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 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) Includes the following components:
   - Annual Report (questionnaire/survey)
     - 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. 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 Financial Report.
Data collected by the State Library’s Annual Report may vary slightly from year to year, but usually includes:

a. Library name, address, location and contact information, hours of operation
b. Public library service areas (city/town, township(s), county, or other)
c. Library district’s most recent assessed valuation(s) and tax rate(s)
d. Census population (most recent decennial census), # of registered borrowers (both resident and nonresident individuals), ILL and circulation
e. Operating income and expenditures by type
f. Library holdings/collections
g. Selected library services, including programs
h. Type and speed of Internet access and number of computers
i. Staff job classifications and hours worked
j. 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 Grant 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  This 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 the end of quarter** (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 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 the 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. You 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


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 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; employee 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] Requires 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 on Indiana libraries from 1994 through previous year. (Statistics from years prior to 1994 are available in print upon request.)
http://www.in.gov/library/plstats.htm

http://www.imls.gov/research/public_libraries_in_the_united_states_survey.aspx

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

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

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

National Center for Education Statistics – Library Statistics Program – Provides Academic library and school library media center data.
http://nces.ed.gov/surveys/libraries/


Library Journal – America’s Star Libraries
http://lj.libraryjournal.com/

Indiana University/Indiana Business Research Center
Stats Indiana http://www.stats.indiana.edu/

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

U.S. Census Bureau – American FactFinder
https://factfinder.census.gov
Statistics Usage – Bibliography


Also recommended:

Questions from the Indiana Public Library Annual Report 2017

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 code
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 code
01-014 Congressional district number
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 email 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 the current central library
01-022 What is the square footage of the central library?
01-023 Central library daily hours
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/ldirectory.htm and updated as you notify us.
01-023a If your central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. 9:00AM-Noon, 2:00PM-5:00PM), please provide and describe those hours here.
01-038 Total open hours for the central library during a typical week
01-039 Total number of hours the central library is open after 5:00 p.m. per week
01-040 Total number of hours per week the central library is open on Saturday
01-041 Total number of hours per week the central library is open on Sunday
01-042 Number of weeks per year the central library was open in 2017
01-043 Total central library hours open per year

Internet Access
01-044 Does the library have Internet access?
What type of Internet access is available in the central library?

Specify the download speed of Internet access in the central library.

Branch Information

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

Individual Branch Information

Branch name
Branch street address
Branch city
Branch county
Branch ZIP
Is your mailing address the same as the address listed above?
Branch mailing address
Phone
Fax
Total square footage of branch
Year built
Year of the most recent structural addition or alteration to branch building
Number of weeks per year individual branch is open
Monday opening time
Monday closing time
Tuesday opening time
Tuesday closing time
Wednesday opening time
Wednesday closing time
Thursday opening time
Thursday closing time
Friday opening time
Friday closing time
Saturday opening time
Saturday closing time
Sunday opening time
Sunday closing time
Total open hours for branch library during a typical week.
Does the branch library have Internet access?
What type of Internet access is available in the branch library?
Specify the speed of Internet access in the branch library

Total annual hours of all branches

Bookmobile Information

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

Individual Bookmobile Information

Bookmobile name
01-302a Street address
01-303a City
01-304a County
01-305a ZIP
01-306a Is your mailing address the same as the address listed above?
01-307a Mailing address
01-308a Phone
01-309a Fax
01-310a Total number of hours 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 annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?

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 Miscellaneous Income Taxes or LIT (Local Income Tax)
04-003 Contractual Revenue Received for Service
04-004 Total Local Operating Fund Income

State Government Operating Fund Income
04-005 Financial Institutions Tax (FIT)
04-006 License Vehicle Excise Tax
04-007 Commercial Vehicle Excise Tax (CVET)
04-008 Other State Operating Fund Income
04-009 Source(s):
04-010 Total State Operating Fund Income

Federal Government Operating Fund Income
04-011 LSTA Grants
04-012 Name of Non-Operating Fund
04-013 Amount of LSTA grant placed in Non-Operating Fund
04-014 Other Federal Grants Operating Fund Income
04-015 List Source
04-016 Total Federal Operating Fund Income

Other Operating Fund Income
04-017 PLAC Reimbursement
04-018 Fines and Fees
04-019 Interest on Investments
04-020 Gift Receipts Operating Fund Income
04-021 Private and Public Foundation Grants Operating Fund Income
04-022 Miscellaneous Operating Fund Income
04-023 Source(s)
04-024 Total Public and Private Foundation Grants Income (deposited into any fund)
04-025 Total Other Operating Fund Income
04-026 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 Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic
05-026 E-book, electronic collections, and database licensing/purchase/lease expenditures
05-027 Electronic physical format, including Playaways and e-book readers
Non-Operating Fund Library Materials Expenditure Data

05-028 Books (include book lease)
05-029 Periodicals and newspapers
05-030 Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic
05-031 Ebook and electronic database licensing/purchase/lease expenditures
05-032 Electronic physical format, including Playaways and e-book 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 2016 operating expenditures per capita
05-047 Difference between 2016 OE per capita and non-resident fee (subtract Q02-009 from Q05-046).
05-047a Does your library's non-resident fee meet the standard?
05-048 Total 2017 operating expenditures per capita

Collection Development Standard
05-049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure

6 - Capital Revenue
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.
06-001 Local government capital revenue
06-002 State government capital revenue
06-003 Federal government capital revenue
06-004 Other capital revenue
06-005 Total capital revenue

7 - Employment Data
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.
ALAN-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 Other Staff
07-007 Total number of all other paid staff
07-008 Total number of paid hours per week for all other paid staff
07-009 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 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 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 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 library
08-041 Number of wireless internet uses per year
08-042 Number of public computers system-wide
08-043 Number of staff computers

Library System Automation
08-044 Does your library have an automated bookkeeping system?
08-045 Name of bookkeeping system
08-046 Brand and version of Integrated Library System

9 - Circulation and Holdings
Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.
09-001 Circulation of Physical Items
09-002 Use of electronic materials (e.g. e-books circulated or electronic materials downloaded annually)
09-003 Successful retrieval of electronic information (e.g. electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002)
09-004 Total electronic content use (total of 09-002 and 09-003)
09-005 Circulation of all children's materials
09-006 Total circulation of all materials (total of 09-001 and 09-002)
09-007 Total collection use (total of 09-001 09-002 + 09-003)
09-008 Total in-house usage of materials

Selected Holdings
09-009 Books (print)
09-010 Does the library belong to an e-book consortium?
09-011 Name of e-book consortium
09-012 Electronic books (e-books) (LOCAL HOLDINGS)
09-013 Electronic books (e-books) (CONSORTIUM HOLDINGS)
09-014 Electronic books (e-books) (TOTAL) SUM OF 09-012 and 09-013
09-015 Video materials - physical units
09-016 Video materials - downloadable units (LOCAL HOLDINGS)
09-017 Video materials - downloadable units (CONSORTIUM HOLDINGS)
09-018 Video materials - downloadable units (TOTAL) SUM OF 09-016 and 09-017
09-019 Audio materials - physical units
09-020 Audio materials - downloadable units (LOCAL HOLDINGS)
09-021 Audio materials - downloadable units (CONSORTIUM HOLDINGS)
09-022 Audio materials - downloadable units (TOTAL) SUM OF 09-020 and 09-021
09-023 Current print serials subscriptions
09-024 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 held by 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
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Certification Level</th>
<th>Minimum Hourly Wage</th>
<th>Maximum Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automation, Network or System Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloging or Technical Services Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Reference or Adult Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young Adult Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indiana History, Local History, or Genealogy Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genealogy Reference Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Visual Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialist (Professional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Job Title - Bookkeeper or Treasurer
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Secretary or Receptionist
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Library Technician (including computer)
Certification Level
Minimum Hourly Level
Maximum Hourly Level

Job Title - Clerical or Aide
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Maintenance, Custodian, Janitor, or Housekeeper
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Security
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Bookmobile Driver
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Messenger/Courier
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Page, Intern or Student Assistant
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Temporary Substitute
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Interlibrary Loan
Certification Level
Minimum Hourly Wage
Maximum Hourly Wage

Job Title - Human Resources
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 Bell Memorial Public Library
12-018 Benton County Public Library
12-019 Berne Public Library
12-020 Bicknell-Vigo Township Public Library
12-021 Bloomfield-Eastern Greene County Public Library
12-022 Boonville-Warrick County Public Library
12-023 Boswell-Grant Township Public Library
12-024 Bourbon Public Library
12-025 Brazil Public Library
12-026 Bremen Public Library
12-027 Bristol-Washington Township Public Library
12-028 Brook-Iroquois-Washington Township Public Library
12-029 Brookston-Prairie Township Public Library
12-030 Brown County Public Library
12-031 Brownsburg Public Library
12-032 Brownstown Public Library
12-033 Butler Public Library
12-034 Cambridge City Public Library
12-035 Camden-Jackson Township Public Library
12-036 Carmel Clay Public Library
12-037 Carnegie Public Library Of Steuben County
12-038 Centerville-Center Township Public Library
12-039 Charlestown Clark County Public Library
12-040 Churubusco Public Library
12-041 Clayton-Liberty Township Public Library
12-042 Clinton Public Library
12-043 Coatesville-Clay Township Public Library
12-044 Colfax-Perry Township Public Library
12-045 Converse-Jackson Township Public Library
12-046 Covington-Veedersburg Public Library
12-047 Crawford County Public Library
12-048 Crawfordsville District Public Library
12-049 Crown Point Community Public Library
12-050 Culver-Union Township Public Library
12-051 Danville-Center Township Public Library
12-052 Darlington Public Library
12-053 Delphi Public Library
12-054 Dublin Public Library
12-055 Dunkirk Public Library
12-056 Earl Park Public Library
12-057 East Chicago Public Library
12-058 Eckhart Public Library
12-059 Edinburgh Wright-Hageman Public Library
12-060 Elkhart Public Library
12-061 Evansville-Vanderburgh Public Library
12-062 Fairmount Public Library
12-063 Farmland Public Library
12-064 Fayette County Public Library
12-065 Flora-Monroe Township Public Library
12-066 Fort Branch-Johnson Township Public Library
12-067 Fortville-Vernon Township Public Library
12-068 Francesville-Salem Township Public Library
12-069 Frankfort Community-Clinton County Contractual Public Library
12-070 Franklin County Public Library District
12-071 Fremont Public Library
12-072 Fulton County Public Library
12-073 Garrett Public Library
12-074 Gary Public Library
12-075 Gas City-Mill Township Public Library
12-076 Goodland & Grant Township Public Library
12-077 Goshen Public Library
12-078 Greensburg-Decatur County Contractual Public Library
12-079 Greentown & Eastern Howard School Public Library
12-080 Greenwood Public Library
12-081 Hagerstown-Jefferson Township Public Library
12-082 Hamilton East Public Library
12-083 Hamilton North Public Library
12-084 Hammond Public Library
12-085 Hancock County Public Library
12-086 Harrison County Public Library
12-087 Hartford City Public Library
12-088 Henry Henley Public Library IN0165
12-089 Huntingburg Public Library
12-090 Huntington City-Township Public Library
12-091 Hussey-Mayfield Memorial Public Library
12-092 Indianapolis-Marion County Public Library
12-093 Jackson County Public Library
12-094 Jasonville Public Library
12-095 Jasper County Public Library
12-096 Jasper-Dubois County Contractual Public Library
12-097 Jay County Public Library
12-098 Jefferson County Public Library
12-099 Jeffersonville Township Public Library
12-100 Jennings County Public Library
12-101 Johnson County Public Library
12-102 Jonesboro Public Library
12-103 Joyce Public Library
12-104 Kendallville Public Library
12-105 Kentland-Jefferson Township Public Library
12-106 Kewanna-Union Township Public Library
12-107 Kingman-Millcreek Public Library
12-108 Kirklin Public Library
12-109 Knightstown Public Library
12-110 Knox County Public Library
12-111 Kokomo-Howard County Public Library
12-112 La Crosse Public Library
12-113 La Grange County Public Library
12-114 La Porte County Public Library
12-115 Ladoga-Clark Township Public Library
12-116 Lake County Public Library
12-117 Lawrenceburg Public Library
12-118 Lebanon Public Library
12-119 Ligonier Public Library
12-120 Lincoln Heritage Public Library
12-121 Linden Carnegie Public Library
12-122 Linton Public Library
12-123 Logansport-Cass County Public Library
12-124 Loogootee Public Library
12-125 Lowell Public Library
12-126 Marion Public Library
12-127 Matthews Public Library
12-128 Melton Public Library
12-129 Michigan City Public Library
12-130 Middlebury Community Public Library
12-131 Middletown Fall Creek Township Public Library
12-132 Milford Public Library
12-133 Mishawaka-Penn Harris Public Library
12-134 Mitchell Community Public Library
12-135 Monon Town & Township Public Library
12-136 Monroe County Public Library
12-137 Monterey-Tippecanoe Township Public Library
12-138 Montezuma Public Library
12-139 Monticello-Union Township Public Library
12-140 Montpelier-Harrison Township Public Library
12-141 Mooresville Public Library
12-142 Morgan County Public Library
12-143 Morrisson Reeves Library
12-144 Muncie-Center Township Public Library
12-145 Nappanee Public Library
12-146 New Albany-Floyd County Public Library
12-147 New Carlisle & Olive Township Public Library
12-148 New Castle-Henry County Public Library
12-149 New Harmony Workingmen's Institute
12-150 Newton County Public Library
12-151 Noble County Public Library
12-152 North Judson-Wayne Township Public Library
12-153 North Madison County Public Library System
12-154 North Manchester Public Library
12-155 North Webster Community Public Library
12-156 Oakland City-Columbia Township Public Library
12-157 Odon Winkelpleck Public Library
12-158 Ohio County Public Library
12-159 Ohio Township Public Library System
12-160 Orleans Town & Township Public Library
12-161 Osgood Public Library
12-162 Otterbein Public Library
12-163 Owen County Public Library
12-164 Owensville Carnegie Public Library
12-165 Oxford Public Library
12-166 Paoli Public Library
12-167 Peabody Public Library
12-168 Pendleton Community Public Library
12-169 Penn Township Public Library
12-170 Perry County Public Library
12-171 Peru Public Library
12-172 Pierceton & Washington Township Public Library
12-173 Pike County Public Library
12-174 Plainfield-Guilford Township Public Library
12-175 Plymouth Public Library
12-176 Porter County Public Library System
12-177 Poseyville Carnegie Public Library
12-178 Princeton Public Library
12-179 Pulaski County Public Library
12-180 Putnam County Public Library
12-181 Remington-Carpenter Township Public Library
12-182 Ridgeville Public Library
12-183 Roachdale-Franklin Township Public Library
12-184 Roann Paw-Paw Township Public Library
12-185 Roanoke Public Library
12-186 Rockville Public Library
12-187 Royal Center-Boone Township Public Library
12-188 Rushville Public Library
12-189 Salem-Washington Township Public Library
12-190 Scott County Public Library
12-191 Shelby County Public Library
12-192 Sheridan Public Library
12-193 Shoals Public Library
12-194 South Whitley-Cleveland Township Public Library
12-195 Speedway Public Library
12-196 Spencer County Public Library
12-197 Spiceland Town-Township Public Library
12-198 St. Joseph County Public Library
12-199 Starke County Public Library System
12-200 Sullivan County Public Library
12-201 Swayzee Public Library
12-202 Switzerland County Public Library
12-203 Syracuse-Turkey Creek Township Public Library
12-204 Thorntown Public Library
12-205 Tippecanoe County Public Library
12-206 Tipton County Public Library
12-207 Tyson Library Association, Inc
12-208 Union City Public Library
12-209 Union County Public Library
12-210 Van Buren Public Library
12-211 Vermillion County Public Library
12-212 Vigo County Public Library
12-213 Wabash Carnegie Public Library
12-214 Wakarusa-Olive & Harrison Township Public Library
12-215 Walkerton-Lincoln Township Public Library
12-216 Walton & Tipton Township Public Library
12-217 Wanatah Public Library
12-218 Warren Public Library
12-219 Warsaw Community Public Library
12-220 Washington Carnegie Public Library
12-221 Washington Township Public Library
12-222 Waterloo-Grant Township Public Library
12-223 Waveland-Brown Township Public Library
12-224 Wells County Public Library
12-225 West Lafayette Public Library
12-226 West Lebanon-Pike Township Public Library
12-227 Westchester Public Library
12-228 Westfield-Washington Public Library
12-229 Westville-New Durham Township Public Library
12-230 Whiting Public Library
12-231 Willard Library of Evansville
12-232 Williamsport-Washington Township Public Library
12-233 Winchester Community Public Library
12-234 Wolcott Community Public Library
12-235 Worthington Jefferson Township Public Library
12-236 York Township Public Library
12-237 Yorktown Public Library
12-238 **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 IAC 5?

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

13-016 A schedule of classification of employees
13-017 An annual schedule of salaries
13-018 A proposed library budget

Personnel Policies

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

13-019 Recruitment?
13-020 Selection?
13-021 Appointments?
13-022 Personnel actions?
13-023 Salary administration?
13-024 Employee benefits?
13-025 The conditions of work?
13-026 Leaves?
13-027 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?
13-028 Does the library have current, written bylaws that state its purpose and its operational procedures?
13-029 Do the library bylaws specifically state rules governing conflicts of interest issues?
13-030 Do the library bylaws specifically state rules governing nepotism?
13-031 Have the bylaws been reviewed by the board in the last three (3) years?
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?
13-033 Does your library have a written collection development plan?
13-034 Does your library have a written circulation policy detailing the principles of access for all library materials and service?
13-035 Does your library provide support for continuing education for staff and trustees?

Long-Range Plan
13-036 Does the library have a written long-range plan of service?
13-037 What year did your current long-range plan begin?
13-038 What year does your current long-range plan end?
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?
13-040 Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?
13-041 Does your long-range plan include a statement of community needs and goals?
13-042 Does your long-range plan include measurable objectives and service in response to the community’s needs and goals?
13-043 Does your long-range plan include an assessment of facilities, services, technology, and operations?
13-044 Does your long-range plan include an ongoing evaluation process?
13-045 Does your long-range plan include a plan for financial resources and sustainability?
13-046 Does your long-range plan include an equipment replacement schedule?
13-047 Does your long-range plan include a professional development strategy?
13-048 Does your long-range plan include a statement of collaboration with other public libraries?
13-049 Does your long-range plan include a statement of collaboration with other community partners?

Resource Sharing
13-050 Does your library provide interlibrary loan free of charge to other libraries within Indiana?
13-051 Does your library provide interlibrary loan free of charge to your users?
13-052 Does the library lend materials via a statewide reciprocal borrowing program?
13-053 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?
13-054 If the answer to 13-053 is yes, please list libraries with which you have reciprocal borrowing agreements.
13-055 Does the library lend materials using the OCLC Resource Sharing system?
13-056 Is the library a member of Evergreen Indiana?
13-057 How many days per week does your library receive Info Express courier service?
Does the library provide adult services, including:
13-058 Reference services, including knowledge of and access to reference materials, including INSPIRE?
13-059 A collection of materials for adults?
13-060 A space designated for adults in each fixed location?

Does the library provide young adult services, including:
13-061 Reference services, including knowledge of and access to reference materials, including INSPIRE?
13-062 A collection of materials for young adults?
13-063 A space designated for young adults in each fixed location?

Does the library provide children’s services, including:
13-064 Reference services, including knowledge of and access to reference materials, including INSPIRE?
13-065 A collection of materials for children?
13-066 A space designated children in each fixed location?

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

Website
Does your library’s website include:
13-070 Current hours of operation?
13-071 A physical address (or addresses) for your library?
13-072 A map for each fixed location?
13-073 A telephone number?
13-074 An e-mail address or other means of electronic contact?
13-075 A link to INSPIRE.in.gov?
13-076 Publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?
13-077 A link to the library’s online public access catalog?
13-078 A calendar or schedule of events and programs, which shall be updated at least monthly, including the dates for the library board meetings?

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

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.
15-001 How many times was the pass (or passes) checked out?
15-002 Did the Parks Pass Program bring any new patrons to the library?

COLLABORATIVE SUMMER LIBRARY PROGRAM
Please tell us how you used the 2017 Collaborative Summer Library Program ("Build a Better World") materials supplied to every library system by the Indiana State Library.

Mark ALL that apply:
15-003 We used the theme/slogan
15-004 We used the artwork
15-005 We used ideas from the programming manual
15-006 We did NOT use the Collaborative Summer Library Program materials in any way during Summer 2017

MAKERSPACES
15-007 Does your library have a makerspace within the library, or provide access to any of the following equipment?
   Coding
   3D printing
   Laser cutting
   Soldering
   Electronics (e.g. Arduino)
   Robot building / robotics
   Circuits and electricity
   Sewing / textile arts
   Woodworking
   Video or audio production

MEETING ROOMS
15-008 Does your library offer meeting rooms for public use?
   If so, what do you provide for meeting room users? Select all that apply:
   Wifi
   Projector
   Computer or laptop for presenter
   Multiple computers or laptops in a lab setup
   Microphone
   Speakers
   Screen
   Dry erase board
   Onsite tech support for equipment
15-009 If you provide access to computers in your meeting room, how many computers are available?
15-010 Does your library offer virtual reality headsets for programming or public use?
15-011 Does your library use a website building tool?
    If so, please describe.
15-012 Did your library receive any grants in 2017?
    If so, please list the grantor and purpose for the grant.