

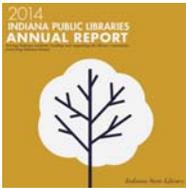
2016 Public Library Annual Report Workshop

Library Development Office - Jennifer Clifton - November 2016

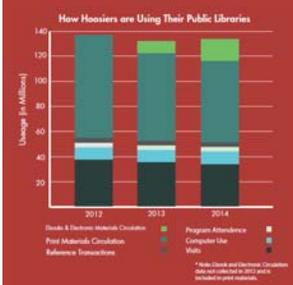
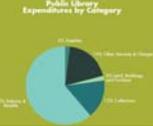
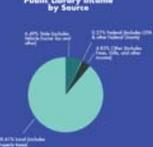


What's the purpose of the Annual Report?

- Required by state (590 IAC 6-1-4)
- The only annual collection of public library data
- ISL maintains statistics
 - Year-to-year comparisons (and history!)
 - Library-to-library comparisons
 - Identifying trends




Stats help us communicate

IMLS Public Libraries Survey

- The only annual, comprehensive, national survey about what's going on in public libraries.
- National library publications, advocacy
- "Compare Libraries" tool (returning soon?)



What's different in 2016?

- New Questions
 - SRCS
 - Successful Retrieval of Electronic Information

Timeline

- December 15 or so – Survey will open
 - Directors will receive email with login instructions
- March 1 – Survey will close (NEW date per 2017 Standards)

Navigating the Survey

- Click on question numbers for help
 - Disable pop-up blockers
- Use "Back," "Next," or the side menu to navigate through the 15 sections
- Click "Save" and "Logout" to close and return to report at any time
- Click "SHOW LAST YEAR'S ANSWERS" to see what was input last year
- Don't wait until the last minute!



Survey Interface

- Use Tabs to navigate
 - Home
 - Survey - 2016
 - Status
 - Printing
 - Frequent Questions
 - Instructions



Need to explain something?

Edit Checks and Notes

- Edit Checks- will catch inconsistencies or major changes from previous year's data
 - Now- Bibliostat
 - Later- American Institute for Research
- "Flag" a question to come back to it
- Notes –
 - Federal Note – passed along to ISL/AIR
 - Local Notes – for your own reference
- Annotate any responses that require an explanation, or when prompted by an edit check.
- If annotations aren't present, ISL will be following up with you.

Need technical help?

- Is it a local issue? Check with your IT person/department
 - Firewalls, Browsers, etc.
- Contact ISL – 1-800-451-6028
 - Can edit pre-filled responses
- Call Bibliostat - 1-866-785-9935

Getting Started with The Survey

Annual Report Survival Kit

- Caffeine
- Snacks
- Tissues
- Stress ball (or soft surface to bang your head)
- iCal reminder set for February 28th
- Accurate statistics from your staff, circulation, and bookkeeping systems

Instructions

TIMEFRAME OF REPORT
 You will be reporting on the 2016 calendar year.

Exceptions: give the most current (e.g. early 2017) information for:

- Respondent/contact identification
- Hours of operation
- Assessed valuation and tax rate
- Library board members, and
- Hourly Salaries and Benefits

ESTIMATES

- If the exact data are not known for any item, please estimate.
- 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.

COLOR KEY

oX-001	Question
oX-002	Standards Question
oX-003	Prefilled
oX-004	Prefilled & Locked (Contact ISL for changes)
oX-005	Calculated total

Part 1 - General Information

Changes:

- Additional clarification re: download speeds

Part 1 -
General
Information

- 01-001 Name of the person preparing this report.
- 01-002 Preparer's phone number.
- 01-003 Time zone in which library district headquarters is located.
- 01-004 Library Name
- 01-005 Library Class
- 01-006 Library Director
- 01-007 Street Address
- 01-008 City
- 01-009 ZIP
- 01-010 Is your mailing address the same as the address above?
- 01-011 Mailing Address
- 01-012 Mailing City
- 01-013 Mailing ZIP

Part 1 -
General
Information

- 01-014 Congressional District Number
- 01-015 Phone
- 01-016 FAX
- 01-017 Does your library have an answering machine, voice mail or other similar technology? Y/N
- 01-018 Library URL
- 01-019 Public library E-mail address or other means of electronic contact listed on the library's website

Part 1 -
General
Information

- Building Questions
- 01-020 The year the current central building was built
 - 01-021 Year of the most recent structural addition or alteration to current central building.
 - 01-022 Square footage of the central building?

Central Library Questions

01-023 Click here to complete Central Library daily hours

- 01-024 Monday opening time
- 01-025 Monday closing time
- 01-026 Tuesday opening time
-----continued-----
- 01-036 Sunday opening time
- 01-037 Sunday closing time



Note: Formatting/spacing is important
e.g. 10:00 AM (NOT 10:00AM)

Central Library Questions

- 01-038 Total open hours for Central Library during a typical week.
- 01-039 Total number of hours the Central Library is open after 6:00 p.m. per week.
- 01-040 Total number of hours per week that the Central Library is open on Saturday.
- 01-041 Total number of hours per week Central Library is open on Sunday.
- 01-042 Number of Weeks Per Year Central Library was open in 2016
- 01-043 Total Central Library Hours Open per Year

Central Library Questions

Internet Access

- 01-044 Does the library have Internet Access? **Y/N**
- 01-045 What type of Internet Access is available in the Central Building?
- 01-046 Specify the speed of Internet Access in the Central Building. Use www.speedtest.net to determine speed.
Please specify the unit of measurement (e.g. 20 MBPS)
...or use the speed test of your choice
*Recommended testing time- 12 Noon

Branches

- No changes here.
- Use Remove Group/Add Group to remove or add branches.

Remove Group Add Group

Branches

01-200	Total number of Branches
01-200a	Branch Name
01-201a	Branch Street Address
01-202a	Branch City
01-203a	Branch County
01-204a	Branch Zip
01-205a	Is your mailing address the same?
01-206a	Branch Mailing Address
01-207a	Phone
01-208a	Fax
01-209a	Total Square Footage of Branch
01-210a	Year Built
01-211a	Year of the most recent structural addition or alteration to branch building

Branches

01-212a	Number of Weeks per Year Individual Branch is Open
01-213a	Monday opening time
01-214a	Monday closing time

01-225a	Sunday opening time
01-226a	Sunday closing time
01-227a	Total open hours for the Branch Library during a typical week.

Branches

- 01-228a Does the Branch library have Internet Access? Y/N
- 01-229a What type of Internet Access is available in the Branch library?
- 01-230a Specify the speed of Internet Access in the Branch library.
- 01-231a Number of wireless hubs located in the branch library?
- 01-237 **Total Annual Hours of All Branches**

Bookmobiles

Use Remove/Add Group to remove/add bookmobiles.

 Remove Group  Add Group

Bookmobiles

- 01-300 Total Number of Bookmobiles *(If 0, skip these questions!)*
- Individual Bookmobile Information
- 01-301a Bookmobile Name
- 01-302a Street Address
- 01-303a City
- 01-304a County
- 01-305a Zip
- 01-306a Is your Mailing address the same?
- 01-307a Mailing Address
- 01-308a Phone
- 01-309a Fax

Bookmobiles

- 01-310a Total hours per week
- 01-311a Number of Weeks Bookmobile is Open
- 01-312a Does the Bookmobile have Internet Access?
- 01-313a What type of Internet Access is available in the Bookmobile?
- 01-314a Specify the speed of Internet Access in the Bookmobile
- 01-315a Number of wireless hubs located in the Bookmobile?

01-316 Total Annual Hours of all Bookmobiles

Part 1 - General Information

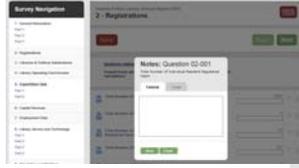
01-500 Total System Public Service Hours per Year (Central + Branches + Bookmobiles)

Part 2 – Registrations

- No changes here

Registrations

- A REQUEST-
- Please explain any large changes to your registration numbers in a Federal note (if the reason is known).
- Edit checks may be required for responses that are the same, less than half, or greater than 1.5 times last year's answers.



Part 2 – Registrations

- 02-001 Total Number of Individual **Resident** Registered Users
- 02-002 Total Number of Users from Contracting Areas
- 02-003 Total Number of Individual **Non-Resident** (non-taxed) Registered Users
- 02-004 Total Number of **Reciprocal** Users
- 02-005 Total Number of **PLAC** Users
- 02-006 Total Number of Non-Resident Cards Issued to Student Users
- 02-007 Total Number of Non-Resident Cards Issued to School Employees
- 02-008 Total Number of Non-Resident Cards Issued to Library Employees
- 02-009 Amount of Individual Non-Resident Fee
- 02-010 Date Library Board adopted this fee
- 02-011 Does your library purge or mark inactive patron files at least every three years? Y/N

Part 3 – Public Libraries and Political Subdivisions Served

- No changes here

Part 3 – Public Libraries and Political Subdivisions Served

- 03-001 County Name of Primary County
- 03-002 Total Assessed Valuation for Library District
- 03-003 Operating Tax Rate
- 03-004 Source year for data
- 03-005 BIRF/Lease Rental Tax Rate
- 03-006 LCPF Tax Rate
- 03-007 Did your library roll the LCPF into the operating tax rate? Y/N
- 03-008 County Name for additional county
- 03-009 Total Assessed Valuation for additional county
- 03-010 Operating Tax Rate for additional county
- 03-011 BIRF/Lease Rental Tax Rate
- 03-012 LCPF Tax Rate

Part 3 – Public Libraries and Political Subdivisions Served

- 03-013 Total district population without contract
- 03-014 Total district population with contracts
- 03-015 Political Subdivision Name
- 03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)
- 03-017 Population 2010 Census (Taxed & Served)
- 03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)
- 03-019 Population 2010 Census (Served by Contract)

Part 3 – Public Libraries and Political Subdivisions Served

- Some notes:
 - 03-008 – Additional County info is only required of libraries crossing county lines and the 4 county-contractuals
 - 03-016 Type of Political Unit - Taxed Units
 - 1 (city/town)
 - 2 (more than 12 of county)
 - 3 (total county)
 - 4 (township merged)
 - 9 (township validated)
 - 11 (endowed)
 - 12 (county contractual) Only
 - 03-018 Type of Political Unit - Contracting Units
 - 5 (Township, partial, served by contract)
 - 6 (Township served by contract)
 - 7 (Township taxed to pay contract)
 - 8 (Township, partial, taxed to pay contract)
 - 10 (Town served by contract) Only

Part 4 – Library Operating Fund Income

- No changes here

Part 4 – Library Operating Fund Income

Local Government Operating Fund Income

- 04-001 Property Tax or CEDIT Operating Fund Income from Library Tax Rate
- 04-002 CAGIT Property Tax Replacement Credit
- 04-003 CAGIT Certified Shares
- 04-004 CAGIT Special Fund
- 04-005 County Option Income Tax (COIT)
- 04-006 Contractual Revenue Received for Service
- 04-007 Local Option Income Tax (LOIT)
- 04-008 **Total Local Operating Fund Income**

Part 4 – Library Operating Fund Income

State Government Operating Fund Income

- 04-009 Financial Institutions Tax (FIT)
- 04-010 License Vehicle Excise Tax (LVET)
- 04-011 Commercial Vehicle Excise Tax (CVET)
- 04-012 Other State Operating Fund Income
- 04-013 Source(s):
- 04-014 **Total State Operating Fund Income**

Part 4 – Library Operating Fund Income

- Federal Government Operating Fund Income
- 04-015 LSTA Grants (Operating Fund)
- 04-016 Name of Non-Operating Fund
- 04-017 Amount of LSTA grant placed in Non-Operating Fund
- 04-018 Other Federal Grants Operating Fund Income
- 04-019 List Source
- 04-020 Total Federal Operating Fund Income

Part 4 – Library Operating Fund Income

- Other Operating Fund Income
- 04-021 PLAC Reimbursement
- 04-022 Fines and Fees
- 04-023 Interest on Investments
- 04-024 Gift Receipts Operating Fund Income
- 04-025 Private and Public Foundation Grants Operating Fund Income
- 04-026 Miscellaneous Operating Fund Income.
- 04-027 Source(s)
- 04-028 Total Public and Private Foundation Grants Income (deposited into any fund)
- 04-029 Total Other Operating Fund Income
- 04-030 Total Operating Fund Income

Part 5 – Expenditure Data

- No changes
- Operating Fund expenditures, unless otherwise specified

Part 5 –
Expenditure
Data

Personal Services/Staff Expenditures

- 05-001 Salaries/Wages of All Library Staff
- 05-002 Employee benefits
- 05-003 Other Personal Services

- 05-004 Total Personal Services

- 05-005 Total Staff Expenditures (PLS – does not include "other")

Part 5 –
Expenditure
Data

Other services and charges

- 05-006 Total Supplies
- 05-007 Professional Services
- 05-008 Communication and Transportation
- 05-009 Printing and Advertising
- 05-010 Insurance
- 05-011 Utility Services
- 05-012 Repairs and Maintenance
- 05-013 Rentals
- 05-014 Debt Service
- 05-015 Lease Rental
- 05-016 Other (Dues, miscellaneous taxes)
- 05-017 Total Other Services and Charges

Part 5 –
Expenditure
Data

Capital Outlays

- 05-018 Land
- 05-019 Buildings
- 05-020 Improvements Other Than Buildings
- 05-021 Furniture and Equipment

- 05-022 Capital Outlays for Public Access Computers, electronic reading and electronic media devices

Part 5 –
Expenditure
Data

Materials

- 05-023 Books (Include Book Lease)
- 05-024 Periodicals and Newspapers
- 05-025 Audio/Visual Materials, Nonprinted (Physical) Materials, & Microforms, not Electronic (Re-worded)
- 05-026 Ebook and Electronic database licensing/purchase/lease expenditures.
- 05-027 Electronic Physical Format, including Playaways and Ebook readers

Part 5 –
Expenditure
Data

Materials (expenditures from NON-OPERATING Funds)

- 05-028 Books (Include Book Lease)
- 05-029 Periodicals and Newspapers
- 05-030 Audio/Visual Materials, Nonprinted (Physical) Materials, & Microforms, not Electronic (Re-worded)
- 05-031 Ebook and Electronic Database licensing/purchase/lease expenditures
- 05-032 Electronic Physical Format (playaways, ebook readers, etc)

Part 5 –
Expenditure
Data

- 05-033 Total Expenditures for Print Materials
- 05-034 Total Expenditures for Electronic Materials
- 05-035 Total Expenditures for Other Materials
- 05-036 Total Expenditures for Collections
- 05-037 Total Operating Fund Capital Outlays

Part 5 –
Expenditure
Data

- 05-038 Total Operating Fund Expenditures for Collection Development
- 05-039 Total Non-Operating Fund Expenditures for Collection Development
- 05-040 Public Access Computers, electronic reading and electronic media devices from all non-operating funds

Part 5 –
Expenditure
Data

- 05-041 Total Operating Fund Expenditures
- 05-042 Other Operating Expenditures
- 05-043 Total Operating Expenditures
- 05-044 Total Capital Fund Expenditures

Part 5 –
Expenditure
Data

- Non-Resident Fee Standard
- 05-045 Total Collection Expenditures
 - 05-046 Total 2015 Operating Expenditures per capita (for this year's standards calculation)
 - 05-047 Difference between OE per capita minus Non-Resident fee
 - 05-047a Does your library's non-resident fee meet the standard? (Y/N)
 - 05-048 Total 2016 Operating Expenditures per capita (for next year)

Part 5 – Expenditure Data

Collection Development Standard

05-049 Collection Development Expenditure as a
percentage of Operating Expenditure

Part 6 – Capital Revenue

• No changes here

What is Capital Revenue?

PLS Definition:

- Report all revenue to be used for **major capital expenditures**, by source of revenue. Include funds received for:
 - Site acquisition
 - NEW buildings
 - Additions to or renovation of library buildings
 - Furnishings, equipment, and initial collections (print, non-print, and electronic) for a building that is NEW or renovated.
 - Computer hardware and software used to support library operations, to link to networks, or to run information products (*MAJOR projects or for a building that is new or renovated*)
 - New vehicles, and
 - Other one-time major projects.
- Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
- Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

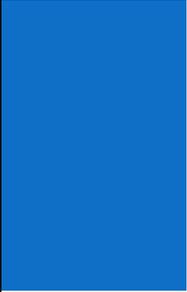
Part 6 – Capital Revenue

- 06-001 Local government capital revenue
- 06-002 State government capital revenue
- 06-003 Federal government capital revenue
- 06-004 Other capital revenue
- 06-005 Total Capital Revenue

Part 7 – Employment Data

Part 7 - Employment Data

- 07-001 Total number of all librarians with an ALA-MLS
- 07-002 Total hours paid per week for all ALA-MLS librarians
- 07-003 FTE for all librarians with an ALA-MLS
- 07-004 Total number of all librarians, including ALA-MLS librarians
- 07-005 Total hours paid per week for all librarians, including ALA-MLS librarians
- 07-006 FTE for all librarians
- 07-007 Total number of all other paid staff
- 07-008 Total Hours paid per week for all other paid staff
- 07-009 FTE for all other paid staff
- 07-010 Total number of all paid staff
- 07-011 Total hours paid per week for all paid staff
- 07-012 FTE for all paid staff
- 07-013 Number of hours per week considered to be full-time employment in your library?



Part 8 – Library Service and Technology

- NEW: SRCS Transits
- Questions renumbered



Part 8 – Library Service and Technology

Interlibrary Loans

08-001 Number of interlibrary loan items (loans and photocopies) your library has **provided** to other Indiana libraries.

08-002 Evergreen Transits to other libraries (number will be supplied by the Indiana State Library)

08-003 SRCS materials provided to other libraries (number will be supplied by the Indiana State Library)

08-004 **Total number of loans provided to other libraries**

08-005 Number of interlibrary loan items (loans and photocopies) your library has **borrowed from** other Indiana libraries.

08-006 Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library)

08-007 SRCS materials received from other libraries (number will be supplied by the Indiana State Library)

08-008 **Total number of loans received from other libraries.**

08-009 **Net Lending Rate (Number of items loaned divided by number of items borrowed)**



Part 8 – Library Service and Technology

Programs

Children's (0-11 years) Programs

08-010 Number of children's (0-11 years) programs held in the library

08-011 Number of children's (0-11 years) programs held outside of the library

Young Adult (12-18 years) Programs

08-012 Number of young adult (12-18 yrs) programs held in the library

08-013 Number of young adult (12-18 yrs) programs held outside of the library

Adult (18+ years) Programs

08-014 Number of adult (18+ yrs) programs held in the library

08-015 Number of adult (18+ yrs) programs held outside of the library

General Programs

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

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

Part 8 – Library Service and Technology

Programs

- 08-018 Total number of non-library sponsored programs
- 08-019 Total number of all library-sponsored programs

Part 8 – Library Service and Technology

Program Attendance

- 08-020 Attendance at Children's (0-11 years) programs held in the library
- 08-021 Attendance at Children's (0-11 years) programs held outside of the library
 - Repeats for:
 - Young Adult (12-18 yrs) Programs
 - Adult (18+ yrs) Programs
 - General (All ages) Programs

Attendance Totals

- 08-028 Total attendance at non-library sponsored programs
- 08-029 Total children's program attendance
- 08-030 Total young adult program attendance
- 08-031 Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

- 08-032 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?
- 08-033 Total number of annual visits in the library ⚠️
- 08-034 Total number of reference transactions per year ⚠️

Electronic Collections (Includes Licensed Databases)

- 08-035 Number of State Licensed Databases (INSPIRE)
- 08-036 Number of local and other (Not INSPIRE) licensed databases
- 08-037 Name(s) of public use/commercial databases to which the library subscribes
- 08-038 Total electronic collections

Part 8 – Library Service and Technology

Public Computers

- o8-039 Public Internet-connected computers uses per year
- o8-040 Number of wireless hubs located in the central building?
- o8-041 Total number of wireless hubs, system-wide
- o8-042 Number of wireless internet uses per year
- o8-043 Number of Internet connected public computers, system-wide.
- o8-044 Number of scanners available for the public, system-wide.
- o8-045 Number of Internet connected staff computers, connected to a printer.
- o8-046 Number of persons potentially served by each public computer

Part 8 – Library Service and Technology

Library System Automation

- o8-047 Does your library have an automated bookkeeping system? Y/N
- o8-048 Name of bookkeeping system.
- o8-049 Brand and version of integrated library system (ILS)
- o8-050 Is your library catalog available online? Y/N

Part 9 – Circulation and Holdings

- New questions to capture electronic collection/database uses

• Per PLS:

- Report the number of units. Report only items that have been **purchased, leased or licensed** by the library, a consortium, the state library, a donor or other person or entity.
- Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.
- Do not include items that are permanently retained by the patron; count only items that have a **set circulation period** where it is available for their use.
- Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Part 9 - Circulation

- 09-001 Circulation of Physical Items
- 09-002 Use of Electronic Materials (e.g. E-books circulated or electronic materials downloaded annually)
- 09-003 **NEW:** Successful Retrieval of Electronic Information (e.g. Electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002)
- 09-004 Total Electronic Content Use (total of 09-002 and 09-003)
- 09-005 Circulation of Children's Materials
- 09-006 Total Circulation of All Materials (total of 09-001 and 09-002)
- 09-007 **NEW:** Total Collection Use (total of 09-001 and 09-004)
- 09-008 Total In-house Usage of Materials
- 09-009 Number of Electronic Book Reading or Music Playing Devices Circulated Annually

Part 9 - Holdings

Selected Holdings

- 09-010 Books (Print)
- 09-011 Does the library belong to an Ebook consortium?
- 09-012 Name of Ebook Consortium
- 09-013 Electronic books (E-books) (LOCAL HOLDINGS)
- 09-014 Electronic books (E-books) (CONSORTIUM HOLDINGS)
- 09-015 Electronic books (E-books) (TOTAL)

Part 9 - Holdings

A/V Material Holdings:

- 09-016 Video Materials - Physical Units
- 09-017 Video Materials - Downloadable Titles (LOCAL HOLDINGS)
- 09-018 Video Materials - Downloadable Titles (CONSORTIUM HOLDINGS)
- 09-019 Video Materials - Downloadable Titles (TOTAL)
- 09-020 Audio Materials - Physical Units
- 09-021 Audio Materials - Downloadable Titles (LOCAL HOLDINGS)
- 09-022 Audio Materials - Downloadable Titles (CONSORTIUM HOLDINGS)
- 09-023 Audio Materials - Downloadable Titles (TOTAL)

Part 9 - Holdings

- 09-024 Electronic (Physical) Format
- 09-025 Number of Electronic Book Reading or Music Playing Devices Owned by the Library
- 09-026 Current Print Serial Subscriptions
- 09-027 Current Electronic Serials Subscriptions

Part 10 - Library Board

Part 10 - Library Board

- Some notes on completing this section:
- Provide **most current** info available (e.g. February additions)
 - Provide any updates throughout the year to ISL.
 - We have pre-filled last year's info. Please verify and update as needed.
 - Be sure to only list a **Treasurer OR Treasurer/employee** (NOT BOTH)
 - If a position is vacant, you may enter "Vacant" in any required fields

Part 10 - Library Board

- 10-0001 Position
 - 10-0002 First Name
 - 10-0003 Middle Initial/Name
 - 10-0004 Last Name
 - 10-0005 Home address
 - 10-0006 City
 - 10-0007 Zip Code
 - 10-0008 E-mail address
 - 10-0009 Appointing Authority
 - 10-0010 Date that the current term expires
 - 10-0011 Number of consecutive terms
 - 10-0012 Date of initial appointment
- (REPEATS...)
- 10-991 When does the regular library board meeting take place?
 - 10-992 What is the time of the regular library board meeting?

Part 11 - Salary Section

- No changes here
- Provide most current information (e.g. 2017 salaries, if known)
- Provide info for positions not currently occupied

Part 11 - Salary Section

Director:

11-001 Annual salary of the Director

11-002 Does the Director have an employment contract? Y/N

11-003 What is the current level of certification for the library Director?

All other Positions:

Job Title	Cert. Level Required	Min Hourly	Max Hourly
11-004 Assistant or Associate Director		\$	\$
11-008 Department Head, Manager or Supervisor		\$	\$
11-012 Branch Head		\$	\$
11-016 Administrative Assistant		\$	\$
...			
Other			

Part 11 - Salary Section

Employee Fringe Benefit Information - Full-time Employees

11-501 PERF Y/N

11-502 Deferred Compensation Y/N

11-503 Health Insurance Y/N

11-504 Health Savings Account (HSA) Y/N

11-505 Dental Insurance Y/N

11-506 Life Insurance Y/N

11-507 Vision Insurance Y/N

11-508 Disability Y/N

11-509 Paid Time off for Continuing Education Y/N

11-510 Reimbursement for Continuing Education Y/N

11-511 Other1 (specify)

11-512 Other2 (specify)

Part 11 - Salary Section

Employee Fringe Benefit Information - Part-time Employees

11-513 PERF Y/N

11-514 Deferred Compensation Y/N

11-515 Health Insurance Y/N

11-516 Health Savings Account (HSA) Y/N

11-517 Dental Insurance Y/N

11-518 Life Insurance Y/N

11-519 Vision Insurance Y/N

11-520 Disability Y/N

11-521 Paid Time off for Continuing Education Y/N

11-522 Reimbursement for Continuing Education Y/N

11-523 Other1 (specify)

11-524 Other2 (specify)

Part 11 - Salary Section

Paid days off per year –
 Full-time Librarian
 11-525 Number of Vacation Days
 11-526 Number of Sick Days
 11-527 Number of Personal Days
 11-528 Holidays
 11-529 Funeral/Bereavement
 11-530 Other Days (specify)

Repeats for ...Part-Time Librarian
 ...Full-Time Support Staff
 ...Part-Time Support Staff

Part 12 - PLAC Loans

- No changes here
- Don't report any PLAC loans to your own library
- Don't include reciprocal loans or nonresident loans (unless using PLAC card)
- You do **NOT** need to enter "0" for libraries with no loans- just skip them! ☺

Part 12 – PLAC Loans

12-001 Did your library make any PLAC loans? Y/N

12-002 Adams Public Library System
 12-003 Akron Carnegie Public Library
 12-004 Alexandria-Monroe Public Library
 12-005 Alexandrian Public Library
 ...
 12-238 Yorktown Public Library

12-239 Total PLAC Loans

**Part 13 –
Compliance with Standards
for Public Libraries**

- Answer very carefully.
 - “No” responses may trigger a communication from ISL.
- Use the clarification prompts, federal notes, or Part 14 to explain any “standards issues.”

**Part 13 -
Standards**

13-001 Does your library comply with **Public Library Law IC 36-12?** Y/N

13-002 If the answer to 13-001 is NO, explain:

13-003 Does your library comply with **other Indiana laws** that affect municipal corporations? Y/N

13-004 If the answer to 13-003 is NO, explain:

13-005 Does your library comply with **all federal laws** affecting employment practice? Y/N

13-006 If the answer to 13-005 is NO, explain:

**Part 13 -
Standards**

13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and **health and safety codes?** Y/N

13-008 If the answer to 13-007 is NO, explain:

13-009 Does the library comply with provisions of the federal **Americans with Disabilities Act** to make its physical and digital services available to everyone? Y/N

13-010 If the answer to 13-009 is NO, explain:

Part 13 - Standards

The Board and Director

- 13-011 Do the library board and the director maintain separate functions? Y/N
- 13-012 Is the board responsible for governance and policy? Y/N
- 13-013 Is the director responsible for administration, operation and management of the library? Y/N
- 13-014 Does the director work full-time? Y/N
- 13-015 Does the Director have the required certification under 590 IAC 5? Y/N

Part 13 - Standards

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

- 13-016 An annual classification of employees Y/N
- 13-017 Schedules of salaries Y/N
- 13-018 A proposed library budget Y/N
- 13-019 Library policies Y/N

Part 13 - Standards

- 13-020 Has the library board adopted the written employment practices dealing with recruitment? Y/N
- 13-021 ... selection? Y/N
- 13-022 ... appointments? Y/N
- 13-023 ... personnel actions? Y/N
- 13-024 ... salary administration? Y/N
- 13-025 ... employee benefits? Y/N
- 13-026 ... the conditions of work? Y/N
- 13-027 ... leaves? Y/N

Part 13 - Standards

Boards and Bylaws

- 13-028 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? Y/N
- 13-029 ...have current, written bylaws that state its purpose and its operational procedures? Y/N
- 13-030 Do the bylaws specifically state rules governing conflicts of interest issues? Y/N
- 13-031 Do the library bylaws specifically state rules governing nepotism? Y/N
- 13-032 Have the bylaws been reviewed by the board in the last three (3) years? Y/N
- 13-033 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library? Y/N

Part 13 - Standards

- 13-034 Does your library have a written **collection development plan**? Y/N
- 13-035 Does your library have a written **circulation policy** detailing the principles of access for all library materials and service? Y/N
- 13-036 Does your library provide **support for continuing education** for staff and trustees? Y/N

Part 13 - Standards

Long Range Plan

- 13-037 Does the library have a written long-range plan of service? Y/N
- 13-038 Which year did your current long range plan **begin**?
- 13-039 Which year does your current long range plan **end**?
- 13-040 Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan)? Y/N

Part 13 - Standards

Long Range Plan

13-041 Have copies of the plan, plus all updates and revisions **been filed with the Indiana State Library?** Y/N

13-042 Does your long-range plan include a **statement of community needs and goals?** Y/N

13-043 Does your long-range plan include **measurable objectives and service in response to the community's needs and goals?** Y/N

Part 13 - Standards

Long Range Plan

Does your long-range plan include:

13-044 an **assessment of facilities, services, technology, and operations?** Y/N

13-045 an ongoing **annual evaluation process?** Y/N

13-046 a **plan for financial resources** and sustainability? Y/N

13-047 a **statement of collaboration with other public libraries?** Y/N

13-048 a **statement of collaboration with other community partners?** Y/N

Part 13 - Standards

Does your technology plan include...

13-054 ...realistic goals and strategies for using telecommunications and information technology? Y/N

13-055 ...a professional development strategy? Y/N

13-056 ...an assessment of telecommunication services, hardware, software, and other services needed? Y/N

13-057 ...an equipment replacement schedule? Y/N

13-058 ...a plan for financial resources and sustainability? Y/N

13-059 ...an ongoing annual evaluation process? Y/N

13-060 ...an automated, integrated library system (ILS) which conforms to a national cataloging standard? Y/N

Part 13 - Standards

Resource Sharing

13-061 Does your library provide interlibrary loan free of charge to other libraries within Indiana? Answer YES if your policy is to lend, even if no loans were requested. Y/N

13-062 Does your library provide interlibrary loan free of charge to your users? Answer YES if your policy is to lend, even if no loans were requested. Y/N

13-063 Does the library lend materials via a statewide reciprocal borrowing program? Y/N

13-064 Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? Y/N

13-065 If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.

Horizontal lines for handwritten responses to standards 13-061 through 13-065.

Part 13 - Standards

Resource Sharing

13-066 Does the library lend materials using the OCLC Resource Sharing system? Y/N

13-067 Is the library a member of Evergreen Indiana? Y/N

13-068 How many days per week does your library receive Info Express courier service?

Horizontal lines for handwritten responses to standards 13-066 through 13-068.

Part 13 - Standards

Does the library provide services for adults, including:

13-069 Programs and reference services offered by an appropriately certified librarian? Y/N

13-070 Access to reference materials, including INSPIRE? Y/N

13-071 A collection of materials for adults? Y/N

13-072 A space designated in the library for adult services? Y/N

Horizontal lines for handwritten responses to standards 13-069 through 13-072.

Part 13 - Standards

- 13-073 Does the library provide an **enhanced** level of adult service by providing:
 - 1) One (1) or more staff, with appropriate certification;
 - 2) Serving at least part time,
 - 3) At each fixed location? [All conditions must apply] Y/N

- 13-074 Does the library provide an **exceptional** level of adult service by providing:
 - 1) One (1) full-time staff member, or the equivalent,
 - 2) With appropriate certification,
 - 3) At each fixed location? [All conditions must apply] Y/N

Part 13 - Standards

Library Services for Young Adults and Children-
 • The previous questions repeat for these age groups. (Questions 13-075 through 13-085)

Part 13 - Standards

- Standards related to Public Access:**
- 13-086 Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? Y/N
 - 13-087 Does the library provide computers for the free use of all persons regardless of residency? Y/N
 - 13-088 Does your library provide a means for the public to make copies at each location? Y/N

Part 13 - Standards

The Library's Webpage

Does it include...

13-089	...current hours of operation?	Y/N
13-090	...a physical address for your library?	Y/N
13-091	...a map for each fixed location?	Y/N
13-092	...a public telephone number?	Y/N
13-093	...a public e-mail address or other means of electronic contact?	Y/N
13-094	...a link to INSPIRE and other free electronic resources?	Y/N
13-095	...publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?	Y/N

Part 13 - Standards

The Library's Webpage – Other requirements

13-096	Has your Internet Policy been reviewed by the board in the last year?	Y/N
13-097	Does your library's webpage include a link to the library's online public access catalog?	Y/N
13-098	Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?	Y/N

Part 14 – Statement of Intent to Comply with Standards

- Please explain any NO answers given in Part 13.
- Please include the question number (##-###) and an explanation for each question where you answered "NO" to any question in Part 13.

Part 15 - Supplement

- All new – questions change each year

Part 15 - Supplement

What we're asking for 2016:

- Interlibrary Loan contact info
- DNR Parks Pass Program (circulations/new patrons)
- Summer Reading
 - Participation
 - Trends
 - Alternative Programs
- Library WiFi
 - Circulating Hotspots and After-hours public access
- Electronic Access Cards
- LEUS issued locally
- Library Fines
- Success Stories

Certifying your Report

• Last section of report.
 • Click link to open and print page.
 • Sign, give to Board President to review, sign.
 • Mail to ISL. If completing report at the last minute, please drop in mail on March 1st.

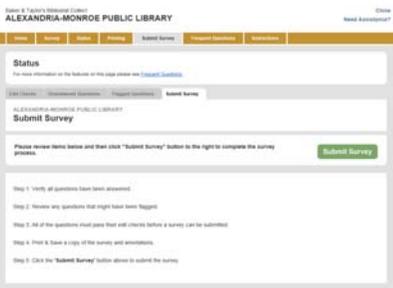
Submitting the report

Step 1: Go to the "Status" tab- Clear up any edit checks if needed by making corrections or annotating with a Federal Note



Submitting the report

Step 2: Go to the "Status" tab OR the "Submit Survey" tab – click green button



Do a happy dance!



Questions?

Library Development Office
(800) 451-6028
ldo@library.in.gov

Jen Clifton
jclifton@library.in.gov
(317) 234-6550

Monday-Friday
8-4:30
