2023 Public Library Annual Report Workshop
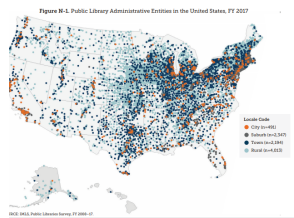
Library development office – Angela Fox

October 2023

1

Figure N-L Public Library Administrative Entities in the United States, FY 2017

What is the Annual Report?

- Public Library Survey (PLS): only annual collection of public library data
- Key metrics on 9,000 libraries
- IMLS core questions (data elements) + ISL additions
- Used to check standards

2

What's New for 2023?

3

General Updates - ISL

- More prefills (mostly unlocked – but CONTACT US)
  - Branch hours   Local reciprocal covenants
  - Local databases
- Return of some automated calculations
- "Show your work" – breaking down data totals
  - (Sec 2) Non-resident cards
  - (Sec 3) Taxed vs contract service area populations
- Revised for clarity
  - (Sec 7) # of ALA and non-ALA librarians

4

Registrations

Clarify "non-resident registered users"

2022 and earlier

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

(paid AND student AND school AND library employees)

- 02-004 Total number of non-resident cards issued to student users
- 02-005 Total non-resident cards issued to school employees
- 02-006 Total number of non-resident cards issued to library employees

2023

- 02-003 Total number of paid non-resident registered users
- 02-004 Total number of non-resident cards issued to student userts
- 02-005 Total non-resident cards issued to school employees
- 02-006 Total number of non-resident cards issued to library employees
- 02-007 Total number of non-resident registered users

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Slide 7

03-013 Total district population not including contracts (taxed units only)	03-013 Total population taxed
2,635	2,635
03-014 Total district population including contracts (sum of taxed and contracting units)	03-013b Total population served by contract
4,833	2,198
	03-014 Total district population including contracts (sum of taxed and con
	4,833

7

Slide 8

2022 and earlier
- 07-001 Total number of all librarians with an ALA-MLS
- 07-004 Total number of all librarians, including ALA-MLS librarians

2023
- 07-001 Total number of all librarians
- 07-004 How many of the librarians reported in 07-001 have an ALA-MLS degree?

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Slide 9

IMLS Updates

- (Sec 1 and 15) COVID questions are gone
- (Sec 9) Removed question on number current electronic serials subscriptions
- (Sec 9) Circulation of all children's **physical** materials

NO. NEW. QUESTIONS.

9

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Starting the Survey

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Timeline

October 2023		January – February 2024
Annual Report Workshop		ISL pre-fills entered
Gather data		Complete the survey

Survey goes live mid-month
Directors receive email with login instructions

December 2023

Survey closed
Signature pages due

March 1, 2024
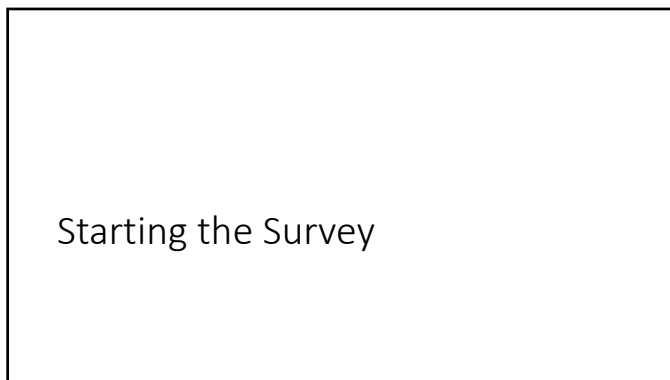
12

Your Ducks
- Contact info for ISL and Bibliostat
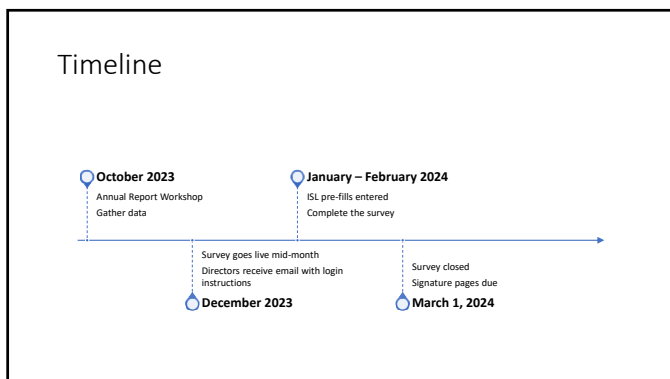- Reports
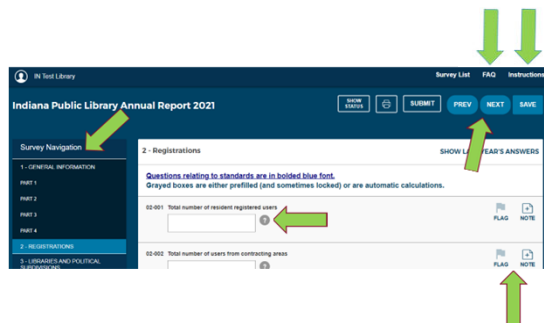- Help documents / worksheets

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Technical Difficulties
- Check with your IT person / department
  - Local issues: firewalls, browsers, etc.
- Contact ISL
  - 1-800-451-6028
  - (317) 234-6550
  - Edit prefilled responses, retrieve passwords, content/meaning
- Call Bibliostat
  - 1-866-785-9935

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Navigating the Survey

16

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General Instructions

Time Frame
- Report on the 2023 calendar year
- Exceptions (most current):
  - Contact information
  - Assessed valuation and tax rate
  - Library board members
  - Hourly salaries and benefits

Unknowns
- If exact data is not known, please estimate
- Enter zero only if the actual number to report is zero or none
- Enter N/A if you know a particular item is **not zero**, but you don't know what it is and you are unable to estimate it

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General Information

Part 1

19

General Information

- Contact Info
- Name, address, phone, size of all locations
- Operating hours – most representative of 2023

- COVID questions gone
- Automatic calculations for hours are back!
- Branch hours prefilled

20

General Information

Respondent Identification

- 01-001   Survey contact
- 01-002   Preparer's phone number
- 01-003   Time zone in which the library's administrative entity is located
- 01-004   Library name
- 01-005   Library class
- 01-006   Library director
- 01-007   Street address
- 01-008   City
- 01-009   ZIP code

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General Information
Respondent Identification

- 01-010 Is the mailing address the same as the address listed above?
- 01-011 Mailing address
- 01-012 Mailing city
- 01-013 Mailing ZIP code
- 01-014 Congressional district number
- 01-015 Phone
- 01-016 Fax
- 01-017 Does your library have an answering machine, voicemail or other similar technology?
- 01-018 Library URL
- 01-019 Public library email address, or a means of electronic contact listed on the library's website

22

General Information
Building Questions

- 01-020 Year the current central library was built
- 01-021 Year of the most recent structural addition or alteration to the current central library
- 01-022 Square footage of the central library

23

General Information
Building Hours

- 01-023 Click here to complete the central library daily hours
- 01-023a If your central library has non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here.

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Slide 25

General Information

- 01-024 Monday opening time
- 01-025 Monday closing time
  ...
- 01-037 Sunday closing time

There are two types of people in this world.

1. Those who can extrapolate from incomplete data

25

Slide 26

General Information
Building Hours

- 01-038 Total number of hours the central library is open during a typical week
- 01-039 Total number of hours per week the central library is open after 5:00 PM
- 01-040 Total number of hours per week the central library is open on Saturday
- 01-041 Total number of hours per week the central library is open on Sunday

26

Slide 27

General Information
Building Hours

- 01-042 Number of weeks per year the central library was open in 2023
- 01-043 Total public service hours the central library was open in 2023 🖩

27

General Information
Internet Access

- 01-044 What type of internet access is available in the central library?
- 01-045 Select the nearest download speed of internet access in the central library

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General Information
Branches

- A branch library is an auxiliary unit of an administrative entity which has at least all of the following:
  - Separate quarters
  - An organized collection of library materials
  - Paid staff; and
  - Regularly scheduled hours for being open to the public

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General Information
Branches

- 01-200 Total number of branches
- Repeat of Central Library questions
  - Name
  - Address, mailing address
  - Last addition and square footage
  - Weeks open
  - Branch hours
  - Branch internet access
- Total annual public service hours of all branches 🖩

30

What Is a Bookmobile?

IT IS

…a traveling branch library.

- Truck or van that carries an organized collection of library material
- Paid staff
- Regularly scheduled hours (stops) for being open to the public

IT IS NOT

- Book bike, car, courier vehicle
- Staffed by volunteers
- Strictly delivery

31

General Information
Bookmobiles

- 01-300 Total number of bookmobiles
- 01-301a Bookmobile name
- Street address
- Weeks per year, hours per week

01-500   Total system public service hours per year

32

Registrations
Part 2

33

Registrations

- 02-001 Total number of resident registered users
- 02-002 Total number of users from contracting areas
- 02-003 Total number of paid non-resident registered users
- 02-004 Total number of non-resident cards issued to student users
- 02-005 Total non-resident cards issued to school employees
- 02-006 Total number of non-resident cards issued to library employees
- 02-007 Total number of all non–resident registered users
- 02-008 Total number of registered users

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Registrations

- 02-009 Total number of reciprocal users
- 02-010 Total number of PLAC users
- 02-011 Amount of non-resident fee
- 02-012 Date the library board adopted this fee
- 02-013 Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the past three (3) years and do not owe materials, fines, or fees to the library?
- 02-014 As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?

35

Libraries and Political Subdivisions

Part 3

36

Libraries and Political Subdivisions

- Assessed valuation, tax rates
  - Gateway, DLGF

- Service Area Populations
  - Updates to select Census numbers
  - Update ISL about changes to your service area
  - Move from specific designations to *taxed* or *contracting* designations

37

Libraries and Political Subdivisions
Primary County

- 03-001 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 Debt fund tax rate
- 03-006 LCPF tax rate
- 03-007 Did your library roll the LCPF into the operating tax rate?

38

Libraries and Political Subdivisions
Additional County

- 03-008 Name of additional county
- 03-009 Total assessed valuation for additional county
- 03-010 Operating tax rate for additional county
- 03-011 Debt fund tax rate
- 03-012 LCPF tax rate

39

Libraries and Political Subdivisions
Service Area Populations

- 03-013   Total population taxed
- 03-013b   Total population served by contract
- 03-014   Total population served (tax + contract)

- 03-015   Population served by taxation (If the subdivision is served by contract, this line will be blank, or have a ZERO)
- 03-016   Population served by contract (If the subdivision is served by taxation, this line will be blank, or have have a ZERO)

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Libraries and Political Subdivisions
Service Area

- 03-020   Were there any changes to your library's service area? (Changes may include annexations, mergers, or changes to contracts.)
- 03-021   If the answer to 03-020 is YES, please explain

41

Operating Revenue
Part 4

42

Operating Revenue

- Local, state, federal, other
- Operating and non-operating funds lumped together
- Reimbursement grants: report money claimed, not awarded

43

Operating Revenue
Local Government

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

44

Operating Revenue
State Government

- 04-005 Financial Institutions Tax (FIT)
- 04-006 License Vehicle Excise Tax
- 04-007 Commercial Vehicle Excise Tax (CVET)
- 04-008 Broadband Connectivity Grant
- 04-009 Other state revenue
- 04-010 Source(s)
- 04-011 Total state revenue

45

Operating Revenue
Federal Government

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

46

Operating Revenue
Other

- 04-016 PLAC reimbursement
- 04-017 Fines and fees
- 04-018 Interest on investments
- 04-019 Gift receipts
- 04-020 Private and public foundation grants
- 04-021 Miscellaneous revenue
- 04-022 Source(s)
- 04-023 Total other revenue
- 04-024 Total operating revenue

47

Expenditures
Part 5

48

Expenditures

- Transfers (to LIRF, Rainy Day, etc.) are not expenditures
- Operating expenditures by category: staff, supplies, collections
- Must report operating and non-operating funds separately
- Collection Development Standard
  - Difference between 05-036 - Total Expenditures for Collections; 05-038 - Total Operating Fund Expenditure for Collection Development; and 05-045 Total Collection Expenditures

49

Expenditures
Operating Fund:
Staff and Supplies

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

- 05-006   Total supplies

50

Expenditures
Operating Fund:
Other Services and Charges

- 05-007   Professional services
- 05-008   Communication and transportation
- 05-009   Printing and Advertising
- 05-010   Insurance
- 05-011   Utility services
- 05-012   Repairs and maintenance
- 05-013   Rentals
- 05-014   Debt Service
- 05-015   Lease Rental
- 05-016   Other
- 05-017   Total of other services and charges

51

Expenditures
Capital Outlays from Operating Fund Expenditures

- 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, tablets, and electronic media devices

52

Expenditures
Operating Fund:

Library Materials

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

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05-022
- Capital outlays for public access computers, tablets, and electronic media devices
  - Means to ACCESS collection
  - IMLS doesn't count as collection; ISL does

05-027
- Electronic physical format, including Playaways, e-book readers, and video games
  - (part of collection)

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Expenditures
Non-Operating Fund:
Library Materials

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

55

Expenditures
Totals:
Library Materials

- 05-033   Total expenditures for print materials
- 05-034   Total expenditures for electronic materials
- 05-035   Total expenditures for other materials
- 05-036   Total expenditures for collections
- 05-037   Total operating fund capital outlays
- 05-038   Total operating fund expenditure for collection development
- 05-039   Total non-operating fund expenditure for collection development

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Expenditures
Totals

- 05-040   Public access computers, e-readers and electronic media devices from all non-operating funds
- 05-041   Total operating fund expenditures
- 05-042   Other operating expenditures
- 05-043   Total operating expenditures
- 05-044   Total capital fund expenditures

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Expenditures
Totals

- 05-045 Total collection expenditures
- 05-046 Total 2022 operating expenditures per capita (for this year's standards calculations)
- 05-047 Difference between 2022 OE per capita and non-resident fee
- 05-047a Does your library's non-resident fee meet the standard?
- 05-048 Total 2023 operating expenditures per capita
- 05-049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure

58

Non-Resident Fee

- Calculate operating expenditures per capita for the report year. That is the minimum non-res fee for the FOLLOWING YEAR.

- To be in standards, non-res fee for 2023 must meet/exceed the operating expenditures per capita from 2022.

59

Collection Development Standard

operating and non-operating funds spent on collections
(including PACs)
_____
Total operating funds

% of operating funds spent on collections.

Must be at least 8%

60

Capital Revenue

Part 6

61

Capital Expenditures

- Site acquisition
- New buildings
- Additions to or renovation of buildings
- Furnishing, equipment, and initial collections for new buildings, building additions, or building renovations
- Computer hardware and software used to support library operations, to link to networks, or to run information produces
- New vehicles
- Other one-time major projects

62

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

63

Employment Data

Part 7

64

Employment Data

- Answer questions as if your library is fully staffed
- ALA-MLS librarian is a subset of total librarians. That number MUST be equal to or smaller than total librarians.

65

Employment Data

Librarians

- 07-001 Total number of all librarians
- 07-002 Total number of paid hours per week for all librarians
- 07-003 FTE for all librarians
- 07-004 How many of the librarians reported in 07-001 have an ALA-MLS degree?
- 07-005 Total number of paid hours per week for all ALA-MLS librarians
- 07-006 FTE for all ALA-MLS librarians

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Employment Data
All Other Staff

- 07-007 Total number of all other paid staff
- 07-008 Total number of paid hours per week for all other paid staff
- 07-009 FTE for all other paid staff

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Employment Data
Totals

- 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

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Library Service and Technology
Part 8

69

Library Service and Technology
Interlibrary Loans

- 08-001 Total number of interlibrary loan items (including photocopies) your library has provided to other libraries
- 08-002 Evergreen transits to other libraries
- 08-003 SRCS materials provided to other libraries
- 08-004 Total number of loans provided to other libraries

70

Library Services and Technology
Interlibrary Loans

- 08-005 Number of interlibrary items (including photocopies) your library has borrowed from other libraries
- 08-006 Evergreen transits received from other libraries
- 08-007 SRCS materials received from other libraries
- 08-008 Total number of loans received from other libraries
- 08-009 Net lending rate (# items loaned / # items borrowed)

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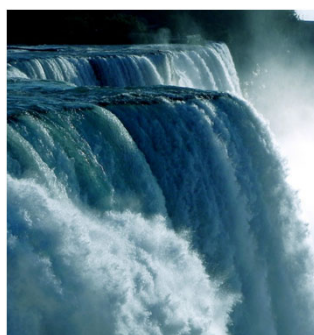
72

Programming

- Guidance available
- IMLS sample table
- Gut check, rule of thumb, all things subjectivity!

A program is an intentional service or event in a social setting, developed proactively to meet the needs or interests of an anticipated target audience, at least some of whom attend by choice.
  - National Impact of Library Public Programs Assessment

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Include	Exclude	Include	Exclude
All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.	Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.	Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.	Recorded (asynchronous) presentations of program content; these should be counted in Total Number of Asynchronous Program Presentations (data element 620). Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.
		Program sessions with attendance of zero or one if they were intended for a group.	Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.	Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.		Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.

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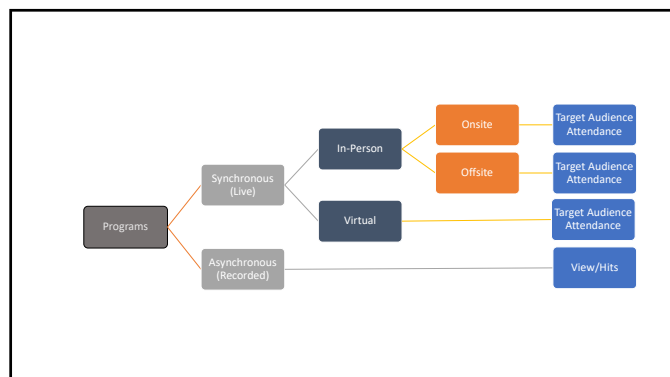
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Library Services and Technology

Programs

- Live (Synchronous) In-Person, Onsite Program Sessions

# of in-person, onsite
  - 08-010 …children's programs for ages 0-5
  - 08-011 …children's programs for ages 6-11
  - 08-012 …young adult programs
  - 08-013 …adult programs
  - 08-014 …general interest (all ages) programs
  - 08-015 Total number of in-person, onsite programs

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Library Services and Technology

Programs

- Live (Synchronous) In-Person, Offsite Program Sessions

# of in-person, offsite
  - 08-016 …children's programs for ages 0-5
  - 08-017 …children's programs for ages 6-11
  - 08-018 …young adult programs
  - 08-019 …adult programs
  - 08-020 …general interest (all ages) programs
  - 08-021 Total number of in-person, offsite programs

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Library Services and Technology

Programs

- Live (Synchronous) Virtual Program Sessions

# of virtual
  - 08-022 …children's programs for ages 0-5
  - 08-023 …children's programs for ages 6-11
  - 08-024 …young adult programs
  - 08-025 …adult programs
  - 08-026 …general interest (all ages) programs
  - 08-027 Total number of live, virtual programs

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Library Services and Technology
Programs

- Attendance at Live (Synchronous) In-Person, Onsite Program Sessions
- \# Attendance at in-person, onsite
  - 08-028 …children's programs for ages 0-5
  - 08-029 …children's programs for ages 6-11
  - 08-030 …young adult programs
  - 08-031 …adult programs
  - 08-032 …general interest (all ages) programs
  - 08-033 Total attendance at live, in-person, offsite programs

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Library Services and Technology
Programs

- Attendance at Live (Synchronous) In-Person, Offsite Program Sessions
- \# Attendance at in-person, onsite
  - 08-034 …children's programs for ages 0-5
  - 08-035 …children's programs for ages 6-11
  - 08-036 …young adult programs
  - 08-037 …adult programs
  - 08-038 …general interest (all ages) programs
  - 08-039 Total attendance at live, in-person, offsite programs

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Slide 81

Attendance at Live (Synchronous) Virtual Program Sessions

REQUIRED:
BY Participant DEVICES
- 08-040 …children's programs for ages 0-5
- 08-041 …children's programs for ages 6-11
- 08-042 …young adult programs
- 08-043 …adult programs
- 08-044 …general interest (all ages) programs
- 08-045 Total attendance at live, virtual programs

OPTIONAL:
BY PARTIPANTS
- 08-040a …children's programs for ages 0-5
- 08-041a …children's programs for ages 6-11
- 08-042a …young adult programs
- 08-043a …adult programs
- 08-044a …general interest (all ages) programs
- 08-045a Total attendance at live, virtual programs

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Additional Programming Totals
by Type and Audience

# of live programs
(in-person + synchronous virtual)
- 08-046 …for ages 0-5
- 08-047 …for ages 6-11
- 08-048 …young adult
- 08-049 … ALL live programs

Attendance at in-person programs
(onsite + offsite)
- 08-050 …for ages 0-5
- 08-051 …for ages 6-11
- 08-052 …young adult
- 08-053 … ALL live programs

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Additional Programming Totals
by Type and Audience

#Attendance at live programs
(in-person + synchronous virtual)
- 08-054 …for ages 0-5
- 08-055 …for ages 6-11
- 08-056 …young adult
- 08-057 … ALL live programs

83

Library Services and Technology
Programs

- 08-058 Total number of recorded (asynchronous) program presentations
- 08-059 Total views of recorded (asynchronous) program presentations within 30 days
- 08-060 How many weeks of a Children's Reading Program did your library offer at each fixed location?
- 08-061 Total number of non-library sponsored programs
- 08-062 Total attendance at non-library sponsored programs

84

Library Services and Technology

- 08-063 Total number of annual visits to the library
  - 08-063a Library visits reporting method
- 08-064 Total number of reference transactions in 2023
  - 08-064a Reference transactions reporting method
- 08-065 Instructional reference services (optional subset)

85

Library Services and Technology
Databases and Electronic Collections

- 08-066 Number of state-licensed databases (INSPIRE)
- 08-067 Number of local and other licensed databases (not INSPIRE)
- 08-068 Name(s) of public use/commercial databases to which the library subscribes ✏
- 08-069 Total electronic collections/databases

86

Library Services and Technology
Computers and WiFi

- 08-070 Number of uses (sessions) of public internet computers in 2023
- 08-070a Reporting method for number of uses of public internet computers
- 08-071 Number of wireless internet uses per year
- 08-071a Reporting method for wireless sessions
- 08-072 Number of internet computers system-wide
- 08-073 Number of website visits

87

Library Services and Technology
Library System Automation

- 08-075 Name of your library's automated bookkeeping system (If you do not have one, enter N/A) ✏
- 08-076 Brand and version of Integrated Library System

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Circulation and Holdings

Part 9

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Circulation and Holdings
Collection Use

- 09-001 Circulation of physical items
- 09-002 Use of electronic materials
- 09-003 Successful retrieval of electronic information
- 09-004 Total electronic content use
- 09-005 Circulation of all children's physical materials
- 09-006 Circulation of all other physical items

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Circulation and Holdings
Collection Use

- 09-007 Total circulation of all materials
- 09-008 Total collection use
- 09-009 Total in-house usage of materials

91

Circulation and Holdings
Selected Holdings

- 09-010 Books (print)
- 09-011 Does the library belong to an e-book consortium
- 09-012 Name of e-book consortium
- 09-013 E-books (local holdings)
- 09-014 E-books (consortium holdings)
- 09-015 E-books (TOTAL)

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Circulation and Holdings
AV Holdings

- 09-016 Video materials, physical units
- 09-017 Video materials, downloadable units (local holdings)
- 09-018 Video materials, downloadable units (consortium holdings)
- 09-019 Video materials, downloadable units (TOTAL)

- 09-020 Audio materials, physical units
- 09-021 Audio materials, downloadable units (local holdings)
- 09-022 Audio materials, downloadable units (consortium holdings)
- 09-023 Audio materials, downloadable units (TOTAL)

93

Circulation and Holdings
Other Holdings

- 09-024 Current print serial subscriptions
- 09-025 Does your library circulate hotspots?
- 09-026 Other circulating physical items
- 09-027 Total physical items in the collection

94

Library Board
Part 10

95

Library Board

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

96

Library Board

- Repeated for:
  - Vice President
  - Secretary
  - Treasurer (OR Treasurer/Employee)
  - Members

- 10-0991   What day of the month is the regular library board meeting?
- 10-0992   What is the time of the regular library board meeting?

97

Salary and Benefits

Part 11

98

Salary and Benefits

Director

- 11-001   Annual salary of the director
- 11-002   Does the library director have an employment contract?
- 11-003   What is the current level of certification held by the library director?

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Salary and Benefits

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Salary and Benefits
Benefits: Full-Time

- 11-501 PERF
- 11-502 Deferred compensation
- 11-503 Health insurance
- 11-504 Health Savings Account (HSA)
- 11-505 Dental insurance
- 11-506 Life insurance
- 11-507 Vision insurance
- 11-508 Disability insurance
- 11-509 Paid time off for continuing education
- 11-510 Reimbursement for continuing education
- 11-511 Other 1 (specify)
- 11-512 Other 2 (specify)

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Salary and Benefits
Benefits: Part-Time

- 11-513 PERF
- 11-514 Deferred compensation
- 11-515 Health insurance
- 11-516 Health Savings Account (HSA)
- 11-517 Dental insurance
- 11-518 Life insurance
- 11-519 Vision insurance
- 11-520 Disability insurance
- 11-521 Paid time off for continuing education
- 11-522 Reimbursement for continuing education
- 11-523 Other 1 (specify)
- 11-524 Other 2 (specify)

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Salary and Benefits
Paid Time Off

Full-Time Librarian
- 11-525   Number of vacation days
- 11-526   Number of sick days
- 11-527   Number of personal days
- 11-528   Number of holidays
- 11-529   Number of funeral/bereavement days
- 11-530   Number of other days (specify) OR all-purpose PTO

Repeats for:
- Part-time librarian
- Full-time support staff
- Part-time support staff

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PLAC Loans

Part 12

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PLAC Loans

- Don't report loans **to** your library
- Don't include reciprocal loans or nonresident loans (unless using a PLAC card)
- You do not need to enter zero for libraries – just skip them!

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PLAC Loans

- 12-001 Did your library make any PLAC loans?

- 12-002 Adams Public Library System
- 12-003 Akron Carnegie Public Library
- 12-004 Alexandria-Monroe Public Library
- 12-005 Alexandrian Public Library
  …
- 12-237 Yorktown Public Library

- 12-238 Total PLAC Loans

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Compliance With Standards For Public Libraries

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Compliance with Standards for Public Libraries
Part 13

- 13-001 Does your library comply with Public Library Law under IC 36-12?
- 13-002 Does your library comply with other Indiana laws that affect municipal corporations?
- 13-003 Does your library comply with all federal laws affecting employment practice?
- 13-004 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?
- 13-005 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?

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Compliance with Standards for Public Libraries
Board and Director

- 13-006   Do the library board and the director maintain separate functions?
- 13-007   Is the board responsible for governance and policy?
- 13-008   Is the director responsible for administration, operation and management of the library?
- 13-009   Does the director work full-time?
- 13-010   Does the director have the required certification under 590 IAC 5?

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Compliance with Standards for Public Libraries
Plans and Policies

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

- 13-011   A schedule of classification of employees
- 13-012   An annual schedule of salaries
- 13-013   A proposed library budget

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Compliance with Standards for Public Libraries
Personnel Policies

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

- 13-014   Recruitment?   Y/N
- 13-015   Selection?   Y/N
- 13-016   Appointments?   Y/N
- 13-017   Personnel actions?   Y/N
- 13-018   Salary administration? Y/N
- 13-019   Employee benefits?   Y/N
- 13-020   Conditions of work?   Y/N
- 13-021   Leaves?   Y/N

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Compliance with Standards for Public Libraries
Bylaws

- 13-022 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?
- 13-023 Does the library have current, written bylaws that state its purpose and its operational procedures?
- 13-024 Do the library bylaws specifically state rules governing conflicts of interest issues?
- 13-025 Do the library bylaws specifically state rules governing nepotism?
- 13-026 Have the bylaws been reviewed by the board in the last three years?
- 13-027 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?

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Compliance with Standards for Public Libraries

- 13-28 Does your library have a written collection development plan?
- 13-029 Does your library have a written circulation policy detailing the principles of access for all library materials and service?
- 13-030 Does your library provide support for continuing education for staff and trustees?

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Compliance with Standards for Public Libraries
Long-Range Plan

- 13-031 Does the library have a written long-range plan of service?
- 13-032 What year did your current long-range plan begin?
- 13-033 What year does your current long-range plan end?
- 13-034 Has your long-range plan been reviewed and updated in the last three to five years, depending upon the length of your plan?
- 13-035 Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?

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Compliance with Standards for Public Libraries
Long-Range Plan

Does your long-range plan include:
- 13-036 …a statement of community needs and goals?
- 13-037 …measurable objectives and service in response to the community's needs and goals?
- 13-038 …an assessment of facilities, services, technology, and operations?
- 13-039 …an ongoing evaluation process?
- 13-040 …a plan for financial resources and sustainability?
- 13-041 …an equipment replacement schedule?
- 13-042 …a professional development strategy?
- 13-043 …a statement of collaboration with other public libraries
- 13-044 …a statement of collaboration with other community partners

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Compliance with Standards for Public Libraries
Resource sharing

- 13-045 Does your library provide interlibrary loan free of charge to other libraries within Indiana?
- 13-046 Does your library provide interlibrary loan free of charge to your users?
- 13-047 Does your library lend materials via a statewide reciprocal borrowing program?
- 13-048 Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?
- 13-049 If the answer to 13-053 is YES, please list libraries with which you have local reciprocal borrowing agreements. 🖉
- 13-050 Does your library lend materials using the OCLC resource sharing system?
- 13-051 Is your library a member of Evergreen Indiana?
- 13-052 How many days per week does your library receive InfoExpress courier service?

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Compliance with Standards for Public Libraries

Does the library provide **adult** services, including:
- 13-053 Reference services, including knowledge of and access to reference materials, including INSPIRE?
- 13-054 A collection of materials for adults?
- 13-055 A space designated for adults in each fixed location?

(Repeat for **young adult** and **children's** services.)

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Compliance with Standards for Public Libraries
Public Access

- 13-062 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/or enhanced media?
- 13-063 Does the library provide computers for the free use of all persons, regardless of residency?
- 13-064 Does your library provide a means for the public to print and make copies at each location?

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Compliance with Standards for Public Libraries
Website

Does your library's website include:
- 13-065 Current hours of operation?
- 13-066 A physical address (or addresses) for your library?
- 13-067 A map for each fixed location?
- 13-068 A telephone number?
- 13-069 An email address or other means of electronic contact?
- 13-070 A link to INSPIRE.in.gov?

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Compliance with Standards for Public Libraries
Website

Does your library's website include:
- 13-071 Publicly posted policies, including, but not limited to, circulation, fees, and internet use?
  - 13-071a Has your internet policy been reviewed by the board in the last year?
- 13-072 A link to the library's online public access catalog?
- 13-073 A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?

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Statement of Intent to Comply with Standards

Part 14

Please explain any NO answers given in Part 13

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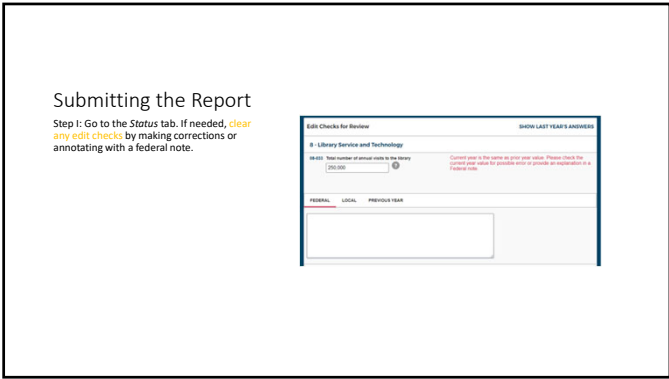## Supplemental Questions

Part 15

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Supplemental Questions

- 15-001   Did your library face a materials challenge (in which a formal request for reconsideration was submitted) in the last year?
- 15-002   Did the library offer "Take and Make" activities in 2022?
  - 15-002a   Number of "Take and Make" activities distributed? (Optional)
- 15-003 What's something your library did in the past year that you're proud of?

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Submitting the Report

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Submitting the Report

Step I: Go to the *Status* tab. If needed, clear any edit checks by making corrections or annotating with a federal note.

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Submitting the Report

Step 2: Go to the *Status* tab OR the *Submit Survey* tab and click the green button.

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Certification and Signature Page

- No verification page/pop-up
- Board director MUST sign
- Email preferred.

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Questions?

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