What is the Annual Report?

- Only annual collection of public library data
- IMLS core questions, ISL add-ons
- "...PLS data are useful to researchers, journalists, the public, local practitioners, and policymakers at the federal, state, and local levels, and are used for planning, evaluation, and policy making.
- ~800 questions

Why fill out the Annual Report?

- Jobseekers, researchers, journalists, Transparency
- Your library: Year-to-year comparisons, Compare to other libraries, Obtain statistics to support budget requests, Analysis and respond to community needs
- ISL/IMLS: Historical document, Year-to-year comparisons across state, Identifying trends, Checking standards compliance (ILS)
What's different in 2017?

- Revisions mean some questions were reworded, and some disappeared.
- Technology plan
- Supplemental questions
- Me! (New state contact.)

Timeline

Nov 2017
Annual Report Workshop
Gather data

Dec 2017
Survey goes live on Nov 14th

Jan 2018
Survey will receive email to help complete

Mar 1
Survey closed
Survival closed
Navigating the Survey

- Firefox or Internet Explorer recommended
- Will need to activate Compatibility View for IE 10 or higher
- Click on question numbers for help
- Disable pop-up blockers
- Use Back, Next, or the side menu to navigate through 15 sections
- Click Save and Logout to close and return to the report at any time
- Click SHOW LAST YEAR'S ANSWERS to see last year's input

Survey Interface

- Use Tabs to navigate
  - Home
  - Survey
  - Status
  - Printing
  - Submit Survey
  - Frequent Questions
  - Instructions

Edit Checks and Notes

Need to explain something?

- Edit Checks will catch inconsistencies or major changes from previous year's data
  - Now - Bibliostat
  - Later - American Institute for Research
- Flag a question to come back to it
- Notes
  - Federal - passed along to ISL/AIR
  - Local - for your own reference
- Annotate any responses that require an explanation, or when prompted by an edit check
- If annotations aren't present, ISL will be following up with you
STARTING THE SURVEY

Keep your data close, and your coffee closer.

- Log in/password, help contacts
- Accurate statistics from your staff, circulation, and bookkeeping systems
- Caffeine

Technical Difficulties?

- Check with your IT person/department
  - Local issues: firewalls, browser, etc.
- Contact ISL
  - 1-800-451-6838
  - (317) 234-6550
  - Can edit prefilled responses, retrieve passwords
- Call Bibliostat
  - 1-866-785-9935
Instructions

Timeframe
You will be reporting on the 2017 calendar year.

Exceptions:
- Give the most current information (e.g., early 2018 for:
  - Respondent/contact identification
  - Hours of operation
  - Assessed valuation and tax rate
  - Library board members, and
  - Hourly salaries and benefits

- If the exact data are not known for any item, please estimate.
- Enter "0" if the correct entry for an item is zero or none.
- Enter "N/A" if you know a particular is not 0, but you don't know what it is and are unable estimate it.

Color Key

0X – 001 Question
0X – 002 Standards question
0X – 003 Prefilled
0X – 004 Prefilled and locked (contact ISL to change)
0X – 005 Calculated total

PART 1 – GENERAL INFORMATION

- Remove count for branch wireless hubs
Part 1 – General Information

01-023 Click here to complete Central Library daily hours.

01-024 Monday opening time
01-025 Monday closing time
--continued--
01-036 Sunday opening time
01-037 Sunday closing time

Formatting/spacing is important. eg. 10:00 AM, not 10/00 AM.

Part 1 – General Information

01-038 Total open hours for the central library during a typical week
01-039 Total number of hours the central library is open after 5:00 pm per week
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 2017
01-043 Total central library hours open per year

Part 1 – General Information

01-044 Does the library have Internet access? Y/N
01-045 What type of Internet access is available in the central library?
01-046 Specify the download speed of Internet access in the central library.
   Please specify the unit of measurement (e.g., 20Mbps)
Part 1 – General Information

Branch Information

Use Remove Group/Add Group to remove or add branches.

01. 200 Total number of branches. If this answer = 0, skip questions 01-200a through 01-237.

01-201a Branch name
01-201b Branch street address
01-201c Branch city
01-201d Branch county
01-201e Branch ZIP
01-201f Is your mailing address the same as the address listed above?
01-201g Branch mailing address
01-201h Phone
01-201i Fax
01-201j Total square footage of branch
01-201k Year built
01-201l Year of the most recent structural addition/alteration to branch building

01-202a Number of weeks per year individual branch is open
01-202b Monday opening time
01-202c Monday closing time
01-202d Tuesday opening time
01-202e Tuesday closing time
01-202f Wednesday opening time
01-202g Wednesday closing time
01-202h Thursday opening time
01-202i Thursday closing time
01-202j Friday opening time
01-202k Friday closing time
01-202l Saturday opening time
01-202m Saturday closing time
01-202n Sunday opening time
01-202o Sunday closing time
01-202p Total open hours for the branch during a typical week

11/1/2017
### Part 1 – General Information

#### Branch Information

1. Does the branch library have Internet access? **Y/N**
2. What type of Internet access is available in the branch library? 
   - **options**
3. Specify the speed of Internet access in the branch library.
4. Total annual hours of all branches

#### Bookmobile Information

1. Total number of bookmobiles.
   - If the answer is 0, skip Questions 01-301a through 01-316.
2. 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 as the address listed above?
   - 01-307a. Mailing address
   - 01-308a. Phone
   - 01-309a. Fax
3. Total number of hours bookmobile is open during a typical week
4. Number of weeks bookmobile is open
5. Does the bookmobile have Internet access?
6. What type of Internet access is available in the bookmobile?
7. Specify the speed of Internet access in the bookmobile
8. Number of wireless hubs located in the bookmobile
9. Total annual hours of all bookmobiles
Part 1 – General Information

01-500  Total system public service hours per year
(central + branches + bookmobiles)

PART 2 - REGISTRATIONS

Changes to your registrations?

• Please explain any large changes to your registration numbers in a federal note if the reason is known.
• Edit checks may be required for responses that are the same, less than half, or greater than 1.5 times last year's answers.
### Part 2 – Registrations

<table>
<thead>
<tr>
<th></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 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 that the library board adopted this fee</td>
</tr>
<tr>
<td>02-011</td>
<td>Does your library annually purge or mark inactive accounts for patrons who have not used their accounts for three years and do not owe materials, fines, or fees to the library? Y/N</td>
</tr>
</tbody>
</table>

### PART 3 – LIBRARIES & POLITICAL SUBDIVISIONS

### Part 3 – Libraries & Political Subdivisions

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-001</td>
<td>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>BRF/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? Y/N</td>
</tr>
<tr>
<td>03-008</td>
<td>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>BRF/lease rental tax rate</td>
</tr>
<tr>
<td>03-012</td>
<td>LCPF tax rate</td>
</tr>
</tbody>
</table>
Part 3 – Libraries & Political Subdivisions

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 and served)
03-018 Type of political unit (contracting units 5, 6, 7, 8, 10 only)
03-019 Population 2010 census (served by contract)

Public Libraries and Political Subdivisions Served – notes

• 03-008 Additional county info is only required of libraries crossing county lines and the four county-contractuals
• 03-016 Type of political unit – taxed units
  • 1 (city/town)
  • 2 (more than ½ 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

• Replaced CAGIT, COIT, LOT with “miscellaneous income taxes”
### Part 4 – 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>Miscellaneous Income Taxes or LIT (Local Income Tax)</td>
</tr>
<tr>
<td>04-003</td>
<td>Contractual revenue received for service</td>
</tr>
<tr>
<td>04-004</td>
<td>Total Local 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>04-005</td>
<td>Financial Institutions Tax (FIT)</td>
</tr>
<tr>
<td>04-006</td>
<td>License Vehicle Excise Tax</td>
</tr>
<tr>
<td>04-007</td>
<td>Commercial Vehicle Excise Tax (CVET)</td>
</tr>
<tr>
<td>04-008</td>
<td>Other State operating fund income</td>
</tr>
<tr>
<td>04-009</td>
<td>Source(s)</td>
</tr>
<tr>
<td>04-010</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>04-011</td>
<td>LSTA grants (operating fund)</td>
</tr>
<tr>
<td>04-012</td>
<td>Name of non-operating fund</td>
</tr>
<tr>
<td>04-013</td>
<td>Amount of LSTA grant placed in non-operating fund</td>
</tr>
<tr>
<td>04-014</td>
<td>Other Federal grants operating fund income</td>
</tr>
<tr>
<td>04-015</td>
<td>Source(s)</td>
</tr>
<tr>
<td>04-016</td>
<td>Total Federal operating fund income</td>
</tr>
</tbody>
</table>
Part 4 – Library Operating Fund Income

- PLAC reimbursement
- Fines and fees
- Interest on investments
- Gift receipts operating fund income
- Private and public foundation grants operating fund income
- Miscellaneous operating fund income
- Total public and private foundation grants income deposited into any fund
- Total other operating fund income
- Total operating fund income

Part 5 – EXPENDITURE DATA

- Collection development expenditure as a percentage of operating funds – standards raised to 8%

Part 5 – Expenditure Data

- Salaries/wages of all library staff
- Employee benefits
- Other personal services
- Total personal services
- Total staff expenditures
- Total supplies
Part 5 – Expenditure Data

### Other Services and Charges

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>Data 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 of other services and charges</td>
</tr>
</tbody>
</table>

### Capital Outlays From Operating Fund Expenditures

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-018</td>
<td>Land</td>
</tr>
<tr>
<td>05-019</td>
<td>Buildings</td>
</tr>
<tr>
<td>05-020</td>
<td>Improvements other than buildings</td>
</tr>
<tr>
<td>05-021</td>
<td>Furniture and equipment</td>
</tr>
<tr>
<td>05-022</td>
<td>Capital outlays for public access computers, electronic reading, and electronic media devices</td>
</tr>
</tbody>
</table>

### Operating Fund Expenditure Data

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-023</td>
<td>Books (include book lease)</td>
</tr>
<tr>
<td>05-024</td>
<td>Periodicals and newspapers</td>
</tr>
<tr>
<td>05-025</td>
<td>Audiovisual materials, non-printed (physical) materials, and microforms, not electronic</td>
</tr>
<tr>
<td>05-026</td>
<td>E-book, electronic collections, and database licensing/purchase/lease expenditures</td>
</tr>
<tr>
<td>05-027</td>
<td>Electronic physical format, including Playaways and e-readers</td>
</tr>
</tbody>
</table>
Part 5 – Expenditure Data

Non-Operating Fund Library Materials Expenditure Data

- 05-028 Books (include books lease)
- 05-029 Periodicals and newspapers
- 05-030 Audio/visual materials, non-printed (physical materials), and microforms, not electronic
- 05-031 E-book and electronic database licensing/purchase/lease expenditures
- 05-032 Electronic physical format, including Playaways and e-book readers

Part 5 – 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
- 05-038 Total operating fund expenditure for collection development
- 05-039 Total non-operating fund expenditure for collection development
- 05-040 Public access computers, electronic reading, and electronic media devices from all non-operating funds

Part 5 – Expenditure Data

- 05-041 Total operating fund expenditures
- 05-042 Other operating fund expenditures
- 05-043 Total operating expenditures
- 05-044 Total capital fund expenditures
Part 5 – Expenditure Data

Non-Resident Fee Standard

- 05-045: Total collection expenditures
- 05-046: Total 2016 operating expenditures per capita (for this year’s standards calculation)
- 05-047: Difference between 2016 OE per capita and non-resident fee
  (Subtract 05-046 from 05-045)
- 05-047a: Does your library’s non-resident fee meet the standard?
  (Select YES if 05-047 is a negative number; NO if it is a positive number)
- 05-048: Total 2017 operating expenditures per capita (for next year)
  Please make sure your 2018 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 the operating fund expenditure

PART 6 – CAPITAL REVENUE
What is Capital Revenue?

Definition:
- Report all revenue to be used for major capital expenditures by source of revenue.
- Include funds received for:
  - Site acquisition
  - New 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
  - Other one-time major projects

Exclusions:
- 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., carryovers).

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
Part 7 – Employment Data

**ALA-MLS Librarians**

- 07-001: Total number of all librarians with an ALA-MLS
- 07-002: Total number of paid hours per week for all ALA-MLS librarians
- 07-003: FTE for all librarians with an ALA-MLS
- 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 other paid staff
- 07-008: Total number of paid hours per week for all other paid staff
- 07-009: FTE for all other paid staff
- 07-010: Total number of all paid staff
- 07-011: Total number of paid hours per week for all paid staff
- 07-012: FTE for all paid staff
- 07-013: Number of hours per week considered to be full-time employment in your library
Part 8 – Library Service and Technology

Interlibrary Loans

08-001 Number of interlibrary loan items (items and photocopies) your library has provided to other libraries
08-002 Evergreen transits to other libraries (number will be supplied by the ISL)
08-003 SRCS materials provided to other libraries (number will be supplied by the ISL)
08-004 Total number of loans provided to other libraries
08-005 Number of interlibrary loan items (items and photocopies) your library has borrowed from other libraries
08-006 Evergreen transits from other libraries (number will be supplied by the ISL)
08-007 SRCS materials received from other libraries (number will be supplied by ISL)
08-008 Total number of loans received from other libraries
08-009 Net lending rate (@ items loaned/@ items borrowed)

Programs

Children (0-11 years) Library Programs

08-010 Number of Children’s (0-11 years) programs held in the library
08-011 Number of Children’s (0-11 years) programs held outside of the library

Young Adult (12-18 years) Library Programs

08-012 Number of Young Adult (12-18 years) programs held in the library
08-013 Number of Young Adult (12-18 years) programs held outside of the library

Adult (18+) years Library Programs

08-014 Number of Adult (18+) years programs held in the library
08-015 Number of Adult (18+) years programs held outside of the library

General (All Ages) Library Programs

08-016 Number of General (all ages) programs held in the library
08-017 Number of General (all ages) programs held outside of the library
### Part 8 – Library Service and Technology

#### Programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-018</td>
<td>Total number of non-library sponsored programs</td>
</tr>
<tr>
<td>08-019</td>
<td>Total number of all library-sponsored programs</td>
</tr>
</tbody>
</table>

#### Program Attendance

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-020</td>
<td>Attendance at Children's programs held in the library</td>
</tr>
<tr>
<td>08-025</td>
<td>Attendance at Children's programs held outside of the library</td>
</tr>
<tr>
<td>08-028</td>
<td>Total attendance at non-library sponsored programs</td>
</tr>
<tr>
<td>08-029</td>
<td>Total Children's program attendance</td>
</tr>
<tr>
<td>08-030</td>
<td>Total Young Adult program attendance</td>
</tr>
<tr>
<td>08-031</td>
<td>Total attendance at library sponsored programs</td>
</tr>
</tbody>
</table>

*Repeat for Young Adult, Adult, and General

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-032</td>
<td>How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?</td>
</tr>
<tr>
<td>08-033</td>
<td>Total number of annual visits in the library</td>
</tr>
<tr>
<td>08-034</td>
<td>Total number of reference transactions per year</td>
</tr>
</tbody>
</table>
### Part 8 – Library Service and Technology

#### Electronic Collections (Includes Licensed Databases)
- 08-035 Number of state licensed databases (INSPIRE)
- 08-036 Number of local and other (not INSPIRE) licensed databases
- 08-037 Name(s) of public use/commercial databases to which the library subscribes
- 08-038 Total electronic collections

#### Public Computers
- 08-039 Number of public Internet computer uses per year
- 08-040 Total number of wireless hubs, system-wide
- 08-041 Number of wireless Internet uses per year
- 08-042 Number of public computers system-wide
- 08-043 Number of staff computers

#### Library System Automation
- 08-044 Does your library have an automated bookkeeping system? Y/N
- 08-045 Name of bookkeeping system
- 08-046 Brand and version of Integrated Library System (ILS)
PART 9 – CIRCULATION AND HOLDINGS

- No longer reporting the number of e-readers or music players circulated
- Removed question about electronic (physical) format

Circulation and Holdings

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.

Part 9 – Circulation and Holdings

Circulation

- 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 (total of 09-002 and 09-003)
- 09-005 Circulation of all children’s materials
- 09-006 Total circulation of all materials (total of 09-001 and 09-005)
- 09-007 Total collection use (total of 09-001 and 09-004)
- 09-008 Total in-house usage of materials
### Part 9 – Circulation and Holdings

**Selected Holdings**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-009</td>
<td>Books (print)</td>
</tr>
<tr>
<td>09-010</td>
<td>Does the library belong to an e-book consortium?</td>
</tr>
<tr>
<td>09-011</td>
<td>Name of e-book consortium</td>
</tr>
<tr>
<td>09-012</td>
<td>Electronic books (LOCAL HOLDINGS)</td>
</tr>
<tr>
<td>09-013</td>
<td>Electronic books (CONSORTIUM HOLDINGS)</td>
</tr>
<tr>
<td>09-014</td>
<td>Electronic books (TOTAL) (SUM of 09-012 and 09-013)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-015</td>
<td>Video materials – physical units</td>
</tr>
<tr>
<td>09-016</td>
<td>Video materials – downloadable units (LOCAL HOLDINGS)</td>
</tr>
<tr>
<td>09-017</td>
<td>Video materials – downloadable units (CONSORTIUM HOLDINGS)</td>
</tr>
<tr>
<td>09-018</td>
<td>Video materials – downloadable units (TOTAL) (SUM of 09-016 and 09-017)</td>
</tr>
<tr>
<td>09-019</td>
<td>Audio materials – physical units</td>
</tr>
<tr>
<td>09-020</td>
<td>Audio materials – downloadable units (LOCAL HOLDINGS)</td>
</tr>
<tr>
<td>09-021</td>
<td>Audio materials – downloadable units (CONSORTIUM HOLDINGS)</td>
</tr>
<tr>
<td>09-022</td>
<td>Audio materials – downloadable units (TOTAL) (SUM of 09-019 and 09-021)</td>
</tr>
<tr>
<td>09-023</td>
<td>Current print serial subscriptions</td>
</tr>
<tr>
<td>09-024</td>
<td>Current electronic serial subscriptions</td>
</tr>
</tbody>
</table>

---

**PART 10 – LIBRARY BOARD**
Library Board

Some notes on completing this section:
- Provide most current info available (e.g., February additions)
- Provide any updates throughout the year to ISL
- 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)
- If a position is vacant, you may enter “vacant” in any required fields

Part 10 – Library Board

10-0001 Position: President
10-0002 First name
10-0003 Middle initial/name
10-0004 Last name
10-0005 Home address
10-0006 City
10-0007 ZIP code
10-0008 E-mail address
10-0009 Appointing authority
10-0010 Date term expires
10-0011 Number of consecutive terms
10-0012 Date initially appointed

Repeated for:
- Vice president
- Secretary
- Treasurer (OR Treasurer/Employee)
- Members

10-0091 What day of the month is the regular library board meeting?
10-0092 What is the time of the regular library board meeting?
Salary Section

- Provide most current information (2018 salaries, if known)
- Provide info for positions not currently occupied

Part 11 – Salary Section

1. 001  Annual salary of the director
2. 002  Does the director have an employment contract?
3. 003  What is the current level of certification for the library director?
Part 11 – Salary Section

### All Other Positions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Cert. Level Required</th>
<th>Min Hourly</th>
<th>Max Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant or Associate Director</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Department Head, Manager or Supervisor</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Branch Head</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Employee Fringe Benefit Info – Full-time Employees

- 11-501 PERS
- 11-502 Deferred compensation
- 11-503 Health insurance
- 11-504 Health Savings Account (HSA)
- 11-505 Dental insurance
- 11-506 Life insurance
- 11-507 Vision insurance
- 11-508 Disability
- 11-509 Paid time off for continuing education
- 11-510 Reimbursement for continuing education
- 11-511 Other 1 (specify)
- 11-512 Other 2 (specify)

### Employee Fringe Benefit Info – Part-time Employees

- 11-513 PERS
- 11-514 Deferred compensation
- 11-515 Health insurance
- 11-516 Health Savings Account (HSA)
- 11-517 Dental insurance
- 11-518 Life insurance
- 11-519 Vision insurance
- 11-520 Disability
- 11-521 Paid time off for continuing education
- 11-522 Reimbursement for continuing education
- 11-523 Other 1 (specify)
- 11-524 Other 2 (specify)
Part 11 – Salary Section

11.3.25 Number of vacation days
11.3.26 Number of sick days
11.3.27 Number of personal days
11.3.28 Holidays
11.3.29 Funeral/bereavement
11.3.30 Other days (specify)

Repeats for:
- Part-time Librarian
- Full-time Support Staff
- Part-time Support Staff

---

PART 12 – PLAC LOANS

PLAC Loans

- Don’t report any PLAC loans to your library
- Don’t include reciprocal loans or nonresident loans (unless using a PLAC card)
- You do NOT need to enter “0” for libraries, just skip them!
Part 12 – PLAC Loans

12-001 Did your library make any PLAC loans? Y/N

12-002 Adams Public Library System
12-003 Akron-Canton Public Library
12-004 Alexandria Monroe Public Library
12-005 Alexandria Public Library
12-237 Yorktown Public Library

12-238 Total PLAC Loans

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PART 13 – COMPLIANCE WITH STANDARDS FOR PUBLIC LIBRARIES

Compliance with Standards for Public Libraries

- Answer carefully; a "no" response may trigger a communication for ISL
- Use the clarification prompts, federal notes, or Part 14 to explain any standards issues
- 13-044 No longer "annual," but "ongoing" process of evaluation
- Adios, section on technology plan! 12 questions nixed, replaced with question about plan for equipment replacement
- Wording on services (for different age levels) changed to better reflect standards. No longer ask about "appropriately certified librarian"; remove enhanced/exceptional questions
- Public access includes means of printing
- No requirement that the internet policy has been reviewed by the board in past year
### Part 13 – Compliance with Standards

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-001 Does your library comply with Public Library Law under IC 36-12-7?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-002 If the answer to 13-001 is NO, explain</td>
<td></td>
</tr>
<tr>
<td>13-003 Does your library comply with other Indiana laws that affect municipal corporations?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-004 If the answer to 13-003 is NO, explain</td>
<td></td>
</tr>
<tr>
<td>13-005 Does your library comply with all federal laws affecting employment practices?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-006 If the answer to 13-005 is NO, explain</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-008 If the answer to 13-007 is NO, explain</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-010 If the answer to 13-009 is NO, explain</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-011 Do the library board and the director maintain separate functions?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-012 Is the board responsible for governance and policy?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-013 Is the director responsible for the administration, operation, and management of the library?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-014 Does the director work full-time?</td>
<td>Y/N</td>
</tr>
<tr>
<td>13-015 Does the director have the required certification under 590 IAC 5?</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

(For more information, check at [https://mylicense.in.gov/EVerification/Seac.aspx](https://mylicense.in.gov/EVerification/Seac.aspx))
Part 13 – Compliance with Standards

Plans and Policies

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? Y/N
13-017 An annual schedule of salaries? Y/N
13-018 A proposed library budget? Y/N

Part 13 – Compliance with Standards

Plans and Policies – Personnel

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

13-019 Recruitment? Y/N
13-020 Selection? Y/N
13-021 Appointments? Y/N
13-022 Personnel actions? Y/N
13-023 Salary administration? Y/N
13-024 Employee benefits? Y/N
13-025 The conditions of work? Y/N
13-026 Leaves? Y/N

Part 13 – Compliance with Standards

Boards and Bylaws

Has the library board adhered to the current approved principles provided by the Indiana State Library for library trustees?

13-027 Does the library adhere to the current approved principles provided by the Indiana State Library for library trustees? Y/N
13-028 Does the library have current, written bylaws that state its purpose and its operational procedures? Y/N
13-029 Do the library bylaws specifically state rules governing conflicts of interest issues? Y/N
13-030 Do the library bylaws specifically state rules governing nepotism? Y/N
13-031 Have the bylaws been reviewed by the board in the last three years? Y/N
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? Y/N
Part 13 – Compliance with Standards

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?

Part 13 – Compliance with Standards

Long Range Plan

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

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 to five years, depending on the length of your plan?

13-040 Have copies of the plan, plus all updates and revisions been filed with the ISL?

Part 13 – Compliance with Standards

Long Range Plan

Does your long range plan include:

13-041 ...a statement of community needs and goals?

13-042 ...measurable objectives and service in response to the community’s needs and goals?

13-043 ...an assessment of facilities, services, technology, and operations?

13-044 ...an ongoing evaluation process?

13-045 ...a plan for financial resources and sustainability?

13-046 ...an equipment replacement schedule? (NEW)

13-047 ...a professional development strategy? (NEW)

13-048 ...a statement of collaboration with other public libraries?

13-049 ...a statement of collaboration with other community partners?
Part 13 – Compliance with Standards

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 the library lend materials via a statewide reciprocal borrowing program?
13-053  Does the library lend materials using a local reciprocal borrowing agreement with at least one 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 the library lend materials using the OCLC Resource Sharing system?
13-056  Is the library a member of Evergreen Indiana?
13-057  How many days a week does your library receive Info Express courier service?

Part 13 – Compliance with Standards

Services

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?

...Repeat for young adult and children's services.
**Part 13 – Compliance with Standards**

**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 e-mail address or other means of electronic contact?

13-075 A link to INSPIRE.in.gov?

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

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

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

**PART 14 – STATEMENT OF INTENT TO COMPLY WITH STANDARDS**

- Please explain any NO answers given in Part 13
Part 15 – Supplemental Questions

DNR State Parks Pass Program

15-001 How many times was the pass (or passes) checked out?
15-002 Did the parks pass program bring any new patrons to the library this year?

Collaborative Summer Library Program

Please tell us how you used the 2017 Collaborative Summer Library Program (“Build a Better World”) materials supplied to every library system by the Indiana State Library. Mark ALL that apply.

15-003 We used the theme/slogan
15-004 We used the artwork
15-005 We used ideas from the programming manual
15-006 We did NOT use the Collaborative Summer Library Program materials in any way during Summer 2017
Part 15 – Supplemental Questions

Makerspaces

15-007 Does your library have a makerspace within the library, or provide access to any of the following equipment?
- Coding
- 3D printing
- Laser cutting
- Soldering
- Electronics (e.g. Arduino)
- Robot building/robotics
- Circuits and electricity
- Sewing/textile arts
- Woodworking
- Video or audio production

Part 15 – Supplemental Questions

Meeting Rooms

15-008 Does your library offer meeting rooms for public use? If so, what do you provide for meeting room users? Select all that apply:
- Wifi
- Projector
- Computer or laptop for presenter
- Multiple computers or laptops in a lab set-up
- Microphone
- Speakers
- Screen
- Dry erase board
- Onsite tech support for equipment

15-009 If you provide access to computers in your meeting room, how many computers are available?

Part 15 – Supplemental Questions

Miscellany

15-010 Does your library offer virtual reality headsets for programming or public use? Y/N
15-011 Does your library use a website building tool? Y/N
If so, please describe.
15-012 Did your library receive any grants in 2017? Y/N
If so, please list the grantor and purpose for the grant.
Certifying the Report

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

Submitting the Report

Step 1: Go to the Status tab. If needed, clear up any edit checks by making corrections or annotating with a federal note.

Submitting the Report

Step 2: Go to the Status tab OR the Submit Survey tab and click the green button.
You’re done!

Celebrate.

You’ve earned it.

Questions?

Library/Development Office
(800) 451-6028
ldo@library.in.gov

Angela Fox
(317) 234-6550
anfox@library.in.gov

Monday – Friday
7:30 – 4 pm