Indiana Public Library Annual Report 2009
Part 1 - General Information
Please provide the most current information available for this page.
Report Mail address ONLY if different from Street Address
@indicates questions related to standards
Respondent Identification

B. Library Director:_____

C. Name of Library:_____

D. Street Address:_____

E. City:_____F. State:_____G. ZIP+4:_____

H. Mailing Address:_____

I. City:_____ J. State:_____ K. ZIP+4:_____

@L. Phone: (_____)_____@M. FAX: (_____)_____

N. TDD: (_____)_____O. Dial-In Access Number: (_____)_____

P. Congressional District #: _____

@Q. Public Library E-Mail
Address:_____

@R. World Wide Web Address:_____

S. Time and Day of the Month of Regular Board Meetings:_____

T. Does your library have a Friends of the Library Group?   ☐ Yes ☐ No
U. If yes, has your Friends group received a 501(c)3 designation from the IRS? ☐ Yes ☐ No

V. Person Preparing Report: _____W. Phone: (_____)_____

X. Time zone in which library district headquarters is located: _____

Library Code_____

.01.	a. The year the current central building was built:
	b. Date of most recent structural addition or alteration to current central building:

1a. [   ]
1b. [   ]

2.   What is the square footage of the central building?

2. [sq. ft]

3.   Are you currently involved in a new building construction project, an addition to an existing building, or structurally remodeling a building ? ☐ Yes ☐No

4.   Answer question 4a-d only if question 3 was checked Yes:
Time Frame: July 1, 2008 to June 30, 2009. PLEASE ANTICIPATE FUTURE PROJECTS. If your library has not yet started, but will be planning a construction project before June 30, 2010, please check the first category, "Planning a construction project."

4a.	[ ]	Planning a construction project
4b.	[ ]	Starting a construction project
4c.	[ ]	In the midst of a construction project
4d.	[ ]	Completed a construction project
4e.	[ ]	**NEW** Non-building capital project
4f.	[ ]	**NEW** Interior renovation

@5.   Daily Schedule for Central Library Only:
Please record hours open for the Central Library only. Record the hours open during the majority of the year.

	Opening/Closing Time	Total Regular Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

@5. Total Regular *(NOTE change from Winter)* Weekly Hours   5 [   ]

@6. Total Evenings Open after 6:00 *(NOTE change From 5:00)* p.m. each week   .   6. [   ]

7. How many Sundays were you open last year?   7. [   ]

2009 form
See Instructions for definitions.   2

Branch Information
_____Public Library

If your library has branches, please list all information requested below. If there are no branches, please enter "0" (zero) after Total Number of Branches. Report Mail Address **ONLY** if different from Street Address. *Attach additional sheets as necessary.*

AA. Does Your Library Have a Branch? ☐ **Yes** ☐ **No**
8aa. Total Number of Branches: _____*Attach additional sheets as necessary.*
8b. Total Annual Hours of Branches _____ **(Add weekly hours of all branches and multiply by 52)**
NEW8c. Has Your System Closed a Branch or Branches? ☐ **Yes** ☐ **No**
NEW8cc. If Yes, Name(s) of Branch(es) Closed _____
_____
_____

_____

Branch #1 Name:	Branch #2 Name:
Street Address:	Street Address:
City, State, Zip+4:	City, State, Zip+4:
Mail Address:	Mail Address:
Square Footage:	Square Footage:
Year Built: Year of Addition or Alteration:	Year Built: Year of Addition or Alteration:
Phone:	Phone:
Fax:	Fax:
@Total hours open per week: _____	@Total hours open per week: _____
Hours: Monday Open_____Close_____	Hours: Monday Open_____Close_____
Tuesday Open_____Close _____	Tuesday Open_____Close _____
Wed. Open_____Close _____	Wed. Open_____Close _____
Thursday Open_____Close_____	Thursday Open_____Close_____
Friday Open_____Close_____	Friday Open_____Close_____
Saturday Open_____ Close_____	Saturday Open_____ Close_____
Sunday Open_____ Close_	Sunday Open_____ Close_____
@*Internet access: ___Dial-up ___56K	@Internet access: ___Dial-up ___56K
___1024K ___Cable ___DSL___DS3	___1024K ___Cable ___DSL___DS3
____Fiber Optic ___Satellite ___T1	____Fiber Optic ___Satellite ___T1
__Other (please specify):_____	__Other (please specify):_____
_____	_____
@Speed of Internet access:_____	@Speed of Internet access:_____
@Does this branch have a wireless hub? _Yes _ No	@Does this branch have a wireless hub? _Yes _ No

Bookmobile Information
_____**Public Library**

If your library has bookmobiles, please list all information requested below. If there are no bookmobiles, please enter a "0" (zero) after Total Number of Bookmobiles. Report Mail Address **ONLY** if different from Street Address. *Attach additional sheets as necessary.*

9aa. Total Number of Bookmobiles:_____ *Attach additional sheets as necessary.*

Bookmobile #1 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Square Footage: _____ Phone:_____ Fax: _____ Total hours open per week: _____	Bookmobile #2 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Square Footage: _____ Phone:_____ Fax: _____ Total hours open per week: _____
Bookmobile #3 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Square Footage: _____ Phone:_____ Fax: _____ Total hours open per week: _____	Bookmobile #4 Name:_____ Street Address: _____ City, State, Zip+4: _____ Mail Address: _____ Square Footage: _____ Phone:_____ Fax: _____ Total hours open per week: _____

Part 2 - Registrations

*If the exact data are not known for any item, please estimate data and enclose in [brackets].
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.*

10a. Total Number of Individual Resident Registered Borrowers   10a. [ ]

10b. Total Number of Family/Household Resident Registered Borrowers   10b. [ ]

11a. Total Number of Individual Non-Resident Registered Borrowers   11a. [ ]

11b. Total Number of Family/Household Non-Resident Registered
Borrowers   11b. [ ]

12. Total Number of Reciprocal Borrowers   12. [ ]

13. Total Number of Non-Resident Student Borrowers   13. [ ]

@14. Registration Fee as of **July 1, 2010** or more current
information if available.

      *14a. Individual Non-Resident Fee   14a. [$]

      14b. Date Library Board adopted this fee   14b. [ ]

@15. Most Recent Year Patron File was Weeded   15. [ ]

@ 16. On What Time Table is the Patron File Weeded?   16. [ ]

Part 3 - Public Libraries and Political Subdivisions Served
Definitions:

Political Division Name: Enter the name of the town, township, or county served. For merged town-township library districts enter the township name.

Political Division Type: Report the type of library service area.
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. (Specify which part of township.)
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. (Specify which part of township.)
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.
10.   **Town Served by Contract.** Town served through contractual agreement by a nearby library district.
11.   **Endowed.** Library was established through and received operating funds from a bequest or endowment; man endowed libraries 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.

Population of Political Division: The number of people in the geographic area who are taxed for library service. Use the figures from the 2000 Census. The Library Development Office can provide this information.
Assessed Valuation: Enter the TOTAL assessed valuation upon which the library tax received in 2000 was based. Show this for the TOTAL library district taxed to pay for services - not contract area. Your County Auditor can provide this information.
Operating Tax Rate: Enter the library tax rate approved for collection in budget year 2009. If your library has a Bond and Interest Redemption Fund tax rate or Library Capital Project Funds tax rate, DO NOT include it with the operating fund tax rate, but list it separately as the BIRF Tax Rate or LCPF Tax Rate. Your County Auditor can provide this information.
BIRF Tax Rate: Enter the Bond and Interest Redemption Tax Rate (Lease Rental) for budget year 2009. Your County Auditor can provide this information.
LCPF Tax Rate: Enter the Library Capital Projects Funds Tax Rate for budget year 2009. Your County Auditor can provide this information.

Part 3 - Public Libraries and Political Subdivisions Served
Library Name:_____

All terms are defined on the preceding page.

If your library district is located in more than one county, please list information for both counties.

		County 1	County 2
County Name:	17/18a.	17a._____	18a,_____
Total Assessed Valuation for Library District:	17/18b.	17b.$_____	18b.$_____
Operating Tax Rate:	17/18c.	17c.__._____	18c.__._____
BIRF/Lease Rental Tax Rate:	17/18d.	17d.__._____	18d.__._____
LCPF Tax Rate:	17/18e.	17e.__._____	18e.__._____

Please report your library's service area(s), type(s) of political unit, and population(s) below. If the political division type is 5 or 8, please explain what part of the township is served. Be specific.

19.Total Population without contract (1, 2, 3, 4, 9, 11, 12) (addition of #c):
19a. Total Population with contracts (5, 6, 7, 8, 10) (addition of #e):

20a. Political Division 1 Name:
20b. Type of Political Unit:
20c. Population 2000 Census:
20d. Type of Political Unit (5-8, 10):
20e. Population 2000 Census:

24a. Political Division 5 Name:
24b. Type of Political Unit:
24c. Population 2000 Census:
24d. Type of Political Unit (5-8, 10)
24e. Population 2000 Census:

21a. Political Division 2 Name:
21b. Type of Political Unit:
21c. Population 2000 Census:
21d. Type of Political Unit (5-8, 10):
21e. Population 2000 Census:

25a. Political Division 6 Name:
25b. Type of Political Unit:
25c. Population 2000 Census:
25d. Type of Political Unit (5-8, 10):
25e: Population 2000 Census

22a. Political Division 3 Name:
22b. Type of Political Unit:
22c. Population 2000 Census:
22d: Type of Political Unit (5-8, 10):
22e: Population 2000 Census:

26a. Political Division 7 Name:
26b. Type of Political Unit:
26c. Population 2000 Census:
26d: Type of Political Unit (5-8, 10)
26e: Population 2000 Census:

23a. Political Division 4 Name:
23b. Type of Political Unit:
23c. Population 2000 Census:
23d. Type of Political Unit: (5-8, 10):
23e: Population 2000 Census:

27a. Political Division 8 Name:
27b. Type of Political Unit:
27c. Population 2000 Census:
27d. Type of Political Unit: (5-8, 10):
23e. Population 2000 Census:

Part 4 - Library Operating Fund Income

*Report income actually **received OR DUE** in 2009. Round all numbers to the nearest dollar. County contractual libraries combine income categories with host library figures. If the exact data are not known for any item, please estimate data and enclose in [brackets]. 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.*

Local Government Operating Fund Income

This includes all tax and non-tax receipts designated by the community, district, or region for the library operating fund and available for expenditure by the public library. Do NOT include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. Report all income, but report income in only one category. *. Even if you receive a tax distribution in January 2010, report the tax distribution as part of the income for 2009.*

28. **Local Government Operating Fund Income:**

28a.	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	28a.	$ .00
28b.	CAGIT Property Tax Replacement Credit	28b.	$ .00
28c.	CAGIT Certified Shares	28c.	$ .00
28d.	CAGIT Special Fund	28d.	$ .00
28e.	County Option Income Tax (COIT)	28e.	$ .00
28f.	Contractual Revenue Received for Service	28f.	$ .00
28g.	**NEW** Local Option Income Tax (LOIT)	28g.	$ .00
28.	**Total Local Operating Fund Income** Add lines 28a through 28g and place total here.	**28.**	**$ .00**

State Government Operating Fund Income

These are all funds distributed to public libraries by State government for the library operating fund for expenditure by the public libraries, except for federal money distributed by the State. Report all income, but report income in only one category. Include State Technology Fund Grant Fund monies in Other. *Sometimes a tax distribution due and receivable in December is not actually received by the library until January of the following year. Even if you receive a tax distribution in January 2010, report the tax distribution as part of the income for 2009.*

29. **State Government Operating Fund Income:**

29a.	Financial Institutions Tax (FIT)	29a. $ .00
29b.	License Excise and Commercial Vehicle Excise Tax (CVET)	29b. $ .00
29c.	Other State Operating Fund Income	29c. $ .00

29d. Source(s):

29. **Total State Operating Fund Income**   **29.** $ **.00**
Add lines 29a, 29b, and 29c and place total here.

Federal Government Operating Fund Income

This includes all federal government funds distributed to public libraries for the library operating fund for expenditure by the public libraries including federal money distributed by the State. Report all income, but report income in only one category.

30. **Federal Government Operating Fund Income:**
30a.   LSTA Grants   30a. $ .00

30b. Non-Operating Fund Name   30b.

30c.   Amount of LSTA grant placed in Non-Operating Fund   30c. $ .00

30d.   Other Federal Grants   30d. $ .00

30e.
30e.   List source(s)

30. **Total Federal Operating Fund Income**   **30.** $ **.00**
Add lines 30a and 30b and place total here.

Other Operating Fund Income

This includes all operating fund income not reported in Local, State, or Federal Government Operating Fund Income. Do **not** report Technology Grants here. Do not include any contributed services or the value or any non-monetary gifts and donations. Report all income, but report income in only one category.

31.   Other Operating Fund Income
31a.   Fines and Fees   31a. $ .00

31b.   Interest on Investments   31b. $ .00

31c.   Gift Receipts   31c. $ .00

31d. Private and Public Foundation Grants

31d. $ _____ .00

31e. Other Miscellaneous Revenue

31e. _____ .00

31f. Sources of Other Miscellaneous Revenue

31f.

31. Total Other Operating Fund Income
Add lines 31a through 31e and place total here.

31. $ _____ .00

32. TOTAL OPERATING INCOME
Add lines 28, 29, 30 and 31 and place total here.

32. $ _____ .00

31d1. Total Foundation and Grant Receipts (deposited into any fund) 31d1. _____

Part 5 – Library Operating Fund Expenditure Data

Report expenditures actually made in 2009. County contractual libraries combine expenditure categories with host library figures. If the exact data are not known for any item, please estimate data and enclose in [brackets]. 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.
These expenditure categories are taken from Operating Budget Form #1.
Report ACTUAL expenditures below.
Include Technology Grant Expenditures in categories in which they were expended.

33. Personal Services (*Category 1 from Operating Budget Form 1***)**

33a. Salaries/Wages of All Library Staff

33a. $ _____ .00

33b. Employee benefits

33b. $ _____ .00

33c. Other Personal Services

33c. $ _____ .00

33. Total Personal Services IN (total of a, b, and c)

33. $ _____ .00

33x. Total Staff Expenditures PLSC (total of a and b)

33x. $ _____ .00

34. Total Supplies *(Category 2 from Operating Budget Form 1)*

34. $ _____ .00

35. Other Services and Charges *(Category 3- Operating Budget Form)*

35a. Professional Services

35a. $ _____ .00

35b. Communication and Transportation

35b. $ _____ .00

35c. Printing and Advertising

35c. $ _____ .0

35d.	Insurance	35d.	$ .00
35e.	Utility Services	35e.	$ .00
35f.	Repairs and Maintenance	35f.	$ .00
35g.	Rentals	36g.	$ .00
35h.	Debt Service (Operating Expenditures only)	35h.	$ .00
35i.	Lease Rental	35i.	$ .00
35j.	Other (include database licensing; exclude LIRF)	35j.	$ .00

35. **Total Other Services and Charges**
Add lines 35a through 35j and place total here. **35.** $ **.00**

36. **Capital Outlays - Operating Fund Expenses** *(Category 4 from Operating Budget Form 1)*

36a.	Land	36a.	$ .00
36b.	Buildings	36b.	$ .00
36c.	Improvements Other Than Buildings	36c.	$ .00
36d.	Furniture and Equipment	36d.	$ .00
@36e.	Books (include Book Lease)	36e.	$ .00
@36f.	Periodicals and Newspapers	36f.	$ .00
@36g.	Nonprinted Materials, Microforms & AV, Not Electronic	36g.	$ .00
@36h.	Electronic Format	36h.	$ .00

36. **Total Capital Outlays - Operating Fund Expenses**
Add lines 36a through36h and place total here. *36.* $ **.00**

37. **TOTAL OPERATING FUND EXPENDITURES IN**
Add lines 33, 34, 35 and 36 and place totals here. **37.** $ **.00**

@Non-operating Fund Collection Expenditures (from gift, grant, any other funds) PLSC
        (Don't worry about adding this into any other category; Indiana State Library will
deal with this)

@36.1a   Books (Include Book Lease) $ .00

@36.1b   Periodicals and Newspapers $ .00

@36.1c   Nonprinted Materials, Microforms & AV, Not $ .00
        Electronic

@36.1d   Electronic Format $ .00

@36.1 Total Non-Operating Fund Collection Expenditures   36.1 $ .00
        Add lines 36.1a through 36.1d and place total here

Other Specific/Special Expenditures

38a.   Total Capital Fund Expenditures (NOT Operating   38. $ .00
Expenditures)
        These are those onetime, extraordinary costs that are
        Incurred usually for major purchases of or additions to fixed assets.
        The following are the most common uses of capital funds: 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 vehicles; major
        emergency repairs or other emergency costs. It may be difficult sometimes
        to determine whether a particular expenditure should be counted as capital
        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, then the expenditure should be counted as
        capital fund expenditures. These expenditures COULD ALSO come from LIRF,
        BIRF/Lease Rental, Library Capital Projects Fund (LCPF), Gift Fund, Technology Fund.

38b.   **NEW** Public Use Computer Database Licensing, Maintenance and Purchase Fees
(do NOT include staff use databases) (total expenditures from all funds,
including Operating, Gift, Grant, Foundation, etc.)   .   38b. $ .00

38c.   **NEW** Computers for Public Access (do NOT include Staff, OPAC or ILS)
(total expenditures from all funds, including Operating, Gift, Grant,
Foundation, LCPF, LIRF, etc.)   38c. $ .00

2009 form

Part 6 - Capital Revenue

39a.	Local Government Capital Revenue	39a.	$ _____ .00
39b.	State Government Capital Revenue	39b.	$ _____ .00
39c.	Federal Government Capital Revenue		$ _____ .00
39d.	Other Capital Revenue	39d.	$ _____ .00
39.	**Total Capital Revenue** **Add lines 39a through 39d and place total here.**	**39.**	**$ _____ .00**

Part 7 - Employment Data

Enter "0" if the correct entry for an item is zero or "None."

40a.	Total Number of ALL Librarians with a Master's of Library Science (MLS) from a university accredited by the American Library Association (ALA)	40a.	_____
40b.	Total Hours Paid Per Week For ALL ALA MLS Librarians. Add together the hours for which each ALA MLS Librarian is paid weekly.	40b.	_____
41a.	Total Number of ALL Librarians, including ALA MLS Librarians. Include ALA MLS Librarians and all other staff with title or duties of librarian.	41a.	_____
41b.	Total Hours Paid Per Week For ALL Librarians, including ALA MLS Librarians. Add together the hours for which each librarian is paid weekly.	41b.	_____
42a.	Total Number of ALL OTHER PAID STAFF. Include all other paid employees (support, page, janitorial (if Not contract)).	42a.	_____
42b.	**Total Hours** Paid Per Week For **ALL** OTHER PAID STAFF. Add together the hours for which each employee is paid weekly.	42b.	_____
43a.	**Total Number of ALL PAID STAFF**	**43a.**	_____
43b.	**Total Hours Paid Per Week for ALL PAID STAFF**	**43b.**	_____
44.	Number of Hours per week Considered to be Full-time Employment in Your Library.	44.	_____

2009 form
See Instructions for definitions.   13

Part 8 - Library Service and Technology

If the exact data are not known for any item, please estimate data and enclose in [brackets]. 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 now what it is and are unable to estimate it.

Inter-Library Loans

45a. Provided to Other Libraries (do NOT include Evergreen transactions)   45a. [   ]

45b. Received from Other Libraries (do NOT include Evergreen transactions)   45b. [   ]

Annual Local Library Service

Library Programs:
Include all outlets, including central library, branches and bookmobiles.

Intended Audience		# of Programs	Total Attendance
@46/47a.	Children (in library)	@46a.	47a.
@46/47aa	Children (outside library, Outreach)	@46aa.	47aa.
@46/47b.	Young Adults (in library)	@46b.	47b.
@46/47bb.	Young Adults (outside library, Outreach)	@46bb.	47bb.
@46/47c.	Adults (18+) (in library)	@46c.	47c.
@46/47cc.	Adults (18+) (outside library, Outreach)	@*46cc.	47cc.
@46/47d.	General Programs (All age groups) (in library)	@46d.	47d.
@46/47dd.	General Programs (All age groups) Outside library, Outreach)	@46dd.	47dd.
@46/47	**TOTAL (46a, aa, b, bb, c, cc, d, dd)** **(47a, aa, b, bb, c, cc ,d, dd)**	@46	47

NEW @46.11 Did the Library Offer a 6 Week Summer Reading Program for Children at Each Fixed Location? ☐ Yes ☐ No

46.a1/47.a1 Non-Library Sponsored Programs/meetings/events (All age groups)

46.a1	47.a1

Library Service Per Year

You may take a typical week count. A typical week is a week in which the library is open its regular hours, without holidays and is neither unusually busy nor slow. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. Include all outlets: central library, branches, bookmobiles. Multiply the typical week count by 52.

48. Total Visits In Library per Year

| | per year |

@49. Total Reference Transactions per Year

| | per year |

Electronic Services

50 # of Licensed Databases (by source of access)
50a. Local   50a. [   ]

50b. State (answer supplied by the Indiana State Library)   50b. [Do Not Answer]

50c. Other   50c. [   ]

50d. Database Usage Measures (this counts the number of times patrons access library information databases). IF POSSIBLE, OBTAIN COUNTER COMPLIANT STATISTICS FROM THE LIBRARY'S VENDOR.
Hits on Databases to which the Library Subscribes (exclude
 INSPIRE): or ☐ N/A   [   ]

50e. Names of Databases to which the Library Subscribes (exclude INSPIRE): (use additional paper if needed) or ☐N/A_____

_____

50f. Subject(s) of Databases which the Library Produced and Owns: (use additional paper if needed) _____
_____ or ☐N/A

51a. # of Users (sessions) of Public Internet Computers per Year   51a. [per year]

51b. # of Hours Public Internet Computers Used per Year   51b. [per year]

51c-e. Internet Usage Measures (please supply whatever count is available or answer not applicable). Providing only one count is acceptable**.**

    c. Total # of Hits on All Web Pages in the   51c. [   ] AND/OR
    Library's Domain

    d. Total # of Hits on the Library's Home
    Page   51d. [   ] AND/OR

    e. Total # of hits on the library's public
    access catalog   51e. [   ]

@52a. Internet Access   ☐Yes ☐ No

52b.   Type of Internet Access in **Central Building ONLY (if two types of access, choose higher speed):**
    ☐ Dial Up   ☐ 56K   ☐ 128K   ☐ 256K   ☐ T1 Line   ☐ ISDN Line ☐Cable
    ☐ DSL   ☐ DS3   ☐ Fiber Optic   ☐ Satellite ☐ Other:
NEW 52c. Specify other   [   ]

NEW @52d.   Speed of Internet Access in Central Building ONLY   52d. [   ]
(if two types of access, choose higher speed):

@53a. # of Computer Terminals Used by the General   53a. [   ]
    Public and Connected to the Internet System-wide.
NEW @53aa. # of Printers Connected to Computer Terminals Used   [   ]
    by the General Public System-wide.
NEW @53aaa. # of Scanners for the General Public System-wide   53aaa. [   ]
NEW @53b. # of Computer Terminals Used by Staff with Office
    Software and Connected to the Internet System-wide.   53b. [   ]
NEW @53bb. Is There a Printer for Staff Computer Use? ☐Yes ☐ No

@54. Wireless, VOIP:
        @54a. Is There a Wireless Hub in the Central Building? ☐ Yes ☐ No
        54b. Voice over IP? ☐Yes ☐ No

Library System Bookkeeping and Circulation

55. Bookkeeping System
      a. Does the Library Have an Automated Bookkeeping System? ☐Yes ☐No
      b. Name of System_____

@56. *(NOTE change from automated library circulation)*
      a. Does the Library Use an Integrated Library System? ☐Yes ☐No
      b. Name of System_____
      c. Is the Library's Catalog Online? ☐ Yes ☐ No

Part 9 - Circulation and Holdings

Report figures as of the last day of 2009. If the exact data are not known for any item, please estimate data and enclose in [brackets]. 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. Include items circulated manually as well as through the circulation automation system.

Materials and Equipment Circulation
Public access computer usage is reported in 51a and 51b

Include all outlets (central library, branches and bookmobiles) INCLUDE RENEWALS.

57a.	TOTAL Circulation of All Materials (do not include Equipment, Computer Usage or In-house Usage)	57a. _____
57b.	Circulation of All Children's (0-14 years) Materials .	57b, _____
57c.	Total In-house Usage of Materials	57c. _____

NEW57d. Did your library circulate laptops? ☐ Yes ☐ No

NEW 57e. # of annual circulations   57e. _____

NEW 57f. Did your library circulate Kindles, MP3s or other electronic book reading or music-playing devices? ☐ Yes ☐ No

NEW 57g. # of annual circulations   57g. _____

NEW 57h. Did your library circulate other equipment? ☐ Yes ☐No

NEW 57i. # of annual circulations   57i. _____

Selected Holdings

A **physical unit** is usually a volume, but might also be a 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, should be counted as one physical unit. Include all outlets (central library, branches, bookmobiles).

58a.   Books   58a. ☐

58b.   Bound (or more than ½ of volume) Serials   58b. ☐

58.1   Print Materials (PLSC). Total of Books and bound Serials.   58.1 ☐

58c.   Video Materials   58c. ☐

58d.   Audio Materials   58d. ☐

58e.   Electronic Format   58e. ☐

58f.   Electronic books (E-books)   58f. ☐

58g.   # of Current Serial Subscriptions   58g. ☐

58h.   # of Current Electronic Serial Subscriptions   58h. ☐
       (Do NOT include INSPIRE)

Part 10 - Library Board

Library Board Members: For each current board member, provide a complete mailing address, the appointing authority, the date the board member's term expires, and the number of consecutive terms the board member has held (including the first term and this one). Officers and all members should be current as of the date the report is filled out. Include board members of county contractual libraries.
Please contact the Library Development Office with updates for this page throughout the year.

59a. President: b. First Name: _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

60a. President Co. Contractual: b. First Name _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

61a. Vice President: b. First Name: _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h, Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

62a. Vice Pres. Co. Contractual: b. First Name: _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

63a. Secretary: b. First Name: _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

64a. Sec. Co. Contractual: b. First Name _____ c. Middle Initial/Name _____
d. Last Name: _____ e. Home Address: _____
f. City: _____ g. Zip Code: _____
h. Email Address: _____ i. Appointing Authority _____
j. Date Term Expires _____ k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

65a. Treasurer: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

66a. Treas. Co. Contractual: First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

67a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

68a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

69a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

70a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

71a. Member: b. First Name: c. Middle Initial/Name
d. Last Name: e. Home Address:
f. City: g. Zip Code:
h. Email Address: i. Appointing Authority
j. Date Term Expires   k. Number of Consecutive Terms
l. Date Initially Appointed:

72a. Member: b. First Name: _____   c. Middle Initial/Name _____
d. Last Name: _____   e. Home Address: _____
f. City: _____   g. Zip Code: _____
h. Email Address: _____   i. Appointing Authority _____
j. Date Term Expires _____   k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

73a. Member: b. First Name: _____   c. Middle Initial/Name _____
d. Last Name: _____   e. Home Address: _____
f. City: _____   g. Zip Code: _____
h. Email Address: _____   i. Appointing Authority _____
j. Date Term Expires _____   k. Number of Consecutive Terms _____
l. Date Initially Appointed: _____

Part 11 - Salary Section

	Job Category			****NEW**Certifi-cation Level of Position**
		Annual Salary		**
74a.	Director	$_____		**
74b.	Does the director have a contract?	Yes	No	
	** Indicate whether LC 1, LC 2, LC 3, LC 4, LC 5, LC 6, Spec 1, Spec 2, Spec 3, Spec 4, Spec 5, or N/A	Minimum Hourly Rate (in dollars and cents)	Maximum Hourly Rate (in dollars and cents)	, **
75.	Assistant/Associate Director	$____.____	$____.____	
76.	**CHANGED** Department Head, Manager or Supervisor	$____.____	$____.____	
77.	Branch Head	$____.____	$____.____	
78.	Administrative Assistant	$____.____	$____.____	
79.	Automation/Network/System Manager	$____.____	$____.____	_
80.	Business Manager	$____.____	$____.____	
81.	Cataloging or Technical Librarian	$____.____	$____.____	
82.	@Children's Librarian	$____.____	$____.____	
83.	@General Reference or Adult Librarian	$____.____	$____.____	
84.	@Young Adult Librarian	$____.____	$____.____	
85.	Indiana History, Local History or Genealogy Librarian	$____.____	$____.____	
86.	Circulation Librarian	$____.____	$____.____	_
87.	Audio Visual Librarian	$____.____	$____.____	
88.	Specialist (Professional)	$____.____	$____.____	
89.	Library Assistant	$____.____	$____.____	
90.	Bookkeeper or Treasurer	$____.____	$____.____	_
91.	Secretary or Receptionist	$____.____	$____.____	
92.	Library Technicians (Including Computer)	$____.____	$____.____	
93.	Clerical or Aide	$____.____	$____.____	_
94.	Maintenance, Custodian, Janitor or Housekeeper	$____.____	$____.____	
95.	**NEW** Security	$____.____	$____.____	
96.	Bookmobile Driver	$____.____	$____.____	_
97.	**CHANGED** Messenger or Courier	$____.____	$____.____	
98.	**CHANGED** Page, Intern or Student Assistant	$____.____	$____.____	
99.	Substitute	$____.____	$____.____	
100.	Other	$____.____	$____.____	

2009 form

See Instructions for definitions.   22

Employee Fringe Benefit Information

	Full Time Employees	Part Time Employees
101. PERF		
102. Deferred Compensation		
103a-b. Health Insurance		
103c-d. Health Savings Account (HSA)		
104. Dental Insurance		
105. Life Insurance		
106. Vision Insurance		
107. Disability		
108a-b. Paid time off for continuing education		
108c-d. Reimbursement for continuing education		
109. Other 1.(specify)		
110. Other 2. (specify)		

Paid days off per year

	Full Time Librarian	Part Time Librarian	Full Time Support Staff	Part Time Support Staff
111. Number of Vacation Days				
112. Number of Sick Days				
113. Number of Personal Days				
114. Holidays				
115. Funeral/Bereavement				
116. Other Days				

2009 form
See Instructions for definitions.   23

Part 12 – PLAC Loans
• If you made No PLAC loans, enter "0" in 117a.

117a.

Library Name	City	# of PLAC Loans
Adams Public Library District	Decatur	_____ 117bb
Akron Carnegie Public Library	Akron	_____117b.
Alexandria-Monroe Public Library	Alexandria	_____117c.
Alexandrian Public Library	Mount Vernon	_____117d.
Allen County Public Library	Fort Wayne	_____117e.
Anderson Public Library	Anderson	_____117f.
Andrews Dallas Township Public Library	Andrews	_____117g.
Argos Public Library	Argos	_____117h.
Attica Public Library	Attica	_____117i.
Aurora Public Library District	Aurora	_____117j.
Avon Washington Township Public Library	Avon	_____117k.
Bartholomew County Public Library	Columbus	_____117l.
Barton Rees Pogue Memorial Public Library	Upland	_____117m.
Batesville Memorial Public Library	Batesville	_____117n.
Bedford Public Library	Bedford	_____117o.
Beech Grove Public Library	Beech Grove	_____117p.
Bell Memorial Public Library	Mentone	_____117q.
Benton County Public Library	Fowler	_____117r.
Berne Public Library	Berne	_____117s.
Bicknell-Vigo Township Public Library	Bicknell	_____117t.
Bloomfield-Eastern Greene County Public Library	Bloomfield	_____117u.
Boonville-Warrick County Public Library	Boonville	_____117v.
Boswell-Grant Township Public Library	Boswell	_____117w.
Bourbon Public Library	Bourbon	_____117x.
Brazil Public Library	Brazil	_____117y.
Bremen Public Library	Bremen	_____117z.
Bristol-Washington Township Public Library	Bristol	_____117aa.
Brook-Iroquois-Washington Public Library	Brook	_____117ab.
Brookston-Prairie Township Public Library	Brookston	_____117ac.
Brown County Public Library	Nashville	_____117ad.
Brownsburg Public Library	Brownsburg	_____117ae.
Brownstown Public Library	Brownstown	_____117af.
Butler Public Library	Butler	_____117ag.
Cambridge City Public Library	Cambridge City	_____117ah.
Camden-Jackson Township Public Library	Camden	_____117ai.
Cannelton Public Library	Cannelton	_____117aj.
Carmel Clay Public Library	Carmel	_____117ak.
Carnegie Public Library of Steuben County	Angola	_____117al.
Centerville-Center Township Public Library	Centerville	_____117am.
Charlestown Clark County Public Library	Charlestown	_____117an.
Churubusco Public Library	Churubusco	_____117ao.
Clayton-Liberty Township Public Library	Clayton	_____117ap.
Clinton Public Library	Clinton	_____117aq.
Coatesville-Clay Township Public Library	Coatesville	_____117ar.
Colfax-Perry Township Public Library	Colfax	_____117as.
Converse-Jackson Township Public Library	Converse	_____117at.
Covington-Veedersburg Public Library	Covington	_____117au.

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See Instructions for definitions.   24

		Library Code_____
Crawford County Public Library	English	_____117av.
Crawfordsville District Public Library	Crawfordsville	_____117aw.
Crown Point Community Public Library	Crown Point	_____117ax.
Culver-Union Township Public Library	Culver	_____117ay.
Danville-Center Township Public Library	Danville	_____117az.
Darlington Public Library	Darlington	_____117ba.
Delphi Public Library	Delphi	_____117bc.
Dublin Public Library	Dublin	_____117bd.
Dunkirk Public Library	Dunkirk	_____117be.
Earl Park Public Library	Earl Park	_____117bf.
East Chicago Public Library	East Chicago	_____117bg.
Eckhart Public Library	Auburn	_____117bh.
Edinburgh Wright-Hageman Public Library	Edinburgh	_____117bi.
Elkhart Public Library	Elkhart	_____117bj.
Evansville-Vanderburgh Public Library	Evansville	_____117bk.
Fairmount Public Library	Fairmount	_____117bl.
Farmland Public Library	Farmland	_____117bm.
Fayette County Public Library	Connersville	_____117bn.
Flora-Monroe Township Public Library	Flora	_____117bo.
Fort Branch Johnson Township Public Library	Fort Branch	_____117bp.
Fortville-Vernon Township Public Library	Fortville	_____117bq.
Francesville-Salem Township Public Library	Francesville	_____117br.
Frankfort-Clinton County Contractual Public Library	Frankfort	_____117bs.
Franklin County Public Library District	Brookville	117hx.
Fremont Public Library	Fremont	_____117bt.
Fulton County Public Library	Rochester	_____117bu.
Garrett Public Library	Garrett	_____117bv.
Gary Public Library	Gary	_____117bw.
Gas City-Mill Township Public Library	Gas City	_____117bx.
Goodland & Grant Township Public Library	Goodland	_____117bz.
Goshen Public Library	Goshen	_____117ca.
Greensburg-Decatur County Contractual Public Library	Greensburg	_____117cb.
Greentown & Eastern Howard School Public Library	Greentown	_____117cc.
Greenwood Public Library	Greenwood	_____117cd.
Hagerstown-Jefferson Township Public Library	Hagerstown	_____117ce.
Hamilton East Public Library	Noblesville	_____117cf.
Hamilton North Public Library	Cicero	_____117cg.
Hammond Public Library	Hammond	_____117ch.
Hancock County Public Library	Greenfield	_____117ci.
Harrison County Public Library	Corydon	_____117cj.
Hartford City Public Library	Hartford City	_____117ck.
Henry Henley Public Library	Carthage	_____117cl.
Huntingburg Public Library	Huntingburg	_____117cm.
Huntington City-Township Public Library	Huntington	_____117cn.
Hussey-Mayfield Memorial Public Library	Zionsville	_____117co.
Indianapolis-Marion County Public Library	Indianapolis	_____117cp.
Jackson County Public Library	Seymour	_____117cq.
Jasonville Public Library	Jasonville	_____117cr.
Jasper County Public Library	Rensselaer	_____117cs.
Jasper Dubois County Contractual Public Library	Jasper	_____117ct.
Jay County Public Library	Portland	_____117cu.
Jeffersonville Township Public Library	Jeffersonville	_____117cv.
Jennings County Public Library	North Vernon	_____117cw.
Johnson County Public Library	Franklin	_____117cx.
Jonesboro Public Library	Jonesboro	_____117cy.

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See Instructions for definitions.   25

Library	City	Library Code
Joyce Public Library	Orland	_____117cz.
Kendallville Public Library	Kendallville	_____117da.
Kentland-Jefferson Township Public Library	Kentland	_____117db.
Kewanna-Union Township Public Library	Kewanna	_____117dc.
Kingman-Millcreek Public Library	Kingman	_____117dd.
Kirklin Public Library	Kirklin	_____117de.
Knightstown Public Library	Knightstown	_____117df.
Knox County Public Library	Vincennes	_____117dg.
Kokomo-Howard County Public Library	Kokomo	_____117dh.
La Crosse Public Library	La Crosse	_____117di.
La Grange County Public Library	La Grange	_____117dj.
La Porte County Public Library	La Porte	_____117dk.
Ladoga-Clark Township Public Library	Ladoga	_____117dl.
Lake County Public Library	Merrillville	_____117dm.
Lawrenceburg Public Library District	Lawrenceburg	_____117dn.
Lebanon Public Library	Lebanon	_____117do.
Ligonier Public Library	Ligonier	_____117dp.
Lincoln Heritage Public Library	Dale	_____117dq.
Linden Carnegie Public Library	Linden	_____117dr.
Linton Public Library	Linton	_____117ds.
Logansport-Cass County Public Library	Logansport	_____117dt.
Loogootee Public Library	Loogootee	_____117du.
Lowell Public Library	Lowell	_____117dv.
Madison-Jefferson County Public Library	Madison	_____117dw.
Marion Public Library	Marion	_____117dx.
Matthews Public Library	Matthews	_____117dy.
Melton Public Library	French Lick	_____117dz.
Michigan City Public Library	Michigan City	_____117ea.
Middlebury Community Library	Middlebury	_____117eb.
Middletown Fall Creek Township Public Library	Middletown	_____117ec.
Milford Public Library	Milford	_____117ed.
Mishawaka-Penn-Harris Public Library	Mishawaka	_____117ee.
Mitchell Community Public Library	Mitchell	_____117ef.
Monon Town & Township Public Library	Monon	_____117eg.
Monroe County Public Library	Bloomington	_____117eh.
Monterey-Tippecanoe Township Public Library	Monterey	_____117ei.
Montezuma Public Library	Montezuma	_____117ej.
Monticello-Union Township Public Library	Monticello	_____117ek.
Montpelier-Harrison Township Public Library	Montpelier	_____117el.
Mooresville Public Library	Mooresville	_____117em.
Morgan County Public Library	Martinsville	_____117en.
Morrisson-Reeves Library	Richmond	_____117eo.
Muncie Center Township Public Library	Muncie	_____117ep.
Nappanee Public Library	Nappanee	_____117eq.
New Albany-Floyd County Public Library	New Albany	_____117er.
New Carlisle & Olive Township Public Library	New Carlisle	_____117es.
New Castle-Henry County Public Library	New Castle	_____117et.
New Harmony Workingmen's Institute	New Harmony	_____117eu.
Newton County Public Library	Lake Village	_____117ew.
Noble County Public Library	Albion	_____117ex.
North Judson-Wayne Township Public Library	North Judson	_____117ey.
North Madison County Public Library System	Elwood	_____117ez.
North Manchester Public Library	North Manchester	_____117fa.
North Webster Community Public Library	North Webster	_____117fb.
Oakland City-Columbia Township Public Library	Oakland City	_____117fc.

2009 form
See Instructions for definitions.   26

Odon Winkelpleck Public Library	Odon	_____117fd.
Ohio County Public Library	Rising Sun	_____117fe.
Ohio Township Public Library System	Newburgh	_____117ff.
Orleans Town & Township Public Library	Orleans	_____117fg.
Osgood Public Library	Osgood	_____117fh.
Otterbein Public Library	Otterbein	_____117fi.
Owen County Public Library	Spencer	_____117fj.
Owensville Carnegie Public Library	Owensville	_____117fk.
Oxford Public Library	Oxford	_____117fl.
Paoli Public Library	Paoli	_____117fm.
Peabody Public Library	Columbia City	_____117fn.
Pendleton Community Public Library	Pendleton	_____117fo.
Penn Township Public Library	Pennville	_____117fp.
Peru Public Library	Peru	_____117fq.
Pierceton & Washington Township Public Library	Pierceton	_____117fr.
Pike County Public Library	Petersburg	_____117fs.
Plainfield-Guilford Township Public Library	Plainfield	_____117ft.
Plymouth Public Library	Plymouth	_____117fu.
Porter County Public Library System	Valparaiso	_____117fv.
Poseyville Carnegie Public Library	Poseyville	_____117fw.
Princeton Public Library	Princeton	_____117fx.
Pulaski County Public Library	Winamac	_____117fy.
Putnam County Public Library	Greencastle	_____117fz.
Remington-Carpenter Township Public Library	Remington	_____117ga.
Ridgeville Public Library	Ridgeville	_____117gb.
Roachdale-Franklin Township Public Library	Roachdale	_____117gc.
Roann-Paw Paw Township Public Library	Roann	_____117gd.
Roanoke Public Library	Roanoke	_____117ge.
Rockville Public Library	Rockville	_____117gf.
Royal Center-Boone Township Public Library	Royal Center	_____117gg.
Rushville Public Library	Rushville	_____117gh.
Salem-Washington Township Public Library	Salem	_____117gi.
Scott County Public Library	Scottsburg	_____117gj.
Shelbyville-Shelby County Public Library	Shelbyville	_____117gk.
Sheridan Public Library	Sheridan	_____117gl.
Shoals Public Library	Shoals	_____117gm.
South Whitley-Cleveland Township Public Library	South Whitley	_____117gn.
Speedway Public Library	Speedway	_____117go.
Spencer County Public Library	Rockport	_____117gp.
Spiceland Town-Township Public Library	Spiceland	_____117gq.
St Joseph County Public Library	South Bend	_____117gr.
Starke County Public Library System	Knox	_____117gs.
Sullivan County Public Library	Sullivan	_____117gt.
Swayzee Public Library	Swayzee	_____117gu.
Switzerland County Public Library	Vevay	_____117gv.
Syracuse-Turkey Creek Township Public Library	Syracuse	_____117gw.
Tell City-Perry County Public Library	Tell City	_____117gx.
Thorntown Public Library	Thorntown	_____117gy.
Tippecanoe County Public Library	Lafayette	_____117gz.
Tipton County Public Library	Tipton	_____117ha.
Tyson Library Association, Inc	Versailles	_____117hb.
Union City Public Library	Union City	_____117hc.
Union County Public Library	Liberty	_____117hd.
Van Buren Public Library	Van Buren	_____117he.
Vermillion County Library	Newport	_____117ev.

2009 form

		Library Code_____
Vigo County Public Library	Terre Haute	_____117hf.
Wabash Carnegie Public Library	Wabash	_____117hg.
Wakarusa-Olive & Harrison Township Public Library	Wakarusa	_____117hh.
Walkerton-Lincoln Township Public Library	Walkerton	_____117hi.
Walton & Tipton Township Public Library	Walton	_____117hj.
Wanatah Public Library	Wanatah	_____117hk.
Warren Public Library	Warren	_____117hl.
Warsaw Community Public Library	Warsaw	_____117hm.
Washington Carnegie Public Library	Washington	_____117hn.
Washington Township Public Library	Lynn	_____117ho.
Waterloo-Grant Township Public Library	Waterloo	_____117hp.
Waveland-Brown Township Public Library	Waveland	_____117hq.
Wells County Public Library	Bluffton	_____117hr.
West Lafayette Public Library	West Lafayette	_____117hs.
West Lebanon-Pike Township Public Library	West Lebanon	_____117ht.
Westchester Public Library	Chesterton	_____117hu.
Westfield-Washington Public Library	Westfield	_____117hv.
Westville-New Durham Township Public Library	Westville	_____117hw.
Whiting Public Library	Whiting	_____117hy.
Willard Library of Evansville	Evansville	_____117hz.
Williamsport-Washington Township Public Library	Williamsport	_____117ia.
Winchester Community Public Library	Winchester	_____117ib.
Wolcott Community Public Library	Wolcott	_____117ic.
Worthington Jefferson Township Public Library	Worthington	_____117id.
York Township Public Library	Raub	_____117ie.
Yorktown-Mount Pleasant Township Public Library	Yorktown	_____117if.
TOTAL		_____**117**

2009 form
See Instructions for definitions.   28

Part 13A –Statement of Compliance with Current Standards for Public Libraries
**indicates current and future standard
~~ indicates slight difference in future standard
++ indicates substantial change in future standard

118. **~~ Is your library in compliance with
   a. IC 36-12, Indiana Public Library Law? ** ☐ Yes ☐ No
   b. IC 4-23-7 and IC 4-23-7.1, Indiana Library and Historical Department Law? ** ☐ Yes ☐ No
   c. IC 36-12-1-12, requiring an Internet usage and computer network policy that is reviewed annually? ☐Yes ☐ No
   d. IC 36-12-2-25c, requiring a minimum fee for a nonresident card? Yes☐ No☐

119.**~~ Does your library comply with federal laws affecting employment practice and facilities management?** ☐ Yes ☐No

120.**~~ Is your library board governed by written bylaws that outline its purpose and operational procedures? ☐ Yes ☐ No

121.** Does your library have a written long-range plan of service for two (2) to five (5), including a statement of community needs, goals, measurable objectives, and a method for periodic review and evaluation? ☐ Yes ☐ No

122. **++ Does your library have a current written 3-year technology plan?
   ☐ Yes ☐ No

123. ** Has your library board adopted a written collection development policy and principles of access to all library materials and services? ☐ Yes ☐ No

124. **~~ Does the library board maintain separate functions from the director, with the board being responsible for governance and the director being responsible for administration? ☐ Yes ☐ No

125. **~~Do all the library trustees follow the principles discussed in *IN the Public Trust*?
   ☐ Yes ☐ No

126. ** Library director:
   a. Works Full-time? ☐ Yes ☐ No
   b. Holds the appropriate certificate required by the Indiana public library certification laws? ☐ Yes ☐ No

127. **~~ Does your library board classify employees, adopt schedules of salaries, and prescribe duties of employees, all with the advice and recommendations of the library director? ☐ Yes ☐ No

128. **~~ Does your library have written personnel policies and procedures that address the following: employment practices, personnel actions, salary administration, employee benefits, conditions or work and leave? ☐ Yes ☐ No

129. ** Does the library support continuing education for staff and trustees?
☐ Yes ☐ No

130. ** Are library facilities, including central buildings and branches, in compliance with local, state and federal building and health and safety codes? ☐ Yes ☐ No

131. **~~ Does the library comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone? ☐Yes ☐ No

132. **++What hours of service does your library system provide:
a. 20 hours a week, 1 evening and some hours on a weekend day
☐ Yes ☐ No ☐ N/A
b. 45 hours a week, 2 evenings and 1 weekend day?
☐ Yes ☐ No ☐N/A
c. 55 hours a week, 3 evenings and 1 weekend day?
☐ Yes ☐ No ☐N/A

133. **~~ Does your library provide the following minimum services?
a. Acquisition, organization and loan of materials? ☐ Yes ☐ No
b. Availability of general collections to the public at all times the library is open? ☐ Yes ☐ No
c. A telephone listed in the library's name? ☐ Yes ☐ No
d. Interlibrary loan free of charge? ☐ Yes ☐ No

134. Is your library a member of INCOLSA? ☐ Yes ☐ No

135. **++Does your library provide the following services?
a. Reference services? ☐ Yes ☐ No
b. Children's services? ☐ Yes ☐ No
c. Library sponsored programming? ☐ Yes ☐ No
d. Audiovisual services? ☐ Yes ☐ No
e. Special services? ☐ Yes ☐ No

136. Does your library inform the public of services available and encourage use of these services? ☐ Yes ☐ No

137. **++ Does your library provide at least a base level of technology consisting of a computer, fax, printer, and software? ☐Yes ☐ No

NEW Part 13B – Statement of Compliance with New Standards for Public Libraries, effective January 1, 2011

This section is intended to assist in determining where your library is in the process of working towards compliance with the new standards
^^ indicates new standard
++ indicates addition to current standard
~~ indicates revision of current standard

138.^^ Does your library follow all other Indiana laws that affect municipal units?
☐ Yes ☐ No

139. ^^With the advice and recommendations of the library director, has the library board adopted the proposed library budget? ☐ Yes ☐ No

140. ++Written personnel policies and procedures address at least the following:
        a. Recruitment ☐ Yes ☐ No
        b. Selection ☐ Yes ☐ No
        c. Appointment ☐ Yes ☐ No

141. ^^ The library board has written by-laws that address conflicts of interest issues and nepotism. ☐Yes ☐ No

142. ++At a minimum, the long-range plan of service includes the following:
        a. A statement of community needs and goals. ☐ Yes ☐ No
        b. Measurable objectives and service responses to the community needs and goals. ☐ Yes ☐ No
        c. An assessment of facilities, services, technology, and operations. ☐ Yes ☐ No
        d. An ongoing annual evaluation process ☐ Yes ☐ No
        e. Financial resources and sustainability. ☐ Yes ☐ No
        f. Collaboration with other public libraries. ☐ Yes ☐ No
        g. Collaboration with other community partners ☐ Yes ☐ No

143. ++At a minimum, the technology plan includes the following:
        a. Goals and realistic strategy for using telecommunications and information technology ☐ Yes ☐No
        b. A professional development strategy ☐ Yes ☐ No
        c. An assessment of telecommunication services, hardware, software, and other services needed ☐ Yes ☐ No
        d. An equipment replacement schedule ☐ Yes ☐ No
        e. Financial resources and sustainability ☐ Yes ☐ No
        f. An ongoing annual evaluation process ☐ Yes ☐ No
        g. An automation plan which conforms to national cataloging standards ☐Yes ☐No

144. ++The library complies with provisions of the federal Americans with Disabilities Act to make its digital services available to everyone. ☐ Yes ☐ No

145 .^^ Does the library expend at least

   a. 7.5% of its operating fund expenditures for library collections
(Minimum)? ☐Yes ☐ No

   b. The equivalent of 15% of its operating expenditures, (which includes
operating, gift and related funds) (Enhanced) ☐ Yes ☐ N/A

   c. The equivalent of 20% of its operating expenditures, (which includes
operating, gift and related funds), for library collections (Excellent) ☐ Yes ☐ N/A

146. ^^ The library provides the following means of communication with the public:

   a. An answering machine, voicemail, or other similar technology to
provide operating hours of the library; ☐ Yes ☐ No

   b. An email address or a means of electronic contact for the library listed
on the library's website, ☐ Yes ☐ No

   c. A means to provide copies to the public at each location, ☐Yes ☐ No

   d. Technology available to transmit documents electronically or through
phone lines, ex. fax machine. ☐ Yes ☐ No

147. ^^ A website to include:

   a. Hours of operation, physical address(es) and map for each fixed
service location, phone number and an email address; ☐ Yes ☐ No

   b. Electronic resources provided free of charge to the citizens of Indiana
by the State of Indiana, e.g. INSPIRE; ☐ Yes ☐ No

   c. Public service policies regarding circulation policies, fees, internet use,
etc. adopted by the library board; ☐ Yes ☐ No

   d. The library's online public access catalog; ☐ Yes ☐ No

   e. A calendar of events and programs which shall be updated at least
monthly. ☐ Yes ☐ No

148. ^^ The library lends materials through at least one of the following:

   (a) Statewide reciprocal borrowing program ☐ Yes ☐ No
   (b) OCLC Resource Sharing ☐ Yes ☐ No
   (c) Evergreen Indiana ☐ Yes ☐ No
   (d) Local reciprocal borrowing with at least one other public
library district within your county or an adjacent county. ☐ Yes ☐ No

149. ^^ The library participates in the statewide delivery service provided by the Indiana
state library with the following frequency from a single fixed location within the library
district:

   a. Class A Library (40,000 population and up) ☐ N/A
    b. 3 days per week (Minimum/Basic) ☐ Yes ☐ No ☐ N/A
    c. 4 days per week (Exceeding/Enhanced) ☐ Yes ☐ No ☐ N/A
    d. 5 days per week (Exceptional/Exemplary)
    ☐ Yes ☐No ☐ N/A
   e. Class B Library (10,000 – 39,999 population) ☐ N/A
    f. 2 days per week (Minimum/Basic) ☐ Yes ☐ No ☐ N/A
    g. 3 days per week (Exceeding/Enhanced) ☐ Yes ☐ No ☐ N/A
    h. 4 days per week (Exceptional/Exemplary)
    ☐ Yes ☐ No ☐ N/A
   i. Class C Library (up to 9,999 population) ☐ N/A

2009 form
See Instructions for definitions.   32

j. 1 days per week (Minimum/Basic) ☐ Yes ☐No ☐ N/A
k. 2 days per week (Exceeding/Enhanced) ☐ Yes ☐ No ☐ N/A
l. 3 days per week (Exceptional/Exemplary)
☐ Yes ☐ No ☐ N/A

150. ^^ Adult services
a. Provide adult services including programs and reference by a qualified individual holding the appropriate librarian certificate, ☐ Yes ☐ No
b. Knowledge of and access to reference materials, including INSPIRE, ☐ Yes ☐ No
c. Provide a collection of materials for adults, ☐ Yes ☐ No
d. Provide space designated in the library for adult services; ☐ Yes ☐ No
e. Enhanced - designate one or more staff to serve at least part-time as an adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location; ☐ Yes ☐ N/A
f. Exceptional/Exemplary – designate one full time equivalent staff member designated as an adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location. ☐ Yes ☐ N/A

151. ^^ Young Adult services
a. Provide young adult services including programs and reference by a qualified individual holding the appropriate librarian certificate, ☐ Yes ☐ No
b. Knowledge of and access to reference materials, including INSPIRE, ☐ Yes ☐ No
c. Provide a collection of materials for young adults, ☐ Yes ☐ No
d. Provide space designated in the library for young adult services, ☐ Yes ☐ No
e. Enhanced - designate one or more staff to serve at least part-time as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location, ☐ Yes ☐ N/A
f. Exceptional/Exemplary – designate one full time equivalent staff member designated as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location. ☐ Yes ☐ N/A

152. ^^ Children's services
a. Provide children's services including programs and reference by a qualified individual holding the appropriate librarian certificate, ☐ Yes ☐ No
b. Provide a collection of materials for children, parents, and caregivers in each fixed location, ☐ Yes ☐ No
c. Provide space in each fixed location designated in the library for children's services, ☐ Yes ☐ No
d. Provide an annual summer reading program for a minimum of six weeks at each fixed location, ☐ Yes ☐ No
e. Enhanced - designate one or more staff to serve at least part-time as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location; ☐ Yes ☐ N/A

f. Exceptional/Exemplary – designate one full time equivalent staff member designated as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location. ☐ Yes ☐ N/A

153. ^^ Library sponsored programming shall be provided with the following minimum frequency within each library district:

a. 5 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Minimum/Basic) ☐ Yes ☐ No

b. at least 10 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Exceeding/Enhanced). ☐ Yes ☐ N/A

c. at least 15 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Exceptional/Exemplary). ☐ Yes ☐ N/A

154. ++ Provide access directly or through the Indiana State Library to large print books, Braille books, audio books, and enhanced media to patrons who are unable to read regular print, because of a visual or a physical disability. ☐ Yes ☐ No

155. ^^ An Integrated Library System with an Online Public Access Catalog available on the library's website. ☐ Yes ☐ No

156. ^^: Technology

a. The library provides public access computers with a minimum Internet connection speed of 1.5 Mbps per fixed service location. ☐ Yes ☐ No

b. The library provides public access computers to 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. ☐ Yes ☐ No

c. The library has a base level of technology consisting of at least one staff computer with office software and operating systems, connected to the internet and a printer. ☐ Yes ☐ No

Public access computers shall be connected to the Internet and printers as detailed below:

Minimum/Basic

d. Class A and B Public Library (population from 10,000 on up) ☐ N/A

e. 1 Public Access Computer connected to the Internet per 2,000 served; ☐ Yes ☐ No

f. Wireless Internet access for patrons in at least one location; ☐ Yes ☐ No

g. Class C Public Library (population up to 9,999) ☐ N/A

h. 1 Public Access Computer connected to the Internet per 2,000 served or a minimum of 2 whichever is greater. ☐ Yes ☐ No

Exceeding/Enhanced

i. Class A and B Public Library (population from 10,000 on up) ☐ N/A
j. 1 Public Access Computer connected to the Internet per 1,000 served or a minimum of 2 whichever is greater; ☐ Yes ☐ No
k. Wireless Internet access for patrons in at least one location; ☐ Yes ☐ No
l. Scanner for patrons. ☐ Yes ☐ No

m. Class C Public Library ☐ N/A
n. 1 Public Access Computer connected to the Internet per 1,000 served or a minimum of 2 whichever is greater; ☐ Yes ☐ No
o. Wireless Internet access for patrons in at least one location; ☐ Yes ☐No
p. Scanner for patrons ☐ Yes ☐ No

Exceptional/Exemplary
q. Class A and B Public Library (population from 10,000 on up) ☐ N/A
r. 1 Public Access Computer connected to the Internet per 500 served or a minimum of 2 whichever is greater; ☐ Yes ☐ No
s. Wireless Internet access for patrons in all public locations; ☐ Yes ☐No
t. Scanner for patrons. ☐ Yes ☐ No

u. Class C Public Library ☐ N/A
v. 1 Public Access Computer connected to the Internet per 500 served or a minimum of 2 whichever is greater; ☐ Yes ☐No
w. Wireless Internet access for patrons in all public locations; ☐ Yes ☐No
x. Scanner for patrons. ☐ Yes ☐No

157. ^^ The library purges or marks inactive unused library patron cards at least once every three years, deleting those patrons who have not used the card in the last three years and do not owe materials, fines, or fees to the library. ☐ Yes ☐No

158. ~~ ++ Hours of service are provided to allow the greatest possible access for the community as follows for each public library system.

a. Class A Libraries (population 40,000 and up) ☐N/A
b. 55 hours per week including, 6 (six) evening hours, and 1 (one) weekend day (Minimum/Basic). ☐ Yes ☐ No
c. 60 hours per week, 8 evening hours, and 1 weekend day or 60 hours per week, 6 evening hours, and 2 weekend days. (Exceeding/Enhanced) ☐ Yes ☐ N/A
d. 65 hours per week, 8 evening hours, 2 weekend days or 65 hours per week, 10 evening hours and 1 weekend day. (Exceptional/Exemplary) ☐ Yes ☐ N/A

e. Class B Libraries (population 10,000 up to 39,999) ☐N/A
f. 40 hours per week including 4 (four) evening hours, and 1 (one) weekend day.
(Minimum/Basic) ☐ Yes ☐ No

g. 50 hours per week, 4 evening hours, and 1 weekend day.
(Exceeding/Enhanced) ☐ Yes ☐ N/A
h. 55 hours per week, 6 evening hours, 2 weekend days or 55 hours per week, 8
evening hours and 1 weekend day. (Exceptional/Exemplary) ☐ Yes ☐ N/A

i. Class C Libraries (population up to 9,999) ☐N/A
j. 24 hours per week including 2 (two) evening hours and 1 (one) weekend day.
(Minimum/Basic) ☐ Yes ☐ No
k. 35 hours per week including 2 evening hours, and 1 weekend day.
(Exceeding/Enhanced) ☐ Yes ☐ N/A
l. 40 hours per week including 4 evening hours, and 2 weekend days or 40 hours
per week, 6 evening hours and 1 weekend day. (Exceptional/Exemplary)
☐ Yes ☐ N/A

Part 14 – Statement of Intent to Comply with Standards

159. Details for "No" answers in part 13A, Statement of Compliance with Standards.

Part 15
Supplement questions

160. Library consultants/architects
If you have used the services of professional consultant(s) or architect(s) in the last 3 years for any library process, please list name(s), address(es), phone(s), email address(es), URL(s), and type(s) of consulting service(s) performed (building, automation, etc.). **Attach additional paper if needed.**

161. Grants Received in 2009 (DO NOT LIST LSTA) (Attach additional paper if needed)
Amount received: $_____
Funding organization name, address, phone number (if available), email address(es), URL(s):
_____
_____
_____

Purpose of Grant_____

162. In-service training
        a. Did your library provide in-service trainings, resulting in the awarding of library education units (LEUs) to staff? ☐ Yes ☐ No
        b. If yes, # of LEU hours provided (hours of class(es)) _____
        c. If yes, # of your library's staff receiving in-service _____
        d. If yes, did your library host staff from other libraries? ☐Yes ☐ No
        e. If yes, did your library close to the public for any in-service training
        ☐Yes ☐ No

163. Services to Unemployed Patrons
        a. Was your library a WorkOne Satellite?
        b. Did your library provide any other special services for unemployed patrons?
        ☐Yes ☐ No
        c. If yes, please list _____

164. Total Materials Circulation by Media (include all age group materials).   Include items circulated manually as well as through the computer. The total of 164a-164e should equal Total Circulation # 57a

(DO NOT INCLUDE EQUIPMENT or COMPUTER USAGE)

        a.   Number of items circulated: audio (include cds, cassettes, and other related)

b. Number of items circulated: video (include DVDs, video cassettes, and other related) _____

c. Number of items circulated: books _____

d. Number of items circulated: magazines _____

e. Number of items circulated: other_____

f. List categories in "other" _____, _____

_____, _____, _____

_____

g. Total of 164a – 164e (Automatically calculated)

165. Contracts with towns, townships or other unit of government. **Please list each contract separately**.

a. Contract for service with towns, townships or other unit of government ☐Yes or ☐No If no, the question is finished.

b. List name of unit of government_____

c. Detail legal and financial terms of service (dollar amount):

Amount for contract (whether one year or multi-year; list total) $_____ or

Amount unit of government pays library per card $_____ or

Number of cards unit of government will pay for $_____ or

Other terms and dollar amount (Please specify)_____

_____

d. List year(s) current contract covers _____

e. Was the contract written or verbal?_____

If you have a written copy of the contract, please send it to the Library Development Office.