

Information for Library Directors: Pathfinder

Organizations that have the information

- Indiana State Library
 - New Director's One Stop Guide <http://www.in.gov/library/3310.htm>
- State Board of Accounts
 - Manual for Public Libraries for Accounting <http://www.in.gov/sboa/4450.htm>
- Department of Local Government Finance
 - Gateway Manual User Guides <http://www.in.gov/dlgf/9105.htm>
- Indiana Department of Revenue
 - Indiana Tax Handbook for New and Small Business Owners <http://www.in.gov/dor/files/business-tax-handbook.pdf>
 - Sales Tax <http://www.in.gov/dor/3650.htm>
- Legislative Services Agency <http://www.in.gov/legislative/index.htm>
 - Indiana Code <http://www.in.gov/legislative/ic/code/>
 - Indiana Administrative Code <http://www.in.gov/legislative/iac/>
 - Legislation <http://www.in.gov/legislative/index.htm>
 - Indiana Handbook of Taxes, Revenues, and Appropriations annual publication <http://iga.in.gov/legislative/2016/publications/handbooks/>
- Internal Revenue Service
 - Employer's Tax Guide to Fringe Benefits <http://www.irs.gov/pub/irs-pdf/p15b.pdf>
- Department of Labor
 - Wage and Hour Division <http://www.dol.gov/whd/>
 - Vacation and Holidays <https://www.dol.gov/general/topic/workhours/holidays>
 - Fair Labor Standards Act <http://www.dol.gov/whd/regs/compliance/wh1282.pdf>
- Institute of Museums and Libraries
 - Public Library data <https://harvester.census.gov/implsearch/>
- USAC <http://www.usac.org/sl/>
 - eRate

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- Contact Indiana State Library/Library Development Office Immediately if the following changes:
 - New Library Board member appointments
 - Library Director
 - Name Change
 - Address Change
 - Change of Hours
 - Web Address Change
 - Statewide Reciprocal Borrowing Status Change
- Resolutions <http://www.in.gov/library/3289.htm> you must have
 - State Technology Grant Fund Resolution
 - Rainy Day Fund
 - Capital Assets Threshold
 - Cash Change Fund
 - Petty Cash Fund
 - Credit Card Use
 - Resolution for Non-Resident Fee
- Internet Use Policy
 - Internet Use Policy include how to Unlock CIPA Filter: Who, when
- Plans to have on file at Indiana State Library per IAC 590 rule 6
 - Library Board By-Laws reviewed every 3 years with latest on file
 - The bylaws shall be reviewed by the library board every three (3) years. (3) A copy of the bylaws and all amendments to the bylaws that have been adopted by the board each year must be submitted with the library's annual report.
 - Long Range Plan with latest one on file
 - The plan, updates, and revisions must be filed with the Indiana state library