

# Indiana Public Library Annual Report 2021

## 1 - General Information

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	_____
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	_____
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	<b>Phone</b>	_____
01- 016	Fax	_____
01- 017	<b>Does your library have an answering machine, voicemail or other similar technology?</b>	_____
01- 018	<b>Library URL</b>	_____

01- Public library email address or a means of  
019 electronic contact listed on the library's website \_\_\_\_\_

Building Questions

01- Year the current central library was built  
020 \_\_\_\_\_

01- Year of the most recent structural addition or  
021 alteration to the current central library \_\_\_\_\_

01- Square footage of the central library  
022 \_\_\_\_\_

01-023 Click [here](#) to complete the central library daily hours.

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours in the following format: XX:XX AM or XX:XX PM. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <https://www.in.gov/library/pldirectory.htm> and updated as you notify us of changes.

01- If your central library has non-standard schedule  
023a that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here. \_\_\_\_\_

01- **Total number of hours the central library is  
038 open during a typical week** \_\_\_\_\_

01- **Total number of hours per week the central  
039 library is open after 5:00 PM** \_\_\_\_\_

01- **Total number of hours per week the central  
040 library is open on Saturday** \_\_\_\_\_

01- **Total number of hours per week the central  
041 library is open on Sunday** \_\_\_\_\_

01- Number of weeks per year the central library was  
042 open in 2021 \_\_\_\_\_

01- Number of weeks the central library was closed  
043 due to COVID-19 \_\_\_\_\_

01- Number of weeks the central library had limited  
044 occupancy due to COVID-19 \_\_\_\_\_

01- **Total public service hours the central library  
045 was open in 2021** \_\_\_\_\_

Internet Access

01- Does the library provide internet access?  
046 \_\_\_\_\_

01- What type of internet access is available in the  
047 central library? \_\_\_\_\_

01- Specify the download speed of internet access in  
048 the central library.

Please specify the unit of measurement (e.g., 20  
MBPS)

Branch Information

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

Individual Branch Information

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

01- Branch name  
200a

01- Branch street address  
201a

01- Branch city  
202a

01- Branch county  
203a

01- Branch ZIP  
204a

01- Is the mailing address the same as the address  
205a listed above?

01- Branch mailing address  
206a

01- Phone  
207a

01- Fax  
208a

01- Year built  
209a

01- Year of the most recent structural addition or  
210a alteration to branch building

01- Square footage of branch  
211a

01- Number of weeks per year individual branch was  
212a open in 2021

01- Number of weeks the individual branch closed  
213a due to COVID-19

01- Number of weeks the individual branch had  
214a limited occupancy due to COVID-19

01- Monday opening time  
215a

01- Monday closing time  
216a

01- 217a	Tuesday opening time	_____
01- 218a	Tuesday closing time	_____
01- 219a	Wednesday opening time	_____
01- 220a	Wednesday closing time	_____
01- 221a	Thursday opening time	_____
01- 222a	Thursday closing time	_____
01- 223a	Friday opening time	_____
01- 224a	Friday closing time	_____
01- 225a	Saturday opening time	_____
01- 226a	Saturday closing time	_____
01- 227a	Sunday opening time	_____
01- 228a	Sunday closing time	_____
01- 229a	Total open hours for the branch library during a typical week.	_____
01- 230a	Total public service hours the branch was open in 2021	_____
01- 231a	Does the branch library provide internet access?	_____
01- 232a	What type of internet access is available in the branch library?	_____
01- 233a	Specify the download speed of internet access in the branch library	_____
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- 209a	Year built	_____
01- 210a	Year of the most recent structural addition or alteration to branch building	_____
01- 211a	Square footage of branch	_____
01- 212a	Number of weeks per year individual branch was open in 2021	_____
01- 213a	Number of weeks the individual branch closed due to COVID-19	_____
01- 214a	Number of weeks the individual branch had limited occupancy due to COVID-19	_____
01- 215a	Monday opening time	_____
01- 216a	Monday closing time	_____
01- 217a	Tuesday opening time	_____
01- 218a	Tuesday closing time	_____
01- 219a	Wednesday opening time	_____
01- 220a	Wednesday closing time	_____
01- 221a	Thursday opening time	_____
01- 222a	Thursday closing time	_____
01- 223a	Friday opening time	_____
01- 224a	Friday closing time	_____
01- 225a	Saturday opening time	_____
01- 226a	Saturday closing time	_____

- 01- Sunday opening time  
227a \_\_\_\_\_
- 01- Sunday closing time  
228a \_\_\_\_\_
- 01- Total open hours for the branch library during a  
229a typical week. \_\_\_\_\_
- 01- Total public service hours the branch was open in  
230a 2021 \_\_\_\_\_
- 01- Does the branch library provide internet access?  
231a \_\_\_\_\_
- 01- What type of internet access is available in the  
232a branch library? \_\_\_\_\_
- 01- Specify the download speed of internet access in  
233a the branch library \_\_\_\_\_
- 01- Branch name  
200a \_\_\_\_\_
- 01- Branch street address  
201a \_\_\_\_\_
- 01- Branch city  
202a \_\_\_\_\_
- 01- Branch county  
203a \_\_\_\_\_
- 01- Branch ZIP  
204a \_\_\_\_\_
- 01- Is the mailing address the same as the address  
205a listed above? \_\_\_\_\_
- 01- Branch mailing address  
206a \_\_\_\_\_
- 01- Phone  
207a \_\_\_\_\_
- 01- Fax  
208a \_\_\_\_\_
- 01- Year built  
209a \_\_\_\_\_
- 01- Year of the most recent structural addition or  
210a alteration to branch building \_\_\_\_\_
- 01- Square footage of branch  
211a \_\_\_\_\_
- 01- Number of weeks per year individual branch was  
212a open in 2021 \_\_\_\_\_
- 01- Number of weeks the individual branch closed  
213a due to COVID-19 \_\_\_\_\_
- 01- Number of weeks the individual branch had  
214a limited occupancy due to COVID-19 \_\_\_\_\_

- 01- Monday opening time  
215a \_\_\_\_\_
- 01- Monday closing time  
216a \_\_\_\_\_
- 01- Tuesday opening time  
217a \_\_\_\_\_
- 01- Tuesday closing time  
218a \_\_\_\_\_
- 01- Wednesday opening time  
219a \_\_\_\_\_
- 01- Wednesday closing time  
220a \_\_\_\_\_
- 01- Thursday opening time  
221a \_\_\_\_\_
- 01- Thursday closing time  
222a \_\_\_\_\_
- 01- Friday opening time  
223a \_\_\_\_\_
- 01- Friday closing time  
224a \_\_\_\_\_
- 01- Saturday opening time  
225a \_\_\_\_\_
- 01- Saturday closing time  
226a \_\_\_\_\_
- 01- Sunday opening time  
227a \_\_\_\_\_
- 01- Sunday closing time  
228a \_\_\_\_\_
- 01- Total open hours for the branch library during a  
229a typical week. \_\_\_\_\_
- 01- Total public service hours the branch was open in  
230a 2021 \_\_\_\_\_
- 01- Does the branch library provide internet access?  
231a \_\_\_\_\_
- 01- What type of internet access is available in the  
232a branch library? \_\_\_\_\_
- 01- Specify the download speed of internet access in  
233a the branch library \_\_\_\_\_
- 01- Total annual public service hours of all branches  
237 \_\_\_\_\_

Bookmobile Information

- 01- Total number of bookmobiles (If this answer = 0,  
300 skip questions 01-301a through 01-315) \_\_\_\_\_

Individual Bookmobile Information

01- Bookmobile name 301a	_____
01- Street address 302a	_____
01- City 303a	_____
01- County 304a	_____
01- ZIP 305a	_____
01- Is the bookmobile's mailing address the same as 306a the address listed above?	_____
01- Mailing address 307a	_____
01- Phone 308a	_____
01- Fax 309a	_____
01- Total number of hours the bookmobile is open 310a during a typical week	_____
01- Number of weeks per year the bookmobile is 311a open	_____
01- Number of weeks the bookmobile closed due to 312a COVID-19	_____
01- Number of weeks the bookmobile had limited 313a occupancy due to COVID-19	_____
01- Total public service hours the bookmobile was 314a open in 2021	_____
01- Bookmobile name 301a	_____
01- Street address 302a	_____
01- City 303a	_____
01- County 304a	_____
01- ZIP 305a	_____
01- Is the bookmobile's mailing address the same as 306a the address listed above?	_____
01- Mailing address 307a	_____
01- Phone 308a	_____



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- 312a	Number of weeks the bookmobile closed due to COVID-19	_____
01- 313a	Number of weeks the bookmobile had limited occupancy due to COVID-19	_____
01- 314a	Total public service hours the bookmobile was open in 2021	_____
01- 301a	Bookmobile name	_____
01- 302a	Street address	_____
01- 303a	City	_____
01- 304a	County	_____
01- 305a	ZIP	_____
01- 306a	Is the bookmobile's 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- 312a	Number of weeks the bookmobile closed due to COVID-19	_____
01- 313a	Number of weeks the bookmobile had limited occupancy due to COVID-19	_____
01- 314a	Total public service hours the bookmobile was open in 2021	_____
01- 315	Total annual public service hours of all bookmobiles	_____
01- 500	Total system public service hours per year	_____

## 2 - Registrations

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  | _____ |
| 02-002  | Total number of users from contracting areas   | _____ |
| 02-003  | Total number of non-resident registered users  | _____ |
| 02-003a | <b>Total number of registered users</b>  | _____ |
| 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   | _____ |
| 02-009  | <b>Amount of non-resident fee</b>  | _____ |
| 02-010  | Date the library board adopted this fee  | _____ |
| 02-011  | <b>Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?</b> | _____ |

## 3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

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

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions.

**2010 Census figures are used for all calculations**

- |        |   |       |
|--------|---|-------|
| 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	_____
03-013	<b>Total district population without contracts</b>	_____
03-014	<b>Total district population with contracts</b>	_____
03-015	Political subdivision name	_____
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	_____
03-017	Population <u>2010 census</u> (taxed and served)	_____
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	_____
03-019	Population <u>2010 census</u> (served by contract)	_____
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	_____

**4 - Operating Revenue**

Questions relating to standards are in bolded blue font.

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

Local Government Revenue

- 04- Property tax or CEDIT income from library tax  
001 rate \_\_\_\_\_
- 04- Miscellaneous income taxes or LIT (Local Income  
002 Tax) \_\_\_\_\_
- 04- Contractual revenue received for service  
003 \_\_\_\_\_
- 04- **Total local government revenue**  
004 \_\_\_\_\_

State Government Revenue

- 04- Financial Institutions Tax (FIT)  
005 \_\_\_\_\_
- 04- License Vehicle Excise Tax  
006 \_\_\_\_\_
- 04- Commercial Vehicle Excise Tax (CVET)  
007 \_\_\_\_\_
- 04- Broadband Connectivity Grant  
008 \_\_\_\_\_
- 04- Other state revenue  
009 \_\_\_\_\_
- 04- Source(s):  
010 \_\_\_\_\_
- 04- **Total state revenue**  
011 \_\_\_\_\_

Federal Government Revenue

- 04- LSTA grants  
012 \_\_\_\_\_
- 04- Other federal revenue (including CARES Act  
013 funds) \_\_\_\_\_
- 04- Source(s):  
014 \_\_\_\_\_
- 04- **Total federal revenue**  
015 \_\_\_\_\_

Other Revenue

- 04- PLAC reimbursement  
016 \_\_\_\_\_
- 04- Fines and fees  
017 \_\_\_\_\_
- 04- Interest on investments  
018 \_\_\_\_\_
- 04- Gift receipts  
019 \_\_\_\_\_

04- 020	Private and public foundation grants	_____
04- 021	Miscellaneous revenue	_____
04- 022	Source(s):	_____
04- 023	<b>Total other revenue</b>	_____
04- 024	<b>Total operating revenue</b>	_____

**5 - Operating Fund Expenditures**

Questions relating to standards are in bolded blue font.

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

Staff and Supplies

05- 001	Salaries/wages of all library staff	_____
05- 002	Employee benefits	_____
05- 003	Other personal services	_____
05- 004	<b>Total personal services</b>	_____
05- 005	<b>Total staff expenditures</b>	_____
05- 006	Total supplies	_____

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- Debt service  
014 \_\_\_\_\_
- 05- Lease rental  
015 \_\_\_\_\_
- 05- Other  
016 \_\_\_\_\_
- 05- **Total of other services and charges**  
017 \_\_\_\_\_

Capital Outlays from Operating Fund Expenditures

- 05- Land  
018 \_\_\_\_\_
- 05- Buildings  
019 \_\_\_\_\_
- 05- Improvements other than buildings  
020 \_\_\_\_\_
- 05- Furniture and equipment  
021 \_\_\_\_\_
- 05- Capital outlays for public access computers, e-  
022 readers and electronic media devices. **DO NOT**  
**REPORT in Q05-021** \_\_\_\_\_

Library Materials - Operating Fund Expenditures

- 05- Books  
023 \_\_\_\_\_
- 05- Periodicals and newspapers  
024 \_\_\_\_\_
- 05- Audio/Visual materials, microforms, and other  
025 non-printed, physical materials \_\_\_\_\_
- 05- E-books, electronic collections, and database  
026 licensing/purchase/lease expenditures \_\_\_\_\_
- 05- Electronic physical format, including Playaways  
027 and e-book readers \_\_\_\_\_

Library Materials - Non-Operating Fund Expenditures

- 05- Books  
028 \_\_\_\_\_
- 05- Periodicals and newspapers  
029 \_\_\_\_\_
- 05- Audio/Visual materials, microforms, and other  
030 non-printed, physical materials \_\_\_\_\_
- 05- E-book and electronic database  
031 licensing/purchase/lease expenditures \_\_\_\_\_
- 05- Electronic physical format, including Playaways  
032 and e-book readers \_\_\_\_\_
- 05- Total expenditures for print materials  
033 \_\_\_\_\_

05-034	Total expenditures for electronic materials	_____
05-035	Total expenditures for other materials	_____
05-036	Total expenditures for collections	_____
05-037	Total operating fund capital outlays	_____
05-038	Total operating fund expenditure for collection development	_____
05-039	Total non-operating fund expenditure for collection development	_____
05-040	Public access computers, 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	_____
<u>Non-Resident Fee Standard</u>		
05-045	Total collection expenditures	_____
05-046	Total 2020 operating expenditures per capita	_____
05-047	Difference between 2020 OE per capita and non-resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	_____
05-047a	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)	_____
05-048	Total 2021 operating expenditures per capita. PLEASE MAKE SURE YOUR 2022 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	_____
<u>Collection Development Standard</u>		
05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	_____

## 6 - Capital Revenue

Questions relating to standards are in bolded blue font.

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

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	<b>Total capital revenue</b>	_____

## 7 - Employment Data

Questions relating to standards are in bolded blue font.

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

### ALA-MLS Librarians

07-001	Total number of all librarians with an ALA-MLS	_____
07-002	Total number of paid hours per week for all ALA-MLS librarians	_____
07-003	<b>FTE for all ALA-MLS librarians</b>	_____

### All Librarians

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	<b>FTE for all librarians</b>	_____

### 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	<b>FTE for all other paid staff</b>	_____
07-010	<b>Total number of all paid staff</b>	_____



- 07- Total hours paid per week for all paid staff \_\_\_\_\_  
011
- 07- FTE for all paid staff \_\_\_\_\_  
012
- 07- Number of hours per week considered to be full-  
013 time employment in your library \_\_\_\_\_

**8 - Library Service and Technology**

Questions relating to standards are in bolded blue font.

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

Interlibrary Loans

- 08- Number of interlibrary loan items (including  
001 photocopies) your library has provided to other  
libraries \_\_\_\_\_
- 08- Evergreen transits to other libraries. Number will  
002 be supplied by the Indiana State Library \_\_\_\_\_
- 08- SRCS materials provided to other libraries.  
003 Number will be supplied by the Indiana State  
Library \_\_\_\_\_
- 08- Total number of loans provided to other libraries  
004 \_\_\_\_\_
- 08- Number of interlibrary loan items (including  
005 photocopies) your library has borrowed from other  
libraries \_\_\_\_\_
- 08- Evergreen transits received from other libraries.  
006 Number will be supplied by the Indiana State  
Library \_\_\_\_\_
- 08- SRCS materials received from other libraries.  
007 Number will be supplied by the Indiana State  
Library \_\_\_\_\_
- 08- Total number of loans received from other  
008 libraries \_\_\_\_\_
- 08- Net lending rate  
009 \_\_\_\_\_

Programs

A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Synchronous (Live) In-Person Program Sessions

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

08-010a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	_____
08-010b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	_____
08-011	Number of children's programs held offsite	_____
08-011a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	_____
08-011b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	_____
08-012	Number of young adult programs held in the library	_____
08-013	Number of young adult programs held offsite	_____
08-014	Number of adult programs held in the library	_____
08-015	Number of adult programs held offsite	_____
08-016	Number of general interest (all ages) programs held in the library	_____
08-017	Number of general interest (all ages) programs held offsite	_____
08-018	Total number of non-library sponsored programs	_____
08-019	Total number of in-person programs held at the library	_____
08-020	Total number of in-person programs held offsite	_____
08-021	Attendance at children's programs held in the library	_____
08-021a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	_____
08-021b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	_____
08-022	Attendance at children's programs held offsite	_____
08-022a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	_____
08-022b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	_____

- 08- Attendance at young adult programs held in the library \_\_\_\_\_  
023
- 08- Attendance at young adult programs held offsite \_\_\_\_\_  
024
  
- 08- Attendance at adult programs held in the library \_\_\_\_\_  
025
- 08- Attendance at adult programs held offsite \_\_\_\_\_  
026
  
- 08- Attendance at general interest (all ages) programs held in the library \_\_\_\_\_  
027
- 08- Attendance at general interest (all ages) programs held offsite \_\_\_\_\_  
028
  
- 08- Total attendance at non-library sponsored programs \_\_\_\_\_  
029
- 08- Total children's in-person program attendance \_\_\_\_\_  
030
- 08- Total attendance at programs for children 0-5 (enter "NA" if unknown) \_\_\_\_\_  
030a
- 08- Total attendance at programs for children 6-11 (enter "NA" if unknown) \_\_\_\_\_  
030b
- 08- Total young adult in-person program attendance \_\_\_\_\_  
031
- 08- Total attendance at all in-person programs held in the library \_\_\_\_\_  
032
- 08- Total attendance at all in-person programs held offsite \_\_\_\_\_  
033
- 08- Total attendance at all in-person programs \_\_\_\_\_  
034

Synchronous (Live) Virtual Programs

Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

- 08- Number of children's synchronous virtual programs \_\_\_\_\_  
035
- 08- Number of synchronous virtual programs targeted at children ages 0-5 ((enter "NA" if unknown) \_\_\_\_\_  
035a
- 08- Number of synchronous virtual programs targeted at children ages 6-11 (enter "NA" if unknown) \_\_\_\_\_  
035b
- 08- Number of young adult synchronous virtual programs \_\_\_\_\_  
036

08-037	Number of adult synchronous virtual programs	_____
08-038	Number of general interest (all ages) synchronous virtual programs	_____
08-039	<b>Total number of synchronous virtual programs</b>	_____
08-040	Attendance at children's synchronous virtual programs as counted by participants	_____
08-040a	Attendance at synchronous virtual programs aimed at children 0-5 as counted by participants (enter "NA" if unknown)	_____
08-040b	Attendance at synchronous virtual programs aimed at children 6-11 as counted by participants (enter "NA" if unknown)	_____
08-040c	Attendance at children's synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	_____
08-040d	Attendance at synchronous virtual programs aimed at children 0-5 as counted by participant devices (enter "NA" if unknown)	_____
08-040e	Attendance at synchronous virtual programs aimed at children 6-11 as counted by participant devices (enter "NA" if unknown)	_____
08-041	Attendance at young adult synchronous virtual programs as counted by participants	_____
08-041a	Attendance at young adult synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	_____
08-042	Attendance at adult synchronous virtual programs as counted by participants	_____
08-042a	Attendance at adult synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	_____
08-043	Attendance at general interest (all ages) synchronous virtual programs as counted by participants	_____
08-043a	Attendance at general (all ages) synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	_____
08-044	<b>Total attendance at synchronous virtual programs as counted by participants</b>	_____
08-044a	<b>Total attendance at synchronous (live) virtual programs as counted by participant devices (enter "NA" if unknown)</b>	_____

08-045	Total number of children's synchronous (live) programs (includes in-person and synchronous virtual)	_____
08-045a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	_____
08-045b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	_____
08-046	Total number of young adult synchronous (live) programs (includes in-person and synchronous virtual)	_____
08-047	Total number of synchronous (live) programs (includes in-person and synchronous virtual)	_____
08-048	Total attendance at children's synchronous (live) programs (includes in-person and synchronous virtual)	_____
08-048a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	_____
08-048b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	_____
08-049	Total attendance at young adult synchronous (live) programs (includes in-person and synchronous virtual)	_____
08-050	Total attendance at all synchronous (live) programs (includes in-person and synchronous virtual)	_____
08-051	Total Number of Asynchronous (Recorded) Program Presentations	_____
08-052	Total Views of Asynchronous (Recorded) Program Presentations	_____
<u>Children's Reading Program</u>		
08-053	How many weeks of a Children's Reading Program did your library offer at each fixed location?	_____
08-054	Total number of annual visits to the library	_____
08-054a	Library visits reporting method	_____
08-055	<b>Total number of reference transactions in 2021</b>	_____
08-055a	Reference transactions reporting method	_____
08-056	Instructional references services	_____
<u>Electronic Collections (includes Licensed Databases)</u>		

- 08-057 **Number of state-licensed databases (INSPIRE databases)** \_\_\_\_\_
- 08-058 **Number of local and other licensed databases (not INSPIRE)** \_\_\_\_\_
- 08-059 **Name(s) of public use/commercial databases to which the library subscribes** \_\_\_\_\_
- 08-060 **Total electronic collections/databases** \_\_\_\_\_

Public Computers

- 08-061 **Number of uses (sessions) of public internet computers in 2021** \_\_\_\_\_
- 08-061a **Reporting method for number of uses of public internet computers** \_\_\_\_\_
- 08-062 **Number of wireless internet uses per year** \_\_\_\_\_
- 08-062a **Reporting method for wireless sessions** \_\_\_\_\_
- 08-063 **Number of public internet computers system-wide** \_\_\_\_\_
- 08-064 **Number of staff computers** \_\_\_\_\_
- 08-065 **Number of website visits** \_\_\_\_\_

Library System Automation

- 08-066 **Does your library have an automated bookkeeping system?** \_\_\_\_\_
- 08-067 **Name of bookkeeping system** \_\_\_\_\_
- 08-068 **Brand and version of Integrated Library System** \_\_\_\_\_

**9 - Circulation and Holdings**

Questions relating to standards are in bolded blue font.

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

- 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	_____
09-005	Circulation of all children's materials	_____
09-006	Circulation of other physical items	_____
09-007	Total circulation of all materials	_____
09-008	Total collection use	_____
09-009	Total in-house usage of materials	_____
<u>Selected Holdings</u>		
09-010	Books (print)	_____
09-011	Does the library belong to an e-book consortium?	_____
09-012	Name of e-book consortium	_____
09-013	E-books (LOCAL HOLDINGS)	_____
09-014	E-books (CONSORTIUM HOLDINGS)	_____
09-015	E-books (TOTAL)	_____
09-016	Video materials - physical units	_____
09-017	Video materials - downloadable units (LOCAL HOLDINGS)	_____
09-018	Video materials - downloadable units (CONSORTIUM HOLDINGS)	_____
09-019	Video materials - downloadable units (TOTAL)	_____
09-020	Audio materials - physical units	_____
09-021	Audio materials - downloadable units (LOCAL HOLDINGS)	_____
09-022	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	_____
09-023	Audio materials - downloadable units (TOTAL)	_____
09-024	Current print serial subscriptions	_____
09-025	Current electronic serials subscriptions	_____

09- Does your library circulate hotspots? \_\_\_\_\_  
026  
09- Other circulating physical items \_\_\_\_\_  
027  
09- Total physical items in collection \_\_\_\_\_  
028

## 10 - Library Board

**Questions relating to standards are in bolded blue font.**

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

10- Position: President \_\_\_\_\_  
0001  
10- First name \_\_\_\_\_  
0002  
10- Middle initial/name \_\_\_\_\_  
0003  
10- Last name \_\_\_\_\_  
0004  
10- Home address \_\_\_\_\_  
0005  
10- City \_\_\_\_\_  
0006  
10- ZIP code \_\_\_\_\_  
0007  
10- Email address \_\_\_\_\_  
0008  
10- Appointing authority \_\_\_\_\_  
0009  
10- Date term expires \_\_\_\_\_  
0010  
10- Number of consecutive terms \_\_\_\_\_  
0011  
10- Date of initial appointment \_\_\_\_\_  
0012  
10- Position: Vice President \_\_\_\_\_  
0101  
10- First name \_\_\_\_\_  
0102  
10- Middle initial/name \_\_\_\_\_  
0103  
10- Last name \_\_\_\_\_  
0104  
10- Home address \_\_\_\_\_  
0105



10- 0106	City	_____
10- 0107	ZIP code	_____
10- 0108	Email address	_____
10- 0109	Appointing authority	_____
10- 0110	Date term expires	_____
10- 0111	Number of consecutive terms	_____
10- 0112	Date of initial appointment	_____
10- 0201	Position: Secretary	_____
10- 0202	First name	_____
10- 0203	Middle initial/name	_____
10- 0204	Last name	_____
10- 0205	Home address	_____
10- 0206	City	_____
10- 0207	ZIP code	_____
10- 0208	Email address	_____
10- 0209	Appointing authority	_____
10- 0210	Date term expires	_____
10- 0211	Number of consecutive terms	_____
10- 0212	Date of initial appointment	_____
10- 0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	_____
10- 0302	First name	_____
10- 0303	Middle initial/name	_____

10- 0304	Last name	_____
10- 0305	Home address	_____
10- 0306	City	_____
10- 0307	ZIP code	_____
10- 0308	Email address	_____
10- 0309	Appointing authority	_____
10- 0310	Date term expires	_____
10- 0311	Number of consecutive terms	_____
10- 0312	Date of initial appointment	_____
10- 0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	_____
10- 0402	First name	_____
10- 0403	Middle initial/name	_____
10- 0404	Last name	_____
10- 0405	Home address	_____
10- 0406	City	_____
10- 0407	ZIP code	_____
10- 0408	Email address	_____
10- 0409	Appointing authority	_____
10- 0410	Date term expires	_____
10- 0411	Number of consecutive terms	_____
10- 0412	Date of initial appointment	_____
10- 0501	Position: Member	_____

10- 0502	First name	_____
10- 0503	Middle initial/name	_____
10- 0504	Last name	_____
10- 0505	Home address	_____
10- 0506	City	_____
10- 0507	ZIP code	_____
10- 0508	Email address	_____
10- 0509	Appointing authority	_____
10- 0510	Date term expires	_____
10- 0511	Number of consecutive terms	_____
10- 0512	Date of initial appointment	_____
10- 0601	Position: Member	_____
10- 0602	First name	_____
10- 0603	Middle initial/name	_____
10- 0604	Last name	_____
10- 0605	Home address	_____
10- 0606	City	_____
10- 0607	ZIP code	_____
10- 0608	Email address	_____
10- 0609	Appointing authority	_____
10- 0610	Date term expires	_____
10- 0611	Number of consecutive terms	_____

10- 0612	Date of initial appointment	_____
10- 0701	Position: Member	_____
10- 0702	First name	_____
10- 0703	Middle initial/name	_____
10- 0704	Last name	_____
10- 0705	Home address	_____
10- 0706	City	_____
10- 0707	ZIP code	_____
10- 0708	Email address	_____
10- 0709	Appointing authority	_____
10- 0710	Date term expires	_____
10- 0711	Number of consecutive terms	_____
10- 0712	Date of initial appointment	_____
10- 0801	Position: Member	_____
10- 0802	First name	_____
10- 0803	Middle initial/name	_____
10- 0804	Last name	_____
10- 0805	Home address	_____
10- 0806	City	_____
10- 0807	ZIP code	_____
10- 0808	Email address	_____
10- 0809	Appointing authority	_____

10- 0810	Date term expires	_____
10- 0811	Number of consecutive terms	_____
10- 0812	Date of initial appointment	_____
10- 0901	Position: Member	_____
10- 0902	First name	_____
10- 0903	Middle initial/name	_____
10- 0904	Last name	_____
10- 0905	Home address	_____
10- 0906	City	_____
10- 0907	ZIP code	_____
10- 0908	Email address	_____
10- 0909	Appointing authority	_____
10- 0910	Date term expires	_____
10- 0911	Number of consecutive terms	_____
10- 0912	Date of initial appointment	_____
10- 1001	Position: Member	_____
10- 1002	First name	_____
10- 1003	Middle initial/name	_____
10- 1004	Last name	_____
10- 1005	Home address	_____
10- 1006	City	_____
10- 1007	ZIP code	_____

10- 1008	Email address	_____
10- 1009	Appointing authority	_____
10- 1010	Date term expires	_____
10- 1011	Number of consecutive terms	_____
10- 1012	Date of initial appointment	_____
10- 1101	Position: Member	_____
10- 1102	First name	_____
10- 1103	Middle initial/name	_____
10- 1104	Last name	_____
10- 1105	Home address	_____
10- 1106	City	_____
10- 1107	ZIP code	_____
10- 1108	Email address	_____
10- 1109	Appointing authority	_____
10- 1110	Date term expires	_____
10- 1111	Number of consecutive terms	_____
10- 1112	Date of initial appointment	_____
10- 1201	Position: Member	_____
10- 1202	First name	_____
10- 1203	Middle initial/name	_____
10- 1204	Last name	_____
10- 1205	Home address	_____

- 10- City  
1206 \_\_\_\_\_
- 10- ZIP code  
1207 \_\_\_\_\_
- 10- Email address  
1208 \_\_\_\_\_
- 10- Appointing authority  
1209 \_\_\_\_\_
- 10- Date term expires  
1210 \_\_\_\_\_
- 10- Number of consecutive terms  
1211 \_\_\_\_\_
- 10- Date of initial appointment  
1212 \_\_\_\_\_
- 10- What day of the month is the regular library board  
0991 meeting? \_\_\_\_\_
- 10- What is the time of the regular library board  
0992 meeting? \_\_\_\_\_

**11 - Salary Section**

**Questions relating to standards are in bolded blue font.**

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

- 11- Annual salary of the director  
001 \_\_\_\_\_
- 11- Does the library director have an employment  
002 contract? \_\_\_\_\_
- 11- What is the current level of certification held by  
003 the library director? \_\_\_\_\_
- 11- Job Title - Assistant or Associate Director  
004 \_\_\_\_\_
- 11- Certification level  
005 \_\_\_\_\_
- 11- Minimum hourly wage  
006 \_\_\_\_\_
- 11- Maximum hourly wage  
007 \_\_\_\_\_
- 11- Job Title - Department Head, Manager or  
008 Supervisor \_\_\_\_\_
- 11- Certification level  
009 \_\_\_\_\_
- 11- Minimum hourly wage  
010 \_\_\_\_\_

11-011	Maximum hourly wage	_____
11-012	Job Title - Branch Head	_____
11-013	Certification level	_____
11-014	Minimum hourly wage	_____
11-015	Maximum hourly wage	_____
11-016	Job Title - Administrative Assistant	_____
11-017	Certification level	_____
11-018	Minimum hourly wage	_____
11-019	Maximum hourly wage	_____
11-020	Job Title - Automation, Network or System Manager	_____
11-021	Certification level	_____
11-022	Minimum hourly wage	_____
11-023	Maximum hourly wage	_____
11-024	Job Title - Business Manager	_____
11-025	Certification level	_____
11-026	Minimum hourly wage	_____
11-027	Maximum hourly wage	_____
11-028	Job Title - Cataloging or Technical Services Librarian	_____
11-029	Certification level	_____
11-030	Minimum hourly wage	_____
11-031	Maximum hourly wage	_____
11-032	Job Title - Children's Librarian	_____



11-033	Certification level	_____
11-034	Minimum hourly wage	_____
11-035	Maximum hourly wage	_____
11-036	Job Title - General Reference or Adult Librarian	_____
11-037	Certification level	_____
11-038	Minimum hourly wage	_____
11-039	Maximum hourly wage	_____
11-040	Job Title - Young Adult Librarian	_____
11-041	Certification level	_____
11-042	Minimum hourly wage	_____
11-043	Maximum hourly wage	_____
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	_____
11-045	Certification level	_____
11-046	Minimum hourly wage	_____
11-047	Maximum hourly wage	_____
11-048	Job Title - Specialist (Professional)	_____
11-049	Certification level	_____
11-050	Minimum hourly wage	_____
11-051	Maximum hourly wage	_____
11-052	Job Title - Library Assistant	_____
11-053	Certification level	_____
11-054	Minimum hourly wage	_____

11-055	Maximum hourly wage	_____
11-056	Job Title - Bookkeeper or Treasurer	_____
11-057	Certification level	_____
11-058	Minimum hourly wage	_____
11-059	Maximum hourly wage	_____
11-060	Job Title - Library Technician (including computer)	_____
11-061	Certification level	_____
11-062	Minimum hourly wage	_____
11-063	Maximum hourly wage	_____
11-064	Job Title - Clerk, Clerical or Aide	_____
11-065	Certification level	_____
11-066	Minimum hourly wage	_____
11-067	Maximum hourly wage	_____
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	_____
11-069	Certification level	_____
11-070	Minimum hourly wage	_____
11-071	Maximum hourly wage	_____
11-072	Job Title - Page, Intern or Student Assistant	_____
11-073	Certification level	_____
11-074	Minimum hourly wage	_____
11-075	Maximum hourly wage	_____
11-076	Job Title - Temporary Substitute	_____

11-077	Certification level	_____
11-078	Minimum hourly wage	_____
11-079	Maximum hourly wage	_____
11-080	Job Title - Interlibrary Loan	_____
11-081	Certification level	_____
11-082	Minimum hourly wage	_____
11-107	Maximum hourly wage	_____
11-084	Job Title - Human Resources	_____
11-085	Certification level	_____
11-086	Minimum hourly wage	_____
11-087	Maximum hourly wage	_____
11-088	Job Title - Marketing	_____
11-089	Certification level	_____
11-090	Minimum hourly wage	_____
11-091	Maximum hourly wage	_____
11-092	Job Title - Circulation Librarian	_____
11-093	Certification level	_____
11-094	Minimum hourly wage	_____
11-095	Maximum hourly wage	_____
11-096	Job Title - Other	_____
11-097	Specify other job title	_____
11-098	Certification level	_____

11- Minimum hourly wage  
099 \_\_\_\_\_  
11- Maximum hourly wage  
100 \_\_\_\_\_  
11- Job Title - Other  
101 \_\_\_\_\_  
11- Specify other job title  
102 \_\_\_\_\_  
11- Certification level  
103 \_\_\_\_\_  
11- Minimum hourly wage  
104 \_\_\_\_\_  
11- Maximum hourly wage  
105 \_\_\_\_\_  
11- Job Title - Other  
106 \_\_\_\_\_  
11- Specify other job title  
107 \_\_\_\_\_  
11- Certification level  
108 \_\_\_\_\_  
11- Minimum hourly wage  
109 \_\_\_\_\_  
11- Maximum hourly wage  
110 \_\_\_\_\_  
11- Job Title - Other  
111 \_\_\_\_\_  
11- Specify other job title  
112 \_\_\_\_\_  
11- Certification level  
113 \_\_\_\_\_  
11- Minimum hourly wage  
114 \_\_\_\_\_  
11- Maximum hourly wage  
115 \_\_\_\_\_

Employee Fringe Benefit Information - Full-time Employees

11- PERF  
501 \_\_\_\_\_  
11- Deferred compensation  
502 \_\_\_\_\_  
11- Health insurance  
503 \_\_\_\_\_  
11- Health Savings Account (HSA)  
504 \_\_\_\_\_  
11- Dental insurance  
505 \_\_\_\_\_

11- Life insurance  
506 \_\_\_\_\_  
11- Vision insurance  
507 \_\_\_\_\_  
11- Disability insurance  
508 \_\_\_\_\_  
11- Paid time off for continuing education  
509 \_\_\_\_\_  
11- Reimbursement for continuing education  
510 \_\_\_\_\_  
11- Other1 (specify)  
511 \_\_\_\_\_  
11- Other2 (specify)  
512 \_\_\_\_\_

Employee Fringe Benefit Information - Part-time Employees

11- PERF  
513 \_\_\_\_\_  
11- Deferred compensation  
514 \_\_\_\_\_  
11- Health insurance  
515 \_\_\_\_\_  
11- Health Savings Account (HSA)  
516 \_\_\_\_\_  
11- Dental insurance  
517 \_\_\_\_\_  
11- Life insurance  
518 \_\_\_\_\_  
11- Vision insurance  
519 \_\_\_\_\_  
11- Disability insurance  
520 \_\_\_\_\_  
11- Paid time off for continuing education  
521 \_\_\_\_\_  
11- Reimbursement for continuing education  
522 \_\_\_\_\_  
11- Other1 (specify)  
523 \_\_\_\_\_  
11- Other2 (specify)  
524 \_\_\_\_\_

Paid Time Off Per Year - Full-time Librarian

11- Number of vacation days  
525 \_\_\_\_\_  
11- Number of sick days  
526 \_\_\_\_\_

11- Number of personal days  
527 \_\_\_\_\_  
11- Number of holidays  
528 \_\_\_\_\_  
11- Number of funeral/bereavement days  
529 \_\_\_\_\_  
11- Number of other days (specify) OR all-purpose  
530 PTO \_\_\_\_\_

Paid Time Off Per Year - Part-Time Librarian

11- Number of vacation days  
531 \_\_\_\_\_  
11- Number of sick days  
532 \_\_\_\_\_  
11- Number of personal days  
533 \_\_\_\_\_  
11- Number of holidays  
534 \_\_\_\_\_  
11- Number of funeral/bereavement days  
535 \_\_\_\_\_  
11- Number of other days  
536 \_\_\_\_\_

Paid Time Off Per Year - Full-Time Support Staff

11- Number of vacation days  
537 \_\_\_\_\_  
11- Number of sick days  
538 \_\_\_\_\_  
11- Number of personal days  
539 \_\_\_\_\_  
11- Number of holidays  
540 \_\_\_\_\_  
11- Number of funeral/bereavement days  
541 \_\_\_\_\_  
11- Number of other days  
542 \_\_\_\_\_

Paid Time Off Per Year - Part-Time Support Staff

11- Number of vacation days  
543 \_\_\_\_\_  
11- Number of sick days  
544 \_\_\_\_\_  
11- Number of personal days  
545 \_\_\_\_\_  
11- Number of holidays  
546 \_\_\_\_\_  
11- Number of funeral/bereavement days  
547 \_\_\_\_\_

11- Number of other days \_\_\_\_\_  
548

**12 - PLAC Loans**

**Questions relating to standards are in bolded blue font**

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

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12- Did your library make any PLAC loans?  
001 \_\_\_\_\_

12- Adams Public Library System  
002 \_\_\_\_\_

12- Akron Carnegie Public Library  
003 \_\_\_\_\_

12- Alexandria-Monroe Public Library  
004 \_\_\_\_\_

12- Alexandrian Public Library  
005 \_\_\_\_\_

12- Allen County Public Library  
006 \_\_\_\_\_

12- Anderson Public Library  
007 \_\_\_\_\_

12- Andrews-Dallas Township Public Library  
008 \_\_\_\_\_

12- Argos Public Library  
009 \_\_\_\_\_

12- Attica Public Library  
010 \_\_\_\_\_

12- Aurora Public Library District  
011 \_\_\_\_\_

12- Avon-Washington Township Public Library  
012 \_\_\_\_\_

12- Bartholomew County Public Library  
013 \_\_\_\_\_

12- Barton Rees Pogue Memorial Public Library  
014 \_\_\_\_\_

12- Batesville Memorial Public Library  
015 \_\_\_\_\_

12- Bedford Public Library  
016 \_\_\_\_\_

12-017	Bell Memorial Public Library	_____
12-018	Benton County Public Library	_____
12-019	Berne Public Library	_____
12-020	Bicknell-Vigo Township Public Library	_____
12-021	Bloomfield-Eastern Greene County Public Library	_____
12-022	Boonville-Warrick County Public Library	_____
12-023	Boswell-Grant Township Public Library	_____
12-024	Bourbon Public Library	_____
12-025	Brazil Public Library	_____
12-026	Bremen Public Library	_____
12-027	Bristol-Washington Township Public Library	_____
12-028	Brook-Iroquois-Washington Township Public Library	_____
12-029	Brookston-Prairie Township Public Library	_____
12-030	Brown County Public Library	_____
12-031	Brownsburg Public Library	_____
12-032	Brownstown Public Library	_____
12-033	Butler Public Library	_____
12-034	Cambridge City Public Library	_____
12-035	Camden-Jackson Township Public Library	_____
12-036	Carmel Clay Public Library	_____
12-037	Carnegie Public Library Of Steuben County	_____
12-038	Centerville-Center Township Public Library	_____



12-039	Charlestown Clark County Public Library	
12-040	Churubusco Public Library	
12-041	Clayton-Liberty Township Public Library	
12-042	Clinton Public Library	
12-043	Coatesville-Clay Township Public Library	
12-044	Colfax-Perry Township Public Library	
12-045	Converse-Jackson Township Public Library	
12-046	Covington-Veedersburg Public Library	
12-047	Crawford County Public Library	
12-048	Crawfordsville District Public Library	
12-049	Crown Point Community Public Library	
12-050	Culver-Union Township Public Library	
12-051	Danville-Center Township Public Library	
12-052	Darlington Public Library	
12-053	Delphi Public Library	
12-054	Dublin Public Library	
12-055	Dunkirk Public Library	
12-056	Earl Park Public Library	
12-057	East Chicago Public Library	
12-058	Eckhart Public Library	
12-059	Edinburgh Wright-Hageman Public Library	
12-060	Elkhart Public Library	

12-061	Evansville-Vanderburgh Public Library	<hr/>
12-062	Fairmount Public Library	<hr/>
12-063	Farmland Public Library	<hr/>
12-064	Fayette County Public Library	<hr/>
12-065	Flora-Monroe Township Public Library	<hr/>
12-066	Fort Branch-Johnson Township Public Library	<hr/>
12-067	Fortville-Vernon Township Public Library	<hr/>
12-068	Francesville-Salem Township Public Library	<hr/>
12-069	Frankfort Community-Clinton County Contractual Public Library	<hr/>
12-070	Franklin County Public Library District	<hr/>
12-071	Fremont Public Library	<hr/>
12-072	Fulton County Public Library	<hr/>
12-073	Garrett Public Library	<hr/>
12-074	Gary Public Library	<hr/>
12-075	Gas City-Mill Township Public Library	<hr/>
12-076	Goodland & Grant Township Public Library	<hr/>
12-077	Goshen Public Library	<hr/>
12-078	Greensburg-Decatur County Contractual Public Library	<hr/>
12-079	Greentown & Eastern Howard School Public Library	<hr/>
12-080	Greenwood Public Library	<hr/>
12-081	Hagerstown-Jefferson Township Public Library	<hr/>
12-082	Hamilton East Public Library	<hr/>

12-083	Hamilton North Public Library	
12-084	Hammond Public Library	
12-085	Hancock County Public Library	
12-086	Harrison County Public Library	
12-087	Hartford City Public Library	
12-088	Henry Henley Public Library IN0165	
12-089	Huntingburg Public Library	
12-090	Huntington City-Township Public Library	
12-091	Hussey-Mayfield Memorial Public Library	
12-092	Indianapolis-Marion County Public Library	
12-093	Jackson County Public Library	
12-094	Jasonville Public Library	
12-095	Jasper County Public Library	
12-096	Jasper-Dubois County Contractual Public Library	
12-097	Jay County Public Library	
12-098	Jefferson County Public Library	
12-099	Jeffersonville Township Public Library	
12-100	Jennings County Public Library	
12-101	Johnson County Public Library	
12-102	Jonesboro Public Library	
12-103	Joyce Public Library	
12-104	Kendallville Public Library	

12- 105	Kentland-Jefferson Township Public Library	_____
12- 106	Kewanna-Union Township Public Library	_____
12- 107	Kingman-Millcreek Public Library	_____
12- 108	Kirklin Public Library	_____
12- 109	Knightstown Public Library	_____
12- 110	Knox County Public Library	_____
12- 111	Kokomo-Howard County Public Library	_____
12- 112	La Crosse Public Library	_____
12- 113	La Grange County Public Library	_____
12- 114	La Porte County Public Library	_____
12- 115	Ladoga-Clark Township Public Library	_____
12- 116	Lake County Public Library	_____
12- 117	Lawrenceburg Public Library	_____
12- 118	Lebanon Public Library	_____
12- 119	Ligonier Public Library	_____
12- 120	Lincoln Heritage Public Library	_____
12- 121	Linden Carnegie Public Library	_____
12- 122	Linton Public Library	_____
12- 123	Logansport-Cass County Public Library	_____
12- 124	Loogootee Public Library	_____
12- 125	Lowell Public Library	_____
12- 126	Marion Public Library	_____

12- 127	Matthews Public Library	_____
12- 128	Melton Public Library	_____
12- 129	Michigan City Public Library	_____
12- 130	Middlebury Community Public Library	_____
12- 131	Middletown Fall Creek Township Public Library	_____
12- 132	Milford Public Library	_____
12- 133	Mishawaka-Penn-Harris Public Library	_____
12- 134	Mitchell Community Public Library	_____
12- 135	Monon Town & Township Public Library	_____
12- 136	Monroe County Public Library	_____
12- 137	Monterey-Tippecanoe Township Public Library	_____
12- 138	Montezuma Public Library	_____
12- 139	Monticello-Union Township Public Library	_____
12- 140	Montpelier-Harrison Township Public Library	_____
12- 141	Mooresville Public Library	_____
12- 142	Morgan County Public Library	_____
12- 143	Morrisson Reeves Library	_____
12- 144	Muncie-Center Township Public Library	_____
12- 145	Nappanee Public Library	_____
12- 146	New Albany-Floyd County Public Library	_____
12- 147	New Carlisle & Olive Township Public Library	_____
12- 148	New Castle-Henry County Public Library	_____

12- 149	New Harmony Workingmen's Institute	_____
12- 150	Newburgh Chandler Public Library	_____
12- 151	Newton County Public Library	_____
12- 152	Noble County Public Library	_____
12- 153	North Judson-Wayne Township Public Library	_____
12- 154	North Madison County Public Library System	_____
12- 155	North Manchester Public Library	_____
12- 156	North Webster Community Public Library	_____
12- 157	Oakland City-Columbia Township Public Library	_____
12- 158	Odon Winkelpleck Public Library	_____
12- 159	Ohio County Public Library	_____
12- 160	Orleans Town & Township Public Library	_____
12- 161	Osgood Public Library	_____
12- 162	Otterbein Public Library	_____
12- 163	Owen County Public Library	_____
12- 164	Owensville Carnegie Public Library	_____
12- 165	Oxford Public Library	_____
12- 166	Paoli Public Library	_____
12- 167	Parke County Public Library	_____
12- 168	Peabody Public Library	_____
12- 169	Pendleton Community Public Library	_____
12- 170	Penn Township Public Library	_____

12- 171	Perry County Public Library	_____
12- 172	Peru Public Library	_____
12- 173	Pierceton & Washington Township Public Library	_____
12- 174	Pike County Public Library	_____
12- 175	Plainfield-Guilford Township Public Library	_____
12- 176	Plymouth Public Library	_____
12- 177	Porter County Public Library System	_____
12- 178	Poseyville Carnegie Public Library	_____
12- 179	Princeton Public Library	_____
12- 180	Pulaski County Public Library	_____
12- 181	Putnam County Public Library	_____
12- 182	Remington-Carpenter Township Public Library	_____
12- 183	Ridgeville Public Library	_____
12- 184	Roachdale-Franklin Township Public Library	_____
12- 185	Roann Paw-Paw Township Public Library	_____
12- 186	Roanoke Public Library	_____
12- 187	Royal Center-Boone Township Public Library	_____
12- 188	Rushville Public Library	_____
12- 189	Salem-Washington Township Public Library	_____
12- 190	Scott County Public Library	_____
12- 191	Shelby County Public Library	_____
12- 192	Sheridan Public Library	_____

12-193	Shoals Public Library	_____
12-194	South Whitley-Cleveland Township Public Library	_____
12-195	Speedway Public Library	_____
12-196	Spencer County Public Library	_____
12-197	Spiceland Town-Township Public Library	_____
12-198	St. Joseph County Public Library	_____
12-199	Starke County Public Library System	_____
12-200	Sullivan County Public Library	_____
12-201	Swayzee Public Library	_____
12-202	Switzerland County Public Library	_____
12-203	Syracuse-Turkey Creek Township Public Library	_____
12-204	Thorntown Public Library	_____
12-205	Tippecanoe County Public Library	_____
12-206	Tipton County Public Library	_____
12-207	Tyson Library Association, Inc	_____
12-208	Union City Public Library	_____
12-209	Union County Public Library	_____
12-210	Van Buren Public Library	_____
12-211	Vermillion County Public Library	_____
12-212	Vigo County Public Library	_____
12-213	Wabash Carnegie Public Library	_____
12-214	Wakarusa-Olive & Harrison Township Public Library	_____



12- 215	Walkerton-Lincoln Township Public Library	_____
12- 216	Walton & Tipton Township Public Library	_____
12- 217	Wanatah Public Library	_____
12- 218	Warren Public Library	_____
12- 219	Warsaw Community Public Library	_____
12- 220	Washington Carnegie Public Library	_____
12- 221	Washington Township Public Library	_____
12- 222	Waterloo-Grant Township Public Library	_____
12- 223	Waveland-Brown Township Public Library	_____
12- 224	Wells County Public Library	_____
12- 225	West Lafayette Public Library	_____
12- 226	West Lebanon-Pike Township Public Library	_____
12- 227	Westchester Public Library	_____
12- 228	Westfield-Washington Public Library	_____
12- 229	Westville-New Durham Township Public Library	_____
12- 230	Whiting Public Library	_____
12- 231	Willard Library of Evansville	_____
12- 232	Williamsport-Washington Township Public Library	_____
12- 233	Winchester Community Public Library	_____
12- 234	Wolcott Community Public Library	_____
12- 235	Worthington Jefferson Township Public Library	_____
12- 236	York Township Public Library	_____

12- Yorktown Public Library  
237

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12- **TOTAL PLAC Loans**  
238

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### 13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

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

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13- **Does your library comply with Public Library**  
001 **Law under IC 36-12?**

---

13- **If the answer to 13-001 is NO, explain:**

002

---

13- **Does your library comply with other Indiana**  
003 **laws that affect municipal corporations?**

---

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

004

---

13- **Does your library comply with all federal laws**  
005 **affecting employment practice?**

---

13- **If the answer to 13-005 is NO, explain:**

006

---

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

---

13- **If the answer to 13-007 is NO, explain:**

008

---

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

---

13- **If the answer to 13-009 is NO, explain:**

010

---

13- Do the library board and the director maintain  
011 separate functions?

---

13- **Is the board responsible for governance and**  
012 **policy?**

---

13- **Is the director responsible for administration,**  
013 **operation and management of the library?**

---

13- **Does the director work full-time?** \_\_\_\_\_  
014

13- Does the director have the required certification  
015 under 590 IAC 5? (If unsure, check at \_\_\_\_\_  
<https://mylicense.in.gov/EVerification/Search.aspx>

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

13- A schedule of classification of employees \_\_\_\_\_  
016

13- An annual schedule of salaries \_\_\_\_\_  
017

13- A proposed library budget \_\_\_\_\_  
018

Personnel Policies

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

13- Recruitment? \_\_\_\_\_  
019

13- Selection? \_\_\_\_\_  
020

13- Appointments? \_\_\_\_\_  
021

13- Personnel actions? \_\_\_\_\_  
022

13- Salary administration? \_\_\_\_\_  
023

13- Employee benefits? \_\_\_\_\_  
024

13- Conditions of work? \_\_\_\_\_  
025

13- Leaves? \_\_\_\_\_  
026

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

13- Does the library have current, written bylaws that  
028 state its purpose and its operational procedures? \_\_\_\_\_

13- Do the library bylaws specifically state rules  
029 governing conflicts of interest issues? \_\_\_\_\_

13- Do the library bylaws specifically state rules  
030 governing nepotism? \_\_\_\_\_

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

13- Has a copy of the current version of the bylaws,  
032 along with all of the amendments approved by the \_\_\_\_\_

library board, been submitted to the Indiana State Library?

- 13- Does your library have a written collection  
033 development plan? \_\_\_\_\_
- 13- Does your library have a written circulation policy  
034 detailing the principles of access for all library  
materials and service? \_\_\_\_\_
- 13- Does your library provide support for continuing  
035 education for staff and trustees? \_\_\_\_\_

#### Long-Range Plan

- 13- Does the library have a written long-range plan of  
036 service? \_\_\_\_\_
- 13- What year did your current long-range plan  
037 begin? \_\_\_\_\_
- 13- What year does your current long-range plan  
038 end? \_\_\_\_\_
- 13- Has your long-range plan been reviewed and  
039 updated in the last three (3) to five (5) years,  
depending upon the length of your plan? \_\_\_\_\_
- 13- Have copies of the plan, plus all updates and  
040 revisions, been filed with the Indiana State  
Library? \_\_\_\_\_
- 13- Does your long-range plan include a statement of  
041 community needs and goals? \_\_\_\_\_
- 13- Does your long-range plan include measurable  
042 objectives and service in response to the  
community's needs and goals? \_\_\_\_\_
- 13- Does your long-range plan include an  
043 assessment of facilities, services, technology, and  
operations? \_\_\_\_\_
- 13- Does your long-range plan include an ongoing  
044 evaluation process? \_\_\_\_\_
- 13- Does your long-range plan include a plan for  
045 financial resources and sustainability? \_\_\_\_\_
- 13- Does your long-range plan include an equipment  
046 replacement schedule? \_\_\_\_\_
- 13- Does your long-range plan include a professional  
047 development strategy? \_\_\_\_\_
- 13- Does your long-range plan include a statement of  
048 collaboration with other public libraries? \_\_\_\_\_
- 13- Does your long-range plan include a statement of  
049 collaboration with other community partners? \_\_\_\_\_

#### Resource Sharing

- 13- Does your library provide interlibrary loan free of  
050 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 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 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?

---

Does the library provide young adult services, including:

13-061 Reference services, including knowledge of and access to reference materials, including INSPIRE?

---

13-062 A collection of materials for young adults?

---

13-063 A space designated for young adults in each fixed location?

---

Does the library provide children's services, including:

13-064 Reference services, including knowledge of and access to reference materials, including INSPIRE?

---

13-065 A collection of materials for children?

---

13-066 A space designated for children in each fixed location?

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Public Access

- 13- 067 Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media? \_\_\_\_\_
- 13- 068 Does the library provide computers for the free use of all persons, regardless of residency? \_\_\_\_\_
- 13- 069 Does your library provide a means for the public to print and make copies at each location? \_\_\_\_\_

Website

Does your library's website include:

- 13- 070 Current hours of operation? \_\_\_\_\_
- 13- 071 A physical address (or addresses) for your library? \_\_\_\_\_
- 13- 072 A map for each fixed location? \_\_\_\_\_
- 13- 073 A telephone number? \_\_\_\_\_
- 13- 074 An 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? \_\_\_\_\_

**14 - Statement of Intent to Comply with Standards**

- 14- 001 Please explain any NO answers given in Part 13. \_\_\_\_\_

**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 allow users to complete registration for library cards online without having to come to the library **during** the Coronavirus (COVID-19) pandemic? \_\_\_\_\_
  - 15-004 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public **during** the Coronavirus (COVID-19) pandemic? \_\_\_\_\_
  - 15-005 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? \_\_\_\_\_
  - 15-006 Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets **during** the Coronavirus (COVID-19) pandemic? \_\_\_\_\_
  - 15-007 Did the library **increase** access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? \_\_\_\_\_
  - 15-008 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? \_\_\_\_\_
  - 15-009 Did the library offer "Take and Make" activities in 2021? \_\_\_\_\_
  - 15-009a Number of "Take and Make" activities distributed (optional) \_\_\_\_\_
- Library Consultants

If you have used the services of a professional consultant or architect in the last three years (2018-2021), please provide their information here. Click "Add Group" to enter additional consultants.

- 15-010 Consultant or Company Name \_\_\_\_\_
- 15-011 Type of consulting service performed \_\_\_\_\_
- 15-012 Street Address \_\_\_\_\_
- 15-013 City \_\_\_\_\_
- 15-014 State \_\_\_\_\_
- 15-015 Zip \_\_\_\_\_
- 15-016 Phone \_\_\_\_\_

15- Website  
017

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15- What's something your library did in the past year  
018 that you're proud of?

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**CERTIFICATION**

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2022.