Chapter 6

**Required Reports and Statistical Sources**

There are a number of required reports, most of which are mandated by Indiana State Law, that a Public Library Director is required to complete. These reports include statistical reports, financial reports, and employee reports.

Reports due to the State Board of Accounts (SBOA) or Department of Local Government Finance (DLGF) are now submitted electronically via a web portal called “The Gateway.” The Gateway is a tool both agencies use to collect and disseminate local government information.

**Required Reports:**

Please note: Requesting Agency is in *Italics*

A. The **Annual Report for Indiana Public Libraries (ISL)** must be completed annually and includes the following components:

- Annual Report (questionnaire/survey)
  - Includes:
    - Annual PLAC Statistics Report
    - Statement of Compliance with Standards
    - Statement of Intent to Comply with Standards
    - Supplemental Questions

- Signature Page

Much of the data collected in this report is submitted for inclusion in the national **Public Libraries Survey.**

Instructions and login information for completing the Annual Report are emailed to all directors in December. Instructions are mailed to directors without a valid email address or internet access. The report is completed entirely online, with the exception of the signature page, which must be printed, signed, and mailed in.

The Annual Report is currently due **March 1st** of each year, to coincide with the State Board of Accounts’ Annual Report.
Data collected on the State Library’s Annual Report may vary slightly from year to year, but usually includes:

- Library name, address, location and contact information, hours of operation
- Public library service areas (city/town, township(s), county, or other)
- Library district’s most recent assessed valuation(s) and tax rate(s)
- Census population (most recent decennial census), # of registered borrowers (both resident and nonresident individuals), ILL and circulation
- Operating income and expenditures by type
- Library holdings/collections
- Selected library services, including programs
- Type and speed of Internet access and number of computers
- Staff job classifications and hours worked
- Salary and benefit information

Annual PLAC Statistics Report This report asks for the number of loans your library makes to people from other library districts. The library must keep statistics all year on the patrons who have PLAC cards. You will need to ask them for the name of their home library. If your library is a net lender, it will receive payment for the net loans. Please carefully review the number of loans reported, as this could result in a large check for your library, and an error or failure to complete this section might cause the loss of a large sum of money.

Statement of Compliance with Standards A public library must meet all standards or receive a waiver for non-certification issues each year in order to receive any state or federal funding. This would include any State Technology Fund money, PLAC Distribution, INfo Express service discount, LSTA funds and payments or grants for Internet lines, and other services.

Statement of Intent to Comply with Standards If any answer in the Statement of Compliance with Standards is “no”, it must be explained on the annual report form, along with a statement as to how the library intends to change it to comply with standards. If a library does not adequately explain its intent or does not explain a “no” answer, it may be found out of compliance with standards.

Supplemental Questions This part of the report changes annually and is intended to elicit information for the use of the Indiana State Library and Indiana librarians and other interested parties.

Signature Page Must be returned via regular mail with original signatures.
B. Fiscal and Narrative Reports for Grants Awarded (LSTA and other) (ISL)
Libraries receiving LSTA or other grants from the Indiana State Library should refer to their
grant manual or guidelines. For LSTA grants, brief quarterly evaluations and a final report are
required for each project. For more information, visit www.in.gov/library/lsta.htm

C. PLAC Quarterly Reports (ISL)
Due the 25th of month after end of quarter (due January 25, April 25, July 25, October 25 each
year, sent to Indiana State Library, Administrative Division). This report is to be filed, regardless
of whether any PLAC cards are sold. A check for the PLAC cards sold must accompany this form
and the check must equal the number of cards sold. PLAC cards are the financial responsibility
of the library to which they are issued (they are numbered). The PLAC report form can be
downloaded at http://www.in.gov/library/plac.htm

D. Report of Names and Compensation of Officers and Employees (SBoA)
(Gateway 100R) To be filed through Gateway on or before January 31
Report the names and compensation of ALL people paid by the library. If they receive a W2,
they should be listed on this report. The State Board of Accounts recommends using the
library’s address, not each staff member’s home address. These are public records and are
often requested by the general public. Must also sign and return an Attestation page.

E. Withholding Statements for Employees (W-2) (Federal)
The statement must be completed and given to each employee by January 31. http://www.irs.gov

F. Annual Report to Indiana Department of Revenue (DOR)
Information on state and county income tax withholdings is due in January. http://www.dor.in.gov

G. Annual Report to Internal Revenue Service (W-3) (Federal)
Information on social security withholdings and federal income tax withholdings is due

H. Outstanding Indebtedness Report (DLGF)
[IC 5-1-18-10] Requires that each political subdivision report any outstanding bonds or leases
to the Department, due on or before March 1. http://www.in.gov/dlgf/9106.htm

I. Library Annual Financial Report (Form Number LAR-1) (SBoA)
The LAR-1 is due by March 1. https://gateway.ifionline.org/login.aspx
This report, of all the library’s funds in a calendar year, is made available to the Census Bureau
after the State Board of Accounts (SBoA) receives it. The SBoA uses it as the basis for the library
audit. SBoA has a person on staff who can answer questions about it at 317-232-2513.

J. Bi-annual report to the county treasurer certifying names and addresses of every
library employee for the county where the employee works
[IC 6-1.1-22-14] Due twice a year – by June 1 and December 1 (No official form, home
address is required). A governmental entity that has an employee who works in more than one (1) county shall certify the information for the employee to the county of the employee's principal office.

K. Post Bond Sale/Post Lease Execution (DLGF)
[IC 5-1-18-7 and 5-1-18-8] Require that political subdivisions entering into bonds and leases during a calendar year report these obligations to the Department through the Gateway on or before December 31.
Selected Statistical Sources

**Statistics of Indiana Public Libraries (ISL)** - Data from 1994 through previous year:
[http://www.in.gov/library/plstats.htm](http://www.in.gov/library/plstats.htm)
(Statistics from years prior to 1994 are available in print upon request.)


**Public Library Data Service Statistical Report** – Similar to the PLS in content, the PLDS is a voluntary report, completed annually by 800+ public libraries in the U.S. and Canada.
[http://www.ala.org/pla/publications/plds](http://www.ala.org/pla/publications/plds)

**Librarian and Researcher Knowledge Space (“LARKS”) (ALA)** - A resource for researchers of all levels of experience in school, academic, and public libraries.
[http://www.ala.org/research/larks](http://www.ala.org/research/larks)

**Indiana State Library – State Data Center** – A resource for Census, federal, and other statistics.
[http://www.in.gov/library/isdc.htm](http://www.in.gov/library/isdc.htm)


**Library Journal – America’s Star Libraries**

**Indiana University/Indiana Business Research Center**
Stats Indiana [http://www.stats.indiana.edu/](http://www.stats.indiana.edu/)

**The POLIS Center/SAVI**
Data for central Indiana (SAVI): [http://www.savi.org](http://www.savi.org)

**U.S. Census Bureau – American FactFinder**
[https://factfinder.census.gov](https://factfinder.census.gov)
Statistics Usage – Bibliography


Also recommended:

Questions from the Indiana Public Library Annual Report 2016

1 - General Information

Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.
Please provide the most current information available.

01-001 Name of the person preparing this report
01-002 Preparer’s phone number
01-003 Time zone in which library district headquarters is located.
01-004 Library Name
01-005 Library Class
01-006 Library Director
01-007 Street Address
01-008 City
01-009 ZIP+4
01-010 Is your mailing address the same as the address listed above?
01-011 Mailing Address
01-012 Mailing City
01-013 Mailing ZIP+4
01-014 Congressional District #
01-015 **Phone**
01-016 FAX
01-017 Does your library have an answering machine, voice mail or other similar technology?
01-018 **Library URL**
01-019 Public Library E-Mail Address, or a means of electronic contact listed on the library’s website

Building Questions

01-020 The year the current central building was built
01-021 Year of the most recent structural addition or alteration to current central building
01-022 What is the square footage of the central building?
01-023a Please enter any non-standard Central library hours that cannot be entered into the daily hours form
01-023 **Central Library daily hours.**
Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at http://www.in.gov/library/pldirectory.htm and updated as you notify us.
01-038 **Total open hours for Central Library during a typical week**
01-039 **Total number of hours Central Library is open after 6:00 p.m. per week**
01-040 **Total number of hours per week Central Library is open on Saturday**
01-041 **Total number of hours per week Central Library is open on Sunday**
01-042 **Number of Weeks Per Year Central Library was open in 2014**
01-043 **Total Central Library Hours Open per Year**

Internet Access
01-044 Does the library have Internet Access
01-045 What type of Internet Access is available in the Central Building?
01-046 Specify the download speed of Internet Access in the Central Building

Branch Information
01-200 Total Number of Branches *(If this answer = 0, skip Questions 01-200 through 01-237)*

Individual Branch Information.
01-200a Branch Name
01-201a Branch Street Address
01-202a Branch City
01-203a Branch County
01-204a Branch Zip+4
01-205a Is your mailing address the same as the address listed above
01-206a Branch Mailing Address
01-207a Phone
01-208a Fax
01-209a Total Square Footage of Branch
01-210a Year Built
01-211a Year of the most recent structural addition or alteration to branch building
01-212a Number of Weeks per Year Individual Branch is Open
01-213a Monday opening time
01-214a Monday closing time
01-215a Tuesday opening time
01-216a Tuesday closing time
01-217a Wednesday opening time
01-218a Wednesday closing time
01-219a Thursday opening time
01-220a Thursday closing time
01-221a Friday opening time
01-222a Friday closing time
01-223a Saturday opening time
01-224a Saturday closing time
01-225a Sunday opening time
01-226a Sunday closing time
01-227a Total open hours for Branch Library during a typical week.
01-228a Does the Branch library have Internet access?
01-229a What type of Internet Access is available in the Branch library?
01-230a Specify the speed of Internet Access in the Branch library
01-231a Number of wireless hubs located in the Branch library
01-237 Total Annual Hours of All Branches

Bookmobile Information
01-300 Total Number of Bookmobiles *(If this answer = 0, skip Questions 01-301a through 01-315a)*

Individual Bookmobile Information
01-301a Bookmobile Name
01-302a Street Address
01-303a City
01-304a County
01-305a Zip+4
01-306a Is your mailing address the same as the address listed above?
01-307a Mail Address
01-308a Phone
01-309a Fax
01-310a Total number of hours Bookmobile is open during a typical week
01-311a Number of Weeks Bookmobile is Open
01-312a **Does the Bookmobile have Internet Access?**
01-313a What type of Internet Access is available in the Bookmobile?
01-314a **Specify the speed of Internet Access in the Bookmobile**
01-315a **Number of wireless hubs located in the Bookmobile?**
01-316 **Total Annual Hours of All Bookmobiles**
01-500 **Total System Public Service Hours per Year**

2 - Registrations

*Questions relating to standards are in bolded blue font*

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

02-001 **Total Number of Individual Resident Registered Users**
02-002 **Total Number of Users from Contracting Areas**
02-003 **Total Number of Individual Non-Resident (non-taxed) Registered Users**
02-004 **Total Number of Reciprocal Users**
02-005 **Total Number of PLAC Users**
02-006 **Total Number of Non-Resident Cards Issued to Student Users**
02-007 **Total Number of Non-Resident Cards Issued to School Employees**
02-008 **Total Number of Non-Resident Cards Issued to Library Employees**
02-009 **Amount of Individual Non-Resident Fee**
02-010 Date that the Library Board adopted this fee
02-011 **Does your library purge or mark inactive patron files at least every three years?**

3 - Libraries & Political Subdivisions

*Questions relating to standards are in bolded blue font*

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
03-002 **Total Assessed Valuation for Library District**
03-003 Operating Tax Rate
03-004 Source year for data
03-005 BIRF/Lease Rental Tax Rate
03-006 LCPF Tax Rate
03-007 **Did your library roll the LCPF into the operating tax rate?**
03-008 Name for additional county
03-009 Total Assessed Valuation for additional county
03-010 Operating Tax Rate for additional county
03-011 BIRF/Lease Rental Tax Rate
03-012 LCPF Tax Rate
03-013 Total district population without contract
03-014 Total district population with contracts
03-015 Political Subdivision Name
03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)
03-017 Population 2010 Census (Taxed & Served)
03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)
03-019 Population 2010 Census (Served by Contract)

4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

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

Local Government Operating Fund Income
04-001 Property Tax or CEDIT Operating Fund Income From Library Tax Rate
04-002 CAGIT Property Tax Replacement Credit
04-003 CAGIT Certified Shares
04-004 CAGIT Special Fund
04-005 County Option Income Tax (COIT)
04-006 Contractual Revenue Received for Service
04-007 Local Option Income Tax (LOIT)
04-008 Total Local Operating Fund Income

State Government Operating Fund Income
04-009 Financial Institutions Tax (FIT)
04-010 License Vehicle Excise Tax
04-011 Commercial Vehicle Excise Tax (CVET)
04-012 Other State Operating Fund Income
04-013 Source(s):
04-014 Total State Operating Fund Income

Federal Government Operating Fund Income
04-015 LSTA Grants
04-016 Name of Non-Operating Fund
04-017 Amount of LSTA grant placed in Non-Operating Fund
04-018 Other Federal Grants Operating Fund Income
04-019 List Source
04-020 Total Federal Operating Fund Income

Other Operating Fund Income
04-021 PLAC Reimbursement
04-022 Fines and Fees
04-023 Interest on Investments
04-024 Gift Receipts Operating Fund Income
04-025 Private and Public Foundation Grants Operating Fund Income
04-026 Miscellaneous Operating Fund Income
04-027 Source(s)
04-028 Total Public and Private Foundation Grants Income (deposited into any fund)
04-029 Total Other Operating Fund Income
04-030 Total Operating Fund Income

5 - Expenditure Data
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Operating Fund Expenditures
05-001 Salaries/Wages of All Library Staff
05-002 Employee benefits
05-003 Other Personal Services
05-004 Total Personal Services
05-005 Total Staff Expenditures
05-006 Total Supplies

Other services and charges
05-007 Professional Services
05-008 Communication and Transportation
05-009 Printing and Advertising
05-010 Insurance
05-011 Utility Services
05-012 Repairs and Maintenance
05-013 Rentals
05-014 Debt Service
05-015 Lease Rental
05-016 Other
05-017 Total of Other Services and Charges

Capital Outlays from Operating Fund Expenditures
05-018 Land
05-019 Buildings
05-020 Improvements Other Than Buildings
05-021 Furniture and Equipment
05-022 Capital outlays for Public Access Computers, electronic reading and electronic media devices DO NOT REPORT in Q05-021

Operating Fund Expenditure Data
05-023 Books (Include Book Lease)
05-024 Periodicals and Newspapers
05-025 Nonprinted (Physical) Materials, Microforms & AV, not Electronic
05-026 **Ebook and Electronic database licensing/purchase/lease expenditures**
05-027 **Electronic Physical Format, including Playaways and Ebook readers**

Non-Operating Fund Library Materials Expenditure Data

05-028 **Books (Include Book Lease)**
05-029 **Periodicals and Newspapers**
05-030 **Nonprinted (Physical) Materials, Microforms & AV, not Electronic**
05-031 **Ebook and Electronic database licensing/purchase/lease expenditures**
05-032 **Electronic Physical Format, including Playaways and Ebook readers**
05-033 **Total Expenditures for Print Materials**
05-034 **Total Expenditures for Electronic Materials**
05-035 **Total Expenditures for Other Materials**
05-036 **Total Expenditures for Collections**
05-037 **Total Operating Fund Capital Outlays**
05-038 **Total Operating Fund Expenditures for Collection Development**
05-039 **Total Non-Operating Fund Expenditures for Collection Development**
05-040 **Public Access Computers, electronic reading and electronic media devices from all non-operating funds**
05-041 **Total Operating Fund Expenditures**
05-042 **Other Operating Expenditures**
05-043 **Total Operating Expenditures**
05-044 **Total Capital Fund Expenditures**

Non-Resident Fee Standard

05-045 **Total Collection Expenditures**
05-046 **Total 2014 Operating Expenditures per capita**
05-047 **Difference between 2014 OE per capita minus Non-Resident fee (subtract Q02-009 from Q05-046).**
05-047a **Does your library's non-resident fee meet the standard?**
05-048 **Total 2015 Operating Expenditures per capita.**

Collection Development Standard

05-049 **Collection Development Expenditure as a percentage of Operating Expenditure**

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**6 - Capital Revenue**

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

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

06-001 **Local government capital revenue**
06-002 **State government capital revenue**
06-003 **Federal government capital revenue**
06-004 **Other capital revenue**
06-005 **Total capital revenue**

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**7 - Employment Data**
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

ALA-MLS Librarians
07-001 Total Number of ALL Librarians with an ALA-MLS
07-002 Total number of paid hours per week for all ALA-MLS Librarians
07-003 FTE for ALL Librarians with an ALA-MLS

ALL Librarians
07-004 Total Number of ALL Librarians, including ALA-MLS Librarians
07-005 Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians
07-006 FTE for ALL Librarians

ALL Staff
07-007 Total Number of all other paid staff
07-008 Total number of paid hours per week for all other paid staff
07-009 FTE for all other paid staff
07-010 Total number of all paid staff
07-011 Total number of paid hours per week for all paid staff
07-012 FTE for all paid staff
07-013 Number of hours per week considered to be full-time employment in your library.

8 - Library Service and Technology
Questions relating to standards are in bolded blue font

Interlibrary Loans
08-001 Number of interlibrary loan items (loans and photocopies) your library has provided to other Indiana libraries.
08-002 Evergreen Transits to other libraries (number will be supplied by the Indiana State Library)
08-003 SRCS materials provided to other libraries (number will be supplied by the Indiana State Library)
08-004 Total number of loans provided to other libraries

08-005 Number of interlibrary loan items (loans and photocopies) your library has borrowed from other Indiana libraries.
08-006 Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library)
08-007 SRCS materials received from other libraries (number will be supplied by the Indiana State Library)
08-008 Total number of loans received from other libraries.

08-009 Net Lending Rate (Number of items loaned divided by number of items borrowed)
Children's (0 - 11 years) Library Programs
08-010 **Number of Children's (0 - 11 years) Programs held in the library**
08-011 **Number of Children's (0 - 11 years) Programs held outside of the library**

Young Adult (12 - 18 years) Library Programs
08-012 **Number of Young Adult (12 - 18 yrs) Programs held in the library**
08-013 **Number of Young Adult (12 - 18 yrs) Programs held outside of the library**

Adult (18+ years) Library Programs
08-014 **Number of Adult (18+ yrs) Programs held in the library**
08-015 **Number of Adult (18+ yrs) Programs held outside of the library**

General (All Ages) Library Programs
08-016 **Number of General (All ages) Programs held in the library**
08-017 **Number of General (All ages) Programs held outside of the library**
08-018 **Total Number of Non-Library Sponsored Programs**
08-019 **Total Number of All Library-Sponsored Programs**

Attendance at Children's (0 - 11 years) Programs
08-020 **Attendance at Children's (0 - 11 years) Programs held in the library**
08-021 **Attendance at Children's (0 - 11 years) Programs held outside of the library**

Attendance at Young Adult (12 - 18 yrs) Programs
08-022 **Attendance at Young Adult (12 - 18 yrs) Programs held in the library**
08-023 **Attendance at Young Adult (12 - 18 yrs) Programs held outside of the library**

Attendance at Adult (18+ yrs) Programs
08-024 **Attendance at Adult (18+ yrs) Programs held in the library**
08-025 **Attendance at Adult (18+ yrs) Programs held outside of the library**

Attendance at General (All ages) Programs
08-026 **Attendance at General (All ages) Programs held in the library**
08-027 **Attendance at General (All ages) Programs held outside of the library**

Attendance Totals
08-028 **Total Attendance at Non-Library Sponsored Programs**
08-029 **Total Children's Program Attendance**
08-030 **Total Young Adult Program Attendance**
08-031 **Total Program Attendance at Library-Sponsored Programs**

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?**

08-033 **Total number of annual visits in the library**
08-034 **Total number of reference transactions per year**
Electronic Collections (includes Licensed Databases)
08-035 **Number of State Licensed Databases (INSPIRE databases)**
08-036 **Number of Local and Other (Not INSPIRE) Licensed Databases**
08-037 **Name(s) of Public Use/Commercial Databases to which the Library subscribes**
08-038 **Total electronic collections**

Public Computers
08-039 **Number of Public Internet Computers uses per year**
08-040 **Number of Wireless hubs located in the central building?**
08-041 **Total number of wireless hubs, system-wide**
08-042 **Number of wireless Internet uses per year**
08-043 **Number of Internet connected public computers system-wide**
08-044 **Number of Scanners available for the public, system-wide**
08-045 **Number of Internet connected Staff computers, connected to a printer**
08-046 **Number of Internet connected public computers per capita**

Library System Automation
08-047 **Does your library have an automated bookkeeping system?**
08-048 **Name of bookkeeping system**
08-049 **Name of Integrated Library System**
08-050 **Is the library catalog available online?**

9 - Circulation and Holdings
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.
09-001 **Circulation of Physical Items**
09-002 **Use of Electronic Materials (e.g. E-books circulated or electronic materials downloaded annually)**
09-003 NEW: **Successful Retrieval of Electronic Information (e.g. Electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002)**
09-004 **Total Electronic Content Use (total of 09-002 and 09-003)**
09-005 **Circulation of Children’s Materials**
09-006 **Total Circulation of All Materials (total of 09-001 and 09-002)**
09-007 NEW: **Total Collection Use (total of 09-001 and 09-004)**
09-008 **Total In-house Usage of Materials**
09-009 **Number of Electronic Book Reading or Music Playing Devices Circulated Annually**

Selected Holdings
09-010 **Books (Print)**
09-011 **Does the library belong to an Ebook consortium?**
09-012 **Name of Ebook Consortium**
09-013 **Electronic books (E-books) (LOCAL HOLDINGS)**
09-014 **Electronic books (E-books) (CONSORTIUM HOLDINGS)**
09-015 **Electronic books (E-books) (TOTAL) SUM OF 09-010 and 09-011**
09-016 **Video Materials - Physical Units**
09-017 Video Materials - Downloadable Units (LOCAL HOLDINGS)
09-018 Video Materials - Downloadable Units (CONSORTIUM HOLDINGS)
09-019 Video Materials - Downloadable Units (TOTAL) SUM OF 09-014 and 09-015
09-020 Audio Materials - Physical Units
09-021 Audio Materials - Downloadable Units (LOCAL HOLDINGS)
09-022 Audio Materials - Downloadable Units (CONSORTIUM HOLDINGS)
09-023 Audio Materials - Downloadable Units (TOTAL) SUM OF 09-018 and 09-019
09-024 Electronic (Physical) Format
09-025 Number of Electronic Book Reading or Music Playing Devices Owned by the Library
09-026 Current Serial Subscriptions
09-027 Current Electronic Serials Subscriptions

10 - Library Board
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.
10-0001 Position: President
10-0002 First Name
10-0003 Middle Initial/Name
10-0004 Last Name
10-0005 Home address
10-0006 City
10-0007 Zip Code
10-0008 E-mail address
10-0009 Appointing Authority
10-0010 Date Term Expires
10-0011 Number of Consecutive Terms
10-0012 Date Initially Appointed
(Questions repeat for all board positions)

10-991 What Day of the Month is the Regular Library Board Meeting?
10-992 What is the time of the Regular Library Board Meeting?

11 - Salary Section
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.
11-001 Annual salary of the Director
11-002 Does the library director have an employment contract?
11-003 What is the current level of certification for the library Director?
11-004 Job Title - Assistant or Associate Director
11-005 Certification Level
11-006 Minimum Hourly Wage
11-007 Maximum Hourly Wage
11-008 Job Title - Department Head, Manager or Supervisor
11-009 Certification Level
11-010 Minimum Hourly Wage
11-011 Maximum Hourly Wage
11-012 Job Title - **Branch Head**
11-013 Certification Level
11-014 Minimum Hourly Wage
11-015 Maximum Hourly Wage
11-016 Job Title - **Administrative Assistant**
11-017 Certification Level
11-018 Minimum Hourly Wage
11-019 Maximum Hourly Wage
11-020 Job Title - **Automation, Network or System Manager**
11-021 Certification Level
11-022 Minimum Hourly Wage
11-023 Maximum Hourly Wage
11-024 Job Title - **Business Manager**
11-025 Certification Level
11-026 Minimum Hourly Wage
11-027 Maximum Hourly Wage
11-028 Job Title - **Cataloging or Technical Services Librarian**
11-029 Certification Level
11-030 Minimum Hourly Wage
11-031 Maximum Hourly Wage
11-032 Job Title - **Children's Librarian**
11-033 Certification Level
11-034 Minimum Hourly Wage
11-035 Maximum Hourly Wage
11-036 Job Title - **General Reference or Adult Librarian**
11-037 Certification Level
11-038 Minimum Hourly Wage
11-039 Maximum Hourly Wage
11-040 Job Title - **Young Adult Librarian**
11-041 Certification Level
11-042 Minimum Hourly Wage
11-043 Maximum Hourly Wage
11-044 Job Title - **Indiana History, Local History, or Genealogy Librarian**
11-045 Certification Level
11-046 Minimum Hourly Wage
11-047 Maximum Hourly Wage
11-048 Job Title - **Genealogy Reference Service**
11-049 Certification Level
11-050 Minimum Hourly Wage
11-051 Maximum Hourly Wage
11-052 Job Title - **Audio Visual Librarian**
11-053 Certification Level
11-054 Minimum Hourly Wage
11-055 Maximum Hourly Wage
11-056 Job Title - **Specialist (Professional)**
11-057 Certification Level
11-058 Minimum Hourly Wage
11-059 Maximum Hourly Wage
11-060 Job Title - **Library Assistant**
11-061 Certification Level
11-062 Minimum Hourly Wage
11-063 Maximum Hourly Wage
11-064 Job Title - **Bookkeeper or Treasurer**
11-065 Certification Level
11-066 Minimum Hourly Wage
11-067 Maximum Hourly Wage
11-068 Job Title - **Secretary or Receptionist**
11-069 Certification Level
11-070 Minimum Hourly Wage
11-071 Maximum Hourly Wage
11-072 Job Title - **Library Technician (including computer)**
11-073 Certification Level
11-074 Minimum Hourly Level
11-075 Maximum Hourly Level
11-076 Job Title - **Clerical or Aide**
11-077 Certification Level
11-078 Minimum Hourly Wage
11-079 Maximum Hourly Wage
11-080 Job Title - **Maintenance, Custodian, Janitor, or House-keeper**
11-081 Certification Level
11-082 Minimum Hourly Wage
11-083 Maximum Hourly Wage
11-084 Job Title - **Security**
11-085 Certification Level
11-086 Minimum Hourly Wage
11-087 Maximum Hourly Wage
11-088 Job Title - **Bookmobile Driver**
11-089 Certification Level
11-090 Minimum Hourly Wage
11-091 Maximum Hourly Wage
11-092 Job Title - **Messenger/Courier**
11-093 Certification Level
11-094 Minimum Hourly Wage
11-095 Maximum Hourly Wage
11-096 Job Title - **Page, Intern or Student Assistant**
11-097 Certification Level
11-098 Minimum Hourly Wage
11-099 Maximum Hourly Wage
11-100 Job Title - **Temporary Substitute**
11-101 Certification Level
11-102 Minimum Hourly Wage
11-103 Maximum Hourly Wage
11-104 Job Title - Interlibrary Loan
11-105 Certification Level
11-106 Minimum Hourly Wage
11-107 Maximum Hourly Wage
11-108 Job Title - Human Resources
11-109 Certification Level
11-110 Minimum Hourly Wage
11-111 Maximum Hourly Wage
11-112 Job Title - Marketing
11-113 Certification Level
11-114 Minimum Hourly Wage
11-115 Maximum Hourly Wage
11-116 Job Title - Circulation Librarian
11-117 Certification Level
11-118 Minimum Hourly Wage
11-119 Maximum Hourly Wage
11-120 Job Title - Other (Up to 6 “Other” positions may be entered)
11-121 Specify Other Job Title
11-122 Certification Level
11-123 Minimum Hourly Wage
11-124 Maximum Hourly Wage

Employee Fringe Benefit Information - Full-time Employees
11-501 PERF
11-502 Deferred Compensation
11-503 Health Insurance
11-504 Health Savings Account (HSA)
11-505 Dental Insurance
11-506 Life Insurance
11-507 Vision Insurance
11-508 Disability
11-509 Paid Time off for Continuing Education
11-510 Reimbursement for Continuing Education
11-511 Other1 (specify)
11-512 Other2 (specify)

Employee Fringe Benefit Information - Part-time Employees
11-513 PERF
11-514 Deferred Compensation
11-515 Health Insurance
11-516 Health Savings Account (HSA)
11-517 Dental Insurance
11-518 Life Insurance
11-519 Vision Insurance
11-520 Disability
11-521 Paid Time off for Continuing Education
11-522 Reimbursement for Continuing Education
11-523 Other1 (specify)
11-524 Other2 (specify)

Paid days off per year - Full-time Librarian
11-525 Number of Vacation Days
11-526 Number of Sick Days
11-527 Number of Personal Days
11-528 Holidays
11-529 Funeral/Bereavement
11-530 Other Days (specify)

Paid days off per year - Part-Time Librarian
11-531 Number of Vacation Days
11-532 Number of Sick Days
11-533 Number of Personal Days
11-534 Holidays
11-535 Funeral/Bereavement
11-536 Other Days

Paid days off per year - Full-Time Support Staff
11-537 Number of Vacation Days
11-538 Number of Sick Days
11-539 Number of Personal Days
11-540 Holidays
11-541 Funeral/Bereavement
11-542 Other Days

Paid days off per year - Part-Time Support Staff
11-543 Number of Vacation Days
11-544 Number of Sick Days
11-545 Number of Personal Days
11-546 Holidays
11-547 Funeral/Bereavement
11-548 Other Days

12 - PLAC Loans

Questions relating to standards are in bolded blue font
Report the number of PLAC loans your library made to a home patron of the following libraries.
DO NOT report any loans made to your own library
12-001 Did your library make any PLAC loans?
12-002 Adams Public Library System
12-003 Akron Carnegie Public Library
12-004 Alexandria-Monroe Public Library
12-005 Alexandrian Public Library
12-006 Allen County Public Library
12-007 Anderson Public Library
12-008 Andrews-Dallas Township Public Library
12-009 Argos Public Library
12-010 Attica Public Library
12-011 Aurora Public Library District
12-012 Avon-Washington Township Public Library
12-013 Bartholomew County Public Library
12-014 Barton Rees Pogue Memorial Public Library
12-015 Batesville Memorial Public Library
12-016 Bedford Public Library
12-017 Beech Grove Public Library
12-018 Bell Memorial Public Library
12-019 Benton County Public Library
12-020 Berne Public Library
12-021 Bicknell-Vigo Township Public Library
12-022 Bloomfield-Eastern Greene County Public Library
12-023 Boonville-Warrick County Public Library
12-024 Boswell-Grant Township Public Library
12-025 Bourbon Public Library
12-026 Brazil Public Library
12-027 Bremen Public Library
12-028 Bristol-Washington Township Public Library
12-029 Brook-Iroquois-Washington Township Public Library
12-030 Brookston-Prairie Township Public Library
12-031 Brown County Public Library
12-032 Brownsburg Public Library
12-033 Brownstown Public Library
12-034 Butler Public Library
12-035 Cambridge City Public Library
12-036 Camden-Jackson Township Public Library
12-037 Carmel Clay Public Library
12-038 Carnegie Public Library Of Steuben County
12-039 Centerville-Center Township Public Library
12-040 Charlestown Clark County Public Library
12-041 Churubusco Public Library
12-042 Clayton-Liberty Township Public Library
12-043 Clinton Public Library
12-044 Coatesville-Clay Township Public Library
12-045 Colfax-Perry Township Public Library
12-046 Converse-Jackson Township Public Library
12-047 Covington-Veedersburg Public Library
12-048 Crawford County Public Library
12-049 Crawfordsville District Public Library
12-050 Crown Point Community Public Library
12-051 Culver-Union Township Public Library
12-052 Danville-Center Township Public Library
12-053 Darlington Public Library
12-054 Delphi Public Library
12-055 Dublin Public Library
12-056 Dunkirk Public Library
12-057 Earl Park Public Library
12-058 East Chicago Public Library
12-059 Eckhart Public Library
12-060 Edinburgh Wright-Hageman Public Library
12-061 Elkhart Public Library
12-062 Evansville-Vanderburgh Public Library
12-063 Fairmount Public Library
12-064 Farmland Public Library
12-065 Fayette County Public Library
12-066 Flora-Monroe Township Public Library
12-067 Fort Branch-Johnson Township Public Library
12-068 Fortville-Vernon Township Public Library
12-069 Francesville-Salem Township Public Library
12-070 Frankfort Community-Clinton County Contractual Public Library
12-071 Franklin County Public Library District
12-072 Fremont Public Library
12-073 Fulton County Public Library
12-074 Garrett Public Library
12-075 Gary Public Library
12-076 Gas City-Mill Township Public Library
12-077 Goodland & Grant Township Public Library
12-078 Goshen Public Library
12-079 Greensburg-Decatur County Contractual Public Library
12-080 Greentown & Eastern Howard School Public Library
12-081 Greenwood Public Library
12-082 Hagerstown-Jefferson Township Public Library
12-083 Hamilton East Public Library
12-084 Hamilton North Public Library
12-085 Hammond Public Library
12-086 Hancock County Public Library
12-087 Harrison County Public Library
12-088 Hartford City Public Library
12-089 Henry Henley Public Library IN0165
12-090 Huntingburg Public Library
12-091 Huntington City-Township Public Library
12-092 Hussey-Mayfield Memorial Public Library
12-093 Indianapolis-Marion County Public Library
12-094 Jackson County Public Library
12-095 Jasonville Public Library
12-096 Jasper County Public Library
12-097 Jasper-Dubois County Contractual Public Library
12-098 Jay County Public Library
12-099 Jefferson County Public Library
12-100 Jeffersonville Township Public Library
12-101 Jennings County Public Library
12-102 Johnson County Public Library
12-103 Jonesboro Public Library
12-104 Joyce Public Library
12-105 Kendallville Public Library
12-106 Kentland-Jefferson Township Public Library
12-107 Kewanna-Union Township Public Library
12-108 Kingman-Millcreek Public Library
12-109 Kirklin Public Library
12-110 Knightstown Public Library
12-111 Knox County Public Library
12-112 Kokomo-Howard County Public Library
12-113 La Crosse Public Library
12-114 La Grange County Public Library
12-115 La Porte County Public Library
12-116 Ladoga-Clark Township Public Library
12-117 Lake County Public Library
12-118 Lawrenceburg Public Library
12-119 Lebanon Public Library
12-120 Ligonier Public Library
12-121 Lincoln Heritage Public Library
12-122 Linden Carnegie Public Library
12-123 Linton Public Library
12-124 Logansport-Cass County Public Library
12-125 Loogootee Public Library
12-126 Lowell Public Library
12-127 Marion Public Library
12-128 Matthews Public Library
12-129 Melton Public Library
12-130 Michigan City Public Library
12-131 Middlebury Community Public Library
12-132 Middletown Fall Creek Township Public Library
12-133 Milford Public Library
12-134 Mishawaka-Penn Harris Public Library
12-135 Mitchell Community Public Library
12-136 Monon Town & Township Public Library
12-137 Monroe County Public Library
12-138 Monterey-Tippecanoe Township Public Library
12-139 Montezuma Public Library
12-140 Monticello-Union Township Public Library
12-141 Montpelier-Harrison Township Public Library
12-142 Mooresville Public Library
12-143 Morgan County Public Library
12-144 Morrisson Reeves Library
12-145 Muncie-Center Township Public Library
12-146 Nappanee Public Library
12-147 New Albany-Floyd County Public Library
12-148 New Carlisle & Olive Township Public Library
12-149 New Castle-Henry County Public Library
12-150 New Harmony Workingmen's Institute
12-151 Newton County Public Library
12-152 Noble County Public Library
12-153 North Judson-Wayne Township Public Library
12-154 North Madison County Public Library System
12-155 North Manchester Public Library
12-156 North Webster Community Public Library
12-157 Oakland City-Columbia Township Public Library
12-158 Odon Winkelpleck Public Library
12-159 Ohio County Public Library
12-160 Ohio Township Public Library System
12-161 Orleans Town & Township Public Library
12-162 Osgood Public Library
12-163 Otterbein Public Library
12-164 Owen County Public Library
12-165 Owensville Carnegie Public Library
12-166 Oxford Public Library
12-167 Paoli Public Library
12-168 Peabody Public Library
12-169 Pendleton Community Public Library
12-170 Penn Township Public Library
12-171 Perry County Public Library
12-172 Peru Public Library
12-173 Pierceton & Washington Township Public Library
12-174 Pike County Public Library
12-175 Plainfield-Guilford Township Public Library
12-176 Plymouth Public Library
12-177 Porter County Public Library System
12-178 Poseyville Carnegie Public Library
12-179 Princeton Public Library
12-180 Pulaski County Public Library
12-181 Putnam County Public Library
12-182 Remington-Carpenter Township Public Library
12-183 Ridgeville Public Library
12-184 Roachdale-Franklin Township Public Library
12-185 Roann Paw-Paw Township Public Library
12-186 Roanoke Public Library
12-187 Rockville Public Library
12-188 Royal Center-Boone Township Public Library
12-189 Rushville Public Library
12-190 Salem-Washington Township Public Library
12-191 Scott County Public Library
12-192 Shelby County Public Library
12-193 Sheridan Public Library
12-194 Shoals Public Library
12-195 South Whitley-Cleveland Township Public Library
12-196 Speedway Public Library
12-197 Spencer County Public Library
12-198 Spiceland Town-Township Public Library
12-199 St. Joseph County Public Library
12-200 Starke County Public Library System
12-201 Sullivan County Public Library
12-202 Swayzee Public Library
12-203 Switzerland County Public Library
12-204 Syracuse-Turkey Creek Township Public Library
12-205 Thorntown Public Library
12-206 Tippecanoe County Public Library
12-207 Tipton County Public Library
12-208 Tyson Library Association, Inc
12-209 Union City Public Library
12-210 Union County Public Library
12-211 Van Buren Public Library
12-212 Vermillion County Public Library
12-213 Vigo County Public Library
12-214 Wabash Carnegie Public Library
12-215 Wakarusa-Olive & Harrison Township Public Library
12-216 Walkerton-Lincoln Township Public Library
12-217 Walton & Tipton Township Public Library
12-218 Wanatah Public Library
12-219 Warren Public Library
12-220 Warsaw Community Public Library
12-221 Washington Carnegie Public Library
12-222 Washington Township Public Library
12-223 Waterloo-Grant Township Public Library
12-224 Waveland-Brown Township Public Library
12-225 Wells County Public Library
12-226 West Lafayette Public Library
12-227 West Lebanon-Pike Township Public Library
12-228 Westchester Public Library
12-229 Westfield-Washington Public Library
12-230 Westville-New Durham Township Public Library
12-231 Whiting Public Library
12-232 Willard Library of Evansville
12-233 Williamsport-Washington Township Public Library
12-234 Winchester Community Public Library
12-235 Wolcott Community Public Library
12-236 Worthington Jefferson Township Public Library
12-237 York Township Public Library
12-238 Yorktown Public Library
12-239 **TOTAL PLAC Loans**

**13 - Compliance with Standards for Public Libraries**

*Questions relating to standards are in bolded blue font*

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

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

Do not skip any questions.

13-001 Does your library comply with Public Library Law under IC 36-12?
13-002 If the answer to 13-001 is NO, explain:
13-003 Does your library comply with other Indiana laws that affect municipal corporations?
13-004 If the answer to 13-003 is NO, explain:
13-005 Does your library comply with all federal laws affecting employment practice?
13-006 If the answer to 13-005 is NO, explain:
13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?
13-008 If the answer to 13-007 is NO, explain:
13-009 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?
13-010 If the answer to 13-009 is NO, explain:

13-011 Do the library board and the director maintain separate functions?
13-012 Is the board responsible for governance and policy?
13-013 Is the director responsible for administration, operation and management of the library?
13-014 Does the director work full-time?
13-015 Does the Director have the required certification under 590 IAC5?

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

13-016 An annual classification of employees
13-017 Schedules of salaries
13-018 A proposed library budget
13-019 Library policies

**Employment Policies**

*Has the library board adopted the written employment practices dealing with:*

13-020 Recruitment?
13-021 Selection?
13-022 Appointments?
13-023 Personnel actions?
13-024 Salary administration?
13-025 Employee benefits?
13-026 The conditions of work?
13-027 Leaves?
13-028 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?
13-029 Does the library have current, written bylaws that state its purpose and its operational procedures?
13-030 Do the library bylaws specifically state rules governing conflicts of interest issues?
13-031 Do the library bylaws specifically state rules governing nepotism?
13-032 Have the bylaws been reviewed by the board in the last three (3) years?
13-033 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?
13-034 Does your library have a written collection development plan?
13-035 Does your library have a written circulation policy detailing the principles of access for all library materials and service?
13-036 Does your library provide support for continuing education for staff and trustees?

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

Technology Plan
13-049 Does the library have a written technology plan?
13-050 What year did your current technology plan begin?
13-051 What year does your current technology plan end?
13-052 Has your technology plan been updated in the last three (3) years?
13-053 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?
Does your technology plan include:
13-054 Realistic goals and strategies for using telecommunications and information technology?
13-055 A professional development strategy?
13-056 An assessment of telecommunication services, hardware, software, and other services needed?
13-057 An equipment replacement schedule?
13-058 A plan for financial resources and sustainability?
13-059 An ongoing annual evaluation process?
13-060 An automated, integrated library system (ILS) which conforms to a national cataloging standard?

Resource Sharing
13-061 Does your library provide interlibrary loan free of charge to other libraries within Indiana?
13-062 Does your library provide interlibrary loan free of charge to your users?
13-063 Does the library lend materials via a statewide reciprocal borrowing program?
13-064 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?
13-065 If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.
13-066 Does the library lend materials using the OCLC Resource Sharing system?
13-067 Is the library a member of Evergreen Indiana?
13-068 How many days per week does your library receive InfoExpress courier service?

Does the library provide adult services, including:
13-069 Programs and reference services offered by an appropriately certified librarian?
13-070 Access to reference materials, including INSPIRE?
13-071 A collection of materials for adults
13-072 A space designated in the library for adult services?

   Does the library provide an Enhanced level of service by providing:
   13-073 *One (1) or more staff, with appropriate certification
   *Serving at least part time,
   *At each fixed location?
   [All conditions must apply]

   Does the library provide an Exceptional level of service by providing:
   13-074 *One (1) full-time staff member, or the equivalent
   *With appropriate certification
   *At each fixed location?
   [All conditions must apply]

Does the library provide Young Adult services, including:
13-075 Programs and reference services offered by an appropriately certified librarian?
13-076 Access to reference materials, including INSPIRE?
13-077 A collection of materials for young adults?
13-078 A space designated in the library for young adult services.

Does the library provide an Enhanced level of service by providing:
13-079 *One (1) or more staff, with appropriate certification
*Serving at least part time,
*At each fixed location?
[All conditions must apply]

Does the library provide an Exceptional level of service by providing:
13-080 *One (1) full-time staff member, or the equivalent
*With appropriate certification
*At each fixed location?
[All conditions must apply]

Does the library provide Children's services, including:
13-081 Programs and reference services offered by an appropriately certified librarian?
13-082 A collection of materials for children?
13-083 A space designated in the library for children's services?

Does the library provide an Enhanced level of service by providing:
13-084 *One (1) or more staff, with appropriate certification
*Serving at least part time,
*At each fixed location?
[All conditions must apply]

Does the library provide an level of service Exceptional by providing:
13-085 *One (1) full-time staff member, or the equivalent
*With appropriate certification
*At each fixed location?
[All conditions must apply]

Public Access
13-086 Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and/or enhanced media?
13-087 Does the library provide computers for the free use of all persons regardless of residency?
13-088 Does your library provide a means for the public to make copies at each location?

Webpage
13-089 Does your library's webpage include current hours of operation?
13-090 Does your library's webpage include a physical address for your library?
13-091 Does your library's webpage include a map for each fixed location?
13-092 Does your library's webpage include a telephone number?
13-093 Does your library's webpage include an e-mail address or other means of electronic contact?
13-094 Does your library's webpage include a link to INSPIRE and other free electronic resources?
13-095 Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?
13-096 Has your Internet Policy been reviewed by the board in the last year?
13-097 Does your library's webpage include a link to the library's online public access catalog?
13-098 Does your library's webpage include a calendar or list of events

14 - Statement of Intent to Comply with Standards
14-001 Please explain any NO answers given in Part 13.

15 - Supplement

INTERLIBRARY LOAN CONTACT INFORMATION
Please provide the contact information for the main contact person for your interlibrary loan operation.
15-001 ILL Contact full name
15-002 ILL Contact telephone number
15-003 ILL Contact email address

DNR STATE PARKS PASS PROGRAM
The Indiana State Library and Department of Natural Resources are interested in hearing your feedback on the parks pass program this year.
15-004 How many times was the pass (or passes) checked out?
15-005 Did the Parks Pass Program bring any new patrons to the library?

SUMMER READING PROGRAM
Please answer the following questions about your summer reading program.
15-006 How many individuals participated in your library’s summer reading program in 2016?
15-007 How did this compare with the previous year (2015)? 1) The number of participants increased this year, 2) About the same, 3) The number of participants decreased this year)
15-008 If the number of participants has increased or decreased, can you provide an explanation why?
15-009 If you are offering a non-traditional program (e.g. “Winter Reading” or “Summer Learning”), please briefly describe the program, format, and timeline.
15-010 Does your library promote any other major reading programs outside of Summer Reading?
15-011 Does your library offer any programming based on book lists? (e.g. Young Hoosiers Book Award or Eliot Rosewater (Rosie) Book Award) If so, please describe.

LIBRARY WI-FI
Please let us know if your library provides any of the following wireless services.
15-012 Does your library circulate wireless (Wi-Fi) hotspots to users?
15-013 Does your library provide wireless access when the library is not open (e.g. wireless accessible from the parking lot)?
15-014 If your library provides wireless access when the library is not open, please briefly describe how access is provided.

**ELECTRONIC ACCESS CARDS**
15-015 Does your library issue electronic access (e-access) cards or numbers, or otherwise provide a method for users or students to access digital resources without being registered card holders?
15-016 If so, please provide the number of e-access cards provided.

**LOCALLY-ISSUED LIBRARY EDUCATION UNITS**
15-017 Did your library provide any in-house educational opportunities (e.g. Staff Days) for which LEUs were awarded? If so, please provide the number of LEU hours awarded in 2016. Please do not include LEUs awarded for external trainings, conferences or webinar attendance.

**LIBRARY FINES**
15-018 Does your library charge fines for late materials?
15-019 If so, how much do you charge per item, per day for books?
15-020 If so, how much do you charge per item, per day for audio/visual materials?
15-021 Does your library offer fine forgiveness or amnesty? If so, please briefly describe alternatives offered.

**2016 LIBRARY SUCCESS STORIES**
The Indiana State Library is collecting stories from public libraries to highlight in our 2016 Indiana Public Libraries Annual Report booklet. We are interested in the creative and fun things happening in your library. If you would like to share any stories of new programs or partnerships from 2016, or examples of ways the library benefitted patron’s lives, please provide a description here.
15-022 (Enter text response)