

# 2020 Public Library Annual Report Workshop

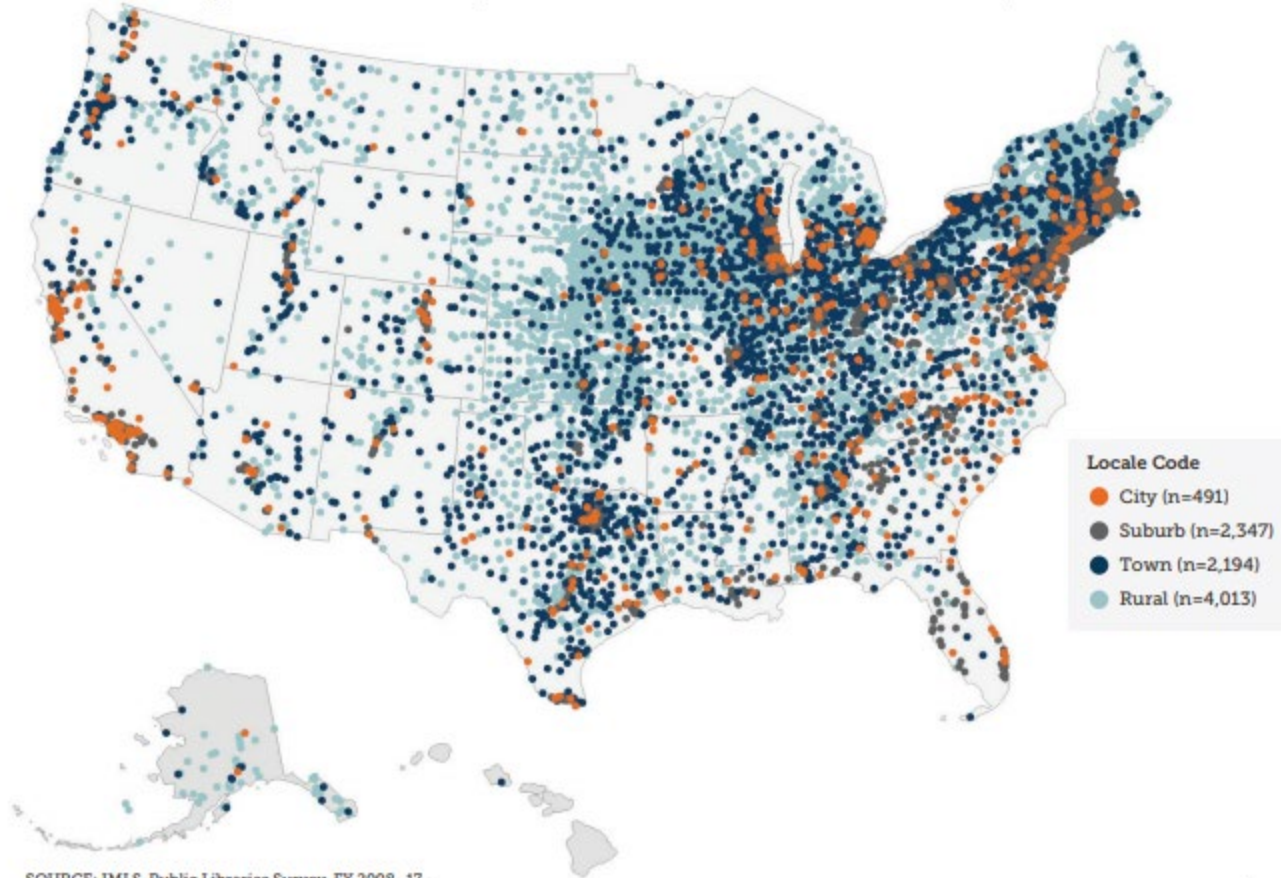
Library Development Office – Angela Fox  
November 2020; last updated Dec 1, 2020

# What is the Annual Report?

Only annual collection of public library data

IMLS core questions (data elements) + ISL additions

Figure N-1. Public Library Administrative Entities in the United States, FY 2017



# Why fill Out the Annual Report?

## Your Public

- Jobseekers, researchers, journalists
- transparency

## Your Library

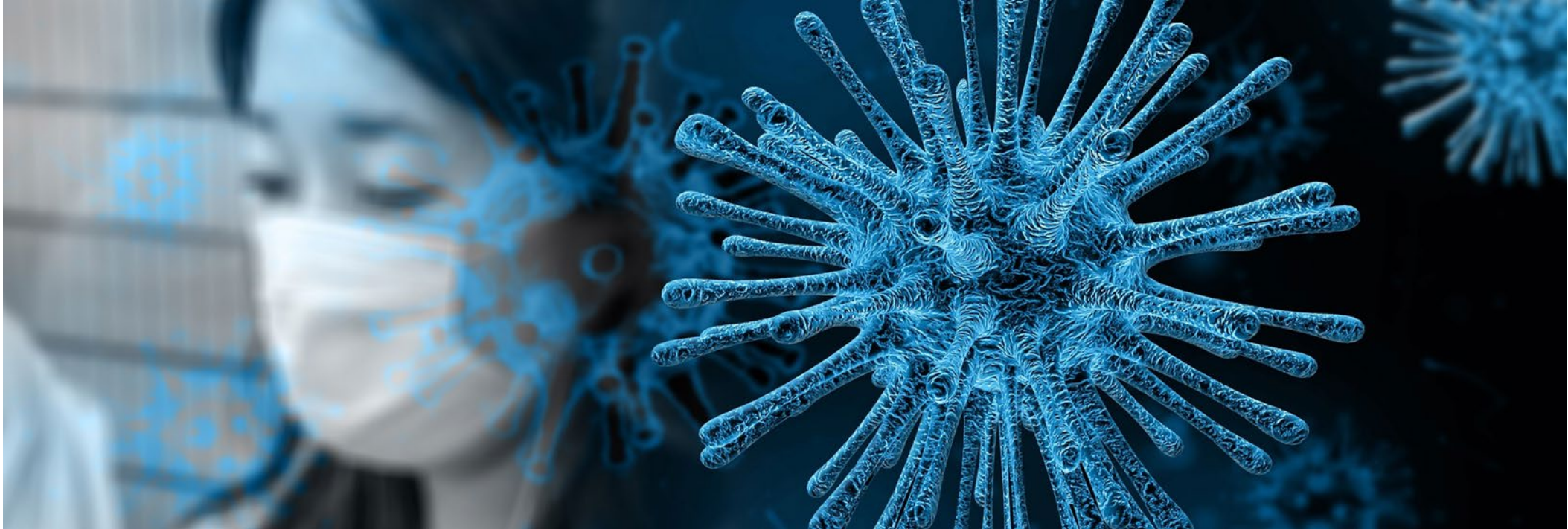
- Comparisons
  - Year-to-year
  - Other libraries
- Statistics to support \$ requests
- Analyze and respond to community needs

## 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- Historical document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



# What's New

## Standards Waivers

- 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

# What's New

Hours Affected by the Pandemic

- 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)

# What's New

Programming

- 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?

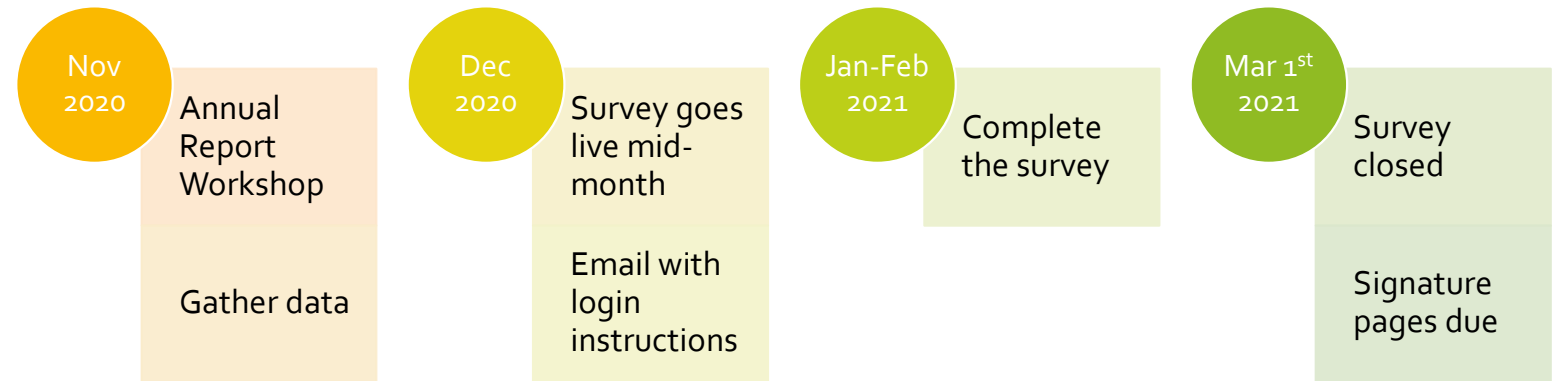
Supplemental – COVID-focused

- 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

# Timeline





# 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



# Indiana Public Library Annual Report 2019

SHOW STATUS



SUBMIT

PREV

NEXT

SAVE

## Survey Navigation

1 - GENERAL INFORMATION

PART 1

PART 2

PART 3

**2 - REGISTRATIONS**

3 - LIBRARIES AND POLITICAL SUBDIVISIONS

## 2 - Registrations

[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.

02-001 Total number of resident registered users



FLAG NOTE

# 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

# General Information

Hours

- 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

# General Information

## 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

# General Information

## Hours

- 01-042 Number of weeks per year the central library was open in 2020
  - More than  $\frac{1}{2}$  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)

# General Information

## Internet Access

- 01-046 Does the library provide internet access?
- 01-047 What type of internet access is available in the central library?
- 01-048 Specify the download speed of internet access in the central library

# General Information

## Branches

- 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

## Bookmobiles

- 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 use 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

# Libraries and Political Subdivisions

Additional Counties

- 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

# Libraries and Political Subdivisions

- 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

Other

- 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

Capital Outlays from Operating  
Fund Expenditures

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

# 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

# Expenditures

Library Materials – Non-Operating  
Fund

- 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

# Expenditures

Library Materials - Totals

- 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

# Expenditures

Library Materials - Totals

- 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



# Employment Data

Librarians

- 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

Totals

- 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 ( $\frac{\text{\#items loaned}}{\text{\#items borrowed}}$ )



# 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

# Library Service and Technology

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

# Library Service and Technology

Virtual Programs - Live

- 08-032 Did the library create live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?
- 08-033 Number of children's virtual – live programs
- 08-034 Number of young adult virtual – live programs
- 08-035 Number of adult virtual – live programs
- 08-036 Number of general (all ages) virtual – live programs
- 08-037 Total number of virtual – live programs
- 08-038 Attendance at children's virtual – live programs
- 08-039 Attendance at young adult virtual – live programs
- 08-040 Attendance at adult virtual – live programs
- 08-041 Attendance at general (all ages) virtual – live programs
- 08-042 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

## Library Service and Technology

- 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



# Library Service and Technology

## Electronic Collections

- 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

# Library Service and Technology

Computers, WiFi, Software

- 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)

# Circulation and Holdings

AV Holdings

- 09-015 Video materials, physical units
- 09-016 Video materials, downloadable units (LOCAL HOLDINGS)
- 09-017 Video materials, downloadable units (CONSORTIUM HOLDINGS)
- 09-018 Video materials, downloadable units (TOTAL)
  
- 09-019 Audio materials, physical units
- 09-020 Audio materials, downloadable units (LOCAL HOLDINGS)
- 09-021 Audio materials, downloadable units (CONSORTIUM HOLDINGS)
- 09-022 Audio materials, downloadable units (TOTAL)

# Circulation and Holdings

Other 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

# 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 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

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

# 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

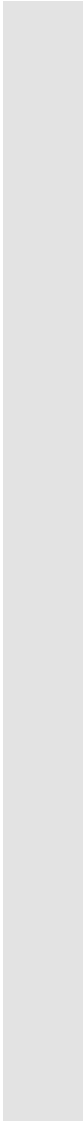



# PLAC Loans

- 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!

# PLAC Loans

- 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



# Compliance with Standards for Public Libraries

## Personnel Policies

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?

# Compliance with Standards for Public Libraries

## Long-Range Plans

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?

# 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

# 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](http://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



# 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

- 15-001 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 Internetto 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

# Certification

## 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, 2020**.

[PREV](#)



# 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.

**Edit Checks for Review** **SHOW LAST YEAR'S ANSWERS**

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**8 - Library Service and Technology**

**08-033** Total number of annual visits to the library

?

Current year is the same as prior year value. Please check the current year value for possible error or provide an explanation in a Federal note.

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**FEDERAL**    **LOCAL**    **PREVIOUS YEAR**

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# 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?

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Monday – Friday

7:30 am – 4:00 pm