2020 Public Library Annual Report Workshop

Library Development Office – Angela Fox
November 2020; last updated Dec 1, 2020
What is the Annual Report?

- Only annual collection of public library data
- IMLS core questions (data elements) + ISL additions
### Why fill Out the Annual Report?

#### Your Public
- Jobseekers, researchers, journalists
- Transparency

#### Your Library
- Comparisons
  - Year-to-year
  - Other libraries
- Statistics to support requests
- Analyze and respond to community needs

#### ISL/IMLS
- Historical document
- Year-to-year comparisons across state, nation
- Identifying trends
- Check standards compliance (ISL)
What’s Different in 2020?
What’s New

- Reporting Methods
  - Library Visits
  - Reference Transactions
  - Select one of the following:
    - Count – Annual Count
    - Estimate – Annual Estimate Based on Typical Week(s)

- Updated Instructions
MANY STANDARDS WILL BE AUTOMATICALLY WAIVED FOR 2020

- Total number of hours a library is open during a typical week
- Total evening hours
- Total weekend hours
- Collection Development Expenditure %
- Number of programs
- Children’s Reading Program
• Number of weeks an outlet is open
  • More than half the hours that library has set for themselves; those hours may have changed in response to pandemic

• Number of weeks the central library/individual branch/bookmobile closed due to COVID-19

• Number of weeks LIMITED occupancy
  • Per PLS: Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.
What’s New
Programming

- In-Person – (Live)
- Virtual – Live
- Virtual – Recorded
What’s New
Programming

In-Person – (Live)

- “Traditional” metric
- Number of programs
- On- vs. off-site
- Target audience
  - Children
  - YA
  - Adult
  - General
- Attendance
What’s New
Programming

Virtual – (Live)

• Per IMLS definition: “...interacting with an audience in real time.”
• Number of programs
• Target audience
  • Children
  • YA
  • Adult
  • General
• Attendance (livestreams)
What’s New
Programming

Virtual – (Recorded)

- Per IMLS definition: “...include video or audio recordings created by a library staff person (or other party sponsored by the library)...for the audience to view or listen to on-demand.”
- Number of programs
- Attendance (page views/hits)
• How do you tally a program that is originally livestreamed, then later archived?
  • Count it as one virtual program – live
  • Count the live views during the stream as virtual program – live attendance/views
  • Do NOT count it as a second program when it is posted online
  • Count the hits/views on the recording as virtual program – recorded hits/views

• You only get to count it as one program, but you get to count all attendance, whether livestreams in real time or page views once posted
What’s New?

Supplemental – COVID-focused

- Series of YES/NO questions about ways COVID-19 affected many library services
  - Electronic Materials (add or increase)
  - Register for cards online
  - Reference service while closed
  - Outside services
  - Wi-Fi access
  - Staff reassigned
Starting the Survey
Nov 2020
Annual Report Workshop
Gather data

Dec 2020
Survey goes live mid-month
Email with login instructions

Jan-Feb 2021
Complete the survey

Mar 1st 2021
Survey closed
Signature pages due
Your Ducks

- Login and password
- Help contacts
- Data/reports from staff, circulation, bookkeeping
- Updated instructions
Navigating the Survey

- Chrome = preferred browser
- Click on question mark icons for help
  - Disable pop-up blockers
- Use **Prev** and **Next** buttons or side menu to navigate sections
- Click **Save** and **Logout** to close and return to the report
Questions relating to standards are in bolded blue font.

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

02-001 Total number of resident registered users

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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
General Instructions

**Time Frame**

You will be reporting on the 2020 calendar year.

- Exceptions: Give the most current information (e.g. early 2021) for:
  - Respondent/contact identification
  - Hours of operation
  - Assessed valuation and tax rate
  - Library board members
  - Hourly salaries and benefits

**Estimates**

- If the exact data are not known for any item, please estimate
- Only enter “O” if the correct entry for an item is zero or none
- Enter “N/A” if you know a particular is not zero, but you don’t know what it is and are unable estimate it.
General Information

Part 1
General Information

Respondent identification

- 01-001 Name of the person preparing this report
- 01-002 Preparer’s phone number
- 01-003 Time zone in which the library's administrative entity is located
- 01-004 Library name
- 01-005 Library class
- 01-006 Library director
- 01-007 Street address
- 01-008 City
- 01-009 ZIP code
General Information

Respondent identification

- 01-010  Is the mailing address the same as the address listed above?
- 01-011  Mailing address
- 01-012  Mailing city
- 01-013  Mailing ZIP code
- 01-014  Congressional district number
- 01-015  Phone
- 01-016  Fax
- 01-017  Does your library have an answering machine, voicemail or other similar technology?
- 01-018  Library URL
- 01-019  Public library email address, or a means of electronic contact listed on the library’s website
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
• 01-023 Click here to complete the central library daily hours
• 01-023a If your central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. Monday: 9:00AM – 12:00PM, 2:00PM-5:00PM), please provide those hours here.
• 01-024 Monday opening time
• 01-025 Monday closing time
• --continued--
• 01-036 Sunday opening time
• 01-037 Sunday closing time
• 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 2020
  • More than ½ of scheduled service hours. Include modified schedule.

• 01-043 Number of weeks per year the central library was closed in 2020

• 01-044 Number of weeks an outlet had limited occupancy due to COVID-19
  • Weeks may count for both limited and open

• 01-045 Total hours the central library was open in 2020
  • (Hours Open x Weeks Open) + (Hours in Limited Weeks x Number of Limited Weeks)
• 01-046 Does the library provide internet access?
• 01-047 What type of internet access is available in the central library?
• 01-048 Specify the download speed of internet access in the central library
• 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 the mailing address the same as the address listed above?

• 01-206a Branch mailing address

• 01-207a Phone 01-208a Fax

• 01-029 Year built

• 01-210a Year of the most recent structural addition or alteration

• 01-211a Square footage of branch
General Information

Branches

- 01-212a  Number of weeks per year individual branch was open in 2020
- 01-213a  Number of weeks the individual branch closed due to COVID-19
- 01-214a  Number of weeks a branch had limited occupancy due to COVID-19

- 01-215a  Monday opening time
- 01-216a  Monday closing time

--continued--

- 01-227a  Sunday opening time
- 01-228a  Sunday closing time
- 01-229a  Total open hours for the branch library during a typical week
General Information

- 01-300a  Total number of bookmobiles
- 01-301a  Bookmobile name
- 01-302a  Bookmobile street address
- 01-303a  Bookmobile city
- 01-304a  Bookmobile county
- 01-305a  Bookmobile ZIP
- 01-306a  Is the mailing address the same as the address listed above?
- 01-307a  Bookmobile mailing address
- 01-308a  Phone
- 01-309a  Fax
General Information

Bookmobiles

- 01-310a  Total number of hours the bookmobile is open during a typical week
- 01-311a  Number of weeks per year the bookmobile is open
- 01-312a  Number of weeks the bookmobile closed due to COVID-19
- 01-313a  Number of weeks bookmobile had limited occupancy due to COVID-19

- 01-314a  Total hours the bookmobile was open in 2020

01-500  Total system public service hours per year
Registrations

Part 2
Registrations

- 02-001  Total number of resident registered users
- 02-002  Total number 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 number of non-resident cards issued to school employees
- 02-008  Total number of non-resident cards issued to library employees
Registrations

- 02-009  Amount of non-resident fee
- 02-010  Date 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?
Libraries and Political Subdivisions

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?
Libraries and Political Subdivisions

Additional Counties

- 03-008 Name of additional county
- 03-009 Total assessed valuation for additional county
- 03-010 Operating tax rate for additional county
- 03-011 Debt fund tax rate
- 03-012 LCPF tax rate
• 03-013  Total district population without contracts
• 03-014  Total district population with contracts
• 03-015  Political subdivision name
• 03-016  Type of political unit taxed (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)
### Libraries and Political Subdivisions

#### Political Unit - TAXED
- 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

#### Political Unit - CONTRACTING
- 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
• 03-020  Were there any changes to your library’s service area? (Changes may include annexations, mergers, or changes to contracts.)

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

Part 4
Operating 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
Operating Revenue
State Government

- 04-005  Financial Institutions Tax (FIT)
- 04-006  License Vehicle Excise Tax
- 04-007  Commercial Vehicle Excise Tax (CVET)
- 04-008  Broadband Connectivity Grant (State Technology Grant Fund)
- 04-009  Other State Revenue
- 04-010  Source(s)
- 04-011  Total state revenue
Operating Revenue
Federal Government

- 04-012  LSTA grants
- 04-013  Other federal revenue
- 04-014  Source (s)
- 04-015  Total federal revenue
Operating Revenue

- 04-016  PLAC reimbursement
- 04-017  Fines and fees
- 04-018  Interest on investments
- 04-019  Gift receipts
- 04-020  Private and public foundation grants
- 04-021  Miscellaneous revenue
- 04-022  Source(s)

- 04-023  Total other revenue

- 04-024  Total revenue
Expenditures

Part 5
Expenditures

Operating Fund: 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
Expenditures

Operating Fund: Other Services and Charges

- 05-007  Professional services
- 05-008  Communication and transportation
- 05-009  Printing and Advertising
- 05-010  Insurance
- 05-011  Utility services
- 05-012  Repairs and maintenance
- 05-013  Rentals
- 05-014  Debt service
- 05-015  Lease rental
- 05-016  Other

- 05-017  Total of other services and charges
Expenditures

- 05-018  Land
- 05-019  Buildings
- 05-020  Improvements other than buildings
- 05-021  Furniture and equipment
- 05-022  Capital Outlays for public access computers, e-readers, and electronic media devices
Expenditures

Library Materials – Operating Fund

- 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
• 05-028  Books
• 05-029  Periodicals and newspapers
• 05-030  Audio/Visual materials, microforms, and other non-printed, physical materials
• 05-031  E-book, electronic collections, and database licensing/purchase/lease expenditures
• 05-032  Electronic physical format, including Playaways and e-book readers
Expenditures

Library Materials - Totals

- 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
- 05-038  Total non-operating fund expenditure for collection development
- 05-039  Total non-operating fund expenditure for collection development
• 05-040  Public access computers, e-readers and electronic media devices from all non-operating funds
• 05-041  Total operating fund expenditures
• 05-042  Other operating expenditures
• 05-043  Total operating expenditures
• 05-044  Total capital fund expenditures
- 05-045 Total collection expenditures
- 05-046 Total 2019 operating expenditures per capita (for this year’s standards calculations)
- 05-047 Difference between 2019 OE per capita and non-resident fee
- 05-047a Does your library’s non-resident fee meet the standard?
- 05-048 Total 2020 operating expenditures per capita
- 05-049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure
Capital Revenue

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
• 07-001  Total number of all librarians with 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 librarians, including ALA-MLS
  • MUST be greater than or equal to 07-001 (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
Employment Data

All Other Staff

- 07-007  Total number of all other paid staff
- 07-008  Total number of paid hours per week for all other paid staff
- 07-009  FTE for all other paid staff
Employment Data

- 07-010  Total number of all paid staff
- 07-011  Total hours paid per week for all paid staff
- 07-012  FTE for all paid staff
- 07-013  Number of hours per week considered to be full-time employment in your library
Library Service and Technology

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)
Library Service and Technology

Programs – In-person

- 08-010 Number of children’s programs held in the library
- 08-011 Number of children’s programs held outside of the library
- 08-012 Number of young adult programs held in the library
- 08-013 Number of young adult programs held outside of the library
- 08-014 Number of adult programs held in the library
- 08-015 Number of adult programs held outside of the library
- 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
Library Service and Technology

Programs – In-person

- 08-018  Total number of non-library sponsored programs
- 08-019  Total number of all IN-PERSON library sponsored programs
Program Attendance – In-person

- 08-020 Attendance at children’s programs held in the library
- 08-021 Attendance at children’s programs held outside of the library
- 08-022 Attendance at young adult programs held in the library
- 08-023 Attendance at young adult programs held outside of the library
- 08-024 Attendance at adult programs held in the library
- 08-025 Attendance at adult programs held outside of the library
- 08-026 Attendance at general (all ages) programs held in the library
- 08-027 Attendance at general (all ages) programs held outside of the library
Library Service and Technology

Program Attendance – In-person

- 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
Did the library create live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?

Number of children’s virtual – live programs
Number of young adult virtual – live programs
Number of adult virtual – live programs
Number of general (all ages) virtual – live programs
Total number of virtual – live programs
Attendance at children’s virtual – live programs
Attendance at young adult virtual – live programs
Attendance at adult virtual – live programs
Attendance at general (all ages) virtual – live programs
Total attendance at virtual – live programs
Library Service and Technology

"Real time" Totals

- **08-043**  Total number of children’s live programs (includes in-person and virtual – live)
- **08-044**  Total number of young adult live programs (includes in-person and virtual – live)
- **08-045**  Total number live programs (includes in-person and virtual – live)
- **08-046**  Total attendance at children’s live programs (includes in-person and live-virtual)
- **08-047**  Total attendance at young adult live programs (includes in-person and live-virtual)
- **08-048**  Total attendance at live library-sponsored programs (includes in-person and live-virtual)
Library Service and Technology

Virtual Programs - Recorded

- 08-049  Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?

- 08-050  Number of virtual – recorded programs
- 08-051  Number of page views/hits on virtual – recorded programs
• 08-052  How many weeks of a Children’s Reading Program did your library offer at each fixed location?

• 08-053  Total number of annual visits to the library
  • 08-053a Library visits reporting method

• 08-054  Total number of reference transactions per year
  • 08-054a Reference transactions reporting method

• 08-055  Instructional reference services
• 08-056  Number of state licensed databases (INSPIRE databases)
• 08-057  Number of local and other licensed databases (not INSPIRE)
• 08-058  Name(s) of public use/commercial databases to which the library subscribes
• 08-059  Total electronic collections
- 08-060  Number of public internet computer uses per year
- 08-061  Number of wireless internet uses per year
- 08-062  Number of public internet computers, system-wide
- 08-063  Number of staff computers
- 08-064  Number of website visits

- 08-065  Does your library have an automated bookkeeping system?
- 08-066  Name of bookkeeping system
- 08-067  Brand and version of Integrated Library System (ILS)
Circulation and Holdings

Part 9
Circulation and Holdings

Circulation and Collections Use

- 9-001  Circulation of physical items
- 09-002  Use of electronic materials
- 09-003  Successful retrieval of electronic information
- 09-004  Total electronic content use
- 09-005  Circulation of all children’s materials
- 09-006  Total circulation of all materials
- 09-007  Total collection use
- 09-008  Total in-house usage of materials
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)
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<th>Description</th>
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<tr>
<td>09-015</td>
<td>Video materials, physical units</td>
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<tr>
<td>09-016</td>
<td>Video materials, downloadable units (LOCAL HOLDINGS)</td>
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<tr>
<td>09-017</td>
<td>Video materials, downloadable units (CONSORTIUM HOLDINGS)</td>
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<tr>
<td>09-018</td>
<td>Video materials, downloadable units (TOTAL)</td>
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<tr>
<td>09-019</td>
<td>Audio materials, physical units</td>
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<td>09-020</td>
<td>Audio materials, downloadable units (LOCAL HOLDINGS)</td>
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<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)</td>
</tr>
</tbody>
</table>
Circulation and Holdings

- 09-023  Current print serial subscriptions
- 09-024  Current electronic serial subscriptions
- 09-025  Non-traditional items, realia, or kits – physical units
- 09-026  Does your library circulate hotspots?
Library Board

Part 10
Library Board

- 10-0001  Position: President
- 10-0002  First name
- 10-0003  Middle initial/name (optional)
- 10-0004  Last name
- 10-0005  Home address
- 10-0006  City
- 10-0007  ZIP code
- 10-0008  Email address
- 10-0009  Appointing authority
- 10-0010  Date term expires
- 10-0011  Number of consecutive terms
- 10-0012  Date of initial appointment
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 and Benefits

Part 11
Salary and Benefits

Director

- 11-001  Annual salary of the director
- 11-002  Does the library director have an employment contract?
- 11-003  What is the current level of certification held by the library director?
Salary and Benefits

All Other Positions
Salary and Benefits

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)
Salary and Benefits

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)
Salary and Benefits

Paid Time Off

Full-Time Librarian

- 11-525 Number of vacation days
- 11-526 Number of sick days
- 11-527 Number of personal days
- 11-528 Number of holidays
- 11-529 Number of funeral/bereavement days
- 11-530 Number of other days (specify) OR all-purpose PTO

Repeats for:

- Part-time librarian
- Full-time support staff
- Part-time support staff
PLAC Loans

Part 12
PLAC Loans

• Don’t report loans TO your library
• Don’t include reciprocal loans or nonresident loans (unless using a PLAC card)
• You do NOT need to enter zero for libraries – just skip them!
• 12-001  Did your library make any PLAC loans?

• 12-002  Adams Public Library System
• 12-003  Akron Carnegie Public Library
• 12-004  Alexandria-Monroe Public Library
• 12-005  Alexandrian Public Library

• 12-237  Yorktown Public Library

• 12-238  Total PLAC Loans
Compliance with Standards for Public Libraries
Compliance with Standards for Public Libraries

- 13-001 Does your library comply with Public Library Law under IC 36-12?
- 13-002 If the answer to 13-001 is NO, explain
- 13-003 Does your library comply with other Indiana laws that affect municipal corporations?
- 13-004 If the answer to 13-003 is NO, explain
- 13-005 Does your library comply with all federal laws affecting employment practice?
- 13-006 If the answer to 13-005 is NO, explain
- 13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?
- 13-008 If the answer to 13-007 is NO, explain
Compliance with Standards for Public Libraries

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

• 13-010 If the answer to 13-009 is NO, explain
Compliance with Standards for Public Libraries

Board and Director

- **13-011**  Do the library board and the director maintain separate functions?
- **13-012**  Is the board responsible for governance and policy?
- **13-013**  Is the director responsible for administration, operation and management of the library?
- **13-014**  Does the director work full-time?
- **13-015**  Does the director have the required certification under 590 IAC 5?
Compliance with Standards for Public Libraries

Board and Director

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

- 13-016 A schedule of classification of employees
- 13-017 An annual schedule of salaries
- 13-018 A proposed library budget
Has the library board adopted 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
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?
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 your library provide support for continuing education for staff and trustees?
Compliance with Standards for Public Libraries

Long-Range Plans

- **13-036** Does the library have a written long-range plan of service?
- **13-037** What year did your current long-range plan begin?
- **13-038** What year does your current long-range plan end?
- **13-039** Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?
- **13-040** Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?
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?
Compliance with Standards for Public Libraries

Resource Sharing

- **13-050** Does your library provide interlibrary loan free of charge to other libraries within Indiana?
- **13-051** Does your library provide interlibrary loan free of charge to your users?
- **13-052** Does your library lend materials via a statewide reciprocal borrowing program?
- **13-053** Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?
- **13-054** If the answer to 13-053 is YES, please list libraries with which you have local reciprocal borrowing agreements.
- **13-055** Does your library lend materials using the OCLC resource sharing system?
- **13-056** Is your library a member of Evergreen Indiana?
- **13-057** How many days per week does your library receive InfoExpress courier service?
Does the library provide adult services, including:

- 13-058  Reference services, including knowledge of and access to reference materials, including INSPIRE?
- 13-059  A collection of materials for adults?
- 13-060  A space designated for adults in each fixed location?

...repeat for young adult and children’s services
Compliance with Standards for Public Libraries

Public Access

- **13-067**  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/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?
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
15-001 Were any of the library’s outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?

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

15-003 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?
Supplemental Questions
COVID-19 Pandemic’s Effect on Library Services

- **15-001** Were any of the library’s outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?
- **15-002** Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?
- **15-003** Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?
Supplemental Questions

COVID-19 Pandemic’s Effect on Library Services

- 15-004 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?
- 15-005 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?
- 15-006 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the pandemic?
- 15-007 Did the library provide “outside” service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?
Supplemental Questions
COVID-19 Pandemic’s Effect on Library Services

• 15-008  Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?

• 15-009  Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?

• 15-010  Did the library increase access to Wi-Fi Internet to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?

• 15-011  Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?
Supplemental Questions
COVID-19 Pandemic’s Effect on Library Services

• 15-012  Did the library offer “Take and Make” activities prior to the COVID-19 pandemic?
• 15-013  Did the library add or increase “Take and Make” activities provided during the COVID-19 pandemic?
• 15-013a Number of “Take and Make” activities distributed (optional)
Supplemental Questions

Medical Intervention

- 15-014 Does your library own a defibrillator?
- 15-015 Does your library own Narcan?
Supplemental Questions

- 15-016 What’s something your library did in the past year that you’re proud of?
Certification
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<th>CERTIFICATION</th>
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<tr>
<td>Click <a href="#">here</a> 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, 2020.</td>
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Submitting the Report
Submitting the Report

Step 1: Go to the Status tab. If needed, clear 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.

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 have been answered.
- No questions are flagged for review.

⚠️ Not all survey responses passed their edit checks. Click here to view and edit these responses.
Questions?

Angela Fox
317 234-6550
anfox@library.in.gov
Monday – Friday
7:30 am – 4:00 pm