

General instructions/definitions 2012 Indiana Public Library Annual Report

Bold print without underlining indicates a standard

NB: Please contact LDO with changes to any grayed-out (locked) questions at ehuffman@library.in.gov or ldo@library.in.gov

Please call the Library Development Office with any questions at 317-232-3681 or 1-800-451-6028 or email ldo@library.in.gov or ehuffman@library.in.gov.

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

Give the most current information for:

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

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

- If the exact data are not known for any item, please estimate data (and indicate in federal note that it is an estimate). Estimates are very important. Enter “0” if the correct entry for an item is zero or “none”. Enter “N/A” if you know a particular data item is not “0” but you don’t know what it is and are unable to estimate it.
- Library Code – unique, 4-digit number assigned to your library system by the Library Development Office, Indiana State Library
- The definition of a public library, according to the Public Library Survey (PLS) definition (program of Institute of Museum and Library Services (IMLS)) - A public library is established under state enabling laws or regulations to serve a community, district, or region, and provide at least the following:
 1. an organized collection of printed or other library materials, or combination thereof; paid staff;
 2. an established schedule in which services of the staff are available to the public;
 3. the facilities necessary to support such a collection, staff, and schedule; and
 4. supported in whole or in part with public funds.

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

Part 1 - General Information

Respondent Identification

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

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

01-001 Library Code – The four digit code which the Indiana State Library has assigned your library

01-002 Library Name – This is the legal name of the administrative entity. (PLS)

01-003 Library Director – The name of the current or interim director.

01-004 Street Address – This is the complete street address of the administrative entity (system headquarters) (PLS)

01-005 City – This is the city in which the administrative entity is located. (PLS)

01-006 State is pre-filled, as Indiana is the only possible response. (PLS)

01-007 Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of administrative entity (PLS)

01-008 Mailing Address – This is the mailing address of the administrative entity (system headquarters) (if different from street address) (PLS)

1-009 Mailing City – This is the city or town of the mailing address for the administrative entity (system headquarters). (PLS)

NEW 01-010 State- This is the state of the mailing address for the administrative entity (system headquarters). (PLS)

01-011 Mailing Zip + 4 - This is the standard five-digit postal ZIP and four digit postal ZIP code extension for the mailing address of administrative entity (system headquarters). (PLS)

01-012 Phone - Per 590 IAC 6-1-4 (k)(4)(A). This is the main telephone number of the administrative entity. (PLS)

01-013 FAX. This is the main facsimile number of the administrative entity. Required by 590 IAC 6-1-4 (k) (4) (E).

NEW 01-014 TDD. This is a telecommunications device for the deaf, a teleprinter with a telephone number of the administrative entity (system headquarters).

01-015 Congressional District # – Number of the United States House of Representative District in which the library district headquarters is located (based on the 2010 census). Indiana currently has 9 districts. This is pre-filled.

01-016 Public Library E-Mail Address, or a means of electronic contact listed on the library's website– Per 590 IAC 6-1-4 (k)(4)(C). This address is published in the public library directory, both print and on-line. This address may be a general address, or the director's address or a web address for the form, at the library's choice.

01-017 World Wide Web Address – Per 590 IAC 6-1-4 (k)(5). This is the Web address of the administrative entity

01-018 & 01-019 Day of the Month of Regular Board Meetings and Time of the Regular Library Board Meetings – For example, 3rd Wednesday, 7:00 pm.

01-020 Does your Library have a Friends of the Library group? – This is a group organized to raise funds for library services.

01-021 If yes, has your Friends group received a 501©3 designation from the IRS? - 50(c)3 Friends group is a group organized under the IRS 501(c)3 designation, to whom tax-exempt donations may be made for the benefit of the library and which legally may receive and sell materials withdrawn from the library collection and other library personal property for the benefit of the library. As allowed under C 36-12-3-5(c).

01-022 Person Preparing the Report – The name of the person to whom questions about the report should be directed.

NEW 01-023 Phone – This is the telephone number of the person to whom questions about the report should be directed.

01-024 Time zone in which library district headquarters is located. – Indiana is in 2 time zones, 80 counties on Eastern Time, 12 counties on Central Time. Please indicate the time zone the library district headquarters is located in, officially. This is prefilled and locked.

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

NEW 1-025. The year the most current central building was built. An estimate is acceptable.

1-026 Date of most recent structural addition or alteration to current central building. – This refers to a structural change to the building which may also result in additional square feet.

01-027 Square Footage – Report the total area, in square feet, of the central library. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the central library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the central library has use of that area. (PLS)

01-028 Total Central Library Hours Open per Week – For the central library only. This is the total weekly hours during which the library is open for the majority of the year.

01-029a - 1-029n Daily Schedule for Central Library Only – Per 590 IAC 6-1-4 (l), Record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

01-030 Total Hours open after 6:00 pm. Per 590 IAC 6-1-4 (l). Standards require that a library system be open for varying evening hours after 6:00 p.m., depending on the population of the library district.

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

- Per 590 IAC 6-1-4 (l). Standards require that a library system be open for varying hours on a weekend day, depending on the population of the library district.

***NEW* 01-032 Total Central Library Hours Open Per Year** – This is an internal calculation, calculated by multiplying 01-033 by 01-034 added to the multiplication of 01-035 by 01-036.

01-033 Winter Weekly Hours Central Library - Report the number of hours the library is on the winter schedule or the whole year, if hours are not reduced for the summer. This number will be multiplied by 01-034 and added to 01-035

01-034 Number of Weeks for Winter Hours Schedule Central Library – Include the number of weeks open for public service. The count should be based on the number of weeks that a central library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

01-035 Summer Weekly Hours Central Library – Report the number of hours the library is on the weekly summer schedule, usually fewer hours than in the winter. You may respond with 0 if there is no separate winter/summer schedule. This number will be multiplied by 01-036 and added to 01-033.

01-036 Number of Weeks for Summer Hours Central Library – Report if the library is open a different schedule in the summer. Include the number of weeks open for public service. The count should be based on the number of weeks that a central library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down. You may respond with 0 if there is no separate winter/summer schedule.

01-037 Total System Public Service Hours per Year – Per 590 IAC 6-1-4(l). This is an automatically generated total of total central (01-032), branch(es) (01-054) and bookmobile(s) (01-060) hours per year. (PLS)

01-038 How many Sundays Was Your Library Open Last Year – Please list the number of Sundays you were open in the previous year.

01-039 Internet Access – Per 590 IAC 6-1-4 (k)(14). Report the library as providing Internet access only if one or more of the following services are accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the library has access to electronic mail only. Internet access in branch(es) and bookmobile(s) is reported separately.

01-040 Type of Internet Access in Central Building Only – Choose type of Internet access from drop box menu. List only the bandwidth available (that is, if you have a T1 but it's turned down to a 128, list 128, etc.) Internet access in branch(es) and bookmobile(s) is reported separately.

01-041 Speed of Internet Access – Per 590 IAC 6-1-4 (k)(14) Specify the speed of Internet Access in the Central Building (e.g. Fiber Optic may be 15 mbs, 30, 45, etc.). Speed of Internet access in branches and bookmobiles is reported separately.

01-042 Does the central building have a wireless hub? – Per 590 IAC 6-1-4 (k)(15) Basic / Enhanced / Exceptional Branch and Bookmobile wireless hubs are listed in the sections on branch(es) and bookmobile(s). 1 wireless connection per fixed location counts for 10 public access computers.

Branch Information

Branch Libraries –Auxiliary units with

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

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

01-049 Total Number of Branch(es). Automatically generated number.

-01-052a Branch Name – Use the official name of the branch (PLS)

01-052b Street Address – This is the complete street address of the branch. (PLS)

01-052c City – This is the city in which the branch is physically located. (PLS)

NEW 01-052d County – List the name of the county in which branch is physically located (PLS)

01-052e State (PLS)

01-052f Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of branch. (PLS)

01-052g Mail Address – List only if different from the street address. This is the mailing address (if different from the street address) of the branch. Include city and zip +4. (PLS)

01-052h Total Square Footage – Report the area, in square feet, of the branch. Report the total area in square feet for each branch separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area. (PLS)

01-052i Year Built – List the year the building housing the branch was completed. If unknown, use N/A.

01-052j Year of Addition or Alteration – List the year of completion of addition or alteration to the building. If unknown, use N/A.

NEW 01-052k Phone --This is the main telephone number of the branch.

NEW 01-052l Fax--This is the main facsimile number of the branch.

01-052m Total Hours Open Per Week- List the current weekly hours open. This is the total weekly hours during which the library is open for the majority of the year.

01-052o Internet Access – Per 590 IAC 6-1-4 (k)(14).Report the branch as providing Internet access only if one or more of the following services is accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the branch has access to electronic mail only.

01-052p Report type of Internet access. List only the bandwidth available (that is, if you have a T1 but it's turned down to 128K, list 128K, etc.) The choices are available from a drop box menu.

01-052q Speed of Internet Access. – Per 590 IAC 6-1-4 (k)(14).Report the speed of the internet access.

01-052r Does this branch have a wireless hub? - Per 590 IAC 6-1-4 (k) (15) Basic / Enhanced / Exceptional. A wireless hub at each fixed location is required to meet Exceptional/Exemplary standards,

NEW 01-052s Does the branch have a separate webpage? – Answer is “Yes” or “No”.

NEW 01-052t URL for separate webpage. – If yes, type in full address.

***NEW* 01-053a – 01-053n Specific hours of operation.** – Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

NEW 01-054 Branch Library hours per year – This is an automatically calculated number, consisting of 01-055b*01-055c + 01-055d*01-055d.

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

01-055c # of Weeks on the Winter-Schedule (Branch) – Include the number of weeks open for public service for the winter schedule or for the whole year, if the library does not have a winter/summer schedule. The count should be based on the number of weeks that a branch was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a branch was open half or more of its scheduled hours in a given week, round up to the next week. If the branch was open less than half of its scheduled hours, round down.

01-055d Total Summer Branch Hours per week – Report the number of hours the branch is on the summer schedule. You may respond with 0 if there is no separate winter/summer schedule. This number will be multiplied by 01-055e

01-055e # of Weeks on the Summer Schedule (Branch) – Report if the branch is open a different schedule in the summer or enter 0 if there is no separate winter/summer schedule.

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

Bookmobile Information

Bookmobiles - A bookmobile is a traveling bookmobile library consisting of

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

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

01-058 Total Number of Bookmobiles – Automatically generated number.

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NEW 01-059a Name – Use the legal or commonly used name of the bookmobile. (PLS)

01-059b Street Address – This is the complete street address of the Bookmobile storage location. This will often be the administrative entity (system headquarters) address. (PLS)

01-059c City – This is the city in which the bookmobile is housed. This will often be the administrative entity (system headquarters) address. (PLS)

NEW 01-059d County – This is the county in which the bookmobile is housed. This will often be the same as for the administrative entity (system headquarters) address.

NEW 01-059e State. (PLS)

01-059f Zip + 4 - This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of the bookmobile storage location. This will often be the administrative entity address. (PLS)

01-059g Mailing Address – List only if different from the street address. This is the mailing address (if different from the street address) of the administrative entity (or bookmobile storage location). Include city and zip +4.

01-059h Phone – Report only if is specific to the bookmobile. Leave blank if it is the same as for the administrative entity. (PLS)

01-059i Fax – Report only if it is specific to the bookmobile. Leave blank if it is the same as for the administrative entity.

01-059j Total Hours Open per Week - List the weekly hours the bookmobile is in service to the public for the majority of the year (more than 26 weeks).

01-059k Number of Weeks the Bookmobile is Open– Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest

whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the bookmobile was open less than half of its scheduled hours, round down.

***NEW* 01-059I Internet Access** – Per 590 IAC 6-1-4 (k)(14). Report the bookmobile as having internet access only if one or more of the following services is accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the bookmobile has access to electronic mail only.

***NEW* 01-059m Type of Internet Access** - List only the bandwidth available (that is, if you have a T1 but it's turned down to 128K, list 128K, etc.) The choices are available from a drop box menu.

NEW 01-060 Total Individual Bookmobile Service hours per year – This is an automatic calculation, the addition of 01-060a x 01-061b and 01-060c x 01-060d.

01-060a Total Weekly Winter Hours Bookmobile Open – Report the number of hours the library is on the winter schedule. This number will be multiplied by 01-060b.

01-060b # of Weeks Bookmobile Open at Winter Hours Schedule – Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the bookmobile was open less than half of its scheduled hours, round down.

01-060c Total Weekly Summer Hours Bookmobile Open – Report the number of hours the bookmobile is on the summer schedule. This number will be multiplied by 01-060d

01-060d Number of Weeks Bookmobile Open at Summer Hours – Report if the library is open a different schedule in the summer. Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

***NEW*- 01-061 Total Annual Hours of Bookmobile(s)** – Adds the weekly hours of each bookmobile. This is automatically computed within the program, adding 01-60a*01-060b plus 01-060c*01-060d for each bookmobile.

FOR STATE LIBRARY USE ONLY

***NEW* 01-043 Central FSCSKEY** – Supplied by Indiana State Library (PLS)

***NEW* 01-044 Central FSCS_SEQ** - Supplied by Indiana State Library (PLS)

***NEW* 01-045 Central LIBID** – Supplied by Indiana State Library (PLS)

***NEW* 01-046 Central Outlet Type Code** - Supplied by Indiana State Library (PLS)

***NEW* 01-047 Central metropolitan Status Code** - Supplied by Indiana State Library (PLS)

***NEW* 01-056a Branch FSCSKEY** – Supplied by Indiana State Library (PLS)

***NEW* 01-056b Branch FSCS_SEQ** - Supplied by Indiana State Library (PLS)

NEW 01-056c Branch LIBID – Supplied by Indiana State Library (PLS)
NEW 01-056d Branch Outlet Type Code - Supplied by Indiana State Library (PLS)
NEW 1-056e Branch Metropolitan Status Code - Supplied by Indiana State Library (PLS)

NEW 1-062a Bookmobile FSCSKEY – Supplied by Indiana State Library (PLS)
NEW 1-062b Bookmobile FSCS_SEQ - Supplied by Indiana State Library (PLS)
NEW 1-063c Bookmobile LIBID – Supplied by Indiana State Library (PLS)
NEW 1-063d Bookmobile Outlet Type Code - Supplied by Indiana State Library (PLS)
NEW 1-063e Bookmobile Metropolitan Status Code - Supplied by Indiana State Library (PLS)

Part 2 – Registrations

02-001 Total Number of Resident Registered Borrowers - Report the number of people who have applied for and received borrowing privileges from your library and live in the library district, excluding areas contracting for library service. Exclude non-residents who pay for library privileges, PLAC cardholders, Reciprocal Borrowers and Non-Resident Student Borrowers, School Employees and Library Employees. 4 Contractual libraries report all resident cards here. (PLS)

02-002 Total Number of Borrowers From Contracting Areas – Report only the number of people who have received borrowing privileges from your library due to a contract with a township, town or other unit of local government. This does NOT include Contractual residents (4 libraries). (PLS)

02-003 Total Number of Non-Resident Registered Borrowers - Record the number of registered borrowers who do not live in your library district or areas contracting for library service. These are people who have applied for and received borrowing privileges from the reporting library, but who do not pay property taxes for library service in any library district. This is the total number of cards for which people have paid the non-resident fee or been allowed to receive such cards for free or at a reduced cost. (PLS)

02-004 Total Number of Reciprocal Borrowers - Reciprocal Borrowers is the number of people, not the number of loans. These loans may be made on the basis of local or statewide reciprocal borrowing agreements, but do NOT include loans made using PLAC cards.

02-005 PLAC Borrowers – Report the number of individual, unique people who have used a PLAC card to borrow materials (not the number of PLAC card borrowers in your system, unless the person has used a PLAC card in the report year). Do not report the number of times PLAC cards were used to borrow materials.

NEW 02-006 Total Number of Non-Resident Cards Issued to Student Borrowers – This is the number of cards issued to public and non-public school students, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-004.

NEW 02-007 Total Number of Non-Resident Cards Issued to School Employees – This is the number of cards issued to public, non-public school employees, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-004.

NEW 02-008 Total Number of Non-Resident Cards Issued to School Employees – This is the number of cards issued to public, non-public school employees, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library’s taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-004.

02-009 Non-Resident (Registration Card) Fee – Per IC 36-12-2-25(b). Non-resident fee as of July 1 for the report year (or more current date, if available). State law mandates that the library board set the individual fee at \$25 or the operating expenditure per capita of the library for the previous year, whichever is higher. Operating Expenditures Per Capita – Relates total library funds spent for specific purposes to the number of persons the library serves. This fee is required by Indiana State Law. It includes the dollar amount spent on staff, materials, and miscellaneous expenses divided by the library’s legal service area population. This figure approximates the average cost per person of running the library. Operating Expenditures Per Capita may be relevant whenever the efficiency of the library’s overall operation is an issue. The cost-effectiveness of operations may be demonstrated by relating Operating Expenditures Per Capita to those output measures which best reflect the range of most frequently used services and programs the library provides to its users. It is also important to review this measure if the library’s legal service area population changes. View the previous year’s operating expenditure per capita at <http://www.in.gov/library/plstats.htm> Table 6o.

02-010 Date Library Board adopted this fee – The date the board adopted the non-resident fee listed in this report.

02-011 Does your library purge or mark inactive patron files at least every three (3) years? Per 590 IAC 6-1-4(k)16, the library shall purge or mark inactive unused library patron cards at least once every three (3) years, deleting those patrons who have not used the card in the last three (3) years and do not owe materials, fines, or fees to the library. Answer Yes or No.

Part 3 – Public Libraries and Political Subdivisions Served

Library District – The political subdivision/unit taxed by an individual public library district for library service.

03-001 County name of primary county – Enter the name of the primary county (the county in which the majority of the library district is located).

03-002 & 03-009 Assessed Valuation (AV) - Enter the TOTAL assessed valuation upon which the library tax received in the report (previous) year was based (2012). Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information. If your library district is located in more than one county, provide information for both counties. If district is in one county or is not a county contractual, ~~48b~~ 3-009 may be left blank.

03-003 & 03-010 Operating Tax Rate - The library tax rate for local property tax approved one year for collection in the following year. Report the tax rate approved for the report year (generally approved by Department of Local Government Finance (DLGF) the previous year), if available. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, ~~48a-e~~ 03-008 – 03-013 may be left blank.

NEW 03-004 & 03-011 Source Year for Data – List the report year for 03-002 - 03-006 and 03-009 - 03-013 data, for example, data from the 16-line Statement/Fund Report 1782 Notice from the Department of Local Government Finance which reads “Pay 2012” would be listed as 2012.

03-005 & 03-012 BIRF/Lease Rental Tax Rate - Bond and Interest Redemption Fund (BIRF) or Lease Rental Tax Rate approved for collection in the report year (generally approved by DLGF the previous year). Your County Auditor can provide this information. If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e., .0101). If the library district is located in only one county and is not a county contractual, 03-008 - 03-013 may be left blank.

03-006 & 03-013 LCPF Tax Rate - Library Capital Projects Fund Tax Rate approved for collection in the report year (approved the previous year). If your library district is located in more than one county, provide tax rate for both counties. This rate is reported as 4 digits to the right of the decimal point (i.e. .0101). LCPF – Library Capital Projects Fund is a fund within the maximum levy for which library districts can levy a tax, to provide for capital projects, approved by the fiscal body which reviews the library’s budget.

03-007 Did your library roll the LCPF into the operating tax rate? - Answer Yes if you rolled the LCPF into the operating rate, No if you did not, NA if your library does not have an LCPF.

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

03-014 Total Population without contract - The number of people in the political subdivisions/units in your library district who are taxed for library service. Types 1, 2, 3, 4, 9, 11 and 12 are taxed (served) populations and are added together for the library district population. The Library Development Office determines the population based on the most current decennial census (the 2010 census has been used) The population is changed between censuses only upon merger with additional political subdivision(s)/unit(s), expansion into unserved units of government or a town/city annexation if the library district’s boundaries are the city/town boundaries. This total is automatically computed.

03-015 Total Population with Contracts - The number of people in the political subdivisions/units which contract for library service by your library district. The population does not count in the library district population, since they are served by contracts, which may be renewed or cancelled on an annual basis. 2010 census figures will be used. This total is automatically computed

03-016 Political Subdivision/Unit Name: Enter the name of the town/city, township, or county served.

03-017 Type of Political Subdivision/Unit (Served/taxed Units 1, 2, 3, 4, 9, 11 and 12 Only) (See below for list) Report the type of library service area (area taxed by your library to provide library service).

03-018 2010 Census Population of Political Subdivision (Units served/taxed in 03-017 Only) – Report the number of people in each political subdivision in your library district.

03-019 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only) (See below for list) Report the type of library service area (area contracting for library service).

03-020 Population 2010 Census (Units served by contract in 03-019 Only) Report the number of people in each political subdivision contracting for library.

1. Town/City. Library tax boundaries are the same as town or city boundaries.
2. County-Partial. A county library tax district which covers part of the county in which it is located; the remainder of the county is served by another library district.
3. County-Total. A county library district which includes the entire county in which it is located.
4. Township Merged. Library tax district includes a former town/city district and one or more townships which have merged into a single town-township library district.
5. Township, Partial, Served by Contract. Part of a township is served by a contract with a nearby library district. Township funds to pay contracts may come from the township general fund or other unspecified revenues. Please explain what part of the township is served. Be specific.
6. Township Served by Contract. An entire township is served by a contractual agreement with a nearby library district. The source of funds is unspecified.
7. Township Taxed to Pay Contract. Township levies a specific tax rate upon township property to pay for service received under contract from a nearby library district.
8. Township, Partial, Taxed to Pay Contract. Same as Type 5 above, with the exception that revenues are raised by the township through a direct library tax. Please explain what part of the township is served. Be specific.
9. Township Validated. Same as Type 4 above, with the exception that the township has been taxed and served traditionally throughout the history of the library but no formal merger was adopted or recorded prior to conversion to the Public Library Law of 1947 as a town-township library district.
10. Town Served by Contract. Town served through contractual agreement by a nearby library
11. Endowed. Library was established through and received operating funds from a bequest or endowment; all endowed libraries except the Tyson Library Association Inc., Versailles, also receive some tax revenues.
12. County Contractual. A library tax district formed under Public Library Law IC 36-12-6 that provides library service in conjunction with a previously existing library district.

Part 4 – Library Operating Fund Income

- Report only income receipted to the operating fund, except where specified. If funds are receipted to a gift fund(s) or other non-operating fund, do NOT report here.
- Enter all dollar amounts as whole dollars, no cents. Round up to the next dollar for 51 cents or more, round down for 50 cents or less.
- County Contractual Libraries – Combine and report all income from host and contractual library.
- Gifts - Gifts and donations may be receipted to a separate gift fund(s). Do not report any separate gift fund monies in the operating fund.
- Report income actually received in the report year or in January of the next year.
- If the exact data are not known for any item, please estimate data. Estimates are very important.
- Enter “0” if the correct entry for an item is zero or “none.” Please enter “N/A” (Not Available) if you know a particular data item is not “0”, but you don’t know what it is and are unable to estimate it.

- Do not include ANY funds transferred to operating income from another account due to not receiving anticipated tax money or borrowed from a lending institution for the same reason. Only NEW money is reported.
- Do not include the value of ANY contributed or in-kind services.

Local Government Operating Fund Income

04-001 Property Tax or CEDIT Operating Fund Income - Includes all tax receipts received and available for operating fund expenditure by the public library. Include report year monies received in January of the next year. Report Excess Levy here. Your library may have both, if the district crosses county lines. Report only actual funds received, not anticipated

04-002 CAGIT (County Adjusted Gross Income Tax) Property Tax Replacement Credits (PTRC) -Libraries located in counties that have adopted CAGIT report the allocation actually received in the report year as PTRC. The allocation is usually distributed in May and November. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the county in which the library is located has adopted CAGIT. Report only actual funds received, not anticipated

04-003 CAGIT Certified Shares - Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Certified Shares, usually distributed in May and December. There should be income figures for both CAGIT PTRC and CAGIT Certified Shares if the library's county has adopted CAGIT. Report only actual funds received, not anticipated

04-004 CAGIT Special Fund - Libraries located in counties that have adopted the County Adjusted Gross Income Tax report the allocation actually received in the report year as Special Fund. Report only actual funds received, not anticipated.

04-005 County Option Income Tax (COIT) - Libraries located in counties that have adopted COIT report the total amount actually received in the report year. It is distributed monthly. Report only actual funds received, not anticipated

04-006 Contractual Revenue Received for Service - Report income received in the report year through a contract for service from a town, or township, from other libraries, or from other contracts for service. Report only actual funds received, not anticipated. If 03-015 is completed but there is nothing listed here, your library will be contacted for an explanation.

04-007 Local Option Income Tax (LOIT) – Libraries located in communities that have adopted LOIT report the total amount actually received in the report year. Report only actual funds received, not anticipated

04-008 Total Local Operating Fund Income - Includes all tax and non-tax receipts designated by the community, district, or region and available for operating fund expenditure by the public library. Includes Property Tax Income from the Library Tax Rate, County Adjusted Gross Income Tax (CAGIT) PTRC, Certified Shares and Special Fund, County Option Income Tax (COIT), contractual revenue received from township trustee or other governmental unit official for library service or from another library), and Local Option Income Tax (LOIT). . Do NOT include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees not receipted to the operating fund. This total is automatically computed by the addition of 04-001 through 04-007.

State Government Operating Fund Income

04-009 Financial Institutions Tax (FIT) State Government Operating Fund Income - Report the total actual income received in the report year from the State Financial Institutions Tax. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year

04-010 License Excise Tax - State Government Operating Fund Income - Report the total actual state income received in the report year from the (Motor Vehicles) (Auto/Aircraft) License Excise Tax. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year

NEW 04-011 Commercial Vehicle Excise Tax - State Government Operating Fund Income - State excise tax on any vehicle which requires a commercial vehicle driver's license. This is now separated out from the License Excise Tax question of 2011. If you receive a tax distribution in January for the report year, report the tax distribution as part of the income for the report year.

04-012 Other State Government Operating Fund Income - Report any other funds not previously reported as received from the State including Intergovernment Wagering Tax and Build Indiana Fund. List source. DO NOT report any funds collected from PLAC cards sold. DO report State Technology Grant Fund grant monies here, if they were receipted into the operating fund.

04-013 Source(s) (of Other State Government Operating Fund Income) – List source(s) of all money received from the State Government not elsewhere reported.

04-014 Total State Government Operating Fund Income – Includes Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax and other state income. This total is automatically computed, by the addition of 04-009 – 04-013.

Federal Government Operating Fund Income

04-015 Library Services & Technology Act (LSTA) Grants Federal Operating Fund Income - Report all LSTA grants placed in and expended from operating funds in the report year. REPORT AMOUNT RECEIVED (REIMBURSED), not amount of grant. Although LSTA Grants should go through the library's operating fund, some libraries receipt LSTA grants to a non-operating fund (LIRF, Gift, etc.). If your library's LSTA grants were receipted to a non-operating fund, please name the fund in 04-016 and report the amount in 04-017 only.

04-016 Non-Operating Fund (Federal Government Grants) – Report here the name of the fund if an LSTA grant is not receipted to the operating fund but in this fund.

04-017 Amount of LSTA grant placed in Non-Operating Fund – Report here the amount of LSTA grant received (reimbursed) if receipted to a non-operating fund. This amount is not added into Total Federal Government Operating Income.

04-018 Other Federal Grants Operating Fund Income - Report all money received from the Federal Government except LSTA funds. List source, including Experience Work and other programs.

04-019 Source(s) (of Other Federal Operating Fund Income) – List source(s) of all money received from the Federal Government, including SLD/e-rate refund (as from AT&T or other vendor). DO NOT list LSTA funds here. DO NOT list State Technology Grant Funds here (state e-rate reimbursement).

04-020 Total Federal Operating Fund Income – Sum of LSTA grants and other federal grants operating fund income. This total is automatically computed, by the addition of 04-015 and 04-018.

Other Operating Fund Income

NEW 04-021 PLAC reimbursement – Report PLAC reimbursement received from the State Library. This is not state-generated money, it is money from PLAC card purchasers sent by public libraries to the State Library and used to reimburse libraries which are net lenders.

04-022 Fines and Fees Operating Fund Income – Report all fines and fees including: computer copies, fax, nonresident fees, lost/damaged materials, photocopy fees and anything else that applies.

04-023 Interest on Investments Operating Fund Income - Report any operating income generated from interest on investments.

04-024 Gift Receipt(s) Operating Fund Income – Report only gift funds receipted to the operating fund and appropriated for expenditure from the operating fund. Gifts are NOT required to be receipted to the operating fund; they may be placed in a separate gift fund. Do NOT include the value of donations of books and other library materials and equipment. Do NOT report any separate gift fund monies in the operating fund.

04-025 Private and Public Foundation Grants, Community Foundation and Private Development Operating Fund Income - Report private or public, non-governmental, community and other foundation and private development grant or other monies receipted to the operating fund and appropriated for expenditure from the operating fund. Private and public foundation grants, community foundation grants and private development funds are NOT required to be receipted to the operating fund; they may be placed in a separate fund. A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family

04-026 Miscellaneous Operating Fund Income - List source. Include checking account interest and any operating fund refund here. DO NOT report State Technology Fund E-rate Grants here. DO NOT include any contributed services or the value or any non-monetary gifts and donations. DO NOT report PLAC reimbursements here; report in 04-021.

04-027 Source(s) (of Miscellaneous Operating Fund Income) – List the source of Miscellaneous Operating Fund Income which does not fit into any other listed category. DO NOT include PLAC reimbursement check from the State of Indiana.

04-028 Total Other Operating Fund Income – Includes 04-021 through 04-026 (and other miscellaneous operating fund income listed on Budget Form 2).

04-029 Total Operating Fund Income – Sum of 04-008, 04-014, 04-020 and 04-028.

04-030 Total Private and Public Foundation Grants Operating Fund Income - Report private and public, non-governmental foundation grant money received to any fund, including operating, capital, gifts or any other. A foundation is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes. A private foundation is typically endowed by an individual or family

Part 5 – Operating Fund Expenditure Data

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

Personal Services Operating Fund Expenditures

05-001 Salaries/Wages for All Staff Operating Fund Expenditure - Category 1 from Operating Budget Form 1, Personal Services. Actual expenditures only, no encumbered funds. Include salaries and wages before deductions but exclude employee benefits. Personal service is the direct labor of persons in the employment of the library. Includes the amount spent on staff labor for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration. (PLS)

05-002 Employee Benefits Operating Fund Expenditure – Category 1 from Operating Budget Form 1, Personal Services. Actual expenditures only, no encumbered funds. Benefits provided for employees in addition to salaries and wages paid from the library budget, regardless of whether the benefits are available to all employees. Included are amounts spent for direct benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, tuition reimbursement, unemployment compensation, housing benefits and worker’s compensation. All employees should have Social Security listed as a benefit, with the amount paid by the library listed in this section. Personal service includes all related employee benefits. (PLS)

05-003 Other Personal Services Operating Fund Expenditures – Category 1 from Operating Budget Form 1. - Include fees paid for special counsel, legal service, surveys, expert and other services rendered of which the employment is temporary or on a part-time basis and social

security, federal taxes, state taxes, and county taxes are withheld. DO NOT report contracts here. Contracts where NO Social Security, Medicare, and federal and state withholding taxes are withheld are reported in Category 3, Professional Services or Category 4, Repairs and Maintenance. Report actual expenditures, no encumbered funds.

05-004 Total Personal Services Operating Fund Expenditures Indiana– Sum of 05-001, 05-002 and 05-003. Report actual expenditures, no encumbered funds.

05-005 Total Staff Expenditures - Sum of 5-001 and 5-002. This is an automatically calculated total.

Total Supplies Operating Fund Expenditures

05-006 Total Supplies Operating Fund Expenditures - Category 2 from Operating Budget Form 1. Supplies include commodities which, after use, are either entirely consumed or show a definite impairment of their physical condition and rapid depreciation after use for a short period of time. Include cost of printing of stationery, forms and other office supplies. Report cost of all office, operating, repair and maintenance supplies and other supplies. Report actual expenditures only, no encumbered funds. Includes the amount spent on supplies for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration. (PLS)

Other Services and Charges Operating Fund Expenditures

05-007 Professional Services Operating Fund Expenditure– Category 3 from Operating Budget Form 1. Include consulting, engineering, architectural, legal and other professional services. Also include licensing fees for databases or other electronic services for the staff's use. Includes the amount spent on contracts for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration. (PLS)

05-009 Communications and Transportation Operating Fund Expenditures - Category 3 from Operating Budget Form 1. Include telephone, telegraph, postage, traveling, professional meetings, freight and express. (PLS)

05-010 Printing and Advertising – Category 3 from Operating Budget Form 1. Include advertising and publication of notices and printing (other than office supplies, stationery, forms and other office supplies). (PLS)

05-011 Insurance – Category 3 from Operating Budget Form 1. Include official bonds and other insurance, such as policies covering injury or loss of property. (PLS)

05-012 Utility Services - Category 3 from Operating Budget Form 1. Include gas, electricity, water, sewage and waste disposal services. Coal, fuel, oil and bottled gas used for heating should be charged to Category 2, Operating Supplies, 5-006. (PLS)

05-013 Repairs and Maintenance - Category 3 from Operating Budget Form 1. All expenditures of a contractual nature for repairs of buildings, structures and equipment. If repair is performed by regular employees of the library, labor should be charged to Category 1, Personal Services, 05-001. Repair parts and materials should be charged to Category 2, Repair and Maintenance Supplies, 05-006. (PLS)

05-014 Rentals - Category 3 from Operating Budget Form 1. All expenditures for the use of properties not owned by the library, such as temporary office rooms, store rooms, post office box, safety deposit box, equipment, etc. (PLS)

05-015 Debt Service (Operating Fund Expenditure) – Category 3 from Operating Budget Form 1 (operating expenditures only). Include expenditure for the reduction of the library’s general obligation bonds (principal) and interest only if paid out of operating fund. (PLS)

05-016 Lease Rental Operating Fund Expenditure – Category 3 from Operating Budget Form 1. Expenditures for the reduction of the principal of the bonds for the lease rental fund and the interest on such funds, only if paid out of operating fund. (PLS)

05-017 Other (subcategory of Other Services and Charges Operating Expenditures) – Category 3 of Operating Budget Form 1. Include dues for state and national associations of a civic, educational, professional or governmental nature that have as their purpose the betterment and improvement of library operations, interest on temporary loans, taxes and assessments for streets, sidewalks, sewers and similar improvement, and all other services not included in other classifications. EXCLUDE LIRF and Rainy Day. (PLS)

05-018 Total Other Services and Charges (Operating Fund Expenditures) - Category 3 from Operating Budget Form 1. Computed by adding 05-007 and 05-009 through 05-017. Report actual expenditures only, no encumbered funds. (PLS) Funds spent on database licenses for public access information will be reported in 05-008 but will not total into 05-018, rather in 5-038 Operating Expenditure Fund Collection Development IN and 05-041, Total Operating Fund Expenditures IN. (PLS)

Capital Outlays Operating Fund Expenditures
Does not have to balance with Capital Fund Revenues

05-019 Land Operating Fund Expenditure – Category 4 from Operating Budget Form 1. Report purchase of land owned by the library. (PLS)

05-020 Buildings Operating Fund Expenditure– Category 4 from Operating Budget Form 1. Report purchase of permanent buildings owned by the library. (PLS)

05-021 Improvements other than Buildings Operating Fund Expenditure– Category 4 from Operating Budget Form 1. All other improvements to land owned by the library. For example, parking lot, sidewalk, landscaping, gazebo, etc. (PLS)

05-022 Furniture and Equipment Operating Fund Expenditure – Category 4 from Operating Budget Form 1. Consists of machinery, implements, tools, furniture, motor vehicles, typewriters, calculators, microfilm readers, photocopy machines, projectors, staff use computers, televisions, and other equipment which may be used repeatedly without material impairment of its physical condition and which has a calculable period of service. Includes the amount spent on equipment used for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, material conversion, deacidification, lamination, and restoration. (PLS)

***NEW* 05-023 Public Access Computers, Electronic Reading and Electronic Media Devices** – Include desktop and laptop computers used by the public, tablets, Kindles, iPads, Ipods and any other such electronic devices which patrons can use to access electronic information, books, etc. DO NOT report in 05-022, as 05-023 is automatically added into 05-

038, Operating Expenditure Fund Collection Development IN. Per standards, 590 IAC 6-1-4 (k)(3) (PLS)

05-024 Books Operating Fund Expenditure – Per 590 IAC 6-1-4 (k)(3). Category 4 from Operating Budget Form 1. Include book lease(s), government documents and any other print acquisitions. DO NOT include ebooks, instead report them in 05-008. (PLS)

05-025 Periodicals and Newspapers – Per 590 IAC 6-1-4 (k)(3). Print subscriptions to magazines, journals, newspapers, and serial back files. (PLS)

05-026 Non-printed (Physical) Materials, Microforms & AV, NOT Electronic Operating Fund Expenditure – Per 590 IAC 6-1-4 (k)(3). Category 4 from Operating Budget Form 1. Include movies on DVD, VHS, records, cassettes, music cds, Books on tape or CD, microform materials. Do NOT include expenditures for computer games, software or database licensing. Do not include library system software and microcomputer software used only by staff (even if they are included in this line of your Budget Form 1). DO NOT include downloadable audio or video, instead report them in 05-008. (PLS)

05-008 Public access electronic database licensing/purchase/lease expenditures) DO NOT REPORT in 05-007 05-026 or 05-027. - Per 590 IAC 6-1-4 (k)(3) Include licensing fees for databases or other electronic services for the public. This amount is automatically added into Operating Expenditure Fund Collection Development IN Basic, 05-038. Report ebooks and databases for downloadable audiobooks and video here, as well as databases of information. (PLS)

05-027 Public Access I Electronic Physical Format – Category 4 from Operating Budget Form 1, “Non-printed Materials, Microforms & Audio-Visuals”, if you can separate out these costs (otherwise report them in Non-printed Materials, Microforms & AV),05-026. Capital items are physical items. DO NOT INCLUDE DATABASE LICENSES. Included are all operating expenditures for electronic format materials considered part of the collection, whether purchased or leased and which are physical items, such as programs or databases on CD-ROMs, computer games or software for patron use (or for checkout), magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine, e-reader (not the files that load into them), government documents, reference tools, scores, maps or pictures in physical format. Included are operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. If you post operating expenditures for library system software and microcomputer software used only by the library staff to Non-printed Materials (Microforms & Audio-Visuals), report here. Otherwise, report wherever it is posted. (PLS)

***NEW* 05-028 Print Materials Expenditures** - Per 590 IAC 6-1-4 (k)(3). PLS requires that all print expenditures (both books and newspapers), whether from operating or other funds, be reported. This figure is an automatic total of 05-024, 05-025, 5-033 and 5-034.

***NEW* 05-029 Electronic Materials Expenditures.** - Per 590 IAC 6-1-4 (k)(3)- Enhanced/Exemplary. PLS requires that all electronic materials expenditures, whether from operating or other funds, be reported. This figure is an automatic total of 05-008, 05-027, 05-037 and 05-038.

***NEW* 05-030 – Other Materials Expenditures** - Per 590 IAC 6-1-4 (k)(3)- Enhanced/Exemplary. PLS requires that all other (non-print and non-electronic) materials expenditures, whether from operating or other funds, be reported. This figure is an automatic total of 05-026 and 5-035.

***NEW* 05-031 – Total Collection Expenditures** - Per 590 IAC 6-1-4 (k)(3)- Enhanced/Exemplary PLS requires that all materials expenditures, whether from operating or other funds, be reported. This is an automatically generated sum of 5-028, 5-029 and 5-030.

5-032 Total Capital Outlays Operating Fund Expenditures – Automatically generated total of 05-019 through 05-027, excluding 05-008.

***NEW* 05-033 Books (include Book Lease)** – Per 590 IAC 6-1-4 (k)(3) - Enhanced/Exemplary. Report all expenditures from non-operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for book lease(s), government documents and any other print acquisitions. DO NOT include ebooks, instead report them in 05-037. This amount is automatically added to 05-024, 05-025, and 05-034 for a generated total in 05-028. (PLS)

***NEW* 05-034 Periodicals and Newspapers** - Per 590 IAC 6-1-4 (k)(3) - Enhanced/Exemplary. Report all expenditures from non-operating funds, including but not limited to gift, grant, LIRF, Rainy Day and any other fund for print subscriptions to magazines, journals, newspapers, and serial back files. This amount is automatically added to 05-024, 05-025, and 5-033 for an automatically generated total in 05-028. (PLS)

***NEW* 05-035 Non-printed Materials, Microforms & AV, Not Electronic** - Per 590 IAC 6-1-4 (k)(3) - Enhanced/Exemplary. Report all expenditures from non-operating fund, including but not limited to gift, LIRF, Rainy Day and any other fund for movies on DVD, VHS, records, cassettes, music cds, Books on tape or CD, and microform materials. Do NOT include expenditures for computer games, software or database licensing. Do not include library system software and microcomputer software used only by staff (even if they are included in this line of your Budget Form 1). DO NOT include downloadable audio or video, rather report them in 05-037. This amount is automatically added to 05-026 for an automatically generated total in 05-030 (PLS)

***NEW* 05-036 Public Access Electronic Physical Format** - Per 590 IAC 6-1-4 (k)(3) - Enhanced/Exemplary. Report all expenditures from non-operating fund, including but not limited to gift, LIRF, Rainy Day and any other fund for electronic format materials considered part of the collection, whether purchased or leased and which are **physical** items, such as programs or databases on CD-ROMs, computer games or software for patron use (or for checkout), magnetic tapes, and magnetic discs that are designed to be processed by a computer or similar machine, e-reader (not the files that load into them), government documents, reference tools, scores, maps or pictures in physical format. Included are operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. This amount is automatically added to 05-027 and 05-037 for an automatically generated total in 05-029. (PLS)

NEW* 05-037 Public Access Purchased/Leased/Licensed/Locally Digitized Electronic - Per 590 IAC 6-1-4 (k)(3) - Enhanced/Exemplary. Report all expenditures from non-operating funds, including but not limited to gift, LIRF, Rainy Day and any other fund for public access electronic format materials (databases, ebooks) considered part of the collection. This amount is automatically added to 05-008, 05-027 and 5-036 for an automatically generated total in 05-029. (PLS)

05-038–Operating Expenditure Fund Collection Development IN – Per 590 IAC 6-1-4 (k)(3) – Basic. This is the total operating funds spent on collection development/materials used to calculate the total

%, 05-047, of operating expenditures spent to comply with the 2011 standard of 7.5%. Include all operating fund expenditures, whether from original approved budget or additional appropriation at some time during report year. .Internal calculation, adding-05-008 and 05-023 through 05-027.

5-039 Total Non-operating Fund Collection Expenditures – Per 590 IAC 6-1-4 (k)(3) - Enhanced/Exemplary. The PLS definition of collection expenditures includes expenditures from all funds. Please report expenditures from gift, grant, and any other funds used to purchase library materials. This total of 5-033 - 5-037 will be added to 05-040 to produce the PLS totals for collection expenditures and will be published to provide data showing libraries with enhanced (15% and over) and exceptional (20% and over) material collection expenditures.

05-040 Public Access Computers, electronic reading and electronic media devices from non-operating funds – Per 590 IAC 6-1-4 (k)(3) - Enhanced/Exemplary. Report expenditures for named devices from gift, grant, LIRF, LCPF and other non-operating funds , as these will be added into 05-038 for standards compliance computation, per 590 IAC 6-1-4 (k)(3) – Enhanced/Exemplary

05-041 Total Operating Fund Expenditures IN – Total of 05-004, 05-006, 05-008, 05-018 and 05-032. Report actual expenditures only, including both budgeted amounts and additional appropriations. DO NOT report encumbered funds.

NEW 05-042 Other Operating Expenditures – PLS has 3 categories of expenditures (Staff 05-005, Total Collection 05-031 and Other 05-033 (which includes 05-006, 05-018 and 05-019 through 05-023)). This is an automatically generated total.

NEW 05-043 Total Operating Expenditures – This is the PLS amount of operating expenditures. It is the total of 05-005, 05-031 and 05-042.

***NEW* 05-044 Total Collection Expenditure IN 590-6** – Per 590 IAC 6-1-4 (k)(3) - Enhanced/Exemplary. This is the total of all fund collection expenditures, 5-023, 5-031 and 5-038. This is the number which would be used to calculate enhanced (15% and over) and exemplary (20% and over) compliance with the standard for collection development expenditures.

05-045 Operating Expenditure Per Capita – Per IC 36-12-2-25(b). This is the result of an internal calculation; dividing 05-041, Total Operating Fund Expenditures IN by 03-014, the Total Population without Contracts, the library district population which pays taxes for service. This is the number which should be used for the non-resident card fee. If this number varies drastically from the preceding year, check your total operating fund expenditures and your total population without contract.

NEW 05-046 Difference Between Operating Expenditure Per Capita and Non-resident Fee – Per IC 36-12-2-25(c)(1)(2). This is an internal calculation, the difference between 05-041 and 02-009. If this number is negative, the non-resident fee should be raised to match or exceed the operating expenditure per capital at the next scheduled board meeting.

***NEW* (05-047 Collection Development Expenditure AS % of Operating Expenditure** – Per 590 IAC 6-1-4(k)(3). This is an automatically generated percentage, the result of Operating Expenditure Fund Collection Development IN Basic 05-038 divided by Total Operating Fund Expenditures 05-042, to calculate the library's compliance with the 509 IAC 6-1-2(5) basic requirement that the library spend 7.5% of its operating budget on collection development, defined as:

- (A) books,
 - (B) audiovisual materials;
 - (C) electronic media devices; and
 - (D) databases
- Per 590 IAC 6-1-2(5).

05-048 Capital Fund Expenditures (NOT Operating Expenditures) - These expenditures COULD come from LIRF, BIRF/Lease Rental, Debt Service, Rainy Day Funds, LCPF, Gift Fund(s), Technology Fund, and other grants but do NOT come from Operating Fund Expenditures. Generally speaking, if the source of the funds was a special appropriation or contribution earmarked for a specific major purchase in the areas mentioned above, NOT operating income, then the expenditure should be counted as capital fund expenditures. Capital is usually a long-term expense. These are costs that are incurred usually for major purchases of or additions to fixed assets. The following include the most common uses of capital funds but are not limited to: building sites (real estate); new building construction; expansion of an existing building; remodeling or major repair of an existing building; initial book stock (sometimes called an opening day collection); furnishings or equipment for a new or remodeled building; new computers, not replacing others; new vehicles; repair to or addition to property (i.e. sidewalks), major emergency repairs or other emergency costs, and digitization expenses. It does not have to balance with Capital Revenue.

Part 6 – Capital Revenue (Income)

Does not have to balance with Capital Fund Expenditures. Use whole dollars, no cents.

06-001 Local Government Capital Revenue (Income) – Report all governmental funds received in the report year, designated by the community, district or region and available to the public library for the purpose of major capital expenditures. Include LCPF, BIRF/Lease Rental, LIRF, Rainy Day Funds.

06-002 State Government Capital Revenue (Income) - Report all funds distributed to public libraries by state government for the purpose of major capital expenditures. Include funds from state agencies/government only (Indiana Economic Development Corporation, etc).

06-003 Federal Government Capital Revenue (Income) – Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures. Include funds from all federal agencies (Department of Commerce, Department of Agriculture, etc.)

06-004 Other Capital Revenue (Income) – Report private (non-governmental funds), including grants and gifts received by the library for the purpose of major capital expenditures.

06-005 Total Capital Revenue (Income) – This is the sum of 06-001 – 06-004

Part 7 – Employment Data

07-001 Total Number of ALL Librarians with an ALA-MLS – Number of librarians, with title or function as librarian, with master’s degree from programs of library and information studies accredited by the American Library Association. Degree may be MLS, MIS, MSLS, MSIS, or other. Include all ALA-MLS librarians, whether paid for through operating expenditures, grant money or with any other funds. Include positions which are vacant.

07-002 Total Hours Paid per Week For ALL ALA-MLS Librarians - Add together the hours each ALA MLS Librarian, with title or function of librarian, is paid each week (full-time and part-time). Include Librarians whether paid for in operating expenditures, grant money or with any other funds. If position is vacant, list hours for that position.

07-003 FTE for ALL librarians with an ALA-MLS – This is a number computed within the annual report form, by dividing 07-002 by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (PLS)

07-004 Total Number of ALL Librarians, including ALA-MLS Librarians - Number of persons with title or function of librarian who perform paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This includes ALA-MLS Librarians and librarians with an unaccredited library degree or no library degree. Include all librarians, whether paid for through operating expenditures, grant money or with any other funds. Include positions which are vacant. Includes all librarians reported in 07-001.

07-005 Total Hours Paid per Week For ALL Librarians, Including ALA-MLS Librarians – Add together the hours each librarian, with title or function of librarian, including ALA-MLS librarians, is paid each week (full-time and part-time). Include all librarians, whether paid for through operating expenditures, grant money or with any other funds. If position is vacant, list hours for that position. Includes all hours reported in 07-002.

07-006 FTE For ALL Librarians, Including ALA-MLS Librarians - This is a number computed within the annual report form, by dividing 07-005 by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (PLS)

07-007 Total Number of ALL OTHER PAID STAFF - This includes all other paid employees. Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. DO NOT include Green Thumb or other employees who are paid by another agency. Include positions which are vacant.

07-008 Total Hours Paid per Week For ALL OTHER PAID STAFF - Add together the hours all other paid employees are paid each week (full-time and part-time). Include all other staff, whether paid for through operating expenditures, grant money or with any other funds. DO NOT include Green Thumb or other employees who are paid by another agency. If position is vacant, list hours for that position

07-009 FTE for ALL OTHER PAID STAFF - This is a number computed within the annual report form, by dividing 07-008 by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (PLS)

07-010 Total Number of ALL PAID STAFF - This is a number computed within the annual report form, by adding 07-004 and 07-007.

07-011 Total Hours Paid per week for ALL PAID STAFF – This is a number computed within the annual report form, by adding 07-005 and 07-008.

07-012 FTE for ALL PAID STAFF – This is a number computed within the annual report form, by dividing 07-011 by 40. To ensure comparable data among the 50 states, D.C., Puerto Rico and the U.S. Territories, 40 hours per week has been set as the measure of full-time employment by PLS. (PLS)

07-013 Number of Hours Per Week Considered to be Full-Time Employment in Your Library - The number of hours that is considered to be full-time will vary from library to library.

Part 8 – Library Service and Technology

If the exact data are not known for any item, please estimate data. Estimates are very important. Enter “0” if the correct entry for an item is zero or “none.” Please enter “N/A” (Not Available) if you know a particular data item is not "0", but you don't know what it is and are unable to estimate it.

Interlibrary Loans

08-001 Provided to Other Libraries – Number of library materials lent by the reporting library to another library upon request. Materials loaned to a bookmobile by another bookmobile, bookmobile or central library of the same system are not counted. Photocopies sent by any means, but not returned, are not counted. Do not include Evergreen transfers. Evergreen transfers are reported elsewhere. (PLS)

08-002 Received from Other Libraries– Number of library materials borrowed by the reporting library from another library. Materials borrowed from a bookmobile by another bookmobile, bookmobile or central library of the same system are not counted. Photocopies received by any means, but not returned, are not counted. Do not include Evergreen transfers. Evergreen transfers are reported elsewhere. (PLS)

08-003 # of Children’s Programs in the Library –Per 590 IAC 6-1-4(k)(10)(A) (PLS)

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

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

08-004 Children's Programs Outside the Library (outreach) – Per 590 IAC 6-1-4(k)(10)(A) (PLS)

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

Do not count informational or marketing events, such as

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

Include the count of summer reading programs.

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

08-005 Total of children's Programs - Per 590 IAC 6-1-4(k)(10)(A). This is an automatically computed total, the addition of 08-003 and 08-004 (PLS)

08-006 # of Young Adult Programs In the Library – Per 590 IAC 6-1-4(k)(9)(A) (PLS)

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

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

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

- services to homebound,
- homework assistance, and
- mentoring activities.

Include the count of summer reading programs.

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

08-007 # of Young Adult Programs Outside the Library (outreach) – Per 590 IAC 6-1-4(k)(9)(A) (PLS)

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

Count summer reading programs.

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

***NEW* 08-008 Total of Young Adult programs - Per 590 IAC 6-1-4(k)(9)(A).** This is an automatically computed total, the addition of 08-006 and 08-007. PLS

08-009 # of Adult Programs In the Library – Per 590 IAC 6-1-4(k)(8)(A).

- This is the count of all programs for which the primary audience is adults, ages 18+.
- A program:

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

Include the count of summer reading programs.

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

08-010 # of Adult Programs Outside the Library (outreach) – Per 590 IAC 6-1-4(k)(8)(A)

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

Include the count of summer reading programs.

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

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

08-011 # of General Programs In the Library –

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

Include the count of summer reading programs.

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

08-012 # of General Programs Outside the Library (outreach) –

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

08-013 Total # of programs– Per 590 IAC 6-1-4(k)(11)

- This is the total number of programs for children, young adults, adults, and general audiences.
- Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library.
- This is an automatic total, computed within the annual report, consisting of the addition of 08-005, 08-008, 08-009, 08-010, 08-011 and 08-012.

- This total includes both in library and outreach programs.
- Count each program which is planned, advertised and marketed, whether anyone attends or not (PLS)
 - 5 programs for every 1,000 people served per year with a minimum of 12 programs per year (Basic).
 - 10 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year (Enhanced).
 - 15 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Exemplary)

08-014 # of Non-Library Sponsored Programs/meetings/events — This is the count of programs/meetings/events which are held in the library but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

08-015 How Many Weeks was a Summer Reading Program held for Children at Each Fixed Location? Per 590 IAC 6-1-4(k)(10)(D), the Summer Reading Program should be 6 weeks.

08-017 Children’s Program Attendance in the Library - This is the count of the audience at all programs held in the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. (PLS)

08-018 Children’s Program Attendance Outside the Library (outreach) - This is the count of the audience at all programs held outside the library for which the primary audience is children and includes adults who attend the program. Attendance at each program is counted separately, even though it may be one of a series. (PLS)

08-019 Total Children’s Program Attendance - This is the total count of all attendees of children’s programs. It is an automatic total, computed within the annual report, including 08-017 and 08-018. (PLS)

08-020 Young Adult Program Attendance in the Library - – The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults who attend programs intended primarily for young adults. Please count all patrons that attend the young adult program regardless of age. (PLS)

08-021 Young Adult Program Attendance Outside the Library (outreach) - The count of the audience at all programs held outside the library for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults- Attendance at each program is counted separately, even though it may be one of a series. Please count all patrons that attend the young adult program regardless of age. Attendance at each program is counted separately, even though it may be one of a series. (PLS)

NEW 08-022 Total of Young Adult Program Attendance – The total is an automatic computation within the program, the addition of 08-020 and 08-021.

08-023 Adult Program Attendance in the Library – This is the count of the audience at all programs held in the library for which the primary audience is adults (18+). All other attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-024 Adult Program Attendance Outside the Library (outreach) – This is the count of the audience at all programs held outside the library for which the primary audience is adults (18+). All other attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-025 General Program Attendance in the Library – This is the count of the audience at all programs held in the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series.

08-026 General Program Attendance Outside the Library (outreach) – This is the count of the audience at all programs held outside the library for which there is no target audience by age. All attendees should be counted. Attendance at each program is counted separately, even though it may be one of a series. (PLS)

08-027 Total Program Attendance – This is the total attendance at programs for children, young adult, adults, and general audiences. This is an automatic total, computed within the annual report, by the addition of 08-019, 08-022, 08-023, 08-024, 08-025 and 08-026. This total includes the attendance at in library and outreach programs. (PLS)

08-028 Total Non-Library Sponsored Programs/meetings/events Attendance – This is the total attendance at programs/meetings/events which are held in the library but are sponsored by outside groups. This question will help to show the total use of the library building by community groups.

08-029 Total Visits In Library Per Year - Report the total number of persons entering the library in a year (you may use a typical week count (see below)), including persons attending activities, meetings, and those persons requiring no staff services. Include all people entering for any reason, even entering and leaving multiple times within one day. Be sure to include numbers from branch(es) and bookmobile(es). You may use a typical week count, then multiply by 52. (PLS)

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

08-030 Total Reference Transactions Per Year – Per 590 IAC 6-1-4(k)(8)(A); (9)(A); (10)(A) - May use typical week count (see below), then multiply by 52.

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

Reference Transactions - A reference transaction requires knowledge, use recommendations, instruction in the use of one or more information sources by a member of the library staff or interpretation by library staff of the library or its materials. It includes information and referral

services. Information sources include printed and non-printed materials, machine-readable databases, catalogs, and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. A request may come in person, by phone, by FAX, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult or a child. (PLS)

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

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

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

Electronic Services

08-031 # State Licensed Databases (cooperative agreements) (source of access) (state government or state library (Indiana State Library will complete) (PLS)

08-032 # Local/Other Licensed Databases - Per 590 IAC 6-1-4(k)(1). Report the number of licensed databases (include locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (local), a cooperative agreement within the state or region (other), whether purchased, leased, licensed, or donated as gifts. (PLS)

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

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

Do NOT include INSPIRE.

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

08-033 Total Licensed Databases – This is the automatically generated sum of 08-030 (supplied by the Indiana State Library) and 08-031 (PLS)

08-034 # of Searches of Public Use Databases to which the Library Subscribes – This is the number your vendor supplies for the databases to which your library subscribes. Request COUNTER COMPLIANT statistics from your vendor. Do NOT include statistics of usage of library process databases (including cataloging, acquisitions, etc.)

08-035 # of Sessions of Public Use Databases to which the Library Subscribes – This is the number your vendor supplies for the databases to which you Subscribe. Request COUNTER COMPLIANT statistics from your vendor. Do NOT include statistics of usage of library process databases (including cataloging, acquisitions, etc.)

08-036 Name(s) of Public Use Commercial Databases to which the Library Subscribes – Per 590 IAC 6-1-4(k)(1). List the names of all public use databases to which the library subscribes. Use the official name as published by the vendor. Do NOT include library process databases, like Follett Circulation Plus, ContentDM, B&T Title Source (unless it is available for the public to use). These are only the databases, the purchase of which would count towards the collection development standard.

08-037 Subject(s) of Public Use Databases which the Library BOTH ~~Produced~~ Developed AND Owns – List ONLY the subjects of public use databases produced and owned by the library. Do NOT include commercial databases, available by subscription. Do NOT include library process databases.

08-038 Uses of Public Internet Computers Per Year – Report the total number of uses (sessions) of Internet computers in the library in the last year. (PLS)

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

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

08-039 # of Users of Wireless Connections in Building (or Outside) Per Year – Report the total number of individuals that have used the wireless connection to access the library’s Internet site in the last year.

- Count each customer that uses the electronic resources, regardless of the amount of time spent on the computer.
- Count laptops supplied by the customer and checked out by the library.

- Include e-readers, smartphones, blackberries, any device which downloads from the internet
- A customer who accesses the wireless connection three times a week would count as three users.
- Be sure to include numbers from branch(es) and bookmobile(s).
- You may use a typical week count (see below), then multiply by 52.
- Web-log tracking software may provide a reliable count of users.

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

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

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

NEW 08-041 Total # of Page Views on the Library's Home Page AND/OR - Supply whatever count is available. Some libraries receive counts of pages viewed on web pages in domain and hits on home page and hits on public access catalog from their ISP (Internet Service Provider), some may receive only one or two of the requested measures.

NEW 08-042 Total # of Hits or Page Views on the Library's Public Access Catalog -Supply whatever count is available. Some libraries receive counts of pages viewed on web pages in domain and hits on home page and hits on public access catalog from their ISP (Internet Service Provider), some may receive only one or two of the requested measures.

08-043 Number of Computer Terminals Used by General Public and Connected to Internet and a printer – Per 590 IAC 6-1-4 (k)(15) Basic / Enhanced / Exceptional. Count only computers used by general public and connected to the Internet (count all Gates computers in this category, even if set to child's profile), at central library, branch(es) and bookmobiles. Count only physical computers. Standards require 1 public access computer connected to the Internet per 2,000 population served, with a minimum of 2 computers. (PLS) PLS requires that only physical computers be counted.

08-044 Number of Scanners for the General Public System-wide – Per 590 IAC 6-1-4(k)(15) - Enhanced/Exemplary. Count only scanners available to the general public at central library, branch(es) and bookmobile(s).

08-045 Number of Computer Terminals Used by Staff with Office Software and Operating System Connected to the Internet System-wide and a printer – Per 590 IAC 6-1-4(k)(15). Count all computers used by staff with office software and connected to the Internet at central library, branch(es) and bookmobile(s).

08-046 Does Your library Have Voice Over IP service? - Answer "Yes" or "No".

08-047 Does your library have an automated bookkeeping system –Answer "Yes" or "No".

08-048 Name of the system- Please indicate the full, official name of the bookkeeping system or "N/A". State Board of Accounts does not approve the system, just the forms generated by the system. NOTE - If you have signed a contract for a new system to replace an old one within the last year, please provide the name of the new system and indicate estimated installation date. **If you have issued an RFP within the last year, please send a copy to the Library Development Office to share with other libraries**.

08-049 Name of Integrated Library System – Per 590 IAC 6-1-4(k)(13). List the name of the integrated library system or "N/A" if your library is not automated.

08-050 Is the Library Catalog Available Online? - Per 590 IAC 6-1-4(k)(13) Answer "Yes" or "No".

Part 9 – Circulation and Holdings

09-001 Total Circulation of All Materials – Include all materials (print and non-print) charged out to patrons (or staff) of all ages, either manually or electronically. Estimates are acceptable. One download = one circulation, whether it is one book or one song. Do NOT include equipment, computer usage or in-house usage of materials. Ebook readers and music playing device circulation is reported in 09-008. Other equipment circulation is reported in ~~57i~~ 09-010. Computer usage is reported in ~~54a~~ and/or ~~54b~~. In-house usage is reported in ~~57e~~ 9-003, ONLY. INCLUDE renewals. Include Interlibrary Loans (items borrowed by your library and lent to your patron); report them also as Interlibrary Loan transactions.

09-002 Circulation Of All Children's Materials – Materials cataloged as appropriate for patrons ages 0-14. This is a subset of total circulation of all materials. Estimates are acceptable. Do NOT include equipment, computer usage or in-house usage of materials. INCLUDE renewals. Include interlibrary loans (items borrowed by your library and lent to your patron); report them also as Inter Library Loan transactions.

09-003 Total In-house Usage of Materials – Count all materials used in the library but not checked out, including materials not allowed to circulate or be removed from the library. This may include materials used by staff for library purposes (programs, collection development), genealogical or local history materials, reference and circulating materials used by patrons in the library which staff re-shelve. DO NOT add into circulation count. You can use a typical week count, then multiply by 52. Estimates are acceptable. DO NOT include equipment or computer usage.

09-004 Did your Library Circulate Laptops? – Response is "yes" or "no". Include use in the library or checkout for use outside the library.

09-005 Number of Annual Circulations of Laptops– Provide number of annual circulations of laptop computers. Usage in the building should also be reported in questions 08-038.

09-006 Did Your Library Circulate Ebook Readers or Music Devices (i.e.– Kindles, Playaways, MP3 players, etc.) - Response is "yes" or "no". Include use in the library or checkout for use outside the library.

09-007 Number of Electronic Book Reading or Music Playing Devices Owned by the Library – This is the number of Kindles, Book Nooks, other physical ereaders and playaways, MP3 players and other music playing devices owned by the library, whether they circulate among patrons or remain at the library.

09-008 Number of Annual Circulations of Book Reading or Music Playing Devices – Provide number of annual circulations of electronic book reading or music playing devices.

09-009 Did Your Library Circulate Other Equipment – Include any other equipment checked out for use in the library or outside the library, including but not limited to: any audio-visual device, die-cutter, anything used to access information in any format unless reported in 09-004 or 09-006.

09-010 Number of Annual circulations of Other Equipment– Provide number of annual circulations of other equipment.

Selected Holdings

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

09-011 Books – Per 590 IAC 6-1-4(k)(1). A nonperiodical/non-serial printed publication (including music and maps) bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit. Ebooks are counted in 09-017.

09-012 Video Materials-Physical Units – Per 590 IAC 6-1-4(k)(1). These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

09-013 Video Materials – Downloadable titles. Per 590 IAC 6-1-4(k)(1). These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Report only items the library has selected as part of the collection. Titles which not been cataloged or made accessible through the OPAC may now be counted in this question. They are NO LONGER counted in databases.

09-014 Audio Materials - Physical units – Per 590 IAC 6-1-4(k)(1). These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD-ROMS, talking books, and

other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

09-015 Audio Materials - Downloadable titles – Per 590 IAC 6-1-4(k)(1). These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection. Titles which not been cataloged or made accessible through the OPAC may now be counted in this question. They are NO LONGER counted in databases.

09-016 Electronic (Physical) Format - Reference or printed information on (physical) CD-ROMS, Magnetic Tapes, Floppy Disks, DVDs (which are of a non-film nature, such as a reference book) or computer disks, magnetic tapes and other formats. You should count and report each physical unit, so that you would count each CD or each floppy disk in a multiple-disk set. Examples are U.S. Census Bureau CD-ROMs or data tapes, locally mounted databases, serials and reference tools. DO include ResumeMaker, cemetery records or other software used by patrons or by staff for patrons. Do NOT count individual files on a disk or any software that is used only by the staff. Include cataloged and non-cataloged items. Do NOT include software loaded onto a computer for which you do not have a physical disk, which includes all pre-loaded software on Gates computers. DO NOT include Electronic Books or Electronic Subscriptions in this count.

09-017 Electronic Books (E-Books) - Per 590 IAC 6-1-4(k)(1). Digital documents, (including those digitized by the library), licensed or not, where searchable text is prevalent and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to a user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Note: Under this category, report only items the library has selected as part of the collection. Titles which not been cataloged or made accessible through the OPAC may now be counted in this question. They are NO LONGER counted in databases.

09-018 Current Serial Subscriptions - Per 590 IAC 6-1-4(k)(1). Includes Periodicals and Newspapers, print or microfilm ONLY. Report the total number of serial subscription titles, including duplicates. Report paid and gift subscriptions. Do not report individual issues. These are print and microfilm subscriptions only - NOT electronic or digital subscriptions. Include the total number of subscriptions for all outlets.

NEW 09-019 Other Holdings – Answer yes or no.

NEW 09-020 Specify type(s) of holdings – List any holdings of other materials.

NEW 09-021 Does the Library Belong to an Ebook Consortium? – Answer yes or no.

NEW 09-022 Name of Consortium – List the full, formal name of the consortium.

NEW 09-023 Total # of Titles Available in Consortium – List the total number of ebook titles available to library users through the consortium agreement.

Part 10 – Library Board

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

10-001 Report any office currently held by each board member and list each board member only once.

President

President of County Contractual Library Board (if appropriate)

Vice President

Vice President of County Contractual Library Board (if appropriate)

Secretary

Secretary of County Contractual Library Board (if appropriate)

Treasurer

Board Member

Treasurer/employee (please use this designation if appropriate) This designation should not have an appointing authority or dates of appointment, as s/he is a library employee, not an appointed board member

10-002 List each board member's first name or initial.

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

10-004 List each board member's last name.

10-005 Report the board member's home street address. DO NOT report library address.

10-006 Report the board member's home city.

10-007 Report the board member's home zip code.

10-008 Report the board member's email address. Report if available, otherwise "N/A".

10-009 List the appointing authority: Use the following list.

County Contractual Appointment (ONLY FOR THE 4 LIBRARIES WHICH ARE COUNTY CONTRACTUAL LIBRARIES)

County Commissioner (IC 36-12-2-17 provides for 2)

County superintendent of schools (IC 36-12-2-17 provides for 2) OR

County auditor (if there is no county superintendent of schools)

County Commissioners

County Council

Library board/employee (do not list an appointing authority).

School Board – Specific School name

Township Board

Town Board/City Council/Mayor

Class 2 Library Appointment (Only CLASS 2 LIBRARIES OR CLASS 2 WHICH HAVE ACCEPTED FINANCIAL PROVISIONS OF THE 1947 LIBRARY LAW).

10-010 Date Term Expires - Report the date the board member's term expires. (VERY IMPORTANT). The legal requirement for length of terms is often substantiated by this report.

10-011 Number of Consecutive Terms - Report the number of consecutive terms the board member has held (including the first term through this term). Include years 1-4 of each term as a consecutive term (i.e. year 1 of term 1 is 1 consecutive term). (VERY IMPORTANT). The legal requirement for consecutive terms is often substantiated by this report.

10-012 Date Initially Appointed - Report the date the member was initially appointed. (VERY IMPORTANT). The legal requirement for length of terms is often substantiated by this report.

Part 11 – Salary Section

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

Job categories

11-001 Director - Head of library. List the annual salary.

11-002 Indiana is an at-will employer state. Most directors will not have a contract. Indicate whether director has a contract.

11-003 Report the certification level of the current or interim director

11-004 Job Title – Choose from the drop down list

Assistant or Associate Director - Librarian ranking next to the Library Director and having responsibility for library activities in the absence of the Library Director.

Department Head, Manager or Supervisor - Librarians at the Department Head level who may have supervisory responsibility for other professional librarians and/or clerks.

Bookmobile Head - May be a staff librarian, but should be reported separately because of their unique position of Bookmobile Head. Bookmobile Heads spend at least half of their work week

in a bookmobile library setting and are usually responsible for the bookmobile library services, programs, and personnel.

Administrative Assistant - May include a variety of job titles such as Director's Secretary or Assistant to the Director. May have more administrative responsibility than typical clerical positions, but not the professional or managerial responsibilities.

Automation, Network or System Manager - Manages the operation and maintenance of the library's computer systems, including the library's automation system and microcomputer applications. Develops and manages installation of various types of computer networks. Serves as contact with internet provider. Possibly trains staff and public in use of equipment and software. Analyzes and troubleshoots software and equipment problems.

Business Manager - Responsible for managing Business Office activities.

Cataloging or Technical Services Librarian - Both experience and entry-level librarians.

Children's Librarian – Children's Reference Service and/or Programming. Both experienced and entry-level librarians.

General Reference or Adult Librarian - Adult and/or Reference Service and/or Programming. Both experienced and entry-level librarians.

Young Adult Librarian - Young Adult Reference Service and/or Programming. Both experienced and entry-level librarians. ALA defines "Young Adult" as ages 12-18.

Indiana History, Local History, or Genealogy Librarian - - Indiana History, Local History, or Circulation Librarian - Circulation Desk. Both experienced and entry-level librarians.

Genealogy Reference Service. Both experienced and entry-level librarians.

Audio Visual Librarian - Responsible for developing a program of AV services and supervising all AV activities and staff.

Specialist (Professional) - Category for library professionals, including but not limited to Training Specialist, Public Relations Specialist, Outreach Specialist, Human Resource Manager, Artist, and Printing Manager, who generally do not hold a master's in library science but certainly may.

Library Assistant - Paraprofessional working in any area of the library, who assists librarians in providing a library service.

Bookkeeper or Treasurer - Responsible for keeping the financial records and accounts for the library.

Secretary or Receptionist - Knowledge of some office skills. May be responsible for answering phone.

Library Technician (including computer) - Involves more responsibility than clerical category, usually specialized, and of considerable variation and complexity.

Clerical or Aide - Knowledge of basic clerical skills and elementary knowledge of library procedure.

Maintenance, Custodian, Janitor, or House-keeper. - Responsible for maintaining the library building and/or grounds in a clean and orderly condition and in good repair. Do not include any staff that is paid by contract.

Security - Security provides security during the hours the building is open or closed for staff, patrons, and the building. Do not include any staff that is paid by contract.

Bookmobile Driver - Bookmobile Driver.

Messenger/Courier – Messenger or courier responsible for pickup and delivery of library materials.

Page, Intern or Student Assistant - Shelves books and other materials, with other duties as assigned. Typically a part-time position with no supervisory responsibilities.

Substitute - Temporary substitute employee in any job category.

11-005 List certification level of job classification if it were advertised, not the certification level each current employee holds.

11-006 Minimum Hourly Wage - List entry level hourly wage, in dollars and cents

11-007 Maximum Hourly Wage – List maximum level hourly wage, in dollars and cents

11-008 Other Job Title - Any other job category that it is not possible to include in above list. Please be specific.

11-009 List certification level of job classification if it were advertised, not the certification level each current employee holds.

11-010 Minimum Hourly Wage - List entry level hourly wage, in dollars and cents

11-011 Maximum Hourly Wage – List maximum level hourly wage, in dollars and cents

Employee Fringe Benefit Information - Full-time Employees (as defined by your library) Please give the most current information available.

11-012 PERF - Public Employees Retirement Fund (now part of INPRS, Indiana Public Retirement System)

11-013 Deferred Compensation - A political subdivision may do the following: 1. agree with any employee to reduce and defer any portion of such employee's compensation which under federal law may be deferred under a nonqualified deferred compensation plan and subsequently contract for, purchase, or otherwise procure insurance and investment products appropriate for a nonqualified deferred compensation plan for the purpose of funding a deferred compensation plan for such employee or 2, contribute amounts before January 1, 1995 and continue or begin to contribute amounts after January 1, 1995 to a nonqualified deferred compensation plan on behalf of eligible employees, subject to any limits and provisions under Section 457 of the Internal Revenue Code (IC 5-10-1.1-1).

11-014 Health Insurance – Answer “Yes” if your library provides the opportunity for a full-time employee to purchase health insurance or pays at least some portion of the premium.

11-015 Health Savings Account (HSA) - Answer "Yes" if your library makes this tax-advantaged medical savings account available to full-time employees who are enrolled in a high-deductible health plan (HDHP).- The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11-016 Dental Insurance - Answer "Yes" if your library provides the opportunity for a full-time employee to purchase dental insurance or pays at least some portion of the premium.

11-017 Life Insurance - Answer "Yes" if your library provides the opportunity for a full-time employee to purchase life insurance or pays at least some portion of the premium.

11-018 Vision Insurance - Answer "Yes" if your library provides the opportunity for a full-time employee to purchase vision insurance or pays at least some portion of the premium.

11-019 Disability - Answer "Yes" if your library provides the opportunity for a full-time employee to purchase disability insurance or pays at least some portion of the premium.

11-020 Paid Time Off for Continuing Education – Answer "Yes" if your library provides paid time for full-time employees to attend workshops, college courses or other continuing education opportunities.. The library should have a policy regarding paid time off for continuing education.

11-021 Reimbursement for Continuing Education – Answer "Yes" if your library provides reimbursement to full-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11-022 Other1 Fringe Benefit for Full-time Employees - Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-036 – 11-041 (Full-time Librarians) or 11-049 – 11-054 (Full-time Support Staff).

11-023 Other2 Fringe Benefit for Full-time Employees - Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-036 – 11-041 (Full-time Librarians) or 11-049 – 11-054 (Full-time Support Staff).

Employee Fringe Benefit Information - Part-time Employees (as defined by your library)
Please give the most current information available.

11-024 PERF - Public Employees Retirement Fund (now part of INPRS, Indiana Public Retirement System)

11-025 Deferred Compensation - A political subdivision may do the following: 1. agree with any employee to reduce and defer any portion of such employee's compensation which under federal law may be deferred under a nonqualified deferred compensation plan and subsequently contract for, purchase, or otherwise procure insurance and investment products appropriate for a nonqualified deferred compensation plan for the purpose of funding a deferred compensation plan for such employee or 2, contribute amounts before January 1, 1995 and continue or begin to contribute amounts after January 1, 1995 to a nonqualified deferred compensation plan on behalf of eligible employees, subject to any limits and provisions under Section 457 of the Internal Revenue Code (IC 5-10-1.1-1).

11-026 Health Insurance – Answer “Yes” if your library provides the opportunity for a part-time employee to purchase health insurance or pays at least some portion of the premium.

11-027 Health Savings Account (HSA) - Answer “Yes” if your library makes this tax-advantaged medical savings account available to part-time employees who are enrolled in a high-deductible health plan (HDHP).- The funds contributed to an account are not subject to federal income tax at the time of deposit and funds roll over and accumulate year to year if not spent.

11-028 Dental Insurance - Answer “Yes” if your library provides the opportunity for a part-time employee to purchase dental insurance or pays at least some portion of the premium.

11-029 Life Insurance - Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.

11-030 Vision Insurance - Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.

11-031 Disability - Answer “Yes” if your library provides the opportunity for a part-time employee to purchase life insurance or pays at least some portion of the premium.

11-032 Paid Time Off for Continuing Education – Answer “Yes” if your library provides paid time for part-time employees to attend workshops, college courses or other continuing education opportunities. The library should have a policy regarding paid time off for continuing education.

11-033 Reimbursement for Continuing Education – Answer “Yes” if your library provides reimbursement to part-time employees for continuing education expenses (workshops, college courses or other continuing education opportunities). State Board of Accounts has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon successful completion of the course. The library should have a policy regarding reimbursement.

11-022 Other1 Fringe Benefit for Part-time Employees - Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-042 – 11-047 (Part-time Librarians) or 11-055 – 11-060 (Part-time Support Staff).

11-023 Other2 Fringe Benefit for Part-time Employees - Please specify. Do not include benefits reported in paid days off per year; instead, report paid days off per year in 11-042 – 11-047 (Part-time Librarians) or 11-055 – 11-060 (Part-time Support Staff).

Paid Days Off Per Year

Remember, for purposes of this report, if an individual is referred to as a librarian within your library, they are considered a librarian.

Give the most current information available.

Full-time Librarians (as defined by your library)

11-036 Number of Vacation Days - Report the number or range of numbers of vacation days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-037 Number of Sick Days - Report the number or range of numbers of sick days per year for full-time librarians, using number only. Report hours, if applicable, and add word “hours”.

11-038 Number of Personal Days - Report the number or range of numbers of personal days per year for full-time librarians, using number only. Report hours, if applicable, and add word "hours".

11-039 Number of Holidays - Report the number or range of numbers of holidays per year for full-time librarians, using number only. Report hours, if applicable, and add word "hours".

11-040 Number of Funeral/Bereavement Days - Report the number or range of numbers of funeral/bereavement days per year for full-time librarians, using number only. Report hours, if applicable, and add word "hours".

11-041 Other Days - Report the number or range of numbers of days for other paid time off per year for full-time librarians, using number only. Report hours, if applicable, and add word "hours". List the type of leave (for example, PTO, jury duty, military leave, etc.)

Part-time Librarians (as defined by your library)

11-042 Number of Vacation Days - Report the number or range of numbers of vacation days per year for part-time librarians, using number only. Report hours, if applicable, and add word "hours".

11-043 Number of Sick Days - Report the number or range of numbers of sick days per year for part-time librarians, using number only. Report hours, if applicable, and add word "hours".

11-044 Number of Personal Days - Report the number or range of numbers of personal days per year for part-time librarians, using number only. Report hours, if applicable, and add word "hours".

11-045 Number of Holidays - Report the number or range of numbers of holidays per year for part-time librarians, using number only. Report hours, if applicable, and add word "hours".

11-046 Number of Funeral/Bereavement Days - Report the number or range of numbers of funeral/bereavement days per year for part-time librarians, using number only. Report hours, if applicable, and add word "hours".

11-047 Other Days - Report the number or range of numbers of days for other paid time off per year for part-time librarians, using number only. Report hours, if applicable, and add word "hours". List the type of leave (for example, PTO, jury duty, military leave, etc.)

11-048 intentionally not used.

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

11-049 Number of Vacation Days - Report the number or range of numbers of vacation days per year for full-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-050 Number of Sick Days - Report the number or range of numbers of sick days per year for full-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-051 Number of Personal Days - Report the number or range of numbers of personal days per year for full-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-052 Number of Holidays - Report the number or range of numbers of holidays per year for full-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-053 Number of Funeral/Bereavement Days - Report the number or range of numbers of funeral/bereavement days per year for full-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-054 Other Days - Report the number or range of numbers of days for other paid time off per year for full-time support staff, using number only. Report hours, if applicable, and add word "hours". List the type of leave (for example, PTO, jury duty, military leave, etc.)

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

11-055 Number of Vacation Days - Report the number or range of numbers of vacation days per year for part-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-056 Number of Sick Days - Report the number or range of numbers of sick days per year for part-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-057 Number of Personal Days - Report the number or range of numbers of personal days per year for part-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-058 Number of Holidays - Report the number or range of numbers of holidays per year for part-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-059 Number of Funeral/Bereavement Days - Report the number or range of numbers of funeral/bereavement days per year for part-time support staff, using number only. Report hours, if applicable, and add word "hours".

11-060 Other Days - Report the number or range of numbers of days for other paid time off per year for part-time support staff, using number only. Report hours, if applicable, and add word "hours". List the type of leave (for example, PTO, jury duty, military leave, etc.)

Part 12 – PLAC Loans

Number of items lent to patrons using a PLAC card.

Complete the report for PLAC loans your library made to patrons from other libraries from January 1 through December 31 of the report year.

The number of loans must be an accurate count of PLAC activity. Estimates may not be used.

Do NOT include any miscellaneous or out of state loans as PLAC loans.

Do NOT include any reciprocal borrowing (RB) loans as PLAC loans.

12-001 If you made no PLAC loans - If you did not loan any materials to PLAC patrons from other libraries, enter "0". This total will appear in 12-239.

NEW 12-002 – 12-238 The reporting library should show no PLAC loans, as its residents do not need a PLAC card for loans. There should be NO number next to your own library's name. List the total number of loans from each home library. Be sure to include bookmobile library totals in the home library's total. (Home library is the PLAC card holder's library which their property tax supports or where they purchased a non-resident card.)

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

NEW 12-239 Total PLAC Loans – This is an automatically calculated total of 12-001 through 12-238.

Part 13 Statement of Compliance with Standards for Public Libraries

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

Does your library:

13-001 Comply with The Public Library Law under IC 36-12? – Per 590 IAC 6-1-4(a). Consult these URLs for the most current laws. <http://www.in.gov/legislative/ic/code/title36/ar12/> and http://www.in.gov/legislative/iac/iac_title?iact=590

13-002 Comply with The Indiana Library and Historical Department Law under IC 4-23-7? - Per 590 IAC 6-1-4(a). Consult this URL for the most current laws. <http://www.in.gov/legislative/ic/code/title4/ar23/ch7.html>

13-003 Comply with other Indiana Laws that affect municipal corporations? – Per 590 IAC 6-1-4(a). Many of these laws can be found in the State Board of Account's *Accounting and Uniform Compliance Guidelines Manual for Public Libraries*. You should also consult <http://www.in.gov/legislative/ic/code>

13-004 Comply with all federal laws affecting employment practice? – Per 590 IAC 6-1-4(e). The primary source of information is the United States Department of Labor, starting with this URL, <http://www.dol.gov/> There are other sources of information, but the library's attorney should be consulted.

13-005 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes. -Per 590 IAC 6-1-4(i). Report for all buildings in library system, central library and any branch(es). Consult with your library attorney, local building inspector, and other professionals.

13-006 Does the Library comply with Provisions of the Federal Americans with Disabilities Act to make its physical and digital services available to everyone? – Per 590 IAC 6-1-4(j). Consult <http://www.ada.gov/> and with local disabilities organizations.

-Do the Library Board and Director Maintain Their Separate Functions as Follows:

13-007 The board is responsible for governance and policy – Per 590 IAC 6-1-4(c). The board members' duties can be defined loosely as dealing with issues that affect the whole library and its position in the community. (IC 36-12-3-3) The board sets parameters of how the library will operate. The board is responsible for governing the library by writing policy, developing a long-range plan and delegating management responsibility to the director.

13-008 The director is responsible for administration, operation, and management of the library. – Per 590 IAC 6-1-4(c). The director's duty is to carry out the day-to-day functions (procedures) of running the library within the parameters (policies) set by the board. (IC 36-12-2-24(a) last sentence).

13-009 < Does the director:> **(a) Work full-time?**- Per 590 IAC 6-1-4(b). Full-time" means that the director is paid for:

- (1) at least thirty-five (35) hours per week; OR
- (2) if the library is open fewer than thirty-five (35) hours per week, the number of hours that the library is open.

***NEW* 13-010** <Does the director> **Have the required librarian certification rules under 590 IAC 5?** Per 590 IAC 6-1-4(b). (Check <https://mylicense.in.gov/EVerification/Search.aspx> if any question occurs).

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

-13-011 An annual classification of employees – Per 590 IAC 6-1-4(d). Employees' positions shall be listed by job title (qualifications for each level are optional).

13-012 Schedules of salaries -Per 590 IAC 6-1-4(d). Salaries will be listed for each classification of employee, for all employees.

***NEW* 13-013 A proposed library budget** – Per 590 IAC 6-1-4(d). Trustees have adopted a proposed budget for the next year.

***NEW* 13-014 Library policies** – Per 590 IAC 6-1-4(d). Policies are listed on page 38 of the New Director's One Stop Guide 2012 http://www.in.gov/library/files/NDM2012_Chapter_03.pdf

***NEW* 13-015 Employment practices, including** – Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted employment policies and procedures other than those listed in 13-016 through 13-018.

***NEW* 13-016 Recruitment** – Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted policies concerning how potential employees, sometimes only the director, will be recruited, including placing job ads.

***NEW* 13-017 Selection** – Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted policies concerning how applicants will be selected for a position.

***NEW* 13-018 Appointment** – Per 590 IAC 6-1-4(e). Answer "Yes", if a contract is offered or there is a policy regarding the process of appointment, including informing the applicant appointed to the position what the rules and regulations and terms and conditions of the appointment are.

***NEW* 13-019 Personnel actions** – Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted policies concerning personnel actions, such as promotions, grievances, etc.

***NEW* 13-020 Salary administration** – Per 590 IAC 6-1-4(e). Answer "Yes" if the board has adopted a policy concerning how salary is paid. "All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution or salary

schedule adopted by the governing body unless otherwise authorized by statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements”, per State Board of Account’s *Accounting and Uniform Compliance Guidelines Manual for Public Libraries*, 8-1

***NEW* 13-021 Employee benefits** –Per 590 IAC 6-1-4(e). Answer “Yes’ if the board has adopted policies concerning employee benefits, such as PERF, health insurance, or anything listed in 11-012 through 11-060.

***NEW* 13-022 Conditions of work** – Per 590 IAC 6-1-4(e). Answer “Yes’ if the board has adopted policies concerning breaks, lunches, dress code, etc.

***NEW* 13-023 Leaves** - 590 IAC 6-1-4(e). Answer “Yes’ if the board has adopted policies concerning military leave, maternity leave, FMLA, etc.

13-024 Does the library board adheres to the principles discussed in approved and current Indiana state library publications for library trustees? – Per 590 IAC 6-1-4(f). The current document for trustees is entitled *In the Public Trust*, <http://www.in.gov/library/3274.htm> Answer “Yes” if this statement is true.

***NEW* 13-025 Does the library have written bylaws that state its purpose and its operational procedures?** – Per 590 IAC 6-1-4(g). Answer “Yes” or “No”. Templates and other information are available at <http://www.in.gov/library/standards.htm>

***NEW* 13-026 Do the library bylaws specifically state rules governing conflict of interest?** – Per 590 IAC 6-1-4(g). Answer “Yes” or “No”. There is useful information and a form to complete, if needed, in Chapter 7 of the State Board of Account’s *Accounting and Uniform Compliance Guidelines Manual for Public Libraries*

***NEW* 13-027 Do the library bylaws specifically state rules governing nepotism?** – Per 590 IAC 6-1-4(g). Currently, there is no state law requiring that library board members shall not be related to library staff. Answer “Yes” or “No”.

***NEW* 13-028 Have the bylaws been reviewed by the board in the last three (3) years?** – Per 590 IAC 6-1-4(g). Answer “Yes” or “No”.

***NEW* 13-029 Has a copy of the current version of the bylaws been submitted to the Indiana State Library?** – Per 590 IAC 6-1-4(g). Answer “Yes” or “No”.

***NEW* 13-030 Have all amendments to the bylaws been adopted by the board and have they been submitted to the Indiana State Library with the annual report?** – Per 590 IAC 6-1-4(g). Answer “Yes” or “No”.

***NEW* 13-031 (Does your library have) a Collection Development Plan?** – Per 590 IAC 6-1-4(h)(1). Answer “Yes” or “No”.

***NEW* 13-032 (Does your library have) written principle of access to all library materials and services?** – Per 590 IAC 6-1-4(h)(2) and 590 IAC 6-1-4(k). Answer “Yes” or “No”. Some information may be found at <http://www.ala.org/advocacy/intfreedom/librarybill>

***NEW* 13-033 Does the library have a long-range plan of service?** –Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”. Templates and other information are available at <http://www.in.gov/library/standards.htm>

***NEW* 13-034 Which years are covered by the plan?** – Per 590 IAC 6-1-4(h)(3). List years or “N/A”.

***NEW* 13-035 Has the long range plan been updated in the last three (3) years?** – Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”.

***new* 13-036 Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?** – Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”.

***NEW* 13-037 <Does your long range plan include> a statement of community needs and goals?** – Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”.

***NEW* 13-038 <Does your long range plan include> measurable objectives and service responses to the community’s needs and goals?** – Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”.

***NEW* 13-039 <Does your long range plan include> an assessment of facilities, services, technology, and operations?** – Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”.

***NEW* 13-040 <Does your long range plan include> an ongoing annual evaluation process?** – Answer “Yes” or “No”.

***NEW* 13-041 <Does your long range plan include> financial resources and sustainability?** – Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”.

***NEW* 13-042 <Does your long range plan include> collaboration with other public libraries?** – Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”.

***NEW* 13-043 <Does your long range plan include> collaboration with other community partners?** – Per 590 IAC 6-1-4(h)(3). Answer “Yes” or “No”.

***NEW* 13-044 Does the library have a technology plan?** – Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”. A template is available from the Library Development Office. Contact ldo@library.in.gov

***NEW* 13-045 Which years are covered by the plan?** – Per 590 IAC 6-1-4(h)(4). List years or “N/A”.

***NEW* 13-046 Has the technology plan been updated in the last 3 years?** – Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”.

***NEW* 13-047 Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?** – Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”.

***NEW* 13-048 <Does your technology plan include> goals and realistic strategy for using telecommunications and information technology?** - Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”.

***NEW* 13-049 <Does your technology plan include> a professional development strategy?** – Per 590 IAC 6-1-4(h)(4). This refers to professional development for staff in the area of technology. Answer “Yes” or “No”.

***NEW* 13-050 <Does your technology plan include> an assessment of telecommunication services, hardware, software, and other services needed?** – Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”. A template is available upon request.

***NEW* 13-051 <Does your technology plan include> an equipment replacement schedule?** – Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”.

***NEW* 13-052 <Does your technology plan include> financial resources and sustainability?** – Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”.

***NEW* 13-053 <Does your technology plan include> an ongoing annual evaluation process?** – Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”.

***NEW* 13-054 <Does your technology plan include> an automation plan that conforms to national cataloging standards?** – Per 590 IAC 6-1-4(h)(4). Answer “Yes” or “No”.

13-055 Does your library provide interlibrary loan free of charge *to other libraries* within Indiana (other than reimbursement for actual direct photocopy and postage costs). - 590 IAC 6-1-4(k)(6). Answer “Yes” or “No”.

***NEW* 13-056 <The library lends materials> via Statewide reciprocal borrowing program?** – Per 590 IAC 6-1-4(k)(6)(A). This question is prefilled and locked, based on the resolution individual public libraries have on file with the Indiana State Library. The list is posted at <http://www.in.gov/library/ldoresources.htm> “Reciprocal Borrowing Covenants.xls”. Contact the Library Development Office with any question, correction, change, etc.

***NEW* 13-057 <The library lends materials> via the Evergreen consortium?** –Per 590 IAC 6-1-4(k)(6)(C). This question is prefilled and locked, based on the information provided by the Evergreen consortium. The list may be viewed at <http://www.in.gov/library/3399.htm> Contact the Library Development Office with any question, correction, change, etc.

***NEW* 13-058 <The library lends materials> using OCLC Resource Sharing?** –Per 590 IAC 6-1-4(k)(6)(B). Answer “Yes” or “No”.

***NEW* 13-059 <The library lends materials> using a local reciprocal borrowing agreement with at least one other public library district within the library district's county or an adjacent county.** – Per 590 IAC 6-1-4(k)(6)(D). Each library must have a signed agreement on file with the Indiana State Library/Library Development Office. The Indiana State Library also maintains records of 13-056 statewide reciprocal borrowing participants and 13-057 Evergreen participants. Answer “Yes” or “No”.

***NEW* 13-060 How many days per week does your library subscribe to InfoExpress** –Per 590 IAC 6-1-4(k)(7). This question is prefilled and locked, based on payment records maintained by the Indiana State Library. Contact the Library Development Office with any question, correction, change, etc.

13-061 <Does the library provide adult services that include the following?>_Programs and reference services offered by a qualified individual holding the appropriate librarian

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

13-062 <Does the library provide adult services that include the following?>

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

13-063 <Does the library provide adult services that include the following?>

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

13-064 <Does the library provide adult services that include the following?> **Space**

designated in the library for adult services. – Per 590 IAC 6-1-4(k)(8)(D). Answer “Yes” or “No”.

13-065 **An enhanced level of service is achieved when a library designates:**

One (1) or more staff to serve at least part time, with appropriate certification, as an adult services librarian, at each fixed location? - Per 590 IAC 6-1-4(k)(8)(E). Answer “Yes” or “No”. All 3 conditions must apply to answer “Yes”.

13-066 **An exceptional level of service is achieved when a library designates:**

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

13-067 <Does the library provide young adult services that include the following?>

Programs and reference services offered by a qualified individual holding the appropriate librarian certificate – Per 590 IAC 6-1-4(k)(9)(A). The individual would be certified according to the requirements of the local library, Answer “Yes” or “No”.

13-068 <Does the library provide young adult services that include the following?>

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

13-069 <Does the library provide young adult services that include the following?> **A**

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

13-070 <Does the library provide young adult services that include the following?>

Space designated in the library for young adult services. – Per 590 IAC 6-1-4(k)(9)(D). Answer “Yes” or “No”.

13-071 **An enhanced level of service is achieved when a library designates:**

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

13-072 **An exceptional level of service is achieved when a library designates:**

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

13-073 <Does the library provide children's services that include the following?>: Programs and reference services offered by a qualified individual holding the appropriate librarian certificate - Per 590 IAC 6-1-4(k)(10)(A). This person would be certified according to the requirements of the local library. Answer “Yes” or “No”.

13-073 <Does the library provide children's services that include the following?> A collection of materials for children, parents, and caregivers in each fixed location? – Per 590 IAC 6-1-4(k)(10)(B). The collection would be selected with the needs and interests of children, parents and caregivers as criteria. Answer “Yes” or “No”.

13-0745 <Does the library provide children's services that include the following?>: Space in each fixed location designated in the library for children's services? – Per 590 IAC 6-1-4(k)(10)(C). Answer “Yes” or “No”.

13-076 An enhanced level of service is achieved when a library designates: One (1) or more staff to serve at least part time, with appropriate certification, as a children's services librarian, at each fixed location? – Per 590 IAC 6-1-4(k)(10)(D). Answer “Yes” or “No”. All 4 conditions must apply to answer “Yes”.

13-077 <An exceptional level of service is achieved when a library designates>: One (1) full-time equivalent, with appropriate certification, as a children's services librarian, at each fixed location? - Per 590 IAC 6-1-4(k)(10)(D). Answer “Yes” or “No”. All 4 conditions must apply to answer “Yes”.

13-078 Are patrons who are unable to read regular print, because of a visual or a physical disability provided access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media? - Per 590 IAC 6-1-4(k)(12). Applications may be downloaded from the Indiana State Library website. Librarians are authorized to sign applications for patrons with visual or physical difficulties with regular print. (This includes someone who is allergic to ink, cannot hold a book, etc.) A medical doctor must sign an application for a patron with a learning disability. Visit this URL for more information: <http://www.in.gov/library/tbbl.htm> Answer “Yes” or “No”.

13-079 Does the library provides computers for the free use of all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies? – Per 590 IAC 6-1-4(k)(14) The library must make all computers, whether Gates, locally purchased, gifts or obtained in any other way, available to eligible people. Eligibility may be based on whether they owe fines to the library or have a documented violation of library policy. The policies should be available to the public. Answer “Yes” or “No”.

13-080 Does the library provides support for continuing education for staff and trustees? – Per 590 IAC 6-1-4(m). The library is encouraged to support continuing education for staff with paid time off and financial assistance for fees, travel, lodging and related expenses on an annual basis. Webinars, library conferences, in-person trainings are all acceptable support. Trustees’ registration fees may be paid and travel expenses may be reimbursed. Written

policies should be adopted, describing the support the library makes available. Answer “Yes” or “No”.

***NEW* 13-081 <Does your library provide the following means of communicating with the public?>**

An answering machine, voice mail or other similar technology to provide operating hours of the library? - Per 590 IAC 6-1-4(k)(4)(A) – Answer “Yes” or “No”.

13-082 Does your library provide a means to provide copies to the public at each location. (A fee may be charged not to exceed a fee established by Indiana State Law)? – Per 590 IAC 6-1-4(k)(4)(D). Consult IC 5-14-3-8, Answer “Yes” or “No”.
<http://www.in.gov/legislative/ic/code/title5/ar14/ch3.html>

***NEW* 13-083 <A website that must include the following: > Hours of operation?** – Per 590 IAC 6-1-4(k)(5)(A). This should specify hours of operation for the month during which the website is checked and update it as necessary. Answer “Yes” or “No”.

***NEW* 13-084 <A website that must include the following: > A physical address or addresses?** – Per 590 IAC 6-1-4(k)(5)(A). Addresses for all fixed locations, and this should include the city and state. Answer “Yes” or “No”.

***NEW* 13-085 <A website that must include the following: > A map for each fixed service location?** – Per 590 IAC 6-1-4(k)(5)(A). There must be a map for all fixed locations (central and branches). Answer “Yes” or “No”.

***NEW* 13-086 <A website that must include the following: > A telephone number?** – Per 590 IAC 6-1-4(k)(5)(A). Answer “Yes” or “No”.

***NEW* 13-087 <A website that must include the following: > An e-mail address or means of electronic contact?** – Per 590 IAC 6-1-4(k)(5)(A). This may either be an e-mail address or a form, to be completed at the website, which is automatically emailed to a specific e-mail address. Answer “Yes” or “No”.

***NEW* 13-088 <A website that must include the following: > A link to free electronic resources, for example INSPIRE?** – Per 590 IAC 6-1-4(k)(5)(B). Answer “Yes” or “No”.

***NEW* 13-089 <A website that must include the following: > Publicly posted policies adopted by the library board, including, but not limited to, circulation policies, fees, and internet use policies?** – Per 590 IAC 6-1-4(k)(5)(C). Answer “Yes” or “No”. All 3 policies mentioned must be posted to the website. .

***NEW* 13-090 <A website that must include the following: > A link to the library's online public access catalog?** – Per 590 IAC 6-1-4(k)(5)(D). Answer “Yes” or “No”.

***NEW* 13-091 <A website that must include the following: > A calendar of events and programs which is updated at least monthly?** - 590 IAC 6-1-4(k)(5)(E). Answer “Yes” or “No”. Date of update is not required but would be helpful.

***NEW* 13-092 Has your Internet Policy been reviewed by the board in the last year?** – Per IC 36-12-1-12. Answer “Yes” or “No”.

Part 14 - Statement of Intent to Comply with Standards

List standard # and provide an explanation as to why you answered “no” to any question in Part

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

Part 15 – Supplement

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

NEW 15-001 Does Your Library Have a Foundation? – If your library has a foundation which was founded for the benefit of the library, answer “Yes”. If no, answer “No”.

NEW 15-002 Is Your Foundation Separate from Your Friends Group? – If the board members of the foundation are the same as the Friends group, answer “Yes”. If no, answer “No”

NEW 15-003 Does Your Library Participate in a Community Foundation? – Answer “Yes” if your library or donors deposit money into a community foundation on behalf of the library, or “No”, if not.

NEW 15-004 If Yes, What Is Its Name? – List the name of the Community Foundation Fund which benefits the library; if no Community Foundation, answer “No”.

NEW 15-005 Does Your Library Have a Separate Public Computer Lab? – If your library has a separate room or set of computers used for a public computer lab, answer “Yes”. If not, answer “No”

NEW 15-006 # of Computers Available in the Lab? – List the # of computers available in the lab or “N/A”

NEW 15-007 Does Your Library Have A Mobile / Portable Computer Lab? – Answer “Yes” or “No”

NEW 15-008 Has Your Library Received Any Grants During This Period, Other Than LSTA Grants? – Answer “Yes” or “No”.

NEW 15-009 If Yes, What Is the Name of the Funder? – List the official name of the funder or “N/A”.

NEW 15-010 How Much Was the Grant for? - List the amount of the grant (not the amount awarded but the actual amount given) or “N/A”.

NEW 15-011 What Was the Purpose of the Grant? – List the purpose for which the grant was awarded or “N/A”.

NEW 15-012 Does Your Library Have a Grant Consultant or a Staff Person Overseeing Grants? – Answer “Yes” or “No”

NEW 15-013 Has Your Library Hired A Consultant? – Answer “Yes” if your library has hired a consultant for any project in the last three (3) years. If not, answer “No”

- *NEW* 15-014 What Project Did They Work On? – List the project or “N/A”.
- *NEW* 15-015 Name - Name of the consultant (preferred) or company for which they worked.
– If none, answer “N/A”.
- *NEW* 15-016 Address - If none, answer “N/A”.
- *NEW* 15-017 Email – Direct email address of consultant. If none, answer “N/A”.
- *NEW* 15-018 Phone – 800 number if available would be preferred. If none, answer
N/A”.
- *NEW* 15-019 Is Your Library Involved In Community Outreach, Such As Fairs And
Festivals? – These would not be programs, which are counted in Part 8 but would be public
relations events for the promotion of the library. They could include hosting a float, a booth and
the like. If none, answer “N/A”.
- *NEW* 15-020 # Events – Provide a count of the number of events of community outreach
which the library was involved in for the report year of 2012. An estimate is acceptable. If none,
answer “N/A”.
- *NEW* 15-021 Attendance – Provide a count of the attendance at events of community
outreach. An estimate is acceptable. If none, answer “N/A”.
- *NEW* 15-022 Does Your Library Use Social Media? – Social media, in addition to a web
page, is an additional set of methods of publicity and outreach to patrons. Answer “Yes” or No”.
- *NEW* 15-023 Facebook - Answer “Yes” or “No.
- *NEW* 15-024 Twitter - Answer “Yes” or “No.
- *NEW* 15-025 Pinterest - Answer “Yes” or “No.
- *NEW* 15-026 Flickr - Answer “Yes” or “No”.
- *NEW* 15-027 Other - List any other social media your library uses or “N/A”.
- *NEW* 15-028 Does Your Library Have Book Club Sets? – Answer “Yes” or “No.
- *NEW* 15-029 # of Titles – Answer with # or “N/A”
- *NEW* 15-030 # Copies Each Title – Divide the number of copies by the number of titles,
resulting in an average. If none, answer “N/A”.
- *NEW* 15-031 Name of Contact Person in Charge of Program – Name the person who would
be able to answer questions about the program. If none, answer “N/A”.
- *NEW* 15-032 Email – The contact person’s email address. If none, answer “N/A”.

NEW 15-033 Does Your Library Participate in a One Book / One City Program? - Answer "yes" if your library participated in the last calendar year. If no, answer "No".

NEW 15-034 Does Your Library Use Any Open Source Software? – This is free software, used for any library process. Answer "Yes" or "No".

NEW 15-035 List – List all titles of open source software used or "N/A"

NEW 15-036 Does Your Library Provide Assistive Technology? – This is technology which would assist a person with a disability to use a computer or any library materials. It includes but is not limited to technology for people with visual impairments or blindness, people who are deaf or hard of hearing, and people with mobility or manual dexterity issues. Answer "Yes" or "No. If yes, report how it is provided in 15-037 through 15-040.

NEW 15-037 # of Separate Assistive Technology Workstations – Count each workstation, whether it has only one kind of assistive technology or more than one and is intended for use only by a patron with a particular disability or answer "N/A"..

NEW 15-038 # of Mainstreamed Workstations With Assistive Technology – Count each workstation which can be used either by a patron with a disability or a patron with no disability or answer "N/A".

NEW 15-039. Do You Have Assistive Technology Available for Checkout? – Answer "Yes" or "No.

NEW 15-040 List the assistive technology available for checkout and # of each item or "N/A".

NEW 15-041 Please follow the link to complete the broadband service survey.