

Indiana Public Library Annual Report 2018

General Instructions/Definitions

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

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

All information provided should be for the 2018 calendar year ending 12/31/2018, except for the following categories. Give the MOST CURRENT information for:

- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Salaries

USE ESTIMATES WHEN DATA IS NOT AVAILABLE

- If the exact data are not known for any item, please estimate data (and indicate in federal note that it is an estimate). Estimates are very important.
 - Enter “0” if the correct entry for an item is zero or “none”.
 - Enter “N/A” if you know a particular data item is not “0” but you don't know what it is and are unable to estimate it.

**Please read the instructions and definitions before completing survey;
some have changed and others have been clarified.**

Part 1 - General Information

Respondent Identification

- Provide the most current information available.
- Report the mailing address ONLY if it is different from the street address.
- Please contact the Library Development Office with updates for this information throughout the year, as it is used to update the public library directory.

01-001 *Name of the person preparing this report* - This is the name of the person to whom questions about the report should be directed.

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

01-003 *Time zone in which the library's administrative entity is located* - This is the time

zone in which the library's administrative entity (system headquarters) is located. Indiana is in two time zones; 80 counties are on Eastern time, and 12 counties are on Central time. The time zone the library's administrative entity is officially located in is prefilled and locked. Contact the LDO office if the information displayed is incorrect.

- 01-004 *Library name* - This is the legal name of the administrative entity (system headquarters). (Required by PLS.)
- 01-005 *Library class* - This is the library's class based upon the population served. This is prefilled and locked. Contact the LDO office if the information displayed is incorrect.
- 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. (Required by PLS.)
- 01-008 *City* – This is the city 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 your mailing address the same as the address listed above?* - Answer YES or NO. If your library's mailing address is the same as the one listed above, answer YES and then skip questions 01-011, 01-012 & 01-013. If your library's mailing address is not the same as the one listed above, answer NO and then complete questions that follow.
- 01-011 *Mailing address* - This is the complete mailing address of administrative entity.
- 01-012 *Mailing city* – This is the city of the mailing address for the administrative entity.
- 01-013 *Mailing ZIP code* - This is the standard five-digit postal ZIP code for the mailing address of the administrative entity.
- 01-014 *Congressional district number* - This is the United States House of Representatives district number in which the library's administrative entity is located, based on the 2010 census. Indiana currently has nine districts. This is prefilled and locked. Contact the LDO office if the information displayed is incorrect.
- 01-015 *Phone* – This is the main telephone number of the administrative entity. This is information required by PL Standards, 590 IAC 6-1-5 (r) (1). (Required by PLS.)

- 01-016 *Fax* - This is the main facsimile 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 or of the administrative entity, if there are multiple web pages. 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 public library directory. It may be a general address, the director's address or a web form. This is information required by PL Standards, 590 IAC 6-1-5 (r) (4).

Building Questions

- 01-020 *Year the current central library was built* - Enter the year that the current central library was built. An estimate is acceptable.
- 01-021 *Year of the most recent structural addition or alteration to the current central library* - This is the date of the most recent structural addition or alteration to current central building. It refers to any structural change to the building which may also result in additional square feet.
- 01-022 *Square footage of the central library* - Report the total area of the central library, in square feet. This is the area of all floors enclosed by the outer walls of the central library. It includes all of the areas occupied by the library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the central library has use of that area. This number is prefilled and locked. Contact the LDO office if the information displayed is incorrect. (Required by PLS.)

Building Hours

- 01-023 *Click here to complete the central library daily hours.* - This link will take you to a table where you can record the regular hours that the central library is open. Please enter the hours in the following format: XX:XX AM or XX:XX PM. (Note the spacing between the time and the AM or PM.) Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.
- 01-023a Please enter any non-standard central library hours that cannot be entered into the

daily hours form. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, please note that here.

- 01-024 *Monday opening time* - Please enter the time when your library opens on a typical Monday. Indicate AM or PM.
- 01-025 *Monday closing time* - Please enter the time when your library closes on a typical Monday. Indicate AM or PM.
- 01-026 *Tuesday opening time* - Please enter the time when your library opens on a typical Tuesday. Indicate AM or PM.
- 01-027 *Tuesday closing time* - Please enter the time when your library closes on a typical Tuesday. Indicate AM or PM.
- 01-028 *Wednesday opening time* - Please enter the time when your library opens on a typical Wednesday. Indicate AM or PM.
- 01-029 *Wednesday closing time* - Please enter the time when your library closes on a typical Wednesday. Indicate AM or PM.
- 01-030 *Thursday opening time* - Please enter the time when your library opens on a typical Thursday. Indicate AM or PM.
- 01-031 *Thursday closing time* - Please enter the time when your library closes on a typical Thursday. Indicate AM or PM.
- 01-032 *Friday opening time* - Please enter the time when your library opens on a typical Friday. Indicate AM or PM.
- 01-033 *Friday closing time* - Please enter the time when your library closes on a typical Friday. Indicate AM or PM.
- 01-034 *Saturday opening time* - Please enter the time when your library opens on a typical Saturday. Indicate AM or PM.
- 01-035 *Saturday closing time* - Please enter the time when your library closes on a typical Saturday. Indicate AM or PM.
- 01-036 *Sunday opening time* - Please enter the time when your library opens on a typical Sunday. Indicate AM or PM.
- 01-037 *Sunday closing time* - Please enter the time when your library closes on a typical Sunday. Indicate AM or PM.
- 01-038 *Total open hours for the central library during a typical week - This is an***

internal calculation, calculated from the information entered in 01-024 through 01-037. This is information required by PL Standards, 590 IAC 6-1-5 (k).

- 01-039** *Total number of hours per week the central library is open after 5:00 PM - Standards require library systems to be open after 5:00 PM. To be in standards, Class A libraries require four (4) evening hours; Class B libraries require two (2) evening hours, and Class C libraries require one (1) evening hour per week. This is information required by PL Standards, 590 IAC 6-1-5 (k).*
- 01-040** *Total number of hours per week the central library is open on Saturday - Standards require that a library system be open for one weekend day, defined as four hours per day on Saturday or Sunday. This is information required by PL Standards, 590 IAC 6-1-5 (k).*
- 01-041** *Total number of hours per week the central library is open on Sunday - Standards require that a library system be open for one weekend day, defined as four hours per day on Saturday or Sunday. This is information required by PL Standards, 590 IAC 6-1-5 (k).*
- 01-042** *Number of weeks per year the central library was open in 2018. - This is the number of weeks the central library was open in 2018. (Required by PLS.)*
- 01-043** *Total hours the central library was open in 2018 – This is the number of hours the central library was open in 2018. (Required by PLS.)*

Internet Access

- 01-044** *Does the library have internet access? - Answer YES or NO. Answer YES to this question if the library provides internet access to the public at its central library. Internet access in branches is reported separately. This is information required by PL Standards, 590 IAC 6-1-5 (u).*
- 01-045** *What type of internet access is available in the central library? – Select the correct type of internet access from the drop box menu. Internet access in branches is reported separately.*
- 01-046** *Specify the download speed of internet access in the central library. – Please specify the unit of measurement (e.g. 20 MBPS). If you do not know the download speed, you can either contact your internet service provider or perform an internet speed test on a site such as www.speedtest.net . The speed of internet access in branches is reported separately. This is information required by PL Standards, 590 IAC 6-1-5 (u).*

Branch Information

DEFINITION: Branch libraries are defined as auxiliary units with:

- separate quarters;
- a permanent, organized collection of library materials;
- a permanent paid staff; and
- a regular schedule for opening 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 with volunteer staff only does not qualify as a branch for state or Public Library Survey (PLS) purposes.

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

Individual Branch Information

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

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

01-202a *Branch city* – This is the city in which the branch is physically located. (Required by PLS.)

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

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

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

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

01-207a *Phone* - This is the main telephone number of the branch.

01-208a *Fax* - This is the main facsimile number of the branch.

- 01-209a *Year built* – List the year the building housing the branch was completed. If unknown, use N/A. This number is prefilled and locked. Contact LDO for corrections or updates.
- 01-210a *Year of the most recent structural addition or alteration to branch building* – List the year of completion of the most recent addition or alteration to the building. If unknown, use N/A. This number is prefilled and locked. Contact LDO for corrections or updates.
- 01-211a *Total square footage of branch* – Report the area, in square feet, of the branch. Report the total area for each branch separately. This is the area of all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those 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. Contact the LDO office if the information displayed is incorrect. (Required by PLS.)
- 01-212a *Number of weeks per year individual branch is open* - Enter the number of weeks that the branch library is open during the year. Round to the nearest whole number of weeks. If a branch library was open half or more of its scheduled hours in a given week, round up to a full week. If the branch library was open less than half of its scheduled hours, round down.

Open hours during a typical week

- 01-213a *Monday opening time* - Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.
- 01-214a *Monday closing time* - Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.
- 01-215a *Tuesday opening time* - Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.
- 01-216a *Tuesday closing time* - Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.
- 01-217a *Wednesday opening time* - Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.
- 01-218a *Wednesday closing time* - Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.
- 01-219a *Thursday opening time* - Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.

- 01-220a *Thursday closing time* - Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.
- 01-221a *Friday opening time* - Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.
- 01-222a *Friday closing time* - Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.
- 01-223a *Saturday opening time* - Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.
- 01-224a *Saturday closing time* - Please enter the normal closing time for the branch library during a typical week. Indicate AM or PM.
- 01-225a *Sunday opening time* - Please enter the normal opening time for the branch library during a typical week. Indicate AM or PM.
- 01-226a *Sunday closing time* - Please enter the normal closing for the branch library during a typical week. Indicate AM or PM.
- 01-227a *Total open hours for branch library during a typical week.* - Please manually calculate the total hours during a typical week from information entered into 01-213a through 01-226a.
- 01-228a *Does the branch library have internet access?* - Answer YES or NO. Answer YES to this question if the branch library provides internet access to the public.**
- 01-229a *What type of internet access is available in the branch library?* – Select the correct type of internet access from the drop box menu.
- 01-230a *Specify the speed of internet access in the branch library* - Specify the speed of internet access in the branch (e.g. Fiber Optic may be 15 Mbs, 30 Mbs, 45 Mbs, etc.). If you do not know the download speed, you can either contact your internet service provider or perform an internet speed test on a site such as www.speedtest.net . This is information required by PL Standards, 590 IAC 6-1-5 (k).**
- 01-237 *Total annual hours of all branches* - This is an internal calculation, calculated using the information entered into 01-213a through 01-226a for all branch libraries.

Bookmobile Information

DEFINITION: Bookmobiles - A bookmobile is a traveling library consisting of:

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

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

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

Individual Bookmobile Information

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

01-302a *Street address* - This is the complete street address of the bookmobile storage location. This will often be the administrative entity address. (Required by PLS.)

01-303a *City* – This is the city in which the bookmobile is parked at night. This will often be the administrative entity address. (Required by PLS.)

01-304a *County* – This is the county in which the bookmobile is housed. This will often be the administrative entity address.

01-305a *ZIP* - This is the standard five-digit postal ZIP code for the street address where the bookmobile is parked at night. This will often be the administrative entity address. (Required by PLS.)

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

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

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

01-309a *Fax* - Report only if it is specific to the bookmobile. Leave blank if it is the same

number as for the administrative entity.

- 01-310a *Total number of hours bookmobile is open during a typical week* - List the number of hours the bookmobile is in service to the public during a typical week.
- 01-311a *Number of weeks per year bookmobile is open* - Count only the number of weeks that the bookmobile is open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Weeks closed to the public due to natural disasters, repairs or other events should be excluded. Round to the nearest whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to a full week. If the bookmobile was open less than half of its scheduled hours, round down.
- 01-312 *Total annual hours of all bookmobiles* - This is an internal calculation, calculated using the information entered into 01-310a and 01-311a for all bookmobile libraries entered.
- 01-500 *Total system public service hours per year* - Sum of 01-043, 01-237 and 01-312. This total is automatically computed.

Part 2 - Registrations

Questions relating to standards are in bolded blue font

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

- 02-001 *Total number of resident registered users* - Report the number of people who live in the library district and have applied for and received borrowing privileges from your library, excluding areas contracting for library service. Exclude any non-residents who pay for library privileges, PLAC cardholders, reciprocal users and non-resident student users, school employees and library employees. Type 4 contractual libraries should report all resident cards here. (Required by PLS.)
- 02-002 *Total number of users from contracting areas* - Report only the number of people who have received borrowing privileges from your library due to a contract with a township, town or other unit of local government. This does NOT include residents in Type 4 contractual libraries areas. (Required by PLS.)
- 02-003 *Total number of non-resident (non-taxed) registered users* - Record the number of registered users who do not live in your library district or areas contracting for library service. 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 any library district. This is the total number of cards for which people have paid the non-resident fee or been allowed to receive such cards for free or at a reduced cost. (Required by PLS.)

- 02-004 *Total number of reciprocal users* - Report the number of reciprocal users, NOT the number of loans. This is the number of users who have borrowed materials made available through local or statewide reciprocal borrowing agreements.
- 02-005 *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.
- 02-006 *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 or cards issued because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is included in the total reported in 02-003.
- 02-007 *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 or cards issued because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is included in the total reported in 02-003.
- 02-008 *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. This number is included in the total reported in 02-003.
- 02-009 *Amount of non-resident fee* – Enter your library's non-resident fee as of July 1 for the report year (or more current date, if available). **This fee is required by Indiana State Law, IC 36-12-2-25 (b)-(e).** It includes the 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. 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. This information will be used with the information entered in 05-047 to determine whether your library's non-resident fee meets this standard.
- 02-010 *Date the library board adopted this fee* - The date the board adopted the non-resident fee listed in this report.
- 02-011 *Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the past three (3) years and do not owe materials, fines, or fees to the library?* - Answer YES or NO. Libraries are required to purge or mark inactive unused library cards at least once every

three (3) years, and to delete those patrons who have not used their card in the last three (3) years and do not owe materials, fines, or fees to the library. This is information required by PL Standards, 590 IAC 6-1-5(bb).

Part 3 - Libraries and Political Subdivisions

Definitions:

Political division name: Enter the name of the town, township, or county served. For merged town-township library districts enter the township name.

Political division type: Report the type of library service area.

1. Town/City. Library tax boundaries are the same as town or city boundaries.
2. County-Partial. A county library tax district which covers part of the county in which it is located; the remainder of the county is served by another library district.
3. County-Total. A county library district which includes the entire county in which it is located.
4. Township Merged. Library tax district includes a former town/city district and one or more townships which have merged into a single town-township library district.
5. Township, Partial, Served by Contract. Part of a township is served by a contract with a nearby library district. Township funds to pay contracts may come from the township general fund or other unspecified revenues. (Specify which part of township.)
6. Township Served by Contract. An entire township is served by a contractual agreement with a nearby library district. The source of funds is unspecified.
7. Township Taxed to Pay Contract. Township levies a specific tax rate upon township property to pay for service received under contract from a nearby library district.
8. Township, Partial, Taxed to Pay Contract. Same as Type 5 above, with the exception that those revenues are raised by the township through a direct library tax. (Specify which part of township.)
9. Township Validated. Same as Type 4 above, with the exception that the township has been taxed and served traditionally throughout the history of the library but no formal merger was adopted or recorded prior to conversion to the Public Library Law of 1947 as a town-township library.
10. Town Served by Contract. Town served by a nearby library district through contractual agreement.
11. Endowed. Library was established through and received operating funds from a bequest or endowment; endowed libraries also receive some tax revenues.
12. County Contractual. A library tax district formed under Public Library Law IC 36-12-6 that provides library service in conjunction with a previously existing library district.

Population of Political Division: The number of people in the geographic area who are taxed for library service. Use the figures from the 2010 Census. The Library Development Office can provide this information.

Assessed Valuation: Enter the TOTAL assessed valuation upon which the library tax received in 2018 was based. Show this for the TOTAL library district taxed to pay for services - not contract areas. Your county auditor can provide this information.

Operating Tax Rate: Enter the library tax rate approved for collection in budget year 2018. If your library has a debt fund tax rate or Library Capital Project Funds tax rate, DO NOT include it with the operating fund tax rate, but list it separately as the debt fund tax rate or LCPF tax rate. Your county auditor can provide this information.

Debt Fund Tax Rate: Enter the debt fund tax rate for budget year 2018. Your county auditor can provide this information.

LCPF Tax Rate: Enter the Library Capital Projects Funds tax rate for budget year 2018. Your county auditor can provide this information.

Library District: The political subdivision/unit taxed by an individual public library district for library service.

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.

2010 Census figures are used for all calculations

03-001 *Name of primary county* - Enter the name of the primary county (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 (previous) year was based (2018). Show this for the TOTAL library district taxed to pay for services - not contract area. Your county auditor can provide this information. If your library district is located in more than one county, provide information for both counties. 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.

03-003 *Operating tax rate* - The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by Department of Local Government Finance (DLGF) the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. Report this rate with 4 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.

03-004 *Source year for data* - List the report year for questions 03-002 through 03-006 and 03-009 through 03-013 data. For example, data from the 16-line Statement/Fund Report 1782 Notice from the Department of Local Government

Finance which reads “Pay 2018” would be listed as 2018.

- 03-005 *Debt fund tax rate* - The debt fund tax rate approved for collection 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 tax rate for both counties. This rate is reported as 4 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.
- 03-006 *LCPF tax rate* - Library Capital Projects Fund tax rate approved for collection in the report year (generally approved by DLGF the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101). LCPF – Library Capital Projects Fund is a fund within the maximum levy for which library districts can levy a tax, to provide for capital projects, approved by the fiscal body which reviews the library's budget.
- 03-007 *Did your library roll the LCPF into the operating tax rate?* - Answer YES if you rolled the LCPF into the operating rate; NO, if you did not, or N/A if your library does not have an LCPF.
- 03-008 *Name of additional county* - Enter the name of the additional county of the library district or the county of the contractual library district. If the library district is located in only one county and is not a county contractual, then 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 (previous) year was based (2018). Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information. If your library district is located in more than one county, provide information for both counties. If district is in one county or is not a county contractual, this question may be left blank.
- 03-010 *Operating tax rate for additional county* - The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by DLGF the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. Report this rate with 4 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* - The debt fund tax rate approved for collection 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 tax rate for both counties. This rate is reported as 4 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* - Library Capital Projects Fund Tax Rate approved for collection in the report year (approved the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101). LCPF – Library Capital Projects Fund is a fund within the maximum levy for which library districts can levy a tax, to provide for capital projects, approved by the fiscal body which reviews the library's budget.
- 03-013 *Total district population without contracts* - The number of people in the political subdivisions/units in your library district who are taxed for library service. Types 1, 2, 3, 4, 9, 11 and 12 are taxed (served) populations and are added together for the library district population. The Library Development Office determines the population based on the most current decennial census (the 2010 census has been used). The 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 computed.
- 03-014 *Total district population with contracts* - The number of people in the political subdivisions/units which contract for library service by your library district. The population does not count in the library district population, since they are served by contracts, which may be renewed or cancelled on an annual basis. 2010 census figures will be used. This total is automatically computed.
- 03-015 *Political subdivision name* - Enter the official name of the town/city, township, or county served. This is pre-filled and locked. If the number is wrong because your service area has changed, answer YES in 03-020 and give a reason in 03-021. If the number is wrong but your service area has not changed, contact the LDO office.
- 03-016 *Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)* - Report the type of library service area (area taxed by your library to provide library service). This is pre-filled and locked. If the number is wrong because your service area has changed, answer YES in 03-020 and give a reason in 03-021. If the number is wrong but your service area has not changed, contact the LDO office.

Type of political unit - taxed units:

- 1 (city/town)
- 2 (more than 1/2 of county)
- 3 (total county)

- 4 (township merged)
- 9 (township validated)
- 11 (endowed)
- 12 (county contractual) only

03-017 *Population 2010 census (taxed and served)* - Report the number of people in each political subdivision in your library district. This is prefilled and locked. If the number is wrong because your service area has changed, answer YES in 03-020 and give a reason in 03-021. If the number is wrong but your service area has not changed, contact the LDO office.

03-018 *Type of political unit (contracting units 5, 6, 7, 8, 10 only)* - Report the type of library service area (area contracting for library service). This is prefilled and locked. If the number is wrong because your service area has changed, answer YES in 03-020 and give a reason in 03-021. If the number is wrong but your service area has not changed, contact the LDO office.

Type of political unit - contracting units:

- 5 (township, partial, served by contract)
- 6 (township served by contract)
- 7 (township taxed to pay contract)
- 8 (township, partial, taxed to pay contract)
- 10 (town served by contract) only

03-019 *Population 2010 census (served by contract)* - Report the number of people in each political subdivision contracting for library. This is prefilled and locked. If the number is wrong because your service area has changed, answer YES in 03-020 and give a reason in 03-021. If the number is wrong but your service area has not changed, contact the LDO office.

03-020 *Were there any changes to your library's service area? (Reasons for change may include annexations, mergers, or changes in 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 03-021. If your library's service area has not changed, answer NO and skip question 03-021.

03-021 *If the answer to 03-020 is YES, please explain* - Explain what caused the change to your library's service area, whether it was an annexation, merger, contract change, or any other reason.

Part 4 - Operating Revenue

Questions relating to standards are in bolded blue font

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

- Report all operating revenue, regardless of whether it put into an operating or non-operating fund.
- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 50 cents or more, round down for 49 cents or less.
- County Contractual Libraries – Combine and report all income from host and contractual library.
- Gifts - Gifts and donations may be receipted to a separate gift fund(s).
- Report income actually received in the report year or in January of the next year.
- If the exact data are not known for any item, please estimate data.
- Enter “0” if the correct entry for an item is zero. Please enter “N/A” (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.
- Do not include ANY funds transferred to operating income from another account due to not receiving anticipated tax money or borrowed from a lending institution for the same reason. Only NEW money is reported.
- Do not include the value of ANY contributed or in-kind services.

Local Government Income

- 04-001 *Property tax or CEDIT income from library tax rate* - Includes all tax receipts received and available for expenditure by the public library. Include report year monies received in January of the next year. Report excess levy here. Your library may have both, if the district crosses county lines. Report only actual funds received, not anticipated.
- 04-002 *Miscellaneous income taxes or LIT (Local Income Tax)* - Report only actual funds received, not anticipated.
- 04-003 *Contractual revenue received for service* - Report income received in the report year through a contract for service from a town, or township, from other libraries, or from other contracts for service. Report only actual funds received, not anticipated. If 03-014 is completed but there is nothing listed here, your library will be contacted for an explanation.
- 04-004 *Total local income* - 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. Do 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. This total is automatically computed by the addition of 04-001 through 04-003.

State Government Income

- 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 state excise tax on any vehicle which requires a commercial vehicle driver's license. This is now separated out from the License Excise Tax question. 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 *State Technology Grant Fund* - This information is prefilled by the Indiana State Library. Contact the LDO if the information displayed is incorrect.
- 04-009 *Other state income* - Report any other funds not previously reported as received from the State including Intergovernmental Wagering Tax and Build Indiana Fund. List source. DO NOT report any funds collected from PLAC cards sold. DO report State Technology Grant Fund monies here, if they were receipted into the operating fund.
- 04-010 *Source(s):* - List source(s) of all money received from the state government not reported elsewhere.
- 04-011 *Total state income* - Sum of 04-005 through 04-009. Includes Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax, State Technology Grant Fund and other state income. This total is automatically computed.

Federal Government Income

- 04-012 *LSTA grants* - Report all LSTA grant funds received in the report year. Report all amounts received or reimbursed, NOT the amount of grant.
- 04-013 *Other federal income* - Report all money received from the federal government except LSTA funds.
- 04-014 *Source(s)* - List source(s) of all money received from the federal government, including SLD/E-rate refund (as from AT&T or other vendor). Do NOT list LSTA funds or Indiana State Technology Grant Funds (state E-rate reimbursement) here.

04-015 *Total federal income* - Sum of 04-012 and 04-013. This total is automatically computed.

Other Income

04-016 *PLAC reimbursement* - 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 the LDO if the information displayed is incorrect.

04-017 *Fines and fees* - Report all fines and fees including: computer copies, fax, non-resident fees, lost/damaged materials, photocopy fees and anything else that applies.

04-018 *Interest on investments* - Report any income generated from interest on investments.

04-019 *Gift receipts* - Report gift funds. Do NOT include the value of donations of books and other library materials and equipment.

04-020 *Private and public foundation grants income* - Report private or public, non-governmental, community and other foundation and private development grant or other 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 income* - Include checking account interest and any refunds here. Do NOT report State Technology Fund E-rate grants here. Do NOT include any contributed services or the value of any non-monetary gifts and donations. Do NOT report PLAC reimbursements here; report in 04-021.

04-022 *Source(s)* - List the source(s) of miscellaneous operating fund Income which does not fit into any other listed category. reimbursement check from the State of Indiana.

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

04-024 *Total Income* – Sum of 04-004, 04-011, 04-015 and 04-023.

Part 5 - Expenditure Data

Questions relating to standards are in bolded blue font

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

- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 50 cents or more, round down for 49 cents or less.
- Do NOT report encumbered funds.
- County Contractual Libraries – Combine and report all income from host and contractual library.
- Report all operating fund expenditures, but report expenditures in only one category.
- Do NOT Report Technology Grant Fund expenditures in categories in which they were expended.
- Report estimates if necessary or “N/A” if unable to estimate. Report “0” if no expenditures were made from a particular category.
- 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.
- 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.
- Operating fund expenditures - The current and recurrent costs necessary to the provision of library service, such as 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.

Operating Fund Expenditures

- 05-001 *Salaries/wages of all library staff* - Report Category 1 from Operating Budget Form 1, Personal Services; report actual expenditures only, no encumbered 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 *Employee benefits* - Report Category 1 from Operating Budget Form 1, Personal Services. Actual expenditures only, no encumbered funds. Benefits provided for employees in addition to salaries and wages paid from the library budget, regardless of whether the benefits are available to all employees. Included are amounts spent for direct benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, tuition reimbursement, unemployment compensation, housing benefits and worker's compensation. All employees should have Social Security listed as a benefit, with the amount paid by the library listed in this section. Personal service includes all related employee benefits. (Required by PLS.)
- 05-003 *Other personal services* - Report Category 1 from Operating Budget Form 1, Personal Services. Include fees paid for special counsel, legal service, surveys, expert and other services rendered of which the employment is temporary or on a

part-time basis and social security, federal taxes, state taxes, and county taxes are withheld. Do NOT report contracts here.

Contracts where NO Social Security, Medicare, and federal and state withholding taxes are withheld are reported in Category 3, Professional Services or Category 4, Repairs and Maintenance. Report actual expenditures, no encumbered funds.

- 05-004 *Total personal services* - Sum of 05-001, 05-002 and 05-003. This total is automatically computed.
- 05-005 *Total staff expenditures* - Sum of 5-001 and 5-002. This total is automatically computed.
- 05-006 *Total supplies* - Report Category 2 from Operating Budget Form 1. Supplies include commodities which, after use, are either entirely consumed or show a definite impairment of their physical condition and rapid depreciation after use for a short period of time. Include cost of printing of stationery, forms and other office supplies. Report cost of all office, operating, repair and maintenance supplies and other supplies. Report actual expenditures only, no encumbered funds. (Required by PLS.)

Other Services and Charges

- 05-007 *Professional services* - Report Category 3 from Operating Budget Form 1. Include consulting, engineering, architectural, legal and other professional services. Also include licensing fees for databases or other electronic services for the staff's use. (Required by PLS.)
- 05-008 *Communication and transportation* - Report Category 3 from Operating Budget Form 1. Include telephone, internet, postage, traveling, professional meetings, freight and express shipping. (Required by PLS.)
- 05-009 *Printing and advertising* - Report Category 3 from Operating Budget Form 1. Include advertising and publication of notices and printing (other than stationery, forms and other office supplies). (Required by PLS.)
- 05-010 *Insurance* - Report Category 3 from Operating Budget Form 1. Include official bonds and other insurance, such as policies covering injury or loss of property. (Required by PLS.)
- 05-011 *Utility services* – Report Category 3 from Operating Budget Form 1. Include gas, electricity, water, sewage and waste disposal services. Coal, fuel, oil and bottled gas used for heating should be charged to Category 2, Operating Supplies, 05-006. (Required by PLS.)
- 05-012 *Repairs and maintenance* - Report Category 3 from Operating Budget Form 1.

Include all expenditures of a contractual nature for repairs of buildings, structures and equipment. If repair is performed by regular employees of the library, labor should be charged to Category 1, Personal Services, 05-001. Repair parts and materials should be charged to Category 2, Repair and Maintenance Supplies, 05-006. (Required by PLS.)

- 05-013 *Rentals* - Report Category 3 from Operating Budget Form 1. Include all expenditures for the use of properties not owned by the library, such as temporary office rooms, store rooms, post office box, safety deposit box, equipment, etc. (Required by PLS.)
- 05-014 *Debt service* - Report Category 3 from Operating Budget Form 1 (operating expenditures only). Include expenditure for the reduction of the library's general obligation bonds (principal) and interest only if paid out of operating fund. (Required by PLS.)
- 05-015 *Lease rental* - Report Category 3 from Operating Budget Form 1. Include expenditures for the reduction of the principal of the bonds for the lease rental fund and the interest on such funds, only if paid out of operating fund. (Required by PLS.)
- 05-016 *Other* - Report Category 3 of Operating Budget Form 1. Include dues for state and national associations of a civic, educational, professional or governmental nature that have as their purpose the betterment and improvement of library operations, interest on temporary loans, taxes and assessments for streets, sidewalks, sewers and similar improvement, and all other services not included in other classifications. (Required by PLS.)
• Do NOT include LIRF and Rainy Day.
- 05-017 *Total of other services and charges* - Report Category 3 from Operating Budget Form 1. Computed by adding 05-007 through 05-016. Report actual expenditures only, no encumbered funds. (Required by PLS.)

Capital Outlays from Operating Fund Expenditures

- 05-018 *Land* - Report Category 4 from Operating Budget Form 1. Report purchase of land owned by the library. (Required by PLS.)
- 05-019 *Buildings* - Report Category 4 from Operating Budget Form 1. Report purchase of permanent buildings owned by the library. (Required by PLS.)
- 05-020 *Improvements other than buildings* - Report Category 4 from Operating Budget Form 1. Include all other improvements to land owned by the library, such as a parking lot, sidewalk, landscaping, gazebo, etc. (Required by PLS.)
- 05-021 *Furniture and equipment* - Report Category 4 from Operating Budget Form 1.

Consists of machinery, implements, tools, furniture, motor vehicles, typewriters, calculators, microfilm readers, photocopy machines, projectors, staff computers, televisions, and other equipment which may be used repeatedly without material impairment of its physical condition and which has a calculable period of service. (Required by PLS.)

05-022 ***Capital outlays for public access computers, e-readers, and electronic media devices.*** - Report the amount spent on desktop and laptop computers used by the public. Includes tablets, Kindles, iPads, iPods and other such electronic devices which patrons can use to access electronic information, books, etc. **DO NOT REPORT in Q05-021. This is information required by PL Standards, 590 IAC 6-1-5 (p).**

Operating Fund Expenditure Data

05-023 ***Books*** - Report Category 4 from Operating Budget Form 1. Include book lease(s), government documents and any other print acquisitions. This is information required by PL Standards, 590 IAC 6-1-5 (p). (Required by PLS.)

- Do NOT include e-books; instead report them in 05-026.

05-024 ***Periodicals and newspapers*** - Include print subscriptions to magazines, journals, newspapers, and serial back files. This is information required by PL Standards, 590 IAC 6-1-5 (p). (Required by PLS.)

05-025 ***Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic*** - Report Category 4 from Operating Budget Form 1. Include movies on DVD, VHS, records, cassettes, music CDs, books on tape or CD, and microform materials. Include non-traditional circulating physical items, such as tools, power washers, artwork, etc. (Required by Standard per 590 IAC 6-1-5 (p). (Required by PLS.)

- Do NOT include expenditures for computer games, software or database licensing.
- 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).
- Do NOT include downloadable audio or video; instead report them in 05-026.

05-026 ***E-book, electronic collections, and database licensing/purchase/lease expenditures*** - Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full-text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carriers, and can be accessed via a computer, the Internet, or by using an e-book reader. Include expenditures for

materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.

[Note: Based on ISO 2789 definition.] This amount is automatically added into Operating Expenditure Fund Collection Development, 05-038. **This is**

information required by PL Standards, 590 IAC 6-1-5 (p).

- Do NOT report in 05-007.

05-027 *Electronic physical format, including Playaways and e-book readers* - Include all operating expenditures for electronic format materials considered part of the collection (whether purchased or leased) which are physical items, such as Playaways, e-book readers, Mp3 players, computer games or software for patron use or for checkout. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. (Required by PLS.)

Non-Operating Fund Library Materials Expenditure Data

05-028 ***Books (include book lease)*** - Report all expenditures from non-operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for book lease(s), government documents and any other print acquisitions. This is information required by PL Standards, 590 IAC 6-1-5 (p) (3). ***This amount is automatically added to 05-023, 05-024, and 05-029 for a generated total in 05-033.***

- Do NOT include e-books; instead report them in 05-031.

05-029 ***Periodicals and newspapers*** - Report all expenditures from non-operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for print subscriptions to magazines, journals, newspapers, and serial back files. This is information required by PL Standards, 590 IAC 6-1-5 (p). ***This amount is automatically added to 05-023, 05-024, and 05-028 for an automatically generated total in 05-033.***

05-030 ***Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic*** - This amount is automatically added to 05-025 for an automatically generated total in 05-035. Report all expenditures from non-operating fund, including but not limited to gift, LIRF, Rainy Day and any other fund for movies on DVD, VHS, records, cassettes, music CDs, books on tape or CD, and microform materials. This is information required by PL Standards, 590 IAC 6-1-5 (p).

- Do NOT include expenditures for computer games, software or database licensing.
- Do NOT include library system software and microcomputer software used only by staff (even if they are included in this line of your Budget Form 1).
- Do NOT include downloadable audio or video; instead report them in 05-031.

05-031 ***E-book and electronic database licensing/purchase/lease expenditures*** - Report

all non-operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full-text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carriers, and can be accessed via a computer, the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.] **This is information required by PL Standards, 590 IAC 6-1-5 (p).**

- 05-032** *Electronic physical format, including Playaways and e-book readers* - This amount is automatically added to 05-026, 05-027 and 05-031 for an automatically generated total in 05-034. Report all expenditures from non-operating funds, including but not limited to gift, LIRF, Rainy Day and any other fund for electronic format materials considered part of the collection (whether purchased or leased), which are *physical* items, such as programs or databases on CD-ROMs, computer games or software for patron use or for checkout, magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine, e-readers (not the files that load into them), government documents, reference tools, scores, maps or pictures in physical format. Includes non-operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. This is information required by PL Standards, 590 IAC 6-1-5 (p).
- 05-033** *Total expenditures for print materials* - This figure is an automatic total of 05-023, 05-024, 05-028 and 05-029. PLS requires that all print expenditures (books, newspapers and periodicals), whether from operating or other funds, be reported. This is information required by PL Standards, 590 IAC 6-1-5 (p).
- 05-034** *Total expenditures for electronic materials* - This is an automatically calculated total of 05-026, 05-027, 05-031 and 05-032. PLS requires that all electronic materials expenditures, whether from operating or other funds, be reported. This is information required by PL Standards, 590 IAC 6-1- (p).
- 05-035** *Total expenditures for other materials* - This is an automatically calculated total of 05-025 and 05-030. PLS requires that all other (non-print and non-electronic) materials expenditures, whether from operating or other funds, be reported. This is information required by PL Standards, 590 IAC 6-1-5 (p).
- 05-036** *Total expenditures for collections* - This is an automatically calculated total of 05-033, 05-034 and 05-035. PLS requires that all materials expenditures, whether from operating or other funds, be reported. This is information

required by PL Standards, 590 IAC 6-1-5 (p).

- 05-037 *Total operating fund capital outlays* - This is an automatically generated total of 05-018 through 05-025 and 05-027.
- 05-038 ***Total operating fund expenditure for collection development*** - This is an automatically calculated total of 05-022 through 05-027. PLS requires that all materials expenditures, whether from operating or other funds, be reported. This is information required by PL Standards, 590 IAC 6-1-5 (p).
- 05-039 ***Total non-operating fund expenditure for collection development*** - The PLS definition of collection expenditures includes expenditures from all funds. Please report expenditures from gift, grant, and any other funds used to purchase library materials.
- This is information required by PL Standards, 590 IAC 6-1-5 (p). The total of 05-028 through 05-032 will be added to 05-040 to produce the PLS total for collection expenditures.
- 05-040 ***Public access computers, e-readers and electronic media devices from all non-operating funds*** - Report expenditures for named devices from gift, grant, LIRF, LCPF and other non-operating funds, as these will be added into 05-038 for standards compliance computation. This is information required by PL Standards, 590 IAC 6-1-5 (p).
- 05-041 *Total operating fund expenditures* - Total of 05-004, 05-006, 05-017, 05-026 and 05-037. Report actual expenditures only, including both budgeted amounts and additional appropriations. This total is automatically computed.
- 05-042 *Other operating expenditures* - Sum of other personal services (05-003), supplies (05-006), other services and charges (05-017 through 05-022) and public access computers, e-readers and electronic media devices from all non-operating funds (05-040). This total is automatically computed.
- 05-043 *Total operating expenditures* - Sum of 05-005, 05-036 and 05-042. This is the PLS amount of operating expenditures. This total is automatically computed.
- 05-044 *Total capital fund expenditures* - These expenditures *could* come from LIRF, debt service, Rainy Day funds, LCPF, gift fund(s), technology fund, and other grants but do NOT come from operating fund expenditures. Generally speaking, if the source of the funds was a special appropriation or contribution earmarked for a specific major purchase in the areas mentioned above, NOT operating income, then the expenditure should be counted as a capital fund expenditure.

Capital is usually a long-term expense. These are costs that are usually incurred for major purchases of or additions to fixed assets. The most common uses of

capital funds include, but are not limited to: building sites (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, and digitization expenses. It does not have to balance with capital revenue.

Non-Resident Fee Standard

- 05-045** *Total collection expenditure - Sum of 05-022, 05-036 and 05-039. This total is automatically computed. This is information required by PL Standards, 590 IAC 6-1-5 (p).*
- 05-046** *Total 2017 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).*
- 05-047** *Difference between 2017 OE per capita and non-resident fee (subtract Q02-009 from Q05-046). - 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.*
- 05-047a** *Does your library's non-resident fee meet the standard? - Please select YES or NO. If the output for question 05-047 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).*
- 05-048** *Total 2018 operating expenditures per capita. - 05-041 (total operating fund expenditures) divided by 03-013, (total population without contracts, the library district population which pays taxes for service for service). This total 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 2019 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

- 05-049** *Collection development expenditure as a percentage of operating expenditure -*

This is an automatically generated percentage, the result of collection development expenditures (05-045) divided by total operating fund expenditures (05-041), to calculate the library's compliance with the requirement that the library spend 8% of its operating budget on collection development, defined as: (A) books, (B) audiovisual materials; (C) electronic media devices; and (D) databases. This is information required by PL Standards, 590 IAC 6-1-5 (p).

Part 6 - Capital Revenue

Questions relating to standards are in bolded blue font

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

Figures do NOT have to balance with capital fund expenditures. Use whole dollars only, no cents.

- 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. Include LCPF, debt funds, LIRF, 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. 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. (Required by PLS.)

Part 7 - Employment Data

Questions relating to standards are in bolded blue font

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

ALA-MLS Librarians

- 07-001 *Total number of all librarians with an ALA-MLS* - Number of librarians, with title or function as librarian, with master's degree 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 which are vacant.
- 07-002 *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. If position is vacant, list hours for that position.
- 07-003 *FTE for all librarians with an ALA-MLS* - 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.)

All Librarians

- 07-004 *Total number of all librarians, including ALA-MLS librarians* - Number of persons with title or function of librarian, who performs 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 which are vacant and all librarians reported in 07-001.
- 07-005 *Total number of paid hours per week for all librarians, including ALA-MLS 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. If position is vacant, list hours for that position. Includes all hours reported in 07-002.
- 07-006 *FTE for all 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. Include positions which are vacant.

- Do NOT include temporary or other employees 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 or other employees 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 07-004 and 07-007. This total is automatically computed.
- 07-011 *Total hours paid per week for all paid staff* - Sum of 07-005 and 07-008. This total is automatically computed.
- 07-012 *FTE for all paid staff* - Hours from 07-011 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.)
- 07-013 *Number of hours per week considered to be full-time employment in your library* - Enter the number of hours that is considered to be full-time in your library.

Part 8 - Library Service and Technology

Questions relating to standards are in bolded blue font

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

If the exact data is not known for any item, please estimate. Estimates are very important.

If the correct entry for an item is zero or "none," enter "0". Please enter "N/A" (Not Available) if you know that the value for a particular item is not "0", but you don't know what it is and are unable to estimate it.

Interlibrary Loans

- 08-001 *Total number of interlibrary loan items (loans and photocopies) your library has provided to other libraries* - Number of library materials, including photocopies, lent by the reporting library to another library upon request. Materials loaned to a bookmobile by another bookmobile, branch or central library of the same system are not counted. (Required by PLS.)
- Do NOT include Evergreen transits. Do NOT include SRCS transits. Both Evergreen and SRCS transits data will be supplied by the Indiana State Library.

- 08-002 *Evergreen transits to other library systems. (number will be supplied by the Indiana State Library)* - The number of Evergreen items loaned from your library to other library systems, to be prefilled by the Evergreen Coordinator.
- 08-003 *SRCS materials provided to other libraries (number will be supplied by the Indiana State Library)* - This is the number of SRCS materials provided to other libraries.
- 08-004 *Total number of loans provided to other libraries* - Sum of 08-001, 08-002, and 08-003; the total number of interlibrary loans, Evergreen transits and SRCS requests sent to other library systems. This total is automatically computed.
- 08-005 *Number of interlibrary items (loans and photocopies) your library has borrowed from other libraries* - Number of library materials, including photocopies, received by the reporting library from another library. Materials borrowed from a bookmobile by another bookmobile, branch or central library of the same system are not counted.
- Do NOT include Evergreen transits. Evergreen transits data will be supplied by the Indiana State Library.
- 08-006 *Evergreen transits received from other libraries. (number will be supplied by the Indiana State Library)* - The number of Evergreen items borrowed from other library systems, to be prefilled by the Evergreen Coordinator.
- 08-007 *SRCS materials received from other libraries (number will be supplied by the Indiana State Library)* - This is the number of SRCS materials received from other libraries.
- 08-008 *Total number of loans received from other libraries* - Sum of 08-005, 08-006, and 08-007. This total is automatically computed.
- 08-009 *Net lending rate (number of items loaned divided by number of items borrowed)* - This is the number of interlibrary loans sent from your library, divided by the number received (08-004 divided by 08-008). If this number is greater than 1, the library may be eligible for discounted courier service.

Children's (0-11 years) Library Programs

- 08-010** ***Number of children's (0-11 yrs) programs held in the library*** - This is the count of all programs sponsored by the library and held at the library for which the primary audience is children. Count each program which is planned, marketed and advertised, whether anyone attends or not. A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or

library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events. Count each program in a series as one program. For example, a 12-week story hour would be counted as 12 programs. This is information required by PL Standards, 590 IAC 6-1-5 (m). (Required by PLS.)

- Do NOT include library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, Dial-A-Story, and mentoring activities.

08-011 *Number of children's (0-11 yrs) programs held outside of the library - This is the count of all programs for which the primary audience is children and which are sponsored and planned by the library or an authorized representative, but held at a location outside the library. These programs must be planned in advance and presented by library staff or authorized volunteers, including summer reading programs. Count each program which is planned, marketed and advertised, whether anyone attends or not. Count each program in a series as one program. For example, a 12-week story hour would be counted as 12 programs. These may include book talks at schools, informational programs about library services, story hours at county fairs, etc. This is information required by PL Standards, 590 IAC 6-1-5 (m). (Required by PLS.)*

- 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.

Young Adult (12-18 years) Library Programs

08-012 *Number of young adult (12-18 yrs) programs held in the library - This is the count of all programs sponsored by the library and held at the library for which the primary audience is young adults. A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Count each program which is planned, advertised and marketed, whether anyone attends or not.*

Examples of these types of programs include book clubs and summer reading events. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. This is information required by PL Standards, 590 IAC 6-1-5 (m). (Required by PLS.)

- Do NOT include library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

- 08-013** ***Number of young adult (12-18 yrs) programs held outside of the library - This is the count of all programs, for which the primary audience is young adult and which are sponsored and planned by the library or an authorized representative, but held at a location outside the library. These programs must be planned in advance and presented by library staff or authorized volunteers. Count each program which is planned, advertised and marketed, whether anyone attends or not. Examples of these types of programs include book clubs and summer reading events. Count all young adult programs that are sponsored or co-sponsored by the library. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. This is information required by PL Standards, 590 IAC 6-1-5 (m). (Required by PLS.)***
- Do NOT include library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
 - 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.

Adult (18+ years) Library Programs

- 08-014** ***Number of adult (18+ yrs) programs held in the library - This is the count of all programs sponsored by the library and held at the library for which the primary audience is adults. A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Count each program which is planned, advertised and marketed, whether anyone attends or not. Count each program separately, even if it is one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions. This is information required by PL Standards, 590 IAC 6-1-5 (m).***
- Do NOT include library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

- 08-015** ***Number of Adult (18+ yrs) programs held outside of the library - This is the count of all programs for which the primary audience is adults, ages 18+, which are sponsored and planned by the library or an authorized representative, but held at a location outside the library. These programs must be planned in advance and presented by library staff or authorized***

volunteers. Count each program which is planned, advertised and marketed, whether anyone attends or not. Each program is counted separately, even though it may be one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Programs may cover use of the library, library services, or library tours; or provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a Second language, citizenship classes; and book discussions. This is information required by PL Standards, 590 IAC 6-1-5 (m).

- 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.

General (All Ages) Library Programs

- 08-016 *Number of general (all ages) programs held in the library* - This is the count of all programs sponsored by the library and held at the library for which the primary audience is people of all ages, or “family programming.” A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Count each program which is planned, advertised and marketed, whether anyone attends or not. Each program is counted separately, even though it may be one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.
- Do NOT include library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.
- 08-017 *Number of general (all ages) programs held outside of the library* - This is the count of all programs for which the primary audience is people of all ages, or “family programming”, which are sponsored and planned by the library or an authorized representative, but held at a location outside the library. These programs must be planned in advance and presented by library staff or authorized volunteers. Include summer reading programs.
- 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.
- 08-018 *Total number of non-library sponsored programs* - This is the count of programs/meetings/events which are held in the library but are sponsored by outside groups. This question will help to show the total use of the library building

by community groups.

08-019 ***Total Number of All Library-Sponsored Programs - Sum of 08-010, 08-011, 08-012, 08-013, 08-014, 08-015, 08-016, and 08-017. This total is automatically computed. It is the total number of programs for children, young adults, adults, and general audiences, held on- or off-site, that are sponsored or co-sponsored by the library. This total includes both in-library and outreach programs. Count each program which is planned, advertised and marketed, whether anyone attends or not. A minimum of 12 programs per system per year is required. This is information required by PL Standards, 590 IAC 6-1-5 (m). (Required by PLS.)***

Attendance at Children's (0-11 years) Programs

08-020 *Attendance at children's (0-11 yrs) programs held in the library - The count of the audience at all programs sponsored by the library and held at the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS.)*

08-021 *Attendance at children's (0-11 yrs) programs held outside of the library - The count of the audience at all programs held outside the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS.)*

Attendance at Young Adult (12-18 yrs) Programs

08-022 *Attendance at young adult (12-18 yrs) programs held in the library - The count of the audience at all programs sponsored by the library and held at the library for which the primary audience is young adults and includes adults and children who attend the programs. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS.)*

08-023 *Attendance at young adult (12-18 yrs) programs held outside of the library - The count of the audience at all programs sponsored by the library and held at the library for which the primary audience is young adults 12 through and including 18 years including adults and children who attend the programs. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS.)*

Attendance at Adult (18+ years) Programs

08-024 *Attendance at adult (18+ yrs) programs held in the library - This is the count of the audience at all programs sponsored by the library and held at the library for which the primary audience is adults and includes all other attendees who attend*

the programs regardless of age. Attendance at each program is counted separately, even though it may be one of a series.

08-025 *Attendance at adult (18+ yrs) programs held outside of the library* - This is the count of the audience at all programs held outside the library for which the primary audience is adults and includes all other attendees who attend the programs regardless of age. Attendance at each program is counted separately, even though it may be one of a series.

Attendance at General (All Ages) Programs

08-026 *Attendance at general (all ages) programs held in the library* - This is the count of the audience at all programs sponsored by the library and held at the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-027 *Attendance at general (all ages) programs held outside of the library* - This is the count of the audience at all programs held outside the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series. (Required by PLS.)

Attendance Totals

08-028 *Total attendance at non-library sponsored programs* - This is the total attendance at programs/meetings/events which are held in the library (e.g. using meeting rooms) but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

08-029 *Total children's program attendance* - Sum of 08-020 and 08-021. This total is automatically computed.

08-030 *Total young adult program attendance* - Sum of 08-022 and 08-023. This total is automatically computed.

08-031 *Total attendance at library sponsored programs* - Sum of 08-024, 08-025, 08-026, 08-027, 08-029, and 08-030. This total is automatically computed.

Summer Reading Program for Children

08-032 ***How many weeks of a Summer Reading Program for children did your library offer at each fixed location?*** - This is the total number of weeks that your library offers a Summer Reading Program. Public Library standards require a minimum of 6 weeks per year. The weeks do not have to be consecutive. This is information required by PL Standards, 590 IAC 6-1-5 (o).

08-033 *Total number of annual visits to the library* - Report the total number of persons entering the library in a year. You may use a typical week count (see note below), including 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. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. The chosen week should be one in which the library is open its regular hours for seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period). Enter that count, multiplied by 52 weeks.

08-034 *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.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count readers advisory questions as reference transactions.

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.

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.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] 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. The chosen week should be one in which the library is open its regular hours for seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period). Enter that count, multiplied by 52 weeks.

Electronic Collections (includes Licensed Databases)

Report the number of licensed electronic collections (or databases).

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally mounted hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

08-035 Number of state licensed databases (INSPIRE databases)

08-036 *Number of local and other licensed databases (not INSPIRE) - Report the number of licensed electronic collections/databases (include locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (local), or a cooperative agreement within the state or region (other), whether purchased, leased, licensed, or donated as gifts.*

A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Report subscriptions to individual electronic serial titles. Each database is counted individually even if access to several databases is supported through the same vendor interface. This is information required by PL Standards, 590 IAC 6-1-2 (5) (D).

- Do NOT include INSPIRE databases.

08-037 *Name(s) of public use/commercial databases to which the library subscribes* - List the names of all public use databases to which the library subscribes. Use the official name as published by the vendor. Do NOT include library process databases, like *Follett Circulation Plus, ContentDM, B & T Title Source, etc* (unless it is available for the public to use). The purchase of these databases counts towards the collection development standard.

08-038 *Total electronic collections* - Sum of 08-035 and 08-036. This total is automatically computed. (Required by PLS.)

Public Computers

08-039 *Number of public Internet computers uses per year* - Report the total number of uses or sessions of the library's public computers connected to the Internet in the library during the last year. Sign-up forms or Web-log tracking software also may provide a reliable count of uses or sessions.

Be sure to include numbers from branches and bookmobiles. You may use a typical week count (see below), and then multiply by 52.

- Do NOT include Wi-Fi access using non-library computers.

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.

08-040 Number of wireless Internet uses per year

08-041 *Number of public computers, system-wide* - Count computers and laptops used by general public and connected to the Internet at central library, branches and bookmobiles. Count only physical computers, not wireless connections. Standards require 1 public access computer connected to the Internet per 2,000 populations served, with a minimum of 2 computers. This is information required by PL Standards, 590 IAC 6-1-5 (u).

08-042 *Number of staff computers* - Count all computers used by staff equipped with office software at the central library, branches and bookmobiles.

08-043 *Number of website visits* - Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.

Library System Automation

08-044 *Does your library have an automated bookkeeping system?* - Answer YES or NO .

08-045 *Name of bookkeeping system* - Please enter the full, official name of the automated bookkeeping system you use, or enter "N/A" if your system is not automated. The State Board of Accounts does not approve the system, just the forms generated by the system.

NOTE - If you have signed a contract for a new system to replace an old one within the last year, please provide the name of the new system and indicate estimated installation date.

If you have issued an RFP for a new system within the last year, please send a copy to the Library Development Office to share with other libraries.

08-046 *Brand and version of Integrated Library System (ILS)* - Please enter the full, official name of the integrated library system your library uses, or enter "N/A" if your library is not automated. This is information required by PL Standards, 590 IAC 6-1-5 (s).

Part 9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

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

09-001 *Circulation of physical items* - The total annual circulation of **physical** library materials of all types, including renewals.

Note: 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.

09-002 *Use of electronic materials (e.g. e-books circulated or electronic materials downloaded annually)* - Electronic materials are distributed digitally online and

can be accessed via a computer, the internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items counted under electronic books (e-books), audio-downloadable units and video-downloadable units in the LIBRARY COLLECTION. Do not include items not specified under those definitions.

- Note: Do not include database/electronic collection usage as circulation. Report these uses in 09-003.

09-003 *Successful retrieval of electronic information* - The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require library user authentication but **do not have a circulation period**. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading, as simply viewing documents is normally sufficient for user needs.

Include use both inside and outside the library. Do not include use of the OPAC or website [based on NISO Standard Z39.7 (2013) #7.7, p. 43].

Rationale: This element is designed to capture the use of online content provided by libraries, but not requiring a traditional circulation. Primarily, this element will capture the use of paid, commercial databases. The definition borrowed heavily from NISO standards.

09-004 Total electronic content use - Sum of 09-002 (use of electronic materials) and 09-003 (successful retrieval of electronic information). This total is automatically computed.

09-005 *Circulation of all children's materials* - Enter the circulation for materials cataloged as appropriate for children. Include renewals and interlibrary loans. Include juvenile electronic materials (e-book/e-audio/e-video) uses if the data is available.

This is a subset of total circulation of all materials listed above. Estimates are acceptable.

- Do NOT include young adult materials in this count.
- Do NOT include equipment, computer usage or in-house usage of materials.

09-006 *Total circulation of all materials* - Sum of 09-001 and 09-002. This total is automatically computed. Include all materials (print and non-print) charged out to patrons (or staff) of all ages, either manually or electronically. Estimates are acceptable. This figure *includes* all renewals and interlibrary loans (i.e. - items borrowed by your library and lent to your patrons). Interlibrary loans are also reported in 08-001 & 08-002. For electronic circulation, one download equals one circulation, whether it is one book or one song.

- Do NOT include equipment, computer usage or in-house usage of materials.
- In-house usage is reported in 09-008 ONLY.

09-007 *Total collection use* - This is the sum of 09-001 (physical item circulation), 09-002 (use of electronic material) and 09-003 (successful retrieval of electronic information). This total is automatically computed.

09-008 *Total in-house usage of materials* - Count all materials used in the library but not checked out, including materials not allowed to circulate or be removed from the library. This may include materials used by staff for library purposes (programs, collection development), genealogical or local history materials, reference and circulating materials used by patrons in the library which staff re-shelves. Estimates are acceptable. You can take a typical week count, and then multiply by 52.

- Do NOT add this figure into the circulation count.
- Do NOT include equipment or computer usage.

Selected Holdings

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

Definitions

- Physical unit - A physical unit is a book volume, reel, disk, cassette, etc. Items which are packaged together as a unit and are generally checked out as a unit, , e.g. two compact disks, 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 and catalogued, whether purchased, leased, or donated as gifts.
- Microfilm, microfiche, other microforms
 - Do NOT count any microforms except for current serial subscriptions.
- Do NOT count any realia (puzzles, puppets, toys, cake pans, etc.)

BOOKS (PRINT)

09-009 *Books (print)* - Non-periodical / non-serial printed publications (including music and maps) which are bound in hard or soft covers, or in loose-leaf format. This category includes 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. E-books are counted in 09-014.

E-BOOKS

- Libraries with only local e-book holdings (i.e. not part of a consortium) should complete question 09-013 only.
- Libraries with both local and consortium e-book holdings should report the number of local holdings under question 09-013 and the number of consortium holdings under question 09-014. For example, libraries using Overdrive Advantage should report the items for sole use of their patrons under 09-013.
- If the library has no local holdings outside of the consortium, enter "0" in question 09-012 and report all holdings under 09-013.
- All consortium member libraries should record the total number of consortium titles available to their patrons (as of 12/31/2018) under question 09-013. If you are unsure of how many titles are available within your consortium, please contact your consortium administrator.

09-010 *Does the library belong to an e-book consortium?* - An e-book consortium is a group of libraries with a shared licensing agreement that provides them with cost savings and/or increased quantities of titles.

09-011 *Name of e-book consortium* - If 09-010 is yes, list the name of the e-book consortium here (e.g. eIndiana Digital Consortium).

09-012 *E-books (LOCAL HOLDINGS)* - E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired.

Report the number of electronic units, including duplicates, for all outlets at the administrative entity level; do not duplicate unit count for each branch. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

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.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

09-013

E-books (CONSORTIUM HOLDINGS)- E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time.

Only include consortium or remote e-books for which permanent or temporary access rights have been acquired.

Report the number of electronic units, including duplicates, for all outlets at the administrative entity level; do not duplicate unit count for each branch. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

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.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

09-014 *E-books (TOTAL)* - Sum of 09-012 and 09-013. This total is automatically computed.

VIDEOS AND DOWNLOADABLE VIDEO

09-015 *Video materials, physical units* - Enter the number of 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.

09-016 *Video materials, downloadable units (LOCAL HOLDINGS)* - Enter the number of downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed **locally** by the 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.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

09-017

Video materials, downloadable units (CONSORTIUM HOLDINGS) - Enter the number of consortium-held downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by a consortium. 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.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller

libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

09-018 *Video materials, downloadable units (TOTAL)* - Sum of 09-016 and 09-017. This total is automatically computed.

AUDIO AND DOWNLOADABLE AUDIO

09-019 *Audio materials, physical units* - Enter the number of materials which are circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. This category includes 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.

- Do NOT include downloadable electronic audio files.

09-020 *Audio materials, downloadable units (LOCAL HOLDINGS)* - These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been locally purchased, leased or licensed by the 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.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

09-021 *Audio materials, downloadable units* (CONSORTIUM HOLDINGS) - Report the number of Consortium-held downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by a **consortium**. 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.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units”. For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units”.

09-022 *Audio materials, downloadable units (TOTAL)* - Sum of 09-020 and 09-021. This total is automatically computed.

OTHER HOLDINGS

09-023 *Current print serial subscriptions* - Includes periodicals and newspapers, print or microfilm ONLY. Report the total number of serial subscription titles, including duplicates. Report both paid and gift subscriptions. These are print and microfilm subscriptions only - NOT electronic or digital subscriptions. Include the total number of subscriptions for all outlets.

- Do NOT report individual issues.

09-024 *Current Electronic Serial Subscriptions* - Includes Periodicals and Newspapers, electronic or digital ONLY. Report the total number of serial subscription titles. Report both paid and gift subscriptions. Include the total number of subscriptions for all outlets.

- Do NOT report individual issues.

09-025 Does your library circulate hotspots? - Answer *YES* or *NO*. These are Wi-Fi hotspots that are circulated for public use.

Part 10 - Library Board

Questions relating to standards are in bolded blue font

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

Report any appointment currently held by each board member and list each board member only once.

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

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

10-0002 *First name* - Please enter the board president's first name or initial.

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

10-0004 *Last name* - Please enter the board president's last name.

- 10-0005 *Home address* - This should be the street address for the board president's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-0006 *City* - This should be the name of the city or town where the board president lives.
- 10-0007 *ZIP code* - This should be the ZIP code for the board president's home.
- 10-0008 *Email address* - Enter the complete email address for the library board president. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-0009 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board president. The choices are:
- County Contractual Appointment †
 - County Commissioner (IC 36-12-2-17 provides for 2)
 - County Superintendent of Schools (IC 36-12-2-17 provides for 2)
 - County Auditor (if there is no county superintendent of schools)
 - County Commissioners
 - County Council
 - Library Employee
 - School Board (specify school name)
 - Township Board
 - Town Board or City Council or Mayor Appointment
 - Class 2 Library Appointment‡

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

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

- 10-0010 *Date that the current term expires* - Report the date the board president's term expires. This information is used to substantiate the legal requirement for length of terms.
- 10-0011 *Number of consecutive terms* - Report the number of consecutive terms the board president has held (including the first term through the present term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. This is information required by PL Standards,**

IC 36-12-2-8.

- 10-0012 *Date of initial appointment* - Report the date when the board president was initially appointed. This information is required to substantiate the legal requirement for length of terms.
- 10-0101 *Position: Vice President* - Please enter the following information about the person serving as vice president of your library board.
- 10-0102 *First name* - Please enter the board vice president's first name or initial.
- 10-0103 *Middle initial/name* - Please enter the board vice president's middle name, if used in place of first name, or initial. (optional)
- 10-0104 *Last name* - Please enter the board vice president's last name.
- 10-0105 *Home address* - This should be the street address for the board vice president's home. This information is used only in the event that we need to contact the board member on library business.
• Do NOT enter the library address.
- 10-0106 *City* - This should be the name of the city or town where the board vice president lives.
- 10-0107 *ZIP code* - This should be the ZIP code for the board vice president's home.
- 10-0108 *Email address* - Enter the complete email address for the library board vice president. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-0109 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board vice president. The choices are:
- County Contractual Appointment †
 - County Commissioner (IC 36-12-2-17 provides for 2)
 - County Superintendent of Schools (IC 36-12-2-17 provides for 2)
 - County Auditor (if there is no county superintendent of schools)
 - County Commissioners
 - County Council
 - Library Employee
 - School Board (specify school name)
 - Township Board
 - Town Board or City Council or Mayor Appointment

- Class 2 Library Appointment‡

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

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

County
Contractual
Appointment

- 10-0110 *Date that the current term expires* - Report the date the board vice president's term expires. This information is used to substantiate the legal requirement for length of terms.
- 10-0111 *Number of consecutive terms* - Report the number of consecutive terms the board vice president has held (including the first term through the present term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**
- 10-0112 *Date of initial appointment* - Report the date when the board vice president was initially appointed. This information is required to substantiate the legal requirement for length of terms.
- 10-0201 *Position: Secretary* - Please enter the following information about the person serving as secretary of your library board.
- 10-0202 *First name* - Please enter the board secretary's first name or initial.
- 10-0203 *Middle initial/name* - Please enter the board secretary's middle name, if used in place of first name, or initial. (optional)
- 10-0204 *Last name* - Please enter the board secretary's last name.
- 10-0205 *Home address* - This should be the street address for the board secretary's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-0206 *City* - This should be the name of the city or town where the board secretary lives.
- 10-0207 *ZIP code* - This should be the ZIP code for the board secretary's home.

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

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

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

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

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

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

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

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

10-0302 *First name* - Please enter the board treasurer's first name or initial.

- 10-0303 *Middle initial/name* - Please enter the board treasurer's middle name, if used in place of first name, or initial. (optional)
- 10-0304 *Last name* - Please enter the board treasurer's last name.
- 10-0305 *Home address* - This should be the street address for the board treasurer's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-0306 *City* - This should be the name of the city or town where the board treasurer lives.
- 10-0307 *ZIP code* - This should be the ZIP code for the board treasurer's home.
- 10-0308 *Email address* - Enter the complete email address for the library board treasurer. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-0309 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board treasurer. The choices are:
- County Contractual Appointment †
 - County Commissioner (IC 36-12-2-17 provides for 2)
 - County Superintendent of Schools (IC 36-12-2-17 provides for 2)
 - County Auditor (if there is no county superintendent of schools)
 - County Commissioners
 - County Council
 - Library Employee
 - School Board (specify school name)
 - Township Board
 - Town Board or City Council or Mayor Appointment
 - Class 2 Library Appointment‡
- Note:** † County Contractual Appointment applies only to the four libraries which are county contractual libraries.
- 10-0310 *Date that the current term expires* - Report the date the board treasurer's term expires. This information is used to substantiate the legal requirement for length of terms.
- 10-0311 *Number of consecutive terms* - Report the number of consecutive terms the board treasurer has held (including the first term through the present term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1**

consecutive term). NOTE: This information is used to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.

- 10-0312 *Date of initial appointment* - Report the date when the board treasurer was initially appointed. This information is required to substantiate the legal requirement for length of terms.
- 10-0401 *Position: Treasurer/Employee* - Please enter the following information about the person serving as treasurer/employee of your library board. NOTE: The designation "Treasurer/Employee" should not have an appointing authority or appointment dates, as he/she is a library employee, not an appointed board member.
- 10-0402 *First name* - Please enter the board treasurer / employee's first name or initial.
- 10-0403 *Middle initial/name* - Please enter the board treasurer / employee's middle name, if used in place of first name, or initial. (optional)
- 10-0404 *Last name* - Please enter the board treasurer / employee's last name.
- 10-0405 *Home address* - This should be the street address for the board treasurer / employee's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-0406 *City* - This should be the name of the city or town where the board treasurer / employee lives.
- 10-0407 *ZIP code* - This should be the ZIP code for the board treasurer / employee's home.
- 10-0408 *Email address* - Enter the complete email address for the library board treasurer / employee. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-0501 *Position: Member* - Please enter the following information about the person serving as a member on your library board.
- 10-0502 *First name* - Please enter the board member's first name or initial.
- 10-0503 *Middle initial/name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)

- 10-0504 *Last name* - Please enter the board member's last name.
- 10-0505 *Home address* - This should be the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-0506 *City* - This should be the name of the city or town where the board member lives.
- 10-0507 *ZIP code* - This should be the ZIP code for the board member's home.
- 10-0508 *Email address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-0509 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

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

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

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

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

- 10-0512 *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.
- 10-0601 *Position: Member* - Please enter the following information about the person serving as a member on your library board.
- 10-0602 *First name* - Please enter the board member's first name or initial.
- 10-0603 *Middle initial/name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)
- 10-0604 *Last name* - Please enter the board member's last name.
- 10-0605 *Home address* - This should be the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-0606 *City* - This should be the name of the city or town where the board member lives.
- 10-0607 *ZIP code* - This should be the ZIP code for the board member's home.
- 10-0608 *Email address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-0609 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:
- County Contractual Appointment †
 - County Commissioner (IC 36-12-2-17 provides for 2)
 - County Superintendent of Schools (IC 36-12-2-17 provides for 2)
 - County Auditor (if there is no county superintendent of schools)
 - County Commissioners
 - County Council
 - Library Employee
 - School Board (specify school name)
 - Township Board
 - Town Board or City Council or Mayor Appointment
 - Class 2 Library Appointment ‡

Note: † County Contractual Appointment applies only to the four libraries which

are county contractual libraries.

- 10-0610 *Date that the current term expires* - Report the date the board member's term expires. This information is used to substantiate the legal requirement for length of terms.
- 10-0611 *Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: This information is used substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**
- 10-0612 *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.
- 10-0701 *Position: Member* - Please enter the following information about the person serving as a member on your library board.
- 10-0702 *First name* - Please enter the board member's first name or initial.
- 10-0703 *Middle initial/name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)
- 10-0704 *Last name* - Please enter the board member's last name.
- 10-0705 *Home address* - This should be the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-0706 *City* - This should be the name of the city or town where the board member lives.
- 10-0707 *ZIP code* - This should be the ZIP code for the board member's home.
- 10-0708 *Email address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-0709 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

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

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

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

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

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

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

10-0802 *First name* - Please enter the board member's first name or initial.

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

10-0804 *Last name* - Please enter the board member's last name.

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

- Do NOT enter the library address.

10-0806 *City* - This should be the name of the city or town where the board member lives.

10-0807 *ZIP code* - This should be the ZIP code for the board member's home.

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

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

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

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

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

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

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

10-0901 *Position: Member* - Please enter the following information about the person

serving as a member on your library board.

- 10-0902 *First name* - Please enter the board member's first name or initial.
- 10-0903 *Middle initial/name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)
- 10-0904 *Last name* - Please enter the board member's last name.
- 10-0905 *Home address* - This should be the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-0906 *City* - This should be the name of the city or town where the board member lives.
- 10-0907 *ZIP code* - This should be the ZIP code for the board member's home.
- 10-0908 *Email address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-0909 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:
- County Contractual Appointment †
 - County Commissioner (IC 36-12-2-17 provides for 2)
 - County Superintendent of Schools (IC 36-12-2-17 provides for 2)
 - County Auditor (if there is no county superintendent of schools)
 - County Commissioners
 - County Council
 - Library Employee
 - School Board (specify school name)
 - Township Board
 - Town Board or City Council or Mayor Appointment
 - Class 2 Library Appointment‡
- Note:** † County Contractual Appointment applies only to the four libraries which are county contractual libraries.
- 10-0910 *Date that the current term expires* - Report the date when the board member's term expires. This information is used to substantiate the legal requirement for length of terms.

- 10-0911 ***Number of consecutive terms*** - Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). **NOTE: This information is used to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**
- 10-0912 *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.
- 10-1001 *Position: Member* - Please enter the following information about the person serving as a member on your library board.
- 10-1002 *First name* - Please enter the board member's first name or initial.
- 10-1003 *Middle initial/name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)
- 10-1004 *Last name* - Please enter the board member's last name.
- 10-1005 *Home address* - This should be the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-1006 *City* - This should be the name of the city or town where the board member lives.
- 10-1007 *ZIP code* - This should be the ZIP code for the board member's home.
- 10-1008 *Email address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-1009 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:
- County Contractual Appointment †
 - County Commissioner (IC 36-12-2-17 provides for 2)
 - County Superintendent of Schools (IC 36-12-2-17 provides for 2)
 - County Auditor (if there is no county superintendent of schools)
 - County Commissioners
 - County Council

- Library Employee
- School Board (specify school name)
- Township Board
- Town Board or City Council or Mayor Appointment
- Class 2 Library Appointment†‡

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

- 10-1010 *Date that the current term expires* - Report the date the board member's term expires. This information is used to substantiate the legal requirement for length of terms.
- 10-1011 *Number of consecutive terms* - Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). NOTE: This information is used to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**
- 10-1012 *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.
- 10-1101 *Position: Member* - Please enter the following information about the person serving as a member on your library board.
- 10-1102 *First name* - Please enter the board member's first name or initial.
- 10-1103 *Middle initial/name* - Please enter the board member's middle name, if used in place of first name, or initial. (optional)
- 10-1104 *Last name* - Please enter the board member's last name.
- 10-1105 *Home address* - This should be the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-1106 *City* - This should be the name of the city or town where the board member lives.
- 10-1107 *ZIP code* - This should be the ZIP code for the board member's home.
- 10-1108 *Email address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board

member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.

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

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

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

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

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

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

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

10-1202 *First name* - Please enter the board member's first name or initial.

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

- 10-1204 *Last name* - Please enter the board member's last name.
- 10-1205 *Home address* - This should be the street address for the board member's home. This information is used only in the event that we need to contact the board member on library business.
- Do NOT enter the library address.
- 10-1206 *City* - This should be the name of the city or town where the board member lives.
- 10-1207 *ZIP code* - This should be the ZIP code for the board member's home.
- 10-1208 *Email address* - Enter the complete email address for the library board member. This information is used only in the event that we need to contact the board member on library business. If the board member does not regularly check email or doesn't have an email account, enter NONE.
- 10-1209 *Appointing authority* - The appointing authority is required for each board member. Please select the proper appointing authority for the board member. The choices are:

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

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

- 10-1210 *Date that the current term expires* - Report the date the board member's term expires. This information is used to substantiate the legal requirement for length of terms.
- 10-1211 ***Number of consecutive terms*** - Report the number of consecutive terms the board member has held (including the first term through the present term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). **NOTE: This information is used to substantiate the legality of the appointments. This is information required by PL Standards, IC 36-12-2-8.**

- 10-1212 *Date of initial appointment* - Report the date when the board member was initially appointed. This information is required to substantiate the legal requirement for length of terms.
- 10-0991 *What day of the month is the regular library board meeting?* - Enter the day of the week and the pattern of the regularly scheduled meeting. For example, the board meets on the 3rd Wednesday of the month.
- 10-0992 *What is the time of the regular library board meeting?* - Enter the time of day that the library board regularly meets. For example, 7:00 pm.1

Part 11 - Salary Section

Questions relating to standards are in bolded blue font

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

- Report the most current information available.
- Report the director's salary as an annual figure.
- All other categories are to be reported as minimum hourly rate and maximum hourly rate, using dollars and cents. Report the salary range possible for the position, not of an individual currently in the position.
- For the purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.
- Report the certification level required for the position, not of an individual in the position. That is, if you were to advertise the position today, what would be the certification level you would require for the position?

- 11-001 *Annual salary of the director* - List the annual salary amount 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), 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 *Indiana State Library Certification Manual* at <http://continuinged.isl.in.gov/certification/>

Job Titles

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

- 11-004 *Job Title - Assistant or Associate Director* - Librarian ranking directly below the Library Director and having responsibility for library activities in the absence of the Library Director.
- 11-005 *Certification level* - Enter the certification level required by a person in this position.
- 11-006 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-007 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-008 *Job Title - Department Head, Manager or Supervisor* - Librarians at the Department Head level who may have supervisory responsibility for other professional librarians and/or clerks.
- 11-009 *Certification level* - Enter the certification level required by a person in this position.
- 11-010 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-011 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-012 *Job Title - Branch Head* - Librarians at the Branch Head level who may have supervisory responsibility for other professional librarians and/or clerks.
- 11-013 *Certification level* - Enter the certification level required by a person in this position.
- 11-014 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-015 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-016 *Job Title - Administrative Assistant* - May include a variety of job titles such as Director's Secretary or Assistant to the Director. May have more administrative responsibility than typical clerical positions, but not the professional or managerial responsibilities.

- 11-017 *Certification level* - Enter the certification level required by a person in this position.
- 11-018 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-019 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-020 *Job Title - Automation, Network or System Manager* - Manages the operation and maintenance of the library's computer systems, including the library's automation system and computer applications. Develops and manages installation of various types of computer networks. Serves as contact with internet provider. Possibly trains staff and public in use of equipment and software. Analyzes and troubleshoots software and equipment problems.
- 11-021 *Certification level* - Enter the certification level required by a person in this position.
- 11-022 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-023 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-024 *Job Title - Business Manager* - The person responsible for managing business office activities.
- 11-025 *Certification level* - Enter the certification level required by a person in this position.
- 11-026 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-027 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-028 *Job Title - Cataloging or Technical Services Librarian* - Cataloging, Acquisitions or other librarian who works in the technical services area.
- 11-029 *Certification level* - Enter the certification level required by a person in this position.
- 11-030 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.

- 11-031 *Maximum hourly wage* Enter the maximum hourly wage earned by a person in this position.
- 11-032 *Job Title - Children's Librarian* - Children's Reference Service and/or Programming.
- 11-033 *Certification level* - Enter the certification level required by a person in this position.
- 11-034 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-035 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-036 *Job Title - General Reference or Adult Librarian* - Adult and/or Reference Service and/or Programming.
- 11-037 *Certification level* - Enter the certification level required by a person in this position.
- 11-038 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-039 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-040 *Job Title - Young Adult Librarian* - Young Adult Reference Service and/or Programming. ALA defines “young adult” as ages 12-18.
- 11-041 *Certification level* - Enter the certification level required by a person in this position.
- 11-042 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-043 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-044 *Job Title - Indiana History, Local History, or Genealogy Librarian* - Librarian or other staff providing reference service in the Indiana History, Local History, Genealogy area .
- 11-045 *Certification level* - Enter the certification level required by a person in this position.

- 11-046 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-047 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-048 *Job Title - Specialist (Professional)* - Category for library professionals, including but not limited to Training Specialist, Public Relations Specialist, Outreach Specialist, Artist, and Printing Manager, who generally do not hold a master's in library science but certainly may.
- 11-049 *Certification level* - Enter the certification level required by a person in this position.
- 11-050 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-051 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-052 *Job Title - Library Assistant* - Paraprofessional working in any area of the library, who assists librarians in providing a library service.
- 11-053 *Certification level* - Enter the certification level required by a person in this position.
- 11-054 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-055 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-056 *Job Title - Bookkeeper or Treasurer* - Responsible for keeping the financial records and accounts for the library.
- 11-057 *Certification level* - Enter the certification level required by a person in this position.
- 11-058 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-059 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-060 *Job Title - Library Technician (including computer)* - Involves more responsibility than clerical category, usually specialized, and of considerable variation and

complexity.

- 11-061 *Certification level* - Enter the certification level required by a person in this position.
- 11-062 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-063 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-064 *Job Title - Clerk, Clerical or Aide* - Perform a variety of basic library circulation clerical procedures.
- 11-065 *Certification level* - Enter the certification level required by a person in this position.
- 11-066 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-067 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-068 *Job Title - Maintenance, Custodian, Janitor, or Housekeeper*
- 11-069 *Certification level* - Enter the certification level required by a person in this position.
- 11-070 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-071 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-072 *Job Title - Page, Intern or Student Assistant*
- 11-073 *Certification level* - Enter the certification level required by a person in this position.
- 11-074 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-075 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-076 *Job Title - Temporary Substitute*

- 11-077 *Certification level* - Enter the certification level required by a person in this position.
- 11-078 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-079 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-080 *Job Title - Interlibrary Loan*
- 11-081 *Certification level* - Enter the certification level required by a person in this position.
- 11-082 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-083 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-084 *Job Title - Human Resources*
- 11-085 *Certification level* - Enter the certification level required by a person in this position.
- 11-086 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-087 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-088 *Job Title - Marketing*
- 11-089 *Certification level* - Enter the certification level required by a person in this position.
- 11-090 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-091 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-092 *Job Title - Circulation Librarian* - Professional Librarian who performs circulation and other public service duties. Please enter information for circulation clerks in question 11-064.

- 11-093 *Certification level* - Enter the certification level required by a person in this position.
- 11-094 *Minimum Hourly Wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-095 *Maximum Hourly Wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-096 *Job Title - Other* - Answer YES or NO. If your library has positions not included in the above list, please list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11-097 through 11-115.
- 11-097 *Specify other job title* - Enter the full title of this position.
- 11-098 *Certification level* - Enter the certification level required by a person in this position.
- 11-099 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-100 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-101 *Job Title - Other* - Answer YES or NO. If your library has positions not included in the above list, please list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11-097 through 11-115.
- 11-102 *Specify other job title* - Enter the full title of this position.
- 11-103 *Certification level* - Enter the certification level required by a person in this position.
- 11-104 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-105 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-106 *Job Title - Other* - Answer YES or NO. If your library has positions not included in the above list, please list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11-097 through 11-115.

- 11-107 *Specify other job title* - Enter the full title of this position.
- 11-108 *Certification level* - Enter the certification level required by a person in this position.
- 11-109 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-110 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.
- 11-111 *Job Title - Other* - Answer YES or NO. If your library has positions not included in the above list, please list the job title, certification, minimum and maximum wages for that position. If the answer is NO, please skip questions 11-097 through 11-115.
- 11-112 *Specify other job title* - Enter the full title of this position.
- 11-113 *Certification level* - Enter the certification level required by a person in this position.
- 11-114 *Minimum hourly wage* - Enter the minimum hourly wage earned by a person in this position.
- 11-115 *Maximum hourly wage* - Enter the maximum hourly wage earned by a person in this position.

Employee Fringe Benefit Information - Full-time Employees

- 11-501 *PERF* - Answer YES or NO. Are full-time employees (as defined by your library) eligible for PERF (Public Employees Retirement Fund), and now part of INPRS (Indiana Public Retirement System)?
- 11-502 *Deferred compensation* - Answer YES or NO. Answer YES if your library offers deferred compensation to full-time employees.
- 11-503 *Health insurance* - Answer YES or NO. Answer YES if your library provides the opportunity for a full-time employee to purchase health insurance or pays at least some portion of the premium.
- 11-504 *Health Savings Account (HSA)* - Answer YES or NO. Answer YES if your library makes this [tax-advantaged medical savings account](#) available to full-time employees who are enrolled in a [high-deductible health plan](#) (HDHP). The funds contributed to an account are not subject to federal income tax at the time of

deposit and funds roll over and accumulate year to year if not spent.

- 11-505 *Dental insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full-time employee to purchase dental insurance or pays at least some portion of the premium.
- 11-506 *Life insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.
- 11-507 *Vision insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full-time employee to purchase vision insurance or pays at least some portion of the premium.
- 11-508 *Disability insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a full-time employee to purchase disability insurance or pays at least some portion of the premium.
- 11-509 *Paid time off for continuing education* - Answer *YES* or *NO*. Answer *YES* if your library provides paid time off for full-time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.
- 11-510 *Reimbursement for continuing education* - Answer *YES* or *NO*. Answer *YES* if your library provides reimbursement to full-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.
- 11-511 *Other1 (specify)* - Please specify other types of benefits not listed above. Do not include paid days off per year; instead, report paid days off per year in 11-525 through 11-530 (full-time librarians) or 11-537 through 11-542 (full-time support staff).
- 11-512 *Other2 (specify)* - Please specify other types of benefits not listed above. Do not include paid days off per year; instead, report paid days off per year in 11-525 through 11-530 (full-time librarians) or 11-537 through 11-542 (full-time support staff).

Employee Fringe Benefit Information - Part-time Employees

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

(Indiana Public Retirement System)?

- 11-514 *Deferred compensation* - Answer *YES* or *NO*. Answer *YES* if your library offers deferred compensation to part-time employees.
- 11-515 *Health insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase health insurance or pays at least some portion of the premium.
- 11-516 *Health Savings Account (HSA)* - Answer *YES* or *NO*. Answer *YES* if your library makes this [tax-advantaged medical savings account](#) available to part-time employees who are enrolled in a [high-deductible health plan](#) (HDHP). The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.
- 11-517 *Dental insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase dental insurance or pays at least some portion of the premium.
- 11-518 *Life insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.
- 11-519 *Vision insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase vision insurance or pays at least some portion of the premium.
- 11-520 *Disability insurance* - Answer *YES* or *NO*. Answer *YES* if your library provides the opportunity for a part-time employee to purchase disability insurance or pays at least some portion of the premium.
- 11-521 *Paid time off for continuing education* - Answer *YES* or *NO*. Answer *YES* if your library provides paid time for part-time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.
- 11-522 *Reimbursement for continuing education* - Answer *YES* or *NO*. Answer *YES* if your library provides reimbursement to part-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). 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 Days Off (PTO) Per Year

Remember, for a purpose of this report if an individual is referred to as a librarian within your library, they are considered a librarian. Please give the most current information available.

Paid Days Off Per Year - Full-time Librarian

- 11-525 *Number of vacation days* - Report the number (or range of numbers) of vacation days per year for full-time librarians. Indicate whether the number reported is in "hours" or "days".
- 11-526 *Number of sick days* - Report the number (or range of numbers) of sick days per year for full-time librarians. Indicate whether the number reported is in "hours" or "days".
- 11-527 *Number of personal days* - Report the number (or range of numbers) of personal days per year for full-time librarians. Indicate whether the number reported is in "hours" or "days".
- 11-528 *Number of holidays* - Report the number (or range of numbers) of holidays per year for full-time librarians. Indicate whether the number reported is in "hours" or "days".
- 11-529 *Number of funeral/bereavement days* - Report the number (or range of numbers) of funeral/bereavement days per year for full-time librarians. Indicate whether the number reported is in "hours" or "days".
- 11-530 *Number of other days (specify)* - 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 (for example, PTO, jury duty, military leave, etc.)

Paid Days Off Per Year - Part-Time 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 *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 (for example, PTO, jury duty, military leave, etc.)

Paid Days Off Per Year - Full-Time Support Staff

- 11-537 *Number of vacation days* - Report the number (or range of numbers) of vacation days per year for full-time staff. Indicate whether the number reported is in "hours" or "days".
- 11-538 *Number of sick days* - Report the number (or range of numbers) of sick days per year for full-time staff. Indicate whether the number reported is in "hours" or "days".
- 11-539 *Number of personal days* - Report the number (or range of numbers) of personal days per year for full-time staff. Indicate whether the number reported is in "hours" or "days".
- 11-540 *Number of holidays* - Report the number (or range of numbers) of holidays per year for full-time staff. Indicate whether the number reported is in "hours" or "days".
- 11-541 *Number of funeral/bereavement days* - Report the number (or range of numbers) of funeral/bereavement days per year for full-time staff. Indicate whether the number reported is in "hours" or "days".

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

Paid Days Off Per Year - Part-Time Support Staff

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

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

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

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

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

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

Part 12 - PLAC Loans

Questions relating to standards are in bolded blue font

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

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

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

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

Enter the number of materials lent to PLAC holders from each of the following libraries in 12-002 through 12-237. DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0."

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

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

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

12-002 Adams Public Library System

12-237 Yorktown Public Library

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

Part 13 - Compliance with Standards for Public Libraries

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

Questions relating to standards are in bolded blue font

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

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

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

13-001 *Does your library comply with Public Library Law under IC 36-12? - Answer YES or NO. Indiana Code 36-12 is the Public Library Law which authorizes and defines the creation and operation of public libraries in Indiana. All*

decisions made and actions taken by the library board, director and employees must be consistent with the requirements of the law. This is information required by PL Standards, 590 IAC 6-1-5 (a).

Consult these URLs for the most current laws.

<http://www.in.gov/legislative/ic/code/title36/ar12/> and
http://www.in.gov/legislative/iac/iac_title?iact=590

13-002 If the answer to 13-001 is NO, explain:

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

13-004 If the answer to 13-003 is NO, explain:

13-005 *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, starting with this URL, <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).*

13-006 If the answer to 13-005 is NO, explain:

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

13-008 If the answer to 13-007 is NO, explain:

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

13-010 If the answer to 13-009 is NO, explain:

13-011 *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.

13-012 *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.

13-013 *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\(a\)](#).

13-014 *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.

13-015 *Does the director have the required certification under 590 IAC 5?* - Answer **YES** or **NO**. Refer to <https://mylicense.in.gov/EVerification/Search.aspx> if unsure. This is information required by PL Standards, 590 IAC 6-1-5 (d).

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

13-016 *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 (g) (3).

13-017 *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 (g) (4).

13-018 ***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 (g) (5).***

Personnel Policies

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

13-019 ***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).***

13-020 ***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).***

13-021 ***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).***

13-022 ***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).***

13-023 ***Salary administration? - Answer YES or NO. Answer YES if the board has adopted a policy concerning how salary is paid per 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).***

13-024 ***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 11-012 through 11-060. This is information required by PL Standards, 590 IAC 6-1-5 (j) (7) (D).***

13-025 ***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).***

13-026 ***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).

13-027 *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 http://www.in.gov/library/files/In_the_Public_Trust_20141001.pdf*

This is information required by PL Standards, 590 IAC 6-1-5 (g).

13-028 *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 <http://www.in.gov/library/standards.htm>* This is information required by PL Standards, 590 IAC 6-1-5 (f).

13-029 *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).*

13-030 *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).*

13-031 *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).*

13-032 *Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library? - Answer YES or NO. This is information required by PL Standards, 590 IAC 6-1-5 (f) (3).*

13-033 *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).*

13-034 *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 (g) (2).*

13-035 *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 should be adopted, describing the support the library makes available. This is information required by PL Standards, 590 IAC 6-1-5 (i).

Long-Range Plan

- 13-036 *Does the library have a written long-range plan of service? - Answer YES or NO. Templates and other information are available at <http://www.in.gov/library/standards.htm> This is information required by PL Standards, 590 IAC 6-1-5 (j) (6).*
- 13-037 *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).*
- 13-038 *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).*
- 13-039 *Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan? - Answer YES or NO. This is information required by PL Standards, 590 IAC 6-1-5 (j) (6).*
- 13-040 *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).*
- 13-041 *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).*
- 13-042 *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).*
- 13-043 *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).*
- 13-044 *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).*
- 13-045 *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).
- 13-046 *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).*
- 13-047 *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).*
- 13-048 *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).*
- 13-049 *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

- 13-050 *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).*
- 13-051 *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).*
- 13-052 *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 <http://www.in.gov/library/files/RBCOVENANTS.pdf>

- 13-053 *Does the 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).*
- 13-054 **If the answer to 13-053 is YES, please list libraries with which you have local**

reciprocal borrowing agreements.

- 13-055 *Does the library lend materials using the OCLC resource sharing system? - Answer YES or NO. The 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. Answer YES if your library is a subscriber to the OCLC ILL Subsystem. All others should answer NO. This is information required by PL Standards, 590 IAC 6-1-5 (x) (2).*
- 13-056 *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).*
- 13-057 *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:

- 13-058 *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).*
- 13-059 *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).*
- 13-060 *A space designated in the library 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:

- 13-061 *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).*
- 13-062 *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).

- 13-063** *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:

- 13-064** *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).*

- 13-065** *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).*

- 13-066** *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

- 13-067** *Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and/or enhanced media? - Answer YES or NO. Visit this URL for more information: <http://www.in.gov/library/tbbl.htm> This is information required by PL Standards, 590 IAC 6-1-5 (q).*

- 13-068** *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).*

- 13-069** *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:

- 13-070** *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).*

- 13-071 *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).*
- 13-072 *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).*
- 13-073 *A telephone number? - Answer YES or NO. This is information required by PL Standards, 590 IAC 6-1-5 (w).*
- 13-074 *An email address or other means of electronic contact? - Answer YES or NO. This may either be an email address or a form, to be completed at the website, which is automatically emailed to a specific email address. This is information required by PL Standards, 590 IAC 6-1-5 (w).*
- 13-075 *A link to INSPIRE.in.gov? - Answer YES or NO. This is information required by PL Standards, 590 IAC 6-1-5 (w).*
- 13-076 *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).*
- 13-077 *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).*
- 13-078 *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).*

Part 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.*

Part 15 - Supplemental Questions

Answer all questions with information as of 12/31/2018.

Fines

- 15-001 Does your library charge fines for late materials? - Answer *YES*, *YES - ON SOME MATERIALS*, or *NO*.
- 15-001a If you answered *YES - ON SOME MATERIALS*, please explain. - If you charge fines for some items in your library, but not others, please explain. Examples might include no fines for juvenile materials, no fines for materials checked out from bookmobiles, etc.
- 15-002 If the answer to 15-001 is *YES*, how much do you charge per item, per day for books? - List the daily fine for overdue books.
- 15-003 If the answer to 15-001 is *YES*, how much do you charge per item, per day for audio/visual materials? - List the daily fine for overdue audio/visual materials such as DVDs, video games, and CDs.
- 15-004 Does your library charge a processing fee for lost or damaged items? - Answer *YES* or *NO*.
- 15-005 If the answer to 15-004 is *YES*, how much per item? - List the standard processing fine for a lost or damaged item.
- 15-006 Does your library offer fine forgiveness or amnesty? If so, please briefly describe alternative offered. - Answer *YES* or *NO*. If *YES*, use the empty field labeled "alternative" to describe any fine forgiveness program/method.

Library Consultants

If you have used the services of a professional consultant or architect in the last 3 years (2016 - 2018), please provide their information here. Click "Add Group" to enter additional consultants.

- 15-007a Consultant or Company Name
- 15-008a Type of consulting service performed
- 15-009a Street address
- 15-010a City
- 15-011a State
- 15-012a Zip
- 15-013a Phone

15-014a Website

Professional Development

15-015 What types of continuing education do you make available to staff? Select all that apply:

- conferences
- webinars (live)
- webinars (archived)
- staff day
- professional roundtables
- other (describe)

15-016 Who at your library is eligible for professional development? (Exp: part-time, full-time, librarians only, all staff)

One-on-One Services

15-017 What sort of one-on-one instruction does your library provide? Select all that apply.

This could be one-on-one help that your library schedules ahead of time (via appointment, or scheduled times for drop-in help) or instruction as needed. This is meant to capture more involved instruction, and not simple one-off questions such as turning on a device, finding one particular icon, etc.

- small device use (e-book readers, smartphones, tablets)
- computer instruction
- resume help
- other (please explain)

15-018 Does your library offer notary services? - Answer *YES* or *NO*.

15-019 If the answer to 15-019 is YES, how much (if at all) does it charge? - Enter your library's pricing structure for notary services.

15-020 Does your library offer proctoring services? - Answer *YES* or *NO*.

15-021 If the answer to 15-021 is YES, how much (if at all) does it charge? - Enter your library's pricing structure for proctoring services.

CERTIFICATION

[Click here to print a copy of the Signature Page.](#) This needs to be signed by both the director and

board president in ink and returned to the Indiana State Library Development Office. This is also due by March 1, 2018.