Public Library Survey

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 2025 calendar year ending 12/31/2025, 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 a federal note that it is an estimate. Estimates are very important.
• Enter a zero if the correct entry for an item is zero or "none".
• Enter a zero if the answer is "non-applicable". E.g., if a question asks how many people attended virtual programs, but your library didn't offer virtual programs, then enter zero.
• Select "unavailable" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

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

1 - General Information

Item No	Question Name	Definition
01-001	Survey contact	This is the person to whom questions about the report should be directed.
01-002	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 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 if the library's physical address is the same as the mailing address skip questions 01-011, 01-012 and 01-013. If your library has a PO box or there is any other reason the mailing address is not the same, answer NO and complete the questions that follow.
01-011	Mailing address	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 address 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 library e-mail, the director's e-mail address, or the URL for a web form or Contact Us page. This is information required by PL Standards, 590 IAC 6-1-5 (r) (4).

Outlet Information

01-312	Total annual public service hours of all bookmobiles	This total is automatically computed using the information entered into 01-311a for all branches and bookmobiles entered.

01-200	Total number of branches	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.
01-300	Total number of bookmobiles	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.

Outlet Survey Information

01-200a	Outlet Name	Enter the official name of the branch. (Required by PLS.)
01-201a	Address	This is the complete street address of the branch. (Required by PLS.)
01-202a	City	This is the city or town where the branch is physically located. (Required by PLS.)
01-203a	County	This is the name of the county where the branch is physically located. (Required by PLS.)
01-204a	ZIP code	This is the standard five-digit postal ZIP code for the street address of the branch. (Required by PLS.)

Outlet Mailing Address / Phone

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

Outlet Building

01-209a	Year built	This is the year the building housing the branch was completed. An estimate is acceptable. 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 structural addition or alteration to the current branch building was completed. It refers to any structural change to the building which results in a change to square footage.

01-211a	Total square footage	Report the total area for each outlet separately. This is the area, in square feet, of all floors enclosed by the outer walls of the library outlet. It encompasses all areas occupied by the library outlet, including any areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area. This number is prefilled and locked. (Required by PLS.)

Outlet Weekday Hours

Outlet Weekday Hours (01-212a through 01-221a): Hours the library is open to the

Outlet Weekend Hours

Outlet Weekend Hours (01-222a through 01-225a): Hours the library is open to the

Non-Standard Hours

01-226a	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.

Outlet Hours Totals

01-227a	Total open hours during a typical week	
01-228a	Number of weeks open	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.
01-229a	Total hours open during the reporting year	
01-230a	Total evening hours per week	
01-231a	Total weekend hours per week	

Total System Hours

01-500	Total System Public Service Hours per Year	Sum of all responses in column 01-228a. This total is automatically computed.

2 - Registrations

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	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. If your library has a contracting area but you do not know this number, select Unavailable. (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 number of non-resident cards issued to school employees	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 all non-resident registered 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 last three (3) years and do not owe materials, fines, or fees to the library?	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).

3 - Libraries & Political Subdivisions

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

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. 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 (2025). 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 2025 would be listed as 2025.
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	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?	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 for 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.

Political subdivision

03-013	Political subdivision name	This is the official name of the town/city, township, or county served. This is prefilled and locked.
03-014	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.
03-015	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.

Population

03-016	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.

03-017	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.
03-018	Total district population served (sum of taxed and contracting units)	Sum of 03-016 and 03-017. 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.
03-019	Were there any changes to your library's service area?	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.
03-020	If the answer to 03-019 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.

4 - Library Revenue

Library revenue is defined as 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 (including gift funds). All cents are automatically rounded to the nearest dollar.
• Report income received in 2025 or in January 2026.
• If the exact data are not known for any item, please estimate. Enter "0" if no expenditures were made from a particular category.
• 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.
• County Contractual Libraries – Combine and report all income from host and contractual libraries.

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

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 2026. 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 income taxes/LIT 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 Operating Fund Income	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 Operating Fund Income	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 Operating 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 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 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 library revenue	Sum of 04-004, 04-011, 04-015 and 04-023. This total is automatically computed.

5 - Library Expenditures

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.
• Do NOT report encumbered funds.
• If the exact data are not known for any item, please estimate. Enter "0" if no expenditures were made from a particular category.
• 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.

Grayed boxes are either prefilled and locked or automatic calculations.

Staff and Supplies / Operating and Non-Operating Fund Expenditures

05-001	Salaries/wages of all library staff - operating funds	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 paid from operating funds. 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	Salaries/wages of all library staff - non-operating fund	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 paid from non-operating funds. 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.)
05-003	Employee benefits - operating funds	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 paid from operating funds 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.)

05-004	Employee benefits - non-operating funds	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 paid from non-operating funds 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.)
05-005	Other personal services - operating funds	Report Category 1 from Operating Budget Form 1, Personal Services. Include fees paid from operating funds 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.
05-006	Other personal services - non-operating funds	Report Category 1 from Operating Budget Form 1, Personal Services. Include fees paid from non-operating funds 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.
05-007	Total personal services	Sum of 05-001, 05-003 and 05-005. This total is automatically computed.
05-008	Total staff expenditures	Sum of 5-001 through 05-004. This total is automatically computed. (Required by PLS.)
05-009	Total supplies - operating funds	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 paid from operating funds. Include cost of printing stationery and forms. (Required by PLS.)
05-010	Total supplies - non-operating funds	Total supplies - non-operating funds - 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 paid from non-operating funds. Include cost of printing stationery and forms. (Required by PLS.)

Other Services and Charges / Operating Fund Expenditures

05-011	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.)
05-012	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.)
05-013	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.)
05-014	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.)
05-015	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.)
05-016	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.)
05-017	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.)
05-018	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.)
05-019	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.)

05-020	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.Do NOT include LIRF and Rainy Day. (Required by PLS.)
05-021	Total of other services and charges from operating funds	Sum of 05-011 through 05-020. This total automatically computed. (Required by PLS.)

Capital Outlays from Operating Fund Expenditures

05-022	Land	Report Category 4 from Operating Budget Form 1. Report purchase of land owned by the library. (Required by PLS.)
05-023	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.)
05-024	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.)
05-025	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.)
05-026	Total for capital outlays from operating fund expenditures	Sum of 05-022 through 05-025. This total is automatically computed. (Required by PLS.)

Library Materials - Operating Fund Expenditures

05-027	Print materials	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).

05-028	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).
05-029	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.
05-030	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).
05-031	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).
05-032	Total operating fund expenditures for collection development	Sum of 05-027 through 05-031. This total is automatically computed.

Library Materials - Non-Operating Fund Expenditures

05-033	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).

05-034	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).
05-035	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).
05-036	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).
05-037	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).
05-038	Total non-operating fund expenditures for collection development	Sum of 05-033 through 05-037. This total is automatically computed.

Additional Expenditures from Non-Operating Funds

05-039	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.
05-040	All other non-operating fund expenditures not yet covered	This includes all other expenditures from non-operating funds that have not yet been recorded as staff, benefits, personal, collections, or capital.

Library Expenditures - Total

05-041	Total expenditures for print materials	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 print materials. This is information required by PL Standards, 590 IAC 6-1-5 (p). (Required by PLS.)
05-042	Total expenditures for other physical materials	Sum of 05-028 and 05-034. 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.)
05-043	Total expenditures for electronic content	Sum of 05-029, 05-030, 05-035 and 05-036. 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.)

05-044	Total expenditures for public access computers	Sum of 05-031 and 05-037. 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).
05-045	Total expenditures for collections (w/o PACs)	Sum of 05-041, 05-042, and 05-043. 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.)
05-046	Total expenditures for collections (with PACs)	Sum of 05-041 through 05-044. 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).
05-047	Total expenditures from operating funds	Sum of 05-007, 05-009, 05-021, 05-026 and 05-032. This total is automatically computed. Report actual expenditures only, including both budgeted amounts and additional appropriations.
05-048	Other library expenditures	Sum of 05-005, 05-006, 05-009, 05-010, 05-021, 05-026, 05-040, and 05-044. This includes all expenditures other than those already reported to PLS for total staff expenditures and total collection expenditures. (Required by PLS.)
05-049	Total library expenditures (all funds)	Sum of 05-08, 05-045 and 05-048. This total is automatically computed. Report actual expenditures only, including both budgeted amounts and additional appropriations.

Non-Resident Fee Standard

05-050	Total 2024 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).
05-051	Difference between 2024 OE per capita and non- resident fee (subtract Q02-11 from Q05-51).	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.

05-052	Does your library's non-resident fee meet the standard? (Select YES if 05-51 is a negative number; Select NO if 05-51 is a positive number)	Select YES if 05-051 is a negative number. Select NO if it is positive. If the output for question 05-051 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).
05-053	Total 2025 operating expenditures per capita. PLEASE MAKE SURE YOUR 2026 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	05-047 (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 2026 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

05-054	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 (05-046) divided by total operating fund expenditures (05-47). 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).

Operating Fund Expenditure Data

6 - Capital Revenue

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.

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

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.)

7 - Employment Data

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.

Grayed boxes are automatic calculations.

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.

8 - Library Service and Technology

Grayed boxes are either prefilled and locked or automatic calculations.
If the exact data is not known for any item, please estimate.

Interlibrary Loans

08-007	Loan From SRCS	
08-001	Number of interlibrary loan items (loans and photocopies) your library has provided to other Indiana 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.
08-002	Evergreen transits to other libraries.	Number will be supplied by the Indiana State Library.
08-003	Loan to SRCS	
08-003	Total number of loans provided to other libraries	Sum of 08-001 and 08-002. This total is automatically computed.
08-004	Number of interlibrary loan items (loans and photocopies) your library has borrowed from other Indiana 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.
08-005	Evergreen transits received from other libraries	Number will be supplied by the Indiana State Library.
08-006	Total number of loans received from other libraries	Sum of 08-005 and 08-006. This total is automatically computed.
08-007	Net lending rate	This is the number of interlibrary loans sent from your library, divided by the number borrowed (08-004 divided by 08-006). This number is automatically calculated. If this number is greater than 1, your library may be eligible for discounted courier service.

Library Programs

Children Ages 0-5

08-008	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.
08-009	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. Include adults who attend programs intended primarily for children. (Required by PLS.)
08-010	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.
08-011	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.)
08-012	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.
08-013	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.

08-014	Total number of library programs for children ages 0-5	Sum of 08-008, 08-010, and 08-012. This total is automatically computed.
08-015	Total attendance at live children's programs for ages 0-5 (in- person and synchronous virtual)	Sum of 08-009, 08-011, and 08-013. This total is automatically computed. Children Ages 6-11 Children Ages 6-11

Children Ages 6-11

08-016	Number of in-person, onsite library programs for children 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.
08-017	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. Include adults who attend programs intended primarily for children. (Required by PLS.)
08-018	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.
08-019	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.)

08-020	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.
08-021	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.
08-022	Total number of library programs for children ages 6-11	Sum of 08-016, 08-018, and 08-020. This total is automatically computed.
08-023	Total attendance at library programs for children ages 6-11	Sum of 08-017, 08-019, and 08-021. This total is automatically computed. Young Adults Ages 12-18 Young Adults Ages 12-18

Young Adults Ages 12-18

08-024	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.
08-025	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.)

08-026	Number of in-person, offsite programs for young adults	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.
08-027	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.)
08-028	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.
08-029	Attendance at live, virtual programs for young adults 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.
08-030	Total number of programs for young adults	Sum of 08-024, 08-026, and 08-028. This total is automatically computed.
08-031	Total attendance at programs for young adults	Sum of 08-025, 08-027, and 08-029. This total is automatically computed. Adults Ages 19 and Older Adults Ages 19 and Older

Adults Ages 19 and older

08-032	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.
08-033	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.
08-034	Number of in-person, offsite programs for adults	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.
08-035	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.
08-036	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.
08-037	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.

08-038	Total number of programs for adults	Sum of 08-032, 08-034, and 08-036. This total is automatically computed.
08-039	Total attendance at programs for adults	Sum of 08-033, 08-035, and 08-037. This total is automatically computed. General Interest - Multiple Target Audiences General Interest - Multiple Target Audiences

General Interest - Multiple Target Audiences

08-040	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.
08-041	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.
08-042	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 that are appropriate for any age group or multiple age groups. Please count all attendees of these programs regardless of age.
08-043	Attendance at in-person, offsite general interest programs	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.

08-044	Number of live, virtual general interest programs	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.
08-045	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.
08-046	Total number of general interest programs	Sum of 08-040, 08-042, and 08-044. This total is automatically computed. (Required by PLS.)
08-047	Total attendance at general interest programs	Sum of 08-041, 08-043, and 08-045. This total is automatically computed. (Required by PLS.) Other Programming Totals Other Programming Totals

Other Programming Totals

08-048	Total number of in-person, onsite library programs	Sum of 08-008, 08-016, 08-024, 08- 032, and 08-040. This total is automatically computed.
08-049	Total attendance at in-person, onsite library programs	Sum of 08-009, 08-017, 08-025, 08- 033, and 08-041. This total is automatically computed.
08-050	Total number of in-person, offsite 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, offsite 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 live, virtual 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 live, virtual 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 (in-person or virtual) library programs	Sum of 08-048, 08-050, and 08-052. This totally is automatically computed. This is information required by PL Standards, 590 IAC 6-1-5 (m).
08-055	Total attendance at live (in-person or virtual) library programs	Sum of 08-049, 08-051, and 08-053. This total is automatically computed.

Recorded (Asynchronous) Program Presentations

08-56	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.
08-57	Total plays of recorded (asynchronous) program presentations	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

08-058	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.
08-059	Number of reservable spaces (meeting rooms, study rooms) available for public use	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).
08-060	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-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.

08-061	Total number of annual visits in 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).
08-061a	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).

08-062	Total number of reference transactions per year	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. (Required by PLS.) 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, -
08-062a	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.)
08-063	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

08-064	Number of uses (sessions) of public internet computers in 2025	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. (Required by PLS.) 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.
08-064a	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.)

08-065	Number of wireless internet uses in 2025	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. (Required by PLS.) 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.
08-065a	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.)
08-066	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.)
08-067	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, leave blank)	Please enter the full, official name of the automated bookkeeping system you use or leave blank 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	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).

9 - Holdings and Circulation

Holdings - Physical Materials

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.

• 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.

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	Serial subscriptions (print)	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 - 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 - 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	All 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 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

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?	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

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

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

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 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

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 provided by library	Did the administrative entity provide access to research databases purchased solely by the administrative entity?
09-021	Research databases provided 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 provided 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

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 provided by library	Did the administrative entity provide access to online learning platforms purchased solely by the administrative entity?
09-024	Online learning platforms provided 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 provided 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?

Circulation - Physical

09-026	Circulation of all physical items: (books, audio, video and other items), including renewals	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.)
09-027	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.)
09-028	Circulation of other physical items (subset of 09-026)	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.)
09-029	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.

09-030	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.

09-031	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.)
09-032	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.)
09-033	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.)
09-034	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.)
09-035	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.
09-036	Total circulation of all materials (physical and electronic)	This is the sum of physical (09-026) and electronic materials (09-035) circulation. This number is automatically calculated. (Required by PLS.)
09-037	Total in-house usage of materials	

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.

Repeat the following information for all board members:

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

Board Meetings

10-0991	What day of the month is the regular library board meeting?	
10-0992	What is the time of the regular library board meeting?	

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.

Director

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/

11-004	How many years total has the director worked as a director at any library, including this year?	The number of years that the current director has acted as the director for any public library. If a director has served more than six months of a year, round up to the next year.

Salary Section

library.
• Certification level
• Minimum hourly wage
• Maximum hourly wage
When posting wages, consider the salary range that your board would put forth if hiring
for that job position today.
Leave blank any positions that do not exist at your library.
• Assistant or Associate Director
• Department Head, Manager, or Supervisor
• Branch Head
• Administrative Assistant
• (And then list the rest of the titles in that section, up until 'other')

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	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 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 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 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 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)	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	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 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 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

Paid Time Off Per Year - Full-time Librarian

For the purposes of this report, if an individual is referred to as a librarian within your library, they are considered a 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	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.

Paid Time Off Per Year - Part-Time Librarian

For the purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.

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	Number of 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	Number of 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
11-548	Number of 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.).

12 - PLAC Loans

12-001	Did your library make any PLAC loans?	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.
12-02	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. 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 - 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?	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/2025/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? (If unsure, check at https://mylicense.in.gov/EVerification/Search.aspx)	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? With the advice and recommendations of the library director, has the library board adopted the following plans and policies?

With the advice and recommendations of the library director, has the library board add

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

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?	Answer 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).
13-026a	What was the date of their last review?	Record the month and year that the bylaws were last reviewed by the board.
13-027	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	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?	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 reciprocal borrowing agreements.	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 a visual or a 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. All of the policies mentioned must be posted to the website. This is information required by PL Standards, 590 IAC 6-1-5 (w). 13-071a
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).

14 - Statement of Intent to Comply with Standards

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.

15 - Supplemental Questions

15-001	Do you have an attorney for your library?	Answer YES or NO. This could be an attorney on retainer, or one that you consult as needed.

Library Consultants

15-002	Consultant or company name	CONSULTANTS 15-002a If so, please list the grantor and general purpose for the grant.
15-003	Type of consulting service performed	
15-004	Street address	
15-005	City	
15-006	State	
15-007	ZIP	
15-008	Phone	
15-009	Website	

Accomplishments

15-010	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!	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!