

2019 Public Library Annual Report Workshop

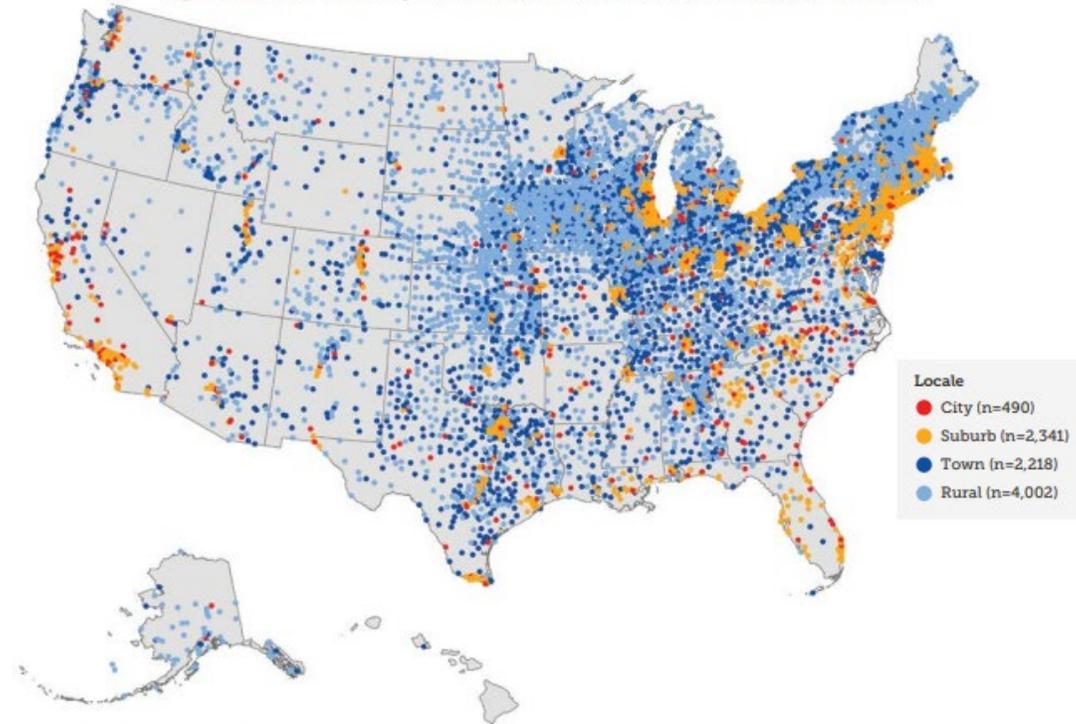
LIBRARY DEVELOPMENT OFFICE – ANGELA FOX

NOVEMBER 2019

WHAT IS THE ANNUAL REPORT?

- Only annual collection of public library data
- IMLS core questions + ISL additions
- “...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.”

Figure N-1. Public Library Administrative Entities in the United States, FY 2016



WHY FILL OUT THE ANNUAL REPORT?



Your Public

- Jobseekers, researchers, journalists
- Transparency



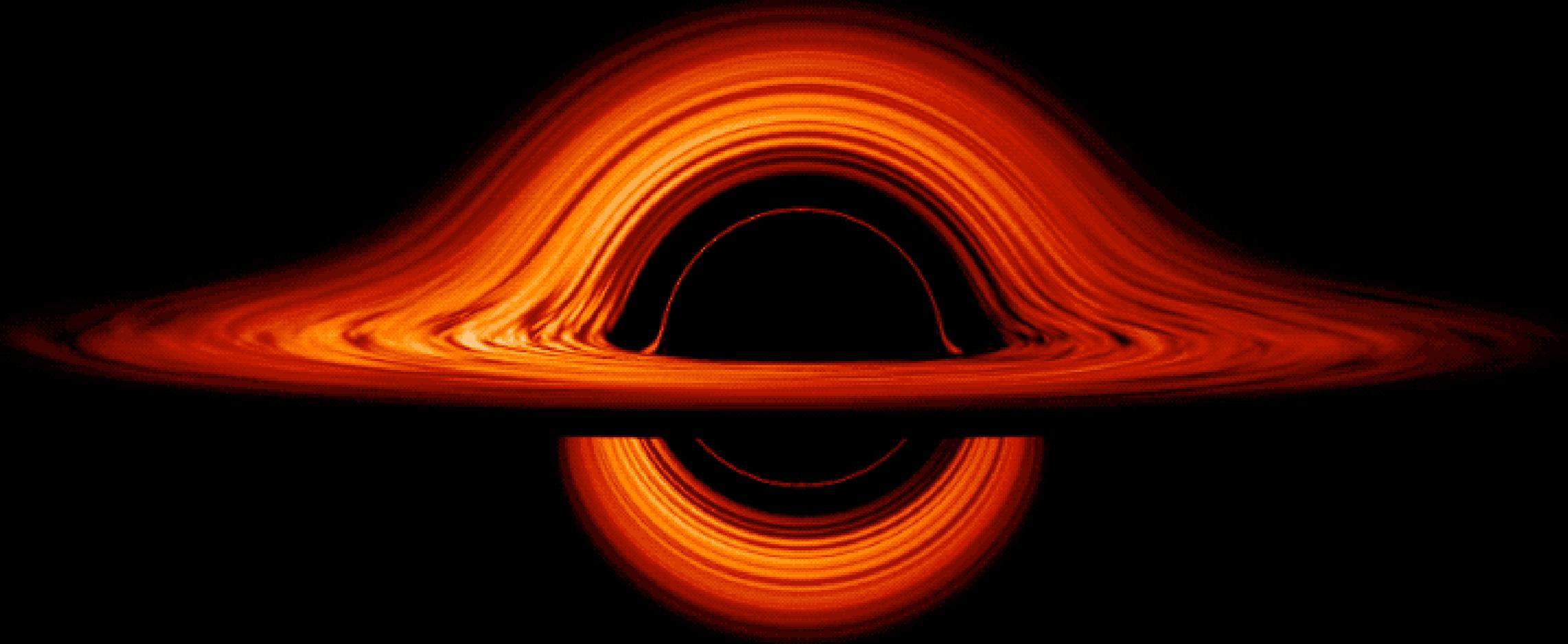
Your Library

- Comparisons: year-to-year, vs other libraries, etc.
- Statistics to support \$ requests
- Analyze and respond to community needs



ISL/IMLS

- Historical document
- Year-to-year comparison across state
- Identifying trends



What's Different in
2019?

What's Different: Wording

02-003 – Total number of non-resident (non-taxed) registered users →

02-003 – Total number of non-resident registered users

08-032 – How many weeks of a Summer Reading Program for children did your library offer at each fixed location? →

08-032 – How many weeks of a Children's Reading Program did your library offer at each fixed location?

09-024 – Current electronic serial subscriptions: Instructions altered to make clear that digital serials that come free with print subscriptions are counted here.

What's Different: Section 5 Revisions

Per the PLS:

OPERATING EXPENDITURES Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) “on behalf of” the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

What's Different: New Questions

08-035 Instructional reference services

- This number should also be included in the total number of reference transactions (08-034), and should be entered here only if your library keeps a separate count for this sort of activity. If you do not track this number independent of all other reference transactions, enter NA.

09-025 Non-traditional items, realia, or kits – physical units

- 09-025 Non-traditional items, realia, or kits – physical units – Include physical items that circulate for patron use that have not been counted in any other question. Examples of these materials can include items from a “library of things” (cake pans, power tools), board games, and STEAM kits containing robotics.

What's Different: New Interface

Indiana Public Library Annual Report 2018

[SHOW STATUS](#)  [SUBMIT](#) [SAVE](#)

Survey Navigation

1 - GENERAL INFORMATION

PART 1

PART 2

PART 3

PART 4

2 - REGISTRATIONS

3 - LIBRARIES AND POLITICAL
SUBDIVISIONS

4 - OPERATING REVENUE

5 - EXPENDITURE DATA

1 - General Information : Part 1

[SHOW LAST YEAR'S ANSWERS](#)

Questions relating to standards are in bolded blue font

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

Please provide the most current information available.

01-001 Name of the person preparing this report



FLAG



NOTE

01-002 Preparer's phone number



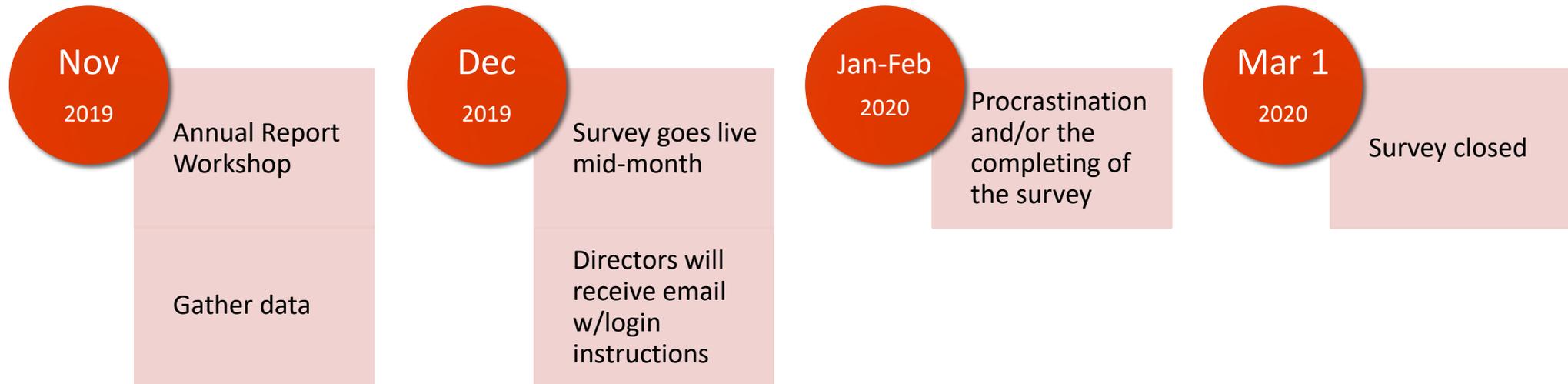
FLAG



NOTE

Starting the Survey

Timeline





- Log-in and password
- Help contacts
- Data / reports from your staff, circulation, and bookkeeping systems

Navigating the Survey

- Chrome is now the **preferred** browser
- Click on question numbers for help
 - Disable pop-up blockers
- Use **Prev** and **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

SHOW LAST YEAR'S ANSWERS

Survey Interface

Use Tabs to navigate

- Survey
- FAQs
- Instructions
- Printing

Current Surveys



Indiana Public Library
Annual Report 2018

[CONTINUE](#) [STATUS](#)



Indiana Public Library
Annual Report 2017

[CONTINUE](#) [STATUS](#)



Indiana Public Library
Annual Report 2016



Indiana Public Library
Annual Report 2015



Indiana Public Library
Annual Report 2014



Technical Difficulties?

- Check with your IT person / department
 - Local issues: firewalls, browsers, etc.
- Contact ISL
 - 1-800-451-6028
 - (317) 234-6550
 - Edit prefilled responses, retrieve passwords
- Call Bibliostat
 - 1-866-785-9935



INSTRUCTIONS -

TIME FRAME

You will be reporting on the **2019** calendar year.

Exceptions: - Give the most current information (e.g. early 2020) for:

- Respondent/contact identification
- Hours of operation
- Assessed valuation and tax rate
- Library board members, and
- Hourly salaries and benefits

ESTIMATES

- 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 (must contact ISL to change)
0X – 005	Calculated total

General Information

PART 1

Part 1 – General Information

- 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**

Part 1 – General Information: 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

Part 1 – General Information: Building Hours

- 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
- 01-036 Sunday closing time

Formatting IS important:

- Eg: 10:00 AM, not 10:00AM or 10:00 A.M.

The screenshot shows a web browser window with the URL [http://collect.btol.com/\(S\(tsd20n55ikfr0u45mh4vebms\)\)/certs/IN15HOURSINPUT.aspx?OrgId=13322](http://collect.btol.com/(S(tsd20n55ikfr0u45mh4vebms))/certs/IN15HOURSINPUT.aspx?OrgId=13322). The page title is "Name of Library: ALEXANDRIA-MONROE PUBLIC LIBRARY". The main heading is "Indiana Public Library Annual Report 2015 Central Library Daily Hours". Below the heading is a table with three columns: "Days of Week", "Opening Time", and "Closing Time". The table has rows for Monday through Sunday. The "Opening Time" column contains codes (e.g., 01-024 for Monday) and a text input field. The "Closing Time" column contains codes (e.g., 01-025 for Monday) and a text input field. Below the table are four rows of text labels followed by input fields, all containing the number "0":
Total open hours for Central Library during a typical week.
Total number of hours Central Library is open after 6:00 p.m. per week.
Total number of hours per week Central Library is open on Saturday.
Total number of hours per week Central Library is open on Sunday.
A "Save to Collect" button is located at the bottom right of the form.

<u>Days of Week</u>	<u>Opening Time</u>	<u>Closing Time</u>
Monday	01-024 <input type="text"/>	01-025 <input type="text"/>
Tuesday	01-026 <input type="text"/>	01-027 <input type="text"/>
Wednesday	01-028 <input type="text"/>	01-029 <input type="text"/>
Thursday	01-030 <input type="text"/>	01-031 <input type="text"/>
Friday	01-032 <input type="text"/>	01-033 <input type="text"/>
Saturday	01-034 <input type="text"/>	01-035 <input type="text"/>
Sunday	01-036 <input type="text"/>	01-037 <input type="text"/>

Total open hours for Central Library during a typical week.

Total number of hours Central Library is open after 6:00 p.m. per week.

Total number of hours per week Central Library is open on Saturday.

Total number of hours per week Central Library is open on Sunday.

Save to Collect

Part 1 – General Information: Building Hours

- 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 2019
- 01-043 Total hours the central library was open in 2019

Part 1 – General Information: Internet Access

- **01-044** Does the library provide 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

A blue rectangular button with the text "REMOVE GROUP" in white, uppercase letters.A blue rectangular button with the text "ADD GROUP" in white, uppercase letters.

- 01-0200 Total number of branches.

(If this answer = 0, skip questions 01-200a through 01-0239.)

Part 1 – General Information: Branch Information

01-200a Branch name

01-201a Branch name

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

Part 1 – General Information: Branch Information

01-0212 Number of weeks per year individual branch was open in 2019

01-213a Monday opening time

01-214a Monday closing time

– continued –

01-226a Sunday closing time

01-227a Total open hours for the branch during a typical week

Part 1 – General Information: Branch Information

01-228a Does the branch library provide internet access? Y/N

01-229a What type of internet access is available in the branch library? (options)

01-230a Specify the speed of internet access in the branch library.

01-237 Total annual hours of all branches

Part 1 – General Information: Bookmobile Information

01-300 Total number of bookmobiles
(If this answer = 0, skip 01-301a through 01-316)

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

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

01-312 Total annual hours of all bookmobiles

**01-500 Total system public service hours per year

Registrations

PART 2

Changes to your Registrations?

- Please explain any large changes to your registration numbers in a federal note (if the reason is known).
- Edit checks maybe be required for responses that are the **same**, less than **half**, or greater than **1.5 times** last year's answers

The screenshot shows a web interface for editing registration data. At the top, it says '2 - Registrations' and 'SHOW LAST YEAR'S ANSWERS'. Below this, there are instructions: 'Questions relating to standards are in bolded blue font' and 'Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.' The main section is titled '02-001 Total number of resident registered users' and contains a text input field with a question mark icon. To the right of the input field are 'FLAG' and 'NOTE' icons. Below the input field, there are three tabs: 'FEDERAL', 'LOCAL', and 'PREVIOUS YEAR'. The 'FEDERAL' tab is selected and highlighted with a red underline. At the bottom right of the form, there are 'CLOSE' and 'SAVE' buttons.

Part 2 – Registrations

- 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 reciprocal users
- 02-005 Total number of PLAC users
- 02-006 Total number of non-resident cards issued to student users
- 02-007 Total non-resident cards issued to school employees
- 02-008 Total number of non-resident cards issued to library employees

Part 2 – Registrations

02-009 Amount of non-resident fee

02-010 Date the library board adopted this fee

02-011 Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the past three (3) years and do not owe materials, fines, or fees to the library?

Political Subdivisions

PART 3

Part 3 – Libraries and Political Subdivisions

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

Part 3 – Libraries and Political Subdivisions

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 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)

03-020 Were there any changes to your library's service area?

03-021 If the answer to 03-020 is YES, please explain

Part 3 – Libraries and Political Subdivisions: 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 unites

- 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

Library Revenue

PART 4

Part 4 – Library Revenue: Local Government

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

Part 4 – Library Revenue: State Government

04-005 Financial Institutions Tax (FIT)

04-006 License Vehicle Excise Tax

04-007 Commercial Vehicle Excise Tax (CVET)

04-008 State Technology Grant Fund

04-009 Other state income

04-010 Source(s)

04-011 Total state revenue

Part 4 – Library Revenue: Federal Government

04-012 LSTA grants

04-013 Other federal income

04-014 Source(s)

04-015 Total federal income

Part 4 – Library Revenue: Other

04-016 PLAC reimbursement

04-024 Total revenue

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

Expenditure Data

PART 5

PLS Definition

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies ...“on behalf of” the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Do not report the value of free items as expenditures.

Do not report estimated costs as expenditures.

Do not report capital expenditures under this category.

Part 5 – Expenditure Data: 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

Part 5 – Expenditure Data: Other Services and Charges

05-007 Professional services

05-017 Total of other services and charges

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

Part 5 – Expenditure Data: Capital Outlays

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

Part 5 – Expenditure Data: Library Collections

05-023 Books

05-024 Periodicals and newspapers

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

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

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

Part 5 – Expenditure Data: Non-Operating Fund Materials

This sub-section has been eliminated: operating and non-operating funds are no longer separated.

Part 5 – Expenditure Data: Totals

05-028 Total expenditures for print materials

05-029 Total expenditures for electronic materials

05-030 Total expenditures for other materials

05-031 Total operating fund capital outlays

05-032 Total expenditures for collection development

05-033 Public access computers, e-readers and electronic media devices from all non-operating funds

Part 5 – Expenditure Data: Totals

05-034 Total operating fund expenditures

05-035 Other operating expenditures

05-036 Total operating expenditures

05-037 Total capital fund expenditures

Part 5 – Expenditure Data: Non-Resident Fee Standard

05-038 Total expenditures for collection development, including capital outlays for PACs, e-readers, etc.

05-039 Total 2019 operating expenditures per capita

05-040 Difference between 2019 OE per capita and non-resident fee

- subtract Q02-009 from Q05-039

05-041a 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.

05-042 Total 2019 operating expenditures per capita

- Please make sure your 2020 non-resident fee is equal or greater than this amount

Part 5 – Expenditure Data: Collection Development Standard

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

Capital Revenue

PART 6

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 renovations 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
- 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

Employment Data

PART 7

Part 7 – Employment Data: 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

Part 7 – Employment Data: 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

Library Service and Technology

PART 8

Part 8 – Library Service and Technology: Interlibrary Loans

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

08-002 Evergreen transits to other libraries

08-003 SRCS materials provided to other libraries

08-004 Total number of loans provided to other libraries

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

08-006 Evergreen transits received from other libraries

08-007 SRCS materials received from other libraries

08-008 Total number of loans received from other libraries

08-009 Net lending rate (# items loaned / # items borrowed)

Part 8 – Library Service and Technology: Programs

Children's (0-11 years) Library Programs

08-010 Number of children's programs held in the library

08-011 Number of children's programs held outside of the library

Young Adult (12-18 years) Library Programs

08-012 Number of young adult programs held in the library

08-013 Number of young adult programs held outside of the library

Adult (18+ years) Library Programs

08-014 Number of adult programs held in the library

08-015 Number of Adult programs held outside of the library

General (All Ages) Library Programs

08-016 Number of general programs held in the library

08-017 Number of general programs held outside of the library

Part 8 – Library Service and Technology: Programs

08-018 Total number of non-library sponsored programs

08-019 Total number of all library sponsored programs

Part 8 – Library Service and Technology: Program Attendance

08-020 Attendance at children's programs held in the library

08-021 Attendance at children's programs held outside of the library

*Repeat for young adult, adult, and general

08-028 Total attendance at non-library sponsored programs

08-029 Total children's program attendance

08-030 Total young adult program attendance

08-031 Total attendance at library sponsored programs

Part 8 – Library Service and Technology

08-032 How many weeks of a Children’s Reading Program did you library offer at each fixed location?

08-033 Total number of annual visits to the library



08-034 Total number of reference transactions per year



Part 8 – Library Service and Technology

08-035 Instructional reference services

- Answer only if you track; NA if not
- Instructional reference services includes one-on-one interactions that are considered reference transactions by the national definition, but are typically far more time consuming and involved than traditional reference transactions. This is meant to capture more involved instruction, and not simple one-off questions such as turning on a device, finding an icon, etc. They may be scheduled in advance or drop-in consultations. Examples include help on small device use (e-readers, smartphones), computer instruction, resume help, and proctoring.

Part 8 – Library Service and Technology: Electronic Collections (and Databases)

08-036 Number of state-licensed databases (INSPIRE)

08-037 Number of local and other licensed databases (not INSPIRE)

08-038 Name(s) of public use/commercial databases to which the library subscribes

08-039 Total electronic collections

Part 8 – Library Service and Technology: Public Computers

08-040 Number of public internet computer uses per year

08-041 Number of wireless internet uses per year

08-042 Number of public computers, system-wide

08-043 Number of staff computers

08-044 Number of website visits

Part 8 – Library Service and Technology: Library System Automation

08-045 Does your library have an automated bookkeeping system? Y/N

08-046 Name of bookkeeping system

08-047 Brand and version of Integrated Library System (ILS)

Circulation and Holdings

PART 9

Part 9 – 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

- 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 (sum of 09-002 and 09-003)**
- 09-005 Circulation of all children's materials
- 09-006 Total circulation of all materials (sum of 09-001 and 09-002)**
- 09-007 Total collection use (sum of 09-001 and 09-004)**
- 09-008 Total in-house usage of materials

Part 9 – Circulation and Holdings: Selected Holdings

09-009 Books (print)

09-010 Does the library belong to an e-book consortium?

09-011 Name of e-book consortium

09-012 E-books (LOCAL HOLDINGS)

09-013 E-books (CONSORTIUM HOLDINGS)

09-014 E-books (TOTAL)

Part 9 – Circulation and Holdings: Selected Holdings

09-015 Video materials – physical units

09-019 Audio materials – physical units

09-016 Video materials – downloadable units
(LOCAL HOLDINGS)

09-020 Audio materials – downloadable units
(LOCAL HOLDINGS)

09-017 Video materials – downloadable units
(CONSORTIUM HOLDINGS)

09-021 Audio materials – downloadable units
(CONSORTIUM HOLDINGS)

09-018 Video materials – downloadable units (TOTAL)

09-022 Audio materials –downloadable units (TOTAL)

Part 9 – Circulation and Holdings: Selected Holdings

09-023 Current print serial subscriptions

09-024 Current electronic serials subscriptions

Library Board

PART 10

Part 10 – 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 of initial appointment

Part 10 – Library Board

Repeated for:

- * Vice president
- * Secretary
- * Treasurer (OR Treasurer/Employee)
- * Members

10-0991 What day of the month is the regular library board meeting?

10-0992 What is the time of the regular library board meeting?

Salary Section

PART 11

Part 11 – Salary Section

Provide most current information (2020 salaries, if known)

Provide info for positions not currently occupied

Looking for salary **schedule** - not necessarily what current position-holders make

Part 11 – Salary Section: Director

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?

Part 11 – Salary Section: All Other Positions

11-004 Job Title - Assistant or Associate Director	<input type="text" value="Assistant Director"/> ?	 FLAG	 NOTE
11-005 Certification level	<input type="text"/> ?	 FLAG	 NOTE
11-006 Minimum hourly wage	<input type="text"/> ?	 FLAG	 NOTE
11-007 Maximum hourly wage	<input type="text"/> ?	 FLAG	 NOTE

Part 11 – Salary Section: Benefits – Full-Time

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 Other 1 (specify)

11-512 Other 2 (specify)

Part 11 – Salary Section: Benefits – Part-Time

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 Other 1 (specify)

11-524 Other 2 (specify)

Part 11 – Salary Section: Paid Time Off Per Year

Full-time Librarian

Repeats for

...Part-time Librarian

11-525 Number of vacation days

...Full-time Support Staff

11-526 Number of sick days

...Part-time Support Staff

11-527 Number of personal days

11-528 Number of holidays

11-529 Number of funeral/bereavement days

11-530 Other days

PLAC Loans

PART 12

Part 12 – 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 Carnegie Public Library

12-004 Alexandria-Monroe Public Library

12-005 Alexandrian Public Library

...

12-237 Yorktown Public Library

12-238 Total PLAC Loans

Compliance with Standards for Public Libraries

PART 13

Part 13 – Compliance with Standards for Public Libraries

Answer carefully; a “no” response *may* trigger a communication from ISL

Use the clarification prompts, federal notes, or Part 14 to explain any standards issues

Indiana Code: <http://iga.in.gov/legislative/laws/2019/ic/titles/036#36-12>

Indiana Administrative Code: http://www.in.gov/legislative/iac/iac_title?iact=590

Part 13 – Compliance with Standards for Public Libraries

13-001 Does your library comply with Public Library Law under 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

Part 13 – Compliance with Standards for Public Libraries: Board and Directors

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 the 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

(check at <https://mylicense.in.gov/EVerification/Seac.aspx>)

Part 13 – Compliance with Standards for Public Libraries: 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 for Public Libraries: Personnel Policies

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	Conditions of work?	Y/N
13-026	Leaves?	Y/N

Part 13 – Compliance with Standards for Public Libraries: Boards and Bylaws

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 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?

Part 13 – Compliance with Standards for Public Libraries: Boards and Bylaws

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 our library provide [support for continuing education](#) for staff and trustees?

Part 13 – Compliance with Standards for Public Libraries: 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 for Public Libraries: 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?

13-047 ...a professional development strategy?

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 for Public Libraries: 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.

Part 13 – Compliance with Standards for Public Libraries: Resource Sharing

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 **InfoExpress** courier service?

Part 13 – Compliance with Standards for Public Libraries: Services

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?

...Repeat for young adult and children's services.

Part 13 – Compliance with Standards for Public Libraries: 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, audiobooks, and/on 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?

Part 13 – Compliance with Standards for Public Libraries: 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?

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, updated at least monthly, including the dates for the library board meetings?

Statement of Intent to Comply with Standards

PART 14

Supplemental Questions

PART 15

Part 15 – Supplemental Questions: Library of Things

15-001 Do you have a library of things – non-traditional library items – available for circulation? Y/N

15-001a If the answer to 15-001 is YES, which of the following do you offer? Select all that apply.

Board games

Puzzles

Kitchen equipment

Musical instruments

Recreation equipment (fishing rods, bird watching kits, badminton, etc.)

STEM items (coding and robotics kits, littleBits, etc.)

Tools/hardware

Other (list) _____

Part 15 – Supplemental Questions: Scheduling and Reservation Tools

15-002 Does your library use scheduling software for employee schedules? Y/N

15-002a Name of scheduling software?

15-003 Does your library use software to make meeting room reservations? Y/N

15-003a Name of meeting room reservation software?

15-003b Can patrons use the software directly to make their own reservations? Y/N

15-004 Does your library use software to register patrons for programs? Y/N

15-004a Name of patron registration software?

15-004b Can patrons use the software directly to register themselves/family for programs? Y/N

Part 15 – Supplemental Questions: Other

15-005 Does your library use a people-counter?

15-005a Brand/manufacturer of people-counter?

15-006 Does your library have a library pet?

15-006a Name(s) and species of pet?

STATUS



CELEBRATE

SAVE

CERTIFICATION

SHOW LAST YEAR'S
ANSWERS

Click [here](#) to print a copy of the **Signature Page**. This needs to be signed by both the director and board president in ink and returned via mail to the **Indiana State Library Development Office**. This is also due by **March 1, 2019**.

PREV

Certifying the Report

- Signatures
- Postmarked by March 1st



SUBMIT

SAVE

Edit Checks

Unanswered Questions

Flagged Questions

Edit Checks for Review

SHOW LAST YEAR'S ANSWERS

1 - General Information

01-500 Total system public service hours per year



Cannot equal 0. Please explain why your data is out of the normal range using the Federal note.

FEDERAL

LOCAL

PREVIOUS YEAR

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.

Status



SUBMIT

SAVE

Edit Checks

Unanswered Questions

Flagged Questions

Submit Survey

Please review the items below and then click the "Submit" button to complete the survey process. Please remember to print and save a copy of your survey and annotations.



All required questions must be answered before a survey can be submitted. Click [here](#) to view all required unanswered questions.



No questions are flagged for review.

Submitting the Report

Step 2: Go to the *Status* tab OR the *Submit Survey* tab and click the green button.



Celebrate!

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

