

Indiana Public Library Annual Report 2019

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 the library's administrative entity 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 the mailing address the same as the address listed above?	_____
01- 011	Mailing address	_____
01- 012	Mailing city	_____
01- 013	Mailing ZIP code	_____
01- 014	Congressional district number	_____
01- 015	Phone	_____
01- 016	Fax	_____
01- 017	Does your library have an answering machine, voicemail or other similar technology?	_____
01- 018	Library URL	_____

01- Public library email address, or a means of
019 electronic contact listed on the library's website _____

Building Questions

01- Year the current central library was built
020 _____

01- Year of the most recent structural addition or
021 alteration to the current central library _____

01- Square footage of the central library
022 _____

01-023 Click [here](#) to complete the central library daily hours.

This link will take you to a table where you can record the typical 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 of changes.

01- Please enter any non-standard central library
023a hours that cannot be entered into the daily hours form. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, please note that here. _____

01- **Total number of hours the central library is
038 open during a typical week** _____

01- **Total number of hours per week the central
039 library is open after 5:00 PM** _____

01- **Total number of hours per week the central
040 library is open on Saturday** _____

01- **Total number of hours per week the central
041 library is open on Sunday** _____

01- Number of weeks per year the central library was
042 open in 2019 _____

01- **Total hours the central library was open in
043 2019** _____

Internet Access

01- Does the library provide internet access?
044 _____

01- What type of internet access is available in the
045 central library? _____

01- Specify the download speed of internet access in
046 the central library. _____

Please specify the unit of measurement (e.g. 20 MBPS)

Branch Information

01- Total number of branches *(If this answer = 0, skip*
200 *questions 01-200a through 01-237)* _____

Individual Branch Information

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

01- Branch name
200a _____

01- Branch street address
201a _____

01- Branch city
202a _____

01- Branch county
203a _____

01- Branch ZIP
204a _____

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

01- Branch mailing address
206a _____

01- Phone
207a _____

01- Fax
208a _____

01- Year built
209a _____

01- Year of the most recent structural addition or
210a alteration to branch building _____

01- Square footage of branch
211a _____

01- Number of weeks per year individual branch was
212a open in 2019 _____

01- Monday opening time
213a _____

01- Monday closing time
214a _____

01- Tuesday opening time
215a _____

01- Tuesday closing time
216a _____

01- Wednesday opening time
217a _____

01- Wednesday closing time
218a _____

01- Thursday opening time
219a _____

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 the branch library during a typical week.	_____
01- 228a	Does the branch library provide internet access?	_____
01- 229a	What type of internet access is available in the branch library?	_____
01- 230a	Specify the download speed of internet access in the branch library	_____
01- 200a	Branch name	_____
01- 201a	Branch street address	_____
01- 202a	Branch city	_____
01- 203a	Branch county	_____
01- 204a	Branch ZIP	_____
01- 205a	Is the mailing address the same as the address listed above?	_____
01- 206a	Branch mailing address	_____
01- 207a	Phone	_____
01- 208a	Fax	_____
01- 209a	Year built	_____
01- 210a	Year of the most recent structural addition or alteration to branch building	_____

01- 211a	Square footage of branch	_____
01- 212a	Number of weeks per year individual branch was open in 2019	_____
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 the branch library during a typical week.	_____
01- 228a	Does the branch library provide internet access?	_____
01- 229a	What type of internet access is available in the branch library?	_____
01- 230a	Specify the download speed of internet access in the branch library	_____
01- 200a	Branch name	_____
01- 201a	Branch street address	_____

01- 202a	Branch city	_____
01- 203a	Branch county	_____
01- 204a	Branch ZIP	_____
01- 205a	Is the mailing address the same as the address listed above?	_____
01- 206a	Branch mailing address	_____
01- 207a	Phone	_____
01- 208a	Fax	_____
01- 209a	Year built	_____
01- 210a	Year of the most recent structural addition or alteration to branch building	_____
01- 211a	Square footage of branch	_____
01- 212a	Number of weeks per year individual branch was open in 2019	_____
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- Saturday closing time
224a _____
- 01- Sunday opening time
225a _____
- 01- Sunday closing time
226a _____
- 01- Total open hours for the branch library during a
227a typical week. _____
- 01- Does the branch library provide internet access?
228a _____
- 01- What type of internet access is available in the
229a branch library? _____
- 01- Specify the download speed of internet access in
230a the branch library _____
- 01- Total annual hours of all branches
237 _____

Bookmobile Information

- 01- Total number of bookmobiles (*If this answer = 0,*
300 *skip questions 01-301a through 01-316*) _____

Individual Bookmobile Information

- 01- Bookmobile name
301a _____
- 01- Street address
302a _____
- 01- City
303a _____
- 01- County
304a _____
- 01- ZIP
305a _____
- 01- Is your mailing address the same as the address
306a listed above? _____
- 01- Mailing address
307a _____
- 01- Phone
308a _____
- 01- Fax
309a _____
- 01- Total number of hours the bookmobile is open
310a during a typical week _____
- 01- Number of weeks per year the bookmobile is
311a open _____
- 01- Bookmobile name
301a _____

01- Street address 302a	_____
01- City 303a	_____
01- County 304a	_____
01- ZIP 305a	_____
01- Is your mailing address the same as the address 306a listed above?	_____
01- Mailing address 307a	_____
01- Phone 308a	_____
01- Fax 309a	_____
01- Total number of hours the bookmobile is open 310a during a typical week	_____
01- Number of weeks per year the bookmobile is 311a open	_____
01- Bookmobile name 301a	_____
01- Street address 302a	_____
01- City 303a	_____
01- County 304a	_____
01- ZIP 305a	_____
01- Is your mailing address the same as the address 306a listed above?	_____
01- Mailing address 307a	_____
01- Phone 308a	_____
01- Fax 309a	_____
01- Total number of hours the bookmobile is open 310a during a typical week	_____
01- Number of weeks per year the bookmobile is 311a open	_____
01- Total annual hours of all bookmobiles 312	_____

01- Total system public service hours per year _____
500

2 - Registrations

Questions relating to standards are in bolded blue font.

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

02- Total number of resident registered users _____
001

02- Total number of users from contracting areas _____
002

02- Total number of non-resident registered users _____
003

02- Total number of reciprocal users _____
004

02- Total number of PLAC users _____
005

02- Total number of non-resident cards issued to _____
006 student users

02- Total number of non-resident cards issued to _____
007 school employees

02- Total number of non-resident cards issued to _____
008 library employees

02- Amount of non-resident fee _____
009

02- Date the library board adopted this fee _____
010

02- Does your library annually purge or mark inactive _____
011 accounts for those patrons who have not used
their accounts for the last three (3) years and do
not owe materials, fines, or fees to the library?

3 - Libraries and 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.

2010 Census figures are used for all calculations

03- Name of primary county _____
001

03-002	Total assessed valuation for library district	_____
03-003	Operating tax rate	_____
03-004	Source year for data	_____
03-005	Debt fund tax rate	_____
03-006	LCPF tax rate	_____
03-007	Did your library roll the LCPF into the operating tax rate?	_____
03-008	Name of additional county	_____
03-009	Total assessed valuation for additional county	_____
03-010	Operating tax rate for additional county	_____
03-011	Debt fund tax rate	_____
03-012	LCPF tax rate	_____
03-013	Total district population without contracts	_____
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 and 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)	_____
03-020	Were there any changes to your library's service area?	_____
	(Changes may include annexations, mergers, or changes to contracts.)	
03-021	If the answer to 03-020 is YES, please explain	_____

4 - Operating Revenue

Questions relating to standards are in bolded blue font.

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

Local Government Revenue

- 04- Property tax or CEDIT income from library tax
001 rate _____
- 04- Miscellaneous income taxes or LIT (Local Income
002 Tax) _____
- 04- Contractual revenue received for service
003 _____
- 04- **Total local government revenue**
004 _____

State Government Revenue

- 04- Financial Institutions Tax (FIT)
005 _____
- 04- License Vehicle Excise Tax
006 _____
- 04- Commercial Vehicle Excise Tax (CVET)
007 _____
- 04- State Technology Grant Fund
008 _____
- 04- Other state income
009 _____
- 04- Source(s):
010 _____
- 04- **Total state revenue**
011 _____

Federal Government Revenue

- 04- LSTA grants
012 _____
- 04- Other federal income
013 _____
- 04- Source(s)
014 _____
- 04- **Total federal revenue**
015 _____

Other Revenue

- 04- PLAC reimbursement
016 _____
- 04- Fines and fees
017 _____
- 04- Interest on investments
018 _____

04-019	Gift receipts income	_____
04-020	Private and public foundation grants income	_____
04-021	Miscellaneous income	_____
04-022	Source(s)	_____
04-023	Total other revenue	_____
04-024	Total revenue	_____

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

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

Staff and Supplies

05-001	Salaries/wages of all library staff	_____
05-002	Employee benefits	_____
05-003	Other personal services	_____
05-004	Total personal services	_____
05-005	Total staff expenditures	_____
05-006	Total supplies	_____

Other Services and Charges

05-007	Professional services	_____
05-008	Communication and transportation	_____
05-009	Printing and advertising	_____
05-010	Insurance	_____
05-011	Utility services	_____
05-012	Repairs and maintenance	_____

- 05- Rentals _____
- 013
- 05- Debt service _____
- 014
- 05- Lease rental _____
- 015
- 05- Other _____
- 016
- 05- **Total of other services and charges** _____
- 017

Capital Outlays from Operating Fund Expenditures

- 05- Land _____
- 018
- 05- Buildings _____
- 019
- 05- Improvements other than buildings _____
- 020
- 05- Furniture and equipment _____
- 021
- 05- Capital outlays for public access computers, e- _____
- 022 readers and electronic media devices **DO NOT**
- REPORT in Q05-021**

Library Materials - Operating Fund Expenditures

- 05- Books (include book lease) _____
- 023
- 05- Periodicals and newspapers _____
- 024
- 05- Audio/Visual materials, microforms, and other _____
- 025 non-printed, physical materials
- 05- E-book, electronic collections, and database _____
- 026 licensing/purchase/lease expenditures
- 05- Electronic physical format, including Playaways _____
- 027 and e-book readers

Library Materials - Non-Operating Fund Expenditures

- 05- Books (include book lease) _____
- 028
- 05- Periodicals and newspapers _____
- 029
- 05- Audio/Visual materials, microforms, and other _____
- 030 non-printed, physical materials
- 05- E-book and electronic database _____
- 031 licensing/purchase/lease expenditures
- 05- Electronic physical format, including Playaways _____
- 032 and e-book readers

05-033	Total expenditures for print materials	_____
05-034	Total expenditures for electronic materials	_____
05-035	Total expenditures for other materials	_____
05-036	Total expenditures for collections	_____
05-037	Total operating fund capital outlays	_____
05-038	Total operating fund expenditure for collection development	_____
05-039	Total non-operating fund expenditure for collection development	_____
05-040	Public access computers, e-readers 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	_____
<u>Non-Resident Fee Standard</u>		
05-045	Total collection expenditures	_____
05-046	Total 2018 operating expenditures per capita	_____
05-047	Difference between 2019 OE per capita and 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	_____
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 2019 operating expenditures per capita. PLEASE MAKE SURE YOUR 2020 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	_____

Collection Development Standard

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

6 - Capital Revenue

Questions relating to standards are in bolded blue font.

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

06- Local government capital revenue
001 _____

06- State government capital revenue
002 _____

06- Federal government capital revenue
003 _____

06- Other capital revenue
004 _____

06- **Total capital revenue**
005 _____

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- Total number of all librarians with an ALA-MLS
001 _____

07- Total number of paid hours per week for all ALA-
002 MLS librarians _____

07- **FTE for all librarians with an ALA-MLS**
003 _____

All Librarians

07- Total number of all librarians, including ALA-MLS
004 librarians _____

07- Total number of paid hours per week for all
005 librarians, including ALA-MLS librarians _____

07- **FTE for all librarians**
006 _____

All Other Staff

07- Total number of all other paid staff
007 _____

07- Total number of paid hours per week for all other
008 paid staff _____

07- **FTE for all other paid staff**
009 _____

- 07- Total number of all paid staff _____
010
- 07- Total hours per week for all paid staff _____
011
- 07- FTE for all paid staff _____
012
- 07- Number of hours per week considered to be full-
013 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- Number of interlibrary loan items (including
001 photocopies) your library has provided to other
libraries _____
- 08- Evergreen transits to other libraries. Number will
002 be supplied by the Indiana State Library _____
- 08- SRCS materials provided to other libraries.
003 Number will be supplied by the Indiana State
Library _____
- 08- Total number of loans provided to other libraries
004 _____
- 08- Number of interlibrary loan items (including
005 photocopies) your library has borrowed from other
libraries _____
- 08- Evergreen transits received from other libraries.
006 Number will be supplied by the Indiana State
Library _____
- 08- SRCS materials received from other libraries.
007 Number will be supplied by the Indiana State
Library _____
- 08- Total number of loans received from other
008 libraries _____
- 08- Net lending rate
009 _____

Children's (0 - 11 years) Library Programs

- 08- Number of children's programs held in the library
010 _____
- 08- Number of children's programs held outside of the
011 library _____

Young Adult (12 - 18 years) Library Programs

- 08- Number of young adult programs held in the
012 library _____

08- Number of young adult programs held outside of
013 the library _____

Adult (18+ years) Library Programs

08- Number of adult programs held in the library
014 _____

08- Number of adult programs held outside of the
015 library _____

General (All Ages) Library Programs

08- Number of general (all ages) programs held in the
016 library _____

08- Number of general (all ages) programs held
017 outside of the library _____

08- Total number of non-library sponsored programs
018 _____

08- Total number of all library sponsored programs
019 _____

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

08- Attendance at children's programs held in the
020 library _____

08- Attendance at children's programs held outside of
021 the library _____

Attendance at Young Adult (12 - 18 years) Programs

08- Attendance at young adult programs held in the
022 library _____

08- Attendance at young adult programs held outside
023 of the library _____

Attendance at Adult (18+ years) Programs

08- Attendance at adult programs held in the library
024 _____

08- Attendance at adult programs held outside of the
025 library _____

Attendance at General (All Ages) Programs

08- Attendance at general (all ages) programs held in
026 the library _____

08- Attendance at general (all ages) programs held
027 outside of the library _____

Attendance Totals

08- Total attendance at non-library sponsored
028 programs _____

08- Total children's program attendance
029 _____

08- Total young adult program attendance
030 _____

08- Total attendance at library sponsored programs
031 _____

Children's Reading Program

08- How many weeks of a Children's Reading
032 Program did your library offer at each fixed location? _____

08- Total number of annual visits to the library
033 _____

08- **Total number of reference transactions per**
034 **year** _____

08- Instructional references services
035 _____

Electronic Collections (includes Licensed Databases)

08- Number of state-licensed databases (INSPIRE
036 databases) _____

08- Number of local and other licensed databases
037 (not INSPIRE) _____

08- Name(s) of public use/commercial databases to
038 which the library subscribes _____

08- Total electronic collections
039 _____

Public Computers

08- Number of public internet computer uses per year
040 _____

08- Number of wireless internet uses per year
041 _____

08- Number of public computers system-wide
042 _____

08- Number of staff computers
043 _____

08- Number of website visits
044 _____

Library System Automation

08- Does your library have an automated
045 bookkeeping system? _____

08- Name of bookkeeping system
046 _____

08- Brand and version of Integrated Library System
047 _____

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- Circulation of physical Items
001 _____

09-002	Use of electronic materials (<i>e.g. e-books circulated or electronic materials downloaded annually</i>)	_____
09-003	Successful retrieval of electronic information (<i>e.g. electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002</i>)	_____
09-004	Total electronic content use	_____
09-005	Circulation of all children's materials	_____
09-006	Total circulation of all materials	_____
09-007	Total collection use	_____
09-008	Total in-house usage of materials	_____
	<u>Selected Holdings</u>	
09-009	Books (print)	_____
09-010	Does the library belong to an e-book consortium?	_____
09-011	Name of e-book consortium	_____
09-012	E-books (LOCAL HOLDINGS)	_____
09-013	E-books (CONSORTIUM HOLDINGS)	_____
09-014	E-books (TOTAL)	_____
09-015	Video materials - physical units	_____
09-016	Video materials - downloadable units (LOCAL HOLDINGS)	_____
09-017	Video materials - downloadable units (CONSORTIUM HOLDINGS)	_____
09-018	Video materials - downloadable units (TOTAL)	_____
09-019	Audio materials - physical units	_____
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	_____
09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	_____
09-022	Audio materials - downloadable units (TOTAL)	_____

- 09- Current print serial subscriptions
023 _____
- 09- Current electronic serials subscriptions
024 _____
- 09- Non-traditional items, realia, or kits - physical
025 units _____
- 09- Does your library circulate hotspots?
026 _____

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- Position: President
0001 _____
- 10- First name
0002 _____
- 10- Middle initial/name
0003 _____
- 10- Last name
0004 _____
- 10- Home address
0005 _____
- 10- City
0006 _____
- 10- ZIP code
0007 _____
- 10- Email address
0008 _____
- 10- Appointing authority
0009 _____
- 10- Date term expires
0010 _____
- 10- Number of consecutive terms
0011 _____
- 10- Date of initial appointment
0012 _____
- 10- Position: Vice President
0101 _____
- 10- First name
0102 _____
- 10- Middle initial/name
0103 _____
- 10- Last name
0104 _____

10- 0105	Home address	_____
10- 0106	City	_____
10- 0107	ZIP code	_____
10- 0108	Email address	_____
10- 0109	Appointing authority	_____
10- 0110	Date term expires	_____
10- 0111	Number of consecutive terms	_____
10- 0112	Date of initial appointment	_____
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	Email address	_____
10- 0209	Appointing authority	_____
10- 0210	Date term expires	_____
10- 0211	Number of consecutive terms	_____
10- 0212	Date of initial appointment	_____
10- 0301	Position: Treasurer (Boards may have either a 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	Email address	_____
10- 0309	Appointing authority	_____
10- 0310	Date term expires	_____
10- 0311	Number of consecutive terms	_____
10- 0312	Date of initial appointment	_____
10- 0401	Position: Treasurer / Employee (Boards may have either a 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	Email address	_____
10- 0501	Position: Member	_____
10- 0502	First name	_____
10- 0503	Middle initial/name	_____
10- 0504	Last name	_____

10- Home address
0505 _____

10- City
0506 _____

10- ZIP code
0507 _____

10- Email address
0508 _____

10- Appointing authority
0509 _____

10- Date term expires
0510 _____

10- Number of consecutive terms
0511 _____

10- Date of initial appointment
0512 _____

10- Position: Member
0601 _____

10- First name
0602 _____

10- Middle initial/name
0603 _____

10- Last name
0604 _____

10- Home address
0605 _____

10- City
0606 _____

10- ZIP code
0607 _____

10- Email address
0608 _____

10- Appointing authority
0609 _____

10- Date term expires
0610 _____

10- Number of consecutive terms
0611 _____

10- Date of initial appointment
0612 _____

10- Position: Member
0701 _____

10- First name
0702 _____

10- 0703	Middle initial/name	_____
10- 0704	Last name	_____
10- 0705	Home address	_____
10- 0706	City	_____
10- 0707	ZIP code	_____
10- 0708	Email address	_____
10- 0709	Appointing authority	_____
10- 0710	Date term expires	_____
10- 0711	Number of consecutive terms	_____
10- 0712	Date of initial appointment	_____
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	Email address	_____
10- 0809	Appointing authority	_____
10- 0810	Date term expires	_____
10- 0811	Number of consecutive terms	_____
10- 0812	Date of initial appointment	_____

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	Email address	_____
10- 0909	Appointing authority	_____
10- 0910	Date term expires	_____
10- 0911	Number of consecutive terms	_____
10- 0912	Date of initial appointment	_____
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	Email address	_____
10- 1009	Appointing authority	_____
10- 1010	Date term expires	_____

10- 1011	Number of consecutive terms	_____
10- 1012	Date of initial appointment	_____
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	Email address	_____
10- 1109	Appointing authority	_____
10- 1110	Date term expires	_____
10- 1111	Number of consecutive terms	_____
10- 1112	Date of initial appointment	_____
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	Email address	_____

- 10- Appointing authority
1209 _____
- 10- Date term expires
1210 _____
- 10- Number of consecutive terms
1211 _____
- 10- Date of initial appointment
1212 _____
- 10- What day of the month is the regular library board
0991 meeting? _____
- 10- What is the time of the regular library board
0992 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- Annual salary of the director
001 _____
- 11- Does the library director have an employment
002 contract? _____
- 11- What is the current level of certification held by
003 the library director? _____
- 11- Job Title - Assistant or Associate Director
004 _____
- 11- Certification level
005 _____
- 11- Minimum hourly wage
006 _____
- 11- Maximum hourly wage
007 _____
- 11- Job Title - Department Head, Manager or
008 Supervisor _____
- 11- Certification level
009 _____
- 11- Minimum hourly wage
010 _____
- 11- Maximum hourly wage
011 _____
- 11- Job Title - Branch Head
012 _____
- 11- Certification level
013 _____

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 - Specialist (Professional)	_____
11-049	Certification level	_____
11-050	Minimum hourly wage	_____
11-051	Maximum hourly wage	_____
11-052	Job Title - Library Assistant	_____
11-053	Certification level	_____
11-054	Minimum hourly wage	_____
11-055	Maximum hourly wage	_____
11-056	Job Title - Bookkeeper or Treasurer	_____
11-057	Certification level	_____

11-058	Minimum hourly wage	_____
11-059	Maximum hourly wage	_____
11-060	Job Title - Library Technician (including computer)	_____
11-061	Certification level	_____
11-062	Minimum hourly wage	_____
11-063	Maximum hourly wage	_____
11-064	Job Title - Clerk, Clerical or Aide	_____
11-065	Certification level	_____
11-066	Minimum hourly wage	_____
11-067	Maximum hourly wage	_____
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	_____
11-069	Certification level	_____
11-070	Minimum hourly wage	_____
11-071	Maximum hourly wage	_____
11-072	Job Title - Page, Intern or Student Assistant	_____
11-073	Certification level	_____
11-074	Minimum hourly wage	_____
11-075	Maximum hourly wage	_____
11-076	Job Title - Temporary Substitute	_____
11-077	Certification level	_____
11-078	Minimum hourly wage	_____
11-079	Maximum hourly wage	_____

11-080	Job Title - Interlibrary Loan	_____
11-081	Certification level	_____
11-082	Minimum hourly wage	_____
11-107	Maximum hourly wage	_____
11-084	Job Title - Human Resources	_____
11-085	Certification level	_____
11-086	Minimum hourly wage	_____
11-087	Maximum hourly wage	_____
11-088	Job Title - Marketing	_____
11-089	Certification level	_____
11-090	Minimum hourly wage	_____
11-091	Maximum hourly wage	_____
11-092	Job Title - Circulation Librarian	_____
11-093	Certification level	_____
11-094	Minimum hourly wage	_____
11-095	Maximum hourly wage	_____
11-096	Job Title - Other	_____
11-097	Specify other job title	_____
11-098	Certification level	_____
11-099	Minimum hourly wage	_____
11-100	Maximum hourly wage	_____
11-101	Job Title - Other	_____

11- Specify other job title
102 _____
11- Certification level
103 _____
11- Minimum hourly wage
104 _____
11- Maximum hourly wage
105 _____
11- Job Title - Other
106 _____
11- Specify other job title
107 _____
11- Certification level
108 _____
11- Minimum hourly wage
109 _____
11- Maximum hourly wage
110 _____
11- Job Title - Other
111 _____
11- Specify other job title
112 _____
11- Certification level
113 _____
11- Minimum hourly wage
114 _____
11- Maximum hourly wage
115 _____

Employee Fringe Benefit Information - Full-time Employees

11- PERF
501 _____
11- Deferred compensation
502 _____
11- Health insurance
503 _____
11- Health Savings Account (HSA)
504 _____
11- Dental insurance
505 _____
11- Life insurance
506 _____
11- Vision insurance
507 _____
11- Disability insurance
508 _____

11- Paid time off for continuing education
509 _____
11- Reimbursement for continuing education
510 _____
11- Other1 (specify)
511 _____
11- Other2 (specify)
512 _____

Employee Fringe Benefit Information - Part-time Employees

11- PERF
513 _____
11- Deferred compensation
514 _____
11- Health insurance
515 _____
11- Health Savings Account (HSA)
516 _____
11- Dental insurance
517 _____
11- Life insurance
518 _____
11- Vision insurance
519 _____
11- Disability insurance
520 _____
11- Paid time off for continuing education
521 _____
11- Reimbursement for continuing education
522 _____
11- Other1 (specify)
523 _____
11- Other2 (specify)
524 _____

Paid Time Off Per Year - Full-time Librarian

11- Number of vacation days
525 _____
11- Number of sick days
526 _____
11- Number of personal days
527 _____
11- Number of holidays
528 _____
11- Number of funeral/bereavement days
529 _____

11- Number of other days (specify)
530 _____

Paid Time Off Per Year - Part-Time Librarian

11- Number of vacation days
531 _____

11- Number of sick days
532 _____

11- Number of personal days
533 _____

11- Number of holidays
534 _____

11- Number of funeral/bereavement days
535 _____

11- Number of other days
536 _____

Paid Time Off Per Year - Full-Time Support Staff

11- Number of vacation days
537 _____

11- Number of sick days
538 _____

11- Number of personal days
539 _____

11- Number of holidays
540 _____

11- Number of funeral/bereavement days
541 _____

11- Number of other days
542 _____

Paid Time Off Per Year - Part-Time Support Staff

11- Number of vacation days
543 _____

11- Number of sick days
544 _____

11- Number of personal days
545 _____

11- Number of holidays
546 _____

11- Number of funeral/bereavement days
547 _____

11- Number of other days
548 _____

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	Bell Memorial Public Library	_____
12-018	Benton County Public Library	_____
12-019	Berne Public Library	_____

12-020	Bicknell-Vigo Township Public Library	
12-021	Bloomfield-Eastern Greene County Public Library	
12-022	Boonville-Warrick County Public Library	
12-023	Boswell-Grant Township Public Library	
12-024	Bourbon Public Library	
12-025	Brazil Public Library	
12-026	Bremen Public Library	
12-027	Bristol-Washington Township Public Library	
12-028	Brook-Iroquois-Washington Township Public Library	
12-029	Brookston-Prairie Township Public Library	
12-030	Brown County Public Library	
12-031	Brownsburg Public Library	
12-032	Brownstown Public Library	
12-033	Butler Public Library	
12-034	Cambridge City Public Library	
12-035	Camden-Jackson Township Public Library	
12-036	Carmel Clay Public Library	
12-037	Carnegie Public Library Of Steuben County	
12-038	Centerville-Center Township Public Library	
12-039	Charlestown Clark County Public Library	
12-040	Churubusco Public Library	
12-041	Clayton-Liberty Township Public Library	

12-042	Clinton Public Library	
12-043	Coatesville-Clay Township Public Library	
12-044	Colfax-Perry Township Public Library	
12-045	Converse-Jackson Township Public Library	
12-046	Covington-Veedersburg Public Library	
12-047	Crawford County Public Library	
12-048	Crawfordsville District Public Library	
12-049	Crown Point Community Public Library	
12-050	Culver-Union Township Public Library	
12-051	Danville-Center Township Public Library	
12-052	Darlington Public Library	
12-053	Delphi Public Library	
12-054	Dublin Public Library	
12-055	Dunkirk Public Library	
12-056	Earl Park Public Library	
12-057	East Chicago Public Library	
12-058	Eckhart Public Library	
12-059	Edinburgh Wright-Hageman Public Library	
12-060	Elkhart Public Library	
12-061	Evansville-Vanderburgh Public Library	
12-062	Fairmount Public Library	
12-063	Farmland Public Library	

12-064	Fayette County Public Library	_____
12-065	Flora-Monroe Township Public Library	_____
12-066	Fort Branch-Johnson Township Public Library	_____
12-067	Fortville-Vernon Township Public Library	_____
12-068	Francesville-Salem Township Public Library	_____
12-069	Frankfort Community-Clinton County Contractual Public Library	_____
12-070	Franklin County Public Library District	_____
12-071	Fremont Public Library	_____
12-072	Fulton County Public Library	_____
12-073	Garrett Public Library	_____
12-074	Gary Public Library	_____
12-075	Gas City-Mill Township Public Library	_____
12-076	Goodland & Grant Township Public Library	_____
12-077	Goshen Public Library	_____
12-078	Greensburg-Decatur County Contractual Public Library	_____
12-079	Greentown & Eastern Howard School Public Library	_____
12-080	Greenwood Public Library	_____
12-081	Hagerstown-Jefferson Township Public Library	_____
12-082	Hamilton East Public Library	_____
12-083	Hamilton North Public Library	_____
12-084	Hammond Public Library	_____
12-085	Hancock County Public Library	_____

12-086	Harrison County Public Library	<hr/>
12-087	Hartford City Public Library	<hr/>
12-088	Henry Henley Public Library IN0165	<hr/>
12-089	Huntingburg Public Library	<hr/>
12-090	Huntington City-Township Public Library	<hr/>
12-091	Hussey-Mayfield Memorial Public Library	<hr/>
12-092	Indianapolis-Marion County Public Library	<hr/>
12-093	Jackson County Public Library	<hr/>
12-094	Jasonville Public Library	<hr/>
12-095	Jasper County Public Library	<hr/>
12-096	Jasper-Dubois County Contractual Public Library	<hr/>
12-097	Jay County Public Library	<hr/>
12-098	Jefferson County Public Library	<hr/>
12-099	Jeffersonville Township Public Library	<hr/>
12-100	Jennings County Public Library	<hr/>
12-101	Johnson County Public Library	<hr/>
12-102	Jonesboro Public Library	<hr/>
12-103	Joyce Public Library	<hr/>
12-104	Kendallville Public Library	<hr/>
12-105	Kentland-Jefferson Township Public Library	<hr/>
12-106	Kewanna-Union Township Public Library	<hr/>
12-107	Kingman-Millcreek Public Library	<hr/>

12- 108	Kirklin Public Library	_____
12- 109	Knightstown Public Library	_____
12- 110	Knox County Public Library	_____
12- 111	Kokomo-Howard County Public Library	_____
12- 112	La Crosse Public Library	_____
12- 113	La Grange County Public Library	_____
12- 114	La Porte County Public Library	_____
12- 115	Ladoga-Clark Township Public Library	_____
12- 116	Lake County Public Library	_____
12- 117	Lawrenceburg Public Library	_____
12- 118	Lebanon Public Library	_____
12- 119	Ligonier Public Library	_____
12- 120	Lincoln Heritage Public Library	_____
12- 121	Linden Carnegie Public Library	_____
12- 122	Linton Public Library	_____
12- 123	Logansport-Cass County Public Library	_____
12- 124	Loogootee Public Library	_____
12- 125	Lowell Public Library	_____
12- 126	Marion Public Library	_____
12- 127	Matthews Public Library	_____
12- 128	Melton Public Library	_____
12- 129	Michigan City Public Library	_____

12- 130	Middlebury Community Public Library	<hr/>
12- 131	Middletown Fall Creek Township Public Library	<hr/>
12- 132	Milford Public Library	<hr/>
12- 133	Mishawaka-Penn-Harris Public Library	<hr/>
12- 134	Mitchell Community Public Library	<hr/>
12- 135	Monon Town & Township Public Library	<hr/>
12- 136	Monroe County Public Library	<hr/>
12- 137	Monterey-Tippecanoe Township Public Library	<hr/>
12- 138	Montezuma Public Library	<hr/>
12- 139	Monticello-Union Township Public Library	<hr/>
12- 140	Montpelier-Harrison Township Public Library	<hr/>
12- 141	Mooresville Public Library	<hr/>
12- 142	Morgan County Public Library	<hr/>
12- 143	Morrisson Reeves Library	<hr/>
12- 144	Muncie-Center Township Public Library	<hr/>
12- 145	Nappanee Public Library	<hr/>
12- 146	New Albany-Floyd County Public Library	<hr/>
12- 147	New Carlisle & Olive Township Public Library	<hr/>
12- 148	New Castle-Henry County Public Library	<hr/>
12- 149	New Harmony Workingmen's Institute	<hr/>
12- 150	Newburgh Chandler Public Library	<hr/>
12- 151	Newton County Public Library	<hr/>

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	Orleans Town & Township Public Library	_____
12- 161	Osgood Public Library	_____
12- 162	Otterbein Public Library	_____
12- 163	Owen County Public Library	_____
12- 164	Owensville Carnegie Public Library	_____
12- 165	Oxford Public Library	_____
12- 166	Paoli Public Library	_____
12- 167	Parke County 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	Royal Center-Boone Township Public Library	_____
12- 188	Rushville Public Library	_____
12- 189	Salem-Washington Township Public Library	_____
12- 190	Scott County Public Library	_____
12- 191	Shelby County Public Library	_____
12- 192	Sheridan Public Library	_____
12- 193	Shoals Public Library	_____
12- 194	South Whitley-Cleveland Township Public Library	_____
12- 195	Speedway Public Library	_____

12- 196	Spencer County Public Library	_____
12- 197	Spiceland Town-Township Public Library	_____
12- 198	St. Joseph County Public Library	_____
12- 199	Starke County Public Library System	_____
12- 200	Sullivan County Public Library	_____
12- 201	Swayzee Public Library	_____
12- 202	Switzerland County Public Library	_____
12- 203	Syracuse-Turkey Creek Township Public Library	_____
12- 204	Thorntown Public Library	_____
12- 205	Tippecanoe County Public Library	_____
12- 206	Tipton County Public Library	_____
12- 207	Tyson Library Association, Inc	_____
12- 208	Union City Public Library	_____
12- 209	Union County Public Library	_____
12- 210	Van Buren Public Library	_____
12- 211	Vermillion County Public Library	_____
12- 212	Vigo County Public Library	_____
12- 213	Wabash Carnegie Public Library	_____
12- 214	Wakarusa-Olive & Harrison Township Public Library	_____
12- 215	Walkerton-Lincoln Township Public Library	_____
12- 216	Walton & Tipton Township Public Library	_____
12- 217	Wanatah Public Library	_____

12- 218	Warren Public Library	_____
12- 219	Warsaw Community Public Library	_____
12- 220	Washington Carnegie Public Library	_____
12- 221	Washington Township Public Library	_____
12- 222	Waterloo-Grant Township Public Library	_____
12- 223	Waveland-Brown Township Public Library	_____
12- 224	Wells County Public Library	_____
12- 225	West Lafayette Public Library	_____
12- 226	West Lebanon-Pike Township Public Library	_____
12- 227	Westchester Public Library	_____
12- 228	Westfield-Washington Public Library	_____
12- 229	Westville-New Durham Township Public Library	_____
12- 230	Whiting Public Library	_____
12- 231	Willard Library of Evansville	_____
12- 232	Williamsport-Washington Township Public Library	_____
12- 233	Winchester Community Public Library	_____
12- 234	Wolcott Community Public Library	_____
12- 235	Worthington Jefferson Township Public Library	_____
12- 236	York Township Public Library	_____
12- 237	Yorktown Public Library	_____
12- 238	TOTAL PLAC Loans	_____

13 - Compliance with Standards for Public Libraries

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? (If unsure, check at <https://mylicense.in.gov/EVerification/Search.aspx>) _____

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

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

Personnel Policies

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

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

13- Does your library have a written circulation policy
034 detailing the principles of access for all library
materials and service? _____

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

Long-Range Plan

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

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

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

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

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

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

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

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

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

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

13- Does your long-range plan include an equipment
046 replacement schedule? _____

13- Does your long-range plan include a professional
047 development strategy? _____

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

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

Resource Sharing

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

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

13- Does your library provide interlibrary loan free of
051 charge to your users? _____

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

13- Does your library lend materials via a statewide
052 reciprocal borrowing program? _____

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

13- If the answer to 13-053 is YES, please list
054 libraries with which you have reciprocal borrowing
agreements. _____

13- Does your library lend materials using the OCLC
055 resource sharing system? _____

13- Is your library a member of Evergreen Indiana?
056 _____

13- How many days per week does your library
057 receive InfoExpress courier service? _____

Does the library provide adult services, including:

13- Reference services, including knowledge of and
058 access to reference materials, including
INSPIRE? _____

13- A collection of materials for adults?
059 _____

13- A space designated for adults in each fixed
060 location? _____

Does the library provide young adult services, including:

13- Reference services, including knowledge of and
061 access to reference materials, including
INSPIRE? _____

13- A collection of materials for young adults?
062 _____

13- A space designated for young adults in each fixed
063 location? _____

Does the library provide children's services, including:

13- Reference services, including knowledge of and
064 access to reference materials, including
INSPIRE? _____

13- A collection of materials for children?
065 _____

13- A space designated for children in each fixed
066 location? _____

Public Access

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

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

13- Does your library provide a means for the public
069 to print and make copies at each location? _____

Website

Does your library's website include:

13- Current hours of operation?
070 _____

13- A physical address (or addresses) for your
071 library? _____

13- A map for each fixed location?
072 _____

13- A telephone number?
073 _____

13- An email address or other means of electronic
074 contact? _____

13- A link to INSPIRE.in.gov?
075 _____

13- Publicly posted policies, including, but not limited
076 to, circulation, fees, and internet use? _____

13- A link to the library's online public access
077 catalog? _____

13- A calendar or schedule of events and programs,
078 updated at least monthly, including the dates for
the library board meetings? _____

14 - Statement of Intent to Comply with Standards

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

15 - Supplemental Questions

Library of Things

15- Do you have a library of things - non-traditional
001 library items - available for circulation? _____

15-001a If the answer to 15-001 is YES, which of the following do you offer?

Select all that apply.

: Board games _____

: Puzzles _____

: Kitchen equipment _____

: Musical instruments _____

: Recreation equipment (fishing rods, bird watching
kits, badminton, etc.) _____

: STEM items (coding and robotics kits, littleBits, etc.) _____

: Tools/hardware _____

: Other (list) _____

Scheduling and Reservation Tools

15- Does your library use scheduling software for
002 employee schedules? _____

15- Name of scheduling software?
002a _____

15- Does your library use software to make meeting
003 room reservations? _____

15- Name of meeting room reservation software?
003a _____

15- Can patrons use the software directly to make
003b their own reservations? _____

15- Does your library use software to register patrons
004 for programs? _____

15- Name of patron registration software?
004a _____

15- Can patrons use the software directly to register
004b themselves/family for programs? _____

15- Does your library use a people-counter?
005 _____

15- Brand/Manufacturer of people-counter?
005a _____

15- Does your library have a library pet?
006 _____

15- Name(s) and species of pet?
006a _____

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, 2020.