Indiana Public Library Annual Report 2024

General Instructions/Definitions

Please call the Library Development Office with any questions at 317–232–3697 or 1–800–451–6028 or email ldo@library.in.gov or anfox@library.in.gov.

All information provided should be for the 2024 calendar year ending 12/31/2024, except for the following categories. Give the **most current** information for:

- Respondent/contact identification
- Assessed valuation and tax rate
- Library board members
- Salaries

USE ESTIMATES WHEN DATA IS NOT AVAILABLE.

If the exact data are not known for any item, please estimate the data and indicate in federal note that it is an estimate. Estimates are very important.

- Enter "0" if the correct entry for an item is zero or "none".
- Enter "M" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it. If the answer is "none" or "non–applicable", enter a zero (0).

Questions relating to standards are **in bold**.

Grayed boxes are either prefilled and locked or. If prefilled information is incorrect, please contact the LDO office.

All information in the annual report is a matter of public record and much of it is published on the internet.

Part 1 – General Information

Respondent Identification

Questions relating to standards are **in bold**.

Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Please provide the most current information available for this section.

01–001 Survey contact – This is the person to whom questions about the report should be directed.

01–002 Survey contact's phone number – This is the telephone number of the person to whom questions about the report should be directed.

01–003 *Time zone in which the library's administrative entity is located* – This is the time zone in which the library's administrative entity (system headquarters) is located. Indiana is in two time zones; 80 counties are on Eastern time and 12 counties are on Central time. The administrative entity's time zone is prefilled and locked.

01–004 *Library name* – This is the legal name of the administrative entity (system headquarters). Do not use acronyms. (Required by PLS.)

01–005 *Library class* – This is the library's class based upon the population served. This is prefilled and locked.

01–006 *Library director* – This is the full name of the current or interim director.

01–007 *Street address* – This is the complete street address of the administrative entity. Do not report a post office box or general delivery. (Required by PLS.)

01–008 *City* – This is the city or town in which the administrative entity is located. (Required by PLS.)

01–009 *ZIP code* – This is the standard five–digit postal ZIP code for the street address of the administrative entity. (Required by PLS.)

01–010 *Is the mailing address the same as the address listed above?* – Answer YES or NO. If your library's mailing address is the same, answer YES and skip questions 01–011, 01–012 and 01–013. If your library's mailing address is not the same, answer NO and complete the questions that follow.

01–011 *Mailing address* – This is the mailing address of the administrative entity.

01–012 *Mailing city* – This is the city for the mailing address of the administrative entity.

01–013 *Mailing ZIP code* – This is the standard five–digit postal ZIP code for the mailing address of the administrative entity.

01–014 *Congressional district number* – This is the United States House of Representatives district number in which the library's administrative entity is located, based on the 2020 census. Indiana currently has nine districts. This answer is prefilled and locked. Contact LDO if the information displayed is incorrect.

01–015 ***Phone*** – This is the telephone number of the administrative entity, including area code. **This is information required by PL Standards, 590 IAC 6–1–5 (r) (1)**. (Required by PLS.)

01–016 *Fax* – This is the main fax number of the administrative entity.

01–017 **Does your library have an answering machine, voicemail or other similar technology?** – Answer YES or NO. **This is information required by PL Standards, 590 IAC 6–1–5(r) (2).**

01–018 **Library URL** – This is the web address of the library. **This is information required by PL Standards, 590 IAC 6–1–5 (r) (3).**

01–019 **Public library email address, or a means of electronic contact listed on the library's website** – This email address is published in the Indiana Public Library Directory. It may be a general address, the director's address, or a web form. **This is information required by PL Standards, 590 IAC 6–1–5 (r) (4).**

Building Questions

01–020 Y*ear the current central library was built* – This is the year the current central library was completed. An estimate is acceptable. This number is prefilled and locked.

01–021 *Year of the most recent structural addition or alteration to the current central library* – This is the year the most recent structural addition or alteration to the current central building was completed. It refers to any structural change to the building which results in a change to square footage.

01–022 *Square footage of the central library* – This is the area, in square feet, of all floors enclosed by the outer walls of the central library. It encompasses all areas occupied by the library, including any areas off–limits to the public. Include any areas shared with another agency or agencies if the central library has use of that area. This number is prefilled and locked. Contact LDO if the information displayed is incorrect. (Required by PLS.)

Building Hours

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. 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.

01–023a If your central library has a non–standard schedule 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.

01–024 *Monday opening time* – Please enter the time when your library opens on a typical Monday. Indicate AM or PM.

01–025 *Monday closing time* – Please enter the time when your library closes on a typical Monday. Indicate AM or PM.

01–026 *Tuesday opening time* – Please enter the time when your library opens on a typical Tuesday. Indicate AM or PM.

01–027 *Tuesday closing time* – Please enter the time when your library closes on a typical Tuesday. Indicate AM or PM.

01–028 *Wednesday opening time* – Please enter the time when your library opens on a typical Wednesday. Indicate AM or PM.

01–029 *Wednesday closing time* – Please enter the time when your library closes on a typical Wednesday. Indicate AM or PM.

01–030 *Thursday opening time* – Please enter the time when your library opens on a typical Thursday. Indicate AM or PM.

01–031 *Thursday closing time* – Please enter the time when your library closes on a typical Thursday. Indicate AM or PM.

01–032 *Friday opening time* – Please enter the time when your library opens on a typical Friday. Indicate AM or PM.

01–033 *Friday closing time* – Please enter the time when your library closes on a typical Friday. Indicate AM or PM.

01–034 *Saturday opening time* – Please enter the time when your library opens on a typical Saturday. Indicate AM or PM.

01–035 *Saturday closing time* – Please enter the time when your library closes on a typical Saturday. Indicate AM or PM.

01–036 *Sunday opening time* – Please enter the time when your library opens on a typical Sunday. Indicate AM or PM.

01–037 *Sunday closing time* – Please enter the time when your library closes on a typical Sunday. Indicate AM or PM.

01–038 ***Total number of hours the central library is open during a typical week*** – This total is automatically computed using the information entered in 01–024 through 01–037. **This is information required by PL Standards, 590 IAC 6–1–5 (k).**

01–039 ***Total number of hours per week the central library is open after 5:00 PM*** – Standards require library systems to offer evening hours, which are defined as hours open after 5:00 PM. To be in standards, Class A libraries require four (4) evening hours; Class B libraries require two (2) evening hours, and Class C libraries require one (1) evening hour per week. **This is information required by PL Standards, 590 IAC 6–1–5 (k).**

01–040 ***Total number of hours per week the central library is open on Saturday*** – Standards require library systems to be open for one weekend day, defined as four hours per day on Saturday or Sunday. **This is information required by PL Standards, 590 IAC 6–1–5 (k).**

01–041 ***Total number of hours per week the central library is open on Sunday*** – Standards require library systems to be open for one weekend day, defined as four hours per day on Saturday or Sunday. **This is information required by PL Standards, 590 IAC 6–1–5 (k).**

01–042 Number of weeks per year the central library was open in 2024. – Enter the number of weeks that the central library was open during the year. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to a full week. If the library was open less than half of its scheduled hours, round down. (Required by PLS.)

01–043 *Total public service hours the central library was open in 2024* – Calculate this total by multiplying the number of hours open per week 01–038 by the number of weeks open 01–042. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be subtracted from the total. (Required by PLS.)

Internet Access

01–044 *What type of internet access is available in the central library*? – Select the method of internet access from the drop box menu. Internet access in branches is reported separately.

01–045 ***Select the nearest download speed of internet access in the central library*.** – If you do not know the download speed, you can contact your internet service provider or perform an internet speed test on a site such as www.speedtest.net The speed of internet access in branches is reported separately. **This is information required by PL Standards, 590 IAC 6–1–5 (u).**

Branch Information

DEFINITION – Branch libraries are defined as auxiliary units with:

- separate quarters;
- a permanent, organized collection of library materials;
- a paid staff; and
- regularly scheduled hours for being open to the public.

Do not report any facility as a branch, separate from another branch or the central library, which does not meet all four of the preceding criteria. Any facility which operates solely with volunteer staff does not qualify as a branch for state or Public Library Survey (PLS) purposes.

01–200 *Total number of branches* – Enter the total number of branches, as defined above, which are a part of the library system. If this answer is zero, skip questions 01–200a through 01–237.

Individual Branch Information

01–200a *Branch name* – Enter the official name of the branch. (Required by PLS.)

01–201a *Branch street address* – This is the complete street address of the branch. (Required by PLS.)

01–202a *Branch city* – This is the city or town where the branch is physically located. (Required by PLS.)

01–203a *Branch county* – This is the name of the county where the branch is physically located. (Required by PLS.)

01–204a *Branch ZIP* – This is the standard five–digit postal ZIP code for the street address of the branch. (Required by PLS.)

01–205a *Is the mailing address the same as the address listed above?* – Answer YES or NO. If the branch's mailing address is the same, answer YES and skip question 01–206a. If the branch's mailing address is not the same, answer NO and complete question 01–206a.

01–206a *Branch mailing address* – This is the mailing address for the branch. Report the mailing address ONLY if it is different from the street address. (Required by PLS.)

01–207a *Phone* – This is the main telephone number of the branch, including area code.

01–208a *Fax* – This is the main fax number of the branch.

01–209a *Year built* – This is the year the building housing the branch was completed. If unknown, "M" is displayed. This number is prefilled and locked.

01–210a *Year of the most recent structural addition or alteration to branch building* – This is the year the most recent addition or alteration to the building was completed. It refers to any structural change to the building which results in a change to square footage. If unknown, "M" is displayed. This number is prefilled and locked.

01–211a *Square footage of branch* – Report the total area for each branch separately. This is the area, in square feet, of all floors enclosed by the outer walls of the library branch. It encompasses all

areas occupied by the library branch, including any areas off–limits to the public. Include any areas shared with another agency or agencies if the branch has use of that area. This number is prefilled and locked. (Required by PLS.)

01–212a *Number of weeks per year individual branch was open in 2024* – Enter the number of weeks that the branch library was open during the year. Round to the nearest whole number of weeks. If a branch library was open half or more of its scheduled hours in a given week, round up to a full week. If the branch library was open less than half of its scheduled hours, round down.

Open hours during a typical week

01–213a *Monday opening time* – Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.

01–214a *Monday closing time* – Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.

01–215a *Tuesday opening time* – Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.

01–216a *Tuesday closing time* – Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.

01–217a *Wednesday opening time* – Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.

01–218a *Wednesday closing time* – Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.

01–219a *Thursday opening time* – Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.

01–220a *Thursday closing time* – Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.

01–221a *Friday opening time* – Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.

01–222a *Friday closing time* – Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.

01–223a *Saturday opening time* – Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.

01–224a *Saturday closing time* – Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.

01–225a *Sunday opening time* – Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.

01–226a *Sunday closing time* – Please enter the normal closing for the branch library during a typical week. Indicate AM or PM.

01–227a *Total public service hours for the branch library during a typical week.* – Calculate the total number of public service hours during a typical week from information entered into 01–213a through 01–226a.

01–228a *Total public service hours the branch was open in 2024* – Calculate this total by multiplying the information entered in 01–212a and 01–227a. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be subtracted from the total. (Required by PLS.)

01–229a *What type of internet access is available in the branch library?* – Select the method of internet access from the drop box menu.

01–230a ***Select the nearest download speed of internet access in the branch library*** – If you do not know the download speed, you can contact your internet service provider or perform an internet speed test on a site such as www.speedtest.net**. This is information required by PL Standards, 590 IAC 6–1–5 (k).**

01–231 *Total annual public service hours of all branches* – This total is automatically computed using the information entered into 01–228a for all branch libraries.

Bookmobile Information

Please report only on vehicles meeting the IMLS definition of a bookmobile:

A bookmobile is a traveling library consisting of:

- a truck or van that carries an organized collection of library materials;
- a paid staff; and
- regularly scheduled hours for being open to the public.

Please count the number of vehicles that are in use, not the number of stops the vehicle makes.

01–300 *Total number of bookmobiles* – Enter the total number of bookmobiles which are a part of this library system. If this answer is zero, then skip questions 01–301a through 01–316.

Individual Bookmobile Information

01–301a *Bookmobile name* – Enter the legal or commonly used name of the bookmobile. (Required by PLS.)

01–302a *Street address* – This is the complete street address of the administrative entity, branch or central library from which the bookmobile operates. (Required by PLS.)

01–303a *City* – This is the city or town of the administrative entity, branch or central library from which the bookmobile operates. (Required by PLS.)

01–304a *County* – This is the county of the administrative entity, branch or central library from which the bookmobile operates.

01–305a *ZIP* – This is the standard five–digit postal ZIP code for the street address of the administrative entity, branch or central library from which the bookmobile operates. (Required by PLS.)

01–306a *Is the bookmobile's mailing address the same as the address listed above?* – Answer YES or NO. If the bookmobile's mailing address is the same, answer YES and then skip question 01–307a. If it is not the same, answer NO and then complete question 01–307a.

01–307a *Mailing address* – List only if different from the street address. This is the mailing address of the administrative entity (or bookmobile storage location). Include city and ZIP.

01–308a *Phone* – Report only if it is specific to the bookmobile. Leave blank if it is the same number as for the administrative entity. (Required by PLS.)

01–309a *Total number of hours the bookmobile is open during a typical week* – List the number of hours the bookmobile is open to the public during a typical week.

01–310a *Number of weeks per year the bookmobile is open* – Count only the weeks that the bookmobile is open to the public. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Weeks closed to the public due to natural disasters, repairs or other events should be excluded. Round to the nearest whole number of weeks. If the bookmobile was open half or more of its scheduled hours in a given week, round up to a full week. If the bookmobile was open less than half of its scheduled hours, round down.

01–311a *Total public service hours the bookmobile was open in 2024* – Calculate this total multiplying the information entered in 01–309a and 01–310a. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be subtracted from the total. (Required by PLS.)

01–312 *Total annual public service hours of all bookmobiles* – This total is automatically computed using the information entered into 01–311a for all bookmobile libraries entered.

01–500 *Total system public service hours per year* – Sum of 01–043, 01–231 and 01–312. This total is automatically computed.

Part 2 – Registrations

Questions relating to standards are in **bold**.

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

02–001 *Total number of resident registered users* – Report the number of people who live in the library district and have applied for and received borrowing privileges from your library, excluding areas contracting for library service. Exclude any non–residents who pay for library privileges, PLAC cardholders, reciprocal users and non–resident student users, school employees and library employees. Type 4 contractual libraries should report all resident cards here. (Required by PLS.)

02–002 *Total number of users from contracting areas* – Report only the number of people who have received borrowing privileges from your library due to a contract with a township, town or other unit of local government. This does NOT include residents in Type 4 contractual libraries areas. (Required by PLS.)

02–003 *Total number of paid non–resident registered users* – Report the number of registered users who do not live in your library district or areas contracting for library service who have paid for a non–resident/subscription card for your library. These are people who have applied for and received borrowing privileges from the reporting library, but who do not pay property taxes for

library service in your district. This is the total number of cards for which people have paid the non–resident fee.

02–004 *Total number of non–resident cards issued to student users* – This is the number of cards issued to public and non–public school students, either for full price, reduced fee or free, because they live in an unserved area but are in a school district in your library's taxing district. Cards are issued according to policy and board resolution.

02–005 *Total non–resident cards issued to school employees* – This is the number of cards issued to public and non–public school employees, either for full price, reduced fee or free, who live in an unserved area but are in a school district in your library's taxing district. Cards are issued according to policy and board resolution.

02–006 *Total number of non–resident cards issued to library employees* – This is the number of cards issued to library employees, either for full price, reduced fee or free, because they work at your library and are issued these cards (as opposed to resident cards) according to policy and board resolution.

02–007 *Total number of non–registered resident users* – Sum of 02–003, 02–004, 02–005 and 02–006. This total is automatically computed.

02–008 *Total number of registered users* – Sum of 02–001, 02–002 and 02–007. This total is automatically computed.

02–009 *Total number of reciprocal users* – This is the number of users who have borrowed materials made available through local or statewide reciprocal borrowing agreements. Report the number of reciprocal users, NOT the number of loans.

02–010 *Total number of PLAC users* – Report the number of individual, unique people who have used a PLAC card to borrow materials from your library. Report the number of people, NOT the number of times PLAC cards were used to borrow materials.

02–011 **Amount of non–resident fee** – Enter your library's current non–resident fee. **This fee is required by Indiana State Law, IC 36–12–2–25 (b)–(e).** Indiana state law mandates that this fee should be set in excess of the operating expenditure per capita of the library for the previous year, or $25, whichever is higher. The operating expenditure per capita includes the total dollar amount spent on staff, materials, and miscellaneous expenses divided by the library's legal service area population. This figure approximates the average cost per person of running the library. This information will be used with the information entered in 05–045 to determine whether your library's non–resident fee meets this standard.

02–012 *Date the library board adopted this fee* – The date the board adopted the non–resident fee listed above.

02–013 **Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the past three (3) years and do not owe materials, fines, or fees to the library?** – Answer YES or NO. Libraries are required to purge or mark inactive unused library cards at least once every three (3) years and to delete those patrons who have not used their card in the last three (3) years and do not owe materials, fines, or fees to the library. **This is information required by PL Standards, 590 IAC 6–1–5(bb).**

Part 3 – Libraries and Political Subdivisions

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.

If you believe your service area population has been incorrectly identified as taxed or contracting, or if you need to add or remove a service area population, please contact LDO.

2020 Census figures are used for all calculations

03–001 *Name of primary county* – Enter the name of the county in which the majority of the library district is located.

03–002 *Total assessed valuation for library district* – Enter the TOTAL assessed valuation upon which the library tax received in the report year was based (2024). Show this for the TOTAL library district taxed to pay for services – not for contract areas. Your county auditor can provide this information. If your library district is located in more than one county, provide information for the additional county in 03–009.

03–003 *Operating tax rate* – Enter the library tax rate for local property tax approved one year for collection in the following year. Report the tax rate for the report year (generally approved by Department of Local Government Finance the previous year), if available. If your library district is located in more than one county, provide the tax rate for the additional county in 03–010. Report this rate with 4 digits to the right of the decimal point (e.g., .0101).

03–004 *Source year for data* – List the report year for questions 03–002 through 03–006 and 03–009 through 03–013. For example, data from the 16–line Statement/Fund Report 1782 Notice from the Department of Local Government Finance which reads "Pay 2024" would be listed as 2024.

03–005 *Debt fund tax rate* – Enter the debt fund tax rate collected in the report year (generally approved by DLGF the previous year). Your county auditor can provide this information. If your library district is located in more than one county, provide debt fund tax rates for the additional county in 03–011. This rate is reported as 4 digits to the right of the decimal point (e.g., .0101).

03–006 *LCPF tax rate* – Enter the Library Capital Projects Fund tax rate collected in the report year (generally approved by DLGF the previous year). If your library district is located in more than one county, provide the LCPF tax rate for the additional county in 03–012. This rate is reported as 4 digits to the right of the decimal point (e.g., .0101). LCPF is a fund within the maximum levy for which library districts can levy a tax to provide for capital projects, approved by the fiscal body which reviews the library's budget.

03–007 *Did your library roll the LCPF into the operating tax rate?* – Answer YES if you rolled the LCPF into the operating rate; NO if you did not, or N/A if your library does not have an LCPF.

03–008 *Name of additional county* – Enter the name of the additional county of the library district or the county of the contractual library district. If the library district is located in only one county and is not a county contractual, 03–008 through 03–013 may be left blank.

03–009 *Total assessed valuation for additional county* – Enter the TOTAL assessed valuation upon which the library tax received in the report year was based (2023). Show this for the TOTAL library district taxed to pay for services – not for contract areas. Your county auditor can provide this information. If your district is in one county or is not a county contractual, 03–008 through 03–013 may be left blank.

03–010 *Operating tax rate for additional county* – Enter the library tax rate for local property tax approved one year for collection in the following year. Report the tax rate for the report year

(generally approved by DLGF the previous year), if available. Report this rate with four digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, 03–008 through 03–013 may be left blank.

03–011 *Debt fund tax rate* – Enter the debt fund tax rate collected in the report year (generally approved by DLGF the previous year). Your county auditor can provide this information. This rate is reported as four digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, questions 03–008 through 03–013 may be left blank.

03–012 *LCPF tax rate* – Enter the Library Capital Projects Fund Tax Rate collected in the report year (approved the previous year). This rate is reported as four digits to the right of the decimal point (i.e., .0101). Library Capital Projects Fund is a fund within the maximum levy for which library districts can levy a tax to provide for capital projects, approved by the fiscal body which reviews the library's budget.

03–013 *Total district population taxed for library service* – The total number of people in every political subdivision/unit in your library district who are taxed for library service. The most current (2020) decennial census figures will be used. The reported population is changed between censuses only upon merger with additional political subdivision(s)/unit(s), expansion into unserved units of government or a town/city annexation if the library district's boundaries are the city/town boundaries. This total is automatically calculated.

03–013a *Total district population served by contracts* – The total number of people in every political subdivision/unit which contracts for library service by your library district. 2020 census figures will be used. This total is automatically calculated.

03–014 *Total district population* – Sum of 03–013 and 03–013a. This is the total of all people in each political subdivision your service area, whether served via taxation or contract. This total is automatically calculated.

03–015 *Political subdivision name* – This is the official name of the town/city, township, or county served. This is prefilled and locked.

03–016 *Population served by taxation. (If the subdivision is served by contract, this line will be blank.)* – This is the number of people in the political subdivision. This political subdivision is taxed for library service. This is prefilled and locked.

03–017 *Population served by contract. (If the subdivision is served by taxation, this line will be blank.)* – This is the number of people in the political subdivision. This political subdivision receives service via a contract.

03–018 *Were there any changes to your library's service area? (Changes may include annexations, mergers, or changes to contracts.)* – Answer YES or NO. If your library's service area has changed in the last year, answer YES and explain the reason for the change in 03–019. If your library's service area has not changed, answer NO and skip 03–019.

03–019 *If the answer to 03–018 is YES, please explain* – Explain what caused the change to your library's service area, whether it was an annexation, merger, contract change, or any other reason.

Part 4 – Operating Revenue

Questions relating to standards are in **bold**.

Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

DEFINITION – Operating funds are funds available for expenditure by the public library. Do not include revenue for major capital expenditures, contributions to endowments, or funds unspent in the previous fiscal year (e.g., carryover).

- Report all operating revenue, regardless of whether it was put into an operating or non–operating fund.
- All cents are automatically rounded to the nearest dollar.
- Report income received in 2024 or in January 2025.
- If the exact data are not known for any item, please estimate. Enter "0" if no expenditures were made from a particular category. Enter "M" (Missing) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.
- Do not include any funds transferred to operating income from another account due to not receiving anticipated tax money or borrowed from a lending institution for the same reason. Only NEW money is reported.
- Gifts and donations may be receipted to a separate gift fund(s)
- County Contractual Libraries – Combine and report all income from host and contractual libraries.

Local Government Revenue

04–001 *Property tax or CEDIT income from library tax rate* – Include all tax receipts received and available for expenditure by the public library. Include report year monies received in January of the next year. Report excess levy here. Your library may have both, if the district crosses county lines. Report only actual funds received, not anticipated.

04–002 *Miscellaneous income taxes or LIT (Local Income Tax)* – Report only actual funds received, not anticipated.

04–003 *Contractual revenue received for service* – Report income received in the report year through a contract for service from a town or township, from other libraries, or from other contracts for service. Report only actual funds received, not anticipated.

04–004 *Total local government revenue* – Sum of 04–001 through 04–003. This total is automatically computed. This includes all tax and non–tax receipts designated by the community, district, or region and available for operating fund expenditure by the public library. Includes property tax income from the library tax rate, Local Income Tax, and contractual revenue received from township trustee or other governmental unit official (or from another library) for library service. It does NOT include the value of any contributed or in–kind services or the value of any gifts and donations, fines, or fees not receipted to the operating fund.

State Government Revenue

04–005 *Financial Institutions Tax (FIT)* – Report the total actual income received in the report year from the state Financial Institutions Tax. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year.

04–006 *License Vehicle Excise Tax* – Report the total actual state income received in the report year from the (Motor Vehicles) (Auto/Aircraft) License Excise Tax. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year.

04–007 *Commercial Vehicle Excise Tax (CVET)* – Report the total state excise tax on any vehicle which requires a commercial vehicle driver's license. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year.

04–008 *Broadband Connectivity Grant* – This information is prefilled and locked by the Indiana State Library. This is not the same as E–rate. It was previously referred to as the State Technology Grant Fund.

04–009 *Other state revenue* – Report any other funds not previously reported as received from the State including the Intergovernmental Wagering Tax. DO NOT report any funds collected from PLAC cards sold.

04–010 *Source(s):* List source(s) of all money reported in 04–009.

04–011 *Total state revenue* – Sum of 04–005 through 04–009. This total is automatically computed. These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state.

Federal Government Revenue

04–012 *LSTA grants* – Report all LSTA grant funds received in the report year. Report the actual amount received/reimbursed, NOT the total amount awarded.

04–013 *Other federal revenue* – Report all other money received from the federal government, including SLD/E–rate refund (as from AT&T or other vendors)

04–014 *Source(s)* – List source(s) of all money reported in 04–013.

04–015 *Total federal revenue* – Sum of 04–012 and 04–013. This total is automatically computed. It includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

Other Revenue

04–016 *PLAC reimbursement* – This is PLAC reimbursement received from the State Library. This is not state–generated money; it is money from PLAC card purchasers sent by public libraries to the State Library and used to reimburse libraries which are net lenders. This information is prefilled by the Indiana State Library. Contact LDO if the information displayed is incorrect.

04–017 *Fines and fees* – Report all fines and fees collected, including those for printing and photocopies, faxes, non–resident fees, lost/damaged materials, etc.

04–018 *Interest on investments* – Report any revenue generated from interest on investments.

04–019 *Gift receipts* – Report gift funds. Do NOT include the value of donations of any nonmonetary gifts and donations.

04–020 *Private and public foundation grants* – Report private or public, non–governmental, community and other foundation and private development grant monies. A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family.

04–021 *Miscellaneous revenue* – Include checking account interest and any refunds here. Do NOT include any contributed services or the value of any nonmonetary gifts and donations.

04–022 *Source(s)* – List the source(s) of all revenue reported in 04–021.

04–023 *Total other revenue* – Sum of 04–016 through 04–021. This total is automatically computed.

04–024 *Total operating revenue* – Sum of 04–004, 04–011, 04–015 and 04–023. This total is automatically computed.

Part 5 – Expenditure Data

Questions relating to standards are in **bold**.

Grayed boxes are either prefilled and locked or automatic calculations.

If the exact data is not known for any item, please estimate. If you cannot estimate, enter "M" for missing.

DEFINITION – Operating expenditures are the current and recurrent costs necessary to support the provision of library services. These include personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operating and maintenance of the physical facility. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

- All cents are automatically rounded to the nearest dollar.
- Do NOT report encumbered funds.
- Report all operating fund expenditures, but report expenditures in only one category.
- If the exact data are not known for any item, please estimate. Enter "0" if no expenditures were made from a particular category. Enter "M" (Missing) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.
- Do NOT Report Broadband Connectivity Grant expenditures in categories in which they were expended.
- A Library Improvement Reserve Fund (LIRF) is a separate fund to which libraries can transfer monies for capital projects. Do NOT report transfers to LIRF as an expenditure.
- A Rainy Day Fund is a separate fund to which libraries can transfer monies not currently needed for operating expenses. Do NOT include transfers to Rainy Day Funds as expenditure.
- County Contractual Libraries – Combine and report all income from host and contractual libraries.

Operating Fund Expenditures

05–001 *Salaries/wages of all library staff* – Report Category 1 from Operating Budget Form 1, Personal Services. This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. Personal service is the direct labor of persons in the employment of the library. (Required by PLS.)

05–002 *Employee benefits* – Report Category 1 from Operating Budget Form 1, Personal Services. These are the benefits outside of salaries and wages paid and accruing to employees, regardless of whether the benefits are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition reimbursement, and housing benefits. (Required by PLS.)

05–003 *Other personal services* – Report Category 1 from Operating Budget Form 1, Personal Services. Include fees paid for special counsel, legal service, surveys, expert and other services rendered of which the employment is temporary or on a part–time basis and social security, federal taxes, state taxes, and county taxes are withheld. Do NOT report contracts here.

These are fees paid to people who aren't library employees, but who still receive a W–2 from the library. Contracts where NO Social Security, Medicare, and federal and state withholding taxes are withheld are reported on Operating Budget Form 1 in Category 3, Professional Services or Category 4, Repairs and Maintenance.

05–004 *Total personal services* – Sum of 05–001, 05–002 and 05–003. This total is automatically computed.

05–005 *Total staff expenditures* – Sum of 5–001 and 5–002. This total is automatically computed. (Required by PLS.)

05–006 *Total supplies* – Report Category 2 from Operating Budget Form 1. Supplies include commodities which, after use, are either entirely consumed or show a definite impairment of their physical condition and rapid depreciation after use for a short period of time. Report cost of all office, operating, repair and maintenance supplies and other supplies. Include cost of printing stationery and forms. (Required by PLS.)

Other Services and Charges

05–007 *Professional services* – Report Category 3 from Operating Budget Form 1. Include consulting, engineering, architectural, legal and other professional services. Also include licensing fees for databases or other electronic services solely for staff use. (Required by PLS.)

05–008 *Communication and transportation* – Report Category 3 from Operating Budget Form 1. Include telephone, internet, postage, traveling, professional meetings, freight and express shipping. (Required by PLS.)

05–009 *Printing and advertising* – Report Category 3 from Operating Budget Form 1. Include advertising and publication of notices and printing (other than stationery, forms and other office supplies). (Required by PLS.)

05–010 *Insurance* – Report Category 3 from Operating Budget Form 1. Include official bonds and other insurance, such as policies covering injury or loss of property. (Required by PLS.)

05–011 *Utility services* – Report Category 3 from Operating Budget Form 1. Include gas, electricity, water, sewage and waste disposal services. Coal, fuel, oil and bottled gas used for heating should be charged to Category 2, Operating Supplies, 05–006. (Required by PLS.)

05–012 *Repairs and maintenance* – Report Category 3 from Operating Budget Form 1. Include all expenditures of a contractual nature for repairs of buildings, structures and equipment. If repair is performed by regular employees of the library, labor should be charged to Category 1, Personal Services, 05–001. Repair parts and materials should be charged to Category 2, Repair and Maintenance Supplies, 05–006. (Required by PLS.)

05–013 *Rentals* – Report Category 3 from Operating Budget Form 1. Include all expenditures for the use of properties not owned by the library, such as temporary office rooms, storerooms, post office box, safety deposit box, equipment, etc. (Required by PLS.)

05–014 *Debt service* – Report Category 3 from Operating Budget Form 1 (operating expenditures only). Include expenditure for the reduction of the library's general obligation bonds (principal) and interest only if paid out of the operating fund. (Required by PLS.)

05–015 *Lease rental* – Report Category 3 from Operating Budget Form 1. Include expenditures for the reduction of the principal of the bonds for the lease rental fund and the interest on such funds only if paid out of the operating fund. (Required by PLS.)

05–016 *Other* – Report Category 3 of Operating Budget Form 1. Include dues for state and national associations of a civic, educational, professional or governmental nature that have as their purpose the betterment of library operations, interest on temporary loans, taxes and assessments for streets, sidewalks, sewers and similar improvement, and all other services not included in other classifications. (Required by PLS.)
• Do NOT include LIRF and Rainy Day.

05–017 *Total of other services and charges* – Sum of 05–007 through 05–016. This total automatically computed. (Required by PLS.)

Capital Outlays from Operating Fund Expenditures

05–018 *Land* – Report Category 4 from Operating Budget Form 1. Report purchase of land owned by the library. (Required by PLS.)

05–019 *Buildings* – Report Category 4 from Operating Budget Form 1. Report purchase of permanent buildings owned by the library, as well as additions to or renovation of library buildings. (Required by PLS.)

05–020 *Improvements other than buildings* – Report Category 4 from Operating Budget Form 1. Include all other improvements to land owned by the library, such as adding a parking lot, sidewalk, landscaping, gazebo, etc. (Required by PLS.)

05–021 *Furniture and equipment* – Report Category 4 from Operating Budget Form 1. Consists of machinery, implements, tools, furniture, motor vehicles, calculators, microfilm readers, copiers, projectors, staff computers, and other equipment which may be used repeatedly without material impairment of its physical condition and which has a calculable period of service. (Required by PLS.)

05–022 *Total for capital outlays from operating fund expenditures*. – Sum of 05–018 through 05–021. This total is automatically computed. (Required by PLS.)

Library Materials – Operating Fund Expenditures

This includes all expenditures from the library's operating fund for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed.

05–023 ***Print materials*** – Report Category 4 from Operating Budget Form 1. Include operating expenditures for the following print materials: books (and book leases), current serial subscriptions, government documents and any other print acquisitions. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

05–024 ***Other physical materials*** – Report Category 4 from Operating Budget Form 1. Include all operating expenditures for other materials, including microforms; physical AV units (DVDs, CDs, video games); circulating portable electronic devices (Chromebooks, e–book readers); non–traditional circulating items (tools, power washers, artwork, etc.); Playaways and

Wonderbooks; and materials in new formats. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

- Do NOT include library system software and computer software used only by staff (even if they are included in this line of your Budget Form 1).

05–025 **Electronic materials *(e–books, e–audio, e–video)*** – Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

Electronic content can be accessed online from an electronic device. Types of electronic content include e–books, e–serials, e–audio, e–video, and scores, maps, and pictures in electronic or digital format.

05–026 ***Databases and online learning platforms*** – Report all operating expenditures for databases and online learning platforms. Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

05–027 ***Public Access Computers*** – Report all computers that the public can use in the library. Includes desktops, laptops, and non–circulating Chromebooks and tablets the public can use to access electronic information, books, etc. **This is information required by PL Standards, 590 IAC 6–1–4 (k) (3).**

05–028 ***Total operating fund expenditures for collection development*** – Sum of 05–023 through 05–027. This total is automatically computed.

Library Materials – Non–Operating Fund Expenditures

This includes all expenditures from the library's non–operating fund for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed.

05–029 ***Print materials***– Report all expenditures from non–operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for the following print materials: books (and book leases), current serial subscriptions, government documents and any other print acquisitions. **This is information required by PL Standards, 590 IAC 6–1–5 (p) (3).**

05–030 ***Other physical materials*** – Report all operating expenditures for other materials, including microforms; physical AV units (DVDs, CDs, video games); circulating portable electronic devices (Chromebooks, e–book readers); non–traditional circulating items (tools, power washers, artwork, etc.); Playaways and Wonderbooks; and materials in new formats. **This is information required by PL Standards, 590 IAC 6–1–5 (p) (3).**

05–031 ***Electronic materials (e–books, e–audio, e–video)*** – Report all expenditures from non–operating funds, including but not limited to gift, LIRF, and Rainy Day, for electronic (digital) content. Include expenditures for electronic content for which the library has library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

Electronic content can be accessed online from an electronic device. Types of electronic content include e–books, e–serials, e–audio, e–video, and scores, maps, and pictures in electronic or digital format.

05–032 ***Databases and online learning platforms*** – Report all expenditures from non–operating funds, including but not limited to gift, LIRF, and Rainy Day, for databases and online learning platforms. Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

05–033 ***Public access computers*** – Report all operating expenditures from non–operating funds, including but not limited to gift, LIRF, and Rainy Day, for all computers that the public can use in the library. Includes desktops, laptops, and non–circulating Chromebooks and tablets the public can use to access electronic information, books, etc. **This is information required by PL Standards, 590 IAC 6–1–4 (k) (3).**

05–034 ***Total non–operating fund expenditure for collection development*** – Sum of 05–029 through 05–033. This total is automatically computed.

Library Expenditures – Totals

05–035 ***Total expenditures for print materials*** – Sum of 05–023, and 05–029. This total is automatically computed. This is the total amount spent from both operating and non–operating funds on all print materials. **This is information required by PL Standards, 590 IAC 6–1–5 (p).** (Required by PLS.)

05–036 ***Total expenditures for other physical materials*** – Sum of 05–024 and 05–030. This total is automatically computed. This is the total amount spent from operating and non–operating funds on all non–print, physical materials. **This is information required by PL Standards, 590 IAC 6–1–5 (p).** (Required by PLS.)

05–037 ***Total expenditures for electronic content*** – Sum of 05–025, 05–026, 05–031 and 05–032. This total is automatically computed. This is the total amount spent from both operating and non–operating funds all all materials in electronic or digital format, including e–books, e–serials, e–audio, and e–video, as well as databases and online learning platforms. **This is information required by PL Standards, 590 IAC 6–1–5 (p).** (Required by PLS.)

05–038 ***Total expenditures for public access computers*** – Sum of 05–027 and 05–033. This total is automatically computed. This is the total amount spent from both operating and non–operating funds on all non–circulating computers for public use in the library. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

05–039 ***Total expenditures for collections (w/o PACs)*** – Sum of 05–035, 05–036, and 05–037. This total is automatically computed. This total is automatically computed. It is the sum of all monies spent from operating and non–operating funds on the library collection, not including public access computers. It is the number required by the PLS, as that survey does **not** count the cost of PACs in collection expenditures. (Required by PLS.)

05–040 ***Total expenditures for collections (w/ PACs)*** – Sum of 05–035 through 05–038. This total is automatically computed. It is the sum of all monies spent from operating and non–operating funds on the library collection, including public access computers. This number is used when calculating the collection standards, as Indiana allows the cost of PACs to be counted in collection expenditures. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

05–041 ***Total expenditures from operating funds*** – Sum of 05–004, 05–006, 05–017, 05–022 and 05–028. This total is automatically computed. Report actual expenditures only, including both budgeted amounts and additional appropriations.

05–042 ***Other operating expenditures*** – Sum of 05–003, 05–006, 05–017, 05–022, 05–027 and 05–033. This total is automatically computed. Report actual expenditures only, including both budgeted amounts and additional appropriations.

05–043 ***Total operating expenditures*** – Sum of 05–005, 05–039 and 05–042. This total is automatically computed. Report actual expenditures only, including both budgeted amounts and additional appropriations.

05–044 *Total capital fund expenditures* – These expenditures *could* come from LIRF, debt service, Rainy Day funds, LCPF, gift fund(s), technology fund, and other grants but do NOT come from operating fund expenditures. Generally speaking, if the source of the funds was a special appropriation or contribution earmarked for a specific major purchase in the areas mentioned above, NOT operating income, then the expenditure should be counted as a capital fund expenditure.

Capital is usually a long–term expense. These are costs that are incurred for major purchases of or additions to fixed assets. The most common uses of capital funds include, but are not limited to: site acquisitions (real estate); new building construction; expansion of an existing building; remodeling or major repair of an existing building; initial book stock (sometimes called an opening day collection); furnishings or equipment for a new or remodeled building; new computers, not replacing old machines; new vehicles; repair to or addition to property (i.e. sidewalks), major emergency repairs or other emergency costs, digitization expenses; and other onetime major projects. Exclude expenditures for replacement and repair of existing furnishings and equipment or regular purchase of library materials. This total does not have to balance with capital revenue.

Non–Resident Fee Standard

05–045 ***Total 2023 operating expenditures per capita*** – This is the previous year's operating expenditures per capita. This is the number which should be used for the non–resident card fee. If this number varies drastically from the preceding year, check your total operating fund expenditures and your total population without contract. **This is information required by IC 36–12–2–25(b).**

05–046 ***Difference between 2023 OE per capita and non–resident fee (subtract Q02–011 from Q05–045).* – Per IC 36–12–2–25(c)(1)(2).** This total is automatically computed. If this number is positive, the non–resident fee should be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.

05–046a ***Does your library's non–resident fee meet the standard? – Select YES if 05–046 is a negative number. Select NO if it is positive.*** If the output for question 05–046 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. **This is information required by IC 36–12–2–25(c) (1) (2).**

05–047 ***Total 2024 operating expenditures per capita.*** – 05–041 (*total expenditures from operating funds)* divided by 03–013, (*total population without contracts*, the library district population which pays taxes for service). This number is automatically computed. This is the number which should be used to set the non–resident card fee for the following year; **PLEASE MAKE**

SURE YOUR 2025 NON–RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT. If this number varies drastically from the preceding year, check your total operating fund expenditures and your total population without contract. **This is information required by IC 36–12–2–25(b).**

Collection Development Standard

05–048 ***Total collection expenditures*** – Sum of 05–038 and 05–039. This total is automatically computed. Contains library materials expenditures from both operating and non–operating funds. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

05–049 ***Collection development expenditure (from all funds) as a percentage of operating fund expenditure*** – This is an automatically generated percentage, the result of collection development expenditures from operating and non–operating funds (05–049) divided by total operating fund expenditures (05–041). It is used to calculate the library's compliance with the requirement that the library spend 8% of its operating budget on collection development, defined as: (A) books, (B) audiovisual materials, (C) electronic media devices, and (D) databases. **This is information required by PL Standards, 590 IAC 6–1–5 (p).**

Part 6 – Capital Revenue

Questions relating to standards are in **bold**.
Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Figures do NOT have to balance with capital fund expenditures. All cents are automatically rounded to the nearest dollar.

DEFINITION – Capital revenue funds are those received for major capital expenditures. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one–time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

06–001 *Local government capital revenue* – Report all governmental funds designated by the community, district or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government. Include LCPF, debt funds, LIRF, and Rainy Day Funds. (Required by PLS.)

06–002 *State government capital revenue* – Report all funds distributed to public libraries by state government for the purpose of major capital expenditures, except for federal money distributed by the state. Include funds from state agencies/government only (Indiana Economic Development Corporation, etc.). (Required by PLS.)

06–003 *Federal government capital revenue* – Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures. Include funds from all federal agencies (Department of Commerce, Department of Agriculture, etc.). (Required by PLS.)

06–004 *Other capital revenue* – Report private (non–governmental) funds, including grants and gifts received by the library for the purpose of major capital expenditures. (Required by PLS.)

06–005 *Total capital revenue* – Sum of 06–001 through 06–004. This total is automatically computed. The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal. (Required by PLS.)

Part 7 – Employment Data

Questions relating to standards are in **bold**.
Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

Include all positions, whether paid for through operating expenditures, grant money or other funds.

ALL Librarians

07–001 *Total number of all librarians* – Number of persons with title or function of librarian, who perform paid work that usually requires professional training and skill in the theoretical and/or scientific aspects of library work as distinct from its mechanical or clerical aspect. This includes ALA–MLS librarians and librarians with an unaccredited library degree or no library degree. Include all librarians, whether paid for through operating expenditures, grant money or other funds. Include positions that are vacant.

07–002 *Total number of paid hours per week for all librarians* – Add together the hours each librarian, with title or function of librarian, including ALA–MLS librarians, is paid each week (full–time and part–time). Include all librarians, whether paid for through operating expenditures, grant money or other funds. Include hours for positions that are vacant.

07–003 *FTE for all librarians* – Hours from 07–002 divided by 40. This total is automatically computed. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full–time employment by PLS. (Required by PLS.)

ALA–MLS Librarians

07–004 *How many of the librarians reported in 07–001 have an ALA–MLS degree?* – Number of librarians, with title or function as librarian, with master's degrees from programs of library and information studies accredited by the American Library Association. Degree may be MLS, MIS, MSLS, MSIS, or other. Include all ALA–MLS librarians, whether paid for through operating expenditures, grant money or other funds. Include positions that are vacant.

07–005 *Total number of paid hours per week for all ALA–MLS librarians* – Add together the hours each ALA–MLS librarian, with title or function of librarian, is paid each week (full–time and part–time). Include all ALA–MLS librarians, whether paid for through operating expenditures, grant money or other funds. Include hours for positions that are vacant.

07–006 *FTE for all ALA–MLS librarians* – Hours from 07–005 divided by 40. This total is automatically computed. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full–time employment by PLS. (Required by PLS.)

All Other Staff

07–007 *Total number of all other paid staff* – This includes all other paid employees (whether paid for through operating expenditures, grant money or other funds), including plant operations, security, and maintenance staff. Include positions that are vacant.
- Do NOT include temporary employees or others who are paid by another agency.

07–008 *Total number of paid hours per week for all other paid staff* – Add together the hours all other paid employees are paid each week (full–time and part–time). Include all other staff, whether paid for through operating expenditures, grant money or other funds. If position is vacant, list hours for that position.
- Do NOT include temporary employees or others who are paid by another agency.

07–009 *FTE for all other paid staff* – Hours from 07–008 divided by 40. This total is automatically computed. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full–time employment by PLS. (Required by PLS.)

07–010 *Total number of all paid staff* – Sum of 07–001 and 07–007. This total is automatically computed.

07–011 *Total hours paid per week for all paid staff* – Sum of 07–002 and 07–008. This total is automatically computed.

07–012 *FTE for all paid staff* – Sum of 07–003 and 07–009. This total is automatically computed.

07–013 *Number of hours per week considered to be full–time employment in your library* – Enter the minimum number of hours per week an employee must work to be considered a full–time employee at your library.

Part 8 – Library Service and Technology

Questions relating to standards are in **bold**.
Grayed boxes are either prefilled and locked or automatic calculations.

If the exact data is not known for any item, please estimate

Interlibrary Loans

08–001 *Number of interlibrary loan items (including photocopies) your library has provided to other libraries* – These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. Materials loaned to a bookmobile, branch or central library of the same system are not counted. (Required by PLS.)
- Do NOT include Evergreen transits. Do NOT include SRCS transits.

08–002 *Evergreen transits to other libraries.* – Number will be supplied by the Indiana State Library.

08–003 *SRCS materials provided to other libraries.* – Number will be supplied by the Indiana State Library.

08–004 *Total number of loans provided to other libraries* – Sum of 08–001, 08–002, and 08–003; the total number of interlibrary loans, Evergreen transits and SRCS requests sent to other library systems. This total is automatically computed.

08–005 *Number of interlibrary items (including photocopies) your library has borrowed from other libraries* – These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Materials received from a bookmobile, branch or central library of the same system are not counted.
- Do NOT include Evergreen transits. Do NOT include SRCS transits.

08–006 *Evergreen transits received from other libraries.* – Number will be supplied by the Indiana State Library.

08–007 *SRCS materials received from other libraries.* – Number will be supplied by the Indiana State Library.

08–008 *Total number of loans received from other libraries* – Sum of 08–005, 08–006, and 08–007. This total is automatically computed.

08–009 *Net lending rate* – This is the number of interlibrary loans sent from your library, divided by the number borrowed (08–004 divided by 08–008). This number is automatically calculated. If this number is greater than 1, your library may be eligible for discounted courier service.

Library Programs

Live (Synchronous) Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- All program sessions that are sponsored or co–sponsored by the library. For a program session to be sponsored or co–sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a craft class at a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on–site and off–site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live–streamed virtual (synchronous) program sessions that are sponsored or co–sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Recorded presentations of program content; these should be reported in 08–058 – *Total Number of Asynchronous Program Presentations.*
- Programming that is shared on the library's website or social media that is not sponsored or co–sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

- Activities delivered on a one–to–one basis, rather than to a group, such as one–to–one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
- Passive or self–directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.

TIPS

- If programs are offered as part of a series, count each individual program session. For example,, a film series offered once a week for eight weeks should be counted as eight program sessions.
- Each program session should only be counted once. If a program is a hybrid (i.e., in–person and virtual), then report it as one in–person. Attendance will be broken down into in–person and virtual and reported accordingly; each attendee/device will only be counted once.

Children Ages 0–5

08–010 ***Number of in–person, onsite children's programs for ages 0–5*** – This is the count of all program sessions sponsored by the library and held at the library for which the primary audience is infants, toddlers, or pre–school age children. Count each program which is planned, marketed and advertised, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing–along events, and puppet shows. Include program sessions aimed at children ages 0–5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

08–011 ***Attendance at in–person, onsite children's programs for ages 0–5*** – The count of the audience at all program sessions sponsored by the library and held at the library for which the primary audience is children ages 0–5 years. (Required by PLS.)

08–012 ***Number of in–person, offsite children's programs for ages 0–5*** – This is the count of program sessions for which the primary audience is children ages 0–5 years and which are sponsored or co–sponsored by the library that take place somewhere other than the library. Count each program which is planned, marketed and advertised, whether anyone attends or not. An example of this type of program session would be story times held at a daycare. Each program session should only be counted in one age category based on its primary target audience.

- Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such events.

08–013 ***Attendance at in–person, offsite children's programs for ages 0–5*** – The count of the audience at all program sessions sponsored by the library but held outside the library for which the primary audience is children ages 0–5 years. Include adults who attend programs intended primarily for children. (Required by PLS.)

08–014 ***Number of live, virtual children's programs for ages 0–5*** – This is the count of all live virtual program sessions sponsored by the library and targeted at children ages 0–5 years. 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. Exclude program sessions that also have an in–person component; these should be counted under in–person onsite or offsite programs.

08–015 ***Attendance at live, virtual children's programs for ages 0–5 as counted by participant devices*** – Count each participant device connected to a virtual program as a single attendee, regardless

of the number of people sharing the device.

08–016 ***Total number of library programs for children ages 0–5*** – Sum of 08–010, 08–012 and 08–014. This total is automatically computed.

08–017 ***Total attendance at library programs for children ages 0–5*** – Sum of 08–011 08–013 and 08–015. This total is automatically computed.

Children Ages 6–11

08–018 ***Number of in–person, onsite children's programs for ages 6–11*** – This is the count of all program sessions sponsored by the library and held at the library for which the primary audience is children ages 6–11 years. Count each program which is planned, marketed and advertised, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6–11 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience.

08–019 ***Attendance at in–person, onsite children's programs for ages 6–11*** – The count of the audience at all program sessions sponsored by the library and held at the library for which the primary audience is children ages 6–11 years. (Required by PLS.)

08–020 ***Number of in–person, offsite children's programs for ages 6–11*** – This is the count of all program sessions for which the primary audience is children ages 6–11 years and which are sponsored or co–sponsored by the library that take place somewhere other than the library. Count each program which is planned, marketed and advertised, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, book talks at schools, informational programs about library services, story hours at county fairs, etc. Each program session should only be counted in one age category based on its primary target audience.

- Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such events.

08–021 ***Attendance at in–person, offsite children's programs for ages 6–11*** – The count of the audience at all program sessions sponsored by the library but held outside the library for which the primary audience is children ages 6–11 years. Include adults who attend programs intended primarily for children. (Required by PLS.)

08–022 ***Number of live, virtual children's programs for ages 6–11*** – This is the count of all live virtual program sessions sponsored by the library and targeted at children ages 6–11 years. 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. Exclude program sessions that also have an in–person component; these should be counted under in–person onsite or offsite programs.

08–023 ***Attendance at live, virtual children's programs for ages 6–11 as counted by participant devices*** – Count each participant device connected to a virtual program as a single attendee, regardless of the number of people sharing the device.

08–024 ***Total number of children's programs for children ages 6–11*** – Sum of 08–018, 08–020, and 08–022. This total is automatically computed.

08–025 ***Total attendance at library programs for children ages 6–11*** – Sum 08–019, 08–021, and 08–023. This total is automatically computed.

Young Adults Ages 12–18

08–026 ***Number of in–person, onsite programs for young adults*** – This is the count of all program sessions sponsored by the library and held at the library for which the primary audience is young adults ages 12 to 18 years. Count each program which is planned, advertised, and marketed, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, book clubs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

08–027 ***Attendance at in–person, onsite programs for young adults*** – The count of the audience at all program sessions sponsored by the library and held at the library for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age. (Required by PLS.)

08–028 ***Number of in–person, offsite programs for young adults*** – This is the count of all programs, for which the primary audience is young adults and which are sponsored or co–sponsored by the library that take place somewhere other than the library. Count each program which is planned, advertised and marketed, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, book clubs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience.

- Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such event.

08–029 ***Attendance at in–person, offsite programs for young adults*** – The count of the audience at all program sessions sponsored by the library that take place somewhere other than the library for which the primary audience is young adults ages 12 through 18 years of age. Please count all attendees of these program sessions regardless of age. (Required by PLS.)/td>

08–030 ***Number of live, virtual programs for young adults*** – This is the count of all live virtual program sessions sponsored by the library and targeted at young adults. 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. Exclude program sessions that also have an in–person component; these should be counted under in–person onsite or offsite programs.

08–031 ***Attendance at live, virtual programs for young adult as measured by participant devices*** – Count each participant device connected to a virtual program as a single attendee, regardless of the number of people sharing the device.

08–032 ***Total number of programs for young adults*** – Sum of 08–026, 08–028 and 08–030. This total is automatically computed.

08–033 ***Total attendance at programs for young adults*** – Sum of 08–027, 08–029 and 08–031. This total is automatically computed.

Adults Ages 19 and Older

08–034 ***Number of in–person, onsite programs for adults*** – This is the count of all program sessions sponsored by the library and held at the library for which the primary audience is adults ages 19 or older. Count each program which is planned, advertised and marketed, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, book discussions, film showings, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

08–035 ***Attendance at in–person, onsite programs for adults*** – This is the count of the audience at all program sessions sponsored by the library and held at the library for which the primary audience is adults aged 19 or older. Please count all attendees of these program sessions regardless of age.

08–036 ***Total number of in–person, offsite programs for adults*** – This is the count of all program sessions for which the primary audience is adults ages 19 or older, which are sponsored and co–sponsored by the library or an authorized representative that take place somewhere other than the library. Count each program which is planned, advertised and marketed, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, book discussions, film showings, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience.

- Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such event.

08–037 ***Attendance at in–person, offsite programs for adults*** – This is the count of the audience at all program sessions sponsored by the library that take place somewhere other than the library for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age.

08–038 ***Number of live, virtual programs for adults*** – This is the count of all live virtual program sessions sponsored by the library and targeted at adults. 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. Exclude program sessions that also have an in–person component; these should be counted under in–person onsite or offsite programs.

08–039 ***Attendance at live, virtual programs for adults*** – Count each participant device connected to a virtual program as a single attendee, regardless of the number of people sharing the device.

08–040 ***Total number of programs for adults*** – Sum of 08–034, 08–036, and 08–038. This total is automatically computed.

08–041 ***Total attendance at programs for adults*** – Sum of 08–035, 08–037, and 08–039. This total is automatically computed.

General Interest – Multiple Target Audiences

08–042 ***Number of in–person, onsite general interest programs*** – This is the count of all program sessions sponsored by the library and held at the library that are appropriate for any age group

or multiple age groups. Include all–age, all–library, family and intergenerational program sessions. Count each program which is planned, marketed and advertised, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions that are targeted at more than one non–adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

08–043 ***Attendance at in–person, onsite general interest programs*** – This is the count of the audience at program sessions sponsored by the library and held at the library that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

08–044 ***Number of in–person, offsite general interest programs*** – This is the count of all program sessions that are appropriate for any age group or multiple age groups, which are sponsored by the library that take place somewhere other than the library. Include all–age, family, and intergenerational program sessions. Count each program which is planned, marketed, and advertised, whether anyone attends or not. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary targeted audience; do not include program sessions here that have already been counted in earlier age category elements.

- Do NOT count informational or marketing events, such as marching in a parade, riding on a float, having a table of print/video/digital information at a fair or other such event.

08–045 ***Attendance at in–person, offsite general interest programs*** – The count of the audience at all program sessions sponsored by the library that take place somewhere other than the library that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.

08–046 ***Number of live, virtual general interest programs*** – This is the count of all live virtual program sessions that are appropriate for any age group or multiple age groups, which are planned and sponsored by the library. 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. Exclude program sessions that also have an in–person component; these should be counted under in–person onsite or offsite programs.

08–047 ***Attendance at live, virtual general interest programs*** – Count each participant device connected to a virtual program as a single attendee, regardless of the number of people sharing the device.

08–048 ***Total number of general interest programs*** – Sum of 08–042, 08–044 and 08–046. This total is automatically computed. (Required by PLS.)

08–049 ***Total attendance at general interest programs*** – Sum of 08–043, 08–045 and 08–047. This total is automatically computed. (Required by PLS.)

Other Programming Totals

08–050 ***Total number of in–person, onsite library programs*** – Sum of 08–010, 08–018, 08–026, 08–034, and 08–042. This total is automatically computed.

08–051 ***Total attendance at in–person, onsite library programs*** – Sum of 08–011, 08–019, 08–027, 08–035, and 08–043. This total is automatically computed.

08–052 ***Total number of in–person, offsite library programs*** – Sum of 08–012, 08–020, 08–028, 08–036, and 08–044. This total is automatically computed.

08–053 ***Total attendance at in–person, offsite library programs*** – Sum of 08–013, 08–021, 08–029, 08–037, and 08–045. This total is automatically computed.

08–054 ***Total number of live, virtual library programs*** – Sum of 08–014, 08–022, 08–030, 08–038, and 08–046. This total is automatically computed.

08–055 ***Total attendance at live, virtual library programs as counted by participant devices*** – Sum of 08–015, 08–023, 08–031, 08–039, and 08–047. This total is automatically computed.

08–056 ***Total number of live (in–person or virtual) library programs*** – Sum of 08–050, 08–052, and 08–054. This totally is automatically computed. **This is information required by PL Standards, 590 IAC 6–1–5 (m)**.

08–057 ***Total attendance at live (in–person or virtual) library programs*** – Sum of 08–051, 08–053, and 08–055. This total is automatically computed.

Recorded (Asynchronous) Program Presentations

Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on–demand. Do not include promotional or marketing content.

08–058 ***Total number of recorded (asynchronous) program presentations*** – An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on–demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended.

08–059 ***Total plays of recorded (asynchronous) program presentations within 30 days*** – The count of views of all asynchronous program presentations for a period of thirty days after the presentation was posted, even if that period extends beyond the survey reporting period. For program presentations made available via Facebook, count unique one–minute views of each video. For those made available via other platforms, count unique views of each video.

For program presentations that are records of synchronous virtual program sessions, exclude synchronous attendance; that should be counted under in–person onsite attendance, in–person offsite attendance, or live virtual attendance.

Other Services

08–060 ***How many weeks of a Children's Reading Program did your library offer at each fixed location?*** – This is the total number of weeks that your library offers a Children's Reading Program at each fixed location. Public Library standards require a minimum of 6 weeks per year. The weeks do not have to be consecutive.

08–061 ***Number of meeting rooms available for use by public*** – A meeting room is a reservable space whose capacity is intended to accommodate gatherings of people for a meeting or event. Count spaces available for both reserved and ad hoc use, as long as the spaces can be reserved by members of the public. Count spaces available for public use, even if it is also used for nonpublic events (e.g., library staff meetings).

08–062 ***Number of times meeting rooms were used by the public*** – Count the number of reservations/uses, **not** the number of attendees. If a room was used for a multi&nash;day event, count each day as separate use. For example, if a group used the room on Friday and Saturday, count this as two uses. Count both free and paid use, and count use both during and outside regular library hours.

08–063 ***Total number of annual visits to the library*** – Report the total number of persons entering the library for whatever purpose during the year. If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week (see note below) and multiplying the count by 52 – or however many weeks the library was open during the reporting year. Include persons attending activities, meetings, and those persons requiring no staff services. Include all people entering for any reason, even those entering and leaving multiple times within one day. Be sure to include numbers from branches and bookmobiles. (Required by PLS.)

Note: A typical week is defined as a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

08–063a ***Library visits reporting method*** – Regarding the number of library visits entered, is this an annual count or an estimate based on a typical week or weeks?

Select one of the following:
Count – Annual Count
Estimate – Annual Estimate Based on Typical Week(s).

08–064 ***Total number of reference transactions in 2024*** – Reference transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

NOTES:
(1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including web sites and computer–assisted instruction).
(2) Count readers advisory questions as reference transactions.
(3) Information sources include (a) printed and non–printed material; (b) machine–readable databases (including computer–assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e)

persons both inside and outside the library.
(4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.
(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.
(6) Duration should not be an element in determining whether a transaction is a reference transaction.
(7) It is essential that libraries do not include transactions involving only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

Annual Count vs. Annual Estimate
If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52. If the library was closed multiple weeks, only estimate for the number of weeks open.]

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library. The chosen week should be one in which the library is open its regular hours.

08–064a ***Reference transactions reporting method*** – Regarding the number of reference transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following:
Count – Annual Count
Estimate – Annual Estimate Based on Typical Week(s). (Required by PLS.)

08–065 ***Instructional reference services (optional)*** – This number is a subset of and should also be included in the total number of reference transactions (08–064). It should be entered here only if your library keeps a separate count for this sort of activity. If you do not track this number independent of all other reference transactions, enter NA.

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

Public Computers

08–066 ***Number of uses (sessions) of public internet computers in 2024*** – Report the total number of uses (sessions) of the library's public internet computers during the last year. If the computer is used for multiple purposes (Internet access, word–processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign–up forms or Web–log tracking software also may provide a reliable count of uses (sessions).

Note: This count includes only the library's internet computers.

(1) Do NOT include Wi–Fi access using nonlibrary computers or electronic devices.
(2) Count each use for public internet computers, regardless of the amount of time spent on the computer.
(3) Be sure to include numbers from branches and bookmobiles.

You may use a typical week count (see below), and then multiply by the number of weeks the library was open.

Typical Week – A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. A week in which the library is open its regular hours is chosen. Seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period) are chosen.

08–066a ***Reporting method for number of uses of public internet computers*** – Regarding the number of uses (sessions) of public internet computers entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following:
Count – Annual Count
Estimate – Annual Estimate Based on Typical Week(s). (Required by PLS.)

08–067 ***Number of wireless internet uses per year*** – Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.

Note: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

08–067a ***Reporting method for wireless sessions*** – Regarding the number of wireless sessions entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?

Select one of the following:
Count – Annual Count
Estimate – Annual Estimate Based on Typical Week(s). (Required by PLS.)

08–068 ***Number of public internet computers system–wide*** – Report the number of the library's internet computers (PCs and laptops), whether purchased, leased, or donated, used by the general public in the library. Count computers at the central library, branches and bookmobiles. Count only physical computers, not wireless connections. **This is information required by PL Standards, 590 IAC 6–1–5 (u)**. (Required by PLS.)

08–069 ***Number of staff computers*** – Count all computers used by staff equipped with office software at the central library, branches and bookmobiles.

Library System Automation

08–070 ***Name of your library's automated bookkeeping system (If you do not have one, enter "N/A")*** – Please enter the full, official name of the automated bookkeeping system you use or enter **"none"** if your system is not automated. The State Board of Accounts does not approve the system, just the forms generated by the system.

08–071 ***Brand and version of Integrated Library System (ILS)*** – Please enter the full, official name of the integrated library system your library uses or enter "N/A" if your library is not automated. **This is information required by PL Standards, 590 IAC 6–1–5 (s)**.

Part 9 – Holdings and Circulation

SELECTED HOLDINGS

The following totals are NOT a count of ALL materials which the library owns. These questions relate to selected holdings only.

Under this category report only items that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor, or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Definitions

- Physical unit – A physical unit is a book volume, reel, disk, cassette, etc. Items which are packaged together as a unit and are generally checked out as a unit (e.g., a music CD that came packaged with two compact discs in one case) are counted as one physical unit.
- Holdings – Materials the library has acquired as part of the collection, whether purchased, leased, or donated as gifts.
- Do NOT count any microfilm/microfiche/microforms except for current serial subscriptions.

HOLDINGS – PHYSICAL MATERIALS

09–001 *Books (print)* – Non–serial printed publications (including scores or other bound forms of printed music and maps) that are bound in hard or soft covers, or in loose–leaf format. Do not include unbound sheet music. Include non–serial government documents.

Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2–volume set) and checked out as a unit are counted as one physical unit. (Required by PLS.)

09–002 *Print serial subscriptions* – Includes periodicals and newspapers, print or microfilm ONLY. Report the total number of serial subscription titles, including duplicates, for all outlets. Report both paid and gift subscriptions. Do NOT report individual issues.

09–003 *Audio materials – physical units* – These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD–ROMS), audio–reels, talking books, and other sound recordings stored in a fixed, physical format. Report the number of units, including duplicates. Items

packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. (Required by PLS.)

09–004 *Video materials – physical units* – These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD–ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g., two DVDs for one movie) and checked out as a unit are counted as one physical unit. (Required by PLS)

09–005 *Other circulating physical items* – Report a single figure that includes the following: all circulating physical items other than print books (09–001), serials, physical audio units (09–003), physical video units (09–004). These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as wi–fi hotspots, video games, Playaways and Wonderbooks, and materials for a Library of Things. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.

09–006 Does your library circulate hotspots? – Answer *YES* or *NO*. These are Wi–Fi hotspots that are circulated for public use.

09–007 *Total physical items in the collection* – The sum of 09–001, 09–003, 09–004, and 09–005. This total is automatically calculated.

HOLDINGS – ELECTRONIC MATERIALS

For each type of electronic holding, please answer YES or NO to the following question: **Did the library provide access to the following materials purchased solely by the** (library; consortia; or state agency)?

E–books are the digital equivalent of printed books that may be accessed online from an electronic device. E–books also include e–comics. Do not consider resources available for free in the public domain when answering the following questions.

09–008 *E–books provided by library* – Did the administrative entity provide access to e–books purchased solely by the administrative entity?

09–009 *E–books provided by consortium* – Did the administrative entity provide access to e–books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

09–009a If answer was YES, name of the consortium?

09–010 *E–books provided by state library* – Did the administrative entity provide access to e–books provided by the state library or another state agency at no or minimal cost to the administrative entity?

E–serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

09–011 *E–periodicals provided by library* – Did the administrative entity provide access to e–serials purchased solely by the administrative entity?

09–012 *E–periodicals provided by consortium* – Did the administrative entity provide access to e–serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

09–013 *E–periodicals provided by state library* – Did the administrative entity provide access to e–serials provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

E–audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

09–014 *E–audio provided by library* – Did the administrative entity provide access to e–audio purchased solely by the administrative entity?

09–015 *E–audio provided by consortium* – Did the administrative entity provide access to e–audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

09–016 *E–audio provided by state library* – Did the administrative entity provide access to e–audio provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

E–videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

09–017 *E–video provided by library* – Did the administrative entity provide access to e–videos purchased solely by the administrative entity?

09–018 *E–video provided by consortium* – Did the administrative entity provide access to e–videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

09–019 *E–video provided by the state library* – Did the administrative entity provide access to e–videos provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

09–020 *Research databases by library* – Did the administrative entity provide access to research databases purchased solely by the administrative entity?

09–021 *Research databases by consortium* – Did the administrative entity provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

09–022 *Research databases by state library* – Did the administrative entity provide access to research databases provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

09–023 *Online learning platforms by library* – Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?

09–024 *Online learning platforms by consortium* – Did the administrative entity provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local regional, or state level?

09–025 *Online learning platforms by state library* – Did the administrative entity provide access to online learning platforms provided by the state library agency or another state agency at no or minimal cost to the administrative entity?

09–026 ***Name(s) of public use/commercial databases to which the library subscribes*** – List the names of all public use databases to which the library subscribes. Use the official name as published by the vendor. Do NOT include library process databases, like *Follett Circulation Plus, CONTENTdm, B &T Title Source, etc.* (unless it is available for the public to use). The purchase of these databases counts towards the collection development standard.

CIRCULATION – PHYSICAL MATERIALS

09–027 *Circulation of physical items: books, audio and video units* – The total annual circulation of physical library materials of all types, including renewals. Count all physical materials in all formats that are charged out for use outside the library. Only include interlibrary loan transactions in which items are borrowed for users. Do not include items checked out to another library. (Required by PLS.)

09–028 *Circulation of all children's physical materials (subset of 09–026)* – The total annual circulation of all children's materials in all physical formats to all users, including renewals. Include circulation of other physical items for children (e.g., kits, games, technology). If possible, do not include materials for teens/young adults. (Required by PLS.)

09–029 *Circulation of other physical items (subset of 09–027)* – Circulation of all physical items other than print books, physical audio units, physical video units, and serials, including renewals. These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as wi–fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc. (Required by PLS.)

09–030 *Did your library offer automatic renewal for any physical materials during the reporting period?* – Answer Yes or No. NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.

09–031 *As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?* – Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

CIRCULATION – ELECTRONIC MATERIALS

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e–books, e–serials, e–audio, and e–video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

09–032 *E–book circulation* – The total circulation of e–books during the reporting period. E–books are the digital equivalent of printed books that may be accessed online from an electronic device. E–books also include e–comics. (Required by PLS.)

09–033 E–serial circulation – The total circulation of e–serials during the reporting period. E–serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. (Required by PLS.)

09–034 *E–audio circulation*– The total circulation of e–audio during the reporting period. E–audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. (Required by PLS.)

09–035 *E–video circulation* – The total circulation of e–videos during the reporting period. E–videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device. (Required by PLS.)

09–036 *Total circulation of electronic materials (book, serial, audio, video)* – This is the sum of 09–032, 09–033, 09–034 and 09–035 This number is automatically calculated.

09–037 *Total circulation of materials* – This is the sum of physical (09–027) and electronic materials (09–036) circulation. This number is automatically calculated. (Required by PLS.)

Part 10 – Library Board

Report all current appointments and list each board member only once.

- Enter the most current information available for *all* members.
- If the position is vacant, please enter VACANT as the last name.
- List all county contractual board members, if appropriate.
- If the position does not exist on your board, please leave blank.
- Contact LDO with updates throughout the year.

10–0001 *Position: President* – Please enter the following information about the person serving as president of your library board.

10–0002 *First name* – Enter the board president's first name or initial.

10–0003 *Middle initial/name* – Enter the board president's middle name, if used in place of first name, or initial. (optional)

10–0004 *Last name* – Enter the board president's last name.

10–0005 *Home address* – This is the street address for the board president's home. This information is used only in the event that we need to contact the board member on library business.

10–0006 *City* – This is the name of the city or town where the board president lives.

10–0007 *ZIP code* – This is the ZIP code for the board president's home.

10–0008 *Email address* – Enter the complete email address for the board president. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0009 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board president. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0010 *Date term expires* – Report the date the board president's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0011 ***Number of consecutive terms*** – Report the number of consecutive terms the board president has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0012 *Date of initial appointment* – Report the date the board president was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0101 *Position: Vice President* – Please enter the following information about the person serving as vice president of your library board.

10–0102 *First name* – Enter the board vice president's first name or initial.

10–0103 *Middle initial/name* – Enter the board vice president's middle name, if used in place of first name, or initial. (optional)

10–0104 *Last name* – Enter the board vice president's last name.

10–0105 *Home address* – This is the street address for the board vice president's home. This information is used only in the event that we need to contact the board member on library business.

10–0106 *City* – This is the name of the city or town where the board vice president lives.

10–0107 *ZIP code* – This is the ZIP code for the board vice president's home.

10–0108 *Email address* – Enter the complete email address for the board vice president. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0109 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board vice president. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0110 *Date term expires* – Report the date the board vice president's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0111 ***Number of consecutive terms*** – Report the number of consecutive terms the board vice president has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0112 *Date of initial appointment* – Report the date when the board vice president was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0201 *Position: Secretary* – Please enter the following information about the person serving as secretary of your library board.

10–0202 *First name* – Enter the board secretary's first name or initial.

10–0203 *Middle initial/name* – Enter the board secretary's middle name, if used in place of first name, or initial. (optional)

10–0204 *Last name* – Enter the board secretary's last name.

10–0205 *Home address* – This is the street address for the board secretary's home. This information is used only in the event that we need to contact the board member on library business.

10–0206 *City* – This is the name of the city or town where the board secretary lives.

10–0207 *ZIP code* – This is the ZIP code for the board secretary's home.

10–0208 *Email address* – Enter the complete email address for the board secretary. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0209 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board secretary. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0210 *Date term expires* – Report the date the board secretary's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0211 ***Number of consecutive terms*** – Report the number of consecutive terms the board secretary has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0212 *Date of initial appointment* – Report the date when the board secretary was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0301 *Position: Treasurer* – Enter the following information about the person serving as treasure of your library board. If the person serving as treasurer is a library employee, skip questions 10–0302 through 10–0312 and use questions 10–0401 through 10–0412.

10–0302 *First name* – Enter the board treasurer's first name or initial.

10–0303 *Middle initial/name* – Enter the board treasurer's middle name, if used in place of first name, or initial. (optional)

10–0304 *Last name* – Enter the board treasurer's last name.

10–0305 *Home address* – This is the street address for the board treasurer's home. This information is used only in the event that we need to contact the board member on library business.

10–0306 *City* – This is the name of the city or town where the board treasurer lives.

10–0307 *ZIP code* – This is the ZIP code for the board treasurer's home.

10–0308 *Email address* – Enter the complete email address for the board treasurer. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0309 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board treasurer. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0310 *Date term expires* – Report the date the board treasurer's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0311 ***Number of consecutive terms*** – Report the number of consecutive terms the board treasurer has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0312 *Date of initial appointment* – Report the date when the board treasurer was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0401 *Position: Treasurer/Employee* – Please enter the following information about the person serving as treasurer/employee of your library board. NOTE: The designation "Treasurer/Employee" should not have an appointing authority or appointment dates, as he/she is a library employee, not an appointed board member.

10–0402 *First name* – Enter the board treasurer / employee's first name or initial.

10–0403 *Middle initial/name* – Enter the board treasurer / employee's middle name, if used in place of first name, or initial. (optional)

10–0404 *Last name* – Enter the board treasurer / employee's last name.

10–0405 *Home address* – This is the street address for the board treasurer / employee's home. This information is used only in the event that we need to contact the board member on library business.

10–0406 *City* – This is the name of the city or town where the board treasurer / employee lives.

10–0407 *ZIP code* – This is the ZIP code for the board treasurer / employee's home.

10–0408 *Email address* – Enter the complete email address for the board treasurer / employee. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0409 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board treasurer. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0410 *Date term expires* – Report the date the board treasurer's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0411 ***Number of consecutive terms*** – Report the number of consecutive terms the board treasurer has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0412 *Date of initial appointment* – Report the date when the board treasurer was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0501 *Position: Member* – Please enter the following information about the person serving as a member on your library board.

10–0502 *First name* – Enter the board member's first name or initial.

10–0503 *Middle initial/name* – Enter the board member's middle name, if used in place of first name, or initial. (optional)

10–0504 *Last name* – Enter the board member's last name.

10–0505 *Home address* – This is the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.

10–0506 *City* – This is the name of the city or town where the board member lives.

10–0507 *ZIP code* – This is the ZIP code for the board member's home.

10–0508 *Email address* – Enter the complete email address for the board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0509 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0510 *Date term expires* – Report the date the board member's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0511 ***Number of consecutive terms*** – Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used report to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0512 *Date of initial appointment* – Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0601 *Position: Member* – Please enter the following information about the person serving as a member on your library board.

10–0602 *First name* – Enter the board member's first name or initial.

10–0603 *Middle initial/name* – Enter the board member's middle name, if used in place of first name, or initial. (optional)

10–0604 *Last name* – Enter the board member's last name.

10–0605 *Home address* – This is the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.

10–0606 *City* – This is the name of the city or town where the board member lives.

10–0607 *ZIP code* – This is the ZIP code for the board member's home.

10–0608 *Email address* – Enter the complete email address for the board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0609 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

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‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0610 *Date term expires* – Report the date the board member's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0611 ***Number of consecutive terms*** – Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0612 *Date of initial appointment* – Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0701 *Position: Member* – Please enter the following information about the person serving as a member on your library board.

10–0702 *First name* – Enter the board member's first name or initial.

10–0703 *Middle initial/name* – Enter the board member's middle name, if used in place of first name, or initial. (optional)

10–0704 *Last name* – Enter the board member's last name.

10–0705 *Home address* – This is the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.

10–0706 *City* – This is the name of the city or town where the board member lives.

10–0707 *ZIP code* – This is the ZIP code for the board member's home.

10–0708 *Email address* – Enter the complete email address for the board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0709 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

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‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0710 *Date term expires* – Report the date the board member's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0711 ***Number of consecutive terms*** – Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0712 *Date of initial appointment* – Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0801 *Position: Member* – Please enter the following information about the person serving as a member on your library board.

10–0802 *First name* – Enter the board member's first name or initial.

10–0803 *Middle initial/name* – Enter the board member's middle name, if used in place of first name, or initial. (optional)

10–0804 *Last name* – Enter the board member's last name.

10–0805 *Home address* – This is the street address for the board member. This information is used only in the event that we need to contact the board member on library business.

10–0806 *City* – This is the name of the city or town where the board member lives.

10–0807 *ZIP code* – This is the ZIP code for the board member's home.

10–0808 *Email address* – Enter the complete email address for the board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0809 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0810 *Date term expires* – Report the date the board member's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0811 ***Number of consecutive terms*** – Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0812 *Date of initial appointment* – Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0901 *Position: Member* – Please enter the following information about the person serving as a member on your library board.

10–0902 *First name* – Enter the board member's first name or initial.

10–0903 *Middle initial/name* – Enter the board member's middle name, if used in place of first name, or initial. (optional)

10–0904 *Last name* – Enter the board member's last name.

10–0905 *Home address* – This is the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.

10–0906 *City* – This is the name of the city or town where the board member lives.

10–0907 *ZIP code* – This is the ZIP code for the board member's home.

10–0908 *Email address* – Enter the complete email address for the board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–0909 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–0910 *Date term expires* – Report the date when the board member's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–0911 ***Number of consecutive terms*** – Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–0912 *Date of initial appointment* – Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–1001 *Position: Member* – Please enter the following information about the person serving as a member on your library board.

10–1002 *First name* – Enter the board member's first name or initial.

10–1003 *Middle initial/name* – Enter the board member's middle name, if used in place of first name, or initial. (optional)

10–1004 *Last name* – Enter the board member's last name.

10–1005 *Home address* – This is the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.

10–1006 *City* – This is the name of the city or town where the board member lives.

10–1007 *ZIP code* – This is the ZIP code for the board member's home.

10–1008 *Email address* – Enter the complete email address for the board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–1009 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–1010 *Date term expires* – Report the date the board member's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–1011 ***Number of consecutive terms*** – Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–1012 *Date of initial appointment* – Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–1101 *Position: Member* – Please enter the following information about the person serving as a member on your library board.

10–1102 *First name* – Enter the board member's first name or initial.

10–1103 *Middle initial/name* – Enter the board member's middle name, if used in place of first name, or initial. (optional)

10–1104 *Last name* – Enter the board member's last name.

10–1105 *Home address* – This is the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.

10–1106 *City* – This is the name of the city or town where the board member lives.

10–1107 *ZIP code* – This is the ZIP code for the board member's home.

10–1108 *Email address* – Enter the complete email address for the board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–1109 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–1110 *Date term expires* – Report the date the board member's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–1111 ***Number of consecutive terms*** – Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: The legal requirement for consecutive terms is used in this report to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–1112 *Date of initial appointment* – Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–1201 *Position: Member* – Please enter the following information about the person serving as a member on your library board.

10–1202 *First name* – Enter the board member's first name or initial.

10–1203 *Middle initial/name* – Enter the board member's middle name, if used in place of first name, or initial. (optional)

10–1204 *Last name* – Enter the board member's last name.

10–1205 *Home address* – This is the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.

10–1206 *City* – This is the name of the city or town where the board member lives.

10–1207 *ZIP code* – This is the ZIP code for the board member's home.

10–1208 *Email address* – Enter the complete email address for the board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

10–1209 *Appointing authority* – The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

- County Commissioner (IC 36–12–2–17 provides for 2)
- County Superintendent of Schools (IC 36–12–2–17 provides for 2)
- County Auditor (if there is no county superintendent of schools)
- County Council
- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- County Contractual Appointment †
- Class 2 Library Appointment‡

Note: † County Contractual Appointment applies only to the four libraries which are county contractual libraries.

‡ Applied only to CLASS 2 Libraries or Class 2 libraries which have accepted financial provisions of the 1947 Library law.

10–1210 *Date term expires* – Report the date the board member's current term expires. This information is used to substantiate the legal requirement for length of terms.

10–1211 ***Number of consecutive terms*** – Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1–4 of each term as a consecutive term (i.e., year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. **This is information required by PL Standards, IC 36–12–2–8.**

10–1212 *Date of initial appointment* – Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.

10–0991 *What day of the month is the regular library board meeting?* – Enter the day of the week and the pattern of the regularly scheduled meeting. For example, the board meets on the 3rd Wednesday of the month.

10–0992 *What is the time of the regular library board meeting?* – Enter the time of day that the library board regularly meets. For example, 7:00 PM.

Part 11 – Salary Section

All positions other than director are to be reported as minimum hourly rate and maximum hourly rate, using dollars and cents. Report as if you were to advertise the position today: what would be the salary range possible for the position? The required certification level?

- Report the most current information available.

- Report the director's salary as an annual figure.
- For the purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.

11–001 *Annual salary of the director* – List the annual salary for the director or head of the library.

11–002 *Does the library director have an employment contract?* – Answer *YES* or *NO*. Indiana is an at–will employer state. Most directors will not have a contract.

11–003 What is the current level of certification held by the library director? – Enter the certification level of the current or interim director. The choices are: Librarian Certificate 1 (LC1), Librarian Certificate 2 (LC2), Librarian Certificate 3 (LC3), Librarian Certificate 4 (LC4), Librarian Certificate 5 (LC5), Librarian Certificate 6 (LC6), Librarian Certificate 7 (LC7), Specialist 1, Specialist 2, Specialist 3, Specialist 4, Specialist 5, and Not Certified.

For more information on the certification levels and requirements, please see the State Library Certification Manual at https://continuinged.isl.in.gov/certification/

11–003a *How many of those years have been with the current library?* – The number of years that the current director has been the director at your library. If a director has served more than six months of a year, round up to the next year.

Job Titles

Please provide the requested information for each of the applicable job titles in your library.
Leave blank any positions that do not exist at your library.

11–004 *Job Title – Assistant or Associate Director* – Librarian ranking directly below the Library Director and having responsibility for library activities in the absence of the Library Director.

11–005 *Certification level* – Enter the certification level required by a person in this position.

11–006 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–007 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–008 *Job Title – Department Head, Manager or Supervisor* – Librarian at the Department Head level who may have supervisory responsibility for other professional librarians and/or clerks.

11–009 *Certification level* – Enter the certification level required by a person in this position.

11–010 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–011 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–012 *Job Title – Branch Head* – Librarian at the Branch Head level who may have supervisory responsibility for other professional librarians and/or clerks.

11–013 *Certification level* – Enter the certification level required by a person in this position.

11–014 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–015 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–016 *Job Title – Administrative Assistant* – May include a variety of job titles such as Director's Secretary or Assistant to the Director. May have more administrative responsibility than typical clerical positions, but not professional or managerial responsibilities.

11–017 *Certification level* – Enter the certification level required by a person in this position.

11–018 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–019 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–020 *Job Title – Automation, Network or System Manager* – Manages the operation and maintenance of the library's computer systems, including the library's automation system and computer applications. Develops and manages installation of various types of computer networks. Serves as contact with internet provider. Possibly trains staff and public in use of equipment and software. Analyzes and troubleshoots software and equipment problems.

11–021 *Certification level* – Enter the certification level required by a person in this position.

11–022 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–023 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–024 *Job Title – Business Manager* – The person responsible for managing business office activities.

11–025 *Certification level* – Enter the certification level required by a person in this position.

11–026 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–027 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–028 *Job Title – Cataloging or Technical Services Librarian* – Cataloging, Acquisitions or other technical services areas.

11–029 *Certification level* – Enter the certification level required by a person in this position.

11–030 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–031 *Maximum hourly wage* Enter the maximum hourly wage earned by a person in this position.

11–032 *Job Title – Children's Librarian* – Provides children's reference service and/or programming.

11–033 *Certification level* – Enter the certification level required by a person in this position.

11–034 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–035 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–036 *Job Title – General Reference or Adult Librarian* – Provides adult reference service and/or programming.

11–037 *Certification level* – Enter the certification level required by a person in this position.

11–038 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–039 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–040 *Job Title – Young Adult Librarian* – Provides young adult reference service and/or programming. ALA defines "young adult" as ages 12–18.

11–041 *Certification level* – Enter the certification level required by a person in this position.

11–042 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–043 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–044 *Job Title – Indiana History, Local History, or Genealogy Librarian* – Librarian or other staff providing reference service in the Indiana History, Local History, or Genealogy area.

11–045 *Certification level* – Enter the certification level required by a person in this position.

11–046 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–047 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–048 *Job Title – Specialist (Professional)* – Category for library professionals, including but not limited to Training Specialist, Public Relations Specialist, Outreach Specialist, Artist, and Printing Manager, who generally do not hold a master's in library science but certainly may.

11–049 *Certification level* – Enter the certification level required by a person in this position.

11–050 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–051 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–052 *Job Title – Library Assistant* – Paraprofessional working in any area of the library who assists librarians in providing library service.

11–053 *Certification level* – Enter the certification level required by a person in this position.

11–054 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–055 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–056 *Job Title – Bookkeeper or Treasurer* – Responsible for keeping the financial records and accounts for the library.

11–057 *Certification level* – Enter the certification level required by a person in this position.

11–058 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–059 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–060 *Job Title – Library Technician* (including computer) – Involves more responsibility than clerical category, usually specialized, and of considerable variation and complexity.

11–061 *Certification level* – Enter the certification level required by a person in this position.

11–062 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–063 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–064 *Job Title – Clerk, Clerical or Aide* – Performs a variety of basic library circulation clerical procedures.

11–065 *Certification level* – Enter the certification level required by a person in this position.

11–066 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–067 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–068 *Job Title – Maintenance, Custodian, Janitor, or Housekeeper*

11–069 *Certification level* – Enter the certification level required by a person in this position.

11–070 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–071 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–072 *Job Title – Page, Intern or Student Assistant*

11–073 *Certification level* – Enter the certification level required by a person in this position.

11–074 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–075 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–076 *Job Title – Temporary Substitute*

11–077 *Certification level* – Enter the certification level required by a person in this position.

11–078 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–079 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–080 *Job Title – Interlibrary Loan*

11–081 *Certification level* – Enter the certification level required by a person in this position.

11–082 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–083 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–084 *Job Title – Human Resources*

11–085 *Certification level* – Enter the certification level required by a person in this position.

11–086 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–087 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–088 *Job Title – Marketing*

11–089 *Certification level* – Enter the certification level required by a person in this position.

11–090 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–091 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–092 *Job Title – Circulation Librarian* – Professional Librarian who performs circulation and other public service duties. Please enter information for circulation clerks in question 11–064.

11–093 *Certification level* – Enter the certification level required by a person in this position.

11–094 *Minimum Hourly Wage* – Enter the minimum hourly wage earned by a person in this position.

11–095 *Maximum Hourly Wage* – Enter the maximum hourly wage earned by a person in this position.

11–096 *Job Title – Other* – Answer YES or NO. If your library has positions not included in the above list, please answer YES and list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11–097 through 11–115.

11–097 *Specify other job title* – Enter the full title of this position.

11–098 *Certification level* – Enter the certification level required by a person in this position.

11–099 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–100 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–101 *Job Title – Other* – Answer YES or NO. If your library has positions not included in the above list, please answer YES and list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11–097 through 11–115.

11–102 *Specify other job title* – Enter the full title of this position.

11–103 *Certification level* – Enter the certification level required by a person in this position.

11–104 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–105 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–106 *Job Title – Other* – Answer YES or NO. If your library has positions not included in the above list, please answer YES and list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11–097 through 11–115.

11–107 *Specify other job title* – Enter the full title of this position.

11–108 *Certification level* – Enter the certification level required by a person in this position.

11–109 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–110 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

11–111 *Job Title – Other* – Answer YES or NO. If your library has positions not included in the above list, please answer YES and list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11–097 through 11–115.

11–112 *Specify other job title* – Enter the full title of this position.

11–113 *Certification level* – Enter the certification level required by a person in this position.

11–114 *Minimum hourly wage* – Enter the minimum hourly wage earned by a person in this position.

11–115 *Maximum hourly wage* – Enter the maximum hourly wage earned by a person in this position.

Employee Fringe Benefit Information – Full–time Employees

11–501 *PERF* – Answer *YES* or *NO*. Are full–time employees (as defined by your library) eligible for PERF (Public Employees Retirement Fund), and now part of INPRS (Indiana Public Retirement System)?

11–502 *Deferred compensation* – Answer *YES* or *NO*. Answer *YES* if your library offers deferred compensation to full–time employees.

11–503 *Health insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full–time employee to purchase health insurance or pays at least some portion of the premium.

11–504 *Health Savings Account (HSA)* – Answer *YES* or *NO*. Answer *YES* if your library makes this tax–advantaged medical savings account available to full–time employees who are enrolled in a high–deductible health plan (HDHP). The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11–505 *Dental insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full–time employee to purchase dental insurance or pays at least some portion of the premium.

11–506 *Life insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full–time employee to purchase life insurance or pays at least some portion of the premium.

11–507 *Vision insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full–time employee to purchase vision insurance or pays at least some portion of the premium.

11–508 *Disability insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full–time employee to purchase disability insurance or pays at least some portion of the premium.

11–509 *Paid time off for continuing education* – Answer *YES* or *NO*. Answer *YES* if your library provides paid time off for full–time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.

11–510 *Reimbursement for continuing education* – Answer *YES* or *NO*. Answer *YES* if your library provides reimbursement to full–time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). The State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11–511 *Other1 (specify)* – Please specify other types of benefits not listed above. Do not include paid days off per year; instead, report paid days off per year in 11–525 through 11–530 (full–time librarians) or 11–537 through 11–542 (full–time support staff).

11–512 *Other2 (specify)* – Please specify other types of benefits not listed above. Do not include paid days off per year; instead, report paid days off per year in 11–525 through 11–530 (full–time librarians) or 11–537 through 11–542 (full–time support staff).

Employee Fringe Benefit Information – Part–time Employees

11–513 *PERF* – Answer *YES* or *NO*. Are part–time employees (as defined by your library) eligible for PERF (Public Employees Retirement Fund), and now part of INPRS (Indiana Public Retirement System)?

11–514 *Deferred compensation* – Answer *YES* or *NO*. Answer *YES* if your library offers deferred compensation to part–time employees.

11–515 *Health insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part–time employee to purchase health insurance or pays at least some portion of the premium.

11–516 *Health Savings Account (HSA)* – Answer *YES* or *NO*. Answer *YES* if your library makes this tax–advantaged medical savings account available to part–time employees who are enrolled in a high–deductible health plan (HDHP). The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11–517 *Dental insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part–time employee to purchase dental insurance or pays at least some portion of the premium.

11–518 *Life insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part–time employee to purchase life insurance or pays at least some portion of the premium.

11–519 *Vision insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part–time employee to purchase vision insurance or pays at least some portion of the premium.

11–520 *Disability insurance* – Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part–time employee to purchase disability insurance or pays at least some portion of the premium.

11–521 *Paid time off for continuing education* – Answer *YES* or *NO*. Answer *YES* if your library provides paid time for part–time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.

11–522 *Reimbursement for continuing education* – Answer *YES* or *NO*. Answer *YES* if your library provides reimbursement to part–time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). The State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11–523 *Other1 (specify)* – Please specify other types of benefits not listed above. Do not include paid days off per year; instead, report paid days off per year in 11–531 through 11–536 (part–time librarians) or 11–543 through 11–548 (part–time support staff).

11–524 *Other2 (specify)* – Please specify other types of benefits not listed above. Do not include paid days off per year; instead, report paid days off per year in 11–531 through 11–536 (part–time librarians) or 11–543 through 11–548 (part–time support staff).

Paid Time Off (PTO) Per Year

For the purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian. Please provide the most current information available.

Paid Time Off Per Year – Full–time Librarian

11–525 *Number of vacation days* – Report the number (or range of numbers) of vacation days per year for full–time librarians. Indicate whether the number reported is in hours or days.

11–526 *Number of sick days* – Report the number (or range of numbers) of sick days per year for full–time librarians. Indicate whether the number reported is in hours or days.

11–527 *Number of personal days* – Report the number (or range of numbers) of personal days per year for full–time librarians. Indicate whether the number reported is in hours or days.

11–528 *Number of holidays* – Report the number (or range of numbers) of holidays per year for full–time librarians. Indicate whether the number reported is in hours or days.

11–529 *Number of funeral/bereavement days* – Report the number (or range of numbers) of funeral/bereavement days per year for full–time librarians. Indicate whether the number reported is in hours or days.

11–530 *Number of other days (specify) OR all–purpose PTO* – Report the number (or range of numbers) of days for other paid time off per year for full–time librarians. Indicate whether the number reported is in hours or days. List the type of leave (e.g., PTO, jury duty, military leave, etc.). If your library does not offer separate vacation/sick/etc. days, but instead provides all–purpose PTO, enter that number here.

Repeat questions on Paid Time Off Per Year – Full–Time Librarian (11–025 – 11–530) for

- Paid Time Off Per Year – Part–Time Librarian (11–531 – 11–536);
- Paid Time Off Per Year – Full–Time Support Staff (11–537 – 11–542); and
- Paid Time Off Per Year – Part–Time Support Staff (11–543 – 11–548)

11–531 *Number of vacation days* – Report the number (or range of numbers) of vacation days per year for part–time librarians. Indicate whether the number reported is in hours or days.

11–532 *Number of sick days* – Report the number (or range of numbers) of sick days per year for part–time librarians. Indicate whether the number reported is in hours or days.

11–533 *Number of personal days* – Report the number (or range of numbers) of personal days per year for part–time librarians. Indicate whether the number reported is in hours or days.

11–534 *Number of holidays* – Report the number (or range of numbers) of holidays per year for part–time librarians. Indicate whether the number reported is in hours or days.

11–535 *Number of funeral/bereavement days* – Report the number (or range of numbers) of funeral/bereavement days per year for part–time librarians. Indicate whether the number reported is in hours or days.

11–536 *Other days* – Report the number (or range of numbers) of days for other paid time off per year for part–time librarians. Indicate whether the number reported is in hours or days. List the type of leave (e.g., PTO, jury duty, military leave, etc.).

Paid Time Off Per Year – Full–Time Support Staff

11–537 *Number of vacation days* – Report the number (or range of numbers) of vacation days per year for full–time staff. Indicate whether the number reported is in hours or days.

11–538 *Number of sick days* – Report the number (or range of numbers) of sick days per year for full–time staff. Indicate whether the number reported is in hours or days.

11–539 *Number of personal days* – Report the number (or range of numbers) of personal days per year for full–time staff. Indicate whether the number reported is in hours or days.

11–540 *Number of holidays* – Report the number (or range of numbers) of holidays per year for full–time staff. Indicate whether the number reported is in hours or days.

11–541 *Number of funeral/bereavement days* – Report the number (or range of numbers) of funeral/bereavement days per year for full–time staff. Indicate whether the number reported is in hours or days.

11–542 *Other days* – Report the number (or range of numbers) of days for other paid time off per year for full–time staff. Indicate whether the number reported is in hours or days. List the type of leave (e.g., PTO, jury duty, military leave, etc.).

Paid Time Off Per Year – Part–Time Support Staff

11–543 *Number of vacation days* – Report the number (or range of numbers) of vacation days per year for part–time staff. Indicate whether the number reported is in hours or days.

11–544 *Number of sick days* – Report the number (or range of numbers) of sick days per year for part–time staff. Indicate whether the number reported is in hours or days.

11–545 *Number of personal days* – Report the number (or range of numbers) of personal days per year for part–time staff. Indicate whether the number reported is in hours or days.

11–546 *Number of holidays* – Report the number (or range of numbers) of holidays per year for part–time staff. Indicate whether the number reported is in hours or days.

11–547 *Number of funeral/bereavement days* – Report the number (or range of numbers) of funeral/bereavement days per year for part–time staff. Indicate whether the number reported is

in hours or days.

11–548 *Other days* – Report the number (or range of numbers) of days for other paid time off per year for part–time staff. Indicate whether the number reported is in hours or days. List the type of leave (e.g., PTO, jury duty, military leave, etc.).

Part 12 – PLAC Loans

Complete the report for PLAC loans your library made to patrons from other libraries from January 1 through December 31 of the report year. Enter the number of items lent to patrons using a PLAC card. The number of loans must be an accurate count of PLAC activity. Estimates may not be used. PLAC information will be prefilled for Evergreen libraries mid–January.

- Do NOT include any miscellaneous or out of state loans as PLAC loans.
- Do NOT include any reciprocal borrowing (RB) loans as PLAC loans.
- Do NOT report any loans made to your own library.

12–001 *Did your library make any PLAC loans?* – Answer *YES* or *NO*. If you did not loan any materials to PLAC patrons from other libraries, your total in 12–238 will be zero.

Enter the number of materials lent to PLAC holders from each of the following libraries in 12–002 through 12–237. 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."

DEFINITION: The home library is the PLAC card holder's library which their property tax supports or where they purchased a non–resident card.

- The reporting library should show no PLAC loans, as its residents do not need a PLAC card for loans. There should be no entry next to your library's name.
- List the total number of loans from each home library. Be sure to include bookmobile library totals in the home library's total.

For example, a patron from Adams County Public Library uses a PLAC card at the Wells County Public Library to borrow 10 items. Wells County Public Library would report 10 loans to Adams County Public Library.

12–002 Adams Public Library System

– – – – –

12–237 Yorktown Public Library

12–238 *Total PLAC Loans* – This is an automatically calculated total from the values entered in 12–002 through 12–237.

Part 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).

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

- Please read and respond to each question carefully.
- Do not skip any questions.

13–001 ***Does your library comply with Public Library Law under IC 36–12?*** **–** Answer YES or NO. Indiana Code 36–12 is the Public Library Law which authorizes and defines the creation and operation of public libraries in Indiana. All decisions made and actions taken by the library board, director and employees must be consistent with the requirements of the law. **This is information required by PL Standards, 590 IAC 6–1–5 (a).**

Consult these URLs for the most current laws.

http://iga.in.gov/legislative/laws/2022/ic/titles/036#36-12 and
http://www.in.gov/legislative/iac/iac_title?iact=590

13–002 ***Does your library comply with other Indiana laws that affect municipal corporations?*** **–** Answer YES or NO. Many of these laws can be found in the State Board of Account's Accounting and Uniform Compliance Guidelines Manual for Public Libraries. Consult http://www.in.gov/legislative/ic/code for more information. **This is information required by PL Standards, 590 IAC 6–1–5 (a).**

13–003 ***Does your library comply with all federal laws affecting employment practice?*** **–** Answer YES or NO. The primary source of information is the United States Department of Labor (http://www.dol.gov). There are other sources of information, but your library's attorney should be consulted. **This is information required by PL Standards, 590 IAC 6–1–5 (a).**

13–004 ***Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?*** **–** Answer YES or NO. Report for all buildings in library system, including the central library and any branches. Consult with your library attorney, local building inspector, and other professionals to determine whether you are in compliance. **This is information required by PL Standards, 590 IAC 6–1–5 (b).**

13–005 ***Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?*** **–** Answer YES or NO. Consult http://www.ada.gov/ and local disabilities organizations. **This is information required by PL Standards, 590 IAC 6–1–5 (c).**

13–006 ***Do the library board and the director maintain separate functions?*** **–** Answer *YES* or *NO*. The board members" duties can be loosely defined as dealing with issues that affect the whole library and its position in the community (IC 36–12–3–3).
The director's duty is to carry out the day–to–day functions (procedures) of running the library within the parameters (policies) set by the board as defined in IC 36–12–2–24(a)

This is information required by PL Standards, 590 IAC 6–1–5 (e) and IC 36–12–3–3.

13–007 ***Is the board responsible for governance and policy?*** **–** Answer *YES* or *NO*. The board members' duties can be loosely defined as dealing with issues that affect the whole library and its position in the community (IC 36–12–3–3).

The board sets parameters of how the library will operate. The board is responsible for governing the library by writing policy, developing a long–range plan and delegating management responsibility to the director. **This is information required by PL Standards, 590 IAC 6–1–5 (e) and IC 36–12–3–3.**

13–008 ***Is the director responsible for administration, operation and management of the library?*** **–** Answer *YES* or *NO*. The director's duty is to carry out the day–to–day functions (procedures) of

running the library within the parameters (policies) set by the board as defined in IC 36–12–2–24(a)

This is information required by PL Standards, 590 IAC 6–1–5 (e) and IC 36–12–2–24(a).

13–009 ***Does the director work full–time?*** **–** Answer *YES* or *NO*. "Full–time" means that the director is paid for: (1) at least thirty–five (35) hours per week, OR (2) the number of hours that the library is open IF the library is open fewer than thirty–five (35) hours per week. **This is information required by PL Standards, 590 IAC 6–1–2.**

13–010 ***Does the director have the required certification under 590 IAC 5?*** **–** Answer *YES* or *NO*. Refer to https://mylicense.in.gov/EVerification/Search.aspx if unsure. **This is information required by PL Standards, 590 IAC 6–1–5 (d).**

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

13–011 ***A schedule of classification of employees*** **–** Answer *YES* or *NO*. Employees" positions shall be listed by job title, with optional qualifications for each level. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (3).**

13–012 ***An annual schedule of salaries*** **–** Answer *YES* or *NO*. Has the library board reviewed and approved the salaries for each classification of employee, for all employees? **This is information required by PL Standards, 590 IAC 6–1–5 (j) (4).**

13–013 ***A proposed library budget*** **–** Answer *YES* or *NO*. Has the library board adopted a proposed budget for the next year? **This is information required by PL Standards, 590 IAC 6–1–5 (j) (5).**

Personnel Policies

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

13–014 ***Recruitment?*** **–** Answer *YES* or *NO*. Answer YES if the board has adopted policies concerning how potential employees – at minimum, the director – will be recruited, including placing job ads. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (7) (A).**

13–015 ***Selection?*** **–** Answer *YES* or *NO*. Answer YES if the board has adopted policies concerning how applicants will be selected for a position. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (7) (A).**

13–016 ***Appointments?*** **–** Answer *YES* or *NO*. Answer YES if a contract is offered or there is a policy regarding the process of appointment, including informing the appointee what the rules, regulations, terms, and conditions of the appointment are. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (7) (A).**

13–017 ***Personnel actions?*** **–** Answer *YES* or *NO*. Answer YES if the board has adopted policies concerning personnel actions, such as promotions, grievances, etc. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (7) (B).**

13–018 ***Salary administration?*** **–** Answer *YES* or *NO*. Answer YES if the board has adopted a policy concerning how salary is paid per the State Board of Account's *Accounting and Uniform Compliance Guidelines Manual for Public Libraries* *8–1.* **This is information required by PL Standards, 590 IAC 6–1–5 (j) (7) (C).**

13–019 ***Employee benefits?*** **–** Answer *YES* or *NO*. Answer YES if the board has adopted policies concerning employee benefits, such as PERF, health insurance, or anything listed in questions 11–501 through 11–548**. This is information required by PL Standards, 590 IAC 6–1–5 (j) (7) (D).**

13–020 ***Conditions of work?*** **–** Answer *YES* or *NO*. Answer YES if the board has adopted policies concerning breaks, lunches, dress code, etc. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (7) (E).**

13–021 ***Leaves?*** **– A**nswer *YES* or *NO*. Answer YES if the board has adopted policies concerning military leave, maternity leave, FMLA, etc. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (7) (F).**

13–022 ***Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?*** **–** Answer *YES* or *NO*. The current document for trustees, *In the Public Trust*, can be found at https://www.in.gov/library/files/IN-The-Public-Trust-2021.pdf.

This is information required by PL Standards, 590 IAC 6–1–5 (g).

13–023 ***Does the library have current, written bylaws that state its purpose and its operational procedures?*** **–** Answer *YES* or *NO*. Templates and other information are available at https://www.in.gov/library/services-for-libraries/ldoresources/standards/ **This is information required by PL Standards, 590 IAC 6–1–5 (f).**

13–024 ***Do the library bylaws specifically state rules governing conflicts of interest issues?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (f) (1) (A).**

13–025 ***Do the library bylaws specifically state rules governing nepotism?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (f) (1) (B).**

13–026 ***Have the bylaws been reviewed by the board in the last three (3) years?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (f) (2).**

13–027 ***Has a copy of the current version of the bylaws, along with all the amendments approved by the library board, been submitted to the Indiana State Library?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (f) (3).**

13–028 ***Does your library have a written collection development plan?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (1).**

13–029 ***Does your library have a written circulation policy detailing the principles of access for all library materials and service?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (w) (7) (a) and 590 IAC 6–1–5 (j) (2).**

13–030 ***Does your library provide support for continuing education for staff and trustees?*** **–** Answer *YES* or *NO*. The library is encouraged to support continuing education for staff by offering paid time off and financial assistance for fees, travel, lodging and related expenses on an annual basis. Webinars, library conferences, and in–person trainings are all acceptable forms of continuing education. Trustees' registration fees may be paid, and travel expenses may be reimbursed. Written policies, describing the support the library makes available should be adopted. **This is information required by PL Standards, 590 IAC 6–1–5 (i).**

Long–Range Plan

13–031 ***Does the library have a written long–range plan of service?*** **–** Answer *YES* or *NO*. Templates and other information are available at https://www.in.gov/library/services-for-libraries/ldoresources/standards/ **. This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–032 ***What year did your current long–range plan begin?*** **–** Enter the starting year for your library's current plan. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–033 ***What year does your current long–range plan end?*** **–** Enter the ending year for your library's current plan. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–034 ***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?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–035 ***Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–036 ***Does your long–range plan include a statement of community needs and goals?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–037 ***Does your long–range plan include measurable objectives and service in response to the community's needs and goals?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–038 ***Does your long–range plan include an assessment of facilities, services, technology, and operations?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–039 ***Does your long–range plan include an ongoing evaluation process?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–040 ***Does your long–range plan include a plan for financial resources and sustainability?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–041 ***Does your long–range plan include an equipment replacement schedule?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–042 ***Does your long–range plan include a professional development strategy?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–043 ***Does your long–range plan include a statement of collaboration with other public libraries?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (j) (6).**

13–044 ***Does your long–range plan include a statement of collaboration with other community partners?*** **–** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–4(h) (3).**

Resource Sharing

13–045 ***Does your library provide interlibrary loan free of charge to other libraries within Indiana?* –** Answer *YES* or *NO*. Answer YES if your policy is to lend, even if no loans were requested. **This is information required by PL Standards, 590 IAC 6–1–5 (z).**

13–046 ***Does your library provide interlibrary loan free of charge to your users?* –** Answer *YES* or *NO.* Answer YES if your policy is to lend, even if no loans were requested. **This is information required by PL Standards, 590 IAC 6–1–5 (y).**

13–047 ***Does your library lend materials via a statewide reciprocal borrowing program?* –** Answer *YES* or *NO*. This question is prefilled and locked, based on the resolutions individual public libraries have on file with the Indiana State Library. Contact the Library Development Office with any questions, corrections, changes, etc. **This is information required by PL Standards, 590 IAC 6–1–5 (x) (1).**

The list is posted at https://www.in.gov/library/files/StatewideRBCOVENANTS.pdf

13–048 ***Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?* –** Answer *YES* or *NO*. For example, this could be another library within your county with which your library has signed a covenant to extend borrowing privileges to their registered borrowers. **This is information required by PL Standards, 590 IAC 6–1–5 (x) (4).**

13–049 **If the answer to 13–048 is YES, please list libraries with which you have local reciprocal borrowing agreements.**

13–050 ***Does your library lend materials using the OCLC resource sharing system?*** – OCLC WorldShare Interlibrary Loan is a subscription–based service offered by OCLC to allow libraries to place interlibrary loan requests worldwide. Access to this system requires an individual subscription with OCLC. This information is prefilled and locked by the Indiana State Library. Contact LDO if the information displayed is incorrect. **This is information required by PL Standards, 590 IAC 6–1–5 (x) (2).**

13–051 ***Is your library a member of Evergreen Indiana?* –** This question is prefilled and locked**, based on the information provided by the Evergreen consortium. Contact the Library Development Office with any question, correction, change, etc. This is information required by PL Standards, 590 IAC 6–1–5 (x) (3).**

13–052 ***How many days per week does your library receive InfoExpress courier service?* –** This question is prefilled and locked, based on registration records maintained by the Indiana State Library. If your library has more than one location served by the courier, per the Indiana State Library standards, the fixed location with the greatest number of days of service will be counted. Contact the Library Development Office with any question, correction, change, etc. **This is information required by PL Standards, 590 IAC 6–1–5 (aa).**

Does the library provide adult services, including:

13–053 ***Reference services, including knowledge of and access to reference materials, including INSPIRE?* –** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (l).**

13–054 ***A collection of materials for adults?* –** Answer *YES* or *NO*. This collection would be selected with the needs and interests of adults as criteria. **This is information required by PL Standards, 590 IAC 6–1–5 (l).**

13–055 ***A space designated for adults in each fixed location?* –** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (l).**

Does the library provide young adult services, including:

13–056 ***Reference services, including knowledge of and access to reference materials, including INSPIRE?* –** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (l).**

13–057 ***A collection of materials for young adults?* –** Answer *YES* or *NO*. This collection would be selected with the needs and interests of young adults as criteria. **This is information required by PL Standards, 590 IAC 6–1–5 (l).**

13–058 ***A space designated for young adults in each fixed location?* –** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (l).**

Does the library provide children's services, including:

13–059 ***Reference services, including knowledge of and access to reference materials, including INSPIRE?* – Answer *YES* or *NO*. This is information required by PL Standards, 590 IAC 6–1–5 (l).**

13–060 ***A collection of materials for children?* –** Answer *YES* or *NO*. This collection would be selected with the needs and interests of children, parents and caregivers as criteria? **This is information required by PL Standards, 590 IAC 6–1–5 (l).**

13–061 ***A space designated for children in each fixed location?* –** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (l).**

Public Access

13–062 ***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?* –** Answer *YES* or *NO*. Visit this URL for more information: https://www.in.gov/library/tbbl/. **This is information required by PL Standards, 590 IAC 6–1–5 (q).**

13–063 ***Does the library provide computers for the free use of all persons, regardless of residency?* –** Answer *YES* or *NO*. The library must make all public computers available to all eligible people. Eligibility may be limited based on whether they owe fines to the library or have a documented violation of library policy. These policies should be made available to the public. **This is information required by PL Standards, 590 IAC 6–1–5 (t).**

13–064 ***Does your library provide a means for the public to print and make copies at each location?* –** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (v).**

Website

Does your library's website include:

13–065 ***Current hours of operation?* –** Answer *YES* or *NO*. This should specify hours of operation for the month during which the website is checked and updated as necessary. **This is information required by PL Standards, 590 IAC 6–1–5 (w).**

13–066 ***A physical address (or addresses) for your library?* –** Answer *YES* or *NO*. The website should include addresses for all fixed locations, and these should include the city and state. **This is information required by PL Standards, 590 IAC 6–1–5 (w).**

13–067 ***A map for each fixed location?* –** Answer *YES* or *NO*. There must be a map for all fixed locations (central and branches). **This is information required by PL Standards, 590 IAC 6–1–5 (w).**

13–068 ***A telephone number?* –** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (w).**

13–069 ***An email address or other means of electronic contact?* –** Answer *YES* or *NO*. This may either be an email address or a form completed at the website which is automatically sent to a specific email address. **This is information required by PL Standards, 590 IAC 6–1–5 (w).**

13–070 ***A link to INSPIRE.in.gov?* –** Answer *YES* or *NO*. **This is information required by PL Standards, 590 IAC 6–1–5 (w).**

13–071 ***Publicly posted policies, including, but not limited to, circulation, fees, and internet use?* –** Answer *YES* or *NO*. <u>All of the policies mentioned must be posted to the website.</u> **This is information required by PL Standards, 590 IAC 6–1–5 (w).**

13–071a ***Has your internet policy been reviewed by the board in the last year?*** – This is information required by PL Standards, IC 36–12–1–12 (e).

13–072 **A link to the library's online public access catalog? –** Answer *YES* or *NO*. ***This is information required by PL Standards, 590 IAC 6–1–5 (w).***

13–073 ***A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?* –** Answer *YES* or *NO*. This may be a dynamic or static calendar or list of events, updated at least once a month. **This is information required by PL Standards, 590 IAC 6–1–5 (w).**

<u>Part 14 – Statement of Intent to Comply with Standards</u>

14–001 *Please explain any NO answers given in Part 13.* – Please include the question number (##–###) and an explanation for each question in Part 13 where you answered *NO*.

<u>Part 15 – Supplemental Questions</u>

Answer all questions with information as of 12/31/2024.

15–001 Did your library face a materials challenge (in which a formal request for reconsideration was submitted) in the last year? – Answer YES or NO. This would be a challenge to materials in which a person not only shared their concern with someone on staff, but went as far as to begin the library's formal reconsideration process.

15–002 Did your library receive any grants in 2024? – Answer YES or NO.

15–002a If so, please list the grantor and general purpose for the grant.

15–003 Did the library offer "Take and Make" activities in 2024? – Answer YES or NO. A "Take and Make"/"Grab and Go" activity refers to any sort of prepackaged activity supply kit that is intended to be distributed to patrons for use outside of the library. Grab and Go activities require no patron/staff interaction beyond distribution, and the items within are meant to be retained by the patron.

15–003a Number of "Take and Make" activities distributed (optional)

15–004 What's something your library did in the past year that you're proud of? – There's no way to comprehensively cover all the services, collections, and activities that your library offers in a single report. Consider this question an opportunity to brag on your library!

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, 2025.