Chapter 6

Required Reports and Statistical Sources

There are numerous reports a public library director is required to complete, most of which are mandated by Indiana state law. These include statistical reports, financial reports, and employee reports.

Reports due to the State Board of Accounts (SBOA) or Department of Local Government Finance (DLGF) are submitted electronically via a web portal called Gateway. Gateway is a tool both agencies use to collect and disseminate local government information.

Required Reports

Please note that the requesting agency is in *italics.*

A. **Annual Report for Indiana Public Libraries (*ISL*)**
    Includes the following components:
    - Annual Report (questionnaire/survey)
        - Annual PLAC Statistics Report
        - Statement of Compliance with Standards
        - Statement of Intent to Comply with Standards
        - Supplemental Questions
    - Signature Page

    Much of the data collected in this report is submitted to IMLS for inclusion in the national Public Libraries Survey.

    The Annual Report is completed entirely online. The signature page must be signed by the library director and the board president and returned via email or mail. Instructions and login information for the report are emailed to all directors in December.

    The Annual Report is due **March 1st** of each year to coincide with the State Board of Accounts' Annual Financial Report, as required by PL Standards, 590 IAC 6-1-5 (cc).

Data collected by the State Library's Annual Report may vary slightly from year to year but always includes:

a. Library name, address, location and contact information, hours of operation
b. Library service areas (city/town, township(s), county, or other)
c. Library district's most recent assessed valuation(s) and tax rate(s)
d. Census population (most recent decennial census), number of registered borrowers (both resident and non-resident), ILL and circulation
e. Operating income and expenditures by type
f. Library holdings/collections
g. Selected library services, including programs
h. Type and speed of internet access and number of computers
i. Staff job classifications and hours worked
j. Salary and benefit information

Annual PLAC Statistics Report   This report tracks the number of loans your library makes to people from other library districts. The library must keep statistics on patrons with PLAC cards; you will need to ask these patrons for the name of their home library. Please carefully review the number of loans reported. Net lender libraries may receive payment for net loans, but an error or failure to complete this section could result in the loss of this potential payment.

Statement of Compliance with Standards   A public library must either meet all standards or receive a waiver for non-certification issues each year in order to receive state or federal funding. Funding includes Broadband Connectivity Fund money, PLAC distributions, InfoExpress service discounts, LSTA funds and payments or grants for internet lines and other services.

Statement of Intent to Comply with Standards   Any "no" answer in the Statement of Compliance with Standards must be explained in the Annual Report, along with a statement as to how the library intends to change to comply with standards. If a library does not adequately explain its intent or does not explain a "no" answer, it may be found out of compliance with standards.

Supplemental Questions   This part of the report changes yearly and is intended to elicit topical information on Indiana libraries for the use of the Indiana State Library, Indiana librarians and other interested parties.

Signature Page   This page must be signed by both the library director and the board president. It may be returned via email or mail.

B. **Fiscal and Narrative Reports for Grants Awarded (LSTA and other)** (*ISL)*

Libraries receiving LSTA or other grants from the Indiana State Library should refer to their grant manual for a detailed explanation of grantee responsibilities and deadlines. LSTA grants require three brief quarterly evaluations, a final report, and a final financial report to be completed for each project. For more information, visit https://www.in.gov/library/services-for-libraries/lsta/.

C. **PLAC Quarterly Reports (***ISL)*

This report is due **quarterly,** on the 25th of the month that follows the end of the quarter **(January 25, April 25, July 25, October 25)**. It is sent to the Indiana State Library, Administrative Division and must be filed regardless of whether any PLAC cards were sold. A check for fees collected (which must reflect the exact number of cards sold) must accompany this report form. PLAC cards are numbered and are the financial responsibility of the library to which they are issued. The PLAC report form can be downloaded at https://www.in.gov/library/services-for-libraries/ldoresources/placrules/plac/.

D. **Report of Names and Compensation of Officers and Employees (Gateway 100R)** (*SBOA*)

This report is to be filed through the Gateway **on or before January 31**.

Report the names and compensation of ALL people paid by the library. If they receive a W2, they should be listed on this report. These are public records and are often requested by the general public. As such, the State Board of Accounts recommends using the library's address, *not* each staff member's home address. You must also sign and return an attestation page.

E. **Withholding Statements for Employees (W-2)** (*Federal - IRS*)

This statement must be completed and given to each employee by **January 31**.
https://www.irs.gov/forms-pubs/about-form-w-2

F. **Annual Report to Indiana Department of Revenue** (*DOR*)

Information on state and county income tax withholdings is due in **January**.
http://www.dor.in.gov

G. **Annual Report to Internal Revenue Service (W-3)** (*Federal - IRS*)

Information on social security withholdings and federal income tax withholdings is due in **January**. https://www.irs.gov/forms-pubs/about-form-w-3

H. **Outstanding Indebtedness Report** (*DLGF*)

[IC 5-1-18-9] Each political subdivision must report any outstanding bonds or leases to the Department **on or before February 28**. https://www.in.gov/dlgf/gateway/debt-management/

I. **Library Annual Financial Report (Form Number LAR-1)** (*SBOA*)

The LAR-1 is **due March 1**. https://gateway.ifionline.org/login.aspx

This report of all the library's funds in a calendar year is made available to the Census Bureau after the State Board of Accounts receives it. The State Board of Accounts uses it as the basis for the library audit. SBOA has staff who can answer questions about it at 317-232-2513 or libraries@sboa.in.gov.

J.   **Bi-annual Report to the County Treasurer Certifying Names and Addresses of Every Library Employee for the County Where the Employee Works**
[IC 6-1.1-22-14] **Due twice a year: June 1 and December 1.** There is no official form to complete; employees' home addresses must be reported. A governmental entity that has an employee who works in more than one county shall certify the information for the employee to the county of the employee's principal office.

K.   **Post Bond Sale/Post Lease Execution (*DLGF)***
[IC 5-1-18-7 and 5-1-18-8] Political subdivisions entering into bonds and leases during a calendar year must report these obligations to the Department through the Gateway **on or before December 31**.

Selected Statistical Sources

Statistics of Indiana Public Libraries (ISL) – Data on Indiana libraries from 1994 through previous calendar year. (Statistics from years prior to 1994 are available in print upon request.) https://www.in.gov/library/services-for-libraries/plstats/

Public Libraries Survey (Federal - IMLS) – The Public Libraries Survey (PLS) provides statistics on the status of public libraries in the United States. Data from approximately 9,000 public libraries is collected and reported to IMLS via their respective state libraries. https://www.imls.gov/research-evaluation/data-collection/public-libraries-survey

The Search & Compare tool provides an easy way to query, browse, view, and download data about individual libraries in the survey.

Indiana State Library State Data Center – A resource for Census, federal, and state statistics. https://www.in.gov/library/collections-and-services/isdc/

National Center for Education Statistics – Library Statistics Program – Provides data from academic libraries and school library media centers. https://nces.ed.gov/ipeds/use-the-data

***Library and Book Trade Almanac (*formerly *The Bowker Annual)* Medford, N.J.: Information Today, Inc.** http://books.infotoday.com/directories/Library-and-Book-Trade-Almanac.shtml

Library Journal – America's Star Libraries https://www.libraryjournal.com/section/starlibraries

Public Library Association (PLA) Surveys and Data – This division of the ALA administers voluntary surveys to public libraries each fall. Before ending with the 2018 report, the Public Library Data Service Statistical Report had content similar to the PLS. Past stats are available via the PLA's data tool, Benchmark. Benchmark has both free and subscriber-only levels of access.

Since 2020, the PLA's surveys have followed a rotating series of topics—Technology, Staff & Diversity, and Services for Strong Communities. Summary reports can be found at https://www.ala.org/pla/data/plasurveys.

STATS Indiana – Indiana University/Indiana Business Research Center STATS Indiana provides easy, one-stop access to critical economic and demographic statistics for states, counties, cities and towns, townships, regions, census tracts, and more. http://www.stats.indiana.edu/

The POLIS Center/SAVI
Data for Central Indiana (SAVI): http://www.savi.org

U.S. Census Bureau
https://www.census.gov/data.html

<u>Statistics Usage – Bibliography</u>

Baird, B. J. (2004). *Library collection assessment through statistical sampling.* Lanham, Md., Scarecrow.

Bertot, J. C. (2001). *Statistics and performance measures for public library networked services.* Chicago: American Library Association.

Boss, R. W. (2006). Rethinking library statistics in a changing environment. Public Library Association (PLA). Retrieved from https://alair.ala.org/items/072a868c-e5c1-4811-9d08-aebc02cfd721/full

Dando, Priscille. (2014). *Say it with data.* Chicago: ALA Editions.

Farmer, L. S., & Safer, A. M. (2016) *Library improvement through data analytics*. New York: Neal-Schuman.

Hernon, Peter, et. al. (2014). *Getting started with evaluation*. Chicago: ALA Editions.

Hernon, Peter, et. al. (2015). *Managing with data: using ACRLMetrics and PLAmetrics*. Chicago: ALA Editions.

Liu, Y. Q., & Zweizig, D. (2000). Public library use of statistics: A survey report. *Public Libraries, 39* (2), 98-105.

Orcutt, D. (2009). *Library data: Empowering practice and persuasion*. Santa Barbara, CA: Libraries Unlimited.

Smith, M. (1996). *Collecting and using public library statistics: A how-to-do-it manual for librarians.* New York: Neal-Schuman.

White, A. C., & Kamal, E. D. (2005) *E-metrics for library and information professionals: How to use data for managing and evaluating electronic resources*. New York: Neal-Schuman.

Also recommended:

ALA page on statistics – www.ala.org/tools/atoz/statistics-library

RIPL – Research Institute for Public Libraries – https://www.ripleffect.org/