



Chapter 6

Required Reports and Statistical Sources

There are a number of reports, most of which are mandated by Indiana state law, that a public library director is required to complete. These reports include statistical reports, financial reports, and employee reports.

Reports due to the State Board of Accounts (SBOA) or Department of Local Government Finance (DLGF) are submitted electronically via a web portal called the Gateway. The Gateway is a tool both agencies use to collect and disseminate local government information.

Required Reports:

Please note: requesting agency is in *italics*.

A. **Annual Report for Indiana Public Libraries (ISL)**

Includes the following components:

- Annual Report (questionnaire/survey)
 - Annual PLAC Statistics Report
 - Statement of Compliance with Standards
 - Statement of Intent to Comply with Standards
 - Supplemental Questions
- Signature Page

Much of the data collected in this report is submitted for inclusion in the national [Public Libraries Survey](#).

The Annual Report is completed entirely online, excepting the signature page, which must be printed, signed, and mailed in. Instructions and login information for completing the report are emailed to all directors in December.

The Annual Report is currently due **March 1st** of each year, to coincide with the State Board of Accounts' Annual Financial Report.

Data collected by the State Library's Annual Report may vary slightly from year to year, but always includes:

- a. Library name, address, location and contact information, hours of operation
- b. Library service areas (city/town, township(s), county, or other)
- c. Library district's most recent assessed valuation(s) and tax rate(s)
- d. Census population (most recent decennial census), # of registered borrowers (both resident and non-resident), ILL and circulation
- e. Operating income and expenditures by type
- f. Library holdings/collections
- g. Selected library services, including programs
- h. Type and speed of internet access and number of computers
- i. Staff job classifications and hours worked
- j. Salary and benefit information

Annual PLAC Statistics Report This report asks for the number of loans your library makes to people from other library districts. The library must keep statistics all year on the patrons who have PLAC cards. You will need to ask them for the name of their home library. If your library is a net lender, it may receive payment for the net loans. Please carefully review the number of loans reported, as this could result in a check for your library, and an error or failure to complete this section might result in the loss of a large sum of money.

Statement of Compliance with Standards A public library must meet all standards or receive a waiver for non-certification issues each year in order to receive state or federal funding. This would include any State Technology Grant Fund money, PLAC distribution, InfoExpress service discount, LSTA funds and payments or grants for internet lines, and other services.

Statement of Intent to Comply with Standards If any answer in the Statement of Compliance with Standards is "no", it must be explained on the annual report form, along with a statement as to how the library intends to change to comply with standards. If a library does not adequately explain its intent or does not explain a "no" answer, it may be found out of compliance with standards.

Supplemental Questions This part of the report changes yearly and is intended to elicit information for the use of the Indiana State Library, Indiana librarians and other interested parties.

Signature Page This must be printed and returned via mail with original signatures.

B. Fiscal and Narrative Reports for Grants Awarded (LSTA and other) (ISL)

Libraries receiving LSTA or other grants from the Indiana State Library should refer to their grant manual or guidelines. For LSTA grants, three brief quarterly evaluations, a final report, and a final financial report are required for each project. For more information, visit www.in.gov/library/lsta.htm.

C. PLAC Quarterly Reports (ISL)

Due the 25th of the month after the end of quarter (January 25, April 25, July 25, October 25) each year, sent to Indiana State Library, Administrative Division. This report is to be filed regardless of whether any PLAC cards are sold. A check for the PLAC cards sold must accompany this form and the check must equal the number of cards sold. PLAC cards are numbered and are the financial responsibility of the library to which they are issued. The PLAC report form can be downloaded at <http://www.in.gov/library/plac.htm>.

D. Report of Names and Compensation of Officers and Employees (Gateway 100R) (SBoA)

To be filed through the Gateway **on or before January 31**.

Report the names and compensation of ALL people paid by the library. If they receive a W2, they should be listed on this report. The State Board of Accounts recommends using the library's address, *not* each staff member's home address. These are public records and are often requested by the general public. You must also sign and return an attestation page.

E. Withholding Statements for Employees (W-2) (Federal)

The statement must be completed and given to each employee by **January 31**.

<http://www.irs.gov>

F. Annual Report to Indiana Department of Revenue (DOR)

Information on state and county income tax withholdings is due in **January**.

<http://www.dor.in.gov>

G. Annual Report to Internal Revenue Service (W-3) (Federal)

Information on social security withholdings and federal income tax withholdings is due in **January**. <http://www.irs.gov>

H. Outstanding Indebtedness Report (DLGF)

[IC 5-1-18-9] Requires that each political subdivision report any outstanding bonds or leases to the Department, due **on or before March 1**. <http://www.in.gov/dlhf/9106.htm>

I. Library Annual Financial Report (Form Number LAR-1) (SBoA)

The LAR-1 is **due by March 1**. <https://gateway.ifionline.org/login.aspx>

This report of all the library's funds in a calendar year is made available to the Census Bureau after the State Board of Accounts receives it. The State Board of Accounts uses it as the basis for the library audit. SBoA has staff who can answer questions about it at 317-232-2513.

J. **Bi-annual report to the county treasurer certifying names and addresses of every library employee for the county where the employee works**

[IC 6-1.1-22-14] **Due twice a year – by June 1 and December 1.** (No official form; employees home addresses are required). A governmental entity that has an employee who works in more than one (1) county shall certify the information for the employee to the county of the employee's principal office.

K. **Post Bond Sale/Post Lease Execution (DLGF)**

[IC 5-1-18-7 and 5-1-18-8] Requires that political subdivisions entering into bonds and leases during a calendar year report these obligations to the Department through the Gateway **on or before December 31.**

Selected Statistical Sources

Statistics of Indiana Public Libraries (ISL) – Data on Indiana libraries from 1994 through previous calendar year. (Statistics from years prior to 1994 are available in print upon request.)
<http://www.in.gov/library/plstats.htm>

Public Libraries Survey (Federal) – The Public Libraries Survey (PLS) provides statistics on the status of public libraries in the United States. Data is supplied annually by public libraries across the country.
<http://www.ims.gov/research/public-libraries-in-the-united-states-survey.aspx>

Indiana State Library State Data Center – A resource for Census, federal, and state statistics.
<http://www.in.gov/library/isdc.htm>

National Center for Education Statistics – Library Statistics Program – Provides academic library and school library media center data.
<http://nces.ed.gov/surveys/libraries/>

Library and Book Trade Almanac (formerly The Bowker Annual) Medford, N.J.:
Information Today, Inc.
<http://books.infotoday.com/directories/Library-and-Book-Trade-Almanac.shtml>

Library Journal – America’s Star Libraries
<https://www.libraryjournal.com/?subpage=Star%20Libraries>

Public Library Data Service Statistical Report – Similar to the PLS in content, the PLDS is a voluntary report, completed annually by 800+ public libraries in the U.S. and Canada. It was ended following the completion of the 2018 report, but past data is still currently available. Requires subscription to access.
<http://www.ala.org/pla/publications/plds>

STATS Indiana – Indiana University/Indiana Business Research Center
STATS Indiana provides easy, one-stop access to critical statistics for states, counties, cities and towns, townships, regions, census tracts, and more.
<http://www.stats.indiana.edu/>

The POLIS Center/SAVI
Data for central Indiana (SAVI): <http://www.savi.org>

U.S. Census Bureau
<https://data.census.gov>

Statistics Usage – Bibliography

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- Bertot, J. C. (2001). *Statistics and performance measures for public library networked services*. Chicago: American Library Association.
- Boss, R. W. (2006). Rethinking library statistics in a changing environment. Public Library Association (PLA). Retrieved from <http://www.ala.org/pla/tools/technotes/rethinkinglibrary> - members only
- Dando, Priscille. (2014). *Say it with data*. Chicago: ALA Editions.
- Farmer, L. S., & Safer, A. M. (2016) *Library improvement through data analytics*. New York: Neal-Schuman.
- Hernon, Peter, et. al. (2014). *Getting Started with Evaluation*. Chicago: ALA Editions.
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- Orcutt, D. (2009). *Library data: Empowering practice and persuasion*. Santa Barbara, CA: Libraries Unlimited.
- Smith, M. (1996). *Collecting and using public library statistics: A how-to-do-it manual for librarians*. New York: Neal-Schuman.
- White, A. C., & Kamal, E. D. (2005) *E-metrics for library and information professionals: How to use data for managing and evaluating electronic resources*. New York: Neal-Schuman.

Also recommended:

ALA page on statistics – www.ala.org/tools/atoz/statistics-library

RIPL – Research Institute for Public Libraries – <http://ripl.lrs.org>