanners available for the public, system-wide.</td>
</tr>
<tr>
<td>08-038</td>
<td>Number of Internet connected staff computers, connected to a printer.</td>
</tr>
<tr>
<td>08-039</td>
<td><strong>Number of persons potentially served by each public computer</strong> (Same question, just reworded...)</td>
</tr>
</tbody>
</table>
Library System Automation

08-040 Does your library have an automated bookkeeping system? Y/N

08-041 Name of bookkeeping system.

08-042 Brand and version of integrated library system (ILS)

08-043 Is your library catalog available online? Y/N
Part 9 - Circulation and Holdings

- Just some updated definitions (eBooks)
Part 9 - Circulation and Holdings

09-001 Total circulation of All Materials
09-002 Circulation of All Children's Materials
09-003 Circulation of Electronic Materials (e.g. E-books circulated or electronic collection materials downloaded annually)
09-004 Total In-house Usage of Materials
09-005 Number of Electronic Book Reading or Music Playing Devices Circulated Annually
Selected Holdings

09-007 Books, Physical Units

09-008 Does the library belong to an Ebook consortium?
09-009 Name of Ebook Consortium

09-010 Electronic books (E-books) (LOCAL HOLDINGS)
09-011 Electronic books (E-books) (CONSORTIUM HOLDINGS)
09-012 Electronic books (E-books) (TOTAL)
Per PLS:

• Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity.
• Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.
• Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.
• Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.
A/V Material Holdings:

09-013 Video Materials - Physical Units
09-014 Video Materials - Downloadable Titles (LOCAL HOLDINGS)
09-015 Video Materials - Downloadable Titles (CONSORTIUM HOLDINGS)
09-016 Video Materials - Downloadable Titles (TOTAL)

09-017 Audio Materials - Physical Units
09-018 Audio Materials - Downloadable Titles (LOCAL HOLDINGS)
09-019 Audio Materials - Downloadable Titles (CONSORTIUM HOLDINGS)
09-020 Audio Materials - Downloadable Titles (TOTAL)
Part 9 - Circulation and Holdings

09-021 Electronic (Physical) Format
09-022 Number of Electronic Book Reading or Music Playing Devices Owned by the Library
09-023 Current Serial Subscriptions
• No changes here.
• Provide most current info available.
• We have pre-filled last year’s info. Please verify and update as needed.
• Be sure to only list a treasurer OR treasurer/employee (NOT BOTH)
• Provide any updates throughout the year to ISL.
### Part 10 - Library Board

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-0001</td>
<td>Position</td>
</tr>
<tr>
<td>10-0002</td>
<td>First Name</td>
</tr>
<tr>
<td>10-0003</td>
<td>Middle Initial/Name</td>
</tr>
<tr>
<td>10-0004</td>
<td>Last Name</td>
</tr>
<tr>
<td>10-0005</td>
<td>Home address</td>
</tr>
<tr>
<td>10-0006</td>
<td>City</td>
</tr>
<tr>
<td>10-0007</td>
<td>Zip Code</td>
</tr>
<tr>
<td>10-0008</td>
<td>E-mail address</td>
</tr>
<tr>
<td>10-0009</td>
<td>Appointing Authority</td>
</tr>
<tr>
<td>10-0010</td>
<td>Date that the current term expires</td>
</tr>
<tr>
<td>10-0011</td>
<td>Number of consecutive terms</td>
</tr>
<tr>
<td>10-0012</td>
<td>Date of initial appointment</td>
</tr>
</tbody>
</table>

(REPEATS…)

10-991 When does the regular library board meeting take place?
10-992 What is the time of the regular library board meeting?
• Provide most current information (e.g. 2016 salaries, if known)
• Provide info for positions not currently occupied
### Part 11 - Salary Section

11-001 Annual salary of the Director
11-002 Does the Director have an employment contract? **Y/N**
11-003 What is the current level of certification for the library Director?

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Cert. Level</th>
<th>Min Hourly</th>
<th>Max Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-004 Assistant or Associate Director</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>11-008 Department Head, Manager or Supervisor</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>11-012 Branch Head</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>11-016 Administrative Assistant</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 11 - Salary Section

Employee Fringe Benefit Information - Full-time Employees

11-501  PERF  Y/N
11-502  Deferred Compensation  Y/N
11-503  Health Insurance  Y/N
11-504  Health Savings Account (HSA)  Y/N
11-505  Dental Insurance  Y/N
11-506  Life Insurance  Y/N
11-507  Vision Insurance  Y/N
11-508  Disability  Y/N
11-509  Paid Time off for Continuing Education  Y/N
11-510  Reimbursement for Continuing Education  Y/N
11-511  Other1 (specify)
11-512  Other2 (specify)
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-513</td>
<td>PERF</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-514</td>
<td>Deferred Compensation</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-515</td>
<td>Health Insurance</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-516</td>
<td>Health Savings Account (HSA)</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-517</td>
<td>Dental Insurance</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-518</td>
<td>Life Insurance</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-519</td>
<td>Vision Insurance</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-520</td>
<td>Disability</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-521</td>
<td>Paid Time off for Continuing Education</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-522</td>
<td>Reimbursement for Continuing Education</td>
<td>Y/N</td>
</tr>
<tr>
<td>11-523</td>
<td>Other1 (specify)</td>
<td></td>
</tr>
<tr>
<td>11-524</td>
<td>Other2 (specify)</td>
<td></td>
</tr>
</tbody>
</table>
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)

...Repeats for Part-Time Librarian
Full-Time Support Staff
Part-Time Support Staff
• No changes here
• Don’t report any PLAC loans to your own library
• Don’t include reciprocal loans or nonresident loans (unless using PLAC card)
• You do NOT need to enter “0” for libraries with no loans—just skip them! 😊
12-001 Did your library make any PLAC loans?  
Y/N

12-002 Adams Public Library System
12-003 Akron Carnegie Public Library
12-004 Alexandria-Monroe Public Library
12-005 Alexandrian Public Library
...
12-238 Yorktown Public Library

12-239 Total PLAC Loans
Part 13 - Compliance with Standards for Public Libraries

- Answer very carefully.
  - “No” responses may trigger a communication from ISL.
- Use the clarification prompts, federal notes, or Part 14 to explain any “standards issues.”
Part 13 - Compliance with Standards for Public Libraries

13-001 Does your library comply with Public Library Law IC 36-12? Y/N

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? Y/N

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

13-005 Does your library comply with all federal laws affecting employment practice? Y/N

13-006 If the answer to 13-005 is NO, explain:
Part 13 - Compliance with Standards for Public Libraries

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

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?  Y/N

13-010  If the answer to 13-009 is NO, explain:
13-011 Do the library board and the director maintain separate functions?  Y/N
13-012 Is the board responsible for governance and policy?  Y/N
13-013 Is the director responsible for administration, operation and management of the library?  Y/N
13-014 Does the director work full-time?  Y/N
13-015 Does the Director have the required certification under 590 IAC 5?  Y/N
With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-016</td>
<td>An annual classification of employees</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-017</td>
<td>Schedules of salaries</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-018</td>
<td>A proposed library budget</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-019</td>
<td>Library policies</td>
<td>Y/N</td>
</tr>
</tbody>
</table>
Part 13 - Compliance with Standards for Public Libraries

13-020 Has the library board adopted the written employment practices dealing with recruitment?  Y/N
13-021 . . . selection?  Y/N
13-022 . . . appointments?  Y/N
13-023 . . . personnel actions?  Y/N
13-024 . . . salary administration?  Y/N
13-025 . . . employee benefits?  Y/N
13-026 . . . the conditions of work?  Y/N
13-027 . . . leaves?  Y/N
Part 13 - Compliance with Standards for Public Libraries

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

13-029 ...have current, written bylaws that state its purpose and its operational procedures?  

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

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

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

13-033 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library?
Part 13 - Compliance with Standards for Public Libraries

13-034 Does your library have a written collection development plan?  Y/N

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

13-036 Does your library provide support for continuing education for staff and trustees?  Y/N
### Long Range Plan

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-037</td>
<td>Does the library have a written long-range plan of service?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-038</td>
<td>Which year did your current long range plan begin?</td>
<td></td>
</tr>
<tr>
<td>13-039</td>
<td>Which year does your current long range plan end?</td>
<td></td>
</tr>
<tr>
<td>13-040</td>
<td>Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan)?</td>
<td>Y/N</td>
</tr>
</tbody>
</table>
13-041 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?  Y/N
13-042 Does your long-range plan include a statement of community needs and goals?  Y/N
13-043 Does your long-range plan include measurable objectives and service in response to the community's needs and goals?  Y/N
Does your long-range plan include:

13-044 an assessment of facilities, services, technology, and operations?  
Y/N

13-045 an ongoing annual evaluation process?  
Y/N

13-046 a plan for financial resources and sustainability?  
Y/N

13-047 a statement of collaboration with other public libraries?  
Y/N

13-048 a statement of collaboration with other community partners?  
Y/N
Part 13 - Compliance with Standards for Public Libraries

Technology Plan

13-049 Does the library have a written technology plan? Y/N
13-050 Which year did your current technology plan begin?
13-051 Which year does your current technology plan end?
13-052 Has your technology plan been updated in the last three (3) years? Y/N
13-053 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? Y/N
<table>
<thead>
<tr>
<th>Question</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your technology plan include...</td>
<td></td>
</tr>
<tr>
<td>13-054 …realistic goals and strategies for using telecommunications and information technology?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-055 …a professional development strategy?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-056 …an assessment of telecommunication services, hardware, software, and other services needed?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-057 …an equipment replacement schedule?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-058 …a plan for financial resources and sustainability?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-059 …an ongoing annual evaluation process?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-060 …an automated, integrated library system (ILS) which conforms to a national cataloging standard?</td>
<td>Y/N</td>
</tr>
</tbody>
</table>
Part 13 - Compliance with Standards for Public Libraries

Resource Sharing

13-061 Does your library provide interlibrary loan free of charge to other libraries within Indiana? Answer YES if your policy is to lend, even if no loans were requested.  Y/N

13-062 Does your library provide interlibrary loan free of charge to your users? Answer YES if your policy is to lend, even if no loans were requested.

13-063 Does the library lend materials via a statewide reciprocal borrowing program?  Y/N

13-064 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?  Y/N

13-065 If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.
### Part 13 - Compliance with Standards for Public Libraries

<table>
<thead>
<tr>
<th>Code</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-066</td>
<td>Does the library lend materials using the OCLC Resource Sharing system?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-067</td>
<td>Is the library a member of Evergreen Indiana?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-068</td>
<td>How many days per week does your library receive INfo Express courier service?</td>
<td></td>
</tr>
</tbody>
</table>
Does the library provide adult services, including?

13-069 Programs and reference services offered by an appropriately certified librarian? Y/N
13-070 Access to reference materials, including INSPIRE? Y/N
13-071 A collection of materials for adults? Y/N
13-072 A space designated in the library for adult services? Y/N
13-073 Does the library provide an enhanced level of adult service by providing:
   1) One (1) or more staff, with appropriate certification;
   2) Serving at least part time,
   3) At each fixed location? [All conditions must apply] Y/N

13-074 Does the library provide an exceptional level of adult service by providing:
   1) One (1) full-time staff member, or the equivalent,
   2) With appropriate certification,
   3) At each fixed location? [All conditions must apply] Y/N
Part 13 - Compliance with Standards for Public Libraries

Does the library provide Young Adult services, including?

13-075  Young adult programs and reference services offered by an appropriately certified librarian?  Y/N
13-076  Access to young adult reference materials, including INSPIRE?  Y/N
13-077  A collection of materials for young adults?  Y/N
13-078  A space designated in the library for young adult services?  Y/N
13-079  Does the library provide an enhanced level of service by providing:
        1) One (1) or more staff, with appropriate certification,   2) Serving at least part time,
        3) At each fixed location? [All conditions must apply]  Y/N
13-080  Does the library provide an exceptional level of service by providing:  1) One (1) full-time
        staff member, or the equivalent,  2) With appropriate certification,  3) At each fixed location?
        [All conditions must apply]  Y/N

Does the library provide Children's services, including?

13-081  Programs and reference services offered by an appropriately certified librarian?  Y/N
13-082  A collection of materials for children?  Y/N
13-083  A space designated in the library for children services?  Y/N
13-084  Does the library provide an Enhanced level of service by providing:  1) One (1) or more
        staff, with appropriate certification,   2) Serving at least part time,   3) At each fixed location?
        [All conditions must apply]  Y/N
13-085  Does the library provide an Exceptional level of service by providing:  1) One (1) full-time staff
        member, or the equivalent,   2) With appropriate certification,   3) At each fixed location?
        [All conditions must apply]  Y/N
Part 13 - Compliance with Standards for Public Libraries

Public Access

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

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

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

Does your library's webpage include...

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-089</td>
<td>...current hours of operation?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-090</td>
<td>...a physical address for your library?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-091</td>
<td>...a map for each fixed location?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-092</td>
<td>...a public telephone number?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-093</td>
<td>...a public e-mail address or other means of electronic contact?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-094</td>
<td>...a link to INSPIRE and other free electronic resources?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-095</td>
<td>...publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?</td>
<td>Y/N</td>
</tr>
</tbody>
</table>
Part 13 - Compliance with Standards for Public Libraries

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

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

13-098 Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?  
Y/N
Part 14 - Statement of Intent to Comply with Standards

- Please explain any NO answers given in Part 13.
- Please include the question number (##-####) and an explanation for each question where you answered “NO” to any question in Part 13.
All new

Part 15 - Supplement
Part 15 - Supplement

Consultants
- Name, Type, and contact info
- Use Remove/Add Group to add more

Outreach
- Homebound Services
- Deposit Collections
- Retirement Centers
- Schools
- Day Cares
- Institutions
- Other
- Community Events
Part 15 - Supplement

- Carnegie Library Updates
- Social Media
  - Links (for directory?)
  - “Persons Reached” – friends, followers, etc.
- Digital Materials
  - Ebooks and media that doesn’t fit definition of collection. May include services like Freegal, Freading, hoopla, Tumblebooks, or Zinio
- SRCS – Sign up for info
NEW: Certification

- Last section of report.
- Click link to open and print page.
- Sign, give to Board President to review, sign.
- Mail to ISL. If completing report at the last minute, please drop in mail on February 1st.
Submitting the report

- “Status” tab - Clear up any edit checks
Submitting the report

- “Submit Survey” tab - Click the green button!
That’s all!
Questions?

Comments?
Contact us:
LDO
LDO@library.in.gov
1-800-451-6028
or
jclifton@library.in.gov
317-234-6550