Indiana Public Library Annual Report 2013

1 - General Information

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please provide the most current information available.

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+4	_____
01-010	Is your mailing address the same as the address listed above?	_____
01-011	Mailing Address	_____
01-012	Mailing City	_____
01-013	Mailing ZIP+4	_____
01-014	Congressional District #	_____
01-015	**Phone**	_____
01-016	FAX	_____
01-017	**Does your library have an answering machine, voice mail or other similar technology?**	_____
01-018	**Library URL**	_____
01-019	**Public Library E-Mail Address, or a means of electronic contact listed on the library's website**	_____

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	What is the square footage of the central building?	_____
01-023	**Click here to complete Central Library daily hours.**	

Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at http://www.in.gov/library/pldirectory.htm and updated as you notify us.

01-038	**Total open hours for Central Library during a typical week**	_____
01-039	**Total number of hours Central Library is open after 6:00 p.m. per week**	_____
01-040	**Total number of hours per week Central Library is open on Saturday**	_____
01-041	**Total number of hours per week Central Library is open on Sunday**	_____
01-042	**Total Central Library Hours Open per Year**	_____

Internet Access

01-043	**Does the library have Internet Access**	_____
01-044	What type of Internet Access is available in the Central Building?	_____
01-045	**Specify the speed of Internet Access in the Central Building**	_____

Branch Information

01-200	Total Number of Branches *(If this answer = 0, skip Questions 01-200 through 01-237)*	_____

Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-200a	Branch Name	_____
01-201a	Branch Street Address	_____
01-202a	Branch City	_____
01-203a	Branch County	_____
01-204a	Branch Zip+4	_____
01-205a	Is your mailing address the same as the address listed above	_____
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	_____
01-212a	**Number of Weeks per Year Individual Branch is Open**	_____
01-213a	Monday opening time	_____
01-214a	Monday closing time	_____
01-215a	Tuesday opening time	_____
01-216a	Tuesday closing time	_____
01-217a	Wednesday opening time	_____
01-218a	Wednesday closing time	_____
01-219a	Thursday opening time	_____
01-220a	Thursday closing time	_____
01-221a	Friday opening time	_____
01-222a	Friday closing time	_____
01-223a	Saturday opening time	_____
01-224a	Saturday closing time	_____
01-225a	Sunday opening time	_____
01-226a	Sunday closing time	_____
01-227a	Total open hours for Branch Library during a typical week.	_____
01-228a	Does the Branch library have Internet access?	_____
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	_____

Bookmobile Information

01-300	Total Number of Bookmobiles *(If this answer = 0, skip Questions 01-301a through 01-315a)*	_____

Individual Bookmobile Information

01-301a	Bookmobile Name	_____

01-302a	Street Address	_____
01-303a	City	_____
01-304a	County	_____
01-305a	Zip+4	_____
01-306a	Is your mailing address the same as the address listed above?	_____
01-307a	Mail Address	_____
01-308a	Phone	_____
01-309a	Fax	_____
01-310a	Total number of hours Bookmobile is open during a typical 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	_____
01-500	**Total System Public Service Hours per Year**	_____

2 - Registrations
Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

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 that the Library Board adopted this fee	_____
02-011	**Does your library purge or mark inactive patron files at least every three years?**	_____

3 - Libraries & Political Subdivisions
Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

2010 Census figures are used for all calculations

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	BIRF/Lease Rental Tax Rate	_____
03-006	LCPF Tax Rate	_____
03-007	Did your library roll the LCPF into the operating tax rate?	_____
03-008	Name for additional county	_____
03-009	Total Assessed Valuation for additional county	_____
03-010	Operating Tax Rate for additional ounty	_____
03-011	BIRF/Lease Rental Tax Rate	_____
03-012	LCPF Tax Rate	_____

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)	_____
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)	_____

4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

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	_____
	State Government Operating Fund Income	
04-009	Financial Institutions Tax (FIT)	_____
04-010	License Vehicle Excise Tax	_____
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	_____
	Federal Government Operating Fund Income	
04-015	LSTA Grants	_____
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	_____

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	_____

5 - Expenditure Data
Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Operating Fund 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	_____
05-006	Total Supplies	_____

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	_____

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, electronic reading and electronic media devices DO NOT REPORT in Q05-021**	_____

Operating Fund Expenditure Data

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

Non-Operating Fund Library Materials Expenditure Data

05-028	**Books (Include Book Lease)**	_____
05-029	**Periodicals and Newspapers**	_____
05-030	**Nonprinted (Physical) Materials, Microforms & AV, not Electronic**	_____
05-031	**Ebook and Electronic database licensing/purchase/lease expenditures**	_____
05-032	**Electronic Physical Format, including Playaways and Ebook readers**	_____
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 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**	_____
05-041	**Total Operating Fund Expenditures**	_____
05-042	Other Operating Expenditures	_____
05-043	Total Operating Expenditures	_____
05-044	Total Capital Fund Expenditures	_____

Non-Resident Fee Standard

05-045	**Total Collection Expenditures**	_____
05-046	Total Operating Expenditures per capita (=SUM(Q05-041/Q03-013). Expressed in dollars/cents $____.__	_____
05-047	**Difference between OE per capita minus Non-Resident fee (=SUM(Q05-046-Q02-009)).**	_____
05-047a	**Does your library's non-resident fee meet the standard?**	_____

Collection Development Standard

05-048	**Collection Development Expenditure as a percentage of Operating Expenditure**	_____

6 - Capital Revenue

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

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 | _____ |

7 - Employment Data
Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

ALA-MLS Librarians

07-001	Total Number of ALL Librarians with an ALA-MLS	_____
07-002	Total number of paid hours per week for all ALA-MLS Librarians	_____
07-003	FTE for ALL Librarians with an ALA-MLS	_____

ALL Librarians

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	_____

ALL 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	_____
07-010	Total number of all paid staff	_____
07-011	Total number of paid hours 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.	_____

8 - Library Service and Technology
Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Interlibrary Loans

| 08-001 | Total number of interlibrary loan materials provided to other libraries | _____ |
| 08-002 | Total number of interlibrary loan materials received from other libraries | _____ |

Children's (0 - 11 years) Library Programs

| 08-003 | **Number of Children's (0 - 11 years) Programs held in the library** | _____ |
| 08-004 | **Number of Children's (0 - 11 years) Programs held outside of the library** | _____ |

Young Adult (12 - 18 years) Library Programs

| 08-005 | **Number of Young Adult (12 - 18 yrs) Programs held in the library** | _____ |
| 08-006 | **Number of Young Adult (12 - 18 yrs) Programs held outside of the library** | _____ |

Adult (18+ years) Library Programs

| 08-007 | **Number of Adult (18+ yrs) Programs held in the library** | _____ |
| 08-008 | **Number of Adult (18+ yrs) Programs held outside of the library** | _____ |

General (All Ages) Library Programs

08-009	Number of General (All ages) Programs held in the library	_____
08-010	Number of General (All ages) Programs held outside of the library	_____
08-011	Total Number of Non-Library Sponsored Programs	_____
08-012	**Total Number of All Library-Sponsored Programs**	_____

Attendance at Children's (0 - 11 years) Programs

08-013	Attendance at Children's (0 - 11 years) Programs held in the library	_____
08-014	Attendance at Children's (0 - 11 years) Programs held outside of the library	_____

Attendance at Young Adult (12 - 18 yrs) Programs

08-015	Attendance at Young Adult (12 - 18 yrs) Programs held in the library	_____
08-016	Attendance at Young Adult (12 - 18 yrs) Programs held outside of the library	_____

Attendance at Adult (18+ yrs) Programs

08-017	Attendance at Adult (18+ yrs) Programs held in the library	_____
08-018	Attendance at Adult (18+ yrs) Programs held outside of the library	_____

Attendance at General (All ages) Programs

08-019	Attendance at General (All ages) Programs held in the library	_____
08-020	Attendance at General (All ages) Programs held outside of the library	_____

Attendance Totals

08-021	Total Attendance at Non-Library Sponsored Programs	_____
08-022	**Total Children's Program Attendance**	_____
08-023	**Total Young Adult Program Attendance**	_____
08-024	**Total Program Attendance at Library-Sponsored Programs**	_____

Summer Reading Program for Children

08-025	**How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?**	_____
08-026	Total number of annual visits in the library	_____
08-027	**Total number of reference transactions per year**	_____

Electronic Services

08-028	**Number of State Licensed Databases (INSPIRE databases)**	_____
08-029	**Number of Local and Other (Not INSPIRE) Licensed Databases**	_____
08-030	**Name(s) of Public Use/Commercial Databases to which the Library subscribes**	_____
08-031	**Total number of licensed databases**	_____

Public Computers

08-032	Number of Public Internet Computers uses per year	_____
08-033	Number of Wireless hubs located in the central building?	_____
08-034	Total number of wireless hubs, system-wide	_____
08-035	Number of wireless Internet uses per year	_____
08-036	**Number of Internet connected public computers system-wide**	_____
08-037	**Number of Scanners available for the public, system-wide**	_____
08-038	**Number of Internet connected Staff computers, connected to a printer**	_____

Library System Automation

08-039	Does your library have an automated bookkeeping system?	_____
08-040	Name of bookkeeping system	_____

| 08-041 | **Name of Integrated Library System** | _____ |
| 08-042 | **Is the library catalog available online?** | _____ |

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09-001	Total Circulation of All Materials	_____
09-002	Circulation of All Children's Materials	_____
09-003	Circulation of Electronic Materials	_____
09-004	Total In-house Usage of Materials	_____
09-005	Number of Book Reading or Music Playing Devices cirulated annually	_____

<u>Selected Holdings</u>

09-007	**Books**	_____
09-008	Electronic books (E-books)	_____
09-009	**Video Materials - Physical Units**	_____
09-010	**Video Materials - Downloadable Titles**	_____
09-011	**Audio Materials - Physical Units**	_____
09-012	**Audio Materials - Downloadable Titles**	_____
09-013	Electronic (Physical) Format	_____
09-014	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	_____
09-015	Current Serial Subscriptions	_____
09-016	Does the library belong to an Ebook consortium?	_____
09-017	Name of Ebook Consortium	_____
09-018	Total number of titles available in Consortium	_____

10 - Library Board

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

10-0001	Position: President	_____
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 Term Expires	_____
10-0011	Number of Consecutive Terms	_____
10-0012	Date Initially Appointed	_____
10-0101	Position: Vice President	_____
10-0102	First Name	_____
10-0103	Middle Initial/Name	_____

10-0104	Last Name	_____
10-0105	Home Address	_____
10-0106	City	_____
10-0107	Zip Code	_____
10-0108	E-mail address	_____
10-0109	Appointing Authority	_____
10-0110	Date Term Expires	_____
10-0111	Number of Consecutive Terms	_____
10-0112	Date Initially Appointed	_____
10-0201	Position: Secretary	_____
10-0202	First Name	_____
10-0203	Middle Initial/Name	_____
10-0204	Last Name	_____
10-0205	Home address	_____
10-0206	City	_____
10-0207	Zip Code	_____
10-0208	E-mail address	_____
10-0209	Appointing Authority	_____
10-0210	Date Term Expires	_____
10-0211	Number of Consecutive Terms	_____
10-0212	Date Initially Appointed	_____
10-0301	Position: Treasurer	_____
10-0302	First Name	_____
10-0303	Middle Initial/Name	_____
10-0304	Last Name	_____
10-0305	Home address	_____
10-0306	City	_____
10-0307	Zip Code	_____
10-0308	E-mail address	_____
10-0309	Appointing Authority	_____
10-0310	Date Term Expires	_____
10-0311	Number of Consecutive Terms	_____
10-0312	Date Initially Appointed	_____
10-0401	Position: Treasurer / Employee	_____
10-0402	First Name	_____
10-0403	Middle Initial/Name	_____
10-0404	Last Name	_____
10-0405	Home address	_____
10-0406	City	_____
10-0407	Zip Code	_____
10-0408	E-mail address	_____
10-0409	Appointing Authority	_____
10-0410	Date Term Expires	_____
10-0411	Number of Consecutive Terms	_____
10-0412	Date Initially Appointed	_____
10-0501	Position: Member	_____
10-0502	First Name	_____

10-0503	Middle Initial/Name	_____
10-0504	Last Name	_____
10-0505	Home address	_____
10-0506	City	_____
10-0507	Zip Code	_____
10-0508	E-mail address	_____
10-0509	Appointing Authority	_____
10-0510	Date Term Expires	_____
10-0511	Number of Consecutive Terms	_____
10-0512	Date Initially Appointed	_____
10-0601	Position: Member	_____
10-0602	First Name	_____
10-0603	Middle Initial/Name	_____
10-0604	Last Name	_____
10-0605	Home address	_____
10-0606	City	_____
10-0607	Zip Code	_____
10-0608	E-mail address	_____
10-0609	Appointing Authority	_____
10-0610	Date Term Expires	_____
10-0611	Number of Consecutive Terms	_____
10-0612	Date Initially Appointed	_____
10-0701	Position: Member	_____
10-0702	First Name	_____
10-0703	Middle Initial/Name	_____
10-0704	Last Name	_____
10-0705	Home address	_____
10-0706	City	_____
10-0707	Zip Code	_____
10-0708	E-mail address	_____
10-0709	Appointing Authority	_____
10-0710	Date Term Expires	_____
10-0711	Number of Consecutive Terms	_____
10-0712	Date Initially Appointed	_____
10-0801	Position: Member	_____
10-0802	First Name	_____
10-0803	Middle Initial/Name	_____
10-0804	Last Name	_____
10-0805	Home address	_____
10-0806	City	_____
10-0807	Zip Code	_____
10-0808	E-mail address	_____
10-0809	Appointing Authority	_____
10-0810	Date Term Expires	_____
10-0811	Number of Consecutive Terms	_____
10-0812	Date Initially Appointed	_____
10-0901	Position: Member	_____

10-0902	First Name	_____
10-0903	Middle Initial/Name	_____
10-0904	Last Name	_____
10-0905	Home address	_____
10-0906	City	_____
10-0907	Zip Code	_____
10-0908	E-mail address	_____
10-0909	Appointing Authority	_____
10-0910	Date Term Expires	_____
10-0911	Number of Consecutive Terms	_____
10-0912	Date Initially Appointed	_____
10-1001	Position: Member	_____
10-1002	First Name	_____
10-1003	Middle Initial/Name	_____
10-1004	Last Name	_____
10-1005	Home address	_____
10-1006	City	_____
10-1007	Zip Code	_____
10-1008	E-mail address	_____
10-1009	Appointing Authority	_____
10-1010	Date Term Expires	_____
10-1011	Number of Consecutive Terms	_____
10-1012	Date Initially Appointed	_____
10-1101	Position: Member	_____
10-1102	First Name	_____
10-1103	Middle Initial/Name	_____
10-1104	Last Name	_____
10-1105	Home address	_____
10-1106	City	_____
10-1107	Zip Code	_____
10-1108	E-mail address	_____
10-1109	Appointing Authority	_____
10-1110	Date Term Expires	_____
10-1111	Number of Consecutive Terms	_____
10-1112	Date Initially Appointed	_____
10-1201	Position: Member	_____
10-1202	First Name	_____
10-1203	Middle Initial/Name	_____
10-1204	Last Name	_____
10-1205	Home address	_____
10-1206	City	_____
10-1207	Zip Code	_____
10-1208	E-mail address	_____
10-1209	Appointing Authority	_____
10-1210	Date Term Expires	_____
10-1211	Number of Consecutive Terms	_____
10-1212	Date Initially Appointed	_____

| 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? | _____ |

11 - Salary Section
Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

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 for the library Director?	_____
11-004	Job Title - Assistant or Associate Director	_____
11-005	Certification Level	_____
11-006	Minimum Hourly Wage	_____
11-007	Maximum Hourly Wage	_____
11-008	Job Title - Department Head, Manager or Supervisor	_____
11-009	Certification Level	_____
11-010	Mininum Hourly Wage	_____
11-011	Maximum Hourly Wage	_____
11-012	Job Title - Branch Head	_____
11-013	Certification Level	_____
11-014	Minimum Hourly Wage	_____
11-015	Maximum Hourly Wage	_____
11-016	Job Title - Administrative Assistant	_____
11-017	Certification Level	_____
11-018	Minimum Hourly Wage	_____
11-019	Maximum Hourly Wage	_____
11-020	Job Title - Automation, Network or System Manager	_____
11-021	Certification Level	_____
11-022	Minimum Hourly Wage	_____
11-023	Maximum Hourly Wage	_____
11-024	Job Title - Business Manager	_____
11-025	Certification Level	_____
11-026	Minimum Hourly Wage	_____
11-027	Maximum Hourly Wage	_____
11-028	Job Title - Cataloging or Technical Services Librarian	_____
11-029	Certification Level	_____
11-030	Minimum Hourly Wage	_____
11-031	Maximum Hourly Wage	_____
11-032	Job Title - Children's Librarian	_____
11-033	Certification Level	_____
11-034	Minimum Hourly Wage	_____
11-035	Maximum Hourly Wage	_____
11-036	Job Title - General Reference or Adult Librarian	_____
11-037	Certification Level	_____
11-038	Minimum Hourly Wage	_____

11-039	Maximum Hourly Wage	_____
11-040	Job title - Young Adult Librarian	_____
11-041	Certification Level	_____
11-042	Minimum Hourly Wage	_____
11-043	Maximum Hourly Wage	_____
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	_____
11-045	Certification Level	_____
11-046	Minimum Hourly Wage	_____
11-047	Maximum Hourly Wage	_____
11-048	Job Title - Genealogy Reference Service	_____
11-049	Certification Level	_____
11-050	Minimum Hourly Wage	_____
11-051	Maximum Hourly Wage	_____
11-052	Job Title - Audio Visual Librarian	_____
11-053	Certification Level	_____
11-054	Minimum Hourly Wage	_____
11-055	Maximum Hourly Wage	_____
11-056	Job Title - Specialist (Professional)	_____
11-057	Certification Level	_____
11-058	Minimum Hourly Wage	_____
11-059	Maximum Hourly Wage	_____
11-060	Job Title - Library Assistant	_____
11-061	Certification Level	_____
11-062	Minimum Hourly Wage	_____
11-063	Maximum Hourly Wage	_____
11-064	Job Title - Bookkeeper or Treasurer	_____
11-065	Certification Level	_____
11-066	Minimum Hourly Wage	_____
11-067	Maximum Hourly Wage	_____
11-068	Job Title - Secretary or Receptionist	_____
11-069	Certification Level	_____
11-070	Minimum Hourly Wage	_____
11-071	Maximum Hourly Wage	_____
11-072	Job Title - Library Technician (including computer)	_____
11-073	Certification Level	_____
11-074	Minimum Hourly Level	_____
11-075	Maximum Hourly Level	_____
11-076	Job Title - Clerical or Aide	_____
11-077	Certification Level	_____
11-078	Minimum Hourly Wage	_____
11-079	Maximum Hourly Wage	_____
11-080	Job Title - Maintenance, Custodian, Janitor, or House-keeper	_____
11-081	Certification Level	_____
11-082	Minimum Hourly Wage	_____
11-083	Maximum Hourly Wage	_____

11-084	Job Title - Security	_____
11-085	Certification Level	_____
11-086	Minimum Hourly Wage	_____
11-087	Maximum Hourly Wage	_____
11-088	Job Title - Bookmobile Driver	_____
11-089	Certification Level	_____
11-090	Minimum Hourly Wage	_____
11-091	Maximum Hourly Wage	_____
11-092	Job Title - Messenger/Courier	_____
11-093	Certification Level	_____
11-094	Minimum Hourly Wage	_____
11-095	Maximum Hourly Wage	_____
11-096	Job Title - Page, Intern or Student Assistant	_____
11-097	Certification Level	_____
11-098	Minimum Hourly Wage	_____
11-099	Maximum Hourly Wage	_____
11-100	Job Title - Temporary Substitute	_____
11-101	Certification Level	_____
11-102	Minimum Hourly Wage	_____
11-103	Maximum Hourly Wage	_____
11-104	Job Title - Interlibrary Loan	_____
11-105	Certification Level	_____
11-106	Minimum Hourly Wage	_____
11-107	Maximum Hourly Wage	_____
11-108	Job Title - Other	_____
11-109	Specify Other Job Title	_____
11-110	Certification Level	_____
11-111	Minimum Hourly Wage	_____
11-112	Maximum Hourly Wage	_____
11-113	Job Title - Other	_____
11-114	Specify Other Job Title	_____
11-115	Certification Level	_____
11-116	Minimum Hourly Wage	_____
11-117	Maximum Hourly Wage	_____

Employee Fringe Benefit Information - Full-time Employees

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	_____
11-509	Paid Time off for Continuing Education	_____
11-510	Reimbursement for Continuing Education	_____
11-511	Other1 (specify)	_____

| 11-512 | Other2 (specify) | _____ |

Employee Fringe Benefit Information - Part-time Employees

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	_____
11-521	Paid Time off for Continuing Education	_____
11-522	Reimbursement for Continuing Education	_____
11-523	Other1 (specify)	_____
11-524	Other2 (specify)	_____

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)	_____

Paid days off per year - Part-Time Librarian

11-531	Number of Vacation Days	_____
11-532	Number of Sick Days	_____
11-533	Number of Personal Days	_____
11-534	Holidays	_____
11-535	Funeral/Bereavement	_____
11-536	Other Days	_____

Paid days off per year - Full-Time Support Staff

11-537	Number of Vacation Days	_____
11-538	Number of Sick Days	_____
11-539	Number of Personal Days	_____
11-540	Holidays	_____
11-541	Funeral/Bereavement	_____
11-542	Other Days	_____

Paid days off per year - Part-Time Support Staff

11-543	Number of Vacation Days	_____
11-544	Number of Sick Days	_____
11-545	Number of Personal Days	_____
11-546	Holidays	_____
11-547	Funeral/Bereavement	_____
11-548	Other Days	_____

12 - PLAC Loans
Questions relating to standards are in bolded blue font

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library

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	_____
12-006	Allen County Public Library	_____
12-007	Anderson Public Library	_____
12-008	Andrews-Dallas Township Public Library	_____
12-009	Argos Public Library	_____
12-010	Attica Public Library	_____
12-011	Aurora Public Library District	_____
12-012	Avon-Washington Township Public Library	_____
12-013	Bartholomew County Public Library	_____
12-014	Barton Rees Pogue Memorial Public Library	_____
12-015	Batesville Memorial Public Library	_____
12-016	Bedford Public Library	_____
12-017	Beech Grove Public Library	_____
12-018	Bell Memorial Public Library	_____
12-019	Benton County Public Library	_____
12-020	Berne Public Library	_____
12-021	Bicknell-Vigo Township Public Library	_____
12-022	Bloomfield-Eastern Greene County Public Library	_____
12-023	Boonville-Warrick County Public Library	_____
12-024	Boswell-Grant Township Public Library	_____
12-025	Bourbon Public Library	_____
12-026	Brazil Public Library	_____
12-027	Bremen Public Library	_____
12-028	Bristol-Washington Township Public Library	_____
12-029	Brook-Iroquois-Washington Township Public Library	_____
12-030	Brookston-Prairie Township Public Library	_____
12-031	Brown County Public Library	_____
12-032	Brownsburg Public Library	_____
12-033	Brownstown Public Library	_____
12-034	Butler Public Library	_____
12-035	Cambridge City Public Library	_____
12-036	Camden-Jackson Township Public Library	_____
12-037	Carmel Clay Public Library	_____
12-038	Carnegie Public Library Of Steuben County	_____
12-039	Centerville-Center Township Public Library	_____
12-040	Charlestown Clark County Public Library	_____
12-041	Churubusco Public Library	_____
12-042	Clayton-Liberty Township Public Library	_____

12-043	Clinton Public Library	_____
12-044	Coatesville-Clay Township Public Library	_____
12-045	Colfax-Perry Township Public Library	_____
12-046	Converse-Jackson Township Public Library	_____
12-047	Covington-Veedersburg Public Library	_____
12-048	Crawford County Public Library	_____
12-049	Crawfordsville District Public Library	_____
12-050	Crown Point Community Public Library	_____
12-051	Culver-Union Township Public Library	_____
12-052	Danville-Center Township Public Library	_____
12-053	Darlington Public Library	_____
12-054	Delphi Public Library	_____
12-055	Dublin Public Library	_____
12-056	Dunkirk Public Library	_____
12-057	Earl Park Public Library	_____
12-058	East Chicago Public Library	_____
12-059	Eckhart Public Library	_____
12-060	Edinburgh Wright-Hageman Public Library	_____
12-061	Elkhart Public Library	_____
12-062	Evansville-Vanderburgh Public Library	_____
12-063	Fairmount Public Library	_____
12-064	Farmland Public Library	_____
12-065	Fayette County Public Library	_____
12-066	Flora-Monroe Township Public Library	_____
12-067	Fort Branch-Johnson Township Public Library	_____
12-068	Fortville-Vernon Township Public Library	_____
12-069	Francesville-Salem Township Public Library	_____
12-070	Frankfort Community-Clinton County Contractual Public Library	_____
12-071	Franklin County Public Library District	_____
12-072	Fremont Public Library	_____
12-073	Fulton County Public Library	_____
12-074	Garrett Public Library	_____
12-075	Gary Public Library	_____
12-076	Gas City-Mill Township Public Library	_____
12-077	Goodland & Grant Township Public Library	_____
12-078	Goshen Public Library	_____
12-079	Greensburg-Decatur County Contractual Public Library	_____
12-080	Greentown & Eastern Howard School Public Library	_____
12-081	Greenwood Public Library	_____
12-082	Hagerstown-Jefferson Township Public Library	_____
12-083	Hamilton East Public Library	_____
12-084	Hamilton North Public Library	_____
12-085	Hammond Public Library	_____
12-086	Hancock County Public Library	_____
12-087	Harrison County Public Library	_____
12-088	Hartford City Public Library	_____
12-089	Henry Henley Public Library IN0165	_____
12-090	Huntingburg Public Library	_____

12-091	Huntington City-Township Public Library	_____
12-092	Hussey-Mayfield Memorial Public Library	_____
12-093	Indianapolis-Marion County Public Library	_____
12-094	Jackson County Public Library	_____
12-095	Jasonville Public Library	_____
12-096	Jasper County Public Library	_____
12-097	Jasper-Dubois County Contractual Public Library	_____
12-098	Jay County Public Library	_____
12-099	Jefferson County Public Library	_____
12-100	Jeffersonville Township Public Library	_____
12-101	Jennings County Public Library	_____
12-102	Johnson County Public Library	_____
12-103	Jonesboro Public Library	_____
12-104	Joyce Public Library	_____
12-105	Kendallville Public Library	_____
12-106	Kentland-Jefferson Township Public Library	_____
12-107	Kewanna-Union Township Public Library	_____
12-108	Kingman-Millcreek Public Library	_____
12-109	Kirklin Public Library	_____
12-110	Knightstown Public Library	_____
12-111	Knox County Public Library	_____
12-112	Kokomo-Howard County Public Library	_____
12-113	La Crosse Public Library	_____
12-114	La Grange County Public Library	_____
12-115	La Porte County Public Library	_____
12-116	Ladoga-Clark Township Public Library	_____
12-117	Lake County Public Library	_____
12-118	Lawrenceburg Public Library	_____
12-119	Lebanon Public Library	_____
12-120	Ligonier Public Library	_____
12-121	Lincoln Heritage Public Library	_____
12-122	Linden Carnegie Public Library	_____
12-123	Linton Public Library	_____
12-124	Logansport-Cass County Public Library	_____
12-125	Loogootee Public Library	_____
12-126	Lowell Public Library	_____
12-127	Marion Public Library	_____
12-128	Matthews Public Library	_____
12-129	Melton Public Library	_____
12-130	Michigan City Public Library	_____
12-131	Middlebury Community Public Library	_____
12-132	Middletown Fall Creek Township Public Library	_____
12-133	Milford Public Library	_____
12-134	Mishawaka-Penn_Harris Public Library	_____
12-135	Mitchell Community Public Library	_____
12-136	Monon Town & Township Public Library	_____
12-137	Monroe County Public Library	_____
12-138	Monterey-Tippecanoe Township Public Library	_____

12-139	Montezuma Public Library	_____
12-140	Monticello-Union Township Public Library	_____
12-141	Montpelier-Harrison Township Public Library	_____
12-142	Mooresville Public Library	_____
12-143	Morgan County Public Library	_____
12-144	Morrisson Reeves Library	_____
12-145	Muncie-Center Township Public Library	_____
12-146	Nappanee Public Library	_____
12-147	New Albany-Floyd County Public Library	_____
12-148	New Carlisle & Olive Township Public Library	_____
12-149	New Castle-Henry County Public Library	_____
12-150	New Harmony Workingmen's Institute	_____
12-151	Newton County Public Library	_____
12-152	Noble County Public Library	_____
12-153	North Judson-Wayne Township Public Library	_____
12-154	North Madison County Public Library System	_____
12-155	North Manchester Public Library	_____
12-156	North Webster Community Public Library	_____
12-157	Oakland City-Columbia Township Public Library	_____
12-158	Odon Winkelpleck Public Library	_____
12-159	Ohio County Public Library	_____
12-160	Ohio Township Public Library System	_____
12-161	Orleans Town & Township Public Library	_____
12-162	Osgood Public Library	_____
12-163	Otterbein Public Library	_____
12-164	Owen County Public Library	_____
12-165	Owensville Carnegie Public Library	_____
12-166	Oxford Public Library	_____
12-167	Paoli Public Library	_____
12-168	Peabody Public Library	_____
12-169	Pendleton Community Public Library	_____
12-170	Penn Township Public Library	_____
12-171	Perry County Public Library	_____
12-172	Peru Public Library	_____
12-173	Pierceton & Washington Township Public Library	_____
12-174	Pike County Public Library	_____
12-175	Plainfield-Guilford Township Public Library	_____
12-176	Plymouth Public Library	_____
12-177	Porter County Public Library System	_____
12-178	Poseyville Carnegie Public Library	_____
12-179	Princeton Public Library	_____
12-180	Pulaski County Public Library	_____
12-181	Putnam County Public Library	_____
12-182	Remington-Carpenter Township Public Library	_____
12-183	Ridgeville Public Library	_____
12-184	Roachdale-Franklin Township Public Library	_____
12-185	Roann Paw-Paw Township Public Library	_____
12-186	Roanoke Public Library	_____

12-187	Rockville Public Library	_____
12-188	Royal Center-Boone Township Public Library	_____
12-189	Rushville Public Library	_____
12-190	Salem-Washington Township Public Library	_____
12-191	Scott County Public Library	_____
12-192	Shelby County Public Library	_____
12-193	Sheridan Public Library	_____
12-194	Shoals Public Library	_____
12-195	South Whitley-Cleveland Township Public Library	_____
12-196	Speedway Public Library	_____
12-197	Spencer County Public Library	_____
12-198	Spiceland Town-Township Public Library	_____
12-199	St. Joseph County Public Library	_____
12-200	Starke County Public Library System	_____
12-201	Sullivan County Public Library	_____
12-202	Swayzee Public Library	_____
12-203	Switzerland County Public Library	_____
12-204	Syracuse-Turkey Creek Township Public Library	_____
12-205	Thorntown Public Library	_____
12-206	Tippecanoe County Public Library	_____
12-207	Tipton County Public Library	_____
12-208	Tyson Library Association, Inc	_____
12-209	Union City Public Library	_____
12-210	Union County Public Library	_____
12-211	Van Buren Public Library	_____
12-212	Vermillion County Public Library	_____
12-213	Vigo County Public Library	_____
12-214	Wabash Carnegie Public Library	_____
12-215	Wakarusa-Olive & Harrison Township Public Library	_____
12-216	Walkerton-Lincoln Township Public Library	_____
12-217	Walton & Tipton Township Public Library	_____
12-218	Wanatah Public Library	_____
12-219	Warren Public Library	_____
12-220	Warsaw Community Public Library	_____
12-221	Washington Carnegie Public Library	_____
12-222	Washington Township Public Library	_____
12-223	Waterloo-Grant Township Public Library	_____
12-224	Waveland-Brown Township Public Library	_____
12-225	Wells County Public Library	_____
12-226	West Lafayette Public Library	_____
12-227	West Lebanon-Pike Township Public Library	_____
12-228	Westchester Public Library	_____
12-229	Westfield-Washington Public Library	_____
12-230	Westville-New Durham Township Public Library	_____
12-231	Whiting Public Library	_____
12-232	Willard Library of Evansville	_____
12-233	Williamsport-Washington Township Public Library	_____
12-234	Winchester Community Public Library	_____

12-235	Wolcott Community Public Library	_____
12-236	Worthington Jefferson Township Public Library	_____
12-237	York Township Public Library	_____
12-238	Yorktown Public Library	_____
12-239	**TOTAL PLAC Loans**	_____

13 - Compliance with Standards for Public Lib
Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

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?**	_____
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? (Check https://mylicense.in.gov/EVerification/Search.aspx if any question occurs)**	_____

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

13-011	**An annual classification of employees**	_____
13-012	**Schedules of salaries**	_____
13-013	**A proposed library budget**	_____
13-014	**Library policies**	_____

Employment Policies

Has the library board adopted the written employment practices dealing with:

13-015	**Recruitment?**	_____
13-016	**Selection?**	_____
13-017	**Appointments?**	_____
13-018	**Personnel actions?**	_____
13-019	**Salary administration?**	_____

13-020	**Employee benefits?**	_____
13-021	**The conditions of work?**	_____
13-022	**Leaves?**	_____
13-023	**Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?**	_____
13-024	**Does the library have current, written bylaws that state its purpose and its operational procedures?**	_____
13-025	**Do the library bylaws specifically state rules governing conflicts of interest issues?**	_____
13-026	**Do the library bylaws specifically state rules governing nepotism?**	_____
13-027	**Have the bylaws been reviewed by the board in the last three (3) years?**	_____
13-028	**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?**	_____
13-029	**Does your library have a written collection development plan?**	_____
13-030	**Does your library have a written circulation policy detailing the principles of access for all library materials and service?**	_____
13-031	**Does your library provide support for continuing education for staff and trustees?**	_____

Long Range Plan

13-032	**Does the library have a written long-range plan of service?**	_____
13-033	**What year did your current long range plan begin?**	_____
13-034	**What year does your current long range plan end?**	_____
13-035	**Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?**	_____
13-036	**Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?**	_____
13-037	**Does your long-range plan include a statement of community needs and goals?**	_____
13-038	**Does your long-range plan include measurable objectives and service in response to the community's needs and goals?**	_____
13-039	**Does your long-range plan include an assessment of facilities, services, technology, and operations?**	_____
13-040	**Does your long-range plan include an ongoing annual evaluation process?**	_____
13-041	**Does your long-range plan include a plan for financial resources and sustainability?**	_____
13-042	**Does your long-range plan include a statement of collaboration with other public libraries?**	_____
13-043	**Does your long-range plan include a statement of collaboration with other community partners?**	_____

Technology Plan

13-044	**Does the library have a written technology plan?**	_____
13-045	**What year did your current technology plan begin?**	_____
13-046	**What year does your current technology plan end?**	_____
13-047	**Has your technology plan been updated in the last three (3) years?**	_____

13-048   **Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?** _____

Does your technology plan include:

13-049   **Realistic goals and strategies for using telecommunications and information technology?** _____

13-050   **A professional development strategy?** _____

13-051   **An assessment of telecommunication services, hardware, software, and other services needed?** _____

13-052   **An equipment replacement schedule?** _____

13-053   **A plan for financial resources and sustainability?** _____

13-054   **An ongoing annual evaluation process?** _____

13-055   **An automated, integrated library system (ILS) which conforms to a national cataloging standard?** _____

Resource Sharing

13-056   **Does your library provide interlibrary loan free of charge _to other libraries_ within Indiana?** _____

13-057   **Does the library lend materials via a statewide reciprocal borrowing program?** _____

13-058   **Does the library lend materials using the OCLC Resource Sharing system?** _____

13-059   **Is the library a member of Evergreen Indiana?** _____

13-060   **Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?** _____

13-061   **How many days per week does your library receive Info Express courier service?** _____

Does the library provide adult services, including:

13-062   **Programs and reference services offered by an appropriately certified librarian?** _____

13-063   **Access to reference materials, including INSPIRE?** _____

13-064   **A collection of materials for adults?** _____

13-065   **A space designated in the library for adult services?** _____

Does the library provide an _Enhanced_ level of service by providing:

13-066   ***One (1) or more staff, with appropriate certification**

          *Serving at least part time,

          *At each fixed location? _____

          [All conditions must apply]

Does the library provide an _Exceptional_ level of service by providing:

13-067   ***One (1) full-time staff member, or the equivalent**

          *With appropriate certification

          *At each fixed location? _____

          [All conditions must apply]

Does the library provide Young Adult services, including:

13-068   **Programs and reference services offered by an appropriately certified librarian?** _____

13-069   **Access to reference materials, including INSPIRE?** _____

| 13-070 | **A collection of materials for young adults?** | _____ |
| 13-071 | **A space designated in the library for young adult services.** | _____ |

Does the library provide an *Enhanced* level of service by providing:

13-072 ***One (1) or more staff, with appropriate certification**

      *Serving at least part time,

      *At each fixed location?   _____

      [All conditions must apply]

Does the library provide an *Exceptional* level of service by providing:

13-073 ***One (1) full-time staff member, or the equivalent**

      *With appropriate certification

      *At each fixed location?   _____

      [All conditions must apply]

Does the library provide Children's services, including:

13-074	**Programs and reference services offered by an appropriately certified librarian?**	_____
13-075	**A collection of materials for children?**	_____
13-076	**A space designated in the library for children's services?**	_____

Does the library provide an *Enhanced* level of service by providing:

13-077 ***One (1) or more staff, with appropriate certification**

      *Serving at least part time,

      *At each fixed location?   _____

      [All conditions must apply]

Does the library provide an *Exceptional* level of service by providing:

13-078 ***One (1) full-time staff member, or the equivalent**

      *With appropriate certification

      *At each fixed location?   _____

      [All conditions must apply]

<u>Public Access</u>

13-079	**Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and enhanced media?**	_____
13-080	**Does the library provide computers for the free use of all persons regardless of residency?**	_____
13-081	**Does your library provide a means for the public to make copies at each location?**	_____

<u>Webpage</u>

| 13-082 | **Does your library's webpage include current hours of operation?** | _____ |
| 13-083 | **Does your library's webpage include a physical address for your library?** | _____ |

13-084	**Does your library's webpage include a map for each fixed location?**	_____
13-085	**Does your library's webpage include a telephone number?**	_____
13-086	**Does your library's webpage include an e-mail address or other means of electronic contact?**	_____
13-087	**Does your library's webpage include a link to INSPIRE and other free electronic resources?**	_____
13-088	**Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?**	_____
13-089	**Has your Internet Policy been reviewed by the board in the last year?**	_____
13-090	**Does your library's webpage include a link to the library's online public access catalog?**	_____
13-091	**Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?**	_____

14 - Statement of Intent to Comply with Stand

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

15 - Supplement

15-001	What is the name of the main contact person for your interlibrary loan operation?	_____
15-002	What is their phone number?	_____
15-003	What is their email?	_____
15-004	Does your library have a local history collection?	_____

What formats are included in your local history collection?

15-005	*Annual reports* - Answer Yes or No.	_____
15-006	*Books* - Answer Yes or No.	_____
15-007	*Financial reports* - Answer Yes or No.	_____
15-008	*Maps* - Answer Yes or No.	_____
15-009	*Meeting Programs* - Answer Yes or No.	_____
15-010	*Microforms* - Answer Yes or No.	_____
15-011	*Minutes* - Answer Yes or No.	_____
15-012	*Newsletters* - Answer Yes or No.	_____
15-013	*Oral Histories* - Answer Yes or No.	_____
15-014	*Personal Papers* - Answer Yes or No.	_____
15-015	*Photographs* - Answer Yes or No.	_____
15-016	*Videos* - Answer Yes or No.	_____
15-017	Are all of these materials included in your online public catalog?	_____

Does your library use:

15-018	Door count software	_____
15-019	Please enter the name of the program	_____
15-020	Event registration software	_____
15-021	Please enter the name of the program	_____
15-022	RDA toolkit	_____
15-023	Reference statistics software	_____
15-024	Please enter the name of the program	_____

15-025	Room reservation software	_____
15-026	Please enter the name of the program	_____
15-027	Web Traffic statistics software	_____
15-028	Please enter the name of the program	_____

Optional Questions

15-029	How many out-reach events did your library participate in during 2013? [Optional Question]	_____
15-030	How many personal interactions did your library have during these out-reach events? [Optional Question]	_____
15-031	Did your library provide any services in the form of one-on-one assistance to patrons, including computer assistance, tutoring, literacy, outreach, or other one-on-one activities? (Y/N)	_____
15-032	If so, can you provide a count (or estimate) of these transactions in the previous year?	_____