State Form 48117 (R13/10-11)

Library Code_____
Report Due: *February 1, 2012*

Indiana Public Library Annual Report 2011
Part 1 - General Information
Please provide the most current information available for this page.
Report Mail address ONLY if different from Street Address
@indicates questions related to standards
Respondent Identification

B. Library Director:_____

C. Name of Library:_____

D. Street Address:_____

E. City:_____F. State:_____G. ZIP+4:_____

H. Mailing Address:_____

I. City:_____ J. State:_____ K. ZIP+4:_____

@L. Phone: (_____)_____@M. FAX: (_____)_____

N. TDD: (_____)_____O. Dial-In Access Number: (_____)_____

P. Congressional District #: _____

@Q. Public Library E-Mail
Address:_____

@R. World Wide Web Address:_____

S. Time and Day of the Month of Regular Board Meetings:_____

T. Does your library have a Friends of the Library Group? ☐ Yes ☐ No
U. If yes, has your Friends group received a 501(c)3 designation from the IRS? ☐ Yes ☐ No

V. Person Preparing Report: _____W. Phone: (_____)_____

X. Time zone in which library district headquarters is located: _____

2011 form
See Instructions for definitions.   1

1. a. The year the current central building was built: 1a. [____]
    b. Date of most recent structural addition or alteration 1b. [____]
    to current central building:

2. What is the square footage of the central building? 2. [____] sq. ft

3. Are you currently involved in a new building construction project, an addition to an existing building, or structurally remodeling a building ? ☐ Yes ☐No

4. Answer question 4a-d only if question 3 was checked Yes: Time Frame: July 1, 2010 to June 30, 2011. PLEASE ANTICIPATE FUTURE PROJECTS. If your library has not yet started, but will be planning a construction project before June 30, 2011, please check the first category, "Planning a construction project."

4a.	[____]	Planning a construction project
4b.	[____]	Starting a construction project
4c.	[____]	In the midst of a construction project
4d.	[____]	Completed a construction project
4e.	[____]	Non-building capital project
4f.	[____]	Interior renovation

@5. Daily Schedule for Central Library Only:
Please record hours open for the Central Library only. Record the hours open during the majority of the year.

	Opening Time	Closing Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

@5. Total Regular/Winter Weekly Hours (Add 5a-5n) 5 [____]

5xa. Total weekly winter hours central library 5xa
5xb. # of weeks for winter hours schedule central library 5xb [____]

5xc. Total weekly summer hours central library 5xc [____]
5xd. . # of weeks for summer hours schedule central library 5xd [____]

NEW @6. Total Hours Open after 6:00 p.m. each week 6 [____]
7. How many Sundays was the library district open last year? 7 [____]

Branch Information
_____Public Library

If your library system has branches, please list all information requested below. If there are no branches, please enter "0" (zero) after Total Number of Branches. Report Mail Address **ONLY** if different from Street Address. *Attach additional sheets as necessary.*

AA. Does Your Library System Have a Branch? ☐ **Yes** ☐ **No**
8aa. Total Number of Branches: _____*Attach additional sheets as necessary.*
8b. Total Annual Hours of Branches _____ (Add weekly hours of all branches and multiply by 52)
8c. Has Your Library System Closed a Branch or Branches? ☐ **Yes** ☐ **No**
8cc. If Yes, Name(s) of Branch(es) Closed _____
_____

_____

Branch #1 Name:	Branch #2 Name:
Street Address:	Street Address:
City, State, Zip+4:	City, State, Zip+4:
Mail Address:	Mail Address:
Square Footage:	Square Footage:
Year Built:_____Year of Addition/Alteration:____	Year Built:_____Year of Addition/Alteration:____
Phone:	Phone:
Fax:	Fax:
@Total hours open per week: _____	@Total hours open per week: _____
Hours: Monday Open_____Close_____	Hours: Monday Open_____Close_____
Tuesday Open_____Close _____	Tuesday Open_____Close _____
Wed. Open_____Close _____	Wed. Open_____Close _____
Thursday Open_____Close_____	Thursday Open_____Close_____
Friday Open_____Close_____	Friday Open_____Close_____
Saturday Open_____ Close_____	Saturday Open_____ Close_____
Sunday Open_____ Close_	Sunday Open_____ Close_
@*Internet access: __Y __N	@*Internet access: __Y __N
___56K ___ISDN ___Cable ___DSL ___DS3	___56K ___ISDN ___Cable ___DSL ___DS3
____Fiber Optic ___Satellite ___T1	____Fiber Optic ___Satellite ___T1
___Other (please specify):_____	___Other (please specify):_____
_____	
@Speed of Internet access:_____	@Speed of Internet access:_____
@Does this branch have a wireless hub? ___Yes __ No	@Does this branch have a wireless hub? ___Yes __ No
Number of weeks branch is open: _____	Number of weeks branch is open: _____
@Total Weekly Winter Hours Branch Open _____	@Total Weekly Winter Hours Branch Open _____
# of Weeks Branch Open at Winter Hours Schedule _____	# of Weeks Branch Open at Winter Hours Schedule
@Total Weekly Summer Hours Branch Open _____	@Total Weekly Summer Hours Branch Open _____
# of Weeks Branch Open at Summer Hours Schedule ____	# of Weeks Branch Open at Summer Hours Schedule ____

Bookmobile Information
_____**Public Library**

If your library system has bookmobiles, please list all information requested below. If there are no bookmobiles, please enter a "0" (zero) after Total Number of Bookmobiles. Report Mail Address **ONLY** if different from Street Address. *Attach additional sheets as necessary.*

9aa. Total Number of Bookmobiles:_____*Attach additional sheets as necessary.*
9b. Total Annual Hours of Bookmobiles _____ **(Add weekly hours of all branches and multiply by 52)**

Bookmobile #1 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Phone:_____ Fax: _____ Total hours open per week: _____ Internet Access___ Type of Internet Access_____ Number of weeks open: _____ Total Weekly Winter Hours Bookmobile Open _____ # of Weeks Bookmobile Open at Winter Hours Schedule _____ Total Weekly Summer Hours Bookmobile Open ____ # of Weeks Bookmobile Open at Summer Hours Schedule ____	Bookmobile #1 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Phone:_____ Fax: _____ Total hours open per week: _____ Internet Access___ Type of Internet Access_____ Number of weeks open: _____ Total Weekly Winter Hours Bookmobile Open _____ # of Weeks Bookmobile Open at Winter Hours Schedule _____ Total Weekly Summer Hours Bookmobile Open ____ # of Weeks Bookmobile Open at Summer Hours Schedule _____

Part 2 - Registrations

*If the exact data are not known for any item, please estimate data and enclose in [brackets].
Enter "0" if the correct entry for an item is "zero" or "none." Please enter "N/A" (Not Available) if
you know a particular data item is not "0", but you don't know what it is and are unable to
estimate it.*

10a. Total Number of Individual Resident Registered Borrowers (Tax Payers)   10a. [   ]

NEW 10b. Total Number of Borrowers From Contracting Areas   10b. [   ]

11. Total Number of Individual Non-Resident Registered Borrowers   11a. [   ]

12. Total Number of Reciprocal Borrowers   12. [   ]

12a. Total Number of PLAC Borrowers   12a. [   ]

13a Total Number of Non-Resident Cards Issued to Student Borrowers   13a. [   ]

13b. Total Number of Non-Resident Cards Issued to School Employees   13b. [   ]

13c. Total Number of Non-Resident Cards Issued to Library Employees   13c. [   ]

@14. Registration Fee as of **July 1, 2011** or more current
information if available.

      *14a. Individual Non-Resident Fee   14a. [$]

      14b. Date Library Board adopted this fee   14b. [   ]

@15. Most Recent Year Patron File was Weeded (by purging or marking   15. [   ]

 inactive unused library patron cards at least once every three years, deleting those patrons who have not

used the card in the last three years and do not owe materials, fines, or fees to the library)

@ 16. On What Timetable is the Patron File Weeded?   16. [   ]

Part 3 - Public Libraries and Political Subdivisions Served
Definitions:

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

Political Division Type: Report the type of library service area.

1. Town/City. Library tax boundaries are the same as town or city boundaries.

2. County-Partial. A county library tax district which covers part of the county in which it is located; the remainder of the county is served by another library district.

3. County-Total. A county library district which includes the entire county in which it is located.

4. Township Merged. Library tax district includes a former town/city district and one or more townships which have merged into a single town-township library district.

5. Township, Partial, Served by Contract. Part of a township is served by a contract with a nearby library district. Township funds to pay contracts may come from the township general fund or other unspecified revenues. (Specify which part of township.)

6. Township Served by Contract. An entire township is served by a contractual agreement with a nearby library district. The source of funds is unspecified.

7. Township Taxed to Pay Contract. Township levies a specific tax rate upon township property to pay for service received under contract from a nearby library district.

8. Township, Partial, Taxed to Pay Contract. Same as Type 5 above, with the exception that revenues are raised by the township through a direct library tax. (Specify which part of township.)

9. Township Validated. Same as Type 4 above, with the exception that the township has been taxed and served traditionally throughout the history of the library but no formal merger was adopted or recorded prior to conversion to the Public Library Law of 1947 as a town-township library.

10. Town Served by Contract. Town served through contractual agreement by a nearby library district.

11. Endowed. Library was established through and received operating funds from a bequest or endowment; man endowed libraries also receive some tax revenues.

12. County Contractual. A library tax district formed under Public Library Law IC 36-12-6 that provides library service in conjunction with a previously existing library district.

Population of Political Division: The number of people in the geographic area who are taxed for library service. Use the figures from the 2000 Census. The Library Development Office can provide this information.

Assessed Valuation: Enter the TOTAL assessed valuation upon which the library tax received in 2010 was based. Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information.

Operating Tax Rate: Enter the library tax rate approved for collection in budget year 2011. If your library has a Bond and Interest Redemption Fund tax rate or Library Capital Project Funds tax rate, DO NOT include it with the operating fund tax rate, but list it separately as the BIRF Tax Rate or LCPF Tax Rate. Your County Auditor can provide this information.

BIRF Tax Rate: Enter the Bond and Interest Redemption Tax Rate (Lease Rental) for budget year 2010. Your County Auditor can provide this information.

LCPF Tax Rate: Enter the Library Capital Projects Funds Tax Rate for budget year 2011. Your County Auditor can provide this information.

Part 3 - Public Libraries and Political Subdivisions Served
Library Name:_____

All terms are defined on the preceding page.

If your library district is located in more than one county or your district is a county contractual library, please list information for both counties/tax rates.

		County1	County 2
County Name:	17/18a.	17a._____	18a,_____
Total Assessed Valuation for Library District:	17/18b.	17b.$_____	18b.$_____
Operating Tax Rate:	17/18c.	17c.__._____	18c.__._____
BIRF/Lease Rental Tax Rate:	17/18d.	17d.__._____	18d.__._____
LCPF Tax Rate:	17/18e.	17e.__._____	18e.__._____
17f. Did your library district roll	17f.	17f. __Y __N __NA	
the LCPF into the operating tax rate?			

Please report your library's service area(s), type(s) of political unit, and population(s) below. If the political division type is 5 or 8, please explain what part of the township is served. Be specific.

19.Total Population without contract (1, 2, 3, 4, 9, 11, 12) (addition of #c):
19a. Total Population with contracts (5, 6, 7, 8, 10) (addition of #e):

20a. Political Division 1 Name:
20b. Type of Political Unit:
20c. Population 2000 Census:
20d. Type of Political Unit (5-8, 10):
20e. Population 2000 Census:

24a. Political Division 5 Name:
24b. Type of Political Unit:
24c. Population 2000 Census:
24d. Type of Political Unit (5-8, 10)
24e. Population 2000 Census:

21a. Political Division 2 Name:
21b. Type of Political Unit:
21c. Population 2000 Census:
21d. Type of Political Unit (5-8, 10):
21e. Population 2000 Census:

25a. Political Division 6 Name:
25b. Type of Political Unit:
25c. Population 2000 Census:
25d. Type of Political Unit (5-8, 10):
25e: Population 2000 Census

22a. Political Division 3 Name:
22b. Type of Political Unit:
22c. Population 2000 Census:
22d: Type of Political Unit (5-8, 10):
22e: Population 2000 Census:

26a. Political Division 7 Name:
26b. Type of Political Unit:
26c. Population 2000 Census:
26d: Type of Political Unit (5-8, 10)
26e: Population 2000 Census:

23a. Political Division 4 Name:
23b. Type of Political Unit:
23c. Population 2000 Census:
23d. Type of Political Unit: (5-8, 10):
23e. Population 2000 Census:

27a. Political Division 8 Name:
27b. Type of Political Unit:
27c. Population 2000 Census:
27d. Type of Political Unit: (5-8, 10):
23e. Population 2000 Census:

2011 form
See Instructions for definitions.   7

Part 4 - Library Operating Fund Income

*Report income actually **received OR DUE** in 2011. Round all numbers to the nearest dollar. County contractual libraries combine income categories with host library figures. If the exact data are not known for any item, please estimate data and enclose in [brackets]. Estimates are very important. Enter "0" if the correct entry for an item is "zero" or "none". Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.*

Local Government Operating Fund Income

This includes all tax and non-tax receipts designated by the community, district, or region for the library operating fund and available for expenditure by the public library. Do NOT include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. Report all income, but report income in only one category. *. Even if you receive a tax distribution in January 2012, report the tax distribution as part of the income for 2011.*

28.   Local Government Operating Fund Income:

28a.	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	28a. $ .00
28b.	CAGIT Property Tax Replacement Credit	28b. $ .00
28c.	CAGIT Certified Shares	28c. $ .00
28d.	CAGIT Special Fund	28d. $ .00
28e.	County Option Income Tax (COIT)	28e. $ .00
28f.	Contractual Revenue Received for Service	28f. $ .00
28g.	Local Option Income Tax (LOIT)	28g. $ .00

28.   Total Local Operating Fund Income
          Add lines 28a through 28g and place total here.   **28. $ .00**

State Government Operating Fund Income

These are all funds distributed to public libraries by State government for the library operating fund for expenditure by the public libraries, except for federal money distributed by the State. Report all income, but report income in only one category. Include State Technology Fund Grant Fund monies in Other. *Sometimes a tax distribution due and receivable in December is not actually received by the library until January of the following year. Even if you receive a tax distribution in January 2012, report the tax distribution as part of the income for 2011.*

29.   State Government Operating Fund Income:

29a.	Financial Institutions Tax (FIT)	29a. $ .00
29b.	License Excise and Commercial Vehicle Excise Tax (CVET)	29b. $ .00
29c.	Other State Operating Fund Income	29c. $ .00

29d. Source(s):

29. **Total State Operating Fund Income** **29.** $ **.00**
Add lines 29a, 29b, and 29c and place total here.

Federal Government Operating Fund Income

This includes all federal government funds distributed to public libraries for the library operating fund for expenditure by the public libraries including federal money distributed by the State. Report all income, but report income in only one category.

30. **Federal Government Operating Fund Income:**
30a. LSTA Grants 30a. $ .00

30b. Non-Operating Fund Name 30b.

30c. Amount of LSTA grant placed in Non-Operating Fund 30c. $ .00

30d. Other Federal Grants 30d. $ .00

30e.

30e. List source(s)

30. **Total Federal Operating Fund Income** **30.** $ **.00**
Add lines 30a and 30b and place total here.

Other Operating Fund Income

This includes all operating fund income not reported in Local, State, or Federal Government Operating Fund Income. Do **not** report Technology Grants here. Do not include any contributed services or the value or any non-monetary gifts and donations. Report all income, but report income in only one category.

31. Other Operating Fund Income
31a. Fines and Fees 31a. $ .00

31b. Interest on Investments 31b. $ .00

31c. Gift Receipts 31c. $ .00

2011 form
See Instructions for definitions. 9

31d.   Private and Public Foundation, Community Foundation
and Private Development Grants Operating Fund Income

31d. $ _____ .00

31e.   Other Miscellaneous Revenue

31e. _____ .00

31f. Sources of Other Miscellaneous Revenue

31f.

31.   Total Other Operating Fund Income
Add lines 31a through 31e and place total here.

31. $ _____ .00

32.   TOTAL OPERATING INCOME
Add lines 28, 29, 30 and 31 and place total here.

32. $ _____ .00

31d1. Total Foundation and Grant Receipts (deposited into any fund) 31d1.

Part 5 – Library Operating Fund Expenditure Data

Report expenditures actually made in 2011. County contractual libraries combine expenditure categories with host library figures. If the exact data are not known for any item, please estimate data and enclose in [brackets]. Enter "0" if the correct entry for an item is "zero" or "none." Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.

These expenditure categories are taken from Operating Budget Form #1.
Report ACTUAL expenditures below, not encumbrances.

33.   Personal Services (*Category 1 from Operating Budget Form 1)*

33a.   Salaries/Wages of All Library Staff

33a. $ _____ .00

33b.   Employee benefits

33b. $ _____ .00

33c.   Other Personal Services

33c. $ _____ .00

33.   Total Personal Services IN (total of a, b, and c)

33. $ _____ .00

33x.   Total Staff Expenditures PLSC (total of a and b)

33x. $ _____ .00

34.   Total Supplies *(Category 2 from Operating Budget Form 1)*

34. $ _____ .00

35.   Other Services and Charges *(Category 3- Operating Budget Form)*
35a.   Professional Services

35a $ _____ .00

NEW @35aa.   Public access electronic database licensing/purchase/
lease expenditures) **DO NOT REPORT in 35a.**

35aa. $ _____ .00

35b.   Communication and Transportation

35b. $ _____ .00

35c.   Printing and Advertising

35c. $ _____ .00

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See Instructions for definitions.   10

35d.	Insurance	35d. $ .00
35e.	Utility Services	35e. $ .00
35f.	Repairs and Maintenance	35f.
		$ .00
35g.	Rentals	36g. $ .00
35h.	Debt Service (Operating Expenditures only)	35h.
		$ .00
35i.	Lease Rental (Operating Expenditures only)	35i. $ .00
35j.	Other (exclude LIRF)	35j. $ .00

35. **Total Other Services and Charges**
Add lines 35a through 35j and place total here. **35.** $ .00

36. **Capital Outlays - Operating Fund Expenses (Physical Items)** *(Category 4 from Operating Budget Form 1)*

36a.	Land	36a. $ .00
36b.	Buildings	36b. $ .00
36c.	Improvements Other Than Buildings	36c. $ .00
		$ .00
36d.	Furniture and Equipment	36d.
@36d1.	Public Access Computers, electronic	36d1. $ .00

reading and electronic media devices) **DO NOT REPORT in 36d.**

@36e. Books (include Book Lease) 36e. $ .00

@36f. Periodicals and Newspapers 36f. $ .00

@36g. Nonprinted Materials, Microforms & AV (entertainment), 36g. $ .00
Not Electronic

@36h.Public Access Physical Electronic/Computer Format) 36h. $ .00
(Information CD, DVD, etc. **DO NOT REPORT DATABASE LICENSES HERE**

36. **Total Capital Outlays - Operating Fund Expenses** *36.* $ .00
Add lines 36a through36h and place total here.

37. **TOTAL OPERATING FUND EXPENDITURES IN** **37.** $ .00
Add lines 33, 34, 35 and 36 and place totals here.

37a. Operating Expenditures per capita (=37/19). **Internal Calculation**
NEW @36-CD IN Operating Expenditure Fund Collection Development IN Basic

        (add 35aa, 36d1, 36e-h)

	$ .00

IN

@Non-operating Fund Collection Expenditures (from gift, grant, any other funds) PLSC
      (Don't worry about adding this into any other category; Indiana State Library will
deal with this)

@36.1a	Books (Include Book Lease)	36.1a	$ .00
@36.1b	Periodicals and Newspapers	36.1b	
@36.1c	Nonprinted Materials, Microforms & AV, Not Electronic	36.1c	$ .00

@36.1d. Physical Electronic/Computer Format

	36.1d.	$ .00

(Information) CD, DVD, etc,

@36.1e Public Access Purchased/Leased/Licensed

	36.1e	$ .00

Electronic Databases/Information

NEW @361.590-6 Public Access Computers, electronic
reading and electronic media devices) from all funds except
operating.

	$ .00

NEW @36.1 Non-Operating Fund Collection Expenditures 36.1
      Add lines 36.1a through 36.1e and 361.590-6; place total here

$ .00

Other Specific/Special Expenditures

38a.   Total Capital Fund Expenditures (NOT Operating   38.
Expenditures)

$ .00

      These are those onetime, extraordinary costs that are Incurred
      usually for major purchases of or additions to fixed assets. The following
      are the most common uses of capital funds: building sites (real estate)
      new building construction; expansion of an existing building; remodeling or
      major repair of an existing building; initial book stock (sometimes called
      an opening day collection); furnishings or equipment for a new or remodeled
      building; new vehicles; major emergency repairs or other emergency costs.
      Generally speaking, if the source of the funds was a special appropriation or contribution
      earmarked for a specific major purchase in the areas mentioned above, then the
      expenditure should be counted as capital fund expenditures. These expenditures
      <u>COULD ALSO</u> come from LIRF, BIRF/Lease Rental, Library Capital Projects Fund
      (LCPF), Gift Fund, Technology Fund.

Part 6 - Capital Revenue

39a.   Local Government Capital Revenue   39a. $ .00

39b.   State Government Capital Revenue   39b. $ .00

39c.   Federal Government Capital Revenue $ .00

39d.   Other Capital Revenue   39d. $ .00

39.   Total Capital Revenue   **39.** $ **.00**
Add lines 39a through 39d and place total here.

Part 7 - Employment Data

Enter "0" if the correct entry for an item is zero or "None."

40a.   Total Number of ALL Librarians with a Master's of Library Science (MLS) from a university accredited by the American Library Association (ALA)   40a.

40b.   Total Hours Paid Per Week For ALL ALA MLS Librarians. Add together the hours for which each ALA MLS Librarian is paid weekly.   40b.

41a.   Total Number of ALL Librarians, including ALA MLS Librarians. Include ALA MLS Librarians and all other staff with title or duties of librarian.   41a.

41b.   Total Hours Paid Per Week For ALL Librarians, including ALA MLS Librarians. Add together the hours for which each librarian is paid weekly.   41b.

42a.   Total Number of ALL OTHER PAID STAFF. Include all other paid employees (support, page, janitorial (if Not contract)).   42a.

42b.   **Total Hours** Paid Per Week For **ALL** OTHER PAID STAFF. Add together the hours for which each employee is paid weekly.   42b.

43a.   Total Number of ALL PAID STAFF   **43a.**

43b.   Total Hours Paid Per Week for ALL PAID STAFF   **43b.**

44.   Number of Hours per week Considered to be Full-time Employment in Your Library.   44.

Part 8 - Library Service and Technology

If the exact data are not known for any item, please estimate data and enclose in [brackets]. Estimates are very important. Enter "0" if the correct entry for an item is "zero" or "none". Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't now what it is and are unable to estimate it.

Inter-Library Loans

45a.   Provided to Other Libraries (do NOT include Evergreen transactions)   45a.   [   ]

45b.   Received from Other Libraries (do NOT include Evergreen transactions) 45b.   [   ]

Annual Local Library Service

Library Programs:

Include all outlets, including central library, branches and bookmobiles.

Intended Audience			# Programs		Total Attendance
@46/47a.	Children (in library)	@46a.	[ ]	47a.	[ ]
. @46/47aa	Children (outside library, Outreach) .	@46aa.	[ ]	47aa.	[ ]
@46/47b.	Young Adults (in library)	@46b.	[ ]	47b.	[ ]
@46/47bb.	Young Adults (outside library, Outreach) .	@46bb.	[ ]	47bb	[.]
@46/47c.	Adults (18+) (in library)	@46c.	[ ]	47c.	[ ]
@46/47cc. .	Adults (18+) (outside library, Outreach)	@46cc.	[ ]	47cc.	[ ]
46/47d.	General Programs (All age groups) (in library)	46d.	[ ]	47d.	[ ]
46/47dd.	General Programs (All age groups) Outside library, Outreach)	@46dd.	[ ]	47dd.	[ ]
@46/47	**TOTAL (46a, aa, b, bb, c, cc, (47a, aa, b, bb, c, cc ,d, dd d, dd)**	@46.	[ ]	47.	[ ]

NEW @46.590-6. Required # of Programs (5 per 1,000)
(Internal Calculation)   **46.590-6.**   Program will calculate

REVISED @46.11 How Many Weeks was Summer Reading Program for Children at Each Fixed Location?

_____

46.a1/47.a1   Non-Library Sponsored Programs/meetings/events
               (All age groups)   46.a.1. [   ]   47.a1 [   ]

Library Service Per Year

You may take a typical week count. A typical week is a week in which the library is open its regular hours, without holidays and is neither unusually busy nor slow. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. Include all outlets: central library, branches, bookmobiles. Multiply the typical week count by 52.

48. Total Visits In Library per Year   [per year]

@49. Total Reference Transactions per Year   [per year]

Electronic Services

50 # of Licensed Databases (by source of access)
50a. Local   50a. [   ]

50b. State (answer supplied by the Indiana State Library)   50b. [Do Not Answer]

50c. Other   50c. [   ]

50d. Total Licensed Databases (Indiana State Library will calculate)   50d. [Do Not Answer]

50e. Database Usage Measures (this counts the number of times patrons access library information databases). IF POSSIBLE, OBTAIN COUNTER COMPLIANT STATISTICS FROM THE LIBRARY'S VENDOR.
50e.# Searches of Databases to which the Library   50e. [   ]
Subscribes (exclude INSPIRE): or ☐ N/A
AND
50ee. # Sessions of Databases to which the Library   50ee. [   ]
Subscribes (exclude INSPIRE): or ☐ N/A

*REVISED*50f. Names of Commercial Databases to which the Library Subscribes (exclude INSPIRE): (use additional paper if needed) or ☐N/A_____

_____

REVISED 50g. Subject(s) of Databases which the Library **BOTH** Developed **AND** Owns: **(No license purchased)** (use additional paper if needed) _____

_____ or ☐N/A

Library Code _____

51a. # of Users (sessions) of Public Internet Computers per Year   51a. [per year]

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See Instructions for definitions.   15

51a1. # of Users (sessions) of Wireless Connections in Building per Year (include laptops provided by patrons or circulated in building by library).   51a1.

	per year

51b. # of Hours Public Internet Computers Used per Year   51b.

	per year

51c-e. Internet Usage Measures (please supply whatever count is available or answer not applicable). Providing only one count is acceptable**.**

    c. Total # of Page Views of All Web Pages   51c. [_____] AND/OR
    in the Library's Domain

    d. Total # of Page Views of the Library's Home
    Page   51d. [_____] AND/OR

    e. Total # of Hits or Page Views on the library's
    public access catalog   51e. [_____]

@52a. Internet Access   ☐Yes ☐ No

REVISED 52b. Type of Internet Access in **Central Building ONLY (if two types of access, choose higher speed):**
    ☐ Dial Up ☐ 56K ☐ 1024K ☐ T1 Line ☐Cable
    ☐ DSL ☐ DS3 ☐ Fiber Optic ☐ Satellite ☐ Other:
52c. Specify other   52c. [_____]

REVISED@52d. Speed of Internet Access in Central Building ONLY [_____]
(if two types of access, choose higher speed):

@53a. # of Computer Terminals Used by the General   53a. [_____]
    Public and Connected to the Internet System-wide.
Remember, 1 wireless connection per building counts for
10 public access computers)
@53aa. # of Printers Connected to Computer Terminals Used   53aa. [_____]
    by the General Public System-wide.
@53aaa. # of Scanners for the General Public System-wide   53aaa. [_____]
@53b. # of Computer Terminals Used by Staff with Office
    Software and Connected to the Internet System-wide.   53b. [_____]
@53bb. Is There a Printer for Staff Computer Use? ☐Yes ☐ No

@54. Wireless, VOIP:
    @54a. Is There a Wireless Hub in the Central Building? ☐ Yes ☐ No
    54c. Voice over IP? ☐Yes ☐ No

Library Code_____

Library System Bookkeeping and Circulation

2011 form
See Instructions for definitions.   16

55. Bookkeeping System
    a. Does the Library Have an Automated Bookkeeping System? ☐Yes ☐No
    b. Name of System_____

@56. Integrated Library System
    a. Does the Library Use an Integrated Library System? ☐Yes ☐No
    b. Name of System_____
    c. Is the Library's Catalog Online? ☐ Yes ☐ No

Part 9 - Circulation and Holdings

Report figures as of the last day of 2011. If the exact data are not known for any item, please estimate data and enclose in [brackets]. Estimates are very important. Enter "0" if the correct entry for an item is zero or "none." Please enter "N/A" (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it. Include items circulated manually as well as through the circulation automation system.

Materials and Equipment Circulation
Public access computer usage is reported in 51a and 51b

Include all outlets (central library, branches and bookmobiles) INCLUDE RENEWALS.

57a.   TOTAL Circulation of All Materials (do not include   57a.   [   ]
           Equipment, Computer Usage or In-house Usage)

57b.   Circulation of All Children's (0-14 years) Materials .   57b,   [   ]

57c.   Total In-house Usage of Materials   57c.   [   ]

57d. Did your library circulate laptops? ☐ Yes ☐ No

57e. # of annual circulations   57e.   [   ]

*REVISED*57f. Did your library circulate Kindles, Playaways, MP3s or other electronic book reading or music-playing devices? ☐ Yes ☐ No

NEW 57f1. Number of Electronic Book Reading Devices   57f1   [   ]
Owned by the Library.

57g. # of annual circulations   57g   [   ]

57h. Did your library circulate other equipment? ☐ Yes ☐No

57i. # of annual circulations   57i.   [   ]

Library Code_____

Selected Holdings

A **physical unit** is usually a volume, but might also be a reel, disk, cassette, etc. Items which are packaged together as a unit, e.g. two compact disks, and are generally checked out as a unit, should be counted as one physical unit. Include all outlets (central library, branches, bookmobiles).

58.	Books	58.	
58c.	Video Materials – Physical units	58c.	
58cc.	Video Materials – Downloadable titles	58cc.	
58d.	Audio Materials – Physical units	58d.	
58dd.	Audio Materials – Downloadable titles	58dd.	
58e.	Electronic Format	58e.	
58f.	Electronic books (E-books)	58f.	
58g.	# of Current Serial Subscriptions	58g.	

Part 10 - Library Board

Library Board Members: For each current board member, provide a complete mailing address, the appointing authority, the date the board member's term expires, and the number of consecutive terms the board member has held (including the first term and this one). Officers and all members should be current as of the date the report is filled out. Include board members of county contractual libraries.
Please contact the Library Development Office with updates for this page throughout the year.

59a. President: b. First Name: _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

60a. President Co. Contractual: b. First Name _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

61a. Vice President: b. First Name: _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

62a. Vice Pres. Co. Contractual: b. First Name: _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

63a. Secretary: b. First Name: _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

64a. Sec. Co. Contractual: b. First Name _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

65a. Treasurer: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

66a. Treas. Co. Contractual: First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

67a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

68a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

69a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

70a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

71a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

72a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

73a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

Part 11 - Salary Section

	Job Category	Annual Salary		Certification Level of Position
74a.	Director	$_____		**
74b.	Does the director have a contract?	Yes	No	
	** Indicate whether LC 1, LC 2, LC 3, LC 4, LC 5, LC 6, Spec 1, Spec 2, Spec 3, Spec 4, Spec 5, or N/A	Minimum Hourly Rate (in dollars and cents)	Maximum Hourly Rate (in dollars and cents)	**
75.	Assistant/Associate Director	$_____._____	$_____._____	
76.	Department Head, Manager or Supervisor	$_____._____	$_____._____	
77.	Branch Head	$_____._____	$_____._____	
78.	Administrative Assistant	$_____._____	$_____._____	
79.	Automation/Network/System Manager	$_____._____	$_____._____	
80.	Business Manager	$_____._____	$_____._____	
81.	Cataloging or Technical Librarian	$_____._____	$_____._____	
82.	@Children's Librarian	$_____._____	$_____._____	
83.	@General Reference or Adult Librarian	$_____._____	$_____._____	
84.	@Young Adult Librarian	$_____._____	$_____._____	
85.	Indiana History, Local History or Genealogy Librarian	$_____._____	$_____._____	
86.	Circulation Librarian	$_____._____	$_____._____	
87.	Audio Visual Librarian	$_____._____	$_____._____	
88.	Specialist (Professional)	$_____._____	$_____._____	
89.	Library Assistant	$_____._____	$_____._____	
90.	Bookkeeper or Treasurer	$_____._____	$_____._____	
91.	Secretary or Receptionist	$_____._____	$_____._____	
92.	Library Technicians (Including Computer)	$_____._____	$_____._____	
93.	Clerical or Aide	$_____._____	$_____._____	
94.	Maintenance, Custodian, Janitor or Housekeeper	$_____._____	$_____._____	
95.	Security	$_____._____	$_____._____	
96.	Bookmobile Driver	$_____._____	$_____._____	
97.	Messenger or Courier	$_____._____	$_____._____	
98.	Page, Intern or Student Assistant	$_____._____	$_____._____	
99.	Substitute	$_____._____	$_____._____	
100.	Other	$_____._____	$_____._____	

2011 form
See Instructions for definitions.   22

Employee Fringe Benefit Information

	Full Time Employees	Part Time Employees
101. PERF		
102. Deferred Compensation		
103a-b. Health Insurance		
103c-d. Health Savings Account (HSA)		
104. Dental Insurance		
105. Life Insurance		
106. Vision Insurance		
107. Disability		
108a-b. Paid time off for continuing education		
108c-d. Reimbursement for continuing education		
109. Other 1.(specify)		
110. Other 2. (specify)		

Paid days off per year

	Full Time Librarian	Part Time Librarian	Full Time Support Staff	Part Time Support Staff
111. Number of Vacation Days				
112. Number of Sick Days				
113. Number of Personal Days				
114. Holidays				
115. Funeral/Bereavement				
116. Other Days				

2011 form
See Instructions for definitions.   23

Part 12 – PLAC Loans
• If you made No PLAC loans, enter "0" in 117aa.

117aa. _____

Library Name	City	# of PLAC Loans
Adams Public Library District	Decatur	_____ 117bb
Akron Carnegie Public Library	Akron	_____117b.
Alexandria-Monroe Public Library	Alexandria	_____117c.
Alexandrian Public Library	Mount Vernon	_____117d.
Allen County Public Library	Fort Wayne	_____117e.
Anderson Public Library	Anderson	_____117f.
Andrews Dallas Township Public Library	Andrews	_____117g.
Argos Public Library	Argos	_____117h.
Attica Public Library	Attica	_____117i.
Aurora Public Library District	Aurora	_____117j.
Avon Washington Township Public Library	Avon	_____117k.
Bartholomew County Public Library	Columbus	_____117l.
Barton Rees Pogue Memorial Public Library	Upland	_____117m.
Batesville Memorial Public Library	Batesville	_____117n.
Bedford Public Library	Bedford	_____117o.
Beech Grove Public Library	Beech Grove	_____117p.
Bell Memorial Public Library	Mentone	_____117q.
Benton County Public Library	Fowler	_____117r.
Berne Public Library	Berne	_____117s.
Bicknell-Vigo Township Public Library	Bicknell	_____117t.
Bloomfield-Eastern Greene County Public Library	Bloomfield	_____117u.
Boonville-Warrick County Public Library	Boonville	_____117v.
Boswell-Grant Township Public Library	Boswell	_____117w.
Bourbon Public Library	Bourbon	_____117x.
Brazil Public Library	Brazil	_____117y.
Bremen Public Library	Bremen	_____117z.
Bristol-Washington Township Public Library	Bristol	_____117aa.
Brook-Iroquois-Washington Public Library	Brook	_____117ab.
Brookston-Prairie Township Public Library	Brookston	_____117ac.
Brown County Public Library	Nashville	_____117ad.
Brownsburg Public Library	Brownsburg	_____117ae.
Brownstown Public Library	Brownstown	_____117af.
Butler Public Library	Butler	_____117ag.
Cambridge City Public Library	Cambridge City	_____117ah.
Camden-Jackson Township Public Library	Camden	_____117ai.
Cannelton Public Library	Cannelton	_____117aj.
Carmel Clay Public Library	Carmel	_____117ak.
Carnegie Public Library of Steuben County	Angola	_____117al.
Centerville-Center Township Public Library	Centerville	_____117am.
Charlestown Clark County Public Library	Charlestown	_____117an.
Churubusco Public Library	Churubusco	_____117ao.
Clayton-Liberty Township Public Library	Clayton	_____117ap.
Clinton Public Library	Clinton	_____117aq.
Coatesville-Clay Township Public Library	Coatesville	_____117ar.
Colfax-Perry Township Public Library	Colfax	_____117as.
Converse-Jackson Township Public Library	Converse	_____117at.
Covington-Veedersburg Public Library	Covington	_____117au.

2011 form
See Instructions for definitions.   24

Crawford County Public Library	English	_____117av.
Crawfordsville District Public Library	Crawfordsville	_____117aw.
Crown Point Community Public Library	Crown Point	_____117ax.
Culver-Union Township Public Library	Culver	_____117ay.
Danville-Center Township Public Library	Danville	_____117az.
Darlington Public Library	Darlington	_____117ba.
Delphi Public Library	Delphi	_____117bc.
Dublin Public Library	Dublin	_____117bd.
Dunkirk Public Library	Dunkirk	_____117be.
Earl Park Public Library	Earl Park	_____117bf.
East Chicago Public Library	East Chicago	_____117bg.
Eckhart Public Library	Auburn	_____117bh.
Edinburgh Wright-Hageman Public Library	Edinburgh	_____117bi.
Elkhart Public Library	Elkhart	_____117bj.
Evansville-Vanderburgh Public Library	Evansville	_____117bk.
Fairmount Public Library	Fairmount	_____117bl.
Farmland Public Library	Farmland	_____117bm.
Fayette County Public Library	Connersville	_____117bn.
Flora-Monroe Township Public Library	Flora	_____117bo.
Fort Branch Johnson Township Public Library	Fort Branch	_____117bp.
Fortville-Vernon Township Public Library	Fortville	_____117bq.
Francesville-Salem Township Public Library	Francesville	_____117br.
Frankfort-Clinton County Contractual Public Library	Frankfort	_____117bs.
Franklin County Public Library District	Brookville	117hx.
Fremont Public Library	Fremont	_____117bt.
Fulton County Public Library	Rochester	_____117bu.
Garrett Public Library	Garrett	_____117bv.
Gary Public Library	Gary	_____117bw.
Gas City-Mill Township Public Library	Gas City	_____117bx.
Goodland & Grant Township Public Library	Goodland	_____117bz.
Goshen Public Library	Goshen	_____117ca.
Greensburg-Decatur County Contractual Public Library	Greensburg	_____117cb.
Greentown & Eastern Howard School Public Library	Greentown	_____117cc.
Greenwood Public Library	Greenwood	_____117cd.
Hagerstown-Jefferson Township Public Library	Hagerstown	_____117ce.
Hamilton East Public Library	Noblesville	_____117cf.
Hamilton North Public Library	Cicero	_____117cg.
Hammond Public Library	Hammond	_____117ch.
Hancock County Public Library	Greenfield	_____117ci.
Harrison County Public Library	Corydon	_____117cj.
Hartford City Public Library	Hartford City	_____117ck.
Henry Henley Public Library	Carthage	_____117cl.
Huntingburg Public Library	Huntingburg	_____117cm.
Huntington City-Township Public Library	Huntington	_____117cn.
Hussey-Mayfield Memorial Public Library	Zionsville	_____117co.
Indianapolis-Marion County Public Library	Indianapolis	_____117cp.
Jackson County Public Library	Seymour	_____117cq.
Jasonville Public Library	Jasonville	_____117cr.
Jasper County Public Library	Rensselaer	_____117cs.
Jasper Dubois County Contractual Public Library	Jasper	_____117ct.
Jay County Public Library	Portland	_____117cu
Jefferson County Public Library	Madison	_____117cuu.
Jeffersonville Township Public Library	Jeffersonville	_____117cv.
Jennings County Public Library	North Vernon	_____117cw.
Johnson County Public Library	Franklin	_____117cx.

2011 form

Library	City		Code
Jonesboro Public Library	Jonesboro	_____	117cy.
Joyce Public Library	Orland	_____	117cz.
Kendallville Public Library	Kendallville	_____	117da.
Kentland-Jefferson Township Public Library	Kentland	_____	117db.
Kewanna-Union Township Public Library	Kewanna	_____	117dc.
Kingman-Millcreek Public Library	Kingman	_____	117dd.
Kirklin Public Library	Kirklin	_____	117de.
Knightstown Public Library	Knightstown	_____	117df.
Knox County Public Library	Vincennes	_____	117dg.
Kokomo-Howard County Public Library	Kokomo	_____	117dh.
La Crosse Public Library	La Crosse	_____	117di.
La Grange County Public Library	La Grange	_____	117dj.
La Porte County Public Library	La Porte	_____	117dk.
Ladoga-Clark Township Public Library	Ladoga	_____	117dl.
Lake County Public Library	Merrillville	_____	117dm.
Lawrenceburg Public Library District	Lawrenceburg	_____	117dn.
Lebanon Public Library	Lebanon	_____	117do.
Ligonier Public Library	Ligonier	_____	117dp.
Lincoln Heritage Public Library	Dale	_____	117dq.
Linden Carnegie Public Library	Linden	_____	117dr.
Linton Public Library	Linton	_____	117ds.
Logansport-Cass County Public Library	Logansport	_____	117dt.
Loogootee Public Library	Loogootee	_____	117du.
Lowell Public Library	Lowell	_____	117dv.
Marion Public Library	Marion	_____	117dx.
Matthews Public Library	Matthews	_____	117dy.
Melton Public Library	French Lick	_____	117dz.
Michigan City Public Library	Michigan City	_____	117ea.
Middlebury Community Library	Middlebury	_____	117eb.
Middletown Fall Creek Township Public Library	Middletown	_____	117ec.
Milford Public Library	Milford	_____	117ed.
Mishawaka-Penn-Harris Public Library	Mishawaka	_____	117ee.
Mitchell Community Public Library	Mitchell	_____	117ef.
Monon Town & Township Public Library	Monon	_____	117eg.
Monroe County Public Library	Bloomington	_____	117eh.
Monterey-Tippecanoe Township Public Library	Monterey	_____	117ei.
Montezuma Public Library	Montezuma	_____	117ej.
Monticello-Union Township Public Library	Monticello	_____	117ek.
Montpelier-Harrison Township Public Library	Montpelier	_____	117el.
Mooresville Public Library	Mooresville	_____	117em.
Morgan County Public Library	Martinsville	_____	117en.
Morrisson-Reeves Library	Richmond	_____	117eo.
Muncie Center Township Public Library	Muncie	_____	117ep.
Nappanee Public Library	Nappanee	_____	117eq.
New Albany-Floyd County Public Library	New Albany	_____	117er.
New Carlisle & Olive Township Public Library	New Carlisle	_____	117es.
New Castle-Henry County Public Library	New Castle	_____	117et.
New Harmony Workingmen's Institute	New Harmony	_____	117eu.
Newton County Public Library	Lake Village	_____	117ew.
Noble County Public Library	Albion	_____	117ex.
North Judson-Wayne Township Public Library	North Judson	_____	117ey.
North Madison County Public Library System	Elwood	_____	117ez.
North Manchester Public Library	North Manchester	_____	117fa.
North Webster Community Public Library	North Webster	_____	117fb.
Oakland City-Columbia Township Public Library	Oakland City	_____	117fc.

2011 form

		Library Code_____
Odon Winkelpleck Public Library	Odon	_____117fd.
Ohio County Public Library	Rising Sun	_____117fe.
Ohio Township Public Library System	Newburgh	_____117ff.
Orleans Town & Township Public Library	Orleans	_____117fg.
Osgood Public Library	Osgood	_____117fh.
Otterbein Public Library	Otterbein	_____117fi.
Owen County Public Library	Spencer	_____117fj.
Owensville Carnegie Public Library	Owensville	_____117fk.
Oxford Public Library	Oxford	_____117fl.
Paoli Public Library	Paoli	_____117fm.
Peabody Public Library	Columbia City	_____117fn.
Pendleton Community Public Library	Pendleton	_____117fo.
Penn Township Public Library	Pennville	_____117fp.
Peru Public Library	Peru	_____117fq.
Pierceton & Washington Township Public Library	Pierceton	_____117fr.
Pike County Public Library	Petersburg	_____117fs.
Plainfield-Guilford Township Public Library	Plainfield	_____117ft.
Plymouth Public Library	Plymouth	_____117fu.
Porter County Public Library System	Valparaiso	_____117fv.
Poseyville Carnegie Public Library	Poseyville	_____117fw.
Princeton Public Library	Princeton	_____117fx.
Pulaski County Public Library	Winamac	_____117fy.
Putnam County Public Library	Greencastle	_____117fz.
Remington-Carpenter Township Public Library	Remington	_____117ga.
Ridgeville Public Library	Ridgeville	_____117gb.
Roachdale-Franklin Township Public Library	Roachdale	_____117gc.
Roann-Paw Paw Township Public Library	Roann	_____117gd.
Roanoke Public Library	Roanoke	_____117ge.
Rockville Public Library	Rockville	_____117gf.
Royal Center-Boone Township Public Library	Royal Center	_____117gg.
Rushville Public Library	Rushville	_____117gh.
Salem-Washington Township Public Library	Salem	_____117gi.
Scott County Public Library	Scottsburg	_____117gj.
Shelbyville-Shelby County Public Library	Shelbyville	_____117gk.
Sheridan Public Library	Sheridan	_____117gl.
Shoals Public Library	Shoals	_____117gm.
South Whitley-Cleveland Township Public Library	South Whitley	_____117gn.
Speedway Public Library	Speedway	_____117go.
Spencer County Public Library	Rockport	_____117gp.
Spiceland Town-Township Public Library	Spiceland	_____117gq.
St Joseph County Public Library	South Bend	_____117gr.
Starke County Public Library System	Knox	_____117gs.
Sullivan County Public Library	Sullivan	_____117gt.
Swayzee Public Library	Swayzee	_____117gu.
Switzerland County Public Library	Vevay	_____117gv.
Syracuse-Turkey Creek Township Public Library	Syracuse	_____117gw.
Tell City-Perry County Public Library	Tell City	_____117gx.
Thorntown Public Library	Thorntown	_____117gy.
Tippecanoe County Public Library	Lafayette	_____117gz.
Tipton County Public Library	Tipton	_____117ha.
Tyson Library Association, Inc	Versailles	_____117hb.
Union City Public Library	Union City	_____117hc.
Union County Public Library	Liberty	_____117hd.
Van Buren Public Library	Van Buren	_____117he.
Vermillion County Library	Newport	_____117ev.

2011 form
See Instructions for definitions. 27

		Library Code_____
Vigo County Public Library	Terre Haute	_____117hf.
Wabash Carnegie Public Library	Wabash	_____117hg.
Wakarusa-Olive & Harrison Township Public Library	Wakarusa	_____117hh.
Walkerton-Lincoln Township Public Library	Walkerton	_____117hi.
Walton & Tipton Township Public Library	Walton	_____117hj.
Wanatah Public Library	Wanatah	_____117hk.
Warren Public Library	Warren	_____117hl.
Warsaw Community Public Library	Warsaw	_____117hm.
Washington Carnegie Public Library	Washington	_____117hn.
Washington Township Public Library	Lynn	_____117ho.
Waterloo-Grant Township Public Library	Waterloo	_____117hp.
Waveland-Brown Township Public Library	Waveland	_____117hq.
Wells County Public Library	Bluffton	_____117hr.
West Lafayette Public Library	West Lafayette	_____117hs.
West Lebanon-Pike Township Public Library	West Lebanon	_____117ht.
Westchester Public Library	Chesterton	_____117hu.
Westfield-Washington Public Library	Westfield	_____117hv.
Westville-New Durham Township Public Library	Westville	_____117hw.
Whiting Public Library	Whiting	_____117hy.
Willard Library of Evansville	Evansville	_____117hz.
Williamsport-Washington Township Public Library	Williamsport	_____117ia.
Winchester Community Public Library	Winchester	_____117ib.
Wolcott Community Public Library	Wolcott	_____117ic.
Worthington Jefferson Township Public Library	Worthington	_____117id.
York Township Public Library	Raub	_____117ie.
Yorktown-Mount Pleasant Township Public Library	Yorktown	_____117if.
	TOTAL	_____**117**

Part 13 –Statement of Compliance with Current Standards for Public Libraries (590 IAC 6)

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

118. Is your library in compliance with:
      (a) The Public Library Law under IC 36-12 ☐ Yes ☐No
      (b) The Indiana Library and Historical Department Law under IC 4-23-7. ☐ Yes ☐No
      (c) Other Indiana laws that affect municipal corporations. ☐ Yes ☐No

119. The library board and director maintain their separate functions as follows:
      (a) The board is responsible for governance and policy. ☐ Yes ☐No
      (b) The director is responsible for administration, operation, and management of the library. ☐ Yes ☐No

120 The library board has hired:
      (a) a full-time library director ☐ Yes ☐No

121. With the advice and recommendations of the library director, the library board has adopted the following policies and procedures:
      (1) An annual classification of employees ☐ Yes ☐No
      (2) Schedules of salaries ☐ Yes ☐No
      (3) Library policies. ☐ Yes ☐No
      (4) Employment practices, including the following:
            (A) Recruitment. ☐ Yes ☐No
            (B) Selection ☐ Yes ☐No
            (C) Appointment ☐ Yes ☐No
      (5) Personnel actions ☐ Yes ☐No
      (6) Salary administration ☐ Yes ☐No
      (7) Employee benefits ☐ Yes ☐No
      (8) Conditions of work ☐ Yes ☐No
      (9) Leaves ☐ Yes ☐No
      (10) Collection development ☐ Yes ☐No
      (11) Principles of access to all library materials and services ☐ Yes ☐No

122. The library complies with federal laws affecting employment practice. ☐ Yes ☐No

123. The library board adheres to the principles discussed in approved and current Indiana state library publications for library trustees. ☐ Yes ☐No

124. All newly constructed and existing library facilities are in compliance with local, state, and federal building and health and safety codes. ☐ Yes ☐No

125. The library complies with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone. ☐ Yes ☐No

126. (a) The library makes available a means to provide copies to the public at each location. ☐ Yes ☐No

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(b) A fee may be charged not to exceed a fee established by Indiana state law.
☐ Yes ☐No

127. Interlibrary loan is free of charge within Indiana (other than reimbursement for actual direct photocopy and postage costs), ☐ Yes ☐No

128. The library lends materials using a local reciprocal borrowing agreement with at least one (1) other public library district within the library district's county or an adjacent county. ☐ Yes ☐No **Send signed local reciprocal borrowing agreement(s) to the Library Development Office, Indiana State Library**

129. The library provides adult services that include the following:
    (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate. ☐ Yes ☐ No
    (B) Knowledge of and access to reference materials, including INSPIRE. ☐ Yes ☐ No
    (C) A collection of materials for adults. ☐ Yes ☐ No
    (D) Space designated in the library for adult services.☐ Yes ☐ No
    (E) An enhanced level of service is achieved when a library designates:
        (i) one (1) or more staff to serve at least part time ☐ Yes ☐ No
        (ii) as an adult services librarian by a qualified individual holding the appropriate librarian certificate ☐ Yes ☐ No
        (iii) at each fixed location. ☐ Yes ☐ No
    (F) An exceptional level of service is achieved when a library designates:
        (i) one (1) full-time equivalent ☐ Yes ☐ No
        (ii) staff member designated as an adult services librarian by a qualified individual holding the appropriate librarian certificate ☐ Yes ☐ No
        (iii) at each fixed location. ☐ Yes ☐ No

130. The library provides young adult services that include the following:
    (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate ☐ Yes ☐ No
    (B) Knowledge of and access to reference materials, including INSPIRE. ☐ Yes ☐ No
    (C) A collection of materials for young adults. ☐ Yes ☐ No
    (D) Space designated in the library for young adult services.☐ Yes ☐ No
    (E) An enhanced level of service is achieved when a library designates:
        (i) one (1) or more staff to serve at least part time ☐ Yes ☐ No
        (ii) as a young adult services librarian by a qualified individual holding the appropriate librarian certificate ☐ Yes ☐ No
        (iii) at each fixed location. ☐ Yes ☐ No
    (F) An exceptional level of service is achieved when a library designates:
        (i) one (1) full-time equivalent staff member
        (ii) designated as a young adult services librarian by a qualified individual holding the appropriate librarian certificate ☐ Yes ☐ No
        (iii) at each fixed location. ☐ Yes ☐ No

131. The library provides children's services that include the following:
    (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate. ☐ Yes ☐ No

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(B) A collection of materials for @children, parents, and caregivers in each fixed location. ☐ Yes ☐ No
(C) Space in each fixed location designated in the library for children's services ☐ Yes ☐ No
(D) An enhanced level of service is achieved when a library designates:
    (i) one (1) or more staff to serve at least part time ☐ Yes ☐ No
    (ii) as a children's services librarian by a qualified individual holding the appropriate librarian certificate ☐ Yes ☐ No
    (iii) at each fixed location. ☐ Yes ☐ No
(E) An exceptional level of service is achieved when a library designates:
    (I) one (1) full-time equivalent ☐ Yes ☐ No
    (II) staff member designated as a children's services librarian by a qualified individual holding the appropriate librarian certificate ☐ Yes ☐ No
    (III) at each fixed location. ☐ Yes ☐ No

132. Patrons who are unable to read regular print, because of a visual or a physical disability are provided access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media ☐ Yes ☐ No

133. The library provides computers for the free use of all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies. ☐ Yes ☐ No

134. The library provides support for continuing education for trustees. ☐ Yes ☐No

Part 14 – Statement of Intent to Comply with Standards

135. Details for "No" answers in part 13, Statement of Compliance with Standards.

Part 15 -- Supplement Questions

NEW 136. Rotating or shared collections
    a. Does your library system (libraries with branches and/or bookmobiles) use
        (i) rotating or ☐ Yes ☐No ☐ N/A
        (ii) shared collections? ☐ Yes ☐No ☐ N/A
    b. Is there a schedule for rotation? ☐ Yes ☐No ☐ N/A
    c. What items are not shared? ☐N/A or
(List)_____
_____
_____
    d. Are all locations with the system included in rotating/shared collection?
☐ Yes or # of locations_____

NEW 137. Outreach
  a. What methods of outreach to individuals or organizations does your
library system employ?
  Delivery system ☐ Yes ☐No ☐ N/A
  Homebound services☐ Yes ☐No ☐ N/A
  Programs ☐ Yes ☐No ☐ N/A
  Other (List)

_____
_____

  b. What kind of staffing do you use
  Paid staff ☐ Yes ☐No ☐ N/A
  Volunteer ☐ Yes ☐No ☐ N/A
  Other?
(List)_____

  c. Cost?
  Salaries $_____ ☐ N/A
  Transportation (excluding Bookmobile) $____ ☐ N/A
  Bookmobile $_____ ☐ N/A
  Supplies/Materials $_____ ☐ N/A
  Dedicated collection $_____ ☐ N/A
  Offset by grants, donations $_____ ☐ N/A

NEW 138. Proctoring
  a. Do you provide proctoring services? ☐ Yes ☐No
  b. If yes, is it free to the public? ☐ Yes ☐ No
  c. If not free, what do you charge?_____ ☐ N/A
  d. Average number of proctoring requests per month_____☐ N/A
  e. Are there barriers or difficulties with proctoring? ☐ Yes ☐No ☐ N/A
    List_____
_____

NEW 139. E-government Services
  (a) Do you track patrons' use of e-government services? (Answer Yes or No)
  (b) If yes, how?
_____
_____
_____
  (c) # of public access computers dedicated to use of e-government services
_____OR
  (d) % of public access computer use dedicated to use of e-government services-
_____
  (e) Staff involvement in helping patrons use e-government services
    (i) None or limited, up to 5 hours a week (Answer Yes or No)
    (ii) Moderate; 5 – 20 hours a week (Answer Yes or No)
    (iii) Extensive; more than 20 hours a week (Answer Yes or No)
  (f) Other remarks
_____

_____
_____