

Indiana Public Library Annual Report 2024

1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Please provide the most current information available.

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 _____

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	<hr/>
01-014	Congressional district number	<hr/>
01-015	Phone	<hr/>
01-016	Fax	<hr/>
01-017	Does your library have an answering machine, voicemail or other similar technology?	<hr/>
01-018	Library URL	<hr/>
01-019	Public library email address or a means of electronic contact listed on the library's website	<hr/>

Building Questions

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

01-023 Click [here](#) to complete the central library daily hours.

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours in the following format: XX:XX AM or XX:XX PM. Enter the hours that the library is open during a typical week. These are the hours which will be made available online at <https://www.in.gov/library/pldirectory.htm> and updated as you notify us of changes.

01-
023a If your central library has a 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.

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**

01-
042 Number of weeks per year the central library was open in 2024

01-
043 **Total public service hours the central library was open in 2024**

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.

Branch Information

01-
200 Total number of branches (*If this answer = 0, skip questions 01-200a through 01-237*)

Individual Branch Information

Grayed boxes are either prefilled and locked or automatic calculations.

01- 200a	Branch name	<hr/>
01- 201a	Branch street address	<hr/>
01- 202a	Branch city	<hr/>
01- 203a	Branch county	<hr/>
01- 204a	Branch ZIP	<hr/>
01- 205a	Is the mailing address the same as the address listed above?	<hr/>
01- 206a	Branch mailing address	<hr/>
01- 207a	Phone	<hr/>
01- 208a	Fax	<hr/>
01- 209a	Year built	<hr/>
01- 210a	Year of the most recent structural addition or alteration to branch building	<hr/>
01- 211a	Square footage of branch	<hr/>
01- 212a	Number of weeks per year individual branch was open in 2024	<hr/>
01- 213a	Monday opening time	<hr/>
01- 214a	Monday closing time	<hr/>
01- 215a	Tuesday opening time	<hr/>

01-216a	Tuesday closing time	<hr/>
01-217a	Wednesday opening time	<hr/>
01-218a	Wednesday closing time	<hr/>
01-219a	Thursday opening time	<hr/>
01-220a	Thursday closing time	<hr/>
01-221a	Friday opening time	<hr/>
01-222a	Friday closing time	<hr/>
01-223a	Saturday opening time	<hr/>
01-224a	Saturday closing time	<hr/>
01-225a	Sunday opening time	<hr/>
01-226a	Sunday closing time	<hr/>
01-227a	Total open hours for the branch library during a typical week.	<hr/>
01-228a	Total public service hours the branch was open in 2024	<hr/>
01-229a	What type of internet access is available in the branch library?	<hr/>
01-230a	Select the nearest download speed of internet access in the branch library	<hr/>
01-231	Total annual public service hours of all branches	<hr/>

Bookmobile Information

01-

300 Total number of bookmobiles (*If this answer = 0, skip questions 01-301a through 01-312*)

Individual Bookmobile Information

01-

301a Bookmobile name

01-

302a Street address

01-

303a City

01-

304a County

01-

305a ZIP

01-

306a Is the bookmobile's mailing address the same as the address listed above?

01-

307a Mailing address

01-

308a Phone

01-

309a Total number of hours the bookmobile is open during a typical week

01-

310a Number of weeks per year the bookmobile is open

01-

311a Total public service hours the bookmobile was open in 2024

01-

312 Total annual public service 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 locked or automatic calculations.

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 number of 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** _____

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 last three (3) years and
do not owe materials, fines, or fees to
the library?

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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.

2020 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 Debt fund tax rate

03-
006 LCPF tax rate

03-
007 Did your library roll the LCPF
into the operating tax rate?

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	<hr/>
03-013	Total district population taxed for library service	<hr/>
03-013a	Total district population served by contract	<hr/>
03-014	Total district population served (sum of taxed and contracting units)	<hr/>
03-015	Political subdivision name	<hr/>
03-016	Population served by taxation. (If the subdivision is served by contract, this line will be blank.)	<hr/>
03-017	Population served by contract. (If the subdivision is served by taxation, this line will be blank.)	<hr/>
03-018	Were there any changes to your library's service area?	<hr/>
(Changes may include annexations, mergers, or changes to contracts.)		
03-019	If the answer to 03-018 is YES, please explain	<hr/>

4 - Operating Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Local Government Revenue

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

State Government Revenue

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	

Federal Government Revenue

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

Other Revenue

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

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Staff and Supplies

05-001	Salaries/wages of all library staff	<hr/>
05-002	Employee benefits	<hr/>
05-003	Other personal services	<hr/>
05-004	Total personal services	<hr/>
05-005	Total staff expenditures	<hr/>
05-006	Total supplies	<hr/>

Other Services and Charges

05-007	Professional services	<hr/>
05-008	Communication and transportation	<hr/>
05-009	Printing and advertising	<hr/>
05-010	Insurance	<hr/>
05-011	Utility services	<hr/>
05-012	Repairs and maintenance	<hr/>
05-013	Rentals	<hr/>
05-014	Debt service	<hr/>
05-015	Lease rental	<hr/>
05-016	Other	<hr/>
05-017	Total of other services and charges	<hr/>

Capital Outlays from Operating Fund Expenditures

05-018	Land	<hr/>
05-019	Buildings	<hr/>
05-020	Improvements other than buildings	<hr/>
05-021	Furniture and equipment	<hr/>
05-022	Total for capital outlays from operating fund expenditures	<hr/>

Library Materials - Operating Fund Expenditures

05-023	Print materials	<hr/>
05-024	Other physical materials	<hr/>
05-025	Electronic materials (e-books, e-audio, e-video)	<hr/>
05-026	Databases and online learning platforms	<hr/>
05-027	Public Access Computers	<hr/>
05-028	Total operating fund expenditures for collection development	<hr/>

Library Materials - Non-Operating Fund Expenditures

05-029	Print materials	<hr/>
05-030	Other physical materials	<hr/>
05-031	Electronic materials (e-books, e-audio, e-video)	<hr/>
05-032	Databases and online learning platforms	<hr/>
05-033	Public Access Computers	<hr/>
05-034	Total non-operating fund expenditures for collection development	<hr/>
05-035	Total expenditures for print materials	<hr/>
05-036	Total expenditures for other physical materials	<hr/>

05-037	Total expenditures for electronic content	<hr/>
05-038	Total expenditures for public access computers	<hr/>
05-039	Total expenditures for collections (w/o PACs)	<hr/>
05-040	Total expenditures for collections (w/ PACs)	<hr/>
05-041	Total expenditures from operating funds	<hr/>
05-042	Other operating expenditures	<hr/>
05-043	Total expenditures (operating and non-operating funds)	<hr/>
05-044	Total capital fund expenditures	<hr/>

Non-Resident Fee Standard

To be in standards, a library's non-resident fee needs to meet or exceed their operating expenditures per capita for the previous year – unless that per capita is less than \$25, in which case, the library must set it to a minimum of \$25.

Your 2024 non-res fee should be at least as much as your 2023 op. exp per capita.

Your 2025 non-res fee should be at least as much as your 2024 op. exp per capita.

05-045	Total 2023 operating expenditures per capita	<hr/>
05-046	Difference between 2023 OE per capita and non- resident fee (subtract Q02-011 from Q05-045). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capit	<hr/>

05-
046a Does your library's non-resident fee meet the standard? (Select YES if 05-046 is a negative number; Select NO if 05-046 is a positive number)

05-
047 Total 2024 operating expenditures per capita. PLEASE MAKE SURE YOUR 2025 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT

Collection Development Standard

05-
048 Total collection expenditures

05-
049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure

6 - Capital Revenue

Grayed boxes are either prefilled and locked or 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.

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

All 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** _____

ALA-MLS 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** _____

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** _____

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 _____

8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and locked or automatic calculations.

Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	
08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	
08-004	Total number of loans provided to other libraries	
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	
08-006	Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	
08-008	Total number of loans received from other libraries	
08-009	Net lending rate	

Library Programs

Live (Synchronous) Program Sessions

A live program session is any planned event which introduces the group attending to any of the broad range of library services or activities which directly provides information to participants.

Program sessions may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- 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 craft class at a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- 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.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- 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.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card sign-up booth at a farmer's market.
- Recorded presentations of program content; these should be reported in 08-058 – *Total Number of Asynchronous Program Presentations*.
- 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.
- 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.
- 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.

TIPS

- If programs are offered as part of a series, count each individual program session. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.
- Each program session should only be counted once. If a program is a hybrid (i.e., in-person and virtual), then report it as one in-person. Attendance will be broken down into in-person and virtual and reported accordingly; each attendee/device will only be counted once.

Children Ages 0-5

08-010	Number of in-person, onsite children's programs for ages 0-5	<hr/>
08-011	Attendance at in-person, onsite children's programs for ages 0-5	<hr/>
08-012	Number of in-person, offsite children's programs for ages 0-5	<hr/>
08-013	Attendance at in-person, offsite children's programs for ages 0-5	<hr/>
08-014	Number of live, virtual children's programs for ages 0-5	<hr/>
08-015	Attendance at live, virtual children's programs for ages 0-5 as counted by participant devices	<hr/>
08-016	Total number of library programs for children ages 0-5	<hr/>
08-017	Total attendance at live children's programs for ages 0-5 (in-person and synchronous virtual)	<hr/>

Children Ages 6-11

08-018	Number of in-person, onsite library programs for children ages 6-11	<hr/>
08-019	Attendance at in-person, onsite children's programs for ages 6-11	<hr/>
08-020	Number of in-person, offsite children's programs for ages 6-11	<hr/>
08-021	Attendance at in-person, offsite children's programs for ages 6-11	<hr/>
08-022	Number of live, virtual children's programs for ages 6-11	<hr/>

08-
023 Attendance at live, virtual
children's programs for ages 6-11 as
counted by participant devices

08-
024 Total number of library
programs for children ages 6-11

08-
025 Total attendance at library
programs for children ages 6-11

Young Adults Ages 12-18

08-
026 Number of in-person, onsite
programs for young adults

08-
027 Attendance at in-person, onsite
programs for young adults

08-
028 Number of in-person, offsite
programs for young adults

08-
029 Attendance at in-person, offsite
programs for young adults

08-
030 Number of live, virtual
programs for young adults

08-
031 Attendance at in-live, virtual
programs for young adults as measured
by participant devices

08-
032 Total number of programs for
young adults

08-
033 Total attendance at programs for
young adults

Adults Ages 19 and older

08-
034 Number of in-person, onsite
programs for adults

08-035	Attendance at in-person, onsite programs for adults	
08-036	Number of in-person, offsite programs for adults	
08-037	Attendance at in-person, offsite programs for adults	
08-038	Number of live, virtual programs for adults	
08-039	Attendance at in-person, virtual programs for adults	
08-040	Total number of programs for adults	
08-041	Total attendance at programs for adults	

General Interest – Multiple Target Audiences

08-042	Number of in-person, onsite general interest programs	
08-043	Attendance at in-person, onsite general interest programs	
08-044	Number of in-person, offsite general interest programs	
08-045	Attendance at in-person, offsite general interest programs	
08-046	Number of live, virtual general interest programs	
08-047	Attendance at live, virtual general interest programs	

08-
048 Total number of general interest
programs

08-
049 Total attendance at general
interest programs

Other Programming Totals

08-
050 Total number of in-person,
onsite library programs

08-
051 Total attendance at in-person,
onsite library programs

08-
052 Total number of in-person,
offsite library programs

08-
053 Total attendance at in-person,
offsite library programs

08-
054 Total number of live, virtual
library programs

08-
055 Total attendance at live, virtual
library programs

08-
056 Total number of live (in-person
or virtual) library programs

08-
057 Total attendance at live (in-
person or virtual) library programs

Recorded (Asynchronous) Program Presentations

08-
058 Total number of recorded
(asynchronous) program presentations

08-
059 Total plays of recorded
(asynchronous) program presentations

Other Services

08-
060 How many weeks of a
Children's Reading Program did your
library offer at each fixed location?

08-
061 Number of reservable spaces
(meeting rooms, study rooms) available
for public use

08-
062 Number of times meeting rooms
were used by the public (optional)

08-
063 Total number of annual visits to
the library

08-
063a Library visits reporting method

08-
064 **Total number of reference
transactions in 2024**

08-
064a Reference transactions reporting
method

08-
065 Instructional reference services
(optional)

Public Computers

08-
066 Number of uses (sessions) of
public internet computers in 2024

08-
066a Reporting method for number of
uses of public internet computers

08-
067 Number of wireless internet
uses per year

08-
067a Reporting method for wireless
sessions

08-
068 Number of public internet
computers system-wide

08-
069 **Number of staff computers** _____

Library System Automation

08-
070 Name of your library's
automated bookkeeping system (If you
do not have one, leave blank) _____

08-
071 **Brand and version of Integrated
Library System** _____

9 - Holdings and Circulation

Holdings – Physical Materials

09-
001 **Books (print)** _____

09-
002 Print serial subscriptions _____

09-
003 Audio materials - physical units _____

09-
004 Video materials - physical units _____

09-
005 All other circulating physical
materials _____

09-
006 Does your library circulate
hotspots? _____

09-
007 **Total physical items in
collection** _____

Holdings – Electronic Materials

For each type of electronic holding, please answer YES or NO to the following question: **Did the library provide access to the following materials purchased solely by the** (library; consortia; or state agency)?

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions

09-
008 E-books provided by library _____

09-
009 E-books provided by consortium _____

09-
009a If answer was YES, name of the consortium? _____

09-
010 E-books provided by state agency _____

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

09-
011 E-periodicals provided by library _____

09-
012 E-periodicals provided by consortium _____

09-
013 E-periodicals provided by state agency _____

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

09-
014 E-audio provided by library _____

09-
015 E-audio provided by consortium _____

09-
016 E-audio provided by state _____

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

09-
017 E-video provided by library _____

09-
018 E-video provided by consortium _____

09-
019 E-video provided by the state agency _____

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

09-
020 Research databases provided by _____
library

09-
021 Research databases provided by _____
consortium

09-
022 Research databases provided by _____
state agency

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

09-
023 Online learning platforms _____
provided by library

09-
024 Online learning platforms _____
provided by consortium

09-
025 Online learning platforms _____
provided by state agency

09-
026 Name(s) of public _____
use/commercial databases to which the
library subscribes

Circulation - Physical

09-
027 Circulation of physical items: _____
books, audio and video units

09-
028 Circulation of all children's _____
physical materials (subset of 09-026)

09-
029 Circulation of other physical _____
items (subset of 09-027)

This includes circulation (including renewals) of all physical items not counted in 09-026. These can include a variety of items types, such as hotspots, materials from a Library of Things, and video games.

09-
030 Did your library offer automatic _____
renewal for any physical materials
during the reporting period?

09-
031 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?

CIRCULATION – ELECTRONIC MATERIALS

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

09-
032 E-book circulation _____

09-
033 E-serial circulation _____

09-
034 E-audio circulation _____

09-
035 E-video circulation _____

09-
036 **Total circulation of electronic** _____
materials (book, serial, audio, video)

09-
037 **Total circulation of all materials** _____

10 - Library Board

Enter the most current information available for all members. If the position is vacant, please enter VACANT as the last name. Contact LDO with updates throughout the year.

10-
0001 Position: President _____

10-
0002 First name _____

10-
0003 Middle initial/name _____

10-0004	Last name	<hr/>
10-0005	Home address	<hr/>
10-0006	City	<hr/>
10-0007	ZIP code	<hr/>
10-0008	Email address	<hr/>
10-0009	Appointing authority	<hr/>
10-0010	Date term expires	<hr/>
10-0011	Number of consecutive terms	<hr/>
10-0012	Date of initial appointment	<hr/>
10-0101	Position: Vice President	<hr/>
10-0102	First name	<hr/>
10-0103	Middle initial/name	<hr/>
10-0104	Last name	<hr/>
10-0105	Home address	<hr/>
10-0106	City	<hr/>
10-0107	ZIP code	<hr/>
10-0108	Email address	<hr/>
10-0109	Appointing authority	<hr/>

10-0110	Date term expires	<hr/>
10-0111	Number of consecutive terms	<hr/>
10-0112	Date of initial appointment	<hr/>
10-0201	Position: Secretary	<hr/>
10-0202	First name	<hr/>
10-0203	Middle initial/name	<hr/>
10-0204	Last name	<hr/>
10-0205	Home address	<hr/>
10-0206	City	<hr/>
10-0207	ZIP code	<hr/>
10-0208	Email address	<hr/>
10-0209	Appointing authority	<hr/>
10-0210	Date term expires	<hr/>
10-0211	Number of consecutive terms	<hr/>
10-0212	Date of initial appointment	<hr/>
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	<hr/>
10-0302	First name	<hr/>

10-0303	Middle initial/name	<hr/>
10-0304	Last name	<hr/>
10-0305	Home address	<hr/>
10-0306	City	<hr/>
10-0307	ZIP code	<hr/>
10-0308	Email address	<hr/>
10-0309	Appointing authority	<hr/>
10-0310	Date term expires	<hr/>
10-0311	Number of consecutive terms	<hr/>
10-0312	Date of initial appointment	<hr/>
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	<hr/>
10-0402	First name	<hr/>
10-0403	Middle initial/name	<hr/>
10-0404	Last name	<hr/>
10-0405	Home address	<hr/>
10-0406	City	<hr/>
10-0407	ZIP code	<hr/>
10-0408	Email address	<hr/>

10-0409	Appointing authority	<hr/>
10-0410	Date term expires	<hr/>
10-0411	Number of consecutive terms	<hr/>
10-0412	Date of initial appointment	<hr/>
10-0501	Position: Member	<hr/>
10-0502	First name	<hr/>
10-0503	Middle initial/name	<hr/>
10-0504	Last name	<hr/>
10-0505	Home address	<hr/>
10-0506	City	<hr/>
10-0507	ZIP code	<hr/>
10-0508	Email address	<hr/>
10-0509	Appointing authority	<hr/>
10-0510	Date term expires	<hr/>
10-0511	Number of consecutive terms	<hr/>
10-0512	Date of initial appointment	<hr/>
10-0601	Position: Member	<hr/>
10-0602	First name	<hr/>

10-0603	Middle initial/name	<hr/>
10-0604	Last name	<hr/>
10-0605	Home address	<hr/>
10-0606	City	<hr/>
10-0607	ZIP code	<hr/>
10-0608	Email address	<hr/>
10-0609	Appointing authority	<hr/>
10-0610	Date term expires	<hr/>
10-0611	Number of consecutive terms	<hr/>
10-0612	Date of initial appointment	<hr/>
10-0701	Position: Member	<hr/>
10-0702	First name	<hr/>
10-0703	Middle initial/name	<hr/>
10-0704	Last name	<hr/>
10-0705	Home address	<hr/>
10-0706	City	<hr/>
10-0707	ZIP code	<hr/>
10-0708	Email address	<hr/>

10-0709	Appointing authority	<hr/>
10-0710	Date term expires	<hr/>
10-0711	Number of consecutive terms	<hr/>
10-0712	Date of initial appointment	<hr/>
10-0801	Position: Member	<hr/>
10-0802	First name	<hr/>
10-0803	Middle initial/name	<hr/>
10-0804	Last name	<hr/>
10-0805	Home address	<hr/>
10-0806	City	<hr/>
10-0807	ZIP code	<hr/>
10-0808	Email address	<hr/>
10-0809	Appointing authority	<hr/>
10-0810	Date term expires	<hr/>
10-0811	Number of consecutive terms	<hr/>
10-0812	Date of initial appointment	<hr/>
10-0901	Position: Member	<hr/>
10-0902	First name	<hr/>

10-0903	Middle initial/name	<hr/>
10-0904	Last name	<hr/>
10-0905	Home address	<hr/>
10-0906	City	<hr/>
10-0907	ZIP code	<hr/>
10-0908	Email address	<hr/>
10-0909	Appointing authority	<hr/>
10-0910	Date term expires	<hr/>
10-0911	Number of consecutive terms	<hr/>
10-0912	Date of initial appointment	<hr/>
10-1001	Position: Member	<hr/>
10-1002	First name	<hr/>
10-1003	Middle initial/name	<hr/>
10-1004	Last name	<hr/>
10-1005	Home address	<hr/>
10-1006	City	<hr/>
10-1007	ZIP code	<hr/>
10-1008	Email address	<hr/>

10-1009	Appointing authority	<hr/>
10-1010	Date term expires	<hr/>
10-1011	Number of consecutive terms	<hr/>
10-1012	Date of initial appointment	<hr/>
10-1101	Position: Member	<hr/>
10-1102	First name	<hr/>
10-1103	Middle initial/name	<hr/>
10-1104	Last name	<hr/>
10-1105	Home address	<hr/>
10-1106	City	<hr/>
10-1107	ZIP code	<hr/>
10-1108	Email address	<hr/>
10-1109	Appointing authority	<hr/>
10-1110	Date term expires	<hr/>
10-1111	Number of consecutive terms	<hr/>
10-1112	Date of initial appointment	<hr/>
10-1201	Position: Member	<hr/>
10-1202	First name	<hr/>

10-1203	Middle initial/name	_____
10-1204	Last name	_____
10-1205	Home address	_____
10-1206	City	_____
10-1207	ZIP code	_____
10-1208	Email address	_____
10-1209	Appointing authority	_____
10-1210	Date term expires	_____
10-1211	Number of consecutive terms	_____
10-1212	Date of initial appointment	_____
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 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 held by the library director?	_____

11-003a	How many of those years have been with the current library?	<hr/>
11-004	Job Title - Assistant or Associate Director	<hr/>
11-005	Certification level	<hr/>
11-006	Minimum hourly wage	<hr/>
11-007	Maximum hourly wage	<hr/>
11-008	Job Title - Department Head, Manager or Supervisor	<hr/>
11-009	Certification level	<hr/>
11-010	Minimum hourly wage	<hr/>
11-011	Maximum hourly wage	<hr/>
11-012	Job Title - Branch Head	<hr/>
11-013	Certification level	<hr/>
11-014	Minimum hourly wage	<hr/>
11-015	Maximum hourly wage	<hr/>
11-016	Job Title - Administrative Assistant	<hr/>
11-017	Certification level	<hr/>
11-018	Minimum hourly wage	<hr/>

11-019	Maximum hourly wage	<hr/>
11-020	Job Title - Automation, Network or System Manager	<hr/>
11-021	Certification level	<hr/>
11-022	Minimum hourly wage	<hr/>
11-023	Maximum hourly wage	<hr/>
11-024	Job Title - Business Manager	<hr/>
11-025	Certification level	<hr/>
11-026	Minimum hourly wage	<hr/>
11-027	Maximum hourly wage	<hr/>
11-028	Job Title - Cataloging or Technical Services Librarian	<hr/>
11-029	Certification level	<hr/>
11-030	Minimum hourly wage	<hr/>
11-031	Maximum hourly wage	<hr/>
11-032	Job Title - Children's Librarian	<hr/>
11-033	Certification level	<hr/>
11-034	Minimum hourly wage	<hr/>
11-035	Maximum hourly wage	<hr/>

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 - Specialist (Professional)	
11-049	Certification level	
11-050	Minimum hourly wage	
11-051	Maximum hourly wage	

11-052	Job Title - Library Assistant	<hr/>
11-053	Certification level	<hr/>
11-054	Minimum hourly wage	<hr/>
11-055	Maximum hourly wage	<hr/>
11-056	Job Title - Bookkeeper or Treasurer	<hr/>
11-057	Certification level	<hr/>
11-058	Minimum hourly wage	<hr/>
11-059	Maximum hourly wage	<hr/>
11-060	Job Title - Library Technician (including computer)	<hr/>
11-061	Certification level	<hr/>
11-062	Minimum hourly wage	<hr/>
11-063	Maximum hourly wage	<hr/>
11-064	Job Title - Clerk, Clerical or Aide	<hr/>
11-065	Certification level	<hr/>
11-066	Minimum hourly wage	<hr/>
11-067	Maximum hourly wage	<hr/>

11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	<hr/>
11-069	Certification level	<hr/>
11-070	Minimum hourly wage	<hr/>
11-071	Maximum hourly wage	<hr/>
11-072	Job Title - Page, Intern or Student Assistant	<hr/>
11-073	Certification level	<hr/>
11-074	Minimum hourly wage	<hr/>
11-075	Maximum hourly wage	<hr/>
11-076	Job Title - Temporary Substitute	<hr/>
11-077	Certification level	<hr/>
11-078	Minimum hourly wage	<hr/>
11-079	Maximum hourly wage	<hr/>
11-080	Job Title - Interlibrary Loan	<hr/>
11-081	Certification level	<hr/>
11-082	Minimum hourly wage	<hr/>
11-107	Maximum hourly wage	<hr/>
11-084	Job Title - Human Resources	<hr/>

11-085	Certification level	<hr/>
11-086	Minimum hourly wage	<hr/>
11-087	Maximum hourly wage	<hr/>
11-088	Job Title - Marketing	<hr/>
11-089	Certification level	<hr/>
11-090	Minimum hourly wage	<hr/>
11-091	Maximum hourly wage	<hr/>
11-092	Job Title - Circulation Librarian	<hr/>
11-093	Certification level	<hr/>
11-094	Minimum hourly wage	<hr/>
11-095	Maximum hourly wage	<hr/>
11-096	Job Title - Other	<hr/>
11-097	Specify other job title	<hr/>
11-098	Certification level	<hr/>
11-099	Minimum hourly wage	<hr/>
11-100	Maximum hourly wage	<hr/>
11-101	Job Title - Other	<hr/>
11-102	Specify other job title	<hr/>

11-103	Certification level	<hr/>
11-104	Minimum hourly wage	<hr/>
11-105	Maximum hourly wage	<hr/>
11-106	Job Title - Other	<hr/>
11-107	Specify other job title	<hr/>
11-108	Certification level	<hr/>
11-109	Minimum hourly wage	<hr/>
11-110	Maximum hourly wage	<hr/>
11-111	Job Title - Other	<hr/>
11-112	Specify other job title	<hr/>
11-113	Certification level	<hr/>
11-114	Minimum hourly wage	<hr/>
11-115	Maximum hourly wage	<hr/>

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	<hr/>
11-502	Deferred compensation	<hr/>
11-503	Health insurance	<hr/>
11-504	Health Savings Account (HSA)	<hr/>

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	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 insurance	_____
11-521	Paid time off for continuing education	_____

11-
522 Reimbursement for continuing education _____

11-
523 Other1 (specify) _____

11-
524 Other2 (specify) _____

Paid Time 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 Number of holidays _____

11-
529 Number of funeral/bereavement days _____

11-
530 Number of other days (specify)
OR all-purpose PTO _____

Paid Time 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 Number of holidays _____

11-
535 Number of funeral/bereavement days _____

11-
536 Number of other days _____

Paid Time 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	Number of holidays	_____
11-541	Number of funeral/bereavement days	_____
11-542	Number of other days	_____

Paid Time 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	Number of holidays	_____
11-547	Number of funeral/bereavement days	_____
11-548	Number of other days	_____

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled and locked or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

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

12-002	Adams Public Library System	<hr/>
12-003	Akron Carnegie Public Library	<hr/>
12-004	Alexandria-Monroe Public Library	<hr/>
12-005	Alexandrian Public Library	<hr/>
12-006	Allen County Public Library	<hr/>
12-007	Anderson Public Library	<hr/>
12-008	Andrews-Dallas Township Public Library	<hr/>
12-009	Argos Public Library	<hr/>
12-010	Attica Public Library	<hr/>
12-011	Aurora Public Library District	<hr/>
12-012	Avon-Washington Township Public Library	<hr/>
12-013	Bartholomew County Public Library	<hr/>
12-014	Barton Rees Pogue Memorial Public Library	<hr/>
12-015	Batesville Memorial Public Library	<hr/>
12-016	Bedford Public Library	<hr/>
12-017	Bell Memorial Public Library	<hr/>
12-018	Benton County Public Library	<hr/>

12-019	Berne Public Library	<hr/>
12-020	Bicknell-Vigo Township Public Library	<hr/>
12-021	Bloomfield-Eastern Greene County Public Library	<hr/>
12-022	Boonville-Warrick County Public Library	<hr/>
12-023	Boswell-Grant Township Public Library	<hr/>
12-024	Bourbon Public Library	<hr/>
12-025	Brazil Public Library	<hr/>
12-026	Bremen Public Library	<hr/>
12-027	Bristol-Washington Township Public Library	<hr/>
12-028	Brook-Iroquois-Washington Township Public Library	<hr/>
12-029	Brookston-Prairie Township Public Library	<hr/>
12-030	Brown County Public Library	<hr/>
12-031	Brownsburg Public Library	<hr/>
12-032	Brownstown Public Library	<hr/>
12-033	Butler Public Library	<hr/>
12-034	Cambridge City Public Library	<hr/>

12-035	Camden-Jackson Township Public Library	<hr/>
12-036	Carmel Clay Public Library	<hr/>
12-037	Carnegie Public Library Of Steuben County	<hr/>
12-038	Centerville-Center Township Public Library	<hr/>
12-039	Charlestown Clark County Public Library	<hr/>
12-040	Churubusco Public Library	<hr/>
12-041	Clayton-Liberty Township Public Library	<hr/>
12-042	Clinton Public Library	<hr/>
12-043	Coatesville-Clay Township Public Library	<hr/>
12-044	Colfax-Perry Township Public Library	<hr/>
12-045	Converse-Jackson Township Public Library	<hr/>
12-046	Covington-Veedersburg Public Library	<hr/>
12-047	Crawford County Public Library	<hr/>
12-048	Crawfordsville District Public Library	<hr/>
12-049	Crown Point Community Public Library	<hr/>

12-050	Culver-Union Township Public Library	<hr/>
12-051	Danville-Center Township Public Library	<hr/>
12-052	Darlington Public Library	<hr/>
12-053	Delphi Public Library	<hr/>
12-054	Dublin Public Library	<hr/>
12-055	Dunkirk Public Library	<hr/>
12-056	Earl Park Public Library	<hr/>
12-057	East Chicago Public Library	<hr/>
12-058	Eckhart Public Library	<hr/>
12-059	Edinburgh Wright-Hageman Public Library	<hr/>
12-060	Elkhart Public Library	<hr/>
12-061	Evansville-Vanderburgh Public Library	<hr/>
12-062	Fairmount Public Library	<hr/>
12-063	Farmland Public Library	<hr/>
12-064	Fayette County Public Library	<hr/>
12-065	Flora-Monroe Township Public Library	<hr/>
12-066	Fort Branch-Johnson Township Public Library	<hr/>

12-067	Fortville-Vernon Township Public Library	<hr/>
12-068	Francesville-Salem Township Public Library	<hr/>
12-069	Frankfort Community-Clinton County Contractual Public Library	<hr/>
12-070	Franklin County Public Library District	<hr/>
12-071	Fremont Public Library	<hr/>
12-072	Fulton County Public Library	<hr/>
12-073	Garrett Public Library	<hr/>
12-074	Gary Public Library	<hr/>
12-075	Gas City-Mill Township Public Library	<hr/>
12-076	Goodland & Grant Township Public Library	<hr/>
12-077	Goshen Public Library	<hr/>
12-078	Greensburg-Decatur County Contractual Public Library	<hr/>
12-079	Greentown & Eastern Howard School Public Library	<hr/>
12-080	Greenwood Public Library	<hr/>
12-081	Hagerstown-Jefferson Township Public Library	<hr/>
12-082	Hamilton East Public Library	<hr/>

12-083	Hamilton North Public Library	<hr/>
12-084	Hammond Public Library	<hr/>
12-085	Hancock County Public Library	<hr/>
12-086	Harrison County Public Library	<hr/>
12-087	Hartford City Public Library	<hr/>
12-088 IN0165	Henry Henley Public Library	<hr/>
12-089	Huntingburg Public Library	<hr/>
12-090	Huntington City-Township Public Library	<hr/>
12-091	Hussey-Mayfield Memorial Public Library	<hr/>
12-092	Indianapolis-Marion County Public Library	<hr/>
12-093	Jackson County Public Library	<hr/>
12-094	Jasonville Public Library	<hr/>
12-095	Jasper County Public Library	<hr/>
12-096	Jasper-Dubois County Contractual Public Library	<hr/>
12-097	Jay County Public Library	<hr/>
12-098	Jefferson County Public Library	<hr/>
12-099	Jeffersonville Township Public Library	<hr/>

12-100	Jennings County Public Library	<hr/>
12-101	Johnson County Public Library	<hr/>
12-102	Jonesboro Public Library	<hr/>
12-103	Joyce Public Library	<hr/>
12-104	Kendallville Public Library	<hr/>
12-105	Kentland-Jefferson Township Public Library	<hr/>
12-106	Kewanna-Union Township Public Library	<hr/>
12-107	Kingman-Millcreek Public Library	<hr/>
12-108	Kirklin Public Library	<hr/>
12-109	Knightstown Public Library	<hr/>
12-110	Knox County Public Library	<hr/>
12-111	Kokomo-Howard County Public Library	<hr/>
12-112	La Crosse Public Library	<hr/>
12-113	La Grange County Public Library	<hr/>
12-114	La Porte County Public Library	<hr/>
12-115	Ladoga-Clark Township Public Library	<hr/>
12-116	Lake County Public Library	<hr/>

12-117	Lawrenceburg Public Library	<hr/>
12-118	Lebanon Public Library	<hr/>
12-119	Ligonier Public Library	<hr/>
12-120	Lincoln Heritage Public Library	<hr/>
12-121	Linden Carnegie Public Library	<hr/>
12-122	Linton Public Library	<hr/>
12-123	Logansport-Cass County Public Library	<hr/>
12-124	Loogootee Public Library	<hr/>
12-125	Lowell Public Library	<hr/>
12-126	Marion Public Library	<hr/>
12-127	Matthews Public Library	<hr/>
12-128	Melton Public Library	<hr/>
12-129	Michigan City Public Library	<hr/>
12-130	Middlebury Community Public Library	<hr/>
12-131	Middletown Fall Creek Township Public Library	<hr/>
12-132	Milford Public Library	<hr/>
12-133	Mishawaka-Penn-Harris Public Library	<hr/>

12-134	Mitchell Community Public Library	<hr/>
12-135	Monon Town & Township Public Library	<hr/>
12-136	Monroe County Public Library	<hr/>
12-137	Monterey-Tippecanoe Township Public Library	<hr/>
12-138	Montezuma Public Library	<hr/>
12-139	Monticello-Union Township Public Library	<hr/>
12-140	Montpelier-Harrison Township Public Library	<hr/>
12-141	Mooreville Public Library	<hr/>
12-142	Morgan County Public Library	<hr/>
12-143	Morrisson Reeves Library	<hr/>
12-144	Muncie-Center Township Public Library	<hr/>
12-145	Nappanee Public Library	<hr/>
12-146	New Albany-Floyd County Public Library	<hr/>
12-147	New Carlisle & Olive Township Public Library	<hr/>
12-148	New Castle-Henry County Public Library	<hr/>

12-149	New Harmony Workingmen's Institute	<hr/>
12-150	Newburgh Chandler Public Library	<hr/>
12-151	Newton County Public Library	<hr/>
12-152	Noble County Public Library	<hr/>
12-153	North Judson-Wayne Township Public Library	<hr/>
12-154	North Madison County Public Library System	<hr/>
12-155	North Manchester Public Library	<hr/>
12-156	North Webster Community Public Library	<hr/>
12-157	Oakland City-Columbia Township Public Library	<hr/>
12-158	Odon Winkelpleck Public Library	<hr/>
12-159	Ohio County Public Library	<hr/>
12-160	Orleans Town & Township Public Library	<hr/>
12-161	Osgood Public Library	<hr/>
12-162	Otterbein Public Library	<hr/>
12-163	Owen County Public Library	<hr/>

12-164	Owensville Carnegie Public Library	<hr/>
12-165	Oxford Public Library	<hr/>
12-166	Paoli Public Library	<hr/>
12-167	Parke County Public Library	<hr/>
12-168	Peabody Public Library	<hr/>
12-169	Pendleton Community Public Library	<hr/>
12-170	Penn Township Public Library	<hr/>
12-171	Perry County Public Library	<hr/>
12-172	Peru Public Library	<hr/>
12-173	Pierceton & Washington Township Public Library	<hr/>
12-174	Pike County Public Library	<hr/>
12-175	Plainfield-Guilford Township Public Library	<hr/>
12-176	Plymouth Public Library	<hr/>
12-177	Porter County Public Library System	<hr/>
12-178	Poseyville Carnegie Public Library	<hr/>
12-179	Princeton Public Library	<hr/>
12-180	Pulaski County Public Library	<hr/>

12-181	Putnam County Public Library	<hr/>
12-182	Remington-Carpenter Township Public Library	<hr/>
12-183	Ridgeville Public Library	<hr/>
12-184	Roachdale-Franklin Township Public Library	<hr/>
12-185	Roann Paw-Paw Township Public Library	<hr/>
12-186	Roanoke Public Library	<hr/>
12-187	Royal Center-Boone Township Public Library	<hr/>
12-188	Rushville Public Library	<hr/>
12-189	Salem-Washington Township Public Library	<hr/>
12-190	Scott County Public Library	<hr/>
12-191	Shelby County Public Library	<hr/>
12-192	Sheridan Public Library	<hr/>
12-193	Shoals Public Library	<hr/>
12-194	South Whitley-Cleveland Township Public Library	<hr/>
12-195	Speedway Public Library	<hr/>
12-196	Spencer County Public Library	<hr/>

12-197	Spiceland Town-Township Public Library	<hr/>
12-198	St. Joseph County Public Library	<hr/>
12-199	Starke County Public Library System	<hr/>
12-200	Sullivan County Public Library	<hr/>
12-201	Swayzee Public Library	<hr/>
12-202	Switzerland County Public Library	<hr/>
12-203	Syracuse-Turkey Creek Township Public Library	<hr/>
12-204	Thorntown Public Library	<hr/>
12-205	Tippecanoe County Public Library	<hr/>
12-206	Tipton County Public Library	<hr/>
12-207	Tyson Library Association, Inc	<hr/>
12-208	Union City Public Library	<hr/>
12-209	Union County Public Library	<hr/>
12-210	Van Buren Public Library	<hr/>
12-211	Vermillion County Public Library	<hr/>
12-212	Vigo County Public Library	<hr/>

12- 213	Wabash Carnegie Public Library	<hr/>
12- 214	Wakarusa-Olive & Harrison Township Public Library	<hr/>
12- 215	Walkerton-Lincoln Township Public Library	<hr/>
12- 216	Walton & Tipton Township Public Library	<hr/>
12- 217	Wanatah Public Library	<hr/>
12- 218	Warren Public Library	<hr/>
12- 219	Warsaw Community Public Library	<hr/>
12- 220	Washington Carnegie Public Library	<hr/>
12- 221	Washington Township Public Library	<hr/>
12- 222	Waterloo-Grant Township Public Library	<hr/>
12- 223	Waveland-Brown Township Public Library	<hr/>
12- 224	Wells County Public Library	<hr/>
12- 225	West Lafayette Public Library	<hr/>
12- 226	West Lebanon-Pike Township Public Library	<hr/>
12- 227	Westchester Public Library	<hr/>

12-228	Westfield-Washington Public Library	_____
12-229	Westville-New Durham Township Public Library	_____
12-230	Whiting Public Library	_____
12-231	Willard Library of Evansville	_____
12-232	Williamsport-Washington Township Public Library	_____
12-233	Winchester Community Public Library	_____
12-234	Wolcott Community Public Library	_____
12-235	Worthington Jefferson Township Public Library	_____
12-236	York Township Public Library	_____
12-237	Yorktown Public Library	_____
12-238	TOTAL PLAC Loans	_____

13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

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.

13-001	Does your library comply with Public Library Law under IC 36-12?	_____
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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? (If unsure, check at <https://mylicense.in.gov/EVerification/Search.aspx>) _____

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 _____

Personnel Policies

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

- 13-
014 Recruitment? _____
- 13-
015 Selection? _____
- 13-
016 Appointments? _____
- 13-
017 Personnel actions? _____
- 13-
018 Salary administration? _____
- 13-
019 Employee benefits? _____
- 13-
020 Conditions of work? _____
- 13-
021 Leaves? _____
- 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 (3) 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?

13-
028 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?

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 (3) to five (5) 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?

13-
036 Does your long-range plan include a statement of community needs and goals?

13-
037 Does your long-range plan include measurable objectives and service in response to the community's needs and goals?

13-
038 Does your long-range plan include an assessment of facilities, services, technology, and operations?

13-
039 Does your long-range plan include an ongoing evaluation process?

13-
040 Does your long-range plan include a plan for financial resources and sustainability?

13-
041 Does your long-range plan include an equipment replacement schedule?

13-
042 Does your long-range plan include a professional development strategy?

13-
043 Does your long-range plan include a statement of collaboration with other public libraries?

13-
044 Does your long-range plan include a statement of collaboration with other community partners?

Resource Sharing

13-
045 Does your library provide interlibrary loan free of charge *to other libraries* within Indiana?

Answer YES if your policy is to lend, even if no loans were requested.

13-
046 Does your library provide interlibrary loan free of charge *to your users*? _____

Answer YES if your policy is to lend, even if no loans were requested.

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 13-048 is YES, please list libraries with which you have 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? _____

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? _____

Does the library provide young adult services, including:

13-
056 Reference services, including knowledge of and access to reference materials, including INSPIRE?

13-
057 A collection of materials for young adults?

13-
058 A space designated for young adults in each fixed location?

Does the library provide children's services, including:

13-
059 Reference services, including knowledge of and access to reference materials, including INSPIRE?

13-
060 A collection of materials for children?

13-
061 A space designated for children in each fixed location?

Public Access

13-
062 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/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?

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? _____
- 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? _____

14 - Statement of Intent to Comply with Standards

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

15 - 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 your library receive any grants in 2024? _____

15-
002a If so, please list the grantor and general purpose for the grant. _____

15-
003 Did the library offer “Take and Make” activities in 2024? _____

15-
003a Number of “Take and Make” activities distributed (optional) _____

15-
004 What's something your library did in the past year that you're proud of? _____

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2025.