

Indiana Public Library Annual Report 2016

1 - General Information

Questions relating to standards are in bolded blue font

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

Please provide the most current information available.

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

Building Questions

- 01-020 The year the current central building was built _____
- 01-021 Year of the most recent structural addition or alteration to current central building _____
- 01-022 What is the square footage of the central building? _____
- 01-023 **Click [here](#) to complete Central Library daily hours.**

This link will take you to a table where you can record the regular hours that the Central Library is open.

Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

- 01-023a If your Central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. 9:00AM-Noon, 2:00PM-5:00PM), please provide and describe those hours here. _____
- 01-038 **Total open hours for Central Library during a typical week** _____
- 01-039 **Total number of hours Central Library is open after 6:00 p.m. per week** _____
- 01-040 **Total number of hours per week Central Library is open on Saturday** _____

01-041 **Total number of hours per week Central Library is open on Sunday** _____

01-042 Number of Weeks Per Year Central Library was open in 2016 _____

01-043 **Total Central Library Hours Open per Year** _____

Internet Access

01-044 **Does the library have Internet Access** _____

01-045 What type of Internet Access is available in the Central Building? _____

01-046 **Specify the download speed of Internet Access in the Central Building. Use <http://www.speedtest.net> to determine speed. Please specify the unit of measurement (e.g. 20 MBPS)** _____

Branch Information

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

Individual Branch Information

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

01-200a Branch Name _____

01-201a Branch Street Address _____

01-202a Branch City _____

01-203a Branch County _____

01-204a Branch Zip _____

01-205a Is your mailing address the same as the address listed above _____

01-206a Branch Mailing Address _____

01-207a Phone _____

01-208a Fax _____

01-209a Total Square Footage of Branch _____

01-210a Year Built _____

01-211a Year of the most recent structural addition or alteration to branch building _____

01-212a **Number of Weeks per Year Individual Branch is Open** _____

01-213a Monday opening time _____

01-214a Monday closing time _____

01-215a Tuesday opening time _____

01-216a Tuesday closing time _____

01-217a Wednesday opening time _____

01-218a Wednesday closing time _____

01-219a Thursday opening time _____

01-220a Thursday closing time _____

01-221a Friday opening time _____

01-222a Friday closing time _____

01-223a Saturday opening time _____

01-224a Saturday closing time _____

01-225a Sunday opening time _____

01-226a Sunday closing time _____

01-227a Total open hours for Branch Library during a typical week. _____

01-228a Does the Branch library have Internet access? _____

01-229a What type of Internet Access is available in the Branch library? _____

01-230a **Specify the speed of Internet Access in the Branch library** _____

01-231a **Number of wireless hubs located in the Branch library** _____

01-237 **Total Annual Hours of All Branches** _____

Bookmobile Information

01-300 Total Number of Bookmobiles *(If this answer = 0, skip Questions 01-301a through 01-316)* _____

Individual Bookmobile Information

01-301a Bookmobile Name _____

01-302a Street Address _____

01-303a City _____

01-304a County _____

01-305a Zip+4 _____

01-306a Is your mailing address the same as the address listed above? _____

01-307a Mail Address _____

01-308a Phone _____

01-309a Fax _____

01-310a Total number of hours Bookmobile is open during a typical week _____

01-311a Number of Weeks Bookmobile is Open _____

01-312a **Does the Bookmobile have Internet Access?** _____

01-313a What type of Internet Access is available in the Bookmobile? _____

01-314a **Specify the speed of Internet Access in the Bookmobile** _____

01-315a **Number of wireless hubs located in the Bookmobile?** _____

01-316 **Total Annual Hours of All Bookmobiles** _____

01-500 **Total System Public Service Hours per Year** _____

2 - Registrations

Questions relating to standards are in bolded blue font

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

02-001 Total Number of Individual Resident Registered Users _____

02-002 Total Number of Users from Contracting Areas _____

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

02-004 Total Number of Reciprocal Users _____

02-005 Total Number of PLAC Users _____

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

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

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

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

02-010 Date that the Library Board adopted this fee _____

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

3 - Libraries & Political Subdivisions

Questions relating to standards are in bolded blue font

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

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.

See the Instructions for a description of the Political Divisions. If your library did not make changes to your service area, carry over the unit type from the previous year.

2010 Census figures are used for all calculations

03-001	Name of Primary County	_____
03-002	Total Assessed Valuation for Library District	_____
03-003	Operating Tax Rate	_____
03-004	Source year for data	_____
03-005	BIRF/Lease Rental Tax Rate	_____
03-006	LCPF Tax Rate	_____
03-007	Did your library roll the LCPF into the operating tax rate?	_____
03-008	Name for additional county	_____
03-009	Total Assessed Valuation for additional county	_____
03-010	Operating Tax Rate for additional county	_____
03-011	BIRF/Lease Rental Tax Rate	_____
03-012	LCPF Tax Rate	_____
03-013	Total district population without contract	_____
03-014	Total district population with contracts	_____
03-015	Political Subdivision Name	_____
03-016	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	_____
03-017	Population <u>2010 Census</u> (Taxed & Served)	_____
03-018	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	_____
03-019	Population <u>2010 Census</u> (Served by Contract)	_____

4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

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

Local Government Operating Fund Income

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

State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)	_____
04-010	License Vehicle Excise Tax	_____

04-011	Commercial Vehicle Excise Tax (CVET)	_____
04-012	Other State Operating Fund Income	_____
04-013	Source(s):	_____
04-014	Total State Operating Fund Income	_____
<u>Federal Government Operating Fund Income</u>		
04-015	LSTA Grants	_____
04-016	Name of Non-Operating Fund	_____
04-017	Amount of LSTA grant placed in Non-Operating Fund	_____
04-018	Other Federal Grants Operating Fund Income	_____
04-019	List Source	_____
04-020	Total Federal Operating Fund Income	_____
<u>Other Operating Fund Income</u>		
04-021	PLAC Reimbursement	_____
04-022	Fines and Fees	_____
04-023	Interest on Investments	_____
04-024	Gift Receipts Operating Fund Income	_____
04-025	Private and Public Foundation Grants Operating Fund Income	_____
04-026	Miscellaneous Operating Fund Income	_____
04-027	Source(s)	_____
04-028	Total Public and Private Foundation Grants Income (deposited into any fund)	_____
04-029	Total Other Operating Fund Income	_____
04-030	Total Operating Fund Income	_____

5 - Expenditure Data

Questions relating to standards are in bolded blue font

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

Operating Fund Expenditures

05-001	Salaries/Wages of All Library Staff	_____
05-002	Employee benefits	_____
05-003	Other Personal Services	_____
05-004	Total Personal Services	_____
05-005	Total Staff Expenditures	_____
05-006	Total Supplies	_____
<u>Other services and charges</u>		
05-007	Professional Services	_____
05-008	Communication and Transportation	_____
05-009	Printing and Advertising	_____
05-010	Insurance	_____
05-011	Utility Services	_____
05-012	Repairs and Maintenance	_____
05-013	Rentals	_____
05-014	Debt Service	_____
05-015	Lease Rental	_____
05-016	Other	_____
05-017	Total of Other Services and Charges	_____

Capital Outlays from Operating Fund Expenditures

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

Operating Fund Expenditure Data

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

Non-Operating Fund Library Materials Expenditure Data

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

Non-Resident Fee Standard

- 05-045 **Total Collection Expenditures** _____
- 05-046 Total 2015 Operating Expenditures per capita _____
- 05-047 **Difference between 2014 OE per capita minus Non-Resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.** _____
- 05-047a **Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)** _____

- 05-048 Total 2016 Operating Expenditures per capita. _____
- Collection Development Standard
- 05-049 **Collection Development Expenditure as a percentage of Operating Expenditure** _____

6 - Capital Revenue

Questions relating to standards are in bolded blue font

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

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

7 - Employment Data

Questions relating to standards are in bolded blue font

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

ALA-MLS Librarians

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

ALL Librarians

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

ALL Other Staff

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

8 - Library Service and Technology

Questions relating to standards are in bolded blue font

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

Interlibrary Loans

- 08-001 Number of interlibrary loan items (loans and photocopies) your library has provided to other libraries. _____

- 08-002 Evergreen Transits to other libraries (number will be supplied by the Indiana State Library) _____
- 08-003 SRCS materials provided to other libraries (number will be supplied by the Indiana State Library) _____
- 08-004 Total number of loans provided to other libraries _____
- 08-005 Number of interlibrary loan items (loans and photocopies) your library has borrowed from other libraries. _____
- 08-006 Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library) _____
- 08-007 SRCS materials received from other libraries (number will be supplied by the Indiana State Library) _____
- 08-008 Total number of loans received from other libraries _____
- 08-009 **Net Lending Rate (Number of items loaned divided by number of items borrowed)** _____

Children's (0 - 11 years) Library Programs

- 08-010 **Number of Children's (0 - 11 years) Programs held in the library** _____
- 08-011 **Number of Children's (0 - 11 years) Programs held outside of the library** _____

Young Adult (12 - 18 years) Library Programs

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

Adult (18+ years) Library Programs

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

General (All Ages) Library Programs

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

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

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

Attendance at Young Adult (12 - 18 yrs) Programs

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

Attendance at Adult (18+ yrs) Programs

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

Attendance at General (All ages) Programs

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

Attendance Totals

- 08-028 Total Attendance at Non-Library Sponsored Programs _____

- 08-029 **Total Children's Program Attendance** _____
- 08-030 **Total Young Adult Program Attendance** _____
- 08-031 **Total Program Attendance at Library-Sponsored Programs** _____
- Summer Reading Program for Children
- 08-032 **How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?** _____
- 08-033 Total number of annual visits in the library _____
- 08-034 **Total number of reference transactions per year** _____
- Electronic Collections (includes Licensed Databases)
- 08-035 **Number of State Licensed Databases (INSPIRE databases)** _____
- 08-036 **Number of Local and Other (Not INSPIRE) Licensed Databases** _____
- 08-037 **Name(s) of Public Use/Commercial Databases to which the Library subscribes** _____
- 08-038 **Total electronic collections** _____
- Public Computers
- 08-039 Number of Public Internet Computers uses per year _____
- 08-040 Number of Wireless hubs located in the central building? _____
- 08-041 **Total number of wireless hubs, system-wide** _____
- 08-042 Number of wireless Internet uses per year _____
- 08-043 **Number of Internet connected public computers system-wide** _____
- 08-044 **Number of Scanners available for the public, system-wide** _____
- 08-045 **Number of Internet connected Staff computers, connected to a printer** _____
- 08-046 **Number of persons potentially served by each public computer** _____
- Library System Automation
- 08-047 Does your library have an automated bookkeeping system? _____
- 08-048 Name of bookkeeping system _____
- 08-049 **Brand and Version of Integrated Library System** _____
- 08-050 **Is the library catalog available online?** _____

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

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

- 09-001 Circulation of Physical Items _____
- 09-002 Use of Electronic Materials (*e.g. E-books circulated or electronic materials downloaded annually*) _____
- 09-003 Successful Retrieval of Electronic Information (*e.g. Electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002*) _____
- 09-004 **Total Electronic Content Use (total of 09-002, 09-003)** _____
- 09-005 Circulation of All Children's Materials _____
- 09-006 **Total Circulation of All Materials (total of 09-001, 09-002)** _____
- 09-007 **Total Collection Use (total of 09-001, 09-004)** _____
- 09-008 Total In-house Usage of Materials _____
- 09-009 Number of eBook Reading or Music Playing Devices circulated annually _____

Selected Holdings

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

10 - Library Board

Questions relating to standards are in bolded blue font

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

10-0001	Position: President	_____
10-0002	First Name	_____
10-0003	Middle Initial/Name	_____
10-0004	Last Name	_____
10-0005	Home address	_____
10-0006	City	_____
10-0007	Zip Code	_____
10-0008	E-mail address	_____
10-0009	Appointing Authority	_____
10-0010	Date Term Expires	_____
10-0011	Number of Consecutive Terms	_____
10-0012	Date Initially Appointed	_____
10-0101	Position: Vice President	_____
10-0102	First Name	_____
10-0103	Middle Initial/Name	_____
10-0104	Last Name	_____
10-0105	Home Address	_____
10-0106	City	_____
10-0107	Zip Code	_____
10-0108	E-mail address	_____

10-0109	Appointing Authority	_____
10-0110	Date Term Expires	_____
10-0111	Number of Consecutive Terms	_____
10-0112	Date Initially Appointed	_____
10-0201	Position: Secretary	_____
10-0202	First Name	_____
10-0203	Middle Initial/Name	_____
10-0204	Last Name	_____
10-0205	Home address	_____
10-0206	City	_____
10-0207	Zip Code	_____
10-0208	E-mail address	_____
10-0209	Appointing Authority	_____
10-0210	Date Term Expires	_____
10-0211	Number of Consecutive Terms	_____
10-0212	Date Initially Appointed	_____
10-0301	Position: Treasurer (Boards may have either Treasurer or Treasurer/Employee, but not both)	_____
10-0302	First Name	_____
10-0303	Middle Initial/Name	_____
10-0304	Last Name	_____
10-0305	Home address	_____
10-0306	City	_____
10-0307	Zip Code	_____
10-0308	E-mail address	_____
10-0309	Appointing Authority	_____
10-0310	Date Term Expires	_____
10-0311	Number of Consecutive Terms	_____
10-0312	Date Initially Appointed	_____
10-0401	Position: Treasurer / Employee (Boards may have either Treasurer or Treasurer/Employee, but not both)	_____
10-0402	First Name	_____
10-0403	Middle Initial/Name	_____
10-0404	Last Name	_____
10-0405	Home address	_____
10-0406	City	_____
10-0407	Zip Code	_____
10-0408	E-mail address	_____
10-0409	Appointing Authority	_____
10-0410	Date Term Expires	_____
10-0411	Number of Consecutive Terms	_____
10-0412	Date Initially Appointed	_____
10-0501	Position: Member	_____
10-0502	First Name	_____
10-0503	Middle Initial/Name	_____
10-0504	Last Name	_____
10-0505	Home address	_____

10-0506	City	_____
10-0507	Zip Code	_____
10-0508	E-mail address	_____
10-0509	Appointing Authority	_____
10-0510	Date Term Expires	_____
10-0511	Number of Consecutive Terms	_____
10-0512	Date Initially Appointed	_____
10-0601	Position: Member	_____
10-0602	First Name	_____
10-0603	Middle Initial/Name	_____
10-0604	Last Name	_____
10-0605	Home address	_____
10-0606	City	_____
10-0607	Zip Code	_____
10-0608	E-mail address	_____
10-0609	Appointing Authority	_____
10-0610	Date Term Expires	_____
10-0611	Number of Consecutive Terms	_____
10-0612	Date Initially Appointed	_____
10-0701	Position: Member	_____
10-0702	First Name	_____
10-0703	Middle Initial/Name	_____
10-0704	Last Name	_____
10-0705	Home address	_____
10-0706	City	_____
10-0707	Zip Code	_____
10-0708	E-mail address	_____
10-0709	Appointing Authority	_____
10-0710	Date Term Expires	_____
10-0711	Number of Consecutive Terms	_____
10-0712	Date Initially Appointed	_____
10-0801	Position: Member	_____
10-0802	First Name	_____
10-0803	Middle Initial/Name	_____
10-0804	Last Name	_____
10-0805	Home address	_____
10-0806	City	_____
10-0807	Zip Code	_____
10-0808	E-mail address	_____
10-0809	Appointing Authority	_____
10-0810	Date Term Expires	_____
10-0811	Number of Consecutive Terms	_____
10-0812	Date Initially Appointed	_____
10-0901	Position: Member	_____
10-0902	First Name	_____
10-0903	Middle Initial/Name	_____
10-0904	Last Name	_____

10-0905	Home address	_____
10-0906	City	_____
10-0907	Zip Code	_____
10-0908	E-mail address	_____
10-0909	Appointing Authority	_____
10-0910	Date Term Expires	_____
10-0911	Number of Consecutive Terms	_____
10-0912	Date Initially Appointed	_____
10-1001	Position: Member	_____
10-1002	First Name	_____
10-1003	Middle Initial/Name	_____
10-1004	Last Name	_____
10-1005	Home address	_____
10-1006	City	_____
10-1007	Zip Code	_____
10-1008	E-mail address	_____
10-1009	Appointing Authority	_____
10-1010	Date Term Expires	_____
10-1011	Number of Consecutive Terms	_____
10-1012	Date Initially Appointed	_____
10-1101	Position: Member	_____
10-1102	First Name	_____
10-1103	Middle Initial/Name	_____
10-1104	Last Name	_____
10-1105	Home address	_____
10-1106	City	_____
10-1107	Zip Code	_____
10-1108	E-mail address	_____
10-1109	Appointing Authority	_____
10-1110	Date Term Expires	_____
10-1111	Number of Consecutive Terms	_____
10-1112	Date Initially Appointed	_____
10-1201	Position: Member	_____
10-1202	First Name	_____
10-1203	Middle Initial/Name	_____
10-1204	Last Name	_____
10-1205	Home address	_____
10-1206	City	_____
10-1207	Zip Code	_____
10-1208	E-mail address	_____
10-1209	Appointing Authority	_____
10-1210	Date Term Expires	_____
10-1211	Number of Consecutive Terms	_____
10-1212	Date Initially Appointed	_____
10-0991	What Day of the Month is the Regular Library Board Meeting?	_____
10-0992	What is the time of the Regular Library Board Meeting?	_____

11 - Salary Section

Questions relating to standards are in bolded blue font

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

11-001	Annual salary of the Director	_____
11-002	Does the library director have an employment contract?	_____
11-003	What is the current level of certification for the library Director?	_____
11-004	Job Title - Assistant or Associate Director	_____
11-005	Certification Level	_____
11-006	Minimum Hourly Wage	_____
11-007	Maximum Hourly Wage	_____
11-008	Job Title - Department Head, Manager or Supervisor	_____
11-009	Certification Level	_____
11-010	Minimum Hourly Wage	_____
11-011	Maximum Hourly Wage	_____
11-012	Job Title - Branch Head	_____
11-013	Certification Level	_____
11-014	Minimum Hourly Wage	_____
11-015	Maximum Hourly Wage	_____
11-016	Job Title - Administrative Assistant	_____
11-017	Certification Level	_____
11-018	Minimum Hourly Wage	_____
11-019	Maximum Hourly Wage	_____
11-020	Job Title - Automation, Network or System Manager	_____
11-021	Certification Level	_____
11-022	Minimum Hourly Wage	_____
11-023	Maximum Hourly Wage	_____
11-024	Job Title - Business Manager	_____
11-025	Certification Level	_____
11-026	Minimum Hourly Wage	_____
11-027	Maximum Hourly Wage	_____
11-028	Job Title - Cataloging or Technical Services Librarian	_____
11-029	Certification Level	_____
11-030	Minimum Hourly Wage	_____
11-031	Maximum Hourly Wage	_____
11-032	Job Title - Children's Librarian	_____
11-033	Certification Level	_____
11-034	Minimum Hourly Wage	_____
11-035	Maximum Hourly Wage	_____
11-036	Job Title - General Reference or Adult Librarian	_____
11-037	Certification Level	_____
11-038	Minimum Hourly Wage	_____
11-039	Maximum Hourly Wage	_____
11-040	Job title - Young Adult Librarian	_____
11-041	Certification Level	_____

11-042	Minimum Hourly Wage	_____
11-043	Maximum Hourly Wage	_____
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	_____
11-045	Certification Level	_____
11-046	Minimum Hourly Wage	_____
11-047	Maximum Hourly Wage	_____
11-048	Job Title - Genealogy Reference Service	_____
11-049	Certification Level	_____
11-050	Minimum Hourly Wage	_____
11-051	Maximum Hourly Wage	_____
11-052	Job Title - Audio Visual Librarian	_____
11-053	Certification Level	_____
11-054	Minimum Hourly Wage	_____
11-055	Maximum Hourly Wage	_____
11-056	Job Title - Specialist (Professional)	_____
11-057	Certification Level	_____
11-058	Minimum Hourly Wage	_____
11-059	Maximum Hourly Wage	_____
11-060	Job Title - Library Assistant	_____
11-061	Certification Level	_____
11-062	Minimum Hourly Wage	_____
11-063	Maximum Hourly Wage	_____
11-064	Job Title - Bookkeeper or Treasurer	_____
11-065	Certification Level	_____
11-066	Minimum Hourly Wage	_____
11-067	Maximum Hourly Wage	_____
11-068	Job Title - Secretary or Receptionist	_____
11-069	Certification Level	_____
11-070	Minimum Hourly Wage	_____
11-071	Maximum Hourly Wage	_____
11-072	Job Title - Library Technician (including computer)	_____
11-073	Certification Level	_____
11-074	Minimum Hourly Level	_____
11-075	Maximum Hourly Level	_____
11-076	Job Title - Clerk, Clerical or Aide	_____
11-077	Certification Level	_____
11-078	Minimum Hourly Wage	_____
11-079	Maximum Hourly Wage	_____
11-080	Job Title - Maintenance, Custodian, Janitor, or House-keeper	_____
11-081	Certification Level	_____
11-082	Minimum Hourly Wage	_____
11-083	Maximum Hourly Wage	_____
11-084	Job Title - Security	_____
11-085	Certification Level	_____
11-086	Minimum Hourly Wage	_____
11-087	Maximum Hourly Wage	_____

11-088	Job Title - Bookmobile Driver	
11-089	Certification Level	
11-090	Minimum Hourly Wage	
11-091	Maximum Hourly Wage	
11-092	Job Title - Messenger/Courier	
11-093	Certification Level	
11-094	Minimum Hourly Wage	
11-095	Maximum Hourly Wage	
11-096	Job Title - Page, Intern or Student Assistant	
11-097	Certification Level	
11-098	Minimum Hourly Wage	
11-099	Maximum Hourly Wage	
11-100	Job Title - Temporary Substitute	
11-101	Certification Level	
11-102	Minimum Hourly Wage	
11-103	Maximum Hourly Wage	
11-104	Job Title - Interlibrary Loan	
11-105	Certification Level	
11-106	Minimum Hourly Wage	
11-107	Maximum Hourly Wage	
11-108	Job Title - Human Resources	
11-109	Certification Level	
11-110	Minimum Hourly Wage	
11-111	Maximum Hourly Wage	
11-112	Job Title - Marketing	
11-113	Certification Level	
11-114	Minimum Hourly Wage	
11-115	Maximum Hourly Wage	
11-116	Job Title - Circulation Librarian	
11-117	Certification Level	
11-118	Minimum Hourly Wage	
11-119	Maximum Hourly Wage	
11-120	Job Title - Other	
11-121	Specify Other Job Title	
11-122	Certification Level	
11-123	Minimum Hourly Wage	
11-124	Maximum Hourly Wage	
11-125	Job Title - Other	
11-126	Specify Other Job Title	
11-127	Certification Level	
11-128	Minimum Hourly Wage	
11-129	Maximum Hourly Wage	
11-130	Job Title - Other	
11-131	Specify Other Job Title	
11-132	Certification Level	

- 11-133 Minimum Hourly Wage _____
- 11-134 Maximum Hourly Wage _____
- 11-135 Job Title - Other _____
- 11-136 Specify Other Job Title _____
- 11-137 Certification Level _____
- 11-138 Minimum Hourly Wage _____
- 11-139 Maximum Hourly Wage _____
- 11-140 Job Title - Other _____
- 11-141 Specify Other Job Title _____
- 11-142 Certification Level _____
- 11-143 Minimum Hourly Wage _____
- 11-144 Maximum Hourly Wage _____

Employee Fringe Benefit Information - Full-time Employees

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

Employee Fringe Benefit Information - Part-time Employees

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

Paid days off per year - Full-time Librarian

- 11-525 Number of Vacation Days _____
- 11-526 Number of Sick Days _____
- 11-527 Number of Personal Days _____
- 11-528 Holidays _____
- 11-529 Funeral/Bereavement _____
- 11-530 Other Days (specify) _____

Paid days off per year - Part-Time Librarian

- 11-531 Number of Vacation Days _____

- 11-532 Number of Sick Days _____
- 11-533 Number of Personal Days _____
- 11-534 Holidays _____
- 11-535 Funeral/Bereavement _____
- 11-536 Other Days _____

Paid days off per year - Full-Time Support Staff

- 11-537 Number of Vacation Days _____
- 11-538 Number of Sick Days _____
- 11-539 Number of Personal Days _____
- 11-540 Holidays _____
- 11-541 Funeral/Bereavement _____
- 11-542 Other Days _____

Paid days off per year - Part-Time Support Staff

- 11-543 Number of Vacation Days _____
- 11-544 Number of Sick Days _____
- 11-545 Number of Personal Days _____
- 11-546 Holidays _____
- 11-547 Funeral/Bereavement _____
- 11-548 Other Days _____

12 - PLAC Loans

Questions relating to standards are in bolded blue font

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

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

- 12-001 Did your library make any PLAC loans? _____
- 12-002 Adams Public Library System _____
- 12-003 Akron Carnegie Public Library _____
- 12-004 Alexandria-Monroe Public Library _____
- 12-005 Alexandrian Public Library _____
- 12-006 Allen County Public Library _____
- 12-007 Anderson Public Library _____
- 12-008 Andrews-Dallas Township Public Library _____
- 12-009 Argos Public Library _____
- 12-010 Attica Public Library _____
- 12-011 Aurora Public Library District _____
- 12-012 Avon-Washington Township Public Library _____
- 12-013 Bartholomew County Public Library _____
- 12-014 Barton Rees Pogue Memorial Public Library _____
- 12-015 Batesville Memorial Public Library _____
- 12-016 Bedford Public Library _____
- 12-017 Beech Grove Public Library _____
- 12-018 Bell Memorial Public Library _____
- 12-019 Benton County Public Library _____
- 12-020 Berne Public Library _____

12-021	Bicknell-Vigo Township Public Library	_____
12-022	Bloomfield-Eastern Greene County Public Library	_____
12-023	Boonville-Warrick County Public Library	_____
12-024	Boswell-Grant Township Public Library	_____
12-025	Bourbon Public Library	_____
12-026	Brazil Public Library	_____
12-027	Bremen Public Library	_____
12-028	Bristol-Washington Township Public Library	_____
12-029	Brook-Iroquois-Washington Township Public Library	_____
12-030	Brookston-Prairie Township Public Library	_____
12-031	Brown County Public Library	_____
12-032	Brownsburg Public Library	_____
12-033	Brownstown Public Library	_____
12-034	Butler Public Library	_____
12-035	Cambridge City Public Library	_____
12-036	Camden-Jackson Township Public Library	_____
12-037	Carmel Clay Public Library	_____
12-038	Carnegie Public Library Of Steuben County	_____
12-039	Centerville-Center Township Public Library	_____
12-040	Charlestown Clark County Public Library	_____
12-041	Churubusco Public Library	_____
12-042	Clayton-Liberty Township Public Library	_____
12-043	Clinton Public Library	_____
12-044	Coatesville-Clay Township Public Library	_____
12-045	Colfax-Perry Township Public Library	_____
12-046	Converse-Jackson Township Public Library	_____
12-047	Covington-Veedersburg Public Library	_____
12-048	Crawford County Public Library	_____
12-049	Crawfordsville District Public Library	_____
12-050	Crown Point Community Public Library	_____
12-051	Culver-Union Township Public Library	_____
12-052	Danville-Center Township Public Library	_____
12-053	Darlington Public Library	_____
12-054	Delphi Public Library	_____
12-055	Dublin Public Library	_____
12-056	Dunkirk Public Library	_____
12-057	Earl Park Public Library	_____
12-058	East Chicago Public Library	_____
12-059	Eckhart Public Library	_____
12-060	Edinburgh Wright-Hageman Public Library	_____
12-061	Elkhart Public Library	_____
12-062	Evansville-Vanderburgh Public Library	_____
12-063	Fairmount Public Library	_____
12-064	Farmland Public Library	_____
12-065	Fayette County Public Library	_____
12-066	Flora-Monroe Township Public Library	_____
12-067	Fort Branch-Johnson Township Public Library	_____
12-068	Fortville-Vernon Township Public Library	_____

12-069	Francesville-Salem Township Public Library	
12-070	Frankfort Community-Clinton County Contractual Public Library	
12-071	Franklin County Public Library District	
12-072	Fremont Public Library	
12-073	Fulton County Public Library	
12-074	Garrett Public Library	
12-075	Gary Public Library	
12-076	Gas City-Mill Township Public Library	
12-077	Goodland & Grant Township Public Library	
12-078	Goshen Public Library	
12-079	Greensburg-Decatur County Contractual Public Library	
12-080	Greentown & Eastern Howard School Public Library	
12-081	Greenwood Public Library	
12-082	Hagerstown-Jefferson Township Public Library	
12-083	Hamilton East Public Library	
12-084	Hamilton North Public Library	
12-085	Hammond Public Library	
12-086	Hancock County Public Library	
12-087	Harrison County Public Library	
12-088	Hartford City Public Library	
12-089	Henry Henley Public Library IN0165	
12-090	Huntingburg Public Library	
12-091	Huntington City-Township Public Library	
12-092	Hussey-Mayfield Memorial Public Library	
12-093	Indianapolis-Marion County Public Library	
12-094	Jackson County Public Library	
12-095	Jasonville Public Library	
12-096	Jasper County Public Library	
12-097	Jasper-Dubois County Contractual Public Library	
12-098	Jay County Public Library	
12-099	Jefferson County Public Library	
12-100	Jeffersonville Township Public Library	
12-101	Jennings County Public Library	
12-102	Johnson County Public Library	
12-103	Jonesboro Public Library	
12-104	Joyce Public Library	
12-105	Kendallville Public Library	
12-106	Kentland-Jefferson Township Public Library	
12-107	Kewanna-Union Township Public Library	
12-108	Kingman-Millcreek Public Library	
12-109	Kirklin Public Library	
12-110	Knightstown Public Library	
12-111	Knox County Public Library	
12-112	Kokomo-Howard County Public Library	
12-113	La Crosse Public Library	
12-114	La Grange County Public Library	
12-115	La Porte County Public Library	
12-116	Ladoga-Clark Township Public Library	

12-117	Lake County Public Library	_____
12-118	Lawrenceburg Public Library	_____
12-119	Lebanon Public Library	_____
12-120	Ligonier Public Library	_____
12-121	Lincoln Heritage Public Library	_____
12-122	Linden Carnegie Public Library	_____
12-123	Linton Public Library	_____
12-124	Logansport-Cass County Public Library	_____
12-125	Loogootee Public Library	_____
12-126	Lowell Public Library	_____
12-127	Marion Public Library	_____
12-128	Matthews Public Library	_____
12-129	Melton Public Library	_____
12-130	Michigan City Public Library	_____
12-131	Middlebury Community Public Library	_____
12-132	Middletown Fall Creek Township Public Library	_____
12-133	Milford Public Library	_____
12-134	Mishawaka-Penn_Harris Public Library	_____
12-135	Mitchell Community Public Library	_____
12-136	Monon Town & Township Public Library	_____
12-137	Monroe County Public Library	_____
12-138	Monterey-Tippecanoe Township Public Library	_____
12-139	Montezuma Public Library	_____
12-140	Monticello-Union Township Public Library	_____
12-141	Montpelier-Harrison Township Public Library	_____
12-142	Mooreville Public Library	_____
12-143	Morgan County Public Library	_____
12-144	Morrisson Reeves Library	_____
12-145	Muncie-Center Township Public Library	_____
12-146	Nappanee Public Library	_____
12-147	New Albany-Floyd County Public Library	_____
12-148	New Carlisle & Olive Township Public Library	_____
12-149	New Castle-Henry County Public Library	_____
12-150	New Harmony Workingmen's Institute	_____
12-151	Newton County Public Library	_____
12-152	Noble County Public Library	_____
12-153	North Judson-Wayne Township Public Library	_____
12-154	North Madison County Public Library System	_____
12-155	North Manchester Public Library	_____
12-156	North Webster Community Public Library	_____
12-157	Oakland City-Columbia Township Public Library	_____
12-158	Odon Winkelpleck Public Library	_____
12-159	Ohio County Public Library	_____
12-160	Ohio Township Public Library System	_____
12-161	Orleans Town & Township Public Library	_____
12-162	Osgood Public Library	_____
12-163	Otterbein Public Library	_____
12-164	Owen County Public Library	_____

12-165	Owensville Carnegie Public Library	_____
12-166	Oxford Public Library	_____
12-167	Paoli Public Library	_____
12-168	Peabody Public Library	_____
12-169	Pendleton Community Public Library	_____
12-170	Penn Township Public Library	_____
12-171	Perry County Public Library	_____
12-172	Peru Public Library	_____
12-173	Pierceton & Washington Township Public Library	_____
12-174	Pike County Public Library	_____
12-175	Plainfield-Guilford Township Public Library	_____
12-176	Plymouth Public Library	_____
12-177	Porter County Public Library System	_____
12-178	Poseyville Carnegie Public Library	_____
12-179	Princeton Public Library	_____
12-180	Pulaski County Public Library	_____
12-181	Putnam County Public Library	_____
12-182	Remington-Carpenter Township Public Library	_____
12-183	Ridgeville Public Library	_____
12-184	Roachdale-Franklin Township Public Library	_____
12-185	Roann Paw-Paw Township Public Library	_____
12-186	Roanoke Public Library	_____
12-187	Rockville Public Library	_____
12-188	Royal Center-Boone Township Public Library	_____
12-189	Rushville Public Library	_____
12-190	Salem-Washington Township Public Library	_____
12-191	Scott County Public Library	_____
12-192	Shelby County Public Library	_____
12-193	Sheridan Public Library	_____
12-194	Shoals Public Library	_____
12-195	South Whitley-Cleveland Township Public Library	_____
12-196	Speedway Public Library	_____
12-197	Spencer County Public Library	_____
12-198	Spiceland Town-Township Public Library	_____
12-199	St. Joseph County Public Library	_____
12-200	Starke County Public Library System	_____
12-201	Sullivan County Public Library	_____
12-202	Swayzee Public Library	_____
12-203	Switzerland County Public Library	_____
12-204	Syracuse-Turkey Creek Township Public Library	_____
12-205	Thorntown Public Library	_____
12-206	Tippecanoe County Public Library	_____
12-207	Tipton County Public Library	_____
12-208	Tyson Library Association, Inc	_____
12-209	Union City Public Library	_____
12-210	Union County Public Library	_____
12-211	Van Buren Public Library	_____
12-212	Vermillion County Public Library	_____

12-213	Vigo County Public Library	_____
12-214	Wabash Carnegie Public Library	_____
12-215	Wakarusa-Olive & Harrison Township Public Library	_____
12-216	Walkerton-Lincoln Township Public Library	_____
12-217	Walton & Tipton Township Public Library	_____
12-218	Wanatah Public Library	_____
12-219	Warren Public Library	_____
12-220	Warsaw Community Public Library	_____
12-221	Washington Carnegie Public Library	_____
12-222	Washington Township Public Library	_____
12-223	Waterloo-Grant Township Public Library	_____
12-224	Waveland-Brown Township Public Library	_____
12-225	Wells County Public Library	_____
12-226	West Lafayette Public Library	_____
12-227	West Lebanon-Pike Township Public Library	_____
12-228	Westchester Public Library	_____
12-229	Westfield-Washington Public Library	_____
12-230	Westville-New Durham Township Public Library	_____
12-231	Whiting Public Library	_____
12-232	Willard Library of Evansville	_____
12-233	Williamsport-Washington Township Public Library	_____
12-234	Winchester Community Public Library	_____
12-235	Wolcott Community Public Library	_____
12-236	Worthington Jefferson Township Public Library	_____
12-237	York Township Public Library	_____
12-238	Yorktown Public Library	_____
12-239	TOTAL PLAC Loans	_____

13 - Compliance with Standards for Public Lib

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

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

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

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

Do not skip any questions.

13-001	Does your library comply with Public Library Law under IC 36-12?	_____
13-002	If the answer to 13-001 is NO, explain:	_____
13-003	Does your library comply with other Indiana laws that affect municipal corporations?	_____
13-004	If the answer to 13-003 is NO, explain:	_____
13-005	Does your library comply with all federal laws affecting employment practice?	_____
13-006	If the answer to 13-005 is NO, explain:	_____

- 13-007 **Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?** _____
- 13-008 **If the answer to 13-007 is NO, explain:** _____
- 13-009 **Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?** _____
- 13-010 **If the answer to 13-009 is NO, explain:** _____
- 13-011 **Do the library board and the director maintain separate functions?** _____
- 13-012 **Is the board responsible for governance and policy?** _____
- 13-013 **Is the director responsible for administration, operation and management of the library?** _____
- 13-014 **Does the director work full-time?** _____
- 13-015 **Does the Director have the required certification under 590 IAC 5? (Check <https://mylicense.in.gov/EVerification/Search.aspx> if any question occurs)** _____

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

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

Employment Policies

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

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

13-036 Does your library provide support for continuing education for staff and trustees? _____

Long Range Plan

13-037 Does the library have a written long-range plan of service? _____

13-038 What year did your current long range plan begin? _____

13-039 What year does your current long range plan end? _____

13-040 Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan? _____

13-041 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? _____

13-042 Does your long-range plan include a statement of community needs and goals? _____

13-043 Does your long-range plan include measurable objectives and service in response to the community's needs and goals? _____

13-044 Does your long-range plan include an assessment of facilities, services, technology, and operations? _____

13-045 Does your long-range plan include an ongoing annual evaluation process? _____

13-046 Does your long-range plan include a plan for financial resources and sustainability? _____

13-047 Does your long-range plan include a statement of collaboration with other public libraries? _____

13-048 Does your long-range plan include a statement of collaboration with other community partners? _____

Technology Plan

13-049 Does the library have a written technology plan? _____

13-050 What year did your current technology plan begin? _____

13-051 What year does your current technology plan end? _____

13-052 Has your technology plan been updated in the last three (3) years? _____

13-053 Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library? _____

Does your technology plan include:

13-054 Realistic goals and strategies for using telecommunications and information technology? _____

13-055 A professional development strategy? _____

13-056 An assessment of telecommunication services, hardware, software, and other services needed? _____

13-057 An equipment replacement schedule? _____

13-058 A plan for financial resources and sustainability? _____

13-059 An ongoing annual evaluation process? _____

13-060 An automated, integrated library system (ILS) which conforms to a national cataloging standard? _____

Resource Sharing

13-061 Does your library provide interlibrary loan free of charge *to other libraries* within Indiana? _____

Answer YES if your policy is to lend, even if no loans were requested.

13-062 Does your library provide interlibrary loan free of charge *to your users?*

Answer YES if your policy is to lend, even if no loans were requested.

13-063 Does the library lend materials via a statewide reciprocal borrowing program?

13-064 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?

13-065 If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.

13-066 Does the library lend materials using the OCLC Resource Sharing system?

13-067 Is the library a member of Evergreen Indiana?

13-068 How many days per week does your library receive Info Express courier service?

Does the library provide adult services, including:

13-069 Programs and reference services offered by an appropriately certified librarian?

13-070 Access to reference materials, including INSPIRE?

13-071 A collection of materials for adults?

13-072 A space designated in the library for adult services?

Does the library provide an *Enhanced* level of service by providing:

13-073 *One (1) or more staff, with appropriate certification

*Serving at least part time,

*At each fixed location?

[All conditions must apply]

Does the library provide an *Exceptional* level of service by providing:

13-074 *One (1) full-time staff member, or the equivalent

*With appropriate certification

*At each fixed location?

[All conditions must apply]

Does the library provide Young Adult services, including:

13-075 Programs and reference services offered by an appropriately certified librarian?

13-076 Access to reference materials, including INSPIRE?

13-077 A collection of materials for young adults?

13-078 A space designated in the library for young adult services.

Does the library provide an *Enhanced* level of service by providing:

13-079 *One (1) or more staff, with appropriate certification

*Serving at least part time,

*At each fixed location?

[All conditions must apply]

Does the library provide an *Exceptional* level of service by providing:

13-080 *One (1) full-time staff member, or the equivalent

*With appropriate certification

*At each fixed location?

[All conditions must apply]

Does the library provide Children's services, including:

13-081 Programs and reference services offered by an appropriately certified librarian?

13-082 A collection of materials for children?

13-083 A space designated in the library for children's services?

Does the library provide an *Enhanced* level of service by providing:

13-084 *One (1) or more staff, with appropriate certification

*Serving at least part time,

*At each fixed location?

[All conditions must apply]

Does the library provide an *Exceptional* level of service by providing:

13-085 *One (1) full-time staff member, or the equivalent

*With appropriate certification

*At each fixed location?

[All conditions must apply]

Public Access

13-086 Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and/or enhanced media?

13-087 Does the library provide computers for the free use of all persons regardless of residency?

13-088 Does your library provide a means for the public to make copies at each location?

Webpage

13-089 Does your library's webpage include current hours of operation?

13-090 Does your library's webpage include a physical address for your library?

13-091 Does your library's webpage include a map for each fixed location?

13-092 Does your library's webpage include a telephone number?

13-093 Does your library's webpage include an e-mail address or other means of electronic contact?

13-094 Does your library's webpage include a link to INSPIRE and other free electronic resources?

13-095 Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?

- 13-096 **Has your Internet Policy been reviewed by the board in the last year?** _____
- 13-097 **Does your library's webpage include a link to the library's online public access catalog?** _____
- 13-098 **Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?** _____

14 - Statement of Intent to Comply with Standar

- 14-001 Please explain any NO answers given in Part 13. _____

15 - Supplemental Questions

INTERLIBRARY LOAN CONTACT INFORMATION

Please provide the contact information for the main contact person for your interlibrary loan operation.

- 15-001 ILL Contact full name _____
- 15-002 ILL Contact telephone number _____
- 15-003 ILL Contact email address _____

DNR STATE PARKS PASS PROGRAM

The Indiana State Library and Department of Natural Resources are interested in hearing your feedback on the parks pass program this year.

- 15-004 How many times was the pass (or passes) checked out? _____
- 15-005 Did the Parks Pass Program bring any new patrons to the library? _____

SUMMER READING PROGRAM

Please answer the following questions about your summer reading program.

- 15-006 How many individuals participated in your library's summer reading program in 2016? _____

How did this compare with the previous year (2015)?

Please only choose one option:

- The number of participants increased this year _____
- About the same _____
- The number of participants decreased this year _____
- 15-008 If the number of participants has increased or decreased, can you provide an explanation why? _____
- 15-009 If you are offereing a non-traditional program (e.g. "Winter Reading" or "Summer Learning"), please briefly describe the program, format, and timeline. _____
- 15-010 Does your library promote any other major reading programs outside of Summer Reading? _____
- 15-011 Does your library offer any programming based on book lists? (e.g. Young Hoosiers Book Award or Eliot Rosewater (Rosie) Book Award) If so, please describe. _____

LIBRARY WI-FI

Please let us know if your library provides any of the following wireless services:

- 15-012 Does your library circulate wireless (Wi-Fi) hotspots to users? _____
- 15-013 Does your library provide wireless access when the library is not open (e.g. wireless accessible from the parking lot)? _____

15-014 If your library provides wireless access when the library is not open, please briefly describe how access is provided. _____

ELECTRONIC ACCESS CARDS

15-015 Does your library issue electronic access (e-access) cards or numbers, or otherwise provide a method for users or students to access digital resources without being registered card holders? _____

15-016 If so, please provide the number of e-access cards provided. _____

LOCALLY-ISSUED LIBRARY EDUCATION UNITS

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

LIBRARY FINES

15-018 Does your library charge fines for late materials? _____

15-019 If so, how much do you charge per item, per day for books? _____

15-020 If so, how much do you charge per item, per day for audio/visual materials? _____

15-021 Does your library offer fine forgiveness or amnesty? If so, please briefly describe alternatives offered. _____

2016 LIBRARY SUCCESS STORIES

The Indiana State Library is collecting stories from public libraries to highlight in our 2016 Indiana Public Libraries Annual Report booklet. We are interested in the creative and fun things happening in your library. If you would like to share any stories of new programs or partnerships from 2016, or examples of ways the library benefitted patron's lives, please provide a description here.

15-022 Description _____

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by March 1, 2017.