**Indiana Public Library Annual Report 2012**

Please call the Library Development Office with any questions at 317-232-3681 or 1-800-451-6028 or email [ldo@library.in.gov](file:///%5C%5Ciotfilp70pw.shared.state.in.us%5Cisl%5Chome%5Cehuffman%5CEdie-forHdrive%5CEdiePCStatis%5CCurrent%20Public%20Library%5CIndiana%20public%20library%5CIndiana%20annual%20report%5C2011%5Cfor%20BC%5C2010%5CforBC%5C2009%5CbcSENT%5Cldo%40library.in.gov) or ehuffman@library.in.gov.

**All information in the annual report is a matter of public record and much of it is published on the World Wide Web.**

**Give the most current information for:**

* Respondent/contact identification,
* Hours of operation,
* Assessed valuation and tax rate,
* Library board members, and
* Hourly salary for salary section (dollars and cents required) and benefits.

**All other information should be for report (previous) year.**

* If the exact data are not known for any item, please estimate data (and indicate in federal note that it is an estimate). Estimates are very important. Enter “0” if the correct entry for an item is zero or “none”. Enter “N/A” if you know a particular data item is not “0” but you don’t know what it is and are unable to estimate it.
* Enter all dollar amounts for income, expenditures and revenue as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
* Library Code – unique, 4-digit number assigned to your library system by the Library Development Office, Indiana State Library
* The definition of a public library, according to the Public Library Survey (PLS) definition (program of Institute of Museum and Library Services (IMLS)) - A public library is established under state enabling laws or regulations to serve a community, district, or region, and provide at least the following:
1. an organized collection of printed or other library materials, or combination thereof; paid staff;
2. an established schedule in which services of the staff are available to the public;
3. the facilities necessary to support such a collection, staff, and schedule; and
4. supported in whole or in part with public funds.

**PLEASE READ INSTRUCTIONS and DEFINITIONS, AS SOME HAVE CHANGED, and OTHERS HAVE BEEN CLARIFIED.**

Part 1 - General Information

Respondent Identification

* Provide the most current information available.
* Report Mail address ONLY if different from Street Address.
* Please contact the Library Development Office with updates for this information throughout the year, as this information is used to update both the print and on-line directories.

Administrative Entity – This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction/library district. The administrative entity may have a single outlet, or it may have more than one outlet.

 **Questions relating to standards are in bold font**

01-001 Library Code

 The four digit code which the Indiana State Library has assigned your library

01-002 Library Name

 This is the legal name of the administrative entity. (PLS)

01-003 Library Director

 The name of the current or interim director.

01-004 Street Address

 This is the complete street address of the administrative entity (system headquarters) (PLS)

01-005 City

 This is the city in which the administrative entity is located. (PLS)

01-006 State

 State is pre-filled, as Indiana is the only possible response. (PLS)

01-007 ZIP+4

 This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of administrative entity (PLS)

01-008 Mailing Address

 This is the mailing address of the administrative entity (system headquarters) (if different from street address) (PLS)

01-009 Mailing City

 This is the city or town of the mailing address for the administrative entity (system headquarters). (PLS)

01-010 State

 This is the state of the mailing address for the administrative entity (system headquarters). (PLS)

01-011 Mailing ZIP+4

 This is the standard five-digit postal ZIP and four digit postal ZIP code extension for the mailing address of administrative entity (system headquarters). (PLS)

**01-012 Phone**

 **Per 590 IAC 6-1-4 (k)(4)(A)**. This is the main telephone number of the administrative entity. (PLS)

**01-013 Fax**

 **Per 590 IAC 6-1-4 (k)(4)(E).** This is the main facsimile number of the administrative entity.

01-014 TDD

 This is a telecommunications device for the deaf, a teleprinter with a telephone number of the administrative entity (system headquarters).

01-015 Congressional District #

 Number of the United States House of Representative District in which the library district headquarters is located (based on the 2010 census). Indiana currently has 9 districts. This is pre-filled.

**01-016 Public Library E-Mail Address, or a means of electronic contact listed on the library's website**

 E-Mail address, or a means of electronic contact listed on the library's website– **Per 590 IAC 6-1-4 (k)(4)(C).** This address is published in the public library directory, both print and on-line. This address may be a general address, the director’s address or a web address for the form, at the library’s choice.

**01-017 Library URL**

 **Per 590 IAC 6-1-4 (k)(5).** This is the Web address of the administrative entity

01-018 What Day of the Month is the Regular Library Board Meeting?

 For example, 3rd Wednesday.

01-019 What is the time of the Regular Library Board Meeting?

 For example, 7:00 pm.

01-020 Does your library have a Friends of the Library Group?

 This is a group organized to raise funds for library services.

01-021 If yes, has your Friends group received a 501(c) 3 designation from the IRS? Yes or No

 501(c)3 Friends group is a group organized under the IRS 501(c) 3 designation, to whom tax-exempt donations may be made for the benefit of the library and which legally may receive and sell materials withdrawn from the library collection and other library personal property for the benefit of the library. IC 36-12-3-5(c)

01-022 Name of the person preparing this report

 The name of the person to whom questions about the report should be directed.

01-023 Preparer's phone number

 This is the telephone number of the person to whom questions about the report should be directed.

01-024 Time zone in which library district headquarters is located.

 Indiana is in 2 time zones, 80 counties on Eastern Time, 12 counties on Central Time. Please indicate the time zone the library district headquarters is located in, officially.

Building Questions

Answer questions 01-025 through 01-027 for situation as of Dec 31, 2012

* Main Library – Central Building/Library
* Outlet –Central library, branch or bookmobile library. An outlet is a unit of an administrative entity that provides direct public library service.
* Central Building/Library - A single outlet library, or the library building which is the operation center of a multiple outlet library. Usually all processing is centralized here and principal collections are housed here. It is synonymous with main library.

01-025 The year the current central building was built

 An estimate is acceptable.

01-026 Date of most recent structural addition or alteration to current central building.

 This refers to a structural change to the building which may also result in additional square feet.

01-027 What is the square footage of the central building?

 Report the total area, in square feet, of the central library. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the central library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the central library has use of that area. (PLS)

**01-028 Total Central Library hours Open per week winter schedule**

 For the central library only. This is the total weekly hours during which the library is open for the majority of the year. The library will complete this question.

01-029 Click here to complete Central Library daily hours

 Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

Central Library daily hours

01-029a Monday opening time

01-029b Monday closing time

01-029c Tuesday opening time

01-029d Tuesday closing time

01-029e Wednesday opening time

01-029f Wednesday closing time

01-029g Thursday opening time

01-029h Thursday closing time

01-029i Friday opening time

01-029j Friday closing time

01-029k Saturday opening time

01-029l Saturday closing time

01-029m Sunday opening time

01-029n Sunday closing time

**01-030 Total Hours Central Library Open after 6:00 p.m. Each Week**

 Per **590 IAC 6-1-4 (l)**Total Hours open after 6:00 pm. Standards require that a library system be open for varying evening hours after 6:00 p.m., depending on the population of the library district.

**01-031 Total Hours Central Library Open Saturday and Sunday Each Week**

Standards require that a library system be open for varying hours on a weekend day, depending on the population of the library district.

01-032 Total Central Library Hours Open Per Year

 This is an internal calculation, calculated by multiplying 01-033 by 01-034 added to the multiplication of 01-035 by 01-036

01-033 Total weekly Winter hours

 Report the number of hours the Central Libraryis on the winter schedule or the whole year, if hours are not reduced for the summer. This number will be multiplied by 01-034 and added to the results of 01-035 times 01-036.

Top of Form

Bottom of Form

01-034 # of weeks on the Winter schedule

 Include the number of weeks Central Library is open for public service. The count should be based on the number of weeks that a central library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

01-035 Total weekly Summer hours

 Report the number of hours the Central Library is on the weekly summer schedule, usually fewer hours than in the winter. You may respond with 0 if there is no separate winter/summer schedule. This number will be multiplied by01-036.

01-036 # of weeks on the Summer schedule

 Report if the Central Library is open a different schedule in the summer. Include the number of weeks open for public service. The count should be based on the number of weeks that a central library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down. You may respond with 0 if there is no separate winter/summer schedule.

**01-037 Total System Public Service Hours per Year**

 **Per 590 IAC 6-1-4(l).** This is an automatically generated total of total central (01-029), branch(es) (01-054) and bookmobile(s) (01-060) hours per year. (PLS)

01-038 How Many Sundays was Your Library System Open Last Year?

 Please list the number of Sundays you were open in the previous year.

Internet Access

**01-039 Internet access**

 **Per 590 IAC 6-1-4 (k)(14).** Report the library as providing Internet access only if one or more of the following services are accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the library has access to electronic mail only. Internet access in branch(es) and bookmobile(s) is reported separately.

01-040 Type of Internet Access in Central Building Only

 Choose type of Internet access from drop box menu. List only the bandwidth available (that is, if you have a T1 but it's turned down to a 128, list 128, etc.). Internet access in branch(es) and bookmobile(s) is reported separately.

**01-041 Speed of Internet Access**

 **Per 590 IAC 6-1-4 (k)(14).** Specify the speed of Internet Access in the Central Building (e.g. Fiber Optic may be 15 mbs, 30, 45, etc.). Speed of Internet access in branches and bookmobile~~s~~ is reported separately.

**01-042 Does the central building have a wireless hub?**

 Per **590 IAC 6-1-4 (k)(15 )Basic / Enhanced / Exceptional.** – Branch and Bookmobile wireless hubs are listed in the sections on branch(es) and bookmobile(s). 1 wireless connection per fixed location counts for 10 public access computers.

Top of Form

Bottom of Form

Branch Information

Branch Libraries –Auxiliary units with

* separate quarters,
* a permanent, organized collection of library materials,
* a permanent paid staff, and
* a regular schedule for opening to the public.

Do not report as a branch any facility, separate from another branch or the central library, which does not meet all 4 of the preceding criteria. Any facility which operates with volunteer staff only does not qualify as a branch for state or PLS purposes.

01-049 Total Number of Branches

 Library system will input this number.

Individual Branch Information

(Repeating group in Bibliostat Collect; one for each branch 01-052a – 01-055e)

01-052a Branch Name

 Use the official name of the branch (PLS)

01-052b Street Address

 This is the complete street address of the branch. (PLS)

01-052c City

 This is the city in which the branch is physically located. (PLS)

01-052d County

 List the name of the county in which branch is physically located (PLS)

01-052e State

01-052f Zip+4

 This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of branch. (PLS)

01-052g Mail Address

 List only if different from the street address. This is the mailing address (if different from the street address) of the branch. Include city and zip +4. (PLS)

01-052h Total Square Footage

 Report the area, in square feet, of the branch. Report the total area in square feet for each branch separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area. (PLS)

01-052i Year Built

 List the year the building housing the branch was completed. If unknown, use N/A.

01-052j Year of Addition or Alteration

 List the year of completion of addition or alteration to the building. If unknown, use N/A.

01-052k Phone

 This is the main telephone number of the branch.

01-052l Fax

 This is the main facsimile number of the branch..

01-052m Total hours open per week

 List the current weekly hours open. This is the total weekly hours during which the library is open for the majority of the year.

01-052n Number of Weeks per Year Individual Branch is Open

Include the number of weeks open for public service. The count should be based on the number of weeks that a branch library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a branch library was open half or more of its scheduled hours in a given week, round up to the next week. If the branch library was open less than half of its scheduled hours, round down.

**01-052o Internet access**

 **Per 590 IAC 6-1-4 (k)(14).** Report the branch as providing Internet access only if one or more of the following services is accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the branch has access to electronic mail only.

01-052p Type of Internet Access

 List only the bandwidth available (that is, if you have a T1 but it's turned down to 128K, list 128K, etc.) The choices are available from a drop box menu.

**01-052q Speed of Internet Access**

 Per **590 IAC 6-1-4 (k)(14).**Report the speed of the internet access.

**01-052r Does this branch have a wireless hub?**

 **Per 590 IAC 6-1-4 (k)(15) Basic / Enhanced / Exceptional**. A wireless hub at each fixed location is required to meet Exceptional/Exemplary standards.

01-052s Does the branch have a separate webpage?

 Answer is “Yes” or “No”.

01-052t URL?

 If yes, type in full address.

Daily Schedule for Branch

01-053a Monday opening time.

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053b Monday closing time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053c Tuesday opening time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053d Tuesday closing time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053e Wednesday opening time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053f Wednesday closing time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053g Thursday opening time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053h Thursday closing time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053i Friday opening time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053j Friday closing time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053k Saturday opening time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053l Saturday closing time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053m Sunday opening time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

01-053n Sunday closing time

 Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

Individual Branch Service Hours per Year

01-055b Total Winter Branch hours per week

 Report the number of hours the library is on the winter schedule or for the whole year, if the library does not have a winter/summer schedule. This number will be multiplied by 01-055c.

01-055c # of weeks on the Winter schedule (Branch)

 Include the number of weeks open for public service for the winter schedule or for the whole year, if the library does not have a winter/summer schedule. The count should be based on the number of weeks that a branch was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a branch was open half or more of its scheduled hours in a given week, round up to the next week. If the branch was open less than half of its scheduled hours, round down.

01-055d Total Summer Branch hours per week

 Report the number of hours the branch is on the summer schedule. You may respond with 0 if there is no separate winter/summer schedule. This number will be multiplied by 01-055e

01-055e # of weeks on the Summer schedule (Branch)

 Report if the branch is open a different schedule in the summer or enter 0 is there is no separate winter/summer schedule. Include the number of weeks open for public service. The count should be based on the number of weeks that a branch was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a branch was open half or more of its scheduled hours in a given week, round up to the next week. If the branch was open less than half of its scheduled hours, round down.

01-056 Total Annual Hours of All Branches

This is an automatically calculated number, consisting of 01-055b\*01-055c + 01-055d\*01-055e.

Bookmobile Information

(Repeating group in Bibliostat Collect; one for each bookmobile 01-059a – 01-060d)

Bookmobiles - A bookmobile is a traveling bookmobile library consisting of

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

 Vehicles used are counted, not the number of stops the vehicle makes

01-058 Total Number of Bookmobiles

 Library system will input this number.

01-059a Bookmobile Name

 Use the legal or commonly used name of the bookmobile.(PLS)

01-059b Street Address

 This is the complete street address of the Bookmobile storage location. This will often be the administrative entity (system headquarters) address. (PLS)

01-059c City

 This is the city in which the bookmobile is housed. This will often be the administrative entity (system headquarters) address. (PLS)

01-059d County

 This is the county in which the bookmobile is housed. This will often be the same as for the administrative entity (system headquarters) address.

01-059e State

 (PLS)

01-059f Zip+4

 This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of the bookmobile storage location. This will often be the administrative entity address. (PLS)

01-059g Mail Address

 List only if different from the street address. This is the mailing address (if different from the street address) of the administrative entity (or bookmobile storage location). Include city and zip +4.

01-059h Phone

 Report only if it is specific to the bookmobile. Leave blank if it is the same as for the administrative entity. (PLS)

01-059i Fax

 Report only if it is specific to the bookmobile. Leave blank if it is the same as for the administrative entity.

01-059j Total hours per week

 List the weekly hours the bookmobile is in service to the public for the majority of the year (more than 26 weeks).

01-059k Number of Weeks Bookmobile is Open

 Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the bookmobile was open less than half of its scheduled hours, round down.

**01-059l Internet Access**

 Report the bookmobile as having internet access only if one or more of the following services is accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the bookmobile has access to electronic mail only.

01-059m Type of Internet Access

 List only the bandwidth available (that is, if you have a T1 but it's turned down to 128K, list 128K, etc.) The choices are available from a drop box menu.

01-060a Total Weekly Winter Hours Bookmobile Open

 Report the number of hours the library is on the winter schedule. This number will be multiplied by 01-060b.

01-060b # of Weeks Bookmobile Open at Winter Hours Schedule

 Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the bookmobile was open less than half of its scheduled hours, round down.

01-060c Total Weekly Summer Hours Bookmobile Open

 Report the number of hours the bookmobile is on the summer schedule. This number will be multiplied by 01-060d

01-060d # of Weeks Bookmobile Open at Summer Hours Schedule

 Report if the library is open a different schedule in the summer. Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

01-061 Total Annual Hours of All Bookmobiles

 Adds the weekly hours of each bookmobile. This is automatically computed within the program, adding 01-60a\*01-060b plus 01-060c\*01-060d for each bookmobile.

Part 2 - Registrations

**Questions relating to standards are in bold font**

 **PLS changed the term Borrowers to Users**

02-001 Total Number of Individual Resident Registered Users

 Report the number of people who have applied for and received borrowing privileges from your library and live in the library district, excluding areas contracting for library service. Exclude non-residents who pay for library privileges, PLAC cardholders, Reciprocal Users and Non-Resident Student Users, School Employees and Library Employees. 4 Contractual libraries report all resident cards here. (PLS)

02-002 Total Number of Users from Contracting Areas

 Report only the number of people who have received borrowing privileges from your library due to a contract with a township, town or other unit of local government. This does NOT include Contractual residents (4 libraries). (PLS)

02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users

 Record the number of registered borrowers who do not live in your library district or areas contracting for library service. These are people who have applied for and received borrowing privileges from the reporting library, but who do not pay property taxes for library service in any library district. This is the total number of cards for which people have paid the non-resident fee or been allowed to receive such cards for free or at a reduced cost. (PLS)

02-004 Total Number of Reciprocal Users

 Reciprocal Borrowers is the number of people, not the number of loans. These loans may be made on the basis of local or statewide reciprocal borrowing agreements, but do NOT include loans made using PLAC cards.

02-005 Total Number of PLAC Users

 Report the number of individual, unique people who have used a PLAC card to borrow materials (not the number of PLAC card borrowers in your system, unless the person has used a PLAC card in the report year). Do not report the number of times PLAC cards were used to borrow materials.

02-006 Total Number of Non-Resident Cards Issued to Student Users

 This is the number of cards issued to public and non-public school students, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library’s taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-003.

02-007 Total Number of Non-Resident Cards Issued to School Employees

 This is the number of cards issued to public, non-public school employees, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library’s taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-003.

02-008 Total Number of Non-Resident Cards Issued to Library Employees

 This is the number of cards issued to public, non-public school employees, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library’s taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-003.

**02-009 Amount of Individual Non-Resident Fee**

 Non-resident fee as of July 1 for the report year (or more current date, if available). State law mandates that the library board set the individual fee at $25 or the operating expenditure per capita of the library for the previous year, whichever is higher. Operating Expenditures Per Capita – Relates total library funds spent for specific purposes to the number of persons the library serves. This fee is **required by** Indiana State Law, IC 36-12-2-25 (b)-(e). It includes the dollar amount spent on staff, materials, and miscellaneous expenses divided by the library’s legal service area population. This figure approximates the average cost per person of running the library. Operating Expenditures Per Capita may be relevant whenever the efficiency of the library’s overall operation is an issue. The cost-effectiveness of operations may be demonstrated by relating Operating Expenditures Per Capita to those output measures which best reflect the range of most frequently used services and programs the library provides to its users. It is also important to review this measure if the library’s legal service area population changes. View the previous year’s operating expenditure per capita at http://www.in.gov/library/plstats.htm. **Required per IC 36-12-2-25(b)**.

02-010 Date Library Board adopted this fee

 The date the board adopted the non-resident fee listed in this report.

**02-011 Does your library purge or mark inactive patron files at least every three years?**

 **Per 590 IAC 6-1-4(k)16**, the library shall purge or mark inactive unused library patron cards at least once every three **(3)** years, deleting those patrons who have not used the card in the last three **(3)** years and do not owe materials, fines, or fees to the library. Answer Yes or No.

Part 3 - Libraries & Political Subdivisions

**Questions relating to standards are in bold font**

 A Library District is the political subdivision/unit taxed by an individual public library district for library service. If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

2010 Census figures are used for all calculations

03-001 County Name of Primary County

 Enter the name of the primary county (the county in which the majority of the library district is located).

03-002 Total Assessed Valuation for Library District

 Enter the TOTAL assessed valuation upon which the library tax received in the (previous) report year was based (2012). Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information. If your library district is located in more than one county, provide information for both counties. If district is in one county or is not a county contractual, 3-009 may be left blank.

03-003 Operating Tax Rate

 The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by Department of Local Government Finance (DLGF) the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, 03-008 – 03-013 may be left blank.

03-004 Source year for data

 List the report year for 03-002 - 03-006 and 03-009 - 03-013 data, for example, data from the 16-line Statement/Fund Report 1782 Notice from the Department of Local Government Finance which reads “Pay 2012” would be listed as 2012.

03-005 BIRF/Lease Rental Tax Rate

 Bond and Interest Redemption Fund (BIRF) or Lease Rental Tax Rate approved for collection in the report year (generally approved by DLGF the previous year). Your County Auditor can provide this information. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101).If the library district is located in only one county and is not a county contractual, 03-008 - 003-013 may be left blank.

03-006 LCPF Tax Rate

 Library Capital Projects Fund Tax Rate approved for collection in the report year (approved the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. -- .0101). LCPF – Library Capital Projects Fund is a fund within the maximum levy for which library districts can levy a tax, to provide for capital projects, approved by the fiscal body which reviews the library’s budget.

03-007 Did your library roll the LCPF into the operating tax rate?

 Answer Yes if you rolled the LCPF into the operating rate, No if you did not, NA if your library does not have an LCPF.

03-008 County Name of Additional County or County Contractual (Leave blank if the library district does not cross into another county and it is not a county contractual)

 Enter the name of the additional county of the library district or the county of the contractual library district. If the library district is located in only one county and is not a county contractual, 03-008 – 03-013 may be left blank.

03-009 Total Assessed Valuation for Library District

 Enter the TOTAL assessed valuation upon which the library tax received in the (previous) report year was based (2012). Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information. If your library district is located in more than one county, provide information for both counties. If district is in one county or is not a county contractual, 3-009 may be left blank.

03-010 Operating Tax Rate

 The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by Department of Local Government Finance (DLGF) the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, 03-008 – 03-013 may be left blank.

03-011 Source year for data

 List the report year for 03-002 - 03-006 and 03-009 - 03-013 data, for example, data from the 16-line Statement/Fund Report 1782 Notice from the Department of Local Government Finance which reads “Pay 2012” would be listed as 2012.

03-012 BIRF/Lease Rental Tax Rate

 Bond and Interest Redemption Fund (BIRF) or Lease Rental Tax Rate approved for collection in the report year (generally approved by DLGF the previous year). Your County Auditor can provide this information. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101).If the library district is located in only one county and is not a county contractual, 03-008 - 003-013 may be left blank.

03-013 LCPF Tax Rate

 Library Capital Projects Fund Tax Rate approved for collection in the report year (approved the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. -- .0101). LCPF – Library Capital Projects Fund is a fund within the maximum levy for which library districts can levy a tax, to provide for capital projects, approved by the fiscal body which reviews the library’s budget.

03-014 Total district population without contract

 The number of people in the political subdivisions/units in your library district who are taxed for library service. Types 1, 2, 3, 4, 9, 11 and 12 are taxed (served) populations and are added together for the library district population. The Library Development Office determines the population based on the most current decennial census ( the 2010 census has been used) The population is changed between censuses only upon merger with additional political subdivision(s)/unit(s), expansion into unserved units of government or a town/city annexation if the library district’s boundaries are the city/town boundaries. This total is automatically computed.

03-015 Total district population with contracts

 The number of people in the political subdivisions/units which contract for library service by your library district. The population does not count in the library district population, since they are served by contracts, which may be renewed or cancelled on an annual basis. 2010 census figures will be used. This total is automatically computed

Definitions for questions 03-017 and 03-019.

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. Please explain what part of the township is served. Be specific.
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. Please explain what part of the township is served. Be specific.
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 district.
10. Town Served by Contract. Town served through contractual agreement by a nearby library
11. Endowed. Library was established through and received operating funds from a bequest or endowment; all endowed libraries except the Tyson Library Association Inc., Versailles, 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.

03-016 Political Subdivision Name (Repeating group in Bibliostat Collect. Add one group for each political subdivision.) See Table 1, <http://www.in.gov/library/4558.htm>

 Enter the name of the town/city, township, or county served.

03-017 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)(See Instructions2012 for definitions of units)

 Report the type of library service area (area taxed by your library to provide library service).

03-018 Population 2010 Census (Taxed & Served)

 Report the number of people in each political subdivision in your library district.

03-019 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only) )(See Instructions2012 for definitions of units)

 Report the type of library service area (area contracting for library service).

03-020 Population 2010 Census (Served by Contract)

 Report the number of people in each political subdivision contracting for library.

Part 4 - Library Operating Fund Income

**Questions relating to standards are in bold font**

* Report only income receipted to the operating fund, except where specified. If funds are receipted to a gift fund(s) or other non-operating fund, do NOT report here.
* Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
* County Contractual Libraries – Combine and report all income from host and contractual library.
* Gifts - Gifts and donations may be receipted to a separate gift fund(s). Do not report any separate gift fund monies in the operating fund.
* Report income actually received in the report year or in January of the next year.
* If the exact data are not known for any item, please estimate data. 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.
* Do not include ANY funds transferred to operating income from another account due to not receiving anticipated tax money or borrowed from a lending institution for the same reason. Only NEW money is reported.
* Do not include the value of ANY contributed or in-kind services.

Local Government Operating Fund Income

04-001 Property Tax or CEDIT Operating Fund Income From Library Tax Rate

 Includes all tax receipts received and available for operating fund expenditure by the public library. Include report year monies received in January of the next year. Report Excess Levy here. Your library may have both, if the district crosses county lines. Report only actual funds received, not anticipated

04-002 CAGIT Property Tax Replacement Credit

 Libraries located in counties that have adopted CAGIT report the allocation actually received in the report year as PTRC. The allocation is usually distributed in May and November. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the county in which the library is located has adopted CAGIT. Report only actual funds received, not anticipated

04-003 CAGIT Certified Shares

 Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Certified Shares, usually distributed in May and December. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the library's county has adopted CAGIT. Report only actual funds received, not anticipated

04-004 CAGIT Special Fund

 Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Special Fund. Report only actual funds received, not anticipated.

04-005 County Option Income Tax (COIT)

 Libraries located in counties that have adopted COIT report the total amount actually received in the report year. It is distributed monthly. Report only actual funds received, not anticipated

04-006 Contractual Revenue Received for Service

 Report income received in the report year through a contract for service from a town, or township, from other libraries, or from other contracts for service. Report only actual funds received, not anticipated

04-007 Local Option Income Tax (LOIT)

 Libraries located in communities that have adopted LOIT report the total amount actually received in the report year. Report only actual funds received, not anticipated

04-008 Total Local Operating Fund Income

 Includes all tax and non-tax receipts designated by the community, district, or region and available for operating fund expenditure by the public library. Includes Property Tax Income from the Library Tax Rate, County Adjusted Gross Income Tax (CAGIT) PTRC, Certified Shares and Special Fund, County Option Income Tax (COIT), contractual revenue received from township trustee or other governmental unit official for library service, and Local Option Income Tax (LOIT). . Do NOT include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees not receipted to the operating fund. This total is automatically computed by the addition of 04-001 through 04-007.

State Government Operating Fund Income

04-009 Financial Institutions Tax (FIT)

 Report the total actual income received in the report year from the State Financial Institutions Tax. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year

04-010 License Vehicle Excise Tax

 State Government Operating Fund Income - Report the total actual state income received in the report year from the (Motor Vehicles) (Auto/Aircraft) License Excise Tax. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year

04-011 Commercial Vehicle Excise Tax (CVET)

 State Government Operating Fund Income - State excise tax on any vehicle which requires a commercial vehicle driver’s license. This is now separated out from the License Excise Tax question of 2011. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year.

04-012 Other State Operating Fund Income

 Report any other funds not previously reported as received from the State including Intergovernment Wagering Tax and Build Indiana Fund. List source. DO NOT report any funds collected from PLAC cards sold. DO report State Technology Grant Fund grant monies here, if they were receipted into the operating fund.

04-013 Source(s):

 List source(s) of all money received from the State Government not elsewhere reported.

04-014 Total State Operating Fund Income

 Includes Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax and other state income. This total is automatically computed, by the addition of 04-009 – 04-013.

Federal Government Operating Fund Income

04-015 LSTA Grants

 Report all LSTA grants placed in and expended from operating funds in the report year. REPORT AMOUNT RECEIVED (REIMBURSED), not amount of grant. Although LSTA Grants should go through the library's operating fund, some libraries receipt LSTA grants to a non-operating fund (LIRF, Gift, etc.). If your library's LSTA grants were receipted to a non-operating fund, please name the fund in 04-016 and report the amount in 04-017 only.

04-016 Name of Non-Operating Fund

 Report here the name of the fund if an LSTA grant is not receipted to the operating fund but in this fund.

04-017 Amount of LSTA grant placed in Non-Operating Fund

 Report here the amount of LSTA grant received (reimbursed) if receipted to a non-operating fund. This amount is not added into Total Federal Government Operating Income.

04-018 Other Federal Grants Operating Fund Income

 Report all money received from the Federal Government except LSTA funds. List source, including Experience Work and other programs.

04-019 List Source

 List source(s) of all money received from the Federal Government, including SLD/e-rate refund (as from AT&T or other vendor). DO NOT list LSTA funds here. DO NOT list State Technology Grant Funds here (state e-rate reimbursement).

04-020 Total Federal Operating Fund Income

 Sum of LSTA grants and other federal grants operating fund income. This total is automatically computed, by the addition of 04-015 and 04-018.

Other Operating Fund Income

04-021 PLAC Reimbursement

 Report PLAC reimbursement received from the State Library. This is not state-generated money, it is money from PLAC card purchasers sent by public libraries to the State Library and used to reimburse libraries which are net lenders.

04-022 Fines and Fees

 Report all fines and fees including: computer copies, fax, nonresident fees, lost/damaged materials, photocopy fees and anything else that applies.

04-023 Interest on Investments

 Report any operating income generated from interest on investments.

04-024 Gift Receipts Operating Fund Income

 Report only gift funds receipted to the operating fund and appropriated for expenditure from the operating fund. Gifts are NOT required to be receipted to the operating fund; they may be placed in a separate gift fund. Do NOT include the value of donations of books and other library materials and equipment. Do NOT report any separate gift fund monies in the operating fund.

04-025 Private and Public Foundation Grants Operating Fund Income

 Report private or public, non-governmental, community and other foundation and private development grant or other monies receipted to the operating fund and appropriated for expenditure from the operating fund. Private and public foundation grants, community foundation grants and private development funds are NOT required to be receipted to the operating fund; they may be placed in a separate fund. A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family

04-026 Miscellaneous Operating Fund Income

 List source. Include checking account interest and any operating fund refund here. DO NOT report State Technology Fund E-rate Grants here. DO NOT include any contributed services or the value or any non-monetary gifts and donations. DO NOT report PLAC reimbursements here; report in 04-021.

04-027 Source(s)

 List the source of Miscellaneous Operating Fund Income which does not fit into any other listed category. DO NOT include PLAC reimbursement check from the State of Indiana.

04-028 Total Other Operating Fund Income

 Includes fines and fees, interest on investments, gift receipts, private and public foundation grants, Public Library Access Card (PLAC) and other miscellaneous operating fund income listed on Budget Form 2.

04-029 TOTAL OPERATING FUND INCOME

 Sum of Local Government Operating Fund Income 04-008, State Government Operating Fund Income 04-014, Federal Government Operating Income 04-020 and Other Operating Fund Income 04-028.

04-030 Total Public and Private Foundation Grants Income (deposited into any fund)

 Report private and public, non-governmental foundation grant money receipted to any fund, including operating, capital, gifts or any other. A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family

Part 5 - Expenditure Data

**Questions relating to standards are in bold font**

* Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
* County Contractual Libraries – Combine and report all income from host and contractual library.
* Report all operating fund expenditures, but report expenditures in only one category.
* Do not Report Technology Grant Fund expenditures in categories in which they were expended, unless the grant funds were deposited in the operating fund.
* Report estimates if necessary or “N/A” if unable to estimate. Report “0” if no expenditure made from a particular category.
* Library Improvement Reserve Fund (LIRF) is a separate fund to which libraries can transfer monies for capital projects. Do NOT report transfers to LIRF as an expenditure.
* Rainy Day Funds is a separate fund to which libraries can transfer monies not currently needed for operating expenses. Do NOT include transfer to Rainy Day Funds as an expenditure.
* Operating Fund Expenditures - The current and recurrent costs necessary to the provision of library service, such as personnel, library materials, binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operating and maintenance of the physical facility.

Operating Fund Expenditures

05-001 Salaries/Wages of All Library Staff

 Category 1 from Operating Budget Form 1, Personal Services. Actual expenditures only, no encumbered funds. Include salaries and wages before deductions but exclude employee benefits. Personal service is the direct labor of persons in the employment of the library. Includes the amount spent on staff labor for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration. (PLS)

05-002 Employee benefits

 Category 1 from Operating Budget Form 1, Personal Services. Actual expenditures only, no encumbered funds. Benefits provided for employees in addition to salaries and wages paid from the library budget, regardless of whether the benefits are available to all employees. Included are amounts spent for direct benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, tuition reimbursement, unemployment compensation, housing benefits and worker’s compensation. All employees should have Social Security listed as a benefit, with the amount paid by the library listed in this section. Personal service includes all related employee benefits. (PLS)

05-003 Other Personal Services

 Category 1 from Operating Budget Form 1. - Include fees paid for special counsel, legal service, surveys, expert and other services rendered of which the employment is temporary or on a part-time basis and social security, federal taxes, state taxes, and county taxes are withheld. DO NOT report contracts here. Contracts where NO Social Security, Medicare, and federal and state withholding taxes are withheld are reported in Category 3, Professional Services or Category 4, Repairs and Maintenance. Report actual expenditures, no encumbered funds.

05-004 Total Personal Services

 Sum of Salaries/Wages for ALL Library Staff 05-001, Employee Benefits 05-002 and Other Personal Services 05-003. Report actual expenditures, no encumbered funds.

05-005 Total Staff Expenditures

 Sum of Salaries/Wages for Library Staff 5-001 and Employee Benefits 5-002 This is an automatically calculated total.

05-006 Total Supplies

 Category 2 from Operating Budget Form 1. Supplies include commodities which, after use, are either entirely consumed or show a definite impairment of their physical condition and rapid depreciation after use for a short period of time. Include cost of printing of stationery, forms and other office supplies. Report cost of all office, operating, repair and maintenance supplies and other supplies. Report actual expenditures only, no encumbered funds. Includes the amount spent on supplies for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration. (PLS)

05-007 Professional Services, i.e.-ADP, webDewey, etc.

 Category 3 from Operating Budget Form 1. Include consulting, engineering, architectural, legal and other professional services. Also include licensing fees for databases or other electronic services for the staff’s use. Includes the amount spent on contracts for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration. (PLS)

05-009 Communication and Transportation

 Category 3 from Operating Budget Form 1. Include telephone, telegraph, postage, traveling, professional meetings, freight and express. (PLS)

05-010 Printing and Advertising

 Category 3 from Operating Budget Form 1. Include advertising and publication of notices and printing (other than office supplies, stationery, forms and other office supplies). (PLS)

05-011 Insurance

 Category 3 from Operating Budget Form 1. Include official bonds and other insurance, such as policies covering injury or loss of property. (PLS)

05-012 Utility Services

 Category 3 from Operating Budget Form 1. Include gas, electricity, water, sewage and waste disposal services. Coal, fuel, oil and bottled gas used for heating should be charged to Category 2, Operating Supplies, 5-006. (PLS)

05-013 Repairs and Maintenance

 Category 3 from Operating Budget Form 1. All expenditures of a contractual nature for repairs of buildings, structures and equipment. If repair is performed by regular employees of the library, labor should be charged to Category 1, Personal Services, 05-001. Repair parts and materials should be charged to Category 2, Repair and Maintenance Supplies, 05-006. (PLS)

05-014 Rentals

 Category 3 from Operating Budget Form 1. All expenditures for the use of properties not owned by the library, such as temporary office rooms, store rooms, post office box, safety deposit box, equipment, etc. (PLS)

05-015 Debt Service (Operating Expenditures only)

 Category 3 from Operating Budget Form 1 (operating expenditures only). Include expenditure for the reduction of the library’s general obligation bonds (principal) and interest only if paid out of operating fund. (PLS)

05-016 Lease Rental (Operating Expenditures only)

 Category 3 from Operating Budget Form 1. Expenditures for the reduction of the principal of the bonds for the lease rental fund and the interest on such funds, only if paid out of operating fund. (PLS)

05-017 Other (exclude LIRF and Rainy Day)

 Category 3 of Operating Budget Form 1. Include dues for state and national associations of a civic, educational, professional or governmental nature that have as their purpose the betterment and improvement of library operations, interest on temporary loans, taxes and assessments for streets, sidewalks, sewers and similar improvement, and all other services not included in other classifications. EXCLUDE LIRF and Rainy Day. (PLS)

05-018 Total Other Services and Charges

 Category 3 from Operating Budget Form 1. Includes Professional Services, Communication and Transportation, Printing and Advertising, Insurance, Utility Services, Repairs and Maintenance, Rentals, Debt Services, Lease/Rental, and Other. Report actual expenditures only, no encumbered funds. (PLS) Funds spent on database licenses for public access information will be reported in 05-008 but will not total into 05-018, rather in 5-038Operating Expenditure Fund Collection Development IN and 05-041, Total Operating Fund Expenditures IN. (PLS)

Capital Outlays Operating Fund Expenditures

Does not have to balance with Capital Fund Revenues

05-019 Land

 Category 4 from Operating Budget Form 1. Report purchase of land owned by the library. (PLS)

05-020 Buildings

 Category 4 from Operating Budget Form 1. Report purchase of permanent buildings owned by the library. (PLS)

05-021 Improvements Other Than Buildings

 Category 4 from Operating Budget Form 1. All other improvements to land owned by the library. For example, parking lot, sidewalk, landscaping, gazebo, etc. (PLS)

05-022 Furniture and Equipment

 Category 4 from Operating Budget Form 1. Consists of machinery, implements, tools, furniture, motor vehicles, typewriters, calculators, microfilm readers, photocopy machines, projectors, staff use computers, televisions, and other equipment which may be used repeatedly without material impairment of its physical condition and which has a calculable period of service. Includes the amount spent on equipment used for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration. (PLS)

**05-023 Public Access Computers, electronic reading and electronic media devices. (DO NOT REPORT in Q05-022)**

 Include desktop and laptop computers used by the public, tablets, Kindles, IPads, IPods and any other such electronic devices which patrons can use to access electronic information, books, etc. DO NOT report in 05-022, as 05-023 is automatically added into 05-038, Operating Expenditure Fund Collection Development IN. Per standards, 590 IAC 6-1-4 **(k)(3)** (PLS)

Operating Fund Expenditure Data

**05-024 Books (include Book Lease)**

 Category 4 from Operating Budget Form 1. Include book lease(s), government documents and any other print acquisitions. DO NOT include ebooks, instead report them in 05-008. **Per standards, 590 IAC 6-1-4 (k)(3).** (PLS)

**05-025 Periodicals and Newspapers**

 Print subscriptions to magazines, journals, newspapers, and serial back files. **Per standards, 590 IAC 6-1-4 (k)(3)** (PLS)

**05-026 Nonprinted (Physical) Materials, Microforms & AV, not Electronic**

 Category 4 from Operating Budget Form 1. Include movies on DVD, VHS, records, cassettes, music CDs, Books on tape or CD, microform materials. Do NOT include expenditures for computer games, software or database licensing. Do not include library system software and microcomputer software used only by staff (even if they are included in this line of your Budget Form 1). DO NOT include downloadable audio or video, instead report them in 05-008. **Per standards, 590 IAC 6-1-4 (k)(3)** (PLS)

**05-008 Electronic database licensing/purchase/lease expenditures.**

DO NOT REPORT in 05-007, 05-026 or 05-027. Include licensing fees for databases or other electronic services for the public. This amount is automatically added into Operating Expenditure Fund Collection Development IN Basic, 05-038. Report ebooks and databases for downloadable audiobooks and video here, as well as databases of information. **Per standards, 590 IAC 6-1-4 (k)(3)** (PLS)

**05-027 Electronic Physical Format, including playaways and Ebook readers) (Do not report database licenses or Ebook subscriptions here. Report those in Q05-0008).**

 Category 4 from Operating Budget Form 1, “Non-printed Materials, Microforms & Audio-Visuals”, if you can separate out these costs (otherwise report them in Non-printed Materials, Microforms & AV),05-026. Capital items are physical items. DO NOT INCLUDE DATABASE LICENSES. Included are all operating expenditures for electronic format materials considered part of the collection, whether purchased or leased and which are physical items, such as programs or databases on CD-ROMs, computer games or software for patron use (or for checkout), magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine, e-reader (not the files that load into them), government documents, reference tools, scores, maps or pictures in physical format. Included are operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. If you post operating expenditures for library system software and microcomputer software used only by the library staff to Non-printed Materials (Microforms & Audio-Visuals), report here. Otherwise, report wherever it is posted. **Per standards, 590 IAC 6-1-4 (k)(3)** (PLS)

Total Materials Expenditure Data

(Operating and Non-Operating, excluding computers)

**05-028 Print Materials Expenditures**

 PLS requires that all print expenditures (both books and newspapers), whether from operating or other funds, be reported. This figure is an automatic total of 05-024,

 05-025, 5-033 and 5-034. **Per standards, 590 IAC 6-1-4 (k)(3)**

**05-029 Electronic Materials Expenditures**

 PLS requires that all electronic materials expenditures, whether from operating or other funds, be reported. This figure is an automatic total of 05-008, 05-027, 05-036 and 05-037. **Per standards, 590 IAC 6-1-4 (k)(3)- Enhanced/Exemplary**

**05-030 Other Materials Expenditures**

 PLS requires that all other (non-print and non-electronic) materials expenditures, whether from operating or other funds, be reported. This figure is an automatic total of 05-026 and 5-035. **Per standards, 590 IAC 6-1-4 (k)(3)- Enhanced/Exemplary**

**05-031 Total Collection Expenditures**

 PLS requires that all materials expenditures, whether from operating or other funds, be reported. This is an automatically generated sum of 5-028, 5-029 and 5-030. **Per standards, 590 IAC 6-1-4 (k)(3)- Enhanced/Exemplary**

05-032 Total Operating Fund Capital Outlays

 Automatically generated total of 05-019 through 05-027.

Non-Operating Fund Library Materials Expenditure Data

**05-033 Books (Include Book Lease)**

 Report all expenditures from non-operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for book lease(s), government documents and any other print acquisitions. DO NOT include ebooks, instead report them in 05-037. This amount is automatically added to 05-024, 05-025, and 05-035 for a generated total in 05-028. Per standards 590 IAC 6-1-4 **(k)(3)** - Enhanced/Exemplary (PLS)

**05-034 Periodicals and Newspapers**

 Report all expenditures from non-operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for print subscriptions to magazines, journals, newspapers, and serial back files. This amount is automatically added to 05-024, 05-025, and 5-034 for an automatically generated total in0 5-028. Per standards 590 IAC 6-1-4 **(k)(3)** - Enhanced/Exemplary (PLS)

**05-035 Nonprinted (Physical) Materials, Microforms & AV, not Electronic**

 Report all expenditures from non-operating fund, including but not limited to gift, LIRF, Rainy Day and any other fund for movies on DVD, VHS, records, cassettes, music CDs, Books on tape or CD, and microform materials. Do NOT include expenditures for computer games, software or database licensing. Do not include library system software and microcomputer software used only by staff (even if they are included in this line of your Budget Form 1). DO NOT include downloadable audio or video, rather report them in 05-037. This amount is automatically added to 05-026 for an automatically generated total in 05-030. Per standards 590 IAC 6-1-4 **(k)(3)** - Enhanced/Exemplary (PLS)

**05-036 Public Access Electronic Physical Format (pulled out from Nonprinted Materials and reported separately)**

 Report all expenditures from non-operating fund, including but not limited to gift, LIRF, Rainy Day and any other fund for electronic format materials considered part of the collection, whether purchased or leased and which are **physical** items, such as programs or databases on CD-ROMs, computer games or software for patron use (or for checkout), magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine, e-reader (not the files that load into them), government documents, reference tools, scores, maps or pictures in physical format. Included are operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. This amount is automatically added to 05-008, 05-027 and 05-037 for an automatically generated total in 05-029. Per standards 590 IAC 6-1-4 **(k)(3)** - Enhanced/Exemplary (PLS)

**05-037 Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format Databases. PUBLIC ACCESS DATABASES.**

 Report all expenditures from non-operating funds, including but not limited to gift, LIRF, Rainy Day and any other fund for public access electronic format materials (databases, ebooks) considered part of the collection. This amount is automatically added to 05-008, 05-027 and 5-036 for an automatically generated total in 05-029. Per standards 590 IAC 6-1-4 **(k)(3)** - Enhanced/Exemplary (PLS)

**05-038 Operating Expenditure Fund Collection Development**

 Internal calculation, adding 05-008 and 05-023 - 05-027, resulting in total operating expenditures on collection development, to determine compliance with standards. This is the total operating funds spent on collection development/materials used to calculate the total %, 05-045, of operating expenditures spent to comply with the 2011 standard of 7.5%. Include all operating fund expenditures, whether from original approved budget or additional appropriation at some time during report year.

**05-039 Total Non-Operating Fund Collection Expenditures**

 The PLS definition of collection expenditures includes expenditures from all funds. Please report expenditures from gift, grant, and any other funds used to purchase library materials~~.~~  This total of 5-028 - 5-030 will be added to the operating fund collection expenditures 5-039 to produce the PLS totals for collection expenditures and will be published to provide data showing libraries with enhanced (15% and over) and exceptional (20% and over) material collection expenditures.

**05-040 Public Access Computers, electronic reading and electronic media devices from all funds except operating (Added into 05-039)**

 Report expenditures for named devices from gift, grant, LIRF, LCPF and other non-operating funds , as these will be added into 05-040 for standards compliance computation, including enhanced and exceptional, **Per 590 IAC 6-1-4** **(k)(3)** .

05-041 TOTAL OPERATING FUND EXPENDITURES

 Total of Total Personal Services 05-004, Total Supplies 05-006, Total Other Services and Charges 05-018 and Total Capital Outlays Operating Fund Expenditures 05-032. Report actual expenditures only, including both budgeted amounts and additional appropriations. DO NOT report encumbered funds.

05-042 Other Operating Expenditures

 PLS has 3 categories of expenditures (Staff 05-005, Total Collection 05-031 and Other 05-042 (which includes Supplies 05-006, Other Services and Charges 05-018 and Capital Outlays 5-019-5-023). This is an automatically generated total.

05-043 Total Operating Expenditures

 This is the PLS amount of operating expenditures. It is the total of 05-005, 05-031 and 05-042.

**05-044 Total Collection Expenditure**

 This is the total of all fund collection expenditures, 5-023, 5-031 and 5-039. This is the number which would be used to calculate enhanced (15% and over) and exemplary (20% and over) compliance with the standard for collection development expenditures.

05-045 Operating Expenditures per capita (=SUM(Q05-0041/Q03-0014). Expressed in dollars/cents $\_\_\_\_.\_\_

 This is the result of an internal calculation; dividing 05-041, Total Operating Fund Expenditures by 03-014, the Total Population without Contracts, the library district population which pays taxes for service. This is the number which should be used for the non-resident card fee. If this number varies drastically from the preceding year, check your total operating fund expenditures and your total population without contract.

**05-046 Difference between OE per capita minus Non-Resident fee (=SUM(Q05-045-Q02-009).**

 Per IC 36-12-2-25(c)**(1)(2)**. This is an internal calculation, the difference between 05-045 and 02-009.  If this number is negative, the non-resident fee should be raised to match or exceed the operating expenditure per capital at the next scheduled board meeting. \*NEW\*

**05-047 Collection Development Expenditure AS % of Operating Expenditure (=SUM(Q05-0038/Q05-0041)**

 This is an automatically generated percentage, the result of Operating Expenditure Fund Collection Development IN Basic 05-038 divided by Total Operating Fund Expenditures 05-041, to calculate the library’s compliance with the 509 IAC 6-1-2(5) standard’s basic requirement that the library spend 7.5% of its operating budget on collection development, defined by standards as: (A) books, (B) audiovisual materials; (C) electronic media devices; and (D) databases. Per 509 IAC 6-1-2(5) \*NEW\*

05-048 Total Capital Fund Expenditures

 These expenditures COULD come from LIRF, BIRF/Lease Rental, Debt Service, Rainy Day Funds, LCPF, Gift Fund(s), Technology Fund, and other grants but do NOT come from Operating Fund Expenditures. Generally speaking, if the source of the funds was a special appropriation or contribution earmarked for a specific major purchase in the areas mentioned above, NOT operating income, then the expenditure should be counted as capital fund expenditures. Capital is usually a long-term expense. These are costs that are incurred usually for major purchases of or additions to fixed assets. The following include the most common uses of capital funds but are not limited to: building sites (real estate); new building construction; expansion of an existing building; remodeling or major repair of an existing building; initial book stock (sometimes called an opening day collection); furnishings or equipment for a new or remodeled building; new computers, not replacing others; new vehicles; repair to or addition to property (i.e. sidewalks), major emergency repairs or other emergency costs, and digitization expenses. It does not have to balance with Capital Revenue.

Part 6 - Capital Revenue

Does not have to balance with Capital Fund Expenditures

**Questions relating to standards are in bold font**

06-001 Local government capital revenue

 Report all governmental funds received in the report year, designated by the community, district or region and available to the public library for the purpose of major capital expenditures. Include LCPF, BIRF/Lease Rental, LIRF, Rainy Day Funds.

06-002 State government capital revenue

 Report all funds distributed to public libraries by state government for the purpose of major capital expenditures. Include funds from state agencies/government only (Indiana Economic Development Corporation, etc).

06-003 Federal government capital revenue

 Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures. Include funds from all federal agencies (Department of Commerce, Department of Agriculture, etc.)

06-004 Other capital revenue

 Report private (non-governmental funds), including grants and gifts received by the library for the purpose of major capital expenditures.

06-005 Total capital revenue

 This is the sum of 06-001 – 06-004.

Part 7 - Employment Data

**Questions relating to standards are in bold font**

07-001 Total Number of ALL Librarians with an ALA-MLS

 Number of librarians, with title or function as librarian, with master’s degree from programs of library and information studies accredited by the American Library Association. Degree may be MLS, MIS, MSLS, MSIS, or other. Include all ALA-MLS librarians, whether paid for through operating expenditures, grant money or with any other funds. Include positions which are vacant.

07-002 Total Hours Paid Per Week For ALL ALA-MLS Librarians

 Add together the hours each ALA MLS Librarian, with title or function of librarian, is paid each week (full-time and part-time). Include Librarians whether paid for in operating expenditures, grant money or with any other funds. If position is vacant, list hours for that position.

07-003 FTE for ALL Librarians with an ALA-MLS

 This is a number computed within the annual report form, by dividing total hours worked ALL Librarians with an ALA-MLS by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (PLS)

07-004 Total Number of ALL Librarians, including ALA-MLS Librarians

 Number of persons with title or function of librarian who perform paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This includes ALA-MLS Librarians and librarians with an unaccredited library degree or no library degree. Include all librarians, whether paid for through operating expenditures, grant money or with any other funds. Include positions which are vacant. Includes all librarians reported in 07-001.

07-005 Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians

 Add together the hours each librarian, with title or function of librarian, including ALA-MLS librarians, is paid each week (full-time and part-time). Include all librarians, whether paid for through operating expenditures, grant money or with any other funds. If position is vacant, list hours for that position. Includes all hours reported in 07-002.

07-006 FTE for ALL Librarians

 This is a number computed within the annual report form, by dividing total hours worked by ALL Librarians by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (PLS)

07-007 Total Number of ALL OTHER PAID STAFF

 This includes all other paid employees. Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. DO NOT include Green Thumb or other employees who are paid by another agency. Include positions which are vacant.

07-008 Total Hours Paid Per Week For ALL OTHER PAID STAFF

 Add together the hours all other paid employees are paid each week (full-time and part-time). Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. DO NOT include Green Thumb or other employees who are paid by another agency. If position is vacant, list hours for that position

07-009 FTE for ALL OTHER PAID STAFF

 This is a number computed within the annual report form, by dividing total hours worked by ALL OTHER PAID STAFF by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (PLS)

07-010 Total Number of ALL PAID STAFF

 This is a number computed within the annual report form, by adding 07-004 and 07-007.

07-011 Total Hours Paid per week for ALL PAID STAFF

 This is a number computed within the annual report form, by adding 07-005 and 07-008.

07-012 FTE for ALL PAID STAFF

 This is a number computed within the annual report form, by dividing the total hours paid per week for ALL PAID STAFF by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (PLS)

07-013 Number of hours per week considered to be full-time employment in your library.

 The number of hours that is considered to be full-time will vary from library to library.

Part 8 - Library Service and Technology

If the exact data are not known for any item, please estimate data. 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.

**Questions relating to standards are in bold font**

Interlibrary Loans

08-001 Provided to Other Libraries

 Number of library materials lent by the reporting library to another library upon request. Materials loaned to a bookmobile by another bookmobile, bookmobile or central library of the same system are not counted. Photocopies sent by any means, but not returned, are not counted. Do not include Evergreen transfers, Evergreen transfers are reported elsewhere. (PLS)

08-002 Received from Other Libraries

 Number of library materials borrowed by the reporting library from another library. Materials borrowed from a bookmobile by another bookmobile, bookmobile or central library of the same system are not counted. Photocopies received by any means, but not returned, are not counted. Do not include Evergreen transfers, Evergreen transfers are reported elsewhere. (PLS)

Annual Local Library Service

**08-003 # Children's Programs in Library (0-14 yrs)**

 **Per 590 IAC 6-1-4(k)(10)(A)** (PLS)

* This is the count of programs sponsored by the library and held at the library.
* Programs may:
	+ - Introduce the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants.
		- Cover use of the library, library services or library tours.
		- Provide cultural, recreational or educational information, often designed to meet a specific social need.
* Examples of these types of programs include
	+ Story hours and
	+ Summer reading events.
* Count each program of a series as one program. For example, a 12 week story hour would be counted as 12 programs.
* Include the count of summer reading programs.
* EXCLUDE library activities for children delivered on a one-to-one basis, rather than to a group such as,
	+ one-to-one literacy tutoring,
	+ services to homebound,
	+ homework assistance,
	+ Dial-A-Story, and
	+ Mentoring activities.

Count each program which is planned, marketed and advertised, whether anyone attends or not.

**08-004 # Children's Programs Outside Library (0-14 yrs)(outreach)**

**Per 590 IAC 6-1-4(k)(10)(A)** (PLS)

* This is the count of programs for which the primary audience is children and which are sponsored and planned by the library or an authorized representative.
* Count programs sponsored by the library but held at a location outside the library.
* Count each program of a series as one program. For example, a 12 week story hour would be counted as 12 programs.
* These may include:
	+ Book talks at schools,
	+ Informational programs about library services,
	+ Story hours at county fairs, etc.
	+ These must be programs planned with content and presented by library staff or volunteers authorized to do so.

Do not count informational or marketing events, such as

* + marching in a parade,
* riding on a float,
* having a table of print/video/digital information at a fair or
* other such event.

Include the count of summer reading programs.

Count each program which is planned, marketed and advertised, whether anyone attends or not.

**08-005 Total # of Children's Programs (0-14 yrs)**

 This is an automatically computed total (the addition of 08-003 and 08-004) of # of children’s programs held in the library and outside the library. **Per 590 IAC 6-1-4(k)(10)(A**) (PLS)

**08-006 # Young Adult Programs in Library (15-17 yrs)**

 **Per 590 IAC 6-1-4(k)(9)(A)** (PLS)

* This is any planned event for which the primary audience is young adult (ages 12-18) and
* which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants.
* may cover use of the library, library services, or library tours
* Mayprovide cultural, recreational, or educational information, often designed to meet a specific social need.
* Examples of these types of programs include:
	+ Book clubs and
	+ Summer reading events.

Count all young adult programs, that are sponsored or co-sponsored by the library.

* If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs.
* EXCLUDE library activities for young adults delivered on a one-to-one basis, rather than to a group, such as
* one-to-one literacy tutoring,
* services to homebound,
* homework assistance, and
* mentoring activities.

Include the count of summer reading programs.

Count each program which is planned, advertised and marketed, whether anyone attends or not.

**08-007 # Young Adult Programs Outside Library (15-17 yrs)(outreach)**

 **Per 590 IAC 6-1-4(k)(9)(A)** (PLS)

* This is any planned event, held outside the library,
	+ for which the primary audience is young adult and
	+ which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants.
	+ may cover use of the library, library services, or library tours.
	+ may provide cultural, recreational, or educational information, often designed to meet a specific social need.
	+ Examples of these types of programs include book clubs and summer reading events. .
	+ Count all young adult programs that are sponsored or co-sponsored by the library.
	+ If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs.
	+ EXCLUDE library activities for young adults delivered on a one-to-one basis, rather than to a group, such as
		- one-to-one literacy tutoring,
		- services to homebound,
		- homework assistance, and
		- mentoring activities
* Do not count informational or marketing events, such as
* marching in a parade,
* riding on a float,
* having a table of print/video/digital information at a fair or
* other such event.

Count summer reading programs.

Count each program which is planned, advertised and marketed, whether anyone attends or not.

**08-008 Total # of Young Adult Programs**

**08-009 # Adult Programs in Library (18+ yrs)**

 **Per 590 IAC 6-1-4(k)(8)(A)**

* This is the count of all programs for which the primary audience is adults, ages 18+.
* A program:
	+ is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants.
	+ ~~Programs~~ may cover use of the library, library services, or library tours.
	+ may provide cultural, recreational, or educational information, often designed to meet a specific social need.
* Count each program separately, even if it is one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs
* Examples of these types of programs include
	+ film showings; lectures;
	+ story hours;
	+ literacy,
	+ English as a second language,
	+ citizenship classes; and
	+ book discussions.

* EXCLUDE library activities delivered on a one-to-one basis, rather than to a group, such as
	+ one-to-one literacy tutoring,
	+ services to homebound,
	+ resume writing assistance,
	+ homework assistance, and
	+ mentoring activities.

Include the count of summer reading programs.

Count each program which is planned, advertised and marketed, whether anyone attends or not

**08-010 # Adult Programs Outside Library (18+ yrs) (outreach)**

 **Per 590 IAC 6-1-4(k)(8)(A)**

* This is the count of all programs for which the primary audience is adults, ages 18+, held outside the library.
* Each program is counted separately, even though it may be one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
* Programs may cover use of the library, library services, or library tours.
* Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need.
* Examples of these types of programs include
	+ film showings; lectures;
	+ story hours; literacy,
	+ English as a second language,
	+ citizenship classes; and
	+ book discussions.

Include the count of summer reading programs.

* Do not count informational or marketing events, such as
* marching in a parade,
* riding on a float,
* having a table of print/vide/digital information at a fair or
* other such event

Count each program which is planned, advertised and marketed, whether anyone attends or not

08-011 # General Programs in Library (All age groups)

* This is the count of all programs for which the primary audience is people of all ages or “family programming”
* A program is any planned event which
	+ introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants.
	+ may cover use of the library, library services, or library tours.
	+ may provide cultural, recreational, or educational information, often designed to meet a specific social need.
* Each program is counted separately, even though it may be one of a series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
* Examples of these types of programs include
	+ film showings;
	+ lectures;
	+ story hours;
	+ literacy,
	+ English as a second language,
	+ citizenship classes; and
	+ book discussions.
* EXCLUDE library activities delivered on a one-to-one basis, rather than to a group, such as
	+ one-to-one literacy tutoring,
	+ services to homebound,
	+ resume writing assistance,
	+ homework assistance, and
	+ mentoring activities.

Include the count of summer reading programs.

Count each program which is planned, advertised and marketed, whether anyone attends or not

08-012 # General Programs Outside Library (All age Groups) (outreach)

* This is the count of all programs for which the primary audience is people of all ages, or family programming”, held at a location outside the library.
* Include the count of summer reading programs.
* Do not count informational or marketing events, such as
	+ marching in a parade,
	+ riding on a float,
	+ having a table of print/video/digital information at a fair or
	+ other such event

**08-013 Total # of Programs (Children, YA, Adult, General: in library & outreach)**

* This is the total number of programs for children, young adults, adults, and general audiences, consisting of the addition of 08-005, 08-008, 08-009, 08-010, 08-011 and 08-012.
* Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library.
* This is an automatic total, computed within the annual report.
* This total includes both in library and outreach programs.
* Count each program which is planned, advertised and marketed, whether anyone attends or not

 **Per 590 IAC 6-1-4(k)(11), CURRENT STANDARDS.**

* + 5 programs for every 1,000 people served per year with a minimum of 12 programs per year (Basic).
	+ 10 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year (Enhanced).
	+ 15 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Exemplary)

08-014 # of Non-Library Sponsored Programs/meetings/events

 This is the count of programs/meetings/events which are held in the library but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

**08-015 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?**

 **Per 590 IAC 6-1-4(k)(10)(D)**, the Summer Reading Program should be 6 weeks.

Attendance

08-017 Children's Program Attendance in library

 This is the count of the audience at all programs held in the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. (PLS)

08-018 Children's Program Attendance Outside library (outreach)

 This is the count of the audience at all programs held outside the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. (PLS)

08-019 Total Children's Program Attendance

 This is the total count of all attendees of children’s programs. It is an automatic total, computed within the annual report, including 08-017 and 08-018. (PLS)

08-020 Young Adult Program Attendance in library

 The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults who attend programs intended primarily for young adults. Please count all patrons that attend the young adult program regardless of age. (PLS)

08-021 Young Adult Program Attendance Outside library (outreach)

 The count of the audience at all programs held outside the library for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults who attend programs intended primarily for young adults. Attendance at each program is counted separately, even though it may be one of a series. Please count all patrons that attend the young adult program regardless of age. Attendance at each program is counted separately, even though it may be one of a series. (PLS)

08-022 Total of Young Adult Program Attendance

 The total is an automatic computation within the program, the addition of 08-020 and 08-021. \*NEW\*

08-023 Adult Program Attendance in library (18+)

 This is the count of the audience at all programs held in the library for which the primary audience is adults (18+). All other attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-024 Adult Program Attendance Outside library (outreach) (18+)

 This is the count of the audience at all programs held outside the library for which the primary audience is adults (18+). All other attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-025 General Program Attendance in library (All age groups)

 This is the count of the audience at all programs held in the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-026 General Program Attendance Outside library (outreach) (All age groups)

 This is the count of the audience at all programs held outside the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-027 Total Program Attendance

 This is the total attendance at programs for children, young adult, adults, and general audiences. This is an automatic total, computed within the annual report, by the addition of 08-019, 08-022, 08-023, 08-024, 08-025 and 08-026. This total includes the attendance at in library and outreach programs. (PLS)

08-028 Total Non-Library Sponsored Programs/meetings/events Attendance

 This is the total attendance at programs/meetings/events which are held in the library but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

08-029 Total Visits in Library Per Year (If you don't have annual figure, multiply a typical week count by 52)

 Report the total number of persons entering the library in a year (you may use a typical week count (see below)), including persons attending activities, meetings, and those persons requiring no staff services. Include all people entering for any reason, even entering and leaving multiple times within one day. Be sure to include numbers from bookmobile(es) and bookmobile(es). You may use a typical week count, then multiply by 52. (PLS)

 Typical Week - A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. A week in which the library is open its regular hours is chosen. Seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period) are chosen.

**08-030 Total Reference Transactions Per year (If you don't have annual figure, multiply a typical week count by 52)**

 May use typical week count (see below), then multiply by 52.

 Report the total reference questions in a year including questions received from other libraries. A reference question requires knowledge or interpretation by the library staff of the library or its materials. It includes information and referral services. The request may come in person, by phone, by fax, mail, or by electronic mail. You should not report directional questions, queries about library policies or library services, activities, or the use of library equipment as reference questions. Be sure to include numbers from bookmobile(es) and bookmobile(es). You may use a typical week count, then multiply by 52.

Reference Transactions - A reference transaction requires knowledge, use recommendations, instruction in the use of one or more information sources by a member of the library staff or interpretation by library staff of the library or its materials. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs, and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. A request may come in person, by phone, by FAX, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult or a child**. Per 590 IAC 6-1-4(k)(8)(A); (9)(A); (10)(A)** (PLS)

Directional questions, queries about library policies or library services, activities, or the use of library equipment are NOT considered reference transactions and are excluded. Examples of directional questions include: where are the 800s, where is the bathroom, is your director available, are you open until 9:00 pm tonight.

Typical Week - A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. A week in which the library is open its regular hours is chosen. Seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period) are chosen.

Electronic Services

**08-031 # of State Licensed Databases (INSPIRE databases)**

 (Cooperative agreements) (source of access) (state government or state library (Indiana State Library will complete) (PLS)

**08-032 # of Local/Other Licensed Databases** (Not INSPIRE) (Report ebooks, downloadable audio and downloadable video in Part 9.)

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

 A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. NOTE: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Report subscriptions to individual electronic serial titles.

 Each database is counted individually even if access to several databases is supported through the same vendor interface.

 Do NOT include INSPIRE.

 If the database consists of ebooks, downloadable video or downloadable audio, DO NOT report count here, report in 9-017, 9-013 or 9-015, instead.

08-033 Total Licensed Databases

 This is the automatically generated sum of 08-030 (supplied by the Indiana State Library) and 08-031 (PLS)

Database Usage Measure

08-034 # of Searches of Databases to which the Library subscribes. (Do not include INSPIRE searches).

 This is the number your vendor supplies for the databases to which your library subscribes. Request COUNTER COMPLIANT statistics from your vendor. Do NOT include statistics of usage of library process databases (including cataloging, acquisitions, etc.)

08-035 # of Sessions of Databases to which the Library subscribes (Do not include INSPIRE searches).

 This is the number your vendor supplies for the databases to which You Subscribe. Request COUNTER COMPLIANT statistics from your vendor. Do NOT include statistics of usage of library process databases (including cataloging, acquisitions, etc.)

08-036 Name(s) of Public Use/Commercial Databases to which the Library subscribes

 List the names of all public use databases to which the library subscribes. Use the official name as published by the vendor. Do NOT include library process databases, like Follett Circulation Plus, ContentDM, B&T Title Source (unless it is available for the public to use). These are only the databases, the purchase of which would count towards the collection development standard.

08-037 Subject(s) of Public Use Databases which the Library Both Developed and Owns (NO LICENSE PURCHASED)

 List ONLY the subjects of public use databases produced and owned by the library. Do NOT include commercial databases, available by subscription. Do NOT include library process databases.

Public Computer Usage

08-038 Uses of Public Internet Computers per Year (If you don't have annual figure, multiply a typical week count by 52)

 Report the total number of uses (sessions) of the library’s Internet computers in the library in the last year. (PLS)

* + - If the computer is used for multiple purposes (Internet access, word-processing, OPAC, CD-ROM reference resources, games, etc.) and Internet users cannot be isolated, report all usage.
		- Count each customer that uses the electronic resources, regardless of the amount of time spent on the computer. A customer who uses the Internet computer three times a week would count as three users.
		- Be sure to include numbers from branch(es) and bookmobile(s).
		- You may use a typical week count (see below), then multiply by 52.
		- Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).. Formerly known as “Users of Public Internet Computers Per Year”.
		- Reminder:  This count includes only the library’s Internet computers. Do not include wifi access using non-library computers.

Typical Week - A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. A week in which the library is open its regular hours is chosen. Seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period) are chosen.

08-039 # of Users of Wireless Internet Connections in Building (or Outside) per Year

 Report the total number of individuals that have used the wireless connection to access the library’s Internet site in the last year.

* Count each customer that uses the electronic resources, regardless of the amount of time spent on the computer.
* Count laptops supplied by the customer and checked out by the library.
* Include e-readers, smartphones, blackberries, any device which downloads from the internet
* A customer who accesses the wireless connection three times a week would count as three users.
* Be sure to include numbers from branch(es) and bookmobile(s).
* You may use a typical week count (see below), then multiply by 52.
* Web-log tracking software may provide a reliable count of users.

Typical Week - A typical week is defined as a time that is neither unusually busy nor unusually slow. Holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library should be avoided. A week in which the library is open its regular hours is chosen. Seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open in a seven day period) are chosen.

Internet Usage Measures

(please supply whatever count is available or answer not applicable).

Providing only one count is acceptable.

08-040 Total # of Page Views on All Web Pages in the Library's Domain

 Supply whatever count is available. Some libraries receive counts of pages viewed on web pages in domain and hits on home page and hits on public access catalog from their ISP (Internet Service Provider), some may receive only one or two of the requested measures.

08-041 or Total # of Page Views on the Library's Home Page AND/OR

 Supply whatever count is available. Some libraries receive counts of pages viewed on web pages in domain and hits on home page and hits on public access catalog from their ISP (Internet Service Provider), some may receive only one or two of the requested measures. \*NEW\*

08-042 or Total # of Hits or Page Views on the Library's Public Access Catalog

 Supply whatever count is available. Some libraries receive counts of pages viewed on web pages in domain and hits on home page and hits on public access catalog from their ISP (Internet Service Provider), some may receive only one or two of the requested measures. \*NEW\*

**08-043 Number Computer Terminals System-wide Used by General Public, Connected to Internet and a Printer (Count only physical, DO NOT add in 10 per wireless hub).**

 Count only computers used by general public and connected to the Internet (count all Gates computers in this category, even if set to child’s profile), at central library, branch(es) and bookmobiles. Count only physical computers. **Per 590 IAC 6-1-4 (k)(15) Basic / Enhanced / Exceptional,** standards require 1 public access computer connected to the Internet per 2,000 population served, with a minimum of 2 computers. (PLS)

**08-044 Number of Scanners for the General Public System-wide**

 Count only scanners available to the general public at central library, branch(es) and bookmobile(s).

**08-045 Number of Computer Terminals used by Staff with office software and operating system, connected to the Internet System and a printer.**

 **Per 590 IAC 6-1-4(k)(15).** Count all computers used by staff with office software and connected to the Internet at central library, branch(es) and bookmobile(s).

08-046 Does Your Library Have Voice Over IP?

 Response is only “yes” or “no”.

Library System Bookkeeping and Circulation

08-047 Does Your Library Have an Automated Bookkeeping System?

 Response is only “yes” or “no”.

08-048 Name of Bookkeeping System

 Please indicate the full, official name of the bookkeeping system. State Board of Accounts does not approve the system, just the forms generated by the system. NOTE - If you have signed a contract for a new system to replace an old one within the last year, please provide the name of the new system and indicate estimated installation date.

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

**08-049 Name of Integrated Library System**

 **Per 590 IAC 6-1-4(k)(13)**. List the name of the integrated library system or “N/A” if your library is not automated.

**08-050 Is the Library Catalog Available Online?**

 Answer “Yes” or “No”

Part 9 - Circulation and Holdings

**Questions relating to standards are in bold font**

09-001 TOTAL Circulation of All Materials

 Include all materials (print and non-print) charged out to patrons (or staff) of all ages, either manually or electronically. Estimates are acceptable. One download = one circulation, whether it is one book or one song. Do NOT include equipment, computer usage or in-house usage of materials. Ebook readers and music playing device circulation is reported in 09-008. Other equipment circulation is reported in 09-010. Computer usage is reported in and/or [????]. In-house usage is reported in 9-003, ONLY. INCLUDE renewals. Include Interlibrary Loans (items borrowed by your library and lent to your patron); report them also as Inter Library Loan transactions.

09-002 Circulation of All Children's Materials (0-14 yrs)

 Materials cataloged as appropriate for patrons ages 0-14. This is a subset of total circulation of all materials. Estimates are acceptable. Do NOT include equipment, computer usage or in-house usage of materials. INCLUDE renewals. Include interlibrary loans (items borrowed by your library and lent to your patron); report them also as Inter Library Loan transactions.

09-003 Total In-house Usage of Materials

 Count all materials used in the library but not checked out, including materials not allowed to circulate or be removed from the library. This may include materials used by staff for library purposes (programs, collection development), genealogical or local history materials, reference and circulating materials used by patrons in the library which staff re-shelve. DO NOT add into circulation count. You can use a typical week count, then multiply by 52. Estimates are acceptable. DO NOT include equipment or computer usage.

09-004 Did Your Library Circulate Laptops?

 Response is “yes” or “no”. Include use in the library or checkout for use outside the library.

09-005 Number of Annual Circulations of Laptops

 Provide number of annual circulations of laptop computers. Usage in the building should also be reported in questions 08-038.

09-006 Did your library circulate Ebook readers or music devices (i.e.-Kindles, Playaways, MP3 players, etc)

 Response is “yes” or “no”. Include use in the library or checkout for use outside the library.

09-007 Number of Electronic Book Reading or Music Playing Devices Owned by the Library

 This is the number of Kindles, Book Nooks, ~~and~~ other physical ereaders and playaways, MP3 payers and other music playing devices owned by the library, whether they circulate among patrons or remain at the library.

09-008 Number of Annual Circulations of Book Reading or Music Playing Devices

 Provide number of annual circulations of electronic book reading or music playing devices.

09-009 Did Your Library Circulate Other Equipment?

 Include any other equipment checked out for use in the library or outside the library, including but not limited to: any audio-visual device, die-cutter, anything used to access information in any format unless reported in 09-004 or 09-006.

09-010 Number of Annual Circulations of Other Equipment

 Provide number of annual circulations of other equipment.

Selected Holdings (Not including INSPIRE)

* Selected holdings only. This is NOT a count of ALL materials which the library owns.
* Microfilm, microfiche, other microforms - Do NOT count any microforms except for current serial subscriptions.
* Do not count any realia (puzzles, puppets, toys, cake pans, etc.)
* Holdings – Materials the library has acquired as part of the collection and catalogued, whether purchased, leased, or donated as gifts.
* Physical Unit - A physical unit is a book volume, 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, are counted as one physical unit.

**09-011 Books**

 **Per 590 IAC 6-1-4(k)(1)**. A nonperiodical/non-serial printed publication (including music and maps) bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit. Ebooks are counted in 09-017.

**09-012 Video Materials - Physical Units**

 **Per 590 IAC 6-1-4(k)(1)**. These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

**09-013 Video Materials - Downloadable Titles (\*NEW\* Whether cataloged in your ILS or not)**

 **Per 590 IAC 6-1-4(k)(1)**. These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Report only items the library has selected as part of the collection ~~.~~ Titles which not been cataloged or made accessible through the OPAC may now be counted in this question. They are NO LONGER counted in databases.

**09-014 Audio Materials - Physical Units**

 **Per 590 IAC 6-1-4(k)(1)**.These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMS, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

**09-015 Audio Materials - Downloadable Titles (\*NEW\* Whether cataloged in your ILS or not)**

 **Per 590 IAC 6-1-4(k)(1)**. These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection Titles which not been cataloged or made accessible through the OPAC may now be counted in this question. They are NO LONGER counted in databases.

**09-016 Electronic (Physical) Format**

 Reference or printed information on (physical) CD-ROMS, Magnetic Tapes, Floppy Disks, DVDs (which are of a non-film nature, such as a reference book) or computer disks, magnetic tapes and other formats. You should count and report each physical unit, so that you would count each CD or each floppy disk in a multiple-disk set. Examples are U.S. Census Bureau CD-ROMs or data tapes, locally mounted databases, serials and reference tools. DO include ResumeMaker, cemetery records or other software used by patrons or by staff for patrons. Do NOT count individual files on a disk or any software that is used only by the staff. Include cataloged and non-cataloged items. Do NOT include software loaded onto a computer for which you do not have a physical disk, which includes all pre-loaded software on Gates computers. DO NOT include Electronic Books or Electronic Subscriptions in this count.

**09-017 Electronic books (E-books) (\*NEW\* Whether cataloged in your ILS or not)**

 Digital documents, (including those digitized by the library), licensed or not, where searchable text is prevalent and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to a user’s personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Note: Under this category, report only items the library has selected as part of the collection Titles which not been cataloged or made accessible through the OPAC may now be counted in this question. They are NO LONGER counted in databases.

09-018 Current Serial Subscriptions

 Includes Periodicals and Newspapers, print or microfilm ONLY. Report the total number of serial subscription titles, including duplicates. Report paid and gift subscriptions. Do not report individual issues. These are print and microfilm subscriptions only - NOT electronic or digital subscriptions. Include the total number of subscriptions for all outlets.

09-019 Other Holdings

 Answer yes or no. \*NEW\*

09-020 Specify Type(s) of Holdings:

 List any holdings of other materials. \*NEW\*

09-021 Does the library belong to an Ebook consortium?

 Answer yes or no. \*NEW\*

09-022 Name of Consortium

 List the full, formal name of the consortium. \*NEW\*

09-023 Total # of titles available in Consortium

 List the total number of ebook titles available to library users through the consortium agreement. \*NEW\*

Part 10 - Library Board

* Enter the most current information available.
* List all county contractual board members, if appropriate.
* Contact the Library Development Office with updates throughout the year.

**Questions relating to standards are in bold font**

List all county contractual board members, if appropriate.

Repeating groups, add one for each board member.

10-001 Position

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

* President
* President of County Contractual Library Board (if appropriate)
* Vice President
* Vice President of County Contractual Library Board (if appropriate)
* Secretary
* Secretary of County Contractual Library Board (if appropriate)
* Treasurer
* Board Member
* Treasurer/employee (please use this designation if appropriate) This designation should not have an appointing authority or dates of appointment, as s/he is a library employee, not an appointed board member

10-002 First Name

 List each board member's first name or initial.

10-003 Middle Initial/Name

 List each board member's middle initial (optional) or middle name, if used in place of first name.

10-004 Last Name

 List each board member's last name.

10-005 Home address

 Report the board member's home street address. DO NOT report library address.

10-006 City

 Report the board member's home city.

10-007 Zip Code

 Report the board member's home zip code.

10-008 E-mail address

 Report the board member's email address. Report if available, otherwise “N/A”.

10-009 Appointing Authority

 List the appointing authority: Use the following list.

* County Contractual Appointment (ONLY FOR THE 4 LIBRARIES WHICH ARE COUNTY CONTRACTUAL LIBRARIES)
* County Commissioner  (IC 36-12-2-17 provides for 2)
* County superintendent of schools (IC 36-12-2-17 provides for 2)
* County auditor (if there is no county superintendent of schools)
* County Commissioners
* County Council
* Library board/employee
* School Board – Specific School name
* Township Board
* Town Board/City Council/Mayor
* Class 2 Library Appointment (Only CLASS 2 LIBRARIES OR CLASS 2 WHICH HAVE ACCEPTED FINANCIAL PROVISIONS OF THE 1947 LIBRARY LAW).

10-010 Date Term Expires

 Report the date the board member's term expires. (VERY IMPORTANT). The legal requirement for length of terms is often substantiated by this report.

10-011 Number of Consecutive Terms

 Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). (VERY IMPORTANT). The legal requirement for consecutive terms is often substantiated by this report.

10-012 Date Initially Appointed

 Report the date the member was initially appointed. (VERY IMPORTANT). The legal requirement for length of terms is often substantiated by this report.

Part 11 - Salary Section

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

**Questions relating to standards are in bold font**

11-001 Director annual salary

 List the annual salary.

11-002 Director contract

 Indiana is an at-will employer state. Most directors will not have a contract. Indicate whether director has a contract.

11-003 Director certification

 Report the certification level of the current or interim director

11-004 – 11-007 are repeating groups in Bibliostat Collect

**11-005** Certification Level

 List certification level of job classification if it were advertised, not the certification level each current employee holds.

**11-006** Minimum Hourly Wage

 List entry level hourly wage, in dollars and cents

**11-007** Maximum Hourly Wage

 Listmaximum level hourly wage, in dollars and cents

|  |  |  |  |
| --- | --- | --- | --- |
| Job Category 11-004 | Certification Level  11-005 |  Minimum Hourly Rate (in dollars and cents) 11-006  |  Maximum Hourly Rate (in dollars and cents) 11-007 |
| Assistant/Associate Director  | Assistant or Associate Director - Librarian ranking next to the Library Director and having responsibility for library activities in the absence of the Library Director.  |
| Department Head, Manager or Supervisor  | Department Head, Manager or Supervisor - Librarians at the Department Head level who may have supervisory responsibility for other professional librarians and/or clerks. |
| Bookmobile Head | May be a staff librarian, but should be reported separately because of their unique position of Bookmobile Head. Bookmobile Heads spend at least half of their work week in a bookmobile library setting and are usually responsible for the bookmobile library services, programs, and personnel.  |
| Branch Head  |  ???   |
| Administrative Assistant  | May include a variety of job titles such as Director's Secretary or Assistant to the Director. May have more administrative responsibility than typical clerical positions, but not the professional or managerial responsibilities.  |
| Automation/Network/System Manager  | Manages the operation and maintenance of the library's computer systems, including the library's automation system and microcomputer applications. Develops and manages installation of various types of computer networks. Serves as contact with internet provider. Possibly trains staff and public in use of equipment and software. Analyzes and troubleshoots software and equipment problems.  |
| Business Manager  | Responsible for managing Business Office activities.  |
| Cataloging or Technical Librarian | Both experience and entry-level librarians. |
| **Children’s Librarian** | **Children's Reference Service and/or Programming. Both experienced and entry-level librarians.**  |
| **General Reference or Adult Librarian** | **Adult and/or Reference Service and/or Programming. Both experienced and entry-level librarians.**  |
| **Young Adult Librarian** | **Young Adult Reference Service and/or Programming. Both experienced and entry-level librarians. ALA defines “Young Adult” as ages 12-18.** |
| Indiana History, Local History or Genealogy Librarian | Indiana History, Local History, or Genealogy Reference Service. Both experienced and entry-level librarians. |
| Circulation Librarian | Circulation Librarian - Circulation Desk. Both experienced and entry-level librarians. Both experienced and entry-level librarians.  |
| Audio Visual Librarian | Responsible for developing a program of AV services and supervising all AV activities and staff. |
| Specialist (Professional)  |  Specialist (Professional) - Category for library professionals, including but not limited to Training  |
| Specialist, Public Relations Specialist, Outreach Specialist, Human Resource Manager, Artist, and Printing Manager | Generally do not hold a master’s in library science but certainly may. |
| Library Assistant  | Paraprofessional working in any area of the library, who assists librarians in providing a library service. |
| Bookkeeper or Treasurer  | Responsible for keeping the financial records and accounts for the library. |
| Secretary or Receptionist | Knowledge of some office skills. May be responsible for answering phone. |
| Library Technicians (Including Computer)  | Involves more responsibility than clerical category, usually specialized, and of considerable variation and complexity. |
| Clerical or Aide  | Knowledge of basic clerical skills and elementary knowledge of library procedure.  |
| Maintenance, Custodian, Janitor or Housekeeper | Responsible for maintaining the library building and/or grounds in a clean and orderly condition and in good repair. Do not include any staff that is paid by contract. |
| Security  | Security provides security during the hours the building is open or closed for staff, patrons, and the building. Do not include any staff that is paid by contract. |
| Bookmobile Driver  | Bookmobile Driver. |
| Messenger or Courier  | Messenger or courier responsible for pickup and delivery of library materials.  |
|  Page, Intern or Student Assistant  | Shelves books and other materials, with other duties as assigned. Typically a part-time position with no supervisory responsibilities.  |
| Substitute  |  Temporary substitute employee in any job category. |
| Other  |   |

11-008 Other (list) Job Title: (Repeating groups in Bibliostat Collect; list as many “Other”, 11-008 – 11-011 as needed

 Any other job category that it is not possible to include in above list. Please be specific.

11-009 Other: Certification Level

 List certification level of job classification if it were advertised, not the certification level each current employee holds.

11-010 Other: Minimum Hourly Wage

 List entry level hourly wage, in dollars and cents

11-011 Other: Maximum Hourly Wage

 Listmaximum level hourly wage, in dollars and cents

Employee Fringe Benefit Information

Full-time Employees (as defined by your library)

Please give the most current information available.

11-012 PERF

 Public Employees Retirement Fund (now part of INPRS, Indiana Public Retirement System)

11-013 Deferred Compensation

 A political subdivision may do the following: 1. agree with any employee to reduce and defer any portion of such employee's compensation which under federal law may be deferred under a nonqualified deferred compensation plan and subsequently contract for, purchase, or otherwise procure insurance and investment products appropriate for a nonqualified deferred compensation plan for the purpose of funding a deferred compensation plan for such employee or 2, contribute amounts before January 1, 1995 and continue or begin to contribute amounts after January 1, 1995 to a nonqualified deferred compensation plan on behalf of eligible employees, subject to any limits and provisions under Section 457 of the Internal Revenue Code (IC 5-10-1.1-1).

11-014 Health Insurance

 Answer “Yes” if your library provides the opportunity for a full-time employee to purchase health insurance or pays at least some portion of the premium.

11-015 Health Savings Account (HSA)

 Answer “Yes” if your library makes this [tax-advantaged](http://en.wikipedia.org/wiki/Tax_advantage) [medical savings account](http://en.wikipedia.org/wiki/Medical_savings_account) available to full-time employees who are enrolled in a [high-deductible health plan](http://en.wikipedia.org/wiki/High-deductible_health_plan) (HDHP). The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11-016 Dental Insurance

 Answer “Yes” if your library provides the opportunity for a full-time employee to purchase dental insurance or pays at least some portion of the premium.

11-017 Life Insurance

 Answer “Yes” if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.

11-018 Vision Insurance

 Answer “Yes” if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.

11-019 Disability

 Answer “Yes” if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.

11-020 Paid Time off for Continuing Education

 Answer “Yes” if your library provides paid time for full-time employees to attend workshops, college courses or other continuing education opportunities.. The library should have a policy regarding paid time off for continuing education.

11-021 Reimbursement for Continuing Education

 Answer “Yes” if your library provides reimbursement to full-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11-022 Other1 (specify)

 Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-036 – 11-041 (Full-time Librarians) or 11-049 – 11-054 (Full-time Support Staff).

11-023 Other2 (specify)

 Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-036 – 11-041 (Full-time Librarians) or 11-049 – 11-054 (Full-time Support Staff).

Employee Fringe Benefit Information – Part-time Employees

Part-time Employees (as defined by your library)

Please give the most current information available.

11-024 PERF

 Public Employees Retirement Fund (now part of INPRS, Indiana Public Retirement System)

11-025 Deferred Compensation

 A political subdivision may do the following: 1. agree with any employee to reduce and defer any portion of such employee's compensation which under federal law may be deferred under a nonqualified deferred compensation plan and subsequently contract for, purchase, or otherwise procure insurance and investment products appropriate for a nonqualified deferred compensation plan for the purpose of funding a deferred compensation plan for such employee or 2, contribute amounts before January 1, 1995 and continue or begin to contribute amounts after January 1, 1995 to a nonqualified deferred compensation plan on behalf of eligible employees, subject to any limits and provisions under Section 457 of the Internal Revenue Code (IC 5-10-1.1-1).

11-026 Health Insurance

 Answer “Yes” if your library provides the opportunity for a part-time employee to purchase health insurance or pays at least some portion of the premium.

11-027 Health Savings Account (HSA)

 Answer “Yes” if your library makes this [tax-advantaged](http://en.wikipedia.org/wiki/Tax_advantage) [medical savings account](http://en.wikipedia.org/wiki/Medical_savings_account) available to part-time employees who are enrolled in a [high-deductible health plan](http://en.wikipedia.org/wiki/High-deductible_health_plan) (HDHP). The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11-028 Dental Insurance

 Answer “Yes” if your library provides the opportunity for a part-time employee to purchase dental insurance or pays at least some portion of the premium.

11-029 Life Insurance

 Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.

11-030 Vision Insurance

 Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.

11-031 Disability

 Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.

11-032 Paid Time off for Continuing Education

 Answer “Yes” if your library provides paid time for part-time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.

11-033 Reimbursement for Continuing Education

 Answer “Yes” if your library provides reimbursement to part-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11-034 Other1 (specify)

 Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-042 – 11-047 (Part-time Librarians) or 11-055 – 11-060 (Part-time Support Staff).

11-035 Other2 (specify)

 Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-042 – 11-047 (Part-time Librarians) or 11-055 – 11-060 (Part-time Support Staff).

Paid Days Off per Year – Full-time Librarian

Remember, for purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian. Full-time Librarians (as defined by your library)

Give the most current information available.

11-036 Number of Vacation Days

 Report the number or range of numbers of vacation days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-037 Number of Sick Days

 Report the number or range of numbers of sick days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-038 Number of Personal Days

 Report the number or range of numbers of personal days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-039 Holidays

 Report the number or range of numbers of holidays per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-040 Funeral/Bereavement

 Report the number or range of numbers of funeral/bereavement days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-041 Other Days (specify)

 Report the number or range of numbers of days for other paid time off per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”. List the type of leave (for example, PTO, jury duty, military leave, etc.)

Paid Days Off per Year – Part-time Librarian

Part-time Librarians (as defined by your library)

11-042 Number of Vacation Days

 Report the number or range of numbers of vacation days per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-043 Number of Sick Days

 Report the number or range of numbers of sick days per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-044 Number of Personal Days

 Report the number or range of numbers of personal days per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-045 Holidays

 Report the number or range of numbers of holidays per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-046 Funeral/Bereavement

 Report the number or range of numbers of funeral/bereavement days per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-047 Other Days

 Report the number or range of numbers of days for other paid time off per year for part-time librarians, using number only. Report hours, if applicable, and add word “hours”. List the type of leave (for example, PTO, jury duty, military leave, etc.)

Paid Days Off per Year – Full-time Support Staff

Full-time Support Staff (as defined by your library)

11-049 Number of Vacation Days

 Report the number or range of numbers of vacation days per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-050 Number of Sick Days

 Report the number or range of numbers of sick days per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-051 Number of Personal Days

 Report the number or range of numbers of personal days per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-052 Holidays

 Report the number or range of numbers of holidays per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-053 Funeral/Bereavement

 Report the number or range of numbers of funeral/bereavement days per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-054 Other Days

 Report the number or range of numbers of days for other paid time off per year for full-time support staff, using number only. Report hours, if applicable, and add word “hours”. List the type of leave (for example, PTO, jury duty, military leave, etc.)

Paid Days Off per Year – Part-time Support Staff

Part-time Support Staff (as defined by your library)

11-055 Number of Vacation Days

 Report the number or range of numbers of vacation days per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-056 Number of Sick Days

 Report the number or range of numbers of sick days per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-057 Number of Personal Days

 Report the number or range of numbers of personal days per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-058 Holidays

 Report the number or range of numbers of holidays per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-059 Funeral/Bereavement

 Report the number or range of numbers of funeral/bereavement days per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”.

11-060 Other Days

 Report the number or range of numbers of days for other paid time off per year for part-time support staff, using number only. Report hours, if applicable, and add word “hours”. List the type of leave (for example, PTO, jury duty, military leave, etc.)

Part 12 - PLAC Loans

**Questions relating to standards are in bold font**

Report the # of PLAC loans your library made to a home patron of the following library(ies)

* DO NOT report any loans made to your own library
* Number of items lent to patrons using a PLAC card.
* Complete the report for PLAC loans your library made to patrons from other libraries from January 1 through December 31 of the report year.
* The number of loans must be an accurate count of PLAC activity. Estimates may not be used.
* Do NOT include any miscellaneous or out of state loans as PLAC loans.
* Do NOT include any reciprocal borrowing (RB) loans as PLAC loans.

12-001 If you made no PLAC loans, enter "0".

 If you did not loan any materials to PLAC patrons from other libraries, enter “0“. This total will appear in 12-239.

**12-002 – 12-238** The reporting library should show no PLAC loans, as its residents do not need a PLAC card for loans. There should be NO number next to your own library’s name.

 List the total number of loans from each home library. Be sure to include bookmobile library totals in the home library’s total. (Home library is the PLAC card holder’s library which their property tax supports or where they purchased a non-resident card.)

 For example, a patron from Starke County Public Library (the city of Knox) uses a PLAC card at Knox County Public Library (the city of Vincennes) to borrow 10 items. Knox County Public Library would report 10 loans to Starke County Public Library (the city of Knox). **\*NEW\***

 Library Code

 Number Home Library

12-002 IN0249 Adams Public Library System

12-003 IN0127 Akron Carnegie Public Library

12-004 IN0157 Alexandria-Monroe Public Library

12-005 IN0018 Alexandrian Public Library

12-006 IN0073 Allen County Public Library

12-007 IN0158 Anderson Public Library

12-008 IN0078 Andrews-Dallas Township Public Library

12-009 IN0064 Argos Public Library

12-010 IN0106 Attica Public Library

12-011 IN0221 Aurora Public Library District

12-012 IN0204 Avon-Washington Township Public Library

12-013 IN0215 Bartholomew County Public Library

12-014 IN0147 Barton Rees Pogue Memorial Public Library

12-015 IN0233 Batesville Memorial Public Library

12-016 IN0178 Bedford Public Library

12-017 IN0211 Beech Grove Public Library

12-018 IN0056 Bell Memorial Public Library

12-019 IN0097 Benton County Public Library

12-020 IN0071 Berne Public Library

12-021 IN0009 Bicknell-Vigo Township Public Library

12-022 IN0177 Bloomfield-Eastern Greene County Public Library

12-023 IN0023 Boonville-Warrick County Public Library

12-024 IN0096 Boswell-Grant Township Public Library

12-025 IN0065 Bourbon Public Library

12-026 IN0173 Brazil Public Library

12-027 IN0063 Bremen Public Library

12-028 IN0053 Bristol-Washington Township Public Library

12-029 IN0039 Brook-Iroquois-Washington Township Public Library

12-030 IN0119 Brookston-Prairie Township Public Library

12-031 IN0216 Brown County Public Library

12-032 IN0201 Brownsburg Public Library

12-033 IN0225 Brownstown Public Library

12-034 IN0077 Butler Public Library

12-035 IN0170 Cambridge City Public Library

12-036 IN0101 Camden-Jackson Township Public Library

12-037 IN0195 Carmel Clay Public Library

12-038 IN0088 Carnegie Public Library Of Steuben County

12-039 IN0172 Centerville-Center Township Public Library

12-040 IN0217 Charlestown Clark County Public Library

12-041 IN0093 Churubusco Public Library

12-042 IN0203 Clayton-Liberty Township Public Library

12-043 IN0188 Clinton Public Library

12-044 IN0200 Coatesville-Clay Township Public Library

12-045 IN0103 Colfax-Perry Township Public Library

12-046 IN0131 Converse-Jackson Township Public Library

12-047 IN0107 Covington-Veedersburg Public Library

12-048 IN0219 Crawford County Public Library

12-049 IN0109 Crawfordsville District Public Library

12-050 IN0031 Crown Point Community Public Library

12-051 IN0061 Culver-Union Township Public Library

12-052 IN0202 Danville-Center Township Public Library

12-053 IN0112 Darlington Public Library

12-054 IN0100 Delphi Public Library

12-055 IN0169 Dublin Public Library

12-056 IN0153 Dunkirk Public Library

12-057 IN0095 Earl Park Public Library

12-058 IN0027 East Chicago Public Library

12-059 IN0075 Eckhart Public Library

12-060 IN0208 Edinburgh Wright-Hageman Public Library

12-061 IN0050 Elkhart Public Library

12-062 IN0020 Evansville-Vanderburgh Public Library

12-063 IN0145 Fairmount Public Library

12-064 IN0160 Farmland Public Library

12-065 IN0139 Fayette County Public Library

12-066 IN0102 Flora-Monroe Township Public Library

12-067 IN0007 Fort Branch-Johnson Township Public Library

12-068 IN0198 Fortville-Vernon Township Public Library

12-069 IN0045 Francesville-Salem Township Public Library

12-070 IN0104 Frankfort Community Public Library-Clinton County Contractual Public Library

12-071 IN0140 Franklin County Public Library District

12-072 IN0089 Fremont Public Library

12-073 IN0126 Fulton County Public Library

12-074 IN0074 Garrett Public Library

12-075 IN0028 Gary Public Library

12-076 IN0143 Gas City-Mill Township Public Library

12-077 IN0041 Goodland & Grant Township Public Library

12-078 IN0054 Goshen Public Library

12-079 IN0244 Greensburg-Decatur County Contractual Public Library

12-080 IN0129 Greentown & Eastern Howard School Public Library

12-081 IN0206 Greenwood Public Library

12-082 IN0168 Hagerstown-Jefferson Township Public Library

12-083 IN0248 Hamilton East Public Library

12-084 IN0196 Hamilton North Public Library

12-085 IN0029 Hammond Public Library

12-086 IN0199 Hancock County Public Library

12-087 IN0224 Harrison County Public Library

12-088 IN0136 Hartford City Public Library

12-089 IN0165 Henry Henley Public Library

12-090 IN0004 Huntingburg Public Library

12-091 IN0080 Huntington City-Township Public Library

12-092 IN0243 Hussey-Mayfield Memorial Public Library

12-093 IN0210 Indianapolis-Marion County Public Library

12-094 IN0226 Jackson County Public Library

12-095 IN0174 Jasonville Public Library

12-096 IN0025 Jasper County Public Library

12-097 IN0003 Jasper-Dubois County Contractual Public Library

12-098 IN0155 Jay County Public Library

12-099 IN0227 Jefferson County Public Library

12-100 IN0218 Jeffersonville Township Public Library

12-101 IN0228 Jennings County Public Library

12-102 IN0207 Johnson County Public Library

12-103 IN0144 Jonesboro Public Library

12-104 IN0242 Joyce Public Library

12-105 IN0086 Kendallville Public Library

12-106 IN0040 Kentland-Jefferson Township Public Library

12-107 IN0125 Kewanna-Union Township Public Library

12-108 IN0108 Kingman-Millcreek Public Library

12-109 IN0105 Kirklin Public Library

12-110 IN0152 Knightstown Public Library

12-111 IN0010 Knox County Public Library

12-112 IN0128 Kokomo-Howard County Public Library

12-113 IN0036 La Crosse Public Library

12-114 IN0083 La Grange County Public Library

12-115 IN0037 La Porte County Public Library

12-116 IN0113 Ladoga-Clark Township Public Library

12-117 IN0030 Lake County Public Library

12-118 IN0220 Lawrenceburg Public Library

12-119 IN0191 Lebanon Public Library

12-120 IN0084 Ligonier Public Library

12-121 IN0239 Lincoln Heritage Public Library

12-122 IN0111 Linden Carnegie Public Library

12-123 IN0175 Linton Public Library

12-124 IN0123 Logansport-Cass County Public Library

12-125 IN0011 Loogootee Public Library

12-126 IN0241 Lowell Public Library

12-127 IN0142 Marion Public Library

12-128 IN0148 Matthews Public Library

12-129 IN0230 Melton Public Library

12-130 IN0033 Michigan City Public Library

12-131 IN0055 Middlebury Community Public Library

12-132 IN0149 Middletown Fall Creek Township Public Library

12-133 IN0058 Milford Public Library

12-134 IN0069 Mishawaka-Penn-Harris Public Library

12-135 IN0179 Mitchell Community Public Library

12-136 IN0120 Monon Town & Township Public Library

12-137 IN0180 Monroe County Public Library

12-138 IN0047 Monterey-Tippecanoe Township Public Library

12-139 IN0182 Montezuma Public Library

12-140 IN0121 Monticello-Union Township Public Library

12-141 IN0137 Montpelier-Harrison Township Public Library

12-142 IN0213 Mooresville Public Library

12-143 IN0212 Morgan County Public Library

12-144 IN0171 Morrisson Reeves Library

12-145 IN0138 Muncie-Center Township Public Library

12-146 IN0052 Nappanee Public Library

12-147 IN0223 New Albany-Floyd County Public Library

12-148 IN0066 New Carlisle & Olive Township Public Library

12-149 IN0150 New Castle-Henry County Public Library

12-150 IN0017 New Harmony Workingmen’s Institute

12-151 IN0038 Newton County Public Library

12-152 IN0085 Noble County Public Library

12-153 IN0048 North Judson-Wayne Township Public Library

12-154 IN0156 North Madison County Public Library System

12-155 IN0134 North Manchester Public Library

12-156 IN0247 North Webster Community Public Library

12-157 IN0008 Oakland City-Columbia Township Public Library

12-158 IN0002 Odon Winkelpleck Public Library

12-159 IN0229 Ohio County Public Library

12-160 IN0022 Ohio Township Public Library System

12-161 IN0231 Orleans Town & Township Public Library

12-162 IN0234 Osgood Public Library

12-163 IN0099 Otterbein Public Library

12-164 IN0181 Owen County Public Library

12-165 IN0005 Owensville Carnegie Public Library

12-166 IN0098 Oxford Public Library

12-167 IN0232 Paoli Public Library

12-168 IN0092 Peabody Public Library

12-169 IN0159 Pendleton Community Public Library

12-170 IN0154 Penn Township Public Library

12-171 IN0013 Perry County Public Library

12-172 IN0130 Peru Public Library

12-173 IN0060 Pierceton & Washington Township Public Library

12-174 IN0015 Pike County Public Library

12-175 IN0205 Plainfield-Guilford Township Public Library

12-176 IN0062 Plymouth Public Library

12-177 IN0043 Porter County Public Library System

12-178 IN0016 Poseyville Carnegie Public Library

12-179 IN0006 Princeton Public Library

12-180 IN0046 Pulaski County Public Library

12-181 IN0184 Putnam County Public Library

12-182 IN0024 Remington-Carpenter Township Public Library

12-183 IN0163 Ridgeville Public Library

12-184 IN0185 Roachdale-Franklin Township Public Library

12-185 IN0133 Roann Paw-Paw Township Public Library

12-186 IN0079 Roanoke Public Library

12-187 IN0183 Rockville Public Library

12-188 IN0122 Royal Center-Boone Township Public Library

12-189 IN0166 Rushville Public Library

12-190 IN0238 Salem-Washington Township Public Library

12-191 IN0236 Scott County Public Library

12-192 IN0214 Shelby County Public Library

12-193 IN0193 Sheridan Public Library

12-194 IN0012 Shoals Public Library

12-195 IN0091 South Whitley-Cleveland Township Public Library

12-196 IN0209 Speedway Public Library

12-197 IN0019 Spencer County Public Library

12-198 IN0151 Spiceland Town-Township Public Library

12-199 IN0068 St Joseph County Public Library

12-200 IN0049 Starke County Public Library System

12-201 IN0186 Sullivan County Public Library

12-202 IN0141 Swayzee Public Library

12-203 IN0237 Switzerland County Public Library

12-204 IN0059 Syracuse-Turkey Creek Township Public Library

12-205 IN0190 Thorntown Public Library

12-206 IN0115 Tippecanoe County Public Library

12-207 IN0132 Tipton County Public Library

12-208 IN0235 Tyson Library Association, Inc

12-209 IN0164 Union City Public Library

12-210 IN0167 Union County Public Library

12-211 IN0146 Van Buren Public Library

12-212 IN0187 Vermillion County Public Library

12-213 IN0189 Vigo County Public Library

12-214 IN0135 Wabash Carnegie Public Library

12-215 IN0051 Wakarusa-Olive & Harrison Township Public Library

12-216 IN0067 Walkerton-Lincoln Township Public Library

12-217 IN0124 Walton & Tipton Township Public Library

12-218 IN0035 Wanatah Public Library

12-219 IN0082 Warren Public Library

12-220 IN0057 Warsaw Community Public Library

12-221 IN0001 Washington Carnegie Public Library

12-222 IN0162 Washington Township Public Library

12-223 IN0076 Waterloo-Grant Township Public Library

12-224 IN0110 Waveland-Brown Township Public Library

12-225 IN0090 Wells County Public Library

12-226 IN0114 West Lafayette Public Library

12-227 IN0116 West Lebanon-Pike Township Public Library

12-228 IN0044 Westchester Public Library

12-229 IN0194 Westfield-Washington Public Library

12-230 IN0034 Westville-New Durham Township Public Library

12-231 IN0026 Whiting Public Library

12-232 IN0021 Willard Library Of Evansville

12-233 IN0117 Williamsport-Washington Township Public Library

12-234 IN0161 Winchester Community Public Library

12-235 IN0118 Wolcott Community Public Library

12-236 IN0176 Worthington Jefferson Township Public Library

12-237 IN0094 York Township Public Library

12-238 IN0245 Yorktown Public Library

12-239 TOTAL PLAC Loans

 This is an automatically calculated total of 12-001 through 12-238. \*NEW\*

Part 13 - Compliance with Standards for Public Libraries

**Questions relating to standards are in bold font**

* The answers in this section assist in determining where your library is in compliance with the standards
* Standards which can be verified by data or information elsewhere in the report do not appear in this section
* Please answer only "yes", "no", or “n/a” if applicable, ~~not both~~ and DO NOT skip a question

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

Do not skip any questions.

**Does your library:**

**13-001 Comply with Public Library Law under IC 36-12?**

 **Per 590 IAC 6-1-4**(a). Consult these URLs for the most current laws. <http://www.in.gov/legislative/ic/code/title36/ar12/> and <http://www.in.gov/legislative/iac/iac_title?iact=590>

**13-002 Comply with the Indiana Library and Historical Department Law under IC 4-23-7?**

 **Per 590 IAC 6-1-4**(a). Consult this URL for the most current laws. <http://www.in.gov/legislative/ic/code/title4/ar23/ch7.html>

**13-003 Comply with other Indiana laws that affect municipal corporations?**

 **Per 590 IAC 6-1-4**(a). Many of these laws can be found in the State Board of Account’s [*Accounting and Uniform Compliance Guidelines Manual for Public Libraries*](http://www.in.gov/sboa/2404.htm)*.*  You should also consult <http://www.in.gov/legislative/ic/code>

**13-004 Comply with all federal laws affecting employment practice?**

 **Per 590 IAC 6-1-4**(e). The primary source of information is the United States Department of Labor, starting with this URL, [http://www.dol.gov](http://www.dol.gov/)/ There are other sources of information, but the library’s attorney should be consulted.

**13-005 Are all newly constructed and existing library facilities are in compliance with local, state, and federal building and health and safety codes?**

 **Per 590 IAC 6-1-4**(i). Report for all buildings in library system, central library and any branch(es). Consult with your library attorney, local building inspector, and other professionals.

**13-006 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?**

 **Per 590 IAC 6-1-4**(j). Consult <http://www.ada.gov/> and with local disabilities organizations.

**Do the library board and director maintain separate functions as follows:**

**13-007 The board is responsible for governance and policy.**

 **Per 590 IAC 6-1-4**(c). The board members' duties can be defined loosely as dealing with issues that affect the whole library and its position in the community. [(IC 36-12-3-3)](http://www.in.gov/legislative/ic/code/title36/ar12/ch3.html#IC36-12-3-3) The board sets parameters of how the library will operate. The board is responsible for governing the library by writing policy, developing a long-range plan and delegating management responsibility to the director.

**13-008 The director Is responsible for administration, operation and management of the library**

 **Per 590 IAC 6-1-4**(c). The director's duty is to carry out the day-to-day functions (procedures) of running the library within the parameters (policies) set by the board. ([IC 36-12-2-24(a)](http://www.in.gov/legislative/ic/code/title36/ar12/ch2.html#IC36-12-2-24) last sentence).

**Does the director**

**13-009 Work full-time?**

Full-time" means that the director is paid for: **(1)** at least thirty-five (35) hours per week; OR **(2)** if the library is open fewer than thirty-five (35) hours per week, the number of hours that the library is open. **Per 590 IAC 6-1-4(b)**.

**13-010 Have the required librarian certification rules under 590 IAC 5?**

 (Check https://mylicense.in.gov/EVerification/Search.aspx if any question occurs)

 **Per 590 IAC 6-1-4(b)**. (Check [https://mylicense.in.gov/EVerification/Search.aspx](https://mylicense.in.gov/EVerification/Search.aspx%20) if any question occurs). \*NEW\*

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

**13-011 An annual classification of employees**

 **Per 590 IAC 6-1-4**(d). Employees’ positions shall be listed by job title (qualifications for each level are optional).

**13-012 Schedules of salaries**

 **Per 590 IAC 6-1-4**(d). Salaries will be listed for each classification of employee, for all employees.

**13-013 A proposed library budget**

 **Per 590 IAC 6-1-4**(d). Trustees have adopted a proposed budget for the next year. \*NEW\*

**13-014 Library policies**

 **Per 590 IAC 6-1-4**(d). Policies are listed on page 38 of the New Director’s One Stop Guide 2012 <http://www.in.gov/library/files/NDM2012_Chapter_03.pdf> \*NEW\*

**13-015 Employment practices, including**

 **Per 590 IAC 6-1-4**(e). Answer “Yes” if the board has adopted employment policies and procedures other than those listed in 13-016 through 13-018. \*NEW\*

**13-016 Recruitment**

 **Per 590 IAC 6-1-4(e)**. Answer “Yes” if the board has adopted policies concerning how potential employees, sometimes only the director, will be recruited, including placing job ads. \*NEW\*

**13-017 Selection**

 **Per 590 IAC 6-1-4(e).** Answer “Yes” if the board has adopted policies concerning how employees will be selected from candidates for a position. \*NEW\*

**13-018 Appointment**

**13-019 Personnel actions**

 **Per 590 IAC 6-1-4(e)**. Answer “Yes” if the board has adopted policies concerning personnel actions, such as promotions, grievances, etc. \*NEW\*

**13-020 Salary administration**

 **Per 590 IAC 6-1-4(e).** Answer “Yes” if the board has adopted a policy concerning how salary is paid. “All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution or salary schedule adopted by the governing body unless otherwise authorized by statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements”, per State Board of Account’s [*Accounting and Uniform Compliance Guidelines Manual for Public Libraries*](http://www.in.gov/sboa/2404.htm)*, 8-1* \*NEW\*

**13-021 Employee benefits**

 **Per 590 IAC 6-1-4(e)**. Answer “Yes’ if the board has adopted policies concerning employee benefits, such as PERF, health insurance, or anything listed in 11-012 through 11-060. \*NEW\*

**13-022 Conditions of work**

 **Per 590 IAC 6-1-4(e)**. Answer “Yes’ if the board has adopted policies concerning breaks, lunches, dress code, etc. \*NEW\*

**13-023 Leaves**

 **Per 590 IAC 6-1-4(e)**. Answer “Yes’ if the board has adopted policies concerning military leave, maternity leave, FMLA, etc. \*NEW\*

**13-024 Does the library board adhere to the principles discussed in approved and current Indiana state library publications for library trustees?**

 **Per 590 IAC 6-1-4(f)**. The current document for trustees is entitled *In the Public Trust*, [http://www.in.gov/library/3274.htm](http://www.in.gov/library/3274.htm%20) Answer “Yes” if this statement is true.

**13-025 Does the library have written bylaws that state its purpose and its operational procedures?**

 **Per 590 IAC 6-1-4(g)**. Answer “Yes” or “No”. Templates and other information are available at <http://www.in.gov/library/standards.htm> \*NEW\*

**Do the library bylaws specifically state rules governing:**

**13-026 Conflicts of interest issues**

 **Per 590 IAC 6-1-4(g)**. Answer “Yes” or “No”. There is useful information and a form to complete, if needed, in Chapter 7 of the State Board of Account’s [*Accounting and Uniform Compliance Guidelines Manual for Public Libraries*](http://www.in.gov/sboa/2404.htm) \*NEW\*

**13-027 Nepotism.**

 **Per 590 IAC 6-1-4(g)** Answer “Yes” or “No”. \*NEW\*

**13-028 Have the bylaws been reviewed by the board in the last three (3) years?**

 **Per 590 IAC 6-1-4(g)**. Answer “Yes” or “No”. \*NEW\*

**13-029 Has a copy of the current version of the bylaws been submitted to the Indiana State Library?**

 **Per 590 IAC 6-1-4(g)**. Answer “Yes” or “No”. \*NEW\*

**13-030 Have all amendments to the bylaws been adopted by the board and have they been submitted to the Indiana State Library with the annual report?**

 **Per 590 IAC 6-1-4(g)**. Answer “Yes” or “No”. \*NEW\*

**Does Your Library Have:**

**13-031 A Collection Development Plan?**

 **Per 590 IAC 6-1-4(h)(1)**. Answer “Yes” or “No”. \*NEW\*

**13-032 Written principle of access to all library materials and services?**

 **Per 590 IAC 6-1-4(h)(2)** and 590 IAC 6-1-4**(k)**. Answer “Yes” or “No”. Some information may be found at <http://www.ala.org/advocacy/intfreedom/librarybill> \*NEW\*

**13-033 Does the library have a long-range plan of service?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. Templates and other information are available at <http://www.in.gov/library/standards.htm> \*NEW\*

**13-034 Which years are covered by the plan?**

 **Per 590 IAC 6-1-4(h)(3)**. List years or “N/A”. \*NEW\*

**13-035 Has the long range plan been updated in the last three (3) years?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. \*NEW\*

**13-036 Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. \*NEW\*

**Does your long range plan include:**

**13-037 A statement of community needs and goals?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. \*NEW\*

**13-038 Measurable objectives and service responses to the community’s needs and goals?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. \*NEW\*

**13-039 An assessment of facilities, services, technology, and operations?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. \*NEW\*

**13-040 An ongoing annual evaluation process?**

 Answer “Yes” or “No”. \*NEW\*

**13-041 Financial resources and sustainability?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. \*NEW\*

**13-042 Collaboration with other public libraries?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. \*NEW\*

**13-043 Collaboration with other community partners?**

 **Per 590 IAC 6-1-4(h)(3)**. Answer “Yes” or “No”. \*NEW\*

**13-044 Does the library have a technology plan?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. \*NEW\*

**13-045 Which years are covered by the plan?**

 **Per 590 IAC 6-1-4(h)(4)**. List years or “N/A”.\*NEW\*

**13-046 Has the technology plan been updated in the last 3 years?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. \*NEW\*

**13-047 Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. \*NEW\*

**Does your technology plan include:**

**13-048 Goals and realistic strategy for using telecommunications and information technology?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. \*NEW\*

**13-049 A professional development strategy?**

 **Per 590 IAC 6-1-4(h)(4)**. This refers to professional development for staff in the area of technology. Answer “Yes” or “No”. \*NEW\*

**13-050 An assessment of telecommunication services, hardware, software, and other services needed?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. A template is available upon request. \*NEW\*

**13-051 An equipment replacement schedule?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. \*NEW\*

**13-052 Financial resources and sustainability?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. \*NEW\*

**13-053 An ongoing annual evaluation process?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. \*NEW\*

**13-054 An automation plan that conforms to national cataloging standards?**

 **Per 590 IAC 6-1-4(h)(4)**. Answer “Yes” or “No”. \*NEW\*

**13-055 Does your library provide interlibrary loan free of charge to other libraries within Indiana (other than reimbursement for actual direct photocopy and postage costs).**

 **Per 590 IAC 6-1-4(k)(6)**. Answer “Yes” or “No”.

**The library lends materials**

**13-056 via Statewide reciprocal borrowing program?**

 **Per 590 IAC 6-1-4(k)(6)(A)**. This question is prefilled and locked, based on the resolution individual public libraries have on file with the Indiana State Library. The list is posted at <http://www.in.gov/library/ldoresources.htm> “Reciprocal Borrowing Covenants.xls”. Contact the Library Development Office with any question, correction, change, etc. \*NEW\*

**13-057 via the Evergreen consortium?**

 **Per 590 IAC 6-1-4(k)(6)(C).** This question is prefilled and locked, based on the information provided by the Evergreen consortium. The list may be viewed at <http://www.in.gov/library/3399.htm> Contact the Library Development Office with any question, correction, change, etc. \*NEW\*

**13-058 Using OCLC Resource Sharing?**

 **Per 590 IAC 6-1-4(k)(6)(B).** Answer “Yes” or “No”. \*NEW\*

**13-059 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?**

 **Per 590 IAC 6-1-4(k)(6)(D).** Each library must have a signed agreement on file with the Indiana State Library/Library Development Office. The Indiana State Library also maintains records of 13-056 statewide reciprocal borrowing participants and 13-057 Evergreen participants. Answer “Yes” or “No”.

**13-060 How many days per week does your library subscribe to InfoEXPRESS?**

 Per 590 IAC 6-1-4**(k)(7).** This question is prefilled and locked, based on payment records maintained by the Indiana State Library. Contact the Library Development Office with any question, correction, change, etc. \*NEW\*

**Does the library provide adult services that include the following?**

**13-061 Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.**

 **Per 590 IAC 6-1-4(k)(8)(A).** The individual would be certified according to the requirements of the local library. Answer “Yes” or “No”.

**13-062 Knowledge of and access to reference materials, including INSPIRE.**

 **Per 590 IAC 6-1-4(k)(8)(B).** Knowledge would include education or experience with reference materials and databases, including the INSPIRE databases. Answer “Yes” or “No”.

**13-063 A collection of materials for adults.**

 **Per 590 IAC 6-1-4(k)(8)(C).** This collection would be chosen with the needs and interests of adults as criteria. Answer “Yes” or “No”.

**13-064 Space designated in the library for adult services.**

 **An enhanced level of service is achieved when a library designates:**

 **Per 590 IAC 6-1-4(k)(8)(D).** Answer “Yes” or “No”.

**13-065 One (1) or more staff to serve at least part time, with appropriate certification, as an adult services librarian, at each fixed location?**

 **An exceptional level of service is achieved when a library designates:**

 **Per 590 IAC 6-1-4(k)(8)(E).** Answer “Yes” or “No”. All 3 conditions must apply to answer “Yes”.

**13-066 One (1) full-time equivalent, with appropriate certification, as an adult services librarian, at each fixed location?**

 An exceptional level of service is achieved when a library designates:

 One **(1)** full-time equivalent, with appropriate certification, as an adult services librarian, at each fixed location? **Per 590 IAC 6-1-4(k)**(8)(F). Answer “Yes” or “No”. All 4 conditions must apply to answer “Yes”.

**Does the library provide young adult services that include the following?**

**13-067 Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.**

 **Per 590 IAC 6-1-4(k)(9)(A).** The individual would be certified according to the requirements of the local library, Answer “Yes” or “No”. .

**13-068 Knowledge of and access to reference materials, including INSPIRE.**

 **Per 590 IAC 6-1-4(k)(9)(B).** Yes or No. Knowledge would include education or experience with reference materials and databases, including the INSPIRE databases.

**13-069 A collection of materials for young adults.**

 **Per 590 IAC 6-1-4(k)(9)(C).** This collection would be chosen with the needs and interest of young adults as criteria. Answer “Yes” or “No”.

**13-070 Space designated in the library for young adult services.**

 **An enhanced level of service is achieved when a library designates:**

 **Per 590 IAC 6-1-4(k)(9)(D).** Answer “Yes” or “No”.

**13-071 One (1) or more staff to serve at least part time, with appropriate certification, as a young adult services librarian, at each fixed location?**

 **An exceptional level of service is achieved when a library designates:**

 One **(1)** or more staff to serve at least part time, with appropriate certification, as a young adult services librarian, at each fixed location? – **Per 590 IAC 6-1-4(k)(9)(E).** Answer “Yes” or “No”. All 4 conditions must apply to answer “Yes”.

**13-072 One (1) full-time equivalent, with appropriate certification, as a young adult services librarian, at each fixed location?**

 An exceptional level of service is achieved when a library designates:

 One **(1)** full-time equivalent, with appropriate certification, as a young adult services librarian, at each fixed location? - **Per 590 IAC 6-1-4(k)(9)(F).** Answer “Yes” or “No”. All 4 conditions must apply to answer “Yes”.

**Does the library provide children's services that include the following?**

**13-073 Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.**

 **Per 590 IAC 6-1-4(k)(10)(B).** The collection would be selected with the needs and interests of children, parents and caregivers as criteria. Answer “Yes” or “No”.

**13-074 A collection of materials for children, parents, and caregivers in each fixed location.**

 **Per 590 IAC 6-1-4(k)(10)(B).** The collection would be selected with the needs and interests of children, parents and caregivers as criteria. Answer “Yes” or “No”.

**13-075 Space in each fixed location designated in the library for children's services.**

 **An enhanced level of service is achieved when a library designates:**

 **Per 590 IAC 6-1-4(k)(10)(C).** Answer “Yes” or “No”.

**13-076 One (1) or more staff to serve at least part time, with appropriate certification, as a children's services librarian, at each fixed location?**

 **An exceptional level of service is achieved when a library designates:**

 One **(1)** or more staff to serve at least part time, with appropriate certification, as a children's services librarian, at each fixed location? – **Per 590 IAC 6-1-4(k)(10)(D).** Answer “Yes” or “No”. All 4 conditions must apply to answer “Yes”.

**13-077 One (1) full-time equivalent, with appropriate certification, as a children's services librarian, at each fixed location?**

 An exceptional level of service is achieved when a library designates>:

 One **(1)** full-time equivalent, with appropriate certification, as a children's services librarian, at each fixed location? - **Per 590 IAC 6-1-4(k)(10)(D).** Answer “Yes” or “No”. All 4 conditions must apply to answer “Yes”.

**13-078 Are 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?**

 **Per 590 IAC 6-1-4(k)(12).** Applications may be downloaded from the Indiana State Library website. Librarians are authorized to sign applications for patrons with visual or physical difficulties with regular print. (This includes someone who is allergic to ink, cannot hold a book, etc.) A medical doctor must sign an application for a patron with a learning disability. Visit this URL for more information: <http://www.in.gov/library/tbbl.htm> Answer “Yes” or “No”.

**13-079 Does the library provide 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?**

 **Per 590 IAC 6-1-4(k)(14)** The library must make all computers, whether Gates, locally purchased, gifts or obtained in any other way, available to eligible people. Eligibility may be based on whether they owe fines to the library or have a documented violation of library policy. The policies should be available to the public. Answer “Yes” or “No”.

**13-080 Does the library provide support for continuing education for staff and trustees?**

 **Does your library provide the following means of communicating with the public:**

 **Per 590 IAC 6-1-4(m).** The library is encouraged to support continuing education for staff with paid time off and financial assistance for fees, travel, lodging and related expenses on an annual basis. Webinars, library conferences, in-person trainings are all acceptable support. Trustees’ registration fees may be paid and travel expenses may be reimbursed. Written policies should be adopted, describing the support the library makes available. Answer “Yes” or “No”.

**13-081 An answering machine, voice mail or other similar technology to provide operating hours of the library?**

 **Per 590 IAC 6-1-4(k)(4)(A)** – Answer “Yes” or “No”. \*NEW\*

**13-082 Does your library provide a means to provide copies to the public at each location. (A fee may be charged not to exceed a fee established by Indiana State Law)?**

 **Per 590 IAC 6-1-4(k)(4)(D).** Consult IC 5-14-3-8, Answer “Yes” or “No”. <http://www.in.gov/legislative/ic/code/title5/ar14/ch3.html>

**Does your library webpage include:**

**13-083 Hours of operation?**

 **Per 590 IAC 6-1-4(k)(5)(A).** This should specify hours of operation for the month during which the website is checked and be updated as necessary. Answer “Yes” or “No”. \*NEW\*

**13-084 A physical address for your library?**

 **Per 590 IAC 6-1-4(k)(5)(A).** Addresses for all fixed locations, and this should include the city and state. Answer “Yes” or “No”. \*NEW\*

**13-085 A map for each fixed location?**

 **Per 590 IAC 6-1-4(k)(5)(A).** Maps for all fixed locations.. Answer “Yes” or “No”. \*NEW\*

**13-086 A telephone number?**

 **Per 590 IAC 6-1-4(k)(5)(A).** Answer “Yes” or “No”. \*NEW\*

**13-087 An e-mail address or means of electronic contact?**

 **Per 590 IAC 6-1-4(k)(5)(A).** This may either be an e-mail address or a form, to be completed at the website, which is automatically emailed to a specific e-mail address. Answer “Yes” or “No”. \*NEW\*

**13-088 A link to free electronic resources, for example INSPIRE?**

 **Per 590 IAC 6-1-4(k)(5)(B).** Answer “Yes” or “No”. \*NEW\*

**13-089 Publicly posted policies adopted by the library board, including, but not limited to, circulation policies, fees, and internet use policies?**

 **Per 590 IAC 6-1-4(k)(5)(C).** Answer “Yes” or “No”. \*NEW\*

**13-090 A link to the library's online public access catalog?**

 **Per 590 IAC 6-1-4(k)(5)(D).** Answer “Yes” or “No”. \*NEW\*

**13-091 A calendar of events and programs which is updated at least monthly?**

 **Per 590 IAC 6-1-4(k)(5)(E).** Answer “Yes” or “No”. \*NEW\*

**13-092 Has your Internet Policy been reviewed by the board in the last year?**

 **Per IC 36-12-1-12**. Answer “Yes” or “No”. \*NEW\*

Part 14 - Statement of Intent

14-001 Please explain any NO answers given in Part 13. List question # and explanation.

Part 15 – Supplement

Answer all questions with information as of 12/31/2012.

**Questions relating to standards are in bold font**

15-001 Does Your Library Have a Foundation?

 If your library has a foundation which was founded for the benefit of the library, answer “Yes”. If no, answer “No”. \*NEW\*

15-002 Is Your Foundation Separate From Your Friends Group?

 If the board members of the foundation are the same as the Friends group, answer “Yes”. If no, answer “No” \*NEW\*

15-003 Does Your Library Participate in a Community Foundation?

 Answer “Yes” if your library or donors deposit money into a community foundation on behalf of the library or “No”, if not. \*NEW\*

15-004 If Yes, What Is Its Name?

 List the name of the Community Foundation Fund which benefits the library; if no Community Foundation, answer “No”. \*NEW\*

15-005 Does Your Library Have a Separate Public Computer Lab?

 If your library has a separate room or set of computers used for a public computer lab, answer “Yes”. If not, answer ‘No” \*NEW\*

15-006 # of Computers Available in the Lab?

 List the # of computers available in the lab or “N/A” \*NEW\*

15-007 Does Your Library Have A Mobile / Portable Computer Lab?

 Answer “Yes” or “No” \*NEW\*

15-008 Has Your Library Received Any Grants During This Period, Other Than LSTA Grants?

 Answer “Yes” or No”. \*NEW\*

15-009 If Yes, What Is the Name of the Funder? (Repeating group; answer

 15-009 – 15-011 for each grant)

 List the official name of the funder or “N/A”. \*NEW\*

15-010 How Much Was the Grant for?

 List the amount of the grant (not the amount awarded but the actual amount given) or “N/A”. \*NEW\*

15-011 What Was the Purpose of the Grant?

 List the purpose for which the grant was awarded or “N/A”. \*NEW\*

15-012 Does Your Library Have a Grant Consultant or a Staff Person Overseeing Grants?

 Answer “Yes” or “No” \*NEW\*

15-013 Has Your Library Hired A Consultant?

 Answer “Yes” if your library has hired a consultant in the last three **(3)** years. If not, answer “No” \*NEW\*

15-014 What Project Did They Work On? (Repeating group;

 answer 15-014– 15-018 for each consultant project.)

 List the project or “N/A”. \*NEW\*

15-015 Name:

 If none, answer “N/A”. \*NEW\*

15-016 Address

 If none, answer “N/A”. \*NEW\*

15-017 Email

 Direct email address of consultant. If none, answer “N/A”. \*NEW\*

15-018 Phone

 800 number, if available, is preferred. If none, answer
N/A”. \*NEW\*

15-019 Is Your Library Involved In Community Outreach, Such As Fairs And Festivals?

 These would not be programs, which are counted in Part 8 but would be public relations events for the promotion of the library. They could include hosting a float, a booth and the like. If none, answer “N/A”. \*NEW\*

15-020 # Events

 Provide a count of the number of events of community outreach which the library was involved in for the report year of 2012. An estimate is acceptable. If none, answer “N/A”. \*NEW\*

15-021 Attendance

 Provide a count of the attendance at events of community outreach. An estimate is acceptable. If none, answer “N/A”. \*NEW\*

15-022 Does Your Library Use Social Media?

 Social media, in addition to a web page, is an additional set of methods of publicity and outreach to patrons. Answer “Yes” or No”. \*NEW\*

Which Ones Do You Use? (check all that apply)

15-023 Facebook

 Answer “Yes” or “No. \*NEW\*

15-024 Twitter

 Answer “Yes” or “No. \*NEW\*

15-025 Pinterst

 Answer “Yes” or “No. \*NEW\*

15-026 Flickr

 Answer “Yes” or “No. \*NEW\*

15-027 Other

 List any other social media your library uses or “N/A”. \*NEW\*

15-028 Does Your Library Have Book Club Sets?

 Answer “Yes” or “No. \*NEW\*

15-029 # of Titles

 Answer with # or “N/A” \*NEW\*

15-030 # Copies Each Title

 Divide the number of copies by the number of titles, resulting in an average. If none, answer “N/A”. \*NEW\*

15-031 Name of Contact Person in Charge of Program

 Name the person who would be able to answer questions about the program. If none, answer “N/A”. \*NEW\*

15-032 Email:

 The contact person’s email address. If none, answer “N/A”. \*NEW\*

15-033 Does Your Library Participate in a One Book / One City Program?

 Answer “yes” if your library participated in the last calendar year. If no, answer “No”. \*NEW\*

15-034 Does Your Library Use Any Open Source Software?

 This is free software, used for any library process. Answer “Yes” or “No”. \*NEW\*

15-035 List:

 List all titles of open source software used or “N/A” \*NEW\*

15-036 Does Your Library Provide Assistive Technology?

 If Yes, How Is It Provided?

 This is technology which would assist a person with a disability to use a computer or any library materials. It includes but is not limited to technology for people with visual impairments or blindness, people who are deaf or hard of hearing, and people with mobility or manual dexterity issues. Answer “Yes” or “No. If yes, report how it is provided in 15-037through 15-040. \*NEW\*

15-037 # of Separate Assistive Technology Workstations

 Count each workstation, whether it has only one kind of assistive technology or more than one and is intended for use only by a patron with a particular disability or answer “N/A”. \*NEW\*

15-038 # of Mainstreamed Workstations With Assistive Technology

 Count each workstation, whether it has only one kind of assistive technology or more than one and is intended for use only by a patron with a particular disability or answer “N/A”. \*NEW\*

15-039 Do You Have Assistive Technology Available for Checkout?

15-040 List:

 List the assistive technology available for checkout and # of each item or “N/A”. \*NEW\*

15-041 Complete broadband survey at

 <http://in-polis-app21.ads.iu.edu/BroadbandService/default.aspx>

 Please follow the link to complete the broadband service survey. \*NEW\*