Library Directors One-Stop Guide

2014 Version

New Director's Workshop
August 20, 2014
Indiana State Library

Welcome New Directors

Dear Colleagues:

Indiana libraries are a great value for Hoosiers. In these difficult economic times, the public library remains the only place many Hoosiers have access to new technologies, the Internet, and free entertainment opportunities. Indiana libraries are so much more than just a bricks and mortar repository of books. Today, the local library is a catalyst for economic development, a provider of professional development and lifelong education services, a gateway to digital information and online resources, and a cultural and civic center of the community.

As libraries move into the 21st century we face challenges, but remember that you are never alone. Chances are someone in Indiana's statewide library community will have overcome the very same obstacles you may one day face. Also, do not hesitate to contact the Indiana State Library for help or reassurance. The State Library staff is dedicated to providing you assistance on wide range of library issues, including programming, professional development, board policies and so much more.

This handbook was developed as a tool you can turn to for answers to common questions. Please call our staff if you need clarification or assistance with anything covered in this handbook. You are also welcome to join one or more listservs for Indiana librarians to find help from your peers and other library staff.

Congratulations on your recent appointment as an Indiana public library director. I wish you the best of luck in all your future personal and professional endeavors.

Warmest Regards,

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LIBRARY DIRECTOR'S ONE-STOP GUIDE

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Indiana State Library Overview

Indiana State Library: Open for Exploration

The Indiana State Library was established in 1825 to provide library services to Indiana's state governmental officials and employees. Since that time, its responsibilities have expanded to provide services to all citizens of Indiana, including special populations such as the blind and visually impaired, to collect and preserve all types of information about the state of Indiana, to support the development of the library profession, and to strengthen the services of all libraries within Indiana.

Today, the Indiana State Library houses the vast collections with over two million volumes and three million manuscripts, as well as thousands of maps, federal documents, microfilm, and more. Just as the Library of Congress serves as the historical repository for our nation, the State Library is responsible for collecting and preserving all types of information and data about Indiana. The State Library proudly maintains two of the largest Indiana History and Genealogy collections in the World.

Services for Public Libraries

The Library Development Office (LDO) of the Indiana State Library provides assistance and consultation to librarians, trustees, and community leaders on all aspects of library programming, laws, standards, statistics and operations, including:

- Administration of LSTA funds for improvement of library services;
- Development and provision of workshops, including new director and trustee training, grant support, and budget workshops;
- Collecting, compiling and disseminating statistics on Indiana libraries;
- Maintaining and publishing directories and lists of shared resources and other reciprocal borrowing opportunities;
- Providing consultation and education concerning public library law and standards; and
- Administering statewide library services, such as ILL, delivery services & Evergreen Indiana.

Library Services & Technology Act

The State Library administers the Library Services & Technology Act (LSTA) grant program through the distribution of federal LSTA funds for the purposes of increasing the use of technology in libraries, fostering better resource sharing among libraries, and targeting library services to special populations. The State Library annually awards sub-grants to Indiana libraries for programs in the areas of library technology, digitization, innovation and programming for underserved populations.

Statewide Library Services

The State Library administers several statewide library services, which are made possible through LSTA funding. These innovative technology and resource sharing solutions collectively save Indiana libraries millions of dollars annually.

INSPIRE: For more than a decade, INSPIRE has helped Hoosiers get ahead of the curve at work and in the classroom with the credible information they need instantly. INSPIRE offers free online access to thousands of magazine and journal articles, online research tools, study aids and resources for jobseekers through a virtual portal available to Hoosiers 24/7 from their home, work, school or public library computer. Hoosiers performed over 50 million individual INSPIRE searches in 2011.

INfoExpress, a statewide library delivery service for interlibrary loan (ILL) materials and other resources, is available to all Indiana libraries. Public libraries that are active lenders of resources or on Evergreen Indiana are eligible heavily subsidized one to two-days-a-week service.

Evergreen Indiana is a growing consortium of 100 Indiana libraries using the Evergreen open source integrated library system (ILS). Evergreen Indiana collectively saves public libraries millions of dollars in annual licensing, technology and support costs associated with maintain a library catalogue. The Evergreen catalogue enables patrons to place holds from home, or go to any Evergreen library statewide to access more than 6,000,000 items.

Digitization Services: The State Library administers LSTA sub-grants to libraries for the purpose of digitizing Indiana's historical records. The primary goal is to develop content for Indiana Memory (IndianaMemory.org) a collaboration of historical and cultural organizations enabling free online access to Indiana's unique cultural and historical heritage through a variety of digital formats. The State Library also does extensive user training and performs large-scale digitization projects for both Indiana Memory and as part of the National Digital Newspaper Program.

Consultation Services: The State Library is the authority on laws, standards, library budgets and state requirements affecting Indiana's public libraries. LDO Consultants are available for one-on-one consultation and also provide essential training for new directors & trustees. They also specialize and train in the areas grants, literacy, library finance, e-rate and resource sharing.

Library Statistics: The State Library collects and compiles an annual report of public library statistics that assists federal, state and local entities in identifying needs, measuring effectiveness of library programming, identifying best practices, and developing plans to improve and strengthen services. Specifically, local libraries may use these findings as talking points with patrons, legislators and other local decision makers.

Professional Development and Certification

The Professional Development Office (PDO) supports the advancement and development of library staff in all Indiana libraries for improved services to the citizens of Indiana. The PDO includes specialists in the areas of programming, children's services, continuing education opportunities, and services available from the Indiana State Library.

Continuing Education: PDO staff provides educational opportunities via in-house, online and on-site workshops. Indiana librarians are also eligible to enroll in free classes from national providers like Lyrasis and WebJunction.

Certification: The PDO handles all aspects of library certification, including program administration, consultation services and approval of LEU eligibility for course providers.

Children's Services: Provides training and consulting services related to children's services throughout the state. Primarily focuses on early literacy, facilitating programs like Collaborative Summer Library Program, Every Child Ready to Read and other initiatives.

Regional Consultants: The PDO's team of regional library consultants provides on-site programming, marketing, consulting and continuing education support and services to libraries within their geographical area of the state.

Chapter 1

Duties of the Director and Library Board

Public Library standards (590 IAC 6) define the role of the director and board members (see Chapter 3).

A. Library Director and Library Board

The library board is responsible for hiring a full-time library director with the education and experience required by the Librarian Certification Rule (590 IAC 5).
The director is the administrative head of the library and is responsible to the library board for the operation and management of the library.
The library board and director shall maintain their functions as follows:

(1) The board is responsible for **governance and policy**.

(2) The director is responsible for **administration**, and is responsible to library board for the operation and management of the library.

IN the Public Trust is the trustee manual. According to page D-2, **the director has the responsibility to:**

- Implement board policies
- Represent the library in negotiations, public relations and other public events
- Recommend staff for hiring
- Direct, supervise, educate, evaluate and discipline all staff
- Prepare the annual budget for approval by the board
- Manage the finances of the library
- Oversee the assets of the library
- Plan the annual operations of the library to fit into the long-range plan of the board
- Assist the board in the governance of the library by informing the board of the status of the library and recommending policy direction for the board
- Report to the board the results of board actions
- Remain current and knowledgeable about the library and appropriate methods of operation
- Prepare an annual report of the progress of the library and submit that report to the board and to the Indiana State Library.

The library director is the person ultimately responsible for the library. Even though the board is governing the library, the director is managing it and all of its resources. This includes the facilities, finances, personnel, and inventory.

Depending on the size of the library, you will either be working with a team of professionals which you will oversee in their management of select resources, or you will be the one and only manager juggling the management of everything – or something in between.

The first duty of the new director is to find out which scenario fits your library, and roll with it. Either you will be fixing a stopped-up toilet and scraping ice off of the sidewalks in between

budget and programming meetings, or you will be making sure that these tasks get done while you deal with issues only the large libraries encounter, such as investments and foundations. One thing you need to realize, however, is that you are not alone. That is what this guide is all about – to provide you with the resources and contact information you will need to manage your library. The State Library is here to aid you in your quest to provide Indiana residents with top-notch library service.

Another resource is your peers. Many directors in Indiana have mentored new library directors in the past, and many continue to do so. Get on a listserv www.in.gov/library/listservs.htm ask questions, check out statistics on the ISL website www.in.gov/library/plstats.htm to find libraries of similar size and call those directors. Librarians in Indiana are a very giving bunch, so don't reinvent the wheel. You will be asked to provide payback someday!

The following is adapted from the Small Library Project Pamphlet #3, "The Trustee of a Small Public Library," published by American Library Association. Also included here are requirements found in section 6-1-4 of **590 IAC 6 Minimum Standards for Public Libraries.** Please see Chapter 2 in this manual for full recommendations.

Recommended Duties of the Library Board

1. Maintain separate function from the director: board is responsible for governance and policy.
2. Operate in compliance with Ind. laws
3. Employ a full-time library director with the education and experience required by the Librarian Certification Rule (590 IAC 5)
4. Know the program and needs of the library in relation to the community; keep abreast of standards (see Chapter 3 for newest standards).
5. Comply with state and federal laws affecting the library and employment procedures.
6. Adopt proposed library budget that adequately funds library's programs and purpose.
7. Establish a library policy for book and materials selection commensurate to your community size and adhering to standards.
8. Establish, support and participate in a planned public relations program.
9. Attend all board meetings and see that accurate records are kept on file at the library.
10. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Be aware of the services of the Indiana State Library.
12. Report regularly to governing officials and the general public.

Recommended Duties of the Director

1. Maintain separate function from the board: director carries out policy of board, and is responsible for administration, operation and management of library.
2. Keep the board informed of Indiana Laws and legislation.
3. Keep board informed on certification requirements and keep up-to-date on certification.
4. Prepare regular reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library program. Comply with newest standards. (See chapter 3)
5. Provide documentation for board drafting personnel policies and procedures.
6. Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting.
7. Select and order books and materials to support your community adhering to standards with regard to your community.
8. Maintain an active program of public relations.
9. Attend all board meetings.
10. Affiliate with state and national professional organizations and attend professional meetings and workshops.
11. Make use of Indiana State Library services and library consultants.
12. Report regularly to the library board, to the officials of local government, and to the general public.

B. Working with the Library Board

(Excerpt from the *Idaho Librarian Survival Manual*)

When you were hired, you became an employee of your library's board of trustees. Most of the time, working with your library board will be easy, because you and the library board have a common interest and a common mission: to provide your community with the best possible library service. Good board members will be your best allies in working for better service. They will bring ideas, encouragement and enthusiasm to the library.

The keys to working with your library board are **respect, communication, and tact**. As a new librarian, recognize that the library and the library board have a history. The board is used to doing things in certain ways. Unless they have had serious problems, board members are not likely to be interested in changing what they see as successful. They are not likely to change things unless you can give them good reasons, and even then, it may take some time for them to develop trust of your judgment.

During your first year, you probably will want to spend more time in trust building rather than in problem solving with your library board. Try to get to know each board member personally, find out what they think about the library and where they want the library to be going.

It is also vitally important to communicate as much information as possible to your library board members. If you see a potential difficulty coming up, make sure that the board is aware of it, even if you are afraid it reflects badly on you. No one likes to be surprised by a major problem that everyone else saw coming. At the same time, do not dwell on the negative. Make sure that the board knows about the library's successes too.

While it is true that the library board is charged with setting policy, you will know more about the day-to-day operations of the library. Board members sometimes have ideas that simply are not workable or that will end up hurting the library. As the library director, it is your duty to inform the board of what you expect the practical consequences of their decisions will be. However, once the decision is made, it is your responsibility to carry it out to the best of your ability, even if you don't agree with it.

Another problem that sometimes occurs is when a board member interferes with the administration of the library. The trustee may come in and tell you to make changes, interfere with the work of your staff, or go out into the community and misrepresent the library's position on various issues. In these cases, it is important for you to remember that legally individual board members have no power over the library. It is only when the board acts as a group at an official meeting that library policy is made.

It is all well and good to know that an individual board member doesn't have the authority to interfere with the administration of the library, but s/he still represents one seventh of your boss. If this trustee has been on the board for a long time or is an officer of the board, s/he may even have more power than that with the board. What do you do in a case like this?

1. First, remember to keep your cool. Treat the request with respect and tact.
2. Second, tell the board member that you do not feel comfortable making the change without the full board acting on it. Tell the board member that you will ask the board chair to put the issue on the agenda for the next board meeting or even to call a special meeting if necessary.
3. Third, look for some alternative that you can use without board approval to solve the problem between the time the problem arises and the next board meeting. Make sure that the alternative that you choose conforms to present policy.

What should you do if the board makes a decision that you do not agree with? Unless the decision is illegal or unethical, it is your responsibility to carry out the decision as best you can. Try to make it work and don't express your negative opinion to the public or staff. If the decision creates problems for the library, document these and bring them to the board. Don't forget if the decision turns out to be a good one, however, to compliment the board on it.

New Trustee Orientation

Once new trustees have come on the board, it is very useful if your board members and you can give the new trustee an orientation to the library. You should also make sure that new trustees have received a copy of **IN the Public Trust**, the manual for Indiana public library trustees, as well as copies of important local documents, such as bylaws, policy statements, and minutes from the previous year. Please download a copy of **IN the Public Trust** from the Library Development Office website at www.in.gov/library/3274.htm. If you need assistance with this, please contact the office at 1-800-451-6028, or ldo@library.in.gov. By working with trustees while they are new on the board, you can build the kind of positive relationship that will most benefit your library.

Certificate of Appointment for Public Library Board Members

Once appointed by an appointing authority, according to IC 36-12-2-19, the appointing authority needs to provide the new board member with a completed "Certificate of Appointment". The new board member must take the oath of office within 10 days of receiving the Certificate of Appointment. A copy of the Certificate of Appointment must be provided to the library director for the purpose of filing the certificate with the official papers of the library. The Certificate of Appointment must also be filed with the clerk of the circuit court in your county within 30 days from taking the oath of office or the library board appointment becomes **null and void** (IC 5-4-1).

The certificate is found at this URL: www.in.gov/library/files/plbmcertap.pdf.)

Ensuring attendance of board members at meetings

The simplest way to get better attendance is to ask an attorney to explain board member liability to your board members. Missing a meeting is risky. If those who attend take action that is illegal, even those who were not there to vote are at risk. Being there and voting "no" on the action is much better protection. A vacancy occurs whenever a member is absent from six (6) consecutive regular board meetings for any cause other than illness. The appointing

authority shall be notified by the secretary of the board of a vacancy. (IC 36-12-2-20(b))
A few points to consider regarding your board meetings:

1. Are meetings businesslike and productive?
2. Are meetings under two hours?
3. Are the agenda items board level items or are the board dealing with trivial matters?
4. Is everyone encouraged to participate?
5. Does another board member contact the missing board member(s) after the meeting and encourage them to attend next time?

Engaging Board members in planning and participating in library projects
Be positive. Get board members to buy into planning. As ideas are mentioned and discussed, ask the board member who seems most interested or who suggested something in particular to chair a committee to develop that plan or policy. Be sure to use people from the community, staff, Friends of the Library, teachers, etc., on the committee with the board member. It is always good to get the ideas of a wide range of the community. Again, be positive. Get the board excited. Brainstorm, but don't run a topic into the ground. Your excitement can be contagious. Serve food!

Sample Library Board Bylaws

These are **suggestions** only. They indicate the points to be covered, but each library board must adapt them to fit local conditions. Bylaws are required by Indiana Public Library Standards, 590 IAC 6, in order for the library to be in compliance with standards and qualify for state and federal funds and must be on file at Indiana State Library. 590 IAC 6-1-4(g) "The library shall have written bylaws that outline its purpose and its operational procedures and address conflicts of interest issues and nepotism. The by-laws shall be reviewed at least every three years. A copy of the bylaws shall be submitted to the Indiana State Library."

<u>Article I Membership, Purpose and Authority</u>

Section 1. The _____ Public Library is a municipal corporation and Class [#] library organized under the public library provisions of IC 36-12. The purpose of the library is to meet the educational, information, and recreational interests and needs of the public.

Section 2. In accordance with the provisions of IC 36-12, the library board of _____ Public Library shall consist of members chosen for their fitness for public library trusteeship.

Section 3. The library board shall govern the library under according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.

Article II Officers

Section 1. Officers of the board shall be a President, Vice President, Secretary and Treasurer.

Section 2. The officers shall be elected at the January meeting and shall serve a term of one year. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

Section 3. The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles. (Or the duties might be defined here.)

Article III Meetings

Section 1. The library board shall meet on the (___) of each month at (___) o'clock at the (location). The (name a month) meeting shall be the annual meeting.

Section 2. Special meetings may be called by the President, or upon written request of 2 members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the board at least 2 days in advance of such meeting and to the local media 48 hours in advance, as according to law.

Section 3. A quorum for the transaction of business shall consist of a majority-equal to 50% of the number of seats established by law-plus one. This is regardless of any current vacancies on the library's board. Any vote by a board which does not have a quorum present may be legally invalid.

Section 4. Order of business may be:

Call to order
Reading and approval of minutes
Approval of bills
Report of the librarian
Committee reports
Communications
Unfinished business
New business
Adjournment

Section 5. *Robert's Rules of Order*, last revised edition, shall govern the parliamentary procedure of the board.

Article IV Committees

(Suggestion: Special committees for the study of special problems may be appointed by the chairman, with the approval of the board, to serve until the final report of the work for which they were appointed has been filed at a regular library board meeting. Bylaws might include provision for standing committees appointed by the president at the first meeting following the annual meeting, to serve for one year. A **finance committee**, which might be either a standing committee or a special committee, would assist the library director in preparing the annual budget and represent the library board to justify it before the governing body.

In most matters, the board's most effective operation is as a committee of the whole. Boards of larger libraries may need other committees to advise the librarian and to represent the board in the community on such subjects as buildings and maintenance, personnel, library program, and extension of service.

Special committees may investigate, study, and report all matters on which the board can **act** more expeditiously as a whole.)

Article V Library Director

The library director shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The library director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The library director shall attend all library board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.

Article VI Ethics for Library Trustees

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Article VII Nepotism

Board members and their immediate family members (as defined below) will be excluded from consideration for employment by the organization.
Employees shall not hold a position with the organization while they or members of their immediate family (as defined below) serve on the board of directors or any committee of the board.

Employees may not hold a job over which a member of their immediate family exercises supervisory authority. In this section and sections 1 and 2 above, immediate family includes the following: husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

Article VIII Amendments

These bylaws may be amended at any regular meetings of the library board with a quorum present, by majority vote of the members present, providing the amendment was stated in the agenda for the meeting.

Sample Nepotism Template to Include in the Bylaws

Part One

1. Board members and their immediate family members (as defined below) will be excluded from consideration for employment by the organization.
2. Employees shall not hold a position with the organization while they or members of their immediate family (as defined below) serve on the board of directors or any committee of the board.
3. Employees may not hold a job over which a member of their immediate family exercises supervisory authority. In this section and sections 1 and 2 above, immediate family includes the following: husband, wife, son, son-in-law, daughter, daughter-inlaw, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

Part Two

It is well accepted that employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and employee morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, performance evaluations, promotions, demotions, disciplinary actions, and discharge. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into

day-to-day working relationships.

It is XYZ's policy that relatives of persons currently employed by XYZ may be hired only if they will not be working directly for or supervising a relative. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned shall decide who is to be transferred. If that decision is not made within 30 calendar days, management shall decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purpose of this policy, a relative is defined to include spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, father-and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee.

Part Three

EMPLOYMENT OF SPOUSES: With respect to the employment of relatives, XYZ reserves the right to: Refuse to place one spouse under the direct supervision of the other spouse where such has the potential for creating an adverse effect on supervision, safety, security, or morale.

a. Refuse to place both spouses in the same department, division, program or facility where such has the potential for creating an adverse effect on supervision, safety, security, morale, or involves potential conflicts of interest.

EMPLOYMENT OF OTHER RELATIVES: Relatives, up to and including first cousins of any agency employee, board of trustee or any:

a. Person exercising, hiring, promotion, and termination authority may not be hired into agency service without approval of the chief executive or the executive committee of the board of trustees.

b. Relatives within the third degree of kinship by blood or marriage of any agency employee, regardless of status, will not be hired in the same department, division, program, or facility where such has the potential for creating an adverse effect on supervision, safety, security, morale or involves potential conflicts of interest without the written prior approval of the chief executive.

c. If two (2) employees marry or become related, or cohabit and a conflict arises, only one (1) of the employees will be permitted to stay with XYZ unless reasonable accommodations can be made to eliminate the potential problems. The decision as to which relative will remain with XYZ must be made by the two (2) employees within three (3) calendar days or by XYZ on the basis of service value.

Conflict of interest IC 35-44-1-3

Sec. 3. (a) A public servant who knowingly or intentionally:

(1) has a pecuniary interest in; or

(2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D felony.

(b) This section does not prohibit a public servant from receiving compensation for:

(1) services provided as a public servant; or

(2) expenses incurred by the public servant as provided by law.

(c) This section does not prohibit a public servant from having a pecuniary interest in or deriving a profit from a contract or purchase connected with the governmental entity served under any of the following conditions:

(1) If the:

(A) public servant is not a member or on the staff of the governing body empowered to contract or purchase on behalf of the governmental entity;

(B) functions and duties performed by the public servant for the governmental entity are unrelated to the contract or purchase; and

(C) public servant makes a disclosure under subsection (d)(1) through (d)(6).

(2) If the contract or purchase involves utility services from a utility whose rate structure is regulated by the state or federal government.

(3) If the public servant:

(A) is an elected public servant or a member of the board of trustees of a state supported college or university; and

(B) makes a disclosure under subsection (d)(1) through (d)(6).

(4) If the public servant:

(A) was appointed by an elected public servant or the board of trustees of a state supported college or university; and

(B) makes a disclosure under subsection (d)(1) through (d)(7).

(5) If the public servant:

(A) acts in only an advisory capacity for a state supported college or university; and

(B) does not have authority to act on behalf of the college or university in a matter involving a contract or purchase.

(6) If the public servant:

(A) is employed by the governing body of a school corporation and the contract or purchase involves the employment of a dependent or the payment of fees to a dependent; and

(B) makes a disclosure under subsection (d)(1) through (d)(6).

(7) If the public servant is under the jurisdiction of the state ethics commission as provided in IC 4-2-6-2.5 and obtains from the state ethics commission, following full and truthful disclosure, written approval that the public servant will not or does not have a conflict of interest in connection with the contract or purchase under IC 4-2-6 and this section. The approval required under this subdivision must be:

(A) granted to the public servant before action is taken in connection with the contract or purchase by the governmental entity served; or

(B) sought by the public servant as soon after the contract or purchase as the public servant becomes aware of the facts that give rise to a question of conflict

of interest.

(d) A disclosure required by this section must:

(1) be in writing;

(2) describe the contract or purchase to be made by the governmental entity;

(3) describe the pecuniary interest that the public servant has in the contract or purchase;

(4) be affirmed under penalty of perjury;

(5) be submitted to the governmental entity and be accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase;

(6) be filed within fifteen (15) days after final action on the contract or purchase with:

(A) the state board of accounts; and

(B) if the governmental entity is a governmental entity other than the state or a state supported college or university, the clerk of the circuit court in the county where the governmental entity takes final action on the contract or purchase; and

(7) contain, if the public servant is appointed, the written approval of the elected public servant (if any) or the board of trustees of a state supported college or university (if any) that appointed the public servant.

(e) The state board of accounts shall forward to the state ethics commission a copy of all disclosures filed with the board under IC 16-22-2 through IC 16-22-5, IC 16-23-1, or this section.

(f) The state ethics commission shall maintain an index of all disclosures received by the commission. The index must contain a listing of each public servant, setting forth the disclosures received by the commission made by that public servant.

(g) A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of:

(1) the public servant; or

(2) a dependent of the public servant who:

(A) is under the direct or indirect administrative control of the public servant; or

(B) receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant.

(h) It is a defense in a prosecution under this section that the public servant's interest in the contract or purchase and all other contracts and purchases made by the governmental entity during the twelve (12) months before the date of the contract or purchase was two hundred fifty dollars ($250) or less.

(i) Notwithstanding subsection (d), a member of the board of trustees of a state supported college or university, or a person appointed by such a board of trustees, complies with the disclosure requirements of this chapter with respect to the member's or person's pecuniary interest in a particular type of contract or purchase which is made on a regular basis from a particular vendor if the member or person files with the state board of accounts and the board of trustees a statement of pecuniary interest in that particular type of contract or purchase made with that particular vendor. The statement

required by this subsection must be made on an annual basis.

(j) This section does not apply to members of the governing board of a hospital organized or operated under IC 16-22-1 through IC 16-22-5 or IC 16-23-1.

(k) As used in this section, "dependent" means any of the following:

(1) The spouse of a public servant.

(2) A child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is:

(A) unemancipated; and

(B) less than eighteen (18) years of age.

(3) Any individual more than one-half (1/2) of whose support is provided during a year by the public servant. *As added by Acts 1978, P.L.144, SEC.7. Amended by Acts 1981, P.L.304, SEC.1; P.L.329-1983, SEC.1; P.L.66-1987, SEC.28; P.L.13-1987, SEC.16; P.L.183-1988, SEC.1; P.L.109-1988, SEC.3; P.L.197-1989, SEC.3; P.L.2-1993, SEC.185; P.L.22-1995, SEC.3; P.L.1-1997, SEC.149*

IC 5-16-11-5.5 Conflicts of interest; consultants

Sec. 5.5. (a) A consultant has a conflict of interest if any of the following apply:

(1) The entity has given a gift or gifts:

(A) to the consultant, the consultant's spouse, or the consultant's unemancipated children;

(B) that have a total fair market value of more than one hundred dollars ($100); and

(C) within the preceding year.

(2) The consultant, the consultant's spouse, or the consultant's unemancipated children have an equitable or a legal interest in real property the value of which:

(A) either:

(i) is at least five thousand dollars ($5,000); or

(ii) comprises at least ten percent (10%) of the net worth of the consultant, the consultant's spouse, or the consultant's unemancipated children; and

(B) has been or would be increased or decreased if a contract were awarded to the entity.

(3) The consultant or the consultant's spouse is employed by the entity.

(4) The entity is the sole proprietorship or professional practice of the consultant or the consultant's spouse.

(5) The consultant or the consultant's spouse is a partner in the entity.

(6) The consultant or the consultant's spouse is an officer or a director of the entity.

(7) The consultant, the consultant's spouse, or the consultant's unemancipated children own stock or options to purchase stock in the entity and the stock or the options to purchase stock have a fair market value of more than ten thousand dollars ($10,000). This subdivision does not apply to the following:

(A) Time deposits or demand deposits in a financial institution.

(B) An insurance policy.

As added by P.L.52-1991, SEC.3.

IC 5-16-11-6 Conflict of interest disclosure; filing

Sec. 6. (a) A consultant shall file a conflict of interest disclosure if the consultant has a conflict of interest under section 5.5 of this chapter.

(b) The disclosure required under subsection (a) must describe the conflict of interest.

(c) The consultant shall file the disclosure required under subsection (a) within ten (10) days of the earlier of the following events:

(1) The closing day for receipt of bids.

(2) The award of the contract.

As added by P.L.73-1989, SEC.1. Amended by P.L.9-1990, SEC.12;

Lucrative Office

Article 2 Section 9 of the Constitution of Indiana, states:. No person holding a lucrative office or appointment under the United States or under this State is eligible to a seat in the General Assembly; and no person may hold more than one lucrative office at the same time, except as expressly permitted in this Constitution. Offices in the militia to which there is attached no annual salary shall not be deemed lucrative.

(History: As Amended November 6, 1984).

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant.

"Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (•) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. Name and Address of Public Servant Submitting Statement:

_____

_____

2. Title or Position with Governmental Entity:

_____

3. a. Governmental Entity: _____

b. County: _____

4. This statement is submitted (check one):

a. ___ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or

b. ___ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.

5. Name(s) of Contractor(s) or Vendor(s):

_____

_____

6. Description(s) of Contract(s) or Purchase(s) (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):

_____

_____

_____

_____

_____

7. Description of My Financial Interest (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

_____

_____

_____

_____

_____

_____

(Attach extra pages if additional space is needed)

8. Approval of Appointing Officer or Body (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state supported college or university):

I (We) being the _____ of

(Title of Officer or Name of Governing Body)

_____and having the power to appoint

(Name of Governmental Entity)

the above named public servant(s) to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in

Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

9. Effective Dates (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

_____	_____
Date Submitted	Date of Action on Contract or Purchase

10. Affirmation of Public Servant: This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date: _____

Within 15 days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2738 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.

Board Composition

The 237 Public Library Districts in Indiana vary in territory composition and classification. These include: City/Town Libraries, County Libraries, City/Town/Township(s) Libraries. Many are Class 1 libraries governed by a seven member appointed board.

A library board appointee needs to reside in the library district at the time of their appointment and needs to have resided there for at least two years immediately preceding the appointment. Typically a seven member board for a Class 1 library consists of:

- 1 county commission appointment
- 1 county council appointment
- 3 school board appointments

And the last two appointments vary based on the territorial composition of the library district (for example, library is only in one city; library is in one township, etc.)

In addition to the library types mentioned above with seven member library boards, there are four county contractual libraries in Indiana that appoint a separate four member board. The four (4) additional members of a county contractual library board required by IC 36-12-6-2 are appointed as follows:

(1) Two (2) members appointed by the executive of the county in which the county contractual library district is located.

(2) Two (2) members appointed by the county superintendent of schools, or if there is no county superintendent of schools, by the county auditor of the county in which the library district is located.

There are a handful of libraries which are an exception to the seven member library boards and the additional 4 member boards that represents contractual library composition. In general, the remaining libraries are endowed libraries that have board appointments that represent their endowment interests.

Resources referenced in this chapter:

- Certificate of Appointment Public Library Board Member
  www.in.gov/library/files/plbmcertap.pdf
- Uniform Conflict of Interest Disclosure Statement – Form 236
  http://www.in.gov/sboa/2416.htm
- IN The Public Trust
  www.in.gov/library/3274.htm
- Idaho Librarian Survival Manual
  http://files.eric.ed.gov/fulltext/ED381172.pdf

Other Helpful information:

IC 36-12-2 and IC 36-12-3 Public Libraries: Organization and Board Members
The code includes board appointment information, terms, meetings, treasurer information, duties, powers, etc.
www.in.gov/legislative/ic/code/title36/ar12/

Additional Trustee Trainings:

Contact the LDO Office at (800) 451-6028 to arrange an onsite presentation of trustee-related topics. Sample training topics include:

1. The Public Library Trustee: General Overview of what they do, how to do it, and what to do next.
2. Everything You Wanted to Know About a Public Library Budget from Creation to Execution
3. The Public Library Trustee and the Public Library Director- Governance and Management
4. The Public Library Trustee and Policies
5. The Unserved Area and How to Begin to Bring It into Your Library District
6. Committees, Meetings, and the Open Door Law

Chapter 2

Public Library Standards

Public Library Standards are the standards set by the Indiana Library and Historical Board which **public libraries are required to meet to be able to receive any state or federal funds disbursed by the Indiana State Library in the form of grants or monetary awards**. The current standards are found in 590 IAC 6 www.in.gov/legislative/iac/T05900/A00060.PDF?.

The funds affected include:

- State technology grants
- E-rate funds for Internet connectivity
- Discounts on state-wide services for which the Indiana State Library charges (including INfo Express)
- PLAC distribution
- Other state funds
- LSTA grants

Templates and advice for writing trustee bylaws, technology and long range plans are available from the Library Development Office. Questions about the standards should be addressed to Karen Ainslie or Jennifer Clifton, Library Development Office.

To meet standards regarding web sites, **Connect IN** is available. This was the service formerly known as Access Point. In August 2013 all Access Point websites and email accounts were migrated to a server at the Indiana State Library. If you have questions contact the Professional Development Office or visit: http://www.in.gov/library/connect.htm

Questions about the Evergreen Indiana Open Source Integrated Library System (www.in.gov/library/evergreen.htm), a resource to meet standards regarding automation and a public access catalog, should be addressed to Anna Goben, Professional Development Office, agoben@library.IN.gov.

590 IAC 6 follows.

ARTICLE 6. GENERAL PROVISIONS

Rule 1. Standards of Eligibility to Receive State Funds 590

IAC 6-1-1 Purpose of rule

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 1. Standards for public libraries are established to:
(1) encourage libraries to maintain a minimum level of service; and
(2) establish criteria for eligibility to receive state and federal appropriations.

(Indiana Library and Historical Board; 590 IAC 6-1-1; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

590 IAC 6-1-2 Definitions

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24

Affected: IC 4-23-7

Sec. 2. The following definitions apply throughout this article:

(1) "Bylaws" means the rules adopted by the library board for the:

(A) government of its members; and

(B) regulation of its affairs.

(2) "Class A" means libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999).

(3) "Class B" means libraries serving a population of at least ten thousand one (10,001) but fewer than forty thousand (40,000).

(4) "Class C" means libraries serving a population of ten thousand (10,000) or less.

(5) "Collection expenditures" means items that are purchased with operating funds and made available to patrons by the library for loan and reference including:

(A) books;

(B) udiovisual materials;

(C) electronic media devices; and

(D) databases.

(6) "Continuing education" means an approach to education that encourages dynamic and continuous learning.

(7) "Director" means the librarian who is:

(A) the administrative head of the library; and

(B) responsible to the library board for the operation and management of the library.

(8) "Electronic media devices" means devices used by the public to directly access information, excluding peripherals and connectivity.

(9) "Evening hours" means the hours the library is open after 6:00 p.m.

(10) "Fixed location" means each main location, branch, or campus of a library district.

(11) "Full-time" means that the director is paid for:

(A) at least thirty-five (35) hours per week; or

(B) if the library is open fewer than thirty-five (35) hours per week, the number of hours that the library is open.

(12) "INSPIRE" means the virtual library composed of multiple on-line databases available to residents of Indiana.

(13) "Integrated library system" means software used to track:

(A) items owned;

(B) circulation; and

(C) patron records.

(14) "Library board" means the fiscal and administrative body of a public library.

(15) "Library sponsored program" means a workshop, program, seminar, or outreach program sponsored by the library, in which the library's staff plays a significant role, including, but not limited to, technology, informational literacy, early literacy, children's, cultural programming, and other programming offered for the community.

(16) "Population served" means residents of the library district taxed for the support of the library.

(17) "Public access computer" means each computer connected to the Internet available to patrons and each workstation with software available to patrons, for example, word processing and spreadsheets, or specialized children's programs. Each fixed service location with wireless access to the library's public Internet shall be computed as ten (10) public access computers.

(18) "Special services" means library service for people who are:

(A) blind;

(B) deaf; or

(C) physically disabled.

(19) "Weekend day" means the library is open four (4) hours per day on Saturday or Sunday.

(20) "Young adult" means the age group defined by the American Library Association's Young Adult Library Services Association.

(Indiana Library and Historical Board; 590 IAC 6-1-2; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

590 IAC 6-1-3 Eligibility to receive state funds; determination

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1-11; IC 36-12-11

Sec. 3. The eligibility of a public library to receive state or federal funds and services under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

(1) Compliance with any requirements that may be set forth in state legislation providing for such funds.

(2) Compliance with Indiana law.

(3) Compliance with the standards promulgated by the Indiana library and historical board.

(Indiana Library and Historical Board; 590 IAC 6-1-3; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

590 IAC 6-1-4 Minimum standards for public libraries

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24

Affected: IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5; IC 36-12

Sec. 4. (a) The library must operate in compliance with Indiana laws, including the following:

(1) The Public Library Law under IC 36-12.

(2) The Indiana Library and Historical Department Law under IC 4-23-7.

(3) Other Indiana laws that affect municipal corporations.

(b) The library board is responsible for hiring a full-time library director with the education and experience required by the librarian certification rules under 590 IAC 5.

(c) The library board and director shall maintain their separate functions as follows:

(1) he board is responsible for governance and policy.

(2) The director is responsible for administration, operation, and management of the library.

(d) With the advice and recommendations of the library director, the library board shall adopt the following:

(1) n annual classification of employees.

(2) chedules of salaries.

(3) he proposed library budget.

(4) Library policies.

(e) The library must comply with federal laws affecting employment practice. The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

(1) mployment practices, such as the following:

(A) Recruitment.

(B) election.

(C) Appointment.

(2) Personnel actions.

(3) alary administration.

(4) Employee benefits.

(5) Conditions of work.

(6) Leaves.

(f) The Indiana State Library will provide orientation materials to new library board trustees and training materials to all library trustees and directors annually. The library board shall adhere to the principles discussed in approved and current Indiana state library publications for library trustees.

(g) The library shall have written bylaws that state its purpose and its operational procedures. The bylaws shall specifically state rules governing conflicts of interest issues and nepotism. The bylaws shall be reviewed by the board of trustees at least every three (3) years. A copy of the bylaws shall be submitted to the Indiana state library within 60 days of their adoption. All amendments to the bylaws that have been adopted by the board in each year shall be submitted with the library's annual report.

(h) With the advice and recommendation of the library director, the library board shall adopt the following written plans and policies:

(1) Collection development.

(2) Principles of access to all library materials and services.

(3) A long-range plan of service for between three (3) to five (5) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

(A) A statement of community needs and goals.

(B) Measurable objectives and service responses to the community's needs and goals.

(C) n assessment of facilities, services, technology, and operations.

(D) An ongoing annual evaluation process.

(E) Financial resources and sustainability.

(F) Collaboration with other:

(i) public libraries; and

(ii) community partners.

(4) A technology plan of service for three (3) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

(A) Goals and realistic strategy for using telecommunications and information technology.

(B) A professional development strategy.

(C) An assessment of telecommunication services, hardware, software, and other services needed.

(D) An equipment replacement schedule.

(E) Financial resources and sustainability.

(F) An ongoing annual evaluation process.

(G) An automation plan that conforms to national cataloging standards.

(i) All newly constructed and existing library facilities must be in compliance with local, state, and federal building and health and safety codes.

(j) The library must comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone.

(k) he library shall provide the following minimum services:

(1) Acquisition, organization, and loan of print, audiovisual, digital, and other collections.

(2) Availability of general collections to the public during regular library hours of operation.

(3) A library expending at least seven and five-tenths percent (7.5%) of its operating fund expenditures for library collections shall meet basic standards for collection expenditures. A library expending the equivalent of fifteen percent (15%) of its operating expenditures, which includes operating, gift, and related funds, for library collections shall meet enhanced standards for collection expenditures. A library expending the equivalent of twenty percent (20%) of its operating expenditures, which includes operating, gift, and related funds, for library collections shall meet exceptional standards for collection expenditures.

(4) The library shall provide the following means of communication with the public:

(A) A telephone listed in the library's name.

(B) An answering machine, voice mail, or other similar technology to provide operating hours of the library.

(C) An e-mail address or a means of electronic contact for the library listed on the library's website.

(D) A means to provide copies to the public at each location. A fee may be charged not to exceed a fee established by Indiana state law.

(E) Technology available to transmit documents electronically or through phone lines, for example, a fax machine.

(5) A website that must include the following: (A) Hours of operation, physical address or addresses, a map for each fixed service location, phone number, and e-mail address.

(B) Electronic resources provided free of charge to the citizens of Indiana by the state of Indiana, for example, INSPIRE.

(C) Public service policies including, but not limited to, circulation policies, fees, and Internet use, adopted by the library board.

(D) he library's online public access catalog.

(E) A calendar of events and programs, which shall be updated at least monthly.

(6) Interlibrary loan is free of charge within Indiana (other than reimbursement for actual direct photocopy and postage costs), and each public library shall lend materials through at least one (1) of the following:

(A) Statewide reciprocal borrowing program.

(B) OCLC Resource Sharing.

(C) vergreen Indiana.

(D) Local reciprocal borrowing with at least one (1) other public library district within the library district's county or an adjacent county.

(7) Participate in the statewide delivery service provided by the Indiana State Library with the following frequency from a single fixed location within the library district:

	Basic	Enhanced	Exceptional
Class A Library	Three (3) days/week	Four (4) days/week	Five (5) days/week
Class B Library	Two (2) days/week	Three (3) days/week	Four (4) days/week
Class C Library	One (1) day/week	Two (2) days/week	Three (3) days/week

(8) Adult services that include the following:

(A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.

(B) Knowledge of and access to reference materials, including INSPIRE.

(C) A collection of materials for adults.

(D) pace designated in the library for adult services.

(E) To achieve an enhanced level of service, a library shall designate one (1) or more staff to serve at least part time as an adult services librarian

by a qualified individual holding the appropriate librarian certificate at each fixed location.

(F) To achieve an exceptional level of service, a library shall designate one (1) full-time equivalent staff member designated as an adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.

(9) oung adult services that include the following:

(A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.

(B) Knowledge of and access to reference materials, including INSPIRE.

(C) A collection of materials for young adults.

(D) pace designated in the library for young adult services.

(E) To achieve an enhanced level of service, a library shall designate one (1) or more staff to serve at least part time as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.

(F) To achieve an exceptional level of service, a library shall designate one (1) full-time equivalent staff member designated as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.

(10) Children's services that include the following:

(A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.

(B) A collection of materials for children, parents, and caregivers in each fixed location.

(C) Space in each fixed location designated in the library for children's services.

(D) n annual summer reading program for a minimum of six (6) weeks at each fixed location.

(E) To achieve an enhanced level of service, a library shall designate one (1) or more staff to serve at least part time as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.

(F) To achieve an exceptional level of service, a library shall designate one (1) full-time equivalent staff member designated as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.

(11) Library sponsored programming shall be provided with the following minimum frequency within each library district:

	Basic	Enhanced	Exceptional
All Public Libraries	Five (5) library programs for every one thousand (1,000) people served per	At least ten (10) library programs for every one thousand (1,000) people	At least fifteen (15) library programs for every one thousand (1,000) people

	year, with a minimum of twelve (12) library programs per year regardless of population served.	served per year, with a minimum of twelve (12) library programs per year regardless of population served.	served per year, with a minimum of twelve (12) library programs per year regardless of population served.

(12) Provide access directly or through the Indiana State Library to large print books, Braille books, audio books, and enhanced media to patrons who are unable to read regular print, because of a visual or a physical disability.

(13) An integrated library system with an online public access catalog available on the library's website.

(14) The library shall provide public access computers with a minimum Internet connection speed of one and five-tenths megabits per second (1.5 Mbps) per fixed service location. Computers shall be provided for the free use of all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies.

(15) The library shall have a base level of technology consisting of at least one (1) staff computer with office software and operating systems, connected to the Internet and a printer. Public access computers shall be connected to the Internet and printers as detailed as follows:

(16) The library shall purge or mark inactive unused library patron cards at least once every three (3) years, deleting those patrons who have not used the card in the last three (3) years and do not owe materials, fines, or fees to the library.

(l) Hours of service shall be provided to allow the greatest possible access for the community as follows for each public library system. Using the definitions provided in section 2 of this rule, hours open is calculated by taking the total unique hours the district is open for regular public service for the majority of the year. The standards for hours and service days are as follows:

	Basic	Enhanced	Exceptional
Class A Libraries	Fifty-five (55) hours per week, including six (6) evening hours and one (1) weekend day	Sixty (60) hours per week, eight (8) evening hours, and one (1) weekend day; or sixty (60) hours per week, six (6) evening hours, and two (2) weekend days	Sixty-five (65) hours per week, eight (8) evening hours, two (2) weekend days; or sixty-five (65) hours per week, ten (10) evening hours, and one (1) weekend day
Class B Libraries	Forty (40) hours per week, including four (4) evening hours and one (1) weekend day	Fifty (50) hours per week, four (4) evening hours, and one (1) weekend day	Fifty-five (55) hours per week, six (6) evening hours, two (2) weekend days; or fifty-five (55) hours per week, eight (8) evening hours, and one (1) weekend day
Class C Libraries	Twenty (20) hours per week, including two	Thirty (30) hours per week, including two (2) evening	Forty (40) hours per week, including four (4) evening hours

	(2) evening hours and one (1) weekend day	hours and one (1) weekend day	and two (2) weekend days; or forty (40) hours per week, six (6) evening hours, and one (1) weekend day

(m) The library shall provide support for continuing education for staff and trustees.

(n) A library district located within another library district serving an overlapping population shall be considered a branch of the larger library district for purposes of meeting public library standards.

(o) The library shall file with the Indiana State Library by February 1 of each year an annual report for the preceding calendar year, in the form prescribed by the Indiana state library. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. The report shall include a statement from the director and board president or their designee certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time.

(p) he Indiana Library and Historical Board may provide a temporary waiver, not to exceed one (1) year at a time, for a public library to be exempt from one (1) or multiple public library standards under the following conditions:

(A) The public library is deemed to be out of compliance with one (1) or more
standar
ds.

(B) The public library submits an appeal to the Indiana State Library seeking a waiver and stipulating the reason or reasons for a temporary or one (1) year waiver to be granted.

(C) The request for a waiver illustrates unusual, unforeseen, or extreme circumstances beyond the library's control.

(Indiana Library and Historical Board; 590 IAC 6-1-4; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; errata filed Mar 31, 2010, 10:21 a.m.: 20100414-IR-590100185ACA)

Chapter 3

Indiana Library Laws and Other Laws Affecting Libraries

Indiana public libraries must follow all applicable state and federal laws.

Indiana public libraries are municipal corporations (units of local government) per IC 36-12-1-5. The **Indiana Code (IC)** has a chapter dedicated to public libraries in Indiana, **IC 36-12** http://iga.in.gov/legislative/laws/2014/ic/titles/036/articles/012/ . This is commonly referred to as the **"Library Law"**. Indiana public library directors, staff, and trustees need to be very familiar with this section of the **Indiana Code**.

Indiana public libraries must also be familiar with the **Indiana Administrative Code 590 (IAC) 3, 5, and 6**, www.in.gov/legislative/iac/title590.html, listing the public library administrative rules that libraries must follow, including the Public Library Access Card (PLAC), certification and public library standards.

Other laws that must be followed are listed in the **Indiana Code** and are followed by all political subdivisions in Indiana. These include, but are not limited to:

- public purchasing
- public works
- Indiana Open Door law
- Access to Public Records Act
- bonding
- real property
- building and fire codes
- budgeting

There are also federal laws that must be followed such as:

(1) Affordable Care Act www.hhs.gov/healthcare/rights/index.html
(2) Family and Medical Leave Act www.dol.gov/whd/fmla/index.htm
(3) Americans with Disabilities Act, www.usdoj.gov/crt/ada/adahom1.htm
(4) Fair Labor Standards Act, www.ada.gov
(5) Equal Employment Opportunity Act, www.eeoc.gov/laws/index.cfm
www.dol.gov/dol/topic/discrimination/index.htm

When there is a legal question concerning laws the library must follow, **your library attorney should be contacted**. State Board of Accounts will accept the opinion of your library attorney, when that opinion is in writing from the attorney and not in direct conflict with the law.

The Indiana State Library has a general counsel to interpret Indiana law as it relates to libraries; however, each library may still want to have and use their own attorney for the final word on legal issues.

Indiana Open Door Law (IC 5-14-1.5)

The Open Door Law ("ODL"), originally passed by the Indiana General Assembly in 1977, was enacted to permit the citizens of Indiana access to meetings held by public agencies. By providing the public with an opportunity to attend and observe meetings, the public may witness government in action and more fully participate in the governmental process.

Indiana Access to Public Records Act (IC 5-14-3)

The Access to Public Records Act ("APRA"), originally passed by the Indiana General Assembly in 1983, was enacted to permit the citizens of Indiana broad and easy access to public records. By providing the public with the opportunity to review and copy public records, the APRA gives individuals the opportunity to obtain information relating to their government and to more fully participate in the governmental process.

The Handbook on Indiana's Public Access Laws sets forth the basic elements of the Open Door Law and the Access to Public Records Act and also provides answers to commonly asked questions. In order to find answers to more specific questions, please consult the provisions of the Indiana Code.

The Handbook on Indiana's Public Access Laws may be found at
http://www.in.gov/pac/files/PAC_Handbook_update_draft_7_17_2013_(changes_accepted).pdf

The State has a Public Access Counselor is available to answer questions about the Open Door Law.

Public Access Counselor
Phone: 317-233-9435 or 1-800-228-6013
Fax: 317-233-3091
www.in.gov/pac/

Past advisory opinions can also be found on the web at www.in.gov/pac/2330.htm

Americans with Disabilities Act (ADA) www.ada.gov

The intent of the law is to provide the person with a disability equal access to library facilities, information, computer technology, programs, services, and other resources.

The Americans with Disabilities Act (ADA) was passed July 26, 1990 as Public Law 101-336 (42 U.S.C. Sec. 12101 et seq). The ADA was enacted to create a balance between the reasonable accommodation of citizens' needs and the capacity of private and public entities to respond. It is not an affirmative action law but is intended to eliminate discrimination and level the playing field for disabled individuals.

The Americans with Disabilities Act extends civil rights protection to people with disabilities. These rights include equal access to employment, public services, public accommodations provided by public and private entities, transportation, and telecommunications resources.

The law is comprised of five titles with Titles I and II being the primary sections that affect libraries.

Title I requires employers to provide qualified individuals with disabilities an equal opportunity

to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's disability before a job offer is made, and it requires that employers make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with disabilities, unless it results in undue hardship.

Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities.

State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech disabilities.

Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Sales (Library / Friends Group)

According to **IC 36-12-3-5,** the library board may sell, exchange, or otherwise dispose of real property and personal property no longer needed for library purposes in accordance with IC 36-1-11 and IC 5-22.

The library board may transfer personal property no longer needed for library purposes for no compensation or a nominal fee to an Indiana nonprofit library organization that is (1) tax exempt, and (2) organized and operated for the exclusive benefit of the library disposing of the property, without complying with IC 36-1-11 or IC 5-22. (501c3 Friends group)

The library board may accept gifts of real or personal property and hold, mortgage, lease, or sell the property as directed by the terms of the grant, gift, bequest, or devise, when the action is in the interest of the public library.

In order to be eligible to receive personal property from the library, the Friends of the Library must:

(i) be registered with the Indiana Secretary of State as a nonprofit corporation;
(j) obtain Employee Identification Number (EIN) (even if there will be no employees);
(k) obtain tax-exempt status under Internal Revenue Code Section 501(c);
(l) obtain state sales tax exemption;
(m) apply to the Indiana Department of Revenue (IDOR) using Form BT-1 for a sales tax ID number if the Friends will have employees or sell tangible goods for more than thirty (30) days.

A Friends group will need to report to IDOR annually, quarterly or monthly depending on how much sales tax the group estimates on the BT-1 that it will collect. Generally, a 12-month/year business operation will report and pay sales tax monthly.

Sales of merchandise by a Library See Sales Tax Bulletin #4 (link provided below)

Sales by state and local agencies are tax exempt unless the sale involves a "proprietary" (nontraditional) activity. According to IDOR, "an activity is proprietary when it is not necessary in the performance of a library's governmental function of lending books, providing reference materials, providing access to the internet…etc." and when it is an activity competing with the private sector.

According to IDOR, examples of taxable sales are sales of USB drives, book bags or book marks, sales of books if the books were purchased for resale and not for the library's exempt function of loaning books to patrons, etc.

According to IDOR, examples of non-taxable "sales" are library card fees, debt collection fees, printing and copying fees, penalties and fines, sales of books originally purchased and used by the library for lending to patrons, etc.

Sales by the Friend's Group – carried on fewer than 31 days in one calendar year

See Sales Tax Bulletin #10 (link provided below)

"Sales of tangible personal property by qualified nonprofit organizations carried on for a total of not more than thirty (30) days in a calendar year and engaged in as a fund raising activity to raise funds to further the qualified nonprofit purposes of the organization are exempt from sales tax"

If a Friends group sells books or other items less than thirty-one days in a calendar year, it is exempt from charging sales tax. Assume that a Friends group is selling tangible personal property inside the library and the estimated length of sales days is less than 31 in the calendar year. If the group was to leave the premises for a lunch break and left a sign instructing a patron to take the merchandise to the library's check-out desk to make the purchase, the library would not collect sales tax. According to the IDOR, the library would be assisting the nonprofit in the sales of the nonprofit's merchandise and thus, would not need to collect sales tax.

Sales by the Friend's Group - carried on more than 30 days in a calendar year

See Sales Tax Bulletin #10 (link provided below)

"If an organization conducts sales or fund raising activities during thirty-one (31) or more days in a They also must register as nonprofit organizations." A single application (Form BT-1) is used to register with the

Indiana Department of Revenue for sales tax, innkeepers' tax, and food and beverage tax. A separate application is required for each business location. The nonrefundable application fee for a Retail Merchant's Certificate is $25. Form BT-1 can be completed online at https://secure.in.gov/apps/dor/bt1/ Similarly, if the library was assisting the Friends group with its sales, the library also would collect the tax.

Resources for additional information:

(5) **Sales Tax Bulletin #4** Sales to and by Indiana State and Local Governments and the United States Government and Its Agencies https://secure.in.gov/dor/reference/files/sib04.pdf
(6) **Sales Tax Bulletin #10** Application of Sales Tax to Nonprofit Organizations
(7) https://secure.in.gov/dor/reference/files/sib10.pdf
(8) **Accounting and Uniform Compliance Guidelines Manual for Public Libraries** (Ch. 13) www.in.gov/sboa/files/lib2013_013.pdf
(9) **Indiana Department of Revenue** (IDOR)
www.in.gov/dor/3325.htm
Sales Tax: (317) 233-4015

Please check with IDOR or your library's attorney if further information is needed.

Policies and Plans Required by Law

Included in this chapter are the policies and plans public which library boards must adopt. The Library Development Office has copies of by-laws and policies from other public libraries if you are interested in seeing sample polices. The Library Development Office has also created a template for board by-laws. Also consult Chapter 2, Public Library Standards.

When you develop a new policy or update an old policy, the State Library requests that you email us an electronic copy for the virtual vertical file or the Internet address so that we may create a link to it from the State Library's Web site.

For examples of ***policies*** *from Indiana public libraries*, go to the following link on the State Library's Internet site: www.in.gov/library/3290.htm

For examples of ***plans*** *from Indiana public libraries*, go to the following link on the State Library's Web site: www.in.gov/library/3308.htm

Policies/plans needed to fulfill the *minimum requirements*

Library Board By-laws

(A) Outlines purpose and operational procedures and
(B) Addresses conflicts of interest issues and nepotism
(C) Review at least every three (3) years
(D) Bylaws filed with the Indiana State Library within 60 days of adoption
(E) Amendments submitted each year with annual report

Long-Range Plan

(F) Covers between three (3) to five (5) years of service
(G) States community needs and goals
(H) Contains measurable objectives and service responses
(I) Assesses facilities, services, technology and operations
(J) Ongoing annual evaluation process
(K) Addresses financial resources and sustainability
(L) Includes plan to collaborate with other libraries and community partners
(M) Plan filed with the Indiana State Library
(N) Updates and revisions must be filed with the Indiana State Library

Technology Plan

(O) Covers three (3) years
(P) Goals and strategy for using telecommunications and information technology
(Q) Contains a professional development strategy
(R) Assesses telecommunication services, hardware, and software
(S) Includes an equipment replacement schedule
(T) Includes a plan for financial resources and sustainability
(U) Contains an ongoing annual evaluation process
(V) Includes an automation plan that conforms to national cataloging standards

This plan, covering three years including the eRate budget year, must be approved and on file with the Indiana State Library in order to apply for and receive the eRate discount on

Internet lines. For additional information see Chapter 10 on eRate. You are still required to submit a technology plan even if you do not apply for federal eRate funding.

Standards require the following:

Collection Development

Policy Principles of Access

Annual Classification of Employees Schedules of Salaries

Library policies

(q) **Circulation Policy, Including a Fines and Fees Policy**

(1) See *Accounting and Uniform Compliance Guidelines Manual for Libraries* 1- 3

Personnel policy and procedures

(1) Employment practices, such as:
  (A) Recruitment
  (B) Selection
  (C) Appointment
(2) Personnel actions
(3) Salary administration
(4) Employee benefits
(5) Conditions of work
(6) Leaves

See *Accounting and Uniform Compliance Guidelines Manual for Libraries* 8-1 (could be a part of the personnel policy)

A useful resource is *Model Employee Policies for Indiana Employers with Legal Commentary*. 4th edition. Indiana Chamber, 2003. Borrow from Indiana State Library or call Indiana Chamber at 800-824-6885 for pricing.

Disaster Recovery Plan for Computer Systems

See Accounting & Uniform Compliance Guidelines Manual for Libraries 5-4

Internet Acceptable Use Policy (IC 36-12-1-12)

(2) Must be reviewed annually and
(3) Must address the appropriate use of the Internet or other computer network by

library patrons in all areas of the library

For libraries receiving the eRate discount, or LSTA grants, the policy must also be an Internet Safety Policy and after providing reasonable notice and holding at least one public meeting, the library must approve a policy that addresses the following:

(F) access by minors to inappropriate content on the Internet and World Wide Web

(G) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications

(H) unauthorized access, including hacking, and other unlawful activities by minors online

(I) unauthorized disclosure, use, and dissemination of personal identification information regarding minors

(J) measures designed to restrict minors' access to materials harmful to minors

Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (N-CIPA) (PL 106-554)

Investment Policy

IC 5-13-7-7, see *Accounting and Uniform Compliance Guidelines Manual for Libraries* 9- 14

Purchasing Policy

IC 5-22-3-3, see *Accounting and Uniform Compliance Guidelines Manual for Libraries* (Small Purchase Policy-under $50,000) 10-7

Records Excepted from Disclosure Policy

IC 5-14-3-4, see *Accounting and Uniform Compliance Guidelines Manual for Libraries* 6-4 and

Moving and Interview Expense Policy (If the library will pay such expenses)

IC 36-12-2-24(c), see *Accounting and Uniform Compliance Guidelines Manual for Libraries* 8-4 (Could be a part of the Personnel policy

Travel Policy (If the library will pay such expenses) See *Accounting and Uniform Compliance Guidelines Manual for Libraries* 8-3 (Can be part of Personnel policy)

Personnel Policies Checklist (Possible topics to cover)

For examples of policies and procedures see the Indiana State Personnel Department webpage www.in.gov/spd/2393.htm. See also "Chapter 10 Employment Practices, Workers Rights" in this Manual.

(D) **Employment-At-Will Disclaimer**
(E) **Job Classifications**; full-time and part-time status
(F) **Orientation/Trial Period**
(G) **Equal Employment Opportunity Statement**
(H) **Sexual Harassment Policies**
(I) **Work Rules and Disciplinary Policy and Procedures** — common items may be:

- excessive absences, tardiness, or early leaves
- use, possession, actual or intended distribution or being under the influence of drugs, controlled substances, or alcohol
- insubordination
- refusal to cooperate with investigation
- falsification of library records, including the employment application
- negligent or unauthorized use of library equipment
- harassment, physical or verbal abuse of employees, patrons, or visitors
- gambling during working hours
- theft or unauthorized use or possession of library property or another person's property
- soliciting or seeking support or contributions during working time for any cause or organization without management approval
- violation of safety rules or common safety practices
- failure to make a prompt report of any accident on library property
- inattention to the job or poor job performance
- failure to observe library working hours and schedules, including scheduled overtime
- disclosure of confidential information to unauthorized persons

(J) **Hours of Work**, **Layoff/Recall**
(K) **Military Leave**
(L) **Jury Service**
(M) **Bereavement Leave**
(N) **Attendance Policy**
(O) **Vacation**
(P) **Holidays**
(Q) **Personal Days**
(R) **Sick Days**
(S) **Union-Free Workplace Statement**

Open Door Statement (do not restrict employees from communicating with members of management other than their immediate supervisors)

(T) **Bulletin Boards** — fosters communication between employees
(U) **Substance Abuse Policy**
(V) **Family and Medical Leave Act Policies**
(W) **Smoking** – prohibited in facility and within 8 feet of public entrances
(X) **Dress Code**
(Y) **References**

(Z) **Promotion/Transfer/Job Openings**

(AA) **Timekeeping Requirements**

(BB) **Health Insurance, Health Savings Accounts, Disability Benefits Programs, Deferred Compensation, and InPRS (formerly PERF)**

(CC) **Confidential Information**

(DD) **Personal Belongings**

(EE) **Employment of Relatives**

(FF) **Safety and Health**

(GG) **Inclement Weather/Emergencies**

(HH) **Telephone** (for customer satisfaction and customer and staff personal calls)

(II) **Internet/E-mail**

(JJ) **Employee Examination of Personnel Files** — employer must provide employee access to his/her personnel file; documents should not be removed.

(KK) **Termination of Employment**

(LL) **Receipt/Acknowledgement – helps to ensure that the employee has read the handbook**

Manuals and Publications: Management Necessities for Public Libraries

(21) **Accounting and Uniform Compliance Guidelines Manual for Libraries**

Reissued 2013, revised yearly, (often referred to as "Budget Manual"), request copies from State Board of Accounts: 1-317-232-2521. This manual is now on the Internet and can be downloaded: www.in.gov/sboa/2404.htm

You can then search the manual using the "find" function of your document.

(22) **Handbook on Indiana's Public Access Laws**

This handbook is prepared by the Office of the Attorney General and Office of the Public Access Counselor and is available online at:

http://www.in.gov/pac/files/PAC_Handbook_update_draft_7_17_2013_(changes_accepted).pdf

(23) **Indiana Library Resource Sharing Manual** (2010): http://www.in.gov/library/IRS.htm

(24) **Indiana Public Library Directory** (Updated regularly) www.in.gov/library/pldirectory.htm

(25) **IN The Public Trust: A Reference Manual for Indiana Public Library Board Members**

(1993, revised 2012): www.in.gov/library/3274.htm

*see the Survival Guide's Chapter 2 – Library Board Information

(26) **Library Laws IC 36-12**

Please consult the online edition of Indiana Library Laws which contains the most current information at the following webpage: https://iga.in.gov/legislative/laws/2014/ic/

(27) **Indiana Administrative Code**

Please consult the online edition of the Indiana Administrative Code for the most current information. www.in.gov/legislative/iac/iac_title?iact=590

(28) **Statistics of Indiana Public Libraries** Annual edition available at: www.in.gov/library/plstats.htm

Chapter 4

INDIANA STATE LIBRARY E-RESOURCES

SEARCH. EXPLORE. INSPIRE.

INSPIRE: www.inspire.in.gov

What is INSPIRE?

INSPIRE is Indiana's Virtual Library. INSPIRE is a collection of academic databases and other information resources that can be accessed by Indiana residents using any computer equipped with an Internet Protocol (IP) address located in Indiana and a Web browser such as Firefox or Internet Explorer.

INSPIRE began in January 1998 with the support of the Indiana State Library and a one-time grant from the Lilly Endowment Inc. Today, INSPIRE is funded through a combination of funds from the Indiana General Assembly and LSTA (Library Services and Technology Act) funding in partnership with the Academic Libraries of Indiana. The Indiana State Library administers the program, and provides support for and training on INSPIRE.

What kind of information is available on INSPIRE?

INSPIRE includes full-text magazine and journal articles (including materials in Spanish), pamphlets, images, almanacs, how-to videos, eBooks, sample tests, and much more.

Who can access INSPIRE?

INSPIRE is accessible for any Indiana resident who has Internet access at school, home, in their library or at their place of business. Indiana users are identified by their IP address.

How much does INSPIRE cost to use?

INSPIRE is provided at no cost to all residents of Indiana.

Who is paying for INSPIRE?

INSPIRE is a service of the Indiana State Library. INSPIRE is supported by the Indiana General Assembly through Build Indiana Funds, the Institute of Museums and Library Services (IMLS) under the provisions of the Library Services and Technology Act and in partnership with Academic Libraries of Indiana.

What is available on INSPIRE?

INSPIRE is a collection of academic databases, online encyclopedias, career resources, eBooks, and much more. INSPIRE is not only a search engine geared towards students, it has features designed for jobseekers, teachers, health professionals, and dozens of other professional, personal and leisure interests

Questions or comments? Contact ISL Statewide Services at statewideservices@library.in.gov.

Connect IN

The Indiana State Library offers ***Connect IN*** as a no cost option for public libraries in Indiana to provide high-quality and functional websites. The availability of online library information and resources are quickly becoming essential public library services. This program is free for public libraries without a current online presence and to those having difficulty maintaining their existing site. The program includes many features that will make maintaining a website simple and painless, and the State Library will provide an initial template, training, and assistance.

Public library standards require that public libraries have a functional website which includes a number of basic features. ***Connect IN*** is a simple and cost-effective solution to not only meet this standard, but put you ahead of the curve by connecting your community to innovative and practical online library services.

Connect IN participants receive these ***free*** services from the State Library:

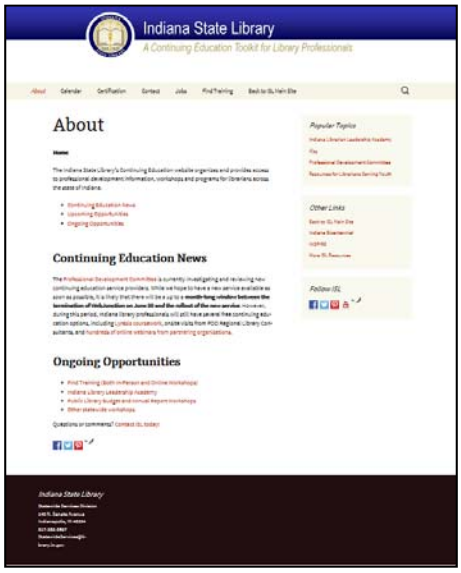
- **Modern and High-quality Website Featuring:**
    - An easy-to-use content management system (CMS) based on WordPress that allows you to manage and update your website AND easily create new web pages and online features.
    - Web editing software as simple as using a word processor.
    - Seamless and instant publishing to the Web allows you to make instantaneous changes to your website.
    - Dozens of customizable templates to help you get the exact design that reflects your library and community.
- **Technical support and training**
    - Enter a helpdesk ticket
    - Follow the Connect IN support blog
    - Request training provided through ISL Professional Development Office
- **Hands-on content management system (CMS) training:**
- **Free website hosting** – The State Library is contracting with IT experts to handle the complicated back end tasks and save you time and money.
- **Free email for library staff**
    - Get up to 20 email accounts for your library (i.e. yourname@yourlibrary.lib.in.us)
    - Email storage capacity that meets industry standards
    - Microsoft Outlook compatible
    - Manage account settings as an administrator.
    -

If you are interested in joining ***Connect IN*** or would like more information about the program, please contact statewideservices@library.in.gov or call 317-232-3697; IN Watts 800-451-6028.

Continuing Education Website

The Indiana State Library's Continuing Education website organizes and provides access to professional development information, workshops and programs for librarians across the state of Indiana.

Continuing Education News



The Professional Development Committee is currently investigating and reviewing new continuing education service providers. While we hope to have a new service available as soon as possible, it is likely that there will be month-long window between the termination of WebJunction on June 30 and the rollout of the new service. However, during this period, Indiana library professionals will still have several free continuing education options, including Lyrasis coursework, onsite visits from PDO Regional Library Consultants, and hundreds of online webinars from partnering organizations.

Upcoming Opportunities

The Indiana State Library and other professional development organizations offer a constantly changing list of workshops, conferences and other events to help librarians and library staff to keep abreast of what is new and changing in their field. Visit http://evanced.info/indiana/evanced/eventcalendar.asp to view the current and upcoming events.

Ongoing Opportunities

- More training opportunities, both In-Person and Online Workshops, are available at http://continuinged.isl.in.gov/find-training/.
- Indiana Library Leadership Academy is helping to prepare the library community's future leaders for 21st-Century challenges. To find out more about the goals of the INLLA or to apply to the program, visit http://continuinged.isl.in.gov/leadership/.
- The Library Development Office offers a series of annual workshops for the benefit of directors and trustees, including the Public Library Budget and Annual Report Workshops. Find out more at http://www.in.gov/library/ldoworkshops.htm.
- Or visit our events for Indiana Libraries Calendar at http://evanced.info/indiana/evanced/eventcalendar.asp

Questions or comments? Contact ISL Statewide Services at statewideservices@library.in.gov.

Indiana Memory

www.indianamemory.org

Indiana Memory is a web portal, providing access to Indiana's history and culture as found in digitized books, manuscripts, photographs, newspapers, maps, audio, video and other resources. It is part of a statewide collaborative effort to provide access to the wealth of primary sources found in Indiana libraries, archives, museums, and other cultural institutions. Guidelines for digital imaging projects based on national standards have been created and are available to organizations digitizing collection items on the Indiana Memory website.

Indiana Memory is also a service hub for the Digital Public Library of America (dp.la). Any collection included in Indiana Memory has the option of being in DPLA.

The Indiana Memory web interface provides multiple access points to the digital collections. The user has the ability to search across all collections, just one collection, or select the collections that are of interest. A selection of pre-determined subject searches is also available on the home page. Because the initial searches are done from the indexed metadata, results are quickly available.

A public library may participate in Indiana Memory in a number of ways.

- The easiest way is for the library to use CONTENTdm, PastPerfect Online or any other OAI compliant software for their digital collections. After obtaining permission from the host library, the Indiana State Library will harvest the metadata and the thumbnail images.

- If a public library receives a LSTA digitization grant from the Indiana State Library, the resulting digital collection will automatically be included in Indiana Memory. ISL provides free access to the ISL server and its statewide CONTENTdm license for these projects.

- Public libraries can apply to use ISL CONTENTdm license for their digital project by completing the project application available on the website (www.in.gov/library/indianamemory.htm)

- If the library is using a different collection management software program to provide online access to its digital images, it can supply the Indiana Memory program with display images and a tab-delimited text file containing metadata.

- The Indiana State Library will also make its statewide license available to those libraries requesting to use our Mobile Scanning Units. The Mobile Scanning Unit, which includes a laptop computer, scanner and appropriate software, is available for an eight-week loan to local organizations. The State Library will also supply training in scanning and metadata creation along with the equipment at no cost.

In all of the above cases, the digital collection must meet the provisions of the Indiana Memory collection development policy and the standards set by the Scanning and Metadata Guidelines. Libraries are strongly encouraged to discuss their digitization projects with the State Library before they begin the actual scanning.

Indiana Memory is constantly evolving and adding new collections. The program is part of a statewide digitization program funded by a Library Service and Technology Act (LSTA) grant.

For more information about the web portal and how to participate, contact Connie Rendfeld (crendfeld@library.in.gov) or call (317) 232-3694.

Indiana Digital Historic Newspaper Program

Indiana Digital Historic Newspaper Program

The Indiana Digital Historic Newspaper Program (IDHNP) is one of the collections included in Indiana Memory. It is operated by the Indiana State Library with funding by the U. S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act. The purpose of the IDHNP is to provide free, online access to high quality digital images of Indiana's historic newspapers by digitizing our collection, providing links to online resources and assisting other organizations in their collections available. Currently this collection contains 14,217 issues comprising 95,467 pages and 6 articles.

The Indiana State Library Newspaper Division has the largest collection of Indiana newspapers either in print, microfilm or digital format. The site provides and overview of the available resources for Indiana newspaper research.

This online resource originated with grant funding from the National Endowment for the Humanities that enabled us, in partnership with the Indiana Historical Society, to digitize Indiana newspapers for the National Digital Newspaper Program. Those titles are also available at the Library of Congress Chronicling America (http://chroniclingamerica.loc.gov) website. Search Indiana Memory for additional Indiana newspaper titles.

Follow our blog at http://blog.newspapers.library.in.gov/ to learn more about this project, newspaper histories, and interesting historic events.

Questions or comments? Contact ISL Statewide Services at statewideservices@library.in.gov.

Library Jobs

Whether you're a new graduate looking for that first library job or a manager needing to advertise an open position, part-time or full-time, the ISL Continuing Education Jobs Page needs to be your first stop. This page is the clearinghouse for all positions in public, academic, and special libraries *in Indiana*. ***(Library jobs located outside of Indiana will not be posted on this site)***. The page is updated daily and includes all pertinent information to help you land your ideal library position.

- Visit http://continuinged.isl.in.gov/jobs/ to:
  - Search for a job
  - Submit a library job
  - Edit or delete a job entry
  - Find more career resources

Questions or comments? Contact ISL Statewide Services at statewideservices@library.in.gov.

Indiana Legacy

Formerly known as VINE (Vital Information Exchange)

https://www.statelib.lib.in.us/vine/

This newly revamped statewide collaborative database brings together Indiana-related local history and vital records from Indiana's public libraries, historical societies, genealogy societies, and related agencies. The goal of the project is to allow genealogy and local history researchers to quickly and efficiently locate vital records and local history information from one centralized online location.

The web-based Indiana Legacy enables libraries and related organizations to search records from any computer with Internet access. The database is searchable by county, event, or general surname. These records are available to the public at no charge and include a host of records such as: anniversary, birth, biography, cemetery, census, church, death, marriage, military, mortality, naturalization, obituary, and school records.

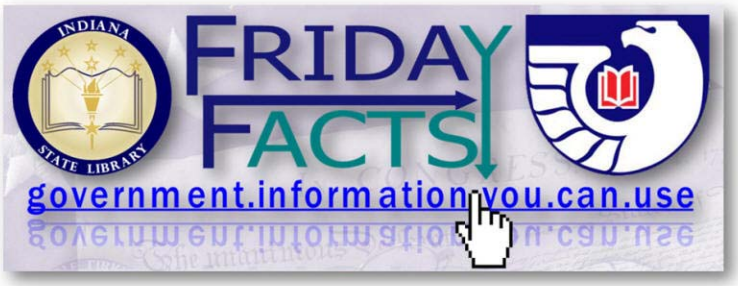
If you would like to join the VINE, go to https://www.statelib.lib.in.us/vine/, click on the "Library Login" button in the upper right hand corner of the page. On the next page, click on the "Join VINE" button in the upper right hand corner, complete the online registration form, and click the "Add Organization" button. A username and password will be sent to the primary contact's email address. If you have records in an electronic format and would like to have them added to the VINE, save your data in Access, or Excel 97, burn to a CD ROM, and send to the project coordinator. If you are unable to save your information in either of these formats we will work with you on an individual basis.

The website offers online video presentations at https://www.statelib.lib.in.us/vine/. The videos provide a project overview, helpful information and tutorials. The Library's IT staff is also available and can handle all issues concerning the Indiana Legacy except the data entry of new records.

For any questions or comments regarding the VINE, please contact the Vine Project Coordinator, by phone at 317-232-3720 or by email at vine@statelib.lib.in.us.

News for Indiana Libraries

The Wednesday Word is a free publication of the Indiana State Library. Send an email to communications@library.in.gov with the word "subscribe" in the subject line to start receiving the weekly issues of *The Wednesday Word*. You can also view the current issue, as well as past issues at http://www.in.gov/library/newsroom.htm.



Friday Facts is a free publication produced by the Indiana State Library, distributed bi-weekly in an electronic format. You can also view the current issue, as well as past issues at www.in.gov/library/newsroom.htm.

Follow us on ***Facebook*** - Indiana State Library.

Follow us on ***Twitter*** - @state_library

Book Club Resources & Storytime Kits

The Indiana State library partners with libraries and organizations around the state to make book club sets and discussion guides available. Sets typically contain between five and twenty copies of each title, and many include large-print and audio versions.

Shared Book Discussion Resources List

Shared Book Club Discussion Resources list features over 1800 titles owned by and available for loaning to libraries throughout Indiana. Once you have located the title you need, the database provides all the information you need to contact the owning library and request the book club sets. Materials can usually be sent using the InfoExpress courier service. To view the latest list of titles, visit: http://www.in.gov/library/files/2014_Books_Discussion_Kits_for_Indiana_Libraries.pdf

- If your library has book club kits that you would like added to this list for sharing, please email the name(s) of the book discussion kit(s), number of books, whether they are regular, large print or audio books to share@library.in.gov.

Children/YA Book Club Kits

The Indiana State Library also has a collection of Children / YA Book Club Kits. These kits contain 15 copies of each title in paperback and a discussion guide. The kits circulate for 3 months. To view the latest list of titles, visit:

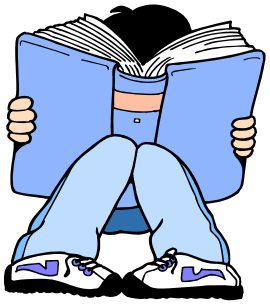
- To reserve a kit, contact the Statewide Services Office at (317) 232-3697 or statewideservices@library.in.gov.

Novel Conversations

Novel Conversations, the Indiana Humanities' statewide lending library open to any Indiana library or civic book club. They offer over 450 titles, primarily fiction and biography, to reading and discussion groups at libraries, senior centers, schools, and other organizations, free of charge. Books include classic titles such as *Little Women* and *To Kill a Mockingbird,* as well as contemporary titles such as *The Poisonwood Bible* and *The Time Traveler's Wife*. ***Novel Conversations*** titles are deliverable via INfoExpress. Visit http://www.indianahumanities.org/programs/novel-conversations/ to take advantage of this great service.

Questions, comments or to donate books to Novel Conversation, please contact Nancy Conner at nconner@indianahumanities.org or 317-638-1500 or 800-675-8897.

Storytime Kits (Preschool)



Each thematic storytime kit contains books, manipulatives, music CDs and an activity guide – just about everything you need to present a preschool storytime (or two) at your library. Activity guides suggest how to use kit materials – songs, fingerplays, felt board sets, puppets, craft ideas, and more – to incorporate each of the six early literacy skills from the Every Child Ready to Read @ Your Library program into your storytime. Storytime kit themes include *Pets, Music, Community Helpers, Rhythm and Rhyme, Alphabet, Colors, Numbers, Nursery Rhymes, Water,* and *Be Creative.* To view the latest list of titles, visit: http://www.in.gov/library/files/Kit_Contents_Master_List_6.pdf.

- To reserve a kit, contact the Statewide Services Office at (317) 232-3697 or statewideservices@library.in.gov.

Big Idea Storytime Kits (Math & Science)

If you are looking to add math and science elements to your storytimes, these are the kits for you! The BIG Idea kits feature hands-on activities created by the Vermont Center for the Book's Mother Goose Programs as well as books and a guide to help plan your storytime. The kits are available to any library using INfoExpress and be checked out for 1 month. To view the latest list of titles, visit: https://secure.in.gov/library/files/BIG_IDEA_kits.pdf.

- To reserve a kit, contact the Statewide Services Office at (317) 232-3697 or statewideservices@library.in.gov.

Shared Die Cuts & Miscellaneous Lists

The Indiana State Library also maintains a list of die cuts and miscellaneous kits owned by and located at public libraries throughout Indiana. To view the latest list of titles, visit: http://www.in.gov/library/files/Die-cut_and_Miscellaneous_Item_List_2012.pdf.

- If your library has die cuts or miscellaneous kits that you would like added to this list for sharing, please email the name(s), size and other identifying information, including the name and email address of the contact person to share@library.in.gov.

Library Listservs

www.in.gov/library/listservs.htm

All Indiana Library Professionals INlibraries@lists.IN.gov

The INlibraries listserv is for all types of Indiana libraries – academic, institutional, public, school, and special. Rather than focus on particular specializations in librarianship, the purpose of this listserv is to create a forum to discuss information, issues, services, and opportunities that affect every librarian statewide.

Public Library Professionals inpublib@lists.IN.gov

Indiana librarians can ask about other libraries' policies, programs, if a type of equipment is good or bad, offer library items for sale or free. The list of possibilities is endless. If you ask a question, there will probably be someone who can answer it or has had the same experience.

Library Marketing & PR Professionals LibraryPR@lists.IN.gov

LibraryPR is an open discussion list dedicated to library professionals who specialize in public relations, communications, marketing and outreach at their library. The LibraryPR listserv will give marketing professionals the opportunity to share ideas, resources, and strategies for increasing public awareness of libraries programs and services, offer best practices and success stories, receive updates on regional and statewide partnership opportunities and outreach initiatives, and learn more about upcoming marketing workshops and professional development opportunities.

Children's Librarians inchildprog@lists.IN.gov

Indiana librarians can share successful children's programming ideas, list upcoming events for their libraries, coordinate speaker sharing, borrow & exchange resources, an discuss program flops.

Teen/Young Adult Librarians yappers@lists.IN.gov

YAPPERS is for librarians who serve teens and young adults. The list is a forum for exchanging ideas and dealing with issues that relate to service for those patrons between ages 12 and 18.

Trustees trustees@lists.IN.gov

Indiana trustees can ask about other library policies, learn about trustee training programs, or find out about a library building project. Ask any question. Chances are there will be someone to answer that has had a similar experience.

eResources eresources@lists.IN.gov

Discuss current issues and developments regarding eReaders, eBooks and other emerging digital content. This list examines best practices for the use of eResources and how digital content is made available statewide.

Indiana Book Clubs INbookclub@lists.IN.gov

INBookClub is a discussion list for librarians and library staff who manage or support book clubs. The list is a forum for exchanging ideas and dealing with issues that relate to Book Clubs.

To subscribe to any of the listservs visit: www.in.gov/library/listservs.htm

Questions or comments? Contact ISL Statewide Services at statewideservices@library.in.gov.

www.lyrasis.org

LYRASIS is the world's largest regional membership organization serving libraries and information professionals. LYRASIS provides opportunities for networking and collaboration, presents innovative solutions, and offers significant cost savings through group purchasing for products and services.

About

Indiana library professionals are welcome to take hundreds of pre-paid live online courses from LYRASIS. LYRASIS courses are taught live online by professional instructors. LYRASIS courses normally cost between $120 and $320, but are available for at no cost. The Indiana State Library purchased hundreds of LEU-certified course units for Indiana library professionals. This offer will last until these units are exhausted and perhaps longer depending on the popularity of the courses.

If you would like to take a class at no charge, please review How to Register to register for a class.

How to Register

Available courses may be viewed through the Lyrasis course catalog (external link). All courses under the "Distance Education" delivery method are taught online with no travel required. You can also find courses by category. Most, but not all, LYRASIS courses are eligible for LEUs.

Once you find a session and date for your desired course, you must fill out the LYRASIS Course Application Form to access to the required promo code. This code will be provided once the State Library verifies that the individual making the request has no more than four uncompleted classes and less than 10 completed classes in the past twelve months.

Upon receiving the promo code, you may register for your LYRASIS course free of charge by following these registration instructions or reviewing this short step-by-step Lyrasis class registration tutorial.

Select your course through the Lyrasis course catalog (external link). Once you have been directed to the course page, locate & click on the "Register" button. Be sure the session, date & time you selected is correct & then choose to checkout as a Lyrasis member or non-member.

Once in the Shopping Cart, enter the course promo code you received over email from ISL staff in the "Promo Code" field and click Apply Promo Code. The Payment Method info should disappear and your total should be $0.00. Choose *Submit Payment* to finalize your class registration.

PLEASE NOTE: LYRASIS courses are subject to cancellation. Please verify the status of each course via the LYRASIS Searchable Classes & Events Portal.

LYRASIS class registration deadlines are two weeks prior to each session. Registrations received after the deadline will be accepted as space permits and must be confirmed by calling the LYRASIS office at 800.999.8558. Since each course has been pre-purchased, please register for courses you only plan on attending and set aside enough time to complete each course in its entirety. You will receive a certificate of completion once the course has been completed. Please print a copy of this confirmation of LEUs for your records.

Please email any questions or feedback about these LYRASIS courses to StatewideServices@library.IN.gov.

LibraryIndiana

Leveraging Resources for Greater Savings & More Choices

Library Indiana

http://in.gov/library/files/LibraryIndiana.htm

What library today isn't looking for ways to run leaner and more efficiently? LibraryIndiana is the right tool to help make it happen. LibraryIndiana is a partnership between the State of Indiana and the Indiana State Library to give every library in the state the purchasing advantage of statewide-negotiated contracts, organized into convenient online catalogs, all on one easy-to-use website. Some of the items included:

- A.V. Supplies and Equipment
- Copy & Paper Services
- Information Technology Hardware & Software
- Janitorial Products
- Library Supplies
- Maintenance, Repair & Operations (MRO)
- Office Products

LibraryIndiana is easy, efficient & FREE!

Your access to LibraryIndiana is paid for by The State of Indiana and with it comes access to the best State-approved purchasing agreements focused on the needs of all types of libraries. Purchasing products for your library has never been easier and more economical!
Search thousands of products conveniently organized in catalogs by product category and vendor, and get the best possible savings, where you'll find their most popular items at the lowest cost, with the greatest discounts.

Questions or comments? Contact info@libraryindiana.com

The Indiana State Library has partnered with Lynda.com to provide an award-winning selection of educational materials to Indiana library staff members.

lynda.com is provided by the Indiana State Library free of charge to all library staff across the state of Indiana. It supports online learning on topics such as software, leadership, and business skills. With a self-paced and flexible format, these classes are designed to support the professional development of all different levels of library staff. Many classes are LEU-eligible. Stay tuned to the ISL Continuing Education website for more detailed instructions.

Questions or comments? Contact ISL Statewide Services at statewideservices@library.in.gov.

Chapter 5

Indiana State Library

Certification Manual for Public Library Professionals

Produced by Statewide Services of the Indiana State Library

Revised August 2014

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Part 1 : Introduction to 2008 Certification Rule

Indiana law has required librarian certification for decades. In 2006, The Indiana State Library re-examined the administrative rules governing librarian certification and began a statewide discussion about bringing certification into compliance with the Indiana Code. In early 2007, the State Library held seven town hall meetings across Indiana. A certification task force formed in the spring of that year and, in 2007, unanimously agreed upon a revised set of recommended certification rules. In December 2007, the Indiana State Library then held informational meetings across the state to discuss the taskforce recommendation. Meetings continued through the spring of 2008 to inform public libraries of the taskforce proposal.

In May, 2008, the Indiana Library and Historical Board held a public hearing, as well as a separate meeting, to vote on the revised certification rules. The overwhelming majority of the meeting participants supported a meaningful librarian certification program. ILHB unanimously adopted the rules the taskforce recommended and the new certification rule went into effect on July 1, 2008.

CERTIFICATION REQUIREMENTS (IC 36-12-11-6)

All library Directors, Department or Branch Heads, and Professional Assistants, except those who are employed at K-12 school libraries, special libraries, or libraries of educational institutions, must hold a certificate.

Certification requirements are based on the following library district population sizes:

Class A: Libraries serving a population of 40,000 or more

Class B: Libraries serving a population of 10,001 to 39,999

Class C: Libraries serving a population of 10,000 or less

Who must be certified?

- Public library Directors, Branch Heads, Department Heads, and Professional Assistants,
- Other staff whose libraries require Specialist certification, and
- Local units that require staff certification

Who is <u>not</u> required to be certified?

- Business office and clerical staff, including Administrative Assistants and Bookkeepers
- Clerks and Pages
- Human Resources staff
- IT staff
- Maintenance workers
- Marketing and Public Relations staff
- Substitute and temporary employees
- Volunteers

DEFINITIONS OF JOB CLASSIFICATIONS (IC 36-12-11-6 and 590 IAC 5-1-9)

- **Director:**
  There is one (1) library Director per library system. For ISL certification purposes, Associate Directors are classified as Department Heads. Directors must complete 100 Library Education Units (LEUs) in each 5-year renewal cycle. At least ten (10) of their LEUs must be Technology Library Education Units (TLEUs).

- **Branch or Department Head:**
  This classification includes, but is not limited to, staff classified as Branch Managers, Department Heads, Librarians, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators.

  Branch or Department Heads devote more than half of their time to work in the following areas:

  - Knowledge of professional library practices,
  - Development and management of collections and of technical library processes, and
  - Ability to deal with people in a professional capacity (as distinguished from clerical)

  Branch or Department Heads who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) must keep their certificates current and in good standing. To do so, they must complete seventy-five (75) Library Education Units (LEUs) per 5-year renewal cycle. At least ten (10) of their LEUs must be Technology Library Education Units (TLEUs).

- **Professional Assistant (590 IAC 5-1-13):**
  This classification includes, but is not limited to, Librarians, Library Assistants, Paraprofessionals, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators.

  Professional Assistants devote more than half of their time to work in the following areas:

  - Knowledge of professional library practices,
  - Development and management of collections and of technical library processes, and
  - Ability to deal with people in a professional capacity (as distinguished from clerical)

  Professional Assistants who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) are required to keep their certificates current and in good standing, regardless of number of hours worked per week. *Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time.*

  In order to keep their certificates current and in good standing, Professional Assistants must complete fifty (50) Library Education Units (LEUs) per 5-year renewal cycle. At least ten (10) of their LEUs must be Technology Library Education Units (TLEUs).

LIBRARIAN CERTIFICATION LEVELS

- **Librarian Certificate 1 (LC1)** - ALA-accredited MLS degree (or equivalent) with ten (10) years professional library experience OR ALA-accredited MLS degree (or equivalent) with six (6) years professional experience that includes three (3) years supervising two (2) or more MLS librarians

- **Librarian Certificate 2 (LC2)** - ALA-accredited MLS degree (or equivalent) with three (3) years professional library experience

- **Librarian Certificate 3 (LC3)** - ALA-accredited MLS degree (or equivalent)

- **Librarian Certificate 4 (LC4)** - Bachelor's degree from an accredited college or university, including fifteen (15) college credit hours from the following required Library Science courses (590 IAC 5-1-8)
  - Collection Development (also referred to as Selection and Evaluation of Materials)
  - Library Management and Administration
  - Reference and Information Sources
  - Cataloging and Organization of Materials
  - Children's Services (also referred to as Materials for Youth)

- **Librarian Certificate 5 (LC5)** - 60 hours of college credit hours or associate's degree PLUS nine (9) college credit hours from the following required Library Science courses (590 IAC 5-1-8):
  - Collection Development (also referred to as Selection and Evaluation of Materials)
  - Reference and Information Sources
  - Library Management and Administration
    - *Non-supervising staff pursuing the LC5 whose career goals do not include management may substitute Cataloging and Organization of Materials or Children's Services (also referred to as Materials for Youth) for Library Management.*

- **Librarian Certificate 6 (LC6) -** High school diploma or GED/TASC with five (5) years of library experience OR nine (9) college credit hours of Library Science courses. Staff pursuing the LC6 are not required to complete a prescribed set of courses, but, rather, may choose the courses for their nine (9) credit hours in Library Science (590 IAC 5-1-8).

SPECIALIST CERTIFICATION LEVELS

Specialist certificates are voluntary and optional. However, local units may choose to require them of non-librarian professionals such as Human Resources, Technology, Public Relations, Marketing staff, Conservators, or Archivists. If a library requires staff to hold a Specialist certificate, that staff must keep the certificate current and in good standing.

- **Specialist 1 -** Accredited Master's degree with 10 years professional experience in subject field (or 6 years of experience in subject field including 3 years of supervisory experience)

- **Specialist 2 -** Accredited Master's degree with 3 years professional experience in subject field

- **Specialist 3 -** Accredited Master's degree

- Specialist levels 1, 2, and 3 must complete 100 Library Education Units (LEUs) in each 5-year renewal cycle. At least ten (10) of those LEUs must be Technology Library Education Units (TLEUs). Specialists' Master's degrees must correspond with the work they do in their libraries.

- **Specialist 4 -** Bachelor's degree from an accredited college or university, including 15 semester hours in subject field

- **Specialist 5 –** 60 semester credits from an accredited college or university OR Associate's degree, plus nine (9) semester hours in subject field
  - Specialist levels 4 and 5 must complete 75 Library Education Units (LEUs) in each 5-year renewal cycle. At least ten (10) of those LEUs must be Technology Library Education Units (TLEUs). Specialists' academic subject fields must correspond with the work they do in their libraries.

CERTIFICATION FEES

- Initial fee waived for those who were grandfathered between July 1 and September 30, 2008
- $50 fee per 5-year certificate for application and each renewal
- Temporary certificates expire after one (1) year and cost $10 annually. Temporary certificates may be renewed twice for a possible three (3) one-year temporary certificates per person
- ISL accepts personal checks and money orders made payable to Indiana State Library
- Per the State Board of Accounts, libraries may not draw from their operating funds to pay for staff certification. There are three options by which a library may pay for staff certifications:
  1. Draw the money from a gift fund
  2. Increase the applicant's salary in order to cover the cost of the required certificate (amounting to no more than $0.20 per week)
  3. Library Friends groups may subsidize a portion or the full amount of staff's certification fees

NEWLY HIRED STAFF (see Part 3 for more detailed information)

- New staff whose professional positions require certification will have six (6) months to apply for their 1-year temporary or 5-year certificates

- Individuals unable to meet the certification requirements for a position may apply for a 1-year temporary certificate. Temporary certificates may be renewed twice for a total possible three (3) temporary certificates per person

- Individuals may apply for up to three (3) one-year temporary certifications as they complete their Library Science coursework AND/OR accumulate the number of years of experience required for their certificates

CONTINUING EDUCATION (590 IAC 5-3-4):

(a) Library Education Unit (LEU) providers (i.e., certified trainers in library-related or specialist subjects of importance to library operations) must be approved by the Indiana State Library

(b) College or university courses with ISL approval (credit and not-for-credit, each semester credit hour= 15 LEUs)

(c) Local, state and national library association or specialist subject-related conferences (1 hour = 1 LEU),

(d) Webinars, workshops, seminars, institutes, lectures, training by certified trainers (1 hour = 1 LEU)

(e) The Indiana State Library will consider other library education providers on a case-by-case basis.

LIBRARY EDUCATION UNIT REQUIREMENTS FOR CERTIFICATE RENEWAL

In order to renew their certificates, individuals must have completed the number of LEUs required for the job classifications they held the majority of their 5-year certificates:

- Directors must complete 100 Library Education Units in 5 (five) years. At least ten (10) must be Technology Library Education Units (TLEUs)
- Branch or Department Heads must complete seventy-five (75) Library Education Units in five (5) years. At least ten (10) must be Technology Library Education Units (TLEUs)
- Professional Assistants must complete fifty (50) Library Education Units in five (5) years. At least ten (10) must be Technology Library Education Units (TLEUs)
- Specialist levels 1, 2, and 3 must complete 100 Library Education Units in 5 (five) years. At least ten (10) must be Technology Library Education Units (TLEUs)
- Specialist levels 4 and 5 must complete 75 Library Education Units in 5 (five) years. At least ten (10) must be Technology Library Education Units (TLEUs)

CONTINUING EDUCATION OPPORTUNITIES (see Parts 3 and 4 for more detailed information)

- The ISL Continuing Education Toolkit for Librarians website at http://continuinged.isl.in.gov/find-training/ contains valuable information on LEU-approved workshops, webinars, and conferences
- Policies on LEUs are available at http://continuinged.isl.in.gov/certification/policies-on-leus/
- Roundtables, business meetings, and committee work without a structured training component are not eligible for LEUs
- LEUs round up at the 30-minute mark. An approved workshop that runs 31-89 minutes is eligible for 1 LEU. An approved workshop that runs 90-119 minutes is eligible for 2 LEUs, and so forth
- Individuals are responsible for recording and retaining their LEU certificates. Neither the Indiana State Library, nor the continuing education provider, is responsible for keeping applicants' records

Part 2 : Certification Application Process for New Staff and Certificate Upgrades & Transfers

Librarians who are statutorily obligated to be certified and were not grandfathered in 2008 (i.e. new library Directors, Branch Heads, Department Heads and Professional Assistants) will need to complete an application and remit the certification fee to the Indiana State Library.

NEWLY HIRED STAFF

- New staff whose professional positions require certification will have six (6) months to apply for their 1-year temporary or 5-year certificates
- Individuals unable to meet the certification requirements for a position may apply for a 1-year temporary certificate. Temporary certificates may be renewed twice for a total possible three (3) temporary certificates per person
- Individuals may apply for up to three (3) one-year temporary certifications as they complete their Library Science coursework AND/OR accumulate the number of years of experience required for their certificates

The **APPLICATION FOR CERTIFICATION OF PUBLIC LIBRARIANS** is available on the ISL Continuing Education Toolkit for Library Professionals website (http://continuinged.isl.in.gov/certification/). Individuals can also request an application by phone (317-234-6217) or via email (StatewideServices@library.IN.gov).

CERTIFICATION FEES

- $50 fee per 5-year certificate for application and each renewal
- Temporary certificates expire after one (1) year and cost $10 annually. Temporary certificates may be renewed twice for a possible three (3) one-year temporary certificates per person
- ISL accepts personal checks and money orders made payable to Indiana State Library
- Library Friends groups may subsidize a staff's certification fees
- Per the State Board of Accounts, libraries may not draw from their operating funds to pay for staff certification. There are two options by which a library may pay for staff certifications:
    1. Draw the money from a gift fund
    2. Increase the applicant's salary in order to cover the cost of the required certificate (amounting to no more than $0.20 per week)

Transcripts

All staff applying for certificate levels that require college education must submit official (sealed, unopened) college transcripts. The transcripts may be mailed directly from the school to the Certification Program Director's attention, sent electronically from the school to StatewideServices@library.IN.gov, or included (sealed, unopened) in the envelope with the certificate application and fee.

Indiana Professional Licensing Agency

Staff's names, certificate numbers, types, statuses, and cities are public information on the State of Indiana Professional Licensing Agency website (https://mylicense.in.gov/EVerification/Search.aspx). Personal contact information, academic background, and employment history are not published.

CERTIFICATE LEVEL UPGRADES: NON-GRANDFATHERED STAFF

Staff who applied for their certifications after September 30, 2008, or who have superseded their certifications since they were grandfathered in 2008 are considered "non-grandfathered staff."

Non-grandfathered staff completing additional Library Science college-level education and/or accumulating sufficient years of service may be eligible to upgrade their certificate levels. In order to upgrade a certificate level (i.e. from LC6 to LC5, etc.), individuals must complete the Application for Certification of Public Librarians (found at http://continuinged.isl.in.gov/certification/) and remit payment of $50 for a new certificate.

CERTIFICATE TRANSFERS: NON-GRANDFATHERED STAFF

Non-grandfathered staff may transfer their current certificates and Library Education Units to their next position or employer. Individuals who are promoted in job classification (i.e. from Professional Assistant to Branch or Department Head or to Director) are required to obtain, prior to their certificate expiration, the number of LEUs required of the job classification they held the majority of their 5-year certificates.

Library staff members who are promoted into positions requiring higher certificate levels may need to apply for temporary certification while completing their required courses or years of service. These individuals should mail to ISL the Application for Certification of Public Librarians (found at http://continuinged.isl.in.gov/certification/).

CERTIFICATE LEVEL UPGRADES AND TRANSFERS: GRANDFATHERED STAFF

Individuals upgrading from the level at which they were grandfathered must follow the same procedures as above (excluding relevant school transcripts, if already on file).

Any certificate level upgrade voids the previous certificate LEUs and expiration date. Upgraded certificates restart individuals' five-year certificate cycles. Please keep in mind that library education units will not transfer to another certificate level. For example, a person grandfathered at a librarian certificate 2 (LC2) who, in three (3) years is eligible for the librarian certificate 1 (LC1), may not carry the LEUs earned on the grandfathered certificate to the new certificate. The certificate cycle resets with the new certificate and individuals have five (5) years to complete the number of LEUs required for their job classifications.

Please keep all contact information and employment status current with ISL. Connect with the Certification Program Coordinator to change your name, address, or employment information at StatewideServices@library.IN.gov or (317) 234-6217.

Mail certificate applications, payments, and official (sealed, unopened) college or MLS transcripts to:

Indiana State Library
ATTN: Certification Program Coordinator
140 North Senate Avenue
Indianapolis, IN 46204

Part 3 : Certification Renewal Process

Librarian certificates are issued and expire on a quarterly schedule. Five-year LEU cycles for certificates begin on the first day of the quarter in which they are processed and expire five (5) years from the last day of that quarter.

- Applications and payments received between January 1 and March 31 have an effective date of January 1 and expire five (5) years from March 31.
- Applications and payments received between April 1 and June 30 have an effective date of April 1 and expire five (5) years from June 30.
- Applications and payments received between July 1 and September 30 have an effective date of July 1 and expire five (5) years from September 30.
- Applications and payments received between October 1 and December 31 have an effective date of October 1 and expire five (5) years from December 31.

GRANDFATHERED CERTIFICATE RENEWALS

On July 1, 2008, staff employed by a library in a position that required certification were grandfathered at their library district and at their current level. These certificates expired on September 30, 2013. Individuals who retained their grandfathered status in 2013 will be due to renew again by September 30, 2018.

RENEWAL REMINDER LETTERS

The Indiana State Library will send out a renewal reminder to the address we have on file sixty (60) days prior to the renewal deadline. A certificate holder will have the option of renewing using an automated system through an online process utilizing the Indiana Professional Licensing Agency, renewing through mail, or in person at the Indiana State Library.

Certificate holders will receive a letter with the following information:

The deadline for renewal of your librarian certification is Month/Day/Year. Please take a moment to review the Indiana State Library certification renewal requirements outlined below. We also encourage you to subscribe to INpublib, the listserv for public library professionals. We post regular updates there, as well as in the Wednesday Word. ISL's listservs are described at http://www.in.gov/library/listservs.htm. *Please watch for notices and important certification and professional development information.*

LIBRARY EDUCATION UNIT REQUIREMENTS

Ongoing professional development is your responsibility for renewal of public librarian certification.

- **Professional Assistants** must complete fifty **(50) LEUs** in five (5) years.
- **Branch/Department Heads** must complete seventy-five **(75) LEUs** in five (5) years.
- **Directors** must complete one hundred **(100) LEUs** in five (5) years.

For all staff, at least ten **(10) LEUs** must be technology-related **TLEUs**.

All classes for LEU credits must be completed between the date your certificate was issued and when it expires. **All workshops and courses must have received approval of LEU-eligibility prior to completion in order to be included in your total.**

Please do not send your LEU certificates with your application for recertification at this time. The Professional Development Office will conduct random audits to verify individuals' participation. **If your file is selected for random audit, we will contact you within 30 days after the date your certificate expires.** If you receive a notice of random audit from PDO, you will then have 60 days to show proof of your original LEUs. If you do not receive a notice of random audit from PDO within 90 days after the date your certificate expires, you may discard your LEUs from the previous 5-year cycle.

The cost to renew your 5-year certificate is $50. Through the mail, we accept personal checks and money orders made payable to Indiana State Library. Certification fees must be paid from the applicant's personal funds. A library district may choose to increase staff salaries in order to cover the cost of the required certificate (amounting to no more than $0.20 per week). Your library's Friends group may also contribute to this cost, if they have the funds and choose to do so.

We will notify the INpublib listserv and Wednesday Word when online renewals with credit card payment are available. There is a $4.57 fee for online renewals. **You may renew online ONLY if the following categories apply to you:**

1. You have not changed your library employer or your job classification,
2. You are not upgrading your certificate (i.e., from LC3 to LC2 or LC2 to LC1), or
3. You are not applying for a temporary certificate.

Please note you will need your certificate # for your username and password on the Indiana Professional Licensing Agency website. If you do not know your certificate number, you can search for it at http://www.in.gov/pla/3119.htm.

To upgrade your certificate or report changes in your library employer or job classification, you must renew through the mail. There is no additional fee outside the $50 for renewal by paper application.

The **Application for Librarian Certification** is on the ISL Continuing Education website: http://continuinged.isl.in.gov/certification/. On the site, you can also confirm current certification criteria for your job classification and library district size here.

Please contact the **Certification Program Coordinator** with your specific questions at StatewideServices@library.IN.gov.

LEU AUDITS

The Indiana State Library strongly advises that each certified librarian create a file in order to keep track of the classes taken and the number of hours received. ISL audits a percentage of each renewal cycle at random to ensure that LEUs have been completed. The individuals who are audited will receive a letter in the mail, notifying them that they are being audited. The applicant has an additional sixty (60) days to mail or email their original LEUs to the Indiana State Library. Spreadsheets or other unverifiable lists of workshops completed are NOT acceptable.

There are no "roll-over" LEUs. If an applicant completes more hours than required, the additional hours will not count toward the next renewal cycle. Please keep all LEU certificates for ninety days (90) after receipt of your new certificate.

Part 4 : Library Education Units (LEUs)

In addition to the workshops, conferences, and courses offered by the Indiana State Library, the Indiana State Library recognizes other library training course providers as appropriate providers to offer opportunities to earn Library Education Units. Providers with a blanket approval include but are not limited to ALA and ALA divisions, Association of Rural and Small Libraries (ARSL) Federation of Genealogical Societies, Indiana Library Federation (ILF), Innovative Users Group, LYRASIS, OCLC, OverDrive Digipalooza, Polaris, SirsiDynix, TechSoup, The Library Corporation, and Urban Libraries Council, U.S. Census, and WebJunction. College-level Library Science courses, such as those from Indiana University, IVY Tech are approved for LEUs also. Note that only individuals holding a 5-year certificate are eligible to count LEUs from conferences, workshops, webinars, and college courses.

Individuals are solely responsible for recording and retaining their LEUs. ISL does not keep this information and will only request it from individuals whose files have been selected for random audit at certificate renewal. **Note that only individuals holding a 5-year certificate are eligible to count LEUs from conferences, workshops, webinars, and college courses.**

LEUs for College-Level Library Science Courses

Non-Library Science college courses MUST be approved for LEUs prior to completion of the course. Semester-length Library Science courses, such as those from Indiana University and IVY Tech, are eligible for 15 LEU's per credit hour. Official transcripts from the school serve as proof of LEUs; no specific LEU certificate is needed.

Finding Approved Continuing Education Opportunities

- ISL Continuing Education Toolkit site http://continuinged.isl.in.gov/find-training/
- LEU Certification Portal (https://digital.statelib.lib.in.us/leu/)
- Regular posts to the INpublib listserv (subscribe at http://www.in.gov/library/listservs.htm)

REQUESTING LEU APPROVAL FOR A WORKSHOP

Complete the Application for Library Education Unit Provider at http://continuinged.isl.in.gov/certification/ and submit to StatewideServices@library.IN.gov (or FAX to 317-232-0002).

Applications for Library Education Unit Providers must include the following information:

- Provider organization and signature of "Authorized Individual" (this is the person who will sign the LEU certificates)
- Trainer(s) names and resumes showing their relevant experience
- Detailed agendas of library-related courses or workshops
- Approximate time (in hours) to complete the course or workshop

LEU approval is based on the following criteria:

- Must provide participants with knowledge of professional library practices, services, collections, or of technical library processes,
- Must provide participants with the ability to deal with people and organizations in a professional capacity, as distinguished from clerical,
- Can include, but is not limited to, topics such as reference, cataloging, digitization, management, finance, computer software and hardware, and web development

All 5-year certificate holders must complete a minimum of ten (10) Technology LEUs. TLEU-eligible workshop topics include, but are not limited to, the following:

- Library software such as ILLiad and Evergreen Indiana or other Integrated Library Systems (ILS),
- eReaders and tablets
- INSPIRE database training
- Lynda.com courses
- Makerspace technology
- Microsoft Office products,
- Social media training
- Web development courses

Skills such as those listed below may be valuable in assisting individuals with functioning in particular organizations. However, they do not advance professional librarianship and are not LEU-eligible. Ineligible workshop topics include:

- Instruction on individual library policies and benefits (i.e. How to fill out library forms or how to use a library's intranet, time management software, and open enrollment)
- First Aid and safety procedures
- Fitness and wellness classes
- Foreign language acquisition

The Indiana State Library reviews applications for LEU providers. If approved, the provider and trainer will be eligible to offer LEU opportunities to Indiana library staff. The course, as submitted, is approved for a period of two (2) years as long as the agenda, objectives, content, and instructors remain the same. *A change to even one of those aspects requires re-submission for approval.* LEUs are awarded on an hour-for-hour basis and rounded up at the half hour (i.e., 90 minute workshops are eligible for 2 LEUs).

LEUS FOR OUT-OF-STATE AND NATIONAL CONFERENCES

ISL policy on receiving LEUs for out-of-state and national conferences is posted at http://continuinged.isl.in.gov/certification/policies-on-leus/.

1. After attending an in-person conference, fill out the Conference Form on http://continuinged.isl.in.gov/certification/
2. Write your session synopses and retain all conference programs and documentation you could refer to in the event of an audit. Please also retain your confirmation of conference registration

3. Based on the sessions you attended, count up the LEUs you earned. LEUs are awarded hour-for-hour and round up at the half hour (i.e., 90 minute workshops are eligible for 2 LEUs).
4. **File these documents with your other LEUs. DO NOT send them in to ISL.** You will only need to turn them in to ISL **if** you are notified your file has been selected for random audit. If you are not notified as such within 90 days of your certificate renewal, please do not send in this paperwork

Eligible sessions must have specified learning objectives and make a contribution to the field of professional librarianship. Such sessions include keynote speeches, author talks, and traditional workshops. Sessions eligible for TLEUs will consist of training on software or devices, instruction on social media, and so forth. Sessions pertaining to policies on technology (as opposed to how to use a product) are eligible for general LEUs.

Ineligible sessions include business, committee, and council meetings, conference registrations and orientations, unstructured roundtable discussions, poster sessions, time spent at vendor booths, and social events without speakers.

LEUS FOR WEBINARS VIEWED IN-HOUSE:

ISL policy on receiving LEUs for webinars viewed in-house is posted at http://continuinged.isl.in.gov/certification/policies-on-leus/.

Any time a library system has purchased a site license for an online event (Urban Libraries Council or ALA division events, for example) or an individual or a group of individuals is viewing any session that is eligible for LEUs, a designated proctor in an administrative or HR capacity may oversee staff attendance and create and award certificates in-house.

Important: Some webinar providers will issue certificates but many will not. If you do not receive a certificate, please follow the instructions below for creating them in-house. *Certificates from approved providers that refer not to LEUs but to CEUs, Contact Hours, or CPDUs are acceptable. Only Indiana public libraries use the term LEUs (non-library organizations in Indiana, as well as organizations outside Indiana use other terms. They are all credits awarded hour-for-hour).*

Please note also: Many webinar providers will record and archive their sessions. Your in-house webinar proctor may issue you an LEU for viewing these approved sessions. PLEASE CONFIRM ON THE PROVIDER'S WEBSITE IF THE SESSION WILL BE AVAILABLE FOR LATER VIEWING.

Certificates generated in-house must contain the following information:

- Event/Workshop name, date, and number of LEUs/TLEUs
- Event/Workshop provider's name
- Participant's name
- Proctor/Supervisor's signature (in the case of a Library Director, the HR manager or the President of the Board of Trustees should sign the certificate)

A Sample LEU Certificate is available for download at http://continuinged.isl.in.gov/certification/.

Part 5 : Questions & Answers

DETERMINING CERTIFICATION REQUIREMENTS

What is "professional" library work?

Professional library work includes, but is not limited to, cataloging/copy cataloging, reference, collection development, reader's advisory, children's and teen services. Professional library staff are required to keep their certificates current and in good standing, regardless of number of hours worked per week.

Are part-time employees exempt from certification requirements?

No. Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time. Substitute, seasonal, and temporary staff are not permanent employees and, as such, are exempt from certification requirements.

Does library experience prior to completion of Library Science coursework count towards the years of service required for Librarian Certificates (LC) 1, 2, 3, and 6?

Yes, all combined years of professional library work experience in public, school, academic, and special libraries (including volunteer work) count towards the experience requirements of the LC1, LC2, LC3, and LC6.

I am the only professional staff in my department. Am I a Professional Assistant or a Department Head?

Job classifications are determined locally by library Directors and their Boards of Trustees as they make sense for their organizations. Whether the Director and Board of Trustees classify a particular job as Professional Assistant or a Department Head, that person must keep the minimum required certificate in good standing.

Can I be certified at a higher level than what is required for my current job classification?

Yes. Individual certification is based on education and experience, not on job function. There are many Directors who hold an LC4 and many Professional Assistants who hold an LC1. The rule provides guidance for the lowest certification level required for a particular job function and dictates only the lowest level that must be achieved by an individual.

How do increases in library district size affect staff certification?

District size increases (i.e., moving from Class C to Class B or from Class B to Class A), whether by population changes, expanding a district into unserved townships, or merging two or more libraries, will have no effect on the certification requirements of the staff already certified at the time the change occurs. Staff already certified will not be required to meet the requirements for their job classifications in the larger district size. New hires and staff applying for a new

certificates after the district size has increased must meet the criteria for the new library district size.

If I don't currently work for a public library but I want to be certified, how many LEUs do I need?

Individuals not currently employed in a public library must obtain the number of LEUs required by the job classification for which the person is qualified.

An individual with the qualifications to hold a Librarian Certificate 1 would be eligible to be employed as a director in a Class A library, and would therefore need to complete 100 hours of LEUs over five years to keep the certification current.

A person with a high school diploma and nine semester hours of library science courses or five years of library work experience but not currently working for a library qualifies for the LC6.

GRANDFATHERED CERTIFICATES

What does "grandfathered" mean?

Staff employed in professional positions that required certification as of July 1, 2008, were grandfathered. Grandfathered library staff members are exempt from the education and experience requirements for the position they held in their libraries on that date. These staff will retain their grandfathered status, as long as they remain with the same library district and at the same job classification (or lower, if stepping down from a higher position).

Library Directors, employed as such before July 1, 2008, were required to meet the previous certification requirements in order to be considered grandfathered. Libraries employing Directors who failed to meet certification requirements in 2007 and in 2008 were not in compliance with Indiana Library & Historical Board standards. Such libraries remain out of standards at least until the Director meets certification requirements.

In order to keep their certificates in good standing, all grandfathered staff must obtain the number of LEUs required for their job classifications and renew their certificates every five (5) years.

May I apply as a new applicant even though I was grandfathered in?

Yes, a librarian who had been grandfathered may submit an application, $50, and college transcripts and apply for a new certificate. The new certificate would not be considered a "grandfathered" certificate and would not be tied to a particular position in a particular library. The new certificate could, therefore, be transported to different positions and libraries. When an applicant receives a new certificate, a new 5-year cycle re-starts. The applicant would begin to accumulate LEUs from the date of issue of the newest certificate.

INTERIM DIRECTORS

What are the certification requirements for Interim Directors?

Interim Directors in place for longer than six (6) months must apply for temporary certification. A library may keep an interim director on a temporary certificate for no longer than three (3) years. If the Interim Director does not intend to pursue the permanent Director position and does not pursue the education required for Directors of that library's class size, the Board of Trustees should be actively seeking a permanent Director who meets certification requirements.

LIBRARY EDUCATION UNITS

How do I obtain LEUs for an out-of-state conference?

LEUs for Out-of-State Conferences (Effective 8/31/2013):

1. Fill out the Conference Form at http://continuinged.isl.in.gov/certification/.
2. Write your session synopsis and retain any conference programs or documentation we could refer to in the event of an audit. Because ALA and other organizations do not keep their conference information online for more than a few months, we will need something to refer back to. Please also retain your confirmation of conference registration.
3. Based on the sessions you attended, count up the LEUs you earned. LEUs are awarded hour-for-hour and round up at the half hour. Example: A session lasting 90 minutes is eligible for 2 LEUs.
4. **File these documents with your other LEUs. DO NOT send them to ISL.** You will only need to turn them in to ISL **if** you are notified your file has been selected for random audit. If you are not notified as such, please do not send in this paperwork.

All ALA and ALA division conferences, as well as Urban Libraries Council, OCLC, Federation of Genealogical Societies, OverDrive Digipalooza, SirsiDynix, and Polaris Users Group have a blanket approval. These are commonly attended conferences, but, if there are others that interest you, please contact the Certification Consultant to confirm the event's LEU-eligibility as all events are **not** automatically approved for LEUs. Furthermore, please request LEU approval 30 days in advance of events not pre-approved. Trainings that have not been pre-approved by ISL are not eligible for LEUs and any certificates participants receive from unapproved trainings will not be honored.

What conference events are eligible for LEUs?

Keynote speeches and author talks, as well as standard workshops are eligible. Eligible sessions must have a specified learning objective and make a contribution to the field of professional librarianship. Sessions eligible for TLEUs will consist of training on software or devices, instruction on social media, and so forth. Sessions pertaining to policies on technology (as opposed to how to use a product) are eligible for general LEUs. If you are not sure, contact the Certification Consultant at StatewideServices@library.IN.gov.

What conferences events are NOT eligible for LEUs?

Business, committee, and council meetings, conference registrations and orientations, unstructured roundtable discussions, poster sessions, time spent at vendor booths, and social events without a speaker are NOT eligible for LEUs.

How do I obtain LEUs for a webinar?

Policy on LEUs for in-house courses and webinars (Effective 12/1/2012):

Any time a library system has purchased a site license for an online event (Urban Libraries Council or ALA division events, for example) or an individual or a group of individuals is viewing any session that is eligible for LEUs, it is acceptable for someone in an administrative or HR capacity to oversee staff attendance and create and award certificates in-house.

IMPORTANT: Some webinar providers will issue certificates but many will not. If you do not receive a certificate, please follow the instructions below for creating them in-house. *If you receive a certificate from an approved provider and it references CEUs or Contact Hours or CPDUs instead of LEUs, this is still fine. Only Indiana public libraries use the term LEUs (non-library organizations in Indiana, as well as organizations outside Indiana use other terms. They are all credits awarded hour-for-hour).*

Certificates generated in-house may be formatted any way you choose, so long as they contain the following elements:

- Event/Workshop name, date, and length
- Event/Workshop provider's name
- Participant's name
- Proctor/Supervisor's signature (in the case of a Library Director, the HR manager or the President of the Board of Trustees should sign the certificate)

Can I get LEUs for archived webinars?

Yes. Your in-house webinar proctor may issue you an LEU for viewing these approved sessions. Please confirm on the provider's website if the session will be available for later viewing.

Can I get LEUs for a workshop I teach or design?

At this time, there is no mechanism in place for instructors to earn LEUs for the workshops they teach or design. Only attendees on 5-year certificates are eligible to earn LEUs for approved workshops.

NON-COMPLIANCE

What are the consequences for not meeting certification requirements?

The State Library's practice has been to treat failure to comply with certification requirements as a failure to comply with standards. Libraries not meeting standards have generally been ineligible to receive State and federal funding and programs.

PAYING FOR CERTIFICATION & CONTINUING EDUCATION

Can libraries pay for staff certificates?

Per the State Board of Accounts, libraries may not draw from their operating funds to pay for staff certification. There are three options by which a library may pay for staff certifications:

4. Draw the money from a gift fund
5. Increase the applicant's salary in order to cover the cost of the required certificate (amounting to no more than $0.20 per week)
6. Library Friends groups may subsidize a portion or the full amount of staff's certification fees.

Can libraries pay for staff continuing education?

Your library board may be able to pay for continuing education, either in full or in part. In accordance with state regulations, college and university class tuition, if library funds are made available, should be reimbursed only after successful completion of the course, not paid by the library in advance. The library's Friends group or library Foundation may pay for all or a portion of continuing education costs.

PROMOTIONS & NEW POSITIONS

If I am promoted to a higher job classification, what happens to my certificate and my LEUs?

Please notify the Certification Program Consultant of this change. You must meet the criteria for the job classification into which you've been promoted. If you are not on a grandfathered certificate and you already hold a higher certificate level than what is required for your job classification, you do not need to apply for a new certificate. The Certification Program Consultant can modify your certificate to reflect your new job classification and you will retain your LEUs you've obtained in your current 5-year cycle. By the date your certificate expires, you must obtain the number of LEUs required for the job classification (i.e., Professional Assistant, Branch/Department Head, or Director) you held the majority of your 5-year certificate.

If you were grandfathered and/or do not yet meet the criteria for your new job classification, you must apply for a 1-year temporary certificate while you obtain the required education and/or years of experience. Within six (6) months of starting your new position, you must apply for your first of three (3) possible temporary certificates. If a second or third temporary is needed, you must renew your temporary certificate prior to its expiration date. If you have completed the requirements for your new job classification before you have exhausted your three possible temporary certificates, you may apply for the 5-year certificate.

If I take a position at another library, what happens to my certificate and my LEUs?

If you were grandfathered, you must apply for your certificate within six (6) months of starting at your new library. If you do not meet the criteria for your job classification with your new library, you must apply for a 1-year temporary certificate while you obtain the required education and/or years of experience. If a second or third temporary is needed, you must renew your temporary certificate prior to its expiration date. If you have completed the requirements for your new job classification before you have exhausted your three possible temporary certificates, you may apply for the 5-year certificate.

If you do not hold a grandfathered certificate (i.e., you applied for and met the criteria for your certificate after September 30, 2008), you must also meet the criteria for your job classification with your new library. If you already hold at least the required certificate level for your job classification, you do not need to apply for a new certificate. The Certification Program Consultant can modify your certificate to reflect your new job classification and you will retain your LEUs you've obtained in your current 5-year cycle. By the date your certificate expires, you must obtain the number of LEUs required for the job classification (i.e., Professional Assistant, Branch/Department Head, or Director) you held the majority of your 5-year certificate.

Chapter 6
Required Reports And Statistical Sources

Required Reports

Please note: Requesting Agency is in *Italics*

A. The **Annual Report for Indiana Public Libraries (*ISL*)** must be completed annually and includes the following components:

- Annual Report (questionnaire/survey)
  - Includes:
    - Annual PLAC Statistics Report
    - Statement of Compliance with Standards
    - Statement of Intent to Comply with Standards
    - Supplemental Questions
- Signature Page

Instructions and login information for completing the Annual Report are emailed to all directors in December. Instructions are mailed to directors without a valid email address or internet access. The Annual Report is completed entirely online, with the exception of the signature page, which must be printed, signed, and mailed in. The Annual Report is due **February 1st** of each year.

Data collected may vary slightly from year to year, but usually includes:

a. Library name, address, location and contact information, hours of operation
b. Public 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), # of registered borrowers (both resident and nonresident individuals), ILL and circulation
e. Operating income and expenditures by type
f. Selected holdings of physical and electronic units
g. Selected library services
h. Type and speed of Internet access and number of computers
i. Number of staff by type and hours worked
j. Salary and benefit information

Annual PLAC Statistics Report This report asks for the number of loans your library makes to people from other library districts. The library must keep statistics all year on the patrons who have PLAC cards. You will need to ask them for the name of their home library. If your library is a net lender, it will receive payment for the net loans.
Please carefully review the number of loans reported, as this could result in a large check for your library, and an error might cause the loss of a large sum of money.

Statement of Compliance with Standards A public library must meet all standards or receive a waiver for non-certification issues each year in order to receive any state or federal funding.
This would include any State Technology Fund money, PLAC Distribution, INfo Express service discount, LSTA funds and payments or grants for Internet lines, and other services.

Statement of Intent to Comply with Standards If any answer in the Statement of Compliance with Standards is "no", it must be explained on the annual report form, along with a statement as to how the library intends to change it 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 annually and is intended to elicit information for the use of the Indiana State Library and Indiana librarians and other interested parties. Some questions are asked on a multi-year cycle, others may be asked only once.

Signature Page Must be returned via regular mail with original signatures.

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 or guidelines. For LSTA grants, a brief quarterly evaluation and a final report are required for each project. For more information, visit www.in.gov/library/lsta.htm

C. **PLAC Quarterly Reports (*ISL)***
Due the 25th of month after end of quarter (due January 25, April 25, July 25, October 25 each year, sent to Indiana State Library, Administrative Division). This report is to be filed, regardless of whether any PLAC cards are sold. A check for the PLAC cards sold must accompany this form and the check must equal the number of cards sold. PLAC cards are the financial responsibility of the library to which they are issued (they are numbered). The report form is on the Internet, at http://www.in.gov/library/plac.htm

D. **Report of Names and Compensation of Officers and Employees (*SBoA*)**
(Gateway 100R) To be filed through Gateway on or before January 31
The State Board of Accounts recommends using the library's address, *not* each staff member's home address. These are public records and are often requested by the general public.

E. **Withholding Statements for Employees (W-2) (*Federal*)** The statement must be completed and given to each employee by **Jan.31**. http://www.irs.gov

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*)**
Information on social security withholdings and federal income tax withholdings is due in **January**. www.irs.gov/

H. **Outstanding Indebtedness Report (*DLGF*)**
[IC 5-1-18-10] Requires that each political subdivision report any outstanding bonds or leases to the Department, due on or before March 1. www.in.gov/dlgf/4699.htm

I. **Library Annual Financial Report (Form Number LAR-1) (*SBoA)***
The LAR-1 is due by 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 (SBoA) receives it. The SBoA uses it as the basis for the library audit. SBoA has a person on staff who can answer questions about it at 317-232-2507.

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 – by June 1 and December 1 (No official form, home address is required). A governmental entity that has an employee who works in more than one (1) county shall certify the information for the employee to the county where the employee has the employee's principal office.
K. **Post Bond Sale/Post Lease Execution (*DLGF)***
[IC 5-1-18-7 and 5-1-18-8] Require that political subdivisions entering into bonds and leases during a calendar year report these obligations to the Department on or before December 31. www.in.gov/dlgf/4699.htm

Selected Statistical Sources

Statistics of Indiana Public Libraries (ISL) - Data from 1994 through previous year:
www.in.gov/library/plstats.htm
(Statistics from years prior to 1994 are available in print upon request.)

Public Libraries in the United States Survey - The Public Libraries Survey (PLS) provides statistics on the status of public libraries in the United States.
http://www.imls.gov/research/public_libraries_in_the_united_states_survey.aspx
Librarian and Researcher Knowledge Space ("LARKS") (ALA) - A resource for researchers of all levels of experience in school, academic, and public libraries.
http://www.ala.org/research/larks

Indiana State Library – State Data Center
http://www.in.gov/library/isdc.htm

Public Library Data Service Statistical Report – This is a voluntary report, with over 800 libraries from the United States and Canada**.** www.ala.org/pla/publications/plds

National Center for Education Statistics – Library Statistics Program - Academic library and school library media center data http://nces.ed.gov/surveys/libraries/
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
http://lj.libraryjournal.com/
Hennen's American Public Library Rating Index (HAPLR Index)
http://www.haplr-index.com/

Indiana University/Indiana Business Research Center
Stats Indiana http://www.stats.indiana.edu/
The POLIS Center/SAVI
Data for central Indiana (SAVI): www.savi.org
U.S. Census Bureau – American FactFinder
factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml

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Questions from the 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 **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 circulated annually_____

Selected Holdings
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 _____

(Questions repeat for all board positions)

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

Public Access
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?**

Webpage
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 Standards

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?_____
15-030 How many personal interactions did your library have during these out-reach events? _____
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?_____

Chapter 7

Resource Sharing

Evergreen Indiana is a growing consortium of 105 public, school and institutional libraries located throughout Indiana that use the Evergreen ILS. Patrons of member libraries can use their Evergreen Indiana library card to view the catalogs and borrow materials from the other member libraries. The Evergreen Indiana catalog, largest catalog in the state, may be viewed at: http://evergreen.lib.in.us/

The Evergreen Indiana project is funded by the Indiana State Library through Library Services and Technology Act (LSTA) grants and state funds. The services provided by the State Library include purchasing and maintaining the central servers, personnel costs in operating the system, training, software development, data conversion, and other related expenses.

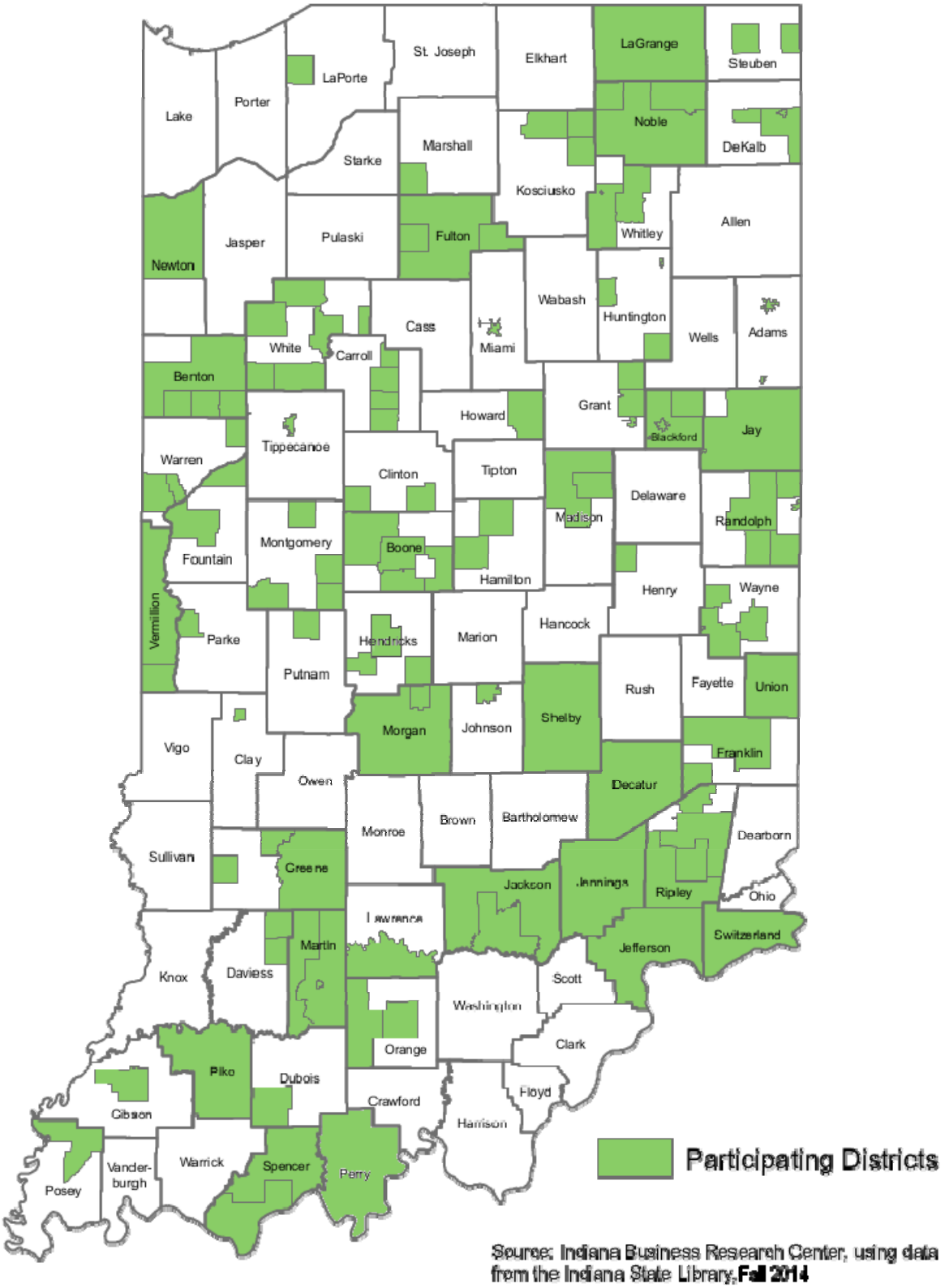
The Evergreen Indiana Consortium has seen a steady rise in interest from all types of libraries around the state. The Consortium is currently accepting applications from libraries seeking to migrate to Evergreen. Requests for membership are approved by the Executive Committee. Libraries interested in joining the consortium must have board approval and submit a completed executed Membership Agreement , Code of Ethics and Board Resolution which may be found on the website: www.in.gov/library/evergreen.htm

Evergreen Indiana libraries are eligible to join the eIndiana Digital OverDrive Consortium. These libraries have access to thousands of audiobooks, ebooks, video and music through OverDrive.

For more information about Evergreen Indiana contact:

Anna Goben, Evergreen Indiana Project Coordinator
317-234-6624
agoben@library.in.gov

Evergreen Participating Library Districts



Source: Indiana Business Research Center, using data from the Indiana State Library, **Fall 2014**

INfo Express is the statewide library courier service managed by the Indiana State Library. Public Library districts, school districts, academic, institutional and special libraries are eligible to participate in INfo Express

Fees are based on the number of deliveries per week. Participants determine how many days a week (weekdays only) they need pick up and delivery. In order to offer the lowest possible delivery service cost for all Indiana libraries, the State Library will continue to provide state tax monies to subsidize the cost of one delivery per week per library district. Public Library districts, school districts, academic, institutional and special libraries are eligible to participate in INfo Express. The cost of additional stops per week for 52 week delivery is $625 per year after the first day.

Cost of Service:

Frequency of Delivery	In Standards Rate	Out of Standards Rate
One Day	$100	$625
Two Day	$725	$1,250
Three Day	$1,350	$1,875
Four Day	$1,975	$2,500
Five Day	$2,600	$3,125

Participants use the INfo Express website to create shipping labels and manifests. To learn more about how to use Info Express visit www.infoexpress.in.gov

You may also contact the Info Express staff:

Phone: (317) 232-3699
Toll Free Number: (877) 835-0014
E-mail: infoexpress@library.IN.gov
Fax: (317) 232-0002

Indiana SHARE Program

The Indiana SHARE program allows a large variety of libraries from around the state to request interlibrary loan materials through the Indiana State Library using ILLiad software. State Library staff submit the interlibrary loan requests on behalf of the requesting libraries. Lending libraries that accept the requests will ship the materials to requesting libraries via INfo Express or library rate postage.

This program is currently under review by the Resource Sharing Committee, and will probably be changing in the coming months.

To learn more about the program including how to submit requests and a brief tutorial , please visit the Indiana SHARE website:

www.in.gov/library/ishare.htm

You may also contact the Indiana Share staff:

E-mail: share@library.in.gov
Phone: (317) 234-5650
Toll Free Number: (877) 835-0014
Fax: (317) 232-0002

Public Library Access Cards (PLAC)

Front of PLAC Card

PUBLIC LIBRARY ACCESS CARD

Name
Address
Date of Expiration (mm/dd/yyyy)
Name of Issuing Library

State Form 45680 Indiana Code 4-23-7.1-5.1

Back of PLAC Card

Signature
is responsible for the return of any borrowed item directly to the public library from which the cardholder borrowed the item. All public libraries shall participate in this program and shall permit an individual who holds a valid statewide library card to borrow items available for borrowing as established by rules adopted by the Indiana Library and Historical Board under subsection (c). Indiana Code 4-23-7.1-5.1(b)(6)(7)

The Public Library Access Card (PLAC) is the name for the statewide library card, enacted in 1993 by (Indiana Code 4-23-7.1-5.1) , with rules promulgated in 590 IAC 3, www.in.gov/legislative/iac/T05900/A00030.PDF. The PLAC program allows an individual to borrow materials directly from any public library in Indiana. Books and non-book materials that normally circulate are eligible for loan through the PLAC program. Circulation of eBooks and eAudios are restricted and often not available to PLAC borrowers; vendor agreements limit circulation of these items. Any individual who holds a valid Indiana public library card may obtain a PLAC card.

The fee for a PLAC in calendar year **2012-2013** is **$50.00**.

PLAC Working Guidelines

Obtaining a PLAC Card

1. Availability of Cards: The Indiana State Library will provide a supply of numbered Public Library Access Cards at no cost to each public library in the State. Orders for additional Public Library Access Cards (PLAC) may be placed on the PLAC Quarterly Report Form www.in.gov/library/plac.htm.

2. Appearance of Card: The Public Library Access Card (PLAC) contains the following information: name of cardholder, address of cardholder, home public library of cardholder and expiration date of card. This information will be made part of the PLAC record at the issuing library. The card is issued as an individual card to one specific person.

Definitions:

The **home public library** (590 IAC 3) means the public library where an individual is a resident or real property taxpayer in the taxing district of the library or library from which a nonresident has purchased a card.

The **issuing library** may be any public library in the state, not just the home library. The PLAC card lists the name of the home library, not the issuing library.

Guideline (a): Eligibility for PLAC. An individual who is in "good standing" and eligible to obtain a valid resident or nonresident library card from one of the 237 public libraries in the state of Indiana qualifies to obtain a PLAC. A law passed in 1996 allows an individual to obtain a PLAC at any public library in Indiana.

To receive a Public Library Access Card you must have an Indiana “resident” or a non-resident library card, (I.C. 4-23-7.1-5.1).

Guideline (b): "Good Standing" is defined at the local library level. Do not issue PLAC card to individuals with overdue fines and fees.

Guideline (c): A family PLAC cannot be issued. The card is issued only as an individual card to one specific person. The local library's guidelines regarding use of a library card by a person other than the actual cardholder should be followed if a family member wishes to borrow on a PLAC card.

Guideline (d): A public library may choose to issue its own library card to an individual holding a PLAC to properly code patron record in the circulation system for record keeping. This determination is made at the local library level. Any local card that is issued to a PLAC cardholder should be marked clearly with the PLAC expiration date. Libraries that have

computerized registration files should mark the expiration date of the PLAC cardholder's record in the database. PLAC cardholders may be required to show both the PLAC and the local library card to check out materials according to the lending library's rules.

College/University Student PLAC. Resident students are not required to have a PLAC to use the local public library in the college/university community in that library district.
If a college student wants to borrow materials from a public library other than his/her home library or the library in the college/university community where he/she resides, then the student will need to purchase a PLAC.

Guideline: Local libraries should follow their policies in place for issuance of student cards to local college/university or other post secondary school students.

Refunds. No refunds for paid PLAC fee will be made under any circumstance.

Replacement Cards. When a cardholder's PLAC is lost or stolen, the cardholder will be issued a replacement card at the library where the PLAC was issued; the expiration date remains the original one. The fee for the replacement card will be $1.00 (subject to annual review by the Indiana Library and Historical Board) and will be remitted to the Indiana State Library. Keep a record of voided card numbers. Names, addresses, and card numbers of individuals who are issued replacement cards must appear on the PLAC Quarterly Report Form.

Fee Collection for Card

Payment for PLAC. An individual may pay either by cash or by check when obtaining a PLAC; credit card payment is available at some public libraries and is acceptable for PLAC card payment. If payment is made by check, the check should be made out to the public library issuing the PLAC. Collection and deposit of fees should be recorded by the issuing library according to the prescribed method of the Indiana State Board of Accounts http://www.in.gov/sboa/files/lib2013_003.pdf :

PLAC CARD FUND [IC 4-23-7.1-5.1]
All money received from the sale of PLAC cards should be receipted to a PLAC Card fund.
Payments are to be made to the State Library of such receipts on a quarterly basis as required by 590 IAC 3.

6. Submitting Fees to Indiana State Library. Collected fees on the PLAC should be remitted to the Indiana State Library on a quarterly basis using the PLAC Quarterly Report Form.

Types of Materials Eligible for Loan to PLAC Patrons

1. Books.
   Definitions of books: hardbound print books, paperback print books, large print format books and board books. Books that normally circulate must be available for loan to PLAC cardholders.

2. Non-book Materials.
   Definition of non-book materials: videotapes, audiocassettes, CDs, records, art prints, slides, microfiche, pamphlets, periodicals (single or bound issues), etc. Non-book materials may be loaned to PLAC cardholders at the discretion of the individual library. EBooks and eAudio books are often ineligible for the PLAC loans because of vendor restrictions.

Annual Determination of Eligible Materials. Each local library determines annually what types of materials are eligible for loan to PLAC cardholders. This information needs to be readily available to borrowers on their library website.

Overdue & Lost Materials

Fees. Library overdue fees are set locally and the local library collects the daily overdue fee for library materials loaned to PLAC cardholders

> *Guideline: In the spirit of cooperation, when feasible, libraries should alert other libraries to problem borrowers with PLAC privileges that have accrued sizable overdue fines or have lost an inordinate number of items borrowed through the program.*

Replacement Cost. Reimbursement for lost library material borrowed on a PLAC is the responsibility of the borrower not the borrower's home library. The replacement cost of an item is determined by the lending library.

Materials Returned to the Wrong Library. Often library materials can be re-routed to lending library without an additional cost. In those cases where there is an additional cost, the library can collect cost from the borrower.

> *Guideline: PLAC users should be informed that they are expected to return materials borrowed using PLAC to the lending library.*

Procedures for Issuing PLAC

1. Determine if individual holds a **valid** library card at a public library in Indiana.

Here is a link to a map that shows the areas unserved by a library district (as of 2012): http://www.stats.indiana.edu/maptools/maps/boundary/library/LibraryDistricts2012.pdf Those in unserved areas may obtain a PLAC card if they have purchased a non-resident card. The fee for a non-resident card is a minimum of $25.00 or the library's operating fund expenditure per capita for the previous year (if greater than $25.00). The non-resident fee for the Indiana public libraries is found in table 4 of the latest publication of "Statistics of Indiana Libraries" found here www.in.gov/library/plstats.htm. This fee is paid ***in addition*** to the PLAC fee.

2. Determine that the individual is in "good standing." Good Standing" is defined as an individual who does not have outstanding overdue fines and fees. (This may be determined locally and require a phone call to local library for verification of patron standing).

3. Registration can take place at any of the Indiana public libraries. When registering in the computerized system, the PLAC borrower is coded to their home library not necessarily the library that sold the card.

4. Collect the PLAC fee
    a) The PLAC borrower pays by cash, check, or credit card where available. Personal checks are payable to the issuing public library.
    b) In some libraries, the PLAC fee may be paid in part by the home library. Accounting procedures must receipt both payments. The individual may pay by cash, check or credit card where available. Personal checks are made out to the issuing public library.

5. When total fee is properly receipted issue the PLAC card to borrower.

6. Type or write in ink on the face of the PLAC
    - Name
    - Address
    - Expiration date (one year from date of issue of the PLAC)
    - Home library

Procedure when an individual brings a PLAC to your library

The issuing library validates that the individual is in good standing at the home library; also verifies the identity on card matches the individual. Libraries differ in their procedures with PLAC borrowers. Some issue local card to register PLAC borrower in the library's computerized system. The PLAC expiration date matches the expiration date on the local card issued. Library policy regarding use of a library card by a person other than the actual cardholder is in force for PLAC borrower.

Statistics & Recordkeeping

Each library will be required by the State Library to keep statistics recording the home library of each PLAC cardholder who borrows materials from them as well as the number of items borrowed by a PLAC cardholder.

Library Reporting Responsibilities

Statistics. Each public library is expected to report all required borrowing statistics on the Public Library Access Card Program as a part of the Annual Report. The Board President shall

attest to the accuracy of the report submitted on PLAC.

Eligible Materials for Loan. Each public library is responsible to communicate to PLAC cardholders the eligible list of loan items. Two ways to communicate to the cardholders is on the library website and as a handout detailing what library materials are eligible for loan to PLAC cardholders. For illustration of how to list on a library website visit the Allen County Public Library borrower page at www.acpl.lib.in.us/aboutus/borrowing.html#plac

Failure to Report. Failure to submit a complete statistical report to the Indiana State Library by the established deadline will result in the following action taken: Determination that the library is in noncompliance with Minimum Standards for Public Libraries and the withholding of state and federal funds to the library by the Indiana State Library.

PLAC Reimbursement to Libraries Based on Net Loans

Payment of funds for the PLAC program is paid out on the basis of net loans (IC 4-23-7.1-5.2(d)). Money paid into the PLAC program fund to the Indiana State Library plus the interest earned on this fund during a calendar year will be divided by the number of net loans made to PLAC cardholders and the resulting figure will be the per net loan figure paid to libraries. Each eligible public library will receive payment for its net loans, made during the previous calendar year, by August 1 of each year PLAC net loans are defined as the number of loans made by a library to PLAC cardholders from outside its district less the number of loans made by PLAC cardholders from within its district at other libraries.

To receive payment public libraries with net PLAC loans must meet Minimum Standards for Public Libraries in order to be eligible for reimbursement through the Public Library Access Card Program.

Procedures for Recordkeeping:

1. Keep data on file at your library for PLAC card purchases:
    - Name
    - Address
    - Phone (if available)
    - Cash/check#
    - PLAC Number
    - Expiration date (one year from date of issue).

2. When a PLAC cardholder uses the PLAC to borrow materials at your library, keep the usual information that you would need to issue one of your local cards. Keep a record of the name, address, PLAC #, and expiration date.

3. For each use by a PLAC borrower, record the home library of the PLAC cardholder and the number of items borrowed. Some libraries keep this as manual record and others

automated circulation systems retain the records. (This information is **VERY IMPORTANT** and will be used to figure the reimbursement to libraries in the PLAC Program.)

Recordkeeping: Before Library Migrates to New Integrated Library System (Circulation)

- Always retain the circulation records regarding PLAC borrowers and loans for reporting in the Annual Statistics.

- Ask vendor, including Evergreen Indiana, about retention of the PLAC circulation records.

- Generate end of system report of circulation statistics with PLAC data to backup records. Keep hardcopy if possible.

PUBLIC LIBRARY ACCESS CARD (PLAC) QUARTERLY REPORT
State Form 44289 (R2/2-04)

Check time period covered:	*Report Due:*
Year_____	
_____1st quarter, Jan.-Mar.	April 25
_____2nd quarter, Apr.-June	July 25
_____3rd quarter, July-Sept.	Oct. 25
_____4th quarter, Oct.-Dec.	Jan. 25

Name of Library

Complete Address

Cards sold this quarter # thru #

No cards sold this quarter *(check here if applicable)* ☐

Quantity of replacement cards sold at $1.00		Total $

Please use the following formula to calculate the quantity of cards sold:
Last card number sold this quarter minus (-) last card number sold from previous quarter = total cards sold.
Total cards sold minus (-) voided or replacement cards = quantity of cards sold.
Example: 131409 - 131400 = 9 - voided card (1) #131408 = 8 cards sold.

Quantity of cards sold	Total $
Quantity of voided cards (list card #'s in this space)	Total remitted $ **Make check payable to the Indiana State Library**

Please give information only for each **replacement card** sold. Attach additional sheets if needed.

Name, Address	Replacement card #	Lost Card #

Send additional cards. (Cards come in packages of 250.) Quantity requested: ☐ Package (s)

The undersigned hereby certifies the accuracy of the information submitted on the Public Library Access Card (PLAC Quarterly Report).

Signature of Library Director	Date signed (month, day, year)
Signature of one Library Board Officer	Date signed (month, day, year)

Please return check, original form, and 1 copy to: Administrative Division, Room 410, Indiana State Library, 140 North Senate Avenue, Indianapolis, IN 46204-2296. Please make check payable to the Indiana State Library.

Reciprocal Borrowing

Statewide Reciprocal Borrowing

Participating libraries sign a statewide reciprocal borrowing covenant agreement that allows users from any other participating library to borrow books in person at public libraries all over Indiana. The reciprocal borrowing covenant agreement is found online at www.in.gov/library/ldoresources.htm

Any person who has a current resident library card from their local library can use Reciprocal Borrowing privileges to borrow from other libraries that participate in the statewide agreement.

Cardholders from contracting townships are not eligible for this program.
A current list of participants is included at the end of this chapter.
For those libraries wishing to participate in the state wide reciprocal borrowing program, a covenant has been included in this chapter. It must be filled out and returned to the LDO office in order to participate in the program and be added to the list.
Any questions need to be directed to the Indiana State Library, Library Development Office at 1-800-451-6028.

DO NOT REQUIRE A PLAC CARD, if the patron's home library is on the Statewide Reciprocal Borrowing List and they are a taxing resident of that home library. A list of participating libraries can be found at the end of this chapter.

Any 2 or more libraries may sign a local reciprocal borrowing covenant to allow only those libraries to participate in a reciprocal borrowing program that includes their libraries and not participate statewide. This agreement is at the consent of the local library board and not required by state law.

PLAC, on the other hand, is state law and **all public libraries in Indiana are required** to sell a PLAC card to anyone who has a current and valid public library card from any other public library in the state.

Local Reciprocal Borrowing

A local or regional agreement is defined as an agreement between two or more libraries that allows residents of each library district to borrow items from a public library in the other library district(s), or a resolution by a local library board that the library will allow anyone with a public library card from another library in the state to borrow materials.

All local agreements must be in writing and approved by the participating libraries' boards of trustees. For recordkeeping purposes, copies of local agreements are filed with the Indiana State Library.

Do not issue the PLAC card to residents of your library district who wish only to use libraries that have local agreements with your library. (However, you would issue the PLAC if one of your residents wants to borrow materials from a library that does not have a local agreement with your library.)

Do not count loans made to individuals whose libraries have local agreements as part of the PLAC Program. The only loans that are reimbursed in the PLAC Program are those made to PLAC cardholders.

Non-Resident Fees

According to Indiana Code (IC 36-12-2-25), a resident of Indiana in an unserved area may purchase library services from one of the 237 library districts. The fee for a nonresident card is at least the sum of $25.00 or the library's expenditure per capita, if that amount is greater than $25.00; the PLAC fee is in addition to the nonresident fee. A nonresident fee may be set higher than the library's operating fund expenditure per capita. The amounts of the operating fund expenditure per capita for public libraries are found in latest year of Public Library Statistics Table 4 www.in.gov/library/4841.htm.

_____Public Library

Reciprocal Borrowing Covenant

WHEREAS, it is to the advantage of the people of Indiana that intellectual materials be accessible to them; and

WHEREAS, public libraries have been developed to promote access to intellectual materials available in organized collections of such materials in locally supported public libraries; and

WHEREAS, the parties to this agreement desire to fulfill their obligations and purposes in this regard do

HEREBY, covenant between them on behalf of the people in their library district to permit any person holding a valid resident borrower's card from any library which is a party to the Covenant access to circulating materials, such an arrangement being generally referred to as reciprocal borrowing, subject only to the conditions set forth here following:

1. Users of this arrangement are expected to
   a. Conform to the rules and regulations of the institution from which they borrow
   b. Present a valid resident borrower's card issued by their local library as evidence of their eligibility for this service; and
   c. Pay promptly all delinquency charges which may accrue against them

1 Participating libraries agree to assist each other, if necessary (on request) in recovering materials.

2 Participating libraries may limit this activity to specific eligible materials at their discretion, but are encouraged to provide unlimited access.

3 Participating libraries are not required to take reserves or initiate interlibrary loan requests for reciprocal borrowers.

This covenant becomes effective on the latest date shown below and shall remain in force until either party wishes it modified or canceled. A copy of this agreement shall be filed with the Indiana State Library upon signing, whereas to facilitate the compilation of a statewide listing of participating libraries.

_____ Public Library

_____ Date _____ Librarian

_____ Date _____ President, Board of Trustees

Statewide Reciprocal Borrowing Covenant Libraries	Date Covenant Signed (It remains in effect until the library board rescinds it in writing, with a copy sent to the Indiana State Library, Library Development Office)
Revised 11/21/2013	
AKRON CARNEGIE PUBLIC LIBRARY	8/2/2005
ALEXANDRIA-MONROE PUBLIC LIBRARY	8/8/2013
ALEXANDRIAN PUBLIC LIBRARY	6/2/1995
ARGOS PUBLIC LIBRARY	7/29/1996
ATTICA PUBLIC LIBRARY	5/4/2004
AURORA PUBLIC LIBRARY DISTRICT	3/10/2008
BARTHOLOMEW COUNTY PUBLIC LIBRARY	3/12/2012
BARTON REES POGUE MEMORIAL PUBLIC LIBRARY	7/27/2005
BELL MEMORIAL PUBLIC LIBRARY	7/22/2005
BENTON COUNTY PUBLIC LIBRARY	8/1/2005
BICKNELL-VIGO TOWNSHIP PUBLIC LIBRARY	8/11/2005
BLOOMFIELD-EASTERN GREENE COUNTY PUBLIC LIBRARY	5/12/2004
BOONVILLE-WARRICK COUNTY PUBLIC LIBRARY	2/14/2012
BOSWELL-GRANT TOWNSHIP PUBLIC LIBRARY	6/21/1996
BRAZIL PUBLIC LIBRARY	8/3/2005
BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY	8/4/2005
BROOK-IROQUOIS-WASHINGTON PUBLIC LIBRARY	5/25/2004
BROOKSTON-PRAIRIE TOWNSHIP PUBLIC LIBRARY	8/10/2005
BROWN COUNTY PUBLIC LIBRARY	9/12/2005
BUTLER PUBLIC LIBRARY	12/18/2001
CAMBRIDGE CITY PUBLIC LIBRARY	7/26/2005
CAMDEN-JACKSON TOWNSHIP PUBLIC LIBRARY	8/3/1995
CENTERVILLE-CENTER TOWNSHIP PUBLIC LIBRARY	8/24/2005
CHARLESTOWN CLARK COUNTY PUBLIC LIBRARY	5/20/2004
CHURUBUSCO PUBLIC LIBRARY	7/3/1995
CLAYTON-LIBERTY TOWNSHIP PUBLIC LIBRARY	8/9/2005
CLINTON PUBLIC LIBRARY	7/26/2005
COLFAX-PERRY TOWNSHIP PUBLIC LIBRARY	7/26/2005
CONVERSE-JACKSON TOWNSHIP PUBLIC LIBRARY	6/28/1995
COVINGTON-VEEDERSBURG PUBLIC LIBRARY	8/2/2005
CRAWFORD COUNTY PUBLIC LIBRARY	8/25/2009
CRAWFORDSVILLE DISTRICT PUBLIC LIBRARY	7/14/1995
CROWN POINT COMMUNITY PUBLIC LIBRARY	6/21/1995
CULVER-UNION TOWNSHIP PUBLIC LIBRARY	3/7/2001
DARLINGTON PUBLIC LIBRARY	4/28/2009
DELPHI PUBLIC LIBRARY	6/21/1995
DUBLIN PUBLIC LIBRARY	2/9/2009
DUNKIRK PUBLIC LIBRARY	7/1/1995
EARL PARK PUBLIC LIBRARY	5/11/2004

Statewide Reciprocal Borrowing Covenant Libraries	Date Covenant Signed
EAST CHICAGO PUBLIC LIBRARY	5/20/2004
EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY	6/19/1995
ELKHART PUBLIC LIBRARY	7/26/1995
FAYETTE COUNTY PUBLIC LIBRARY	5/14/2013
FLORA-MONROE TOWNSHIP PUBLIC LIBRARY	6/12/1995
FORT BRANCH-JOHNSON TOWNSHIP PUBLIC LIBRARY	7/3/1995
FORTVILLE-VERNON TOWNSHIP PUBLIC LIBRARY	5/25/2004
FRANCESVILLE-SALEM TOWNSHIP PUBLIC LIBRARY	7/11/1995
FRANKFORT COMMUNITY LIBRARY-CLINTON COUNTY CONTRACTUAL PUBLIC LIBRARY	5/10/2004
FULTON COUNTY PUBLIC LIBRARY	8/1/2005
GARRETT PUBLIC LIBRARY	7/7/1995
GARY PUBLIC LIBRARY	5/24/2004
GAS CITY-MILL TOWNSHIP PUBLIC LIBRARY	12/20/2011
GOODLAND & GRANT TOWNSHIP PUBLIC LIBRARY	6/13/1995
GREENTOWN & EASTERN HOWARD SCHOOL PUBLIC LIBRARY	1/22/2007
GREENWOOD PUBLIC LIBRARY	7/11/1995
HAGERSTOWN-JEFFERSON TOWNSHIP PUBLIC LIBRARY	11/3/2004
HAMILTON NORTH PUBLIC LIBRARY	7/5/1995
HAMMOND PUBLIC LIBRARY	6/27/1995
HARRISON COUNTY PUBLIC LIBRARY	8/12/2005
HENRY HENLEY PUBLIC LIBRARY	7/15/2005
HUNTINGBURG PUBLIC LIBRARY	6/17/2004
JASONVILLE PUBLIC LIBRARY	9/10/2009
JASPER COUNTY PUBLIC LIBRARY	6/14/1995
JASPER-DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY	8/4/2005
JEFFERSON COUNTY PUBLIC LIBRARY	7/12/1995
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY	8/2/2005
JENNINGS COUNTY PUBLIC LIBRARY	5/10/2004
JOYCE PUBLIC LIBRARY	7/10/1995
KENDALLVILLE PUBLIC LIBRARY	6/3/2004
KENTLAND-JEFFERSON TOWNSHIP PUBLIC LIBRARY	7/18/1995
KEWANNA-UNION TOWNSHIP PUBLIC LIBRARY	6/26/1995
KINGMAN-MILLCREEK PUBLIC LIBRARY	6/1/2004
KIRKLIN PUBLIC LIBRARY	6/22/2004
KNIGHTSTOWN PUBLIC LIBRARY	5/9/2000
KNOX COUNTY PUBLIC LIBRARY	8/11/2005
LA CROSSE PUBLIC LIBRARY	6/20/1995
LA GRANGE COUNTY PUBLIC LIBRARY	7/3/1995
LA PORTE COUNTY PUBLIC LIBRARY	7/28/2005
LADOGA-CLARK TOWNSHIP PUBLIC LIBRARY	6/26/1997
LAWRENCEBURG PUBLIC LIBRARY	6/30/2008
LEBANON PUBLIC LIBRARY	8/24/2005
LINCOLN HERITAGE PUBLIC LIBRARY	6/21/2004
LINDEN CARNEGIE PUBLIC LIBRARY	7/3/1995
LINTON PUBLIC LIBRARY	7/21/2005
LOGANSPORT-CASS COUNTY PUBLIC LIBRARY	11/20/2012

Statewide Reciprocal Borrowing Covenant Libraries	Date Covenant Signed
LOOGOOTEE PUBLIC LIBRARY	6/13/1995
LOWELL PUBLIC LIBRARY	9/19/2005
MICHIGAN CITY PUBLIC LIBRARY	7/1/1995
MIDDLEBURY COMMUNITY PUBLIC LIBRARY	4/8/2010
MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY	8/11/2005
MITCHELL COMMUNITY PUBLIC LIBRARY	7/6/1995
MONON TOWN & TOWNSHIP PUBLIC LIBRARY	7/10/1995
MONTEREY-TIPPECANOE TOWNSHIP PUBLIC LIBRARY	6/19/1995
MONTEZUMA PUBLIC LIBRARY	7/11/1995
MONTICELLO-UNION TOWNSHIP PUBLIC LIBRARY	5/18/2004
MONTPELIER-HARRISON TOWNSHIP PUBLIC LIBRARY	7/11/1995
MORGAN COUNTY PUBLIC LIBRARY	6/28/1995
NAPPANEE PUBLIC LIBRARY	12/27/2012
NEW CASTLE-HENRY COUNTY PUBLIC LIBRARY	8/17/1998
NEW HARMONY WORKINGMEN'S INSTITUTE	7/13/1995
NEWTON COUNTY PUBLIC LIBRARY	6/14/1995
NOBLE COUNTY PUBLIC LIBRARY	5/6/2004
NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY	5/11/2004
NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM	7/10/1995
ODON WINKELPLECK PUBLIC LIBRARY	4/16/2002
OHIO COUNTY PUBLIC LIBRARY	8/3/2005
OHIO TOWNSHIP PUBLIC LIBRARY SYSTEM	7/10/1995
ORLEANS TOWN & TOWNSHIP PUBLIC LIBRARY	6/27/1995
OSGOOD PUBLIC LIBRARY	5/30/2012
OTTERBEIN PUBLIC LIBRARY	7/1/1996
OWEN COUNTY PUBLIC LIBRARY	6/29/1995
OWENSVILLE CARNEGIE PUBLIC LIBRARY	7/5/1995
OXFORD PUBLIC LIBRARY	8/5/2005
PAOLI PUBLIC LIBRARY	5/24/2004
PENDLETON COMMUNITY PUBLIC LIBRARY	5/12/2004
PENN TOWNSHIP PUBLIC LIBRARY	7/22/1995
PERRY COUNTY PUBLIC LIBRARY	4/4/2012
PIKE COUNTY PUBLIC LIBRARY	8/5/2005
PLYMOUTH PUBLIC LIBRARY	3/26/2007
PORTER COUNTY PUBLIC LIBRARY SYSTEM	7/20/2005
POSEYVILLE CARNEGIE PUBLIC LIBRARY	7/15/2005
PRINCETON PUBLIC LIBRARY	9/20/2005
PULASKI COUNTY PUBLIC LIBRARY	7/21/2005
PUTNAM COUNTY PUBLIC LIBRARY	7/26/1995
REMINGTON-CARPENTER TOWNSHIP PUBLIC LIBRARY	12/2/1996
ROACHDALE-FRANKLIN TOWNSHIP PUBLIC LIBRARY	7/14/2005
ROCKVILLE PUBLIC LIBRARY	6/12/1995
RUSHVILLE PUBLIC LIBRARY	1/17/2011
SALEM-WASHINGTON TOWNSHIP PUBLIC LIBRARY	6/23/2004
SCOTT COUNTY PUBLIC LIBRARY	7/14/2005
SHELBYVILLE-SHELBY COUNTY PUBLIC LIBRARY	1/24/2012
SHERIDAN PUBLIC LIBRARY	7/15/2005

Statewide Reciprocal Borrowing Covenant Libraries	Date Covenant Signed
SHOALS PUBLIC LIBRARY	7/3/1995
SPENCER COUNTY PUBLIC LIBRARY	5/11/2004
SPICELAND TOWN-TOWNSHIP PUBLIC LIBRARY	11/28/2011
STARKE COUNTY PUBLIC LIBRARY SYSTEM	6/13/1995
SULLIVAN COUNTY PUBLIC LIBRARY	8/10/2005
SWITZERLAND COUNTY PUBLIC LIBRARY	7/11/1995
SYRACUSE-TURKEY CREEK TOWNSHIP PUBLIC LIBRARY	8/11/2003
THORNTOWN PUBLIC LIBRARY	6/19/1995
TIPPECANOE COUNTY PUBLIC LIBRARY	8/1/1995
TIPTON COUNTY PUBLIC LIBRARY	2/21/2007
UNION COUNTY PUBLIC LIBRARY	5/26/2004
VAN BUREN PUBLIC LIBRARY	7/25/2005
VERMILLION COUNTY PUBLIC LIBRARY	6/1/2004
VIGO COUNTY PUBLIC LIBRARY	8/17/2009
WABASH CARNEGIE PUBLIC LIBRARY	1/17/2012
WAKARUSA-OLIVE & HARRISON TOWNSHIP PUBLIC LIBRARY	8/7/1995
WALKERTON-LINCOLN TOWNSHIP PUBLIC LIBRARY	8/9/2005
WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY	8/10/2010
WANATAH PUBLIC LIBRARY	7/7/1995
WASHINGTON CARNEGIE PUBLIC LIBRARY	2/11/2010
WASHINGTON TOWNSHIP PUBLIC LIBRARY	5/1/2004
WATERLOO-GRANT TOWNSHIP PUBLIC LIBRARY	12/4/2006
WAVELAND-BROWN TOWNSHIP PUBLIC LIBRARY	7/10/1995
WEST LAFAYETTE PUBLIC LIBRARY	7/18/1995
WEST LEBANON-PIKE TOWNSHIP PUBLIC LIBRARY	7/26/2005
WESTCHESTER PUBLIC LIBRARY	5/13/2004
WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY	5/25/2004
WHITING PUBLIC LIBRARY	8/9/2005
WILLARD LIBRARY OF EVANSVILLE	6/29/1995
WILLIAMSPORT-WASHINGTON TOWNSHIP PUBLIC LIBRARY	6/26/1995
WOLCOTT COMMUNITY PUBLIC LIBRARY	9/1/1999
WORTHINGTON JEFFERSON TOWNSHIP PUBLIC LIBRARY	8/3/2005; re-validated 8/1/2012

Chapter 8

LDO Calendar of Important Dates

The LDO calendar is located at: http://evanced.info/indiana/evanced/eventcalendar.asp?ln=ALL
The calendar can also be accessed through WebJunction Indiana. On the right hand side of page see **Quick Links** and select **Calendar of Events**.
In addition to LDO events dates that are in purple font color, the calendar includes Professional Development Office trainings.

Disclaimer

The calendar is maintained on the server to enhance access to information. The calendar is continually updated as event dates become know. The user should be aware that, while effort is made to keep the information timely and accurate, there is no express or implied guarantee. Please bring to our attention any corrections that are required.

Chapter 9

Employment Practices, Workers Rights

Resources in this chapter are an aid to draft a handbook or personnel manual. A carefully crafted handbook provides an opportunity to communicate to an employee the philosophy of the library. When crafting a handbook check with your library lawyer to make sure it does not imply a contract and jeopardize Indiana's employment at will doctrine.

For specific guidance in drafting a policy handbook or personnel manual consult *Model Employee Policies for Indiana Employers with Legal Commentary* 4th edition published by Indiana Chamber, 2003 available for loan from Indiana State Library. To purchase 6th edition go to http://www.indianachamber.com/index.php/products-conferences/publications/21-products-events/publications/2630-model-employee-policies-sixth-edition

Contact the Indiana State Library if you want samples of other library's personnel manuals.

A. **Addresses for Employment Practices, Workers Rights, Etc.**

Indiana

Indiana Department of Labor
402 West Washington Street,
W-195 Indianapolis, IN 46204
(317) 232-2655
www.IN.gov/dol/2368.htm

Department of Workforce Development
For Employer Handbook of Unemployment Insurance go to
www.in.gov/dwd/files/Employer_Handbook.pdf

Unemployment Insurance Taxes
General tax questions and employer assistance (800) 891-6499
8:00 to 5:00 Monday-Tuesday
8:00 to 4:30 Wednesday-Friday Hours Effective March 10, 2008
To find WorkOne Center closest to your location visit online map at
www.in.gov/dwd/WorkOne/locations.html
Employer Tax Hotline is 1-800-437-9136

Worker's Compensation Board of Indiana
402 West Washington Street,
W-196 Indianapolis, IN 46204
(800) 824-COMP
www.in.gov/wcb/

National

U.S. Department of Labor -Main Office Frances Perkins Building 200 Constitution Ave., NW Room S-1032 Washington, DC 20210
(866) 4-USA-DOL
www.dol.gov

DOL Topics and Agency Offices: On the www.dol.gov/ web page, click on *Popular Topics* (wages, health plans, and unemployment insurance. For a listing of offices, click on *DOL Agencies*. This includes:

1 **Bureau of Labor Statistics** (BLS)
2 **Employment Standards Administration** (ESA) Includes **Wage and Hour Division**
3 **Employment and Training Administration** (ETA)
4 **Occupational Safety and Health Administration** (OSHA)
5 **Veterans' Employment and Training Service** (VETS)
6 **Women's Bureau** (WB)

B. Federal Laws Requiring Posting

Included here are Federal laws required to be posted in the library -Department of Labor www.dol.gov.

You can request free posters for each of these. There are companies who will send you an order blank to order their version of the free posters. These posters are in color and all mandatory laws are shown on one poster. The free posters are individual posters that have to be posted independently. It's your choice whether you get the free ones or pay to have a colorful poster with all the laws in one place.
Posters can be downloaded and printed free of charge directly from this eLaws Poster Advisor at www.dol.gov/elaws/posters.htm.

C. Wage and Hour Division (WHD)

Wage and Hour Division, part of the Department of Labor, webpage at www.dol.gov/whd/ contains links to minimum wage information, overtime pay, recordkeeping, youth employment and special employment, family and medical leave, migrant workers, lie detector tests, worker protections in certain temporary worker programs, and the prevailing wages for government service and construction contracts.

Federal Minimum Wage Notice -(29 USC 206)
www.dol.gov/dol/topic/wages/minimumwage.htm
Employers subject to the Fair Labor Standards Act must post a notice regarding the federal minimum wage in "conspicuous places in every establishment" where the affected employers can readily observe it on their way to or from work (29 CFR 516.4). Failure to post the required notice is a federal crime.

Minimum Wage and Overtime Pay
"The Fair Labor Standards Act (FLSA) establishes standards for minimum wages, overtime pay, recordkeeping, and child labor. These standards affect more than 100 million workers, both full-time and part-time, in the private and public sectors.

The Act applies to enterprises with employees who engage in interstate commerce, produce goods for interstate commerce, or handle, sell, or work on goods or materials that have been moved in or produced for interstate commerce. For most firms, a test of not less than $500,000 in annual dollar volume of business applies (i.e., the Act does not cover enterprises with less than this amount of business).

However, the Act does cover the following regardless of their dollar volume of business: hospitals; institutions primarily engaged in the care of the sick, aged, mentally ill, or disabled who reside on the premises; schools for children who are mentally, or physically disabled or gifted; preschools, elementary, and secondary schools and institutions of higher education; and federal, state, and local government agencies."

For further information consult www.dol.gov/compliance/guide/minwage.htm.

Employee Polygraph Protection Notice -(29 USC 2001)
www.dol.gov/elaws/firststep/poster_direct.htm?p_eppa=1
Each employer shall post and maintain such notice in conspicuous places on its premises where notices to employees are customarily posted" (29 USC S 2003). Any employer who violates Polygraph Protection Act may be assessed a civil penalty of up to $10,000 (29 USC 2005).

Equal Employment Opportunity Commission/Age Discrimination (29 CFR 1601.30)
www.eeoc.gov/
"Every employer has an obligation to keep posted in conspicuous places upon its premises notices describing the applicable provisions of Title VII and I. The ADA.Section 711(b) of Title VII makes failure to comply with this section punishable by fine…" for each violation (29 CFR 1601.30).

Family and Medical Leave Act of 1993 -(U.S. Dept of Labor, Employment Standards Division)
www.dol.gov/whd/fmla/index.htmThis Act pertains to employers having at least 50 employees within 75 miles. "FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to 'eligible' employees for certain family and medical reasons." Please consult the Fact Sheet #28: The Family and Medical Leave Act of 1993 at www.dol.gov/whd/regs/compliance/whdfs28.htm.

State Laws Requiring Posting

State laws required to be posted in the library – Indiana Department of Labor – You can request free posters for each of these. There are companies who will send you an order blank to order their version of the free posters. These posters are in color and all mandatory laws are shown on one poster. The free posters are individual posters that have to be posted independently. It's your choice whether you get the free ones or pay to have a colorful poster with all the laws in one place. A number of posters have links on this page www.in.gov/dol/2366.htm to PDF versions

Smoking Ban New Legislation HEA 1149 (Effective July 1, 2012)
Post sign that reads "Smoking is Prohibited by State Law." Legislation provides that smoking is prohibited within eight feet of a public entrance to a public place or place of employment. This new law does not prohibit local authorities from enacting more restrictive smoking ordinances and this new law does not supersede an existing more restrictive local smoking ordinance.

Minimum Wage Law -(Ind. Code Ann. 22-2-2-8)
www.in.gov/legislative/ic/code/title22/ar2/ch2.html
"Every employer subject to the provisions of this chapter…shall keep a copy of them posted in a conspicuous place in the area where employees are employed." Violators of this statute may be guilty of an infraction.

Worker's Compensation Notice -(Ind. Code Ann. 22-3-2-2)
www.in.gov/wcb/2371.htm
"Each employer subject to this code shall post a notice in the employer's place of business to inform the employees that their employment is covered by worker's compensation." "(c) An employer who fails to comply with this section is subject to a penalty…" (22-3-2-22).

Equal Opportunity is the Law -(Ind. Code Ann. 22-9-5-25)
www.in.gov/legislative/ic/code/title22/ar9/ch5.html
Employers covered under this chapter "shall post notices in a format accessible to applicants, employees, and members describing the applicable provisions of this chapter…"Violators of this requirement may be subject to penalties under Section 711 of the Civil Rights Act of 1964. (42 U.S.C. 2000e-10).

Indiana Civil Rights Commission Office: (317) 232-2600 **Toll Free:** (800) 628-2909 **Hearing Impaired:** (800) 743-3333 **Fax:** (317) 232-6580 **E-mail:** icrc@crc.in.gov **Website:** www.in.gov/icrc It is unlawful to discriminate against any person with regard to recruitment, hiring or firing, promotion, transfers, job training, wages or salaries, or any other term, condition, or benefit of employment. An employer must also accommodate employees with disabilities and those who have "sincerely held religious beliefs."

Workforce Development Act –(Ind. Code Ann. 22-4-17-1)
www.in.gov/legislative/ic/code/title22/ar4/ch17.html
"(e) Each employer shall display and maintain in places readily accessible to all employees posters concerning its regulations…"

Indiana Occupational Safety and Health Act of 1974
http://www.in.gov/dol/files/IOSHA_Poster_-_Smaller_File_Size.pdf
This poster must be displayed prominently in the workplace.
http://www.dol.gov/compliance/topics/safety-health-osh.htm

D. **Important Employment Laws**

1 **Minimum Wage** --**federal and state** All library workers employed by the library, except for professional services, will fall under the federal minimum wage laws. Make sure that you are paying them at minimum wage or more. A computer professional who is paid an amount that is at least as high as the separate minimum wage for computer professionals is exempt from the overtime provisions of FLSA (see below).

2 **Fair Labor Standards Act (FLSA)** --**federal** This includes the federal minimum wage, and it also lists requirements for overtime pay and compensatory (comp) time. It also prohibits covered employees from contributing volunteer hours to their place of employment. The Fair Labor Standards Act also includes child labor provisions, which set certain limitations on the use of juveniles as employees. If you use students under 18 years of age as pages, you should be aware of these restrictions. Please see webinar recording at http://www.in.gov/library/law.htm under heading **2013 Summer Legal Series** for July 31st 2:30-3:30 p.m. "Fair Labor Standards Act."

3 **State and Federal Civil Rights Laws** These laws prohibit employers from discriminating on the basis of race, color, religion, sex, or national origin in hiring, promotion, and other employment policies. The federal Title VII is one of the main civil rights laws.

4 **Age Discrimination Employment Act (ADEA)** --**federal** ADEA prohibits employers from discriminating on account of age. The protected age group is 40 years old and older.

5 **American with Disabilities Act (ADA)** --**federal** ADA strengthens prohibitions on discrimination against the disabled and requires employers to make their facilities accessible to the disabled and to make reasonable changes in their accommodations for the employment of disabled people.

6 **The Immigration Reform and Control Act** --**federal** This law requires that employees complete an I-9 form within three days of starting work, verifying their identity and authorization to work. Employers may condition an offer of employment on the successful applicant's completing the form, but may not specify what documents must be used to complete the form.

7 **The Family and Medical Leave Act (FMLA)** --**federal** FMLA allows employees to take up to 12 work weeks of paid or unpaid leave for certain medical and family reasons. It requires that employees taking such leave be allowed to return to their original job or an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

8 **Health Insurance Portability and Accountability Act (HIPAA)** --**federal** HIPAA provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibits discrimination against employees and dependents based on their health status; and allows a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage.

E. Indiana's Employment At-Will

Indiana is an at-will employment state. The general rule, which has been a longstanding principle of employment in America, is that an employment relationship for no specific duration (no contract has been signed for a set period of time) may be terminated at any time at the will of either the employer or the employee for any reason or for no reason at all. Under this rule, the reason for terminating an at-will employment relationship does not matter. Whether the reason was unfair, immoral or just plain unfair is of no consequence.

Employment-related litigation stemming from employee discharges is an ever-increasing phenomenon in American business. To avoid the threat and liabilities associated with wrongful discharge, employers must review all their policies and procedures, as well as employee handbooks and other written personnel documents, to determine that no promises or statements are being made that could be construed as a binding employment contract. It is strongly recommended that all employers have written disclaimers that preserve the employment-at-will-relationships. Finally, when terminating employees, an employer should always make sure that its action is uniform, consistent and fair and that whenever possible the employee has been given advance warning that particular behavior or conduct could result in termination.

F. Overtime Pay

Overtime pay and exemptions are covered by the Fair Labor Standards Act (FLSA). The State of Indiana refers to this act for matters of overtime.

U.S. Department of Labor Employment Standards Administration Wage and Hour Division

Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541.

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than $455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

See other fact sheets in this series for more information on the exemptions for executive, administrative, professional, computer and outside sales employees, and for more information on the salary basis requirement.

Executive Exemption

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than $455 per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

Administrative Exemptions

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than $455 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional Exemption

To qualify for the **learned professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than $455 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

To qualify for the **creative professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than $455 per week;
- The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Computer Employee Exemption

To qualify for the computer employee exemption, the following tests must be met:

- The employee must be compensated **either** on a salary or fee basis (as defined in the regulations) at a rate not less than $455 per week **or**, if compensated on an hourly basis, at a rate not less than $27.63 an hour;
- The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
- The employee's primary duty must consist of:

  1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

  2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

  3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

  4) A combination of the aforementioned duties, the performance of which requires the same level of skills.

Outside Sales Exemption

To qualify for the outside sales employee exemption, all of the following tests must be met:

- The employee's primary duty must be making sales (as defined in the FLSA), or obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer; and
- The employee must be customarily and regularly engaged away from the employer's place or places of business.

Highly Compensated Employees

Highly compensated employees performing office or non-manual work and paid total annual compensation of $100,000 or more (which must include at least $455 per week paid on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests for exemption.

Blue Collar Workers

The exemptions provided by FLSA Section 13(a)(1) apply only to "white collar" employees who meet the salary and duties tests set forth in the Part 541 regulations. The exemptions do not apply to manual laborers or other "blue collar" workers who perform work involving repetitive operations with their hands, physical skill and energy. FLSA-covered, non-management employees in production, maintenance, construction and similar occupations such as carpenters, electricians, mechanics, plumbers, iron workers, craftsmen, operating engineers, longshoremen, construction workers and laborers are entitled to minimum wage and overtime premium pay under the FLSA, and are not exempt under the Part 541 regulations no matter how highly paid they might be.

Police, Fire Fighters, Paramedics & Other First Responders

The exemptions also do not apply to police officers, detectives, deputy sheriffs, state troopers, highway patrol officers, investigators, inspectors, correctional officers, parole or probation officers, park rangers, fire fighters, paramedics, emergency medical technicians, ambulance personnel, rescue workers, hazardous materials workers and similar employees, regardless of rank or pay level, who perform work such as preventing, controlling or extinguishing fires of any type; rescuing fire, crime or accident victims; preventing or detecting crimes; conducting investigations or inspections for violations of law; performing surveillance; pursuing, restraining and apprehending suspects; detaining or supervising suspected and convicted criminals, including those on probation or parole; interviewing witnesses; interrogating and fingerprinting suspects; preparing investigative reports; or other similar work.

Other Laws & Collective Bargaining Agreements

The FLSA provides minimum standards that may be exceeded, but cannot be waived or reduced. Employers must comply, for example, with any Federal, State or municipal laws, regulations or ordinances establishing a higher minimum wage or lower maximum workweek than those established under the FLSA. Similarly, employers may, on their own initiative or under a collective bargaining agreement, provide a higher wage, shorter workweek, or higher overtime premium than provided under the FLSA. While collective bargaining agreements cannot waive or reduce FLSA protections, nothing in the FLSA or the Part 541 regulation relieves employers from their contractual obligations under such bargaining agreements.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: www.dol.gov/whd/ and/or call our toll-free information and helpline, available 8 a.m. to 8 p.m. Eastern Time, 1-8664USWAGE (1-866-487-9243).

When the state laws differ from the federal FLSA, an employer must comply with the standard most protective to employees. Links to your state labor department can be found at www.dol.gov/dol/location.htm.

Personnel Policies Checklist

(Possible topics to cover)

For examples of policies and procedures see the Indiana State Personnel Department webpage www.in.gov/spd/2393.htm.

1. **Employment-At-Will Disclaimer**
2. **Job Classifications**; full-time and part-time status
3. **Orientation/trial Period**
4. **Equal Employment Opportunity Statement**
5. **Sexual Harassment Policies**
6. **Work Rules and Disciplinary Policy and Procedures** — common items included may be:
    - excessive absences, tardiness, or early leaves
    - use, possession, actual or intended distribution or being under the influence of drugs, controlled substances, or alcohol
    - insubordination
    - refusal to cooperate with investigation
    - falsification of library records, including the employment application
    - negligent or unauthorized use of library equipment
    - harassment, physical abuse or verbal abuse of employees, patrons, or visitors
    - gambling during working hours
    - theft or unauthorized use or possession of library property or another person's property
    - soliciting or seeking support or contributions during working time for any cause or organization without management approval
    - violation of safety rules or common safety practices
    - failure to make a prompt report of any accident on library property
    - inattention to the job, or poor job performance
    - failure to observe library working hours and schedules, including scheduled overtime
    - disclosure of confidential information to unauthorized persons
    - possession of weapons on library property
7. **Hours of Work**, **Layoff/Recall**
8. **Military Leave**
9. **Jury Service**
10. **Bereavement Leave**
11. **Attendance Policy**
12. **Vacation**
13. **Holidays**
14. **Personal Days**
15. **Sick Days**
16. **Union-Free Workplace Statement**
17. **Open Door Statement** (do not restrict employees from communicating with members of management other than their immediate supervisors)

18. **Bulletin Boards** — fosters communication between employees
19. **Substance Abuse Policy**
20. **Family and Medical Leave Act Policies**
21. **Smoking** – can prohibit in facility
22. **Dress Code**
23. **References** — prevents employer from releasing references that will cause it to be held liable for defamation
24. **Promotion/Transfer/Job Openings**
25. **Timekeeping Requirements**
26. **Health Insurance, Health Savings Accounts**, **Disability Benefits Programs, Deferred Compensation, and PERF**
27. **Confidential Information**
28. **Personal Belongings**
29. **Employment of Relatives**
30. **Safety and Health**
31. **Inclement Weather/Emergencies**
32. **Telephone** (for customer satisfaction and for employee's personal calls)
33. **Internet/E-mail**
34. **Termination of Employment**

Receipt/Acknowledgement – helps to ensure that the employee has read the handbook.

Employee Examination of Personnel Files — employer may decide whether employees may review their files or not; documents should not be removed.
Adapted from a Barnes & Thornburg handout, 1998.

Taxable Fringe Benefits

A good resource for taxable fringe benefits is the **Taxable Fringe Benefit Guide** at http://www.irs.gov/pub/irs-pdf/p15b.pdf.This resource answers many of the questions library directors and staff ask.

Some cases require more research such as the following question. For example, how is the purchase of staff polo shirts handled when the library board requires polo shirt to be worn during work hours? The work shirt is a taxable benefit because it can be worn for general use. The library allocates an employee clothing allowance in their payroll check.

In 2010 the Library Development Office included in the Annual Library Bookkeeping Workshop a presentation by on the topic of benefits and sales in libraries. Please visit the LDO workshop webpage at www.in.gov/library/ldoworkshops.htm. Click on the link for **Video Recording** "Afternoon Session (Part 2); Indiana State Library and Indiana Department of Revenue" found under the heading **Library Bookkeeping and Annual Report Workshop November 10 & 18, 2010.**

Chapter 10

eRate Services at Indiana State Library, the Public Library Internet Consortium and Technology Plans

Federal and state funding for Internet services is available to public libraries and schools in Indiana. The federal funding is from the FCC eRate program and state funding is from the Build Indiana Fund allocated during the biennial budget session of the state legislature. The public library consultant supports the statewide service associated with the Public Library Consortium for Internet Connectivity.

To provide eRate services, a federal program, the ISL hires a broadband vendor/consultant and an eRate application consultant. The broadband vendor/consultant and eRate application consultant are selected through state procurement process. The ISL works with the procurement personnel at the Indiana Department of Administration (www.in.gov/idoa/2342.htm). The public library consultant is part of the team that reviews proposals. In addition, the broadband vendor is also selected with the FCC eRate requirement to post the 470 form. The contracts are for 3 years, and the procurement is every three years. Copies of the contracts are filed in the Administrative Office.

There are three types of technology services eligible for eRate funding: telecommunications, Internet, and internal connections. The ISL Consortium supports only internet connectivity and not filing for the two other services. Internet connectivity is known as Priority 1 service. Priority 1 service no longer requires a technology plan, though the ISL requires a 3 year technology plan according to 590 Indiana Administrative Code Rule 6.

Each library in the consortium has a Billed Entity Number (BEN). For new members, AdTec will obtain a BEN number. AdTec may need the public library consultant to provide the FSCS number for the Indiana library found on IMLS website at

https://harvester.census.gov/imls/search/index.asp

Timeline for the support services

FCC program defines the eRate year as beginning July 1 and ending on June 30. The public library consultant handles three years of the program at any given time: the year ending, the current year, and planning for the next year. Most consultant duties are associated with the planning that begins in June and ends in late February with the application for funding for eRate services.

I. Planning for the Next Year Begins in Late July

ERate packets are prepared for all public libraries in Indiana in July. There are two versions of the packet: 1) CIPA compliant libraries that filter; 2) CIPA non-compliant libraries who do not filter. A packet is sent to all libraries, members and non-members alike, to notify all public libraries about the opportunity to continue or join Consortium with the notification of forms and timeline for application.

Packet

The annual packet sent in July includes a formal letter from the Library Development Office Supervisor at the Indiana State Library. The letter declares the end of past eRate year, start of current eRate year, and the planning for the next year. Also included with the letter are the new forms for planning year in order for public libraries to file for eRate; the forms allow the eRate consultant to file for consortium members with reference to the State Master Contract 470. Included in the packet are the following new forms:

- **Form 479** to certify that you are in compliance with the Children's Internet Protection Act (CIPA)
- **Letter of Agency** to give authority to AdTec to file E-rate forms on behalf of your library for the upcoming year
- **Board Resolution** to continue in the consortium
- Letter and data sheet from AdTec
- Sample of Request for Services Form
- Tentative timeline for your E-Rate Year 2015-2016.

Forms and information may also be found on the E-Rate page of the Indiana State Library's website www.in.gov/library/erate.htm.

Please consider needs as outlined in the library's Technology Plan and select service requirements on Request for Services Form. Service requirements may be affected by proposed new Public Library Standards. Please consider the need for additional broadband capacity whether that entails additional T1 lines or a switch to fiber.

Each year a representative from the State Library will attend the State Budget Committee meeting, usually in August. Data on funding the State Technology Grant is released at that time. Public Libraries are required to budget the full non-eRate portion of Internet and Internet related services.

Completion of Forms Consortium libraries have from July until October to meet with their library board and complete the first four documents. Even if library completed forms the year before, new ones are completed and copies filed with Indiana State Library for the new eRate

year.

1. new **Form 479** to certify that library is in compliance with the Children's Internet Protection Act (CIPA)
2. new **Letter of Agency** to give authority to AdTec to file E-rate forms on behalf of your library for the upcoming year
3. new **Board Resolution** to continue in the consortium

Original signed documents one through three are returned to eRate consultant in the Library Development Office in mid-September. The libraries retain copies for audit purposes. The AdTec data sheet is completed and faxed in mid-September to AdTec in Centerville, IN.

4. Letter and data sheet from AdTec In late November, the library assesses broadband capacity for current year and determines if additional service capacity needs to be ordered.

5. Request for Services Form

Document five is completed after meeting with broadband consultant, selected through state procurement process; library fills in the data.

6. Tentative timeline for your E-Rate Year 2014-2015

Document six is informational with deadlines for submitting the documents. The deadlines for eRate documents are also on the LDO Calendar
evanced.info/indiana/evanced/eventcalendar.asp?ln=2

The tentative dates for planning year 2015-2016 are:

Timeline for Your E-Rate Year 18
(July 1, 2015-June 30, 2016)

A technology plan is no longer required for Priority 1 services, Internet connectivity. The Indiana State Library now requires a three year technology plan in accordance with Indiana Administrative Code 590 Article 6 http://www.in.gov/legislative/iac/T05900/A00060.PDF All libraries must file a three year technology plan that complies with the Indiana Administrative Code. A draft is submitted in October with a final version due in December. The library then attests on Library Annual Statistics that technology plan is in compliance.

9/12/2014	Board Resolution to Join the Indiana State Library Consortium for Public Library Internet Access—Original signed *document must be received in ISL by this date* Form 479 (CIPA compliance)—*Original signed document must be received in ISL by this date* Letter of Agency—Original signed d*ocument must be received in ISL by this date*
9/30/2014	Deadline for the AdTec Data Sheet (including budget pages). for current Consortium members. Individual emails with attachment to current Consortium members will be sent out in September. *Submit completed document to AdTec offices in Centerville and not to Indiana State Library.*
11/1/2014	Draft of 3 year technology due in Library Development Office; reviewed with final version due January 6, 2014
11/27/2014	Service Level Checklist Form—*Document is handled on or before this date by eRate service provider*
12/2014-2/2015	Target window for Form 471 (Description of Services Ordered and Certification Form)—The exact dates are announced by USAC by the New Year.
7/01/2015	Service year begins
7/2015-10/2015	Target window for Form 486 (Receipt of Services Confirmation
6/30/2016	Service Year ends
7/2014 - 10/2014	Approximate window for Form 486 (Receipt of Services Confirmation)
6/30/2015	Service Year ends

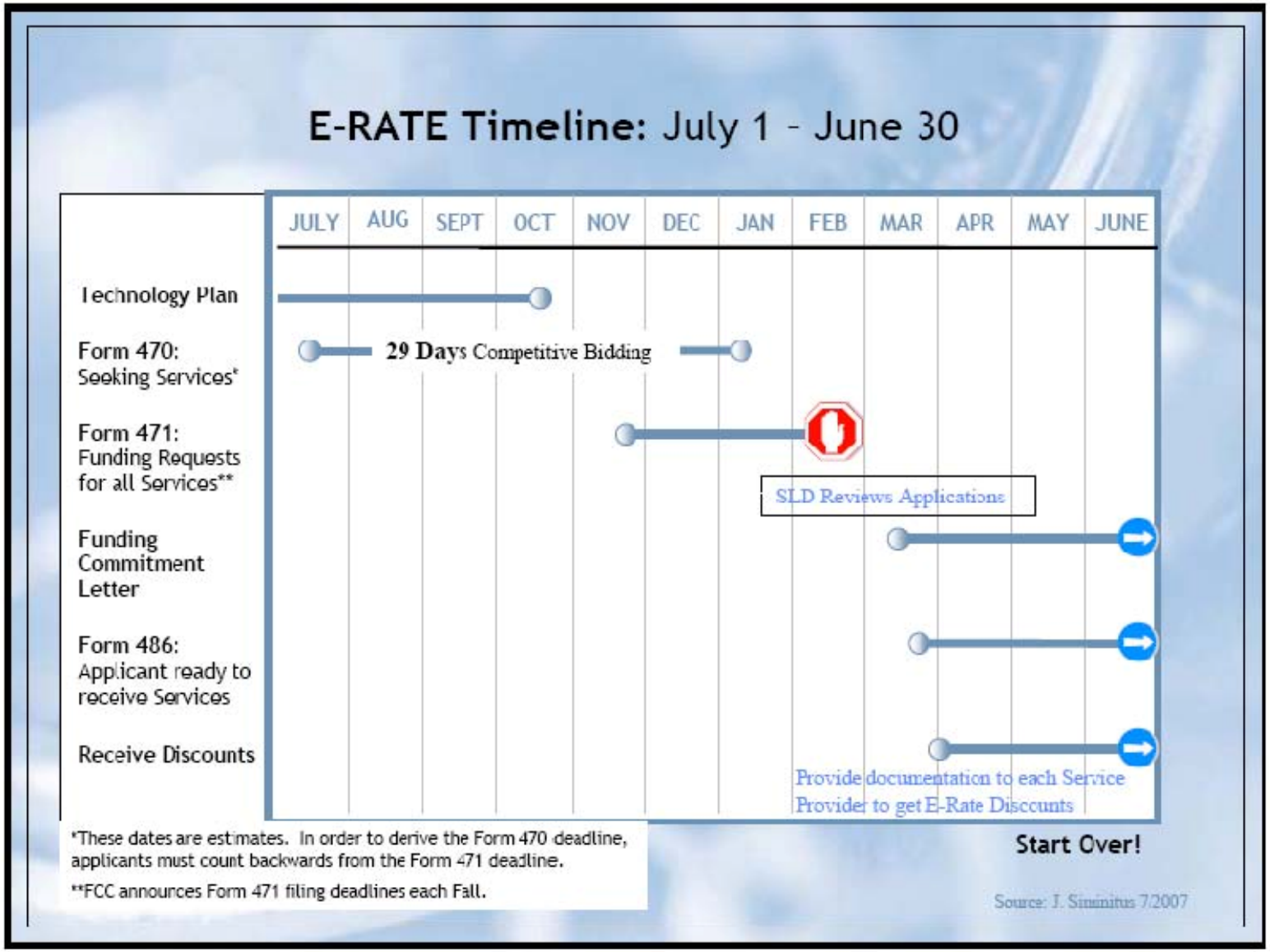
II. Current eRate Year

Concurrent with the receipt of completed documents for planning year, the Public Library Consultant calculates the reimbursement from State Technology Grant Fund to be deposited (EFT) into Consortium libraries accounts by end of calendar year. Reimbursement is for the full eRate year of non-eRate portion paid out of pocket by Consortium member(s). The reimbursement is based on a school lunch discount in library district and the balance of money in the State Technology Grant Fund for distribution. The distribution also pays the Adtec eRate consultant fee.

III. Closing Out the Previous Year

Retention Schedule for eRate Documents

Schools and libraries shall retain all documents related to the application for, receipt, and delivery of discounted telecommunications and other supported services for at least 5 years after the last day of service delivered in a particular Funding Year. Any other document that demonstrates compliance with the statutory or regulatory requirements for the schools and libraries mechanism shall be retained as well. Schools and libraries shall maintain assets and inventory records of equipment purchased as components of supported internal connections services sufficient to verify the actual location of such equipment for a period of five years after purchase.


E-RATE Timeline: July 1 - June 30
JULY
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUNE
Technology Plan
Form 470: Seeking Services*
29 Days Competitive Bidding
Form 471: Funding Requests for all Services**
SLD Reviews Applications
Funding Commitment Letter
Form 486: Applicant ready to receive Services
Receive Discounts
Provide documentation to each Service Provider to get E-Rate Discounts
*These dates are estimates. In order to derive the Form 470 deadline, applicants must count backwards from the Form 471 deadline.
**FCC announces Form 471 filing deadlines each Fall.
Start Over!
Source: J. Simmitus 7/2007

Technology Plan

As September 28, 2010 the FCC announced changes in the eRate program. A technology plan is no longer required for Priority 1 Internet Access services. A 3-year Technology Plan is a state requirement as defined in the Indiana Administrative Code Title 590 Article 6. Furthermore, Priority 2 services in the eRate program require an approved technology plan. Definition of eligible services for eRate, including the definition of priority 2 services, can be found on the USAC site for USAC Eligible Services List

Technology Plan Requirements from IAC 590 6-1-4

A technology plan of service for three (3) years. The plan, updates, and revisions must be filed with the Indiana State Library. At a minimum, the plan shall include the following:

(A) Goals and realistic strategy for using telecommunications and information technology.
(B) A professional development strategy.
(C) An assessment of telecommunication services, hardware, software, and other services needed.
(D) An equipment replacement schedule.
(E) Financial resources and sustainability.
(F) An ongoing annual evaluation process.
(G) An automation plan that conforms to national cataloging standards.

Please contact public library consultant at Indiana State Library if you require assistance in drafting a technology plan.

In order to be in compliance with Indiana Public Library standards (590 IAC 6-1-4(g)), use the checklist on the following page to ensure the following elements are included in your submission to the Indiana State Library.

Does the technology plan . . .	**Yes**
Cover, at most, three years?	☐
List the library goals and realistic strategies for using telecommunications and information technology to respond to needs of the community?	☐
Provide a professional devel0pment strategy to ensure that staff has the skills and training necessary to meet the library's technology goals?	☐
Assess the library's current telecommunication services, hardware, software, and other services that comply with basic standards for the population served by the library?	☐

Indicate a replacement schedule for telecommunication services, hardware, software, and other services to meet continuing needs of the community?	☐
Include a budget for the costs of telecommunication services, hardware, software and other services required during the years covered by the plan?	☐
Describe the ongoing annual evaluation of the plan's goals and strategies that includes revision and modifications filed with the Indiana State Library?	☐
Outline the library's automation plan that indicates the library's collections are managed through the use of an integrated library system (ILS)?	☐

Please contact Karen Ainslie (317) 232-1938 or (800) 451-6028 [In State only], or kainslie@library.IN.gov with any questions you may have.

Children's Internet Protection Act As of July 1, 2004, public libraries must comply with the Children's Internet Protection Act, or CIPA, to be eligible for the Internet access discount. This is done by filing an annual form 479 with the State Library.

CIPA has three requirements:

1. The library must have an Internet safety policy adopted by the board. It must address the following issues:
   a. Access by minors to inappropriate matter on the Internet and World Wide Web;
   b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
   c. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
   d. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
   e. Measures designed to restrict minors' access to materials harmful to minors.
2. The policy must include a technology protection measure (filter) that protects against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors. The filter must be present on ALL library computers, including staff computers, connected to the Internet, but must be disabled on request for adults engaged in bona fide research or for other lawful purposes. This includes staff computers.
3. The library shall hold at least one (1) public hearing or meeting and provide reasonable public notice for that hearing.

Please contact Karen Ainslie at the Library Development Office at 1-800-451-6028 for assistance

Resources

Bandwidth utilization reports for each Indiana State Library consortium members are available from ENA site at inpublibraries.ena.net/. Call customer support to obtain username and password.

Universal Service Administrative Corporation www.usac.org/sl/

- To receive notice of weekly funding commitments from eRate subscribe to USAC listserv for wave notifications
- Training in the fall and spring, conference is gratis but you have to pay travel/lodging
  Reference Area
- Data Retrieval Tool

American Library Association State www.ala.org/offices/oitp

Children's Internet Protection Act (CIPA) State of Wisconsin Department of Education webpage at http://pld.dpi.wi.gov/pld_cipafaq

Chapter 11

Department of Local Government and Finance (DLGF) and the Budgeting Process

Department of Local Government Finance

Dan Jones (assistant director – budget division, libraries)
djones@dlgf.IN.gov
100 N. Senate Ave.
N1058 Indiana Government Center North
Indianapolis, Indiana 46204
317-232-0651
www.in.gov/dlgf

The Role of the Department of Local Government Finance

- Certifies budgets, tax rates and levies;
- Administers property tax laws; and
- Ensures property assessments are made in a manner provided by law
-

Budgeting Process

- Who is in charge of the establishing the budget?
  - Your library board is legally responsible for establishing the library's budget and for practicing good fiscal management. Often, however, much of this responsibility is delegated to the library director. As a new library director, one of your first jobs should be to find out how much you will be involved with the fiscal management of the library. Here are some questions that you should ask your library board:
- Who approves the budget?
  - The budget is always reviewed by county, or city/town council. If over the growth quotient it is a binding review. Budget may be adopted by County or City/Town council if library exceeds growth quotient. Fiscal body who adopts advertises adoption date.
- What is the library's budget for this year? Get a copy!
- Who receives the bills and verifies that the goods or services charged for have been received?
- Who assigns the bills to budget categories?
- Who prepares the monthly financial statement? If you are responsible for preparing the financial statement, what format should you use?
  - Are there computer programs/forms that are set up for this purpose?
- Who prepares and signs the check?
  - In Indiana the library director is not allowed to sign library checks

- If the fiscal management is handled by someone other than the staff, how is the staff kept informed of the library's financial status?
- Is there a limit set on the size of expenditures that can be made by the staff without board pre-approval?
    - This should be part of the public purchasing policy

You need to find out how the library board does its budget. Does the board ask you to present a draft budget, or does it have a budget committee of its own members? It is vitally important that you as the library director have input into the budget, as you know the day-to-day operation of the library better than any other person.

Once you know what the library board wants to do in the next year, you can begin to develop cost figures. You need to gather cost information from a variety of sources, such as the present year's expenditures, catalogs, information on utility rates and the cost of living rate that appears in newspapers and other sources, and information you gather from service vendors.

Remember that in budgeting you are making a series of educated guesses. The more information you have, the better your guesses are.

Budget Process

Beginning with the preparation of the 2012 budget the Department of Local Government Finance premiered the Gateway, online input of governmental units' budgets. The DLGF offers training on the system; please check with your local DLGF representative.

The Indiana State Library introduces the budgeting process with an Adobe Connect audio PowerPoint found at this link webinar.isl.in.gov/boardbudgetplan. The "Budget Workshop" is offered in June by the Indiana State Library with presentations from the Department of Local Government Finance, and State Board of Accounts. The State Board of Accounts updates libraries on any changes in recent legislative session that impacts the budget.

The Department of Local Government Finance also covers legislation as well as the Gateway budget forms. The budget process involves following a set timetable required by law. This year (2012) legislation simplified the deadlines for budget review and approval. The deadline to submit an approved budget remains November 1.

For up to date information, see 2014/2015 Budget Calendar of the Department of Local Government Finance website http://www.in.gov/dlgf/files/pdf/140528_-_Jones_Memo_-_2014_-_2015_Budget_Calendar.pdf . All libraries are encouraged to attend the budget workshop, usually held in June. In past years the budget calendar followed the general timeframe that follows on the next page:

Overview	Online audio PowerPoint overview of library budget plan found at webinar.isl.in.gov/boardbudgetplan

2014 – 2015 Budget Calendar

June	Budget Workshops, usually held 2 times and broadcast to the video sites in Indiana. These workshops are presented by the State Board of Accounts, the Department of Local Government Finance, and the Indiana State Library. View the presentation on LDO workshop website: www.in.gov/library/ldoworkshops.htm. The Department of Local Government Finance offers a special workshop in each county for libraries. If a library is unable to attend the assigned workshop, a workshop in another county can be attended.
June -July	Preliminary work on the budget by board and librarian. Library is notified by the Department of Local Government Finance through the County Auditor of its maximum permissible levy. Often you do not have this information available and must estimate using previous year maximum permissible levy listed on the 1782 notice. Department of Local Government Finance Field Representative sets up an appointment to meet with each taxing unit in the county. After the meeting, library should have a completed Form 3, ready for advertisement.
September 2	Submission of Information to Fiscal Body. If the assessed valuation of a public library is entirely contained within a city or town or the assessed valuation of a public library is not entirely contained within a city or town but the public library was originally established by the city or town, the governing body must, before September 1, submit its proposed budget and property tax levy to the city or town fiscal body in the manner prescribed by the Department of Local Government Finance ("Department"). However, if more than 50% of the parcels of real property within the jurisdiction of the public library are located outside the city or town, the governing body must, before September 2 and in the manner prescribed by the Department, submit its proposed budget and property tax levy to the county fiscal body of the county where the public library has the most assessed valuation. (IC 6-1.1-17-3)
September 13	Deadline for first advertisement or publication of proposed 2014 tax levy, budget and notice to taxpayers of public hearing
September 20	Last date for second publication of proposed 2014 tax levy, budget and notice to taxpayers of public hearing (Form 3) (IC 6-1.1-17-3).

October 1 Last day for county fiscal body to complete review and issue nonbinding recommendation to civil taxing units regarding civil taxing units' proposed 2013 tax rates, review, and budgets. IC 6.1-17-3.5

October 20 Last date for units to file excessive levy appeals for annexation/ consolidation/extension of services, three (3) year growth factor, emergence levy appeal and correction of error with DLGF. IC 6-1.118.5-12; IC 6-1.1-18.5-13(1), (3), (13); IC 6-1.1-18.5-14.

October 24 Last day for taxing units to hold a public hearing on the 2014 budget (except in Marion County and in second class cities) IC 6-1.1-17-5

October 31 Last possible day ten (10) or more taxpayers may object to a 2014 budget, tax rate, or tax levy of a political subdivision (must occur not more than seven (7) days after the hearing). IN OTHER WORDS THIS DEADLINE IS SUBJECT TO THE SCHEDULING OF THE ADOPTION HEARING, WHICH COULD BE HELD BEFORE NOVEMBER 1. IC 6-1.117-5(b)

November 3 Deadline for all taxing units to adopt 2014 budgets, rates, and levies IC 6-1.1-17-5(a).

If a taxpayer objection petition is filed, the fiscal body of the political subdivision shall adopt with its 2014 budget a finding concerning the objections in the petition and any testimony presented at the adoption hearing. IC 6-1.1-17-5(c).

In Marion County and second class cities, public hearing may be held anytime after introduction of 2014 budget. IC 6-1.1-17-5(a). Note that November 1 is the last date for adoption of the budget.

November 5 Last day for civil units to file adopted 2014 budgets with county auditor and County Tax Adjustment Board (TAB). Must not be later than two (2) days after budget adoption. IC 6-1.1-17-5.

November 5 Submit budget to DLGF through the Gateway.

February 15, 2015

The Department of Local Government Finance has until this date each year to certify the library's final appropriations (budget), tax rates and levies.

March 1, 2015 Units file 2013 Annual Report with State Board of Accounts. In addition to being used for SBoA audit, this information is used by the DLGF to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

The Department will deny entirely a unit's budget and additional appropriations until the unit files an annual report.

Deadline to establish new units in order to receive a property tax levy in 2014. IC 6-1.1-18.5-7

Things to Remember About Gateway

Input Budget

Prepare all the prescribed forms

Forms and screens will have formulas built in to perform math calculations

Prepare the budget advertisement

Budget Advertisement

An ad is by fund and includes: the budget, max levy, proposed levy, current levy, and amount of excess levy appeals.

An ad may include more funds than those reviewed by the DLGF.

Always include language that says taxpayers may object to budget or levies within seven days after the public hearing.

The goal is for units to have a copy of the ad at the end of budget workshop session at July or August meeting with DLGF representative.

Submit the adopted budget to the DLGF electronically

Make sure that all forms needing signatures have been signed at the appropriate time.
Make sure that you follow the proper number of days between each step.

If a petition is filed by taxpayers objecting to the budget, the library board **shall** adopt with its budget a finding concerning the objections in the petition and any testimony presented at the adoption hearing. All of this must be in writing.

Review Numbers in Published Budget by County

When the county auditor publishes the rates, you should compare the published rates with the amount you turned in to the auditor. If there is an error or if the County Board of Tax Adjustment has changed your rate, you only have 10 days to appeal. See levy appeal memo and forms at http://www.in.gov/dlgf/files/130716_-_Vincent_Memo__Review_of_Excess_Levy_Appeals_ATTACHMENT_2013_pay_2014_Excessive_Levy_Appeal_For ms.pdf. The library board must file the appeal petition with the Department of Local Government Finance, Indiana Government Center North, Rm. N1058,100 North Senate Avenue, Indianapolis, IN 46204.

Resources:

Definitions of Budget Classifications
www.in.gov/library/files/DEFINITIONS_OF_BUDGET_CLASSIFICATIONS.pdf

Budget Calendar
http://www.in.gov/dlgf/files/pdf/140528_-_Jones_Memo_-_2014_-_2015_Budget_Calendar.pdf

Budget Preparation
webinar.isl.in.gov/boardbudgetplan

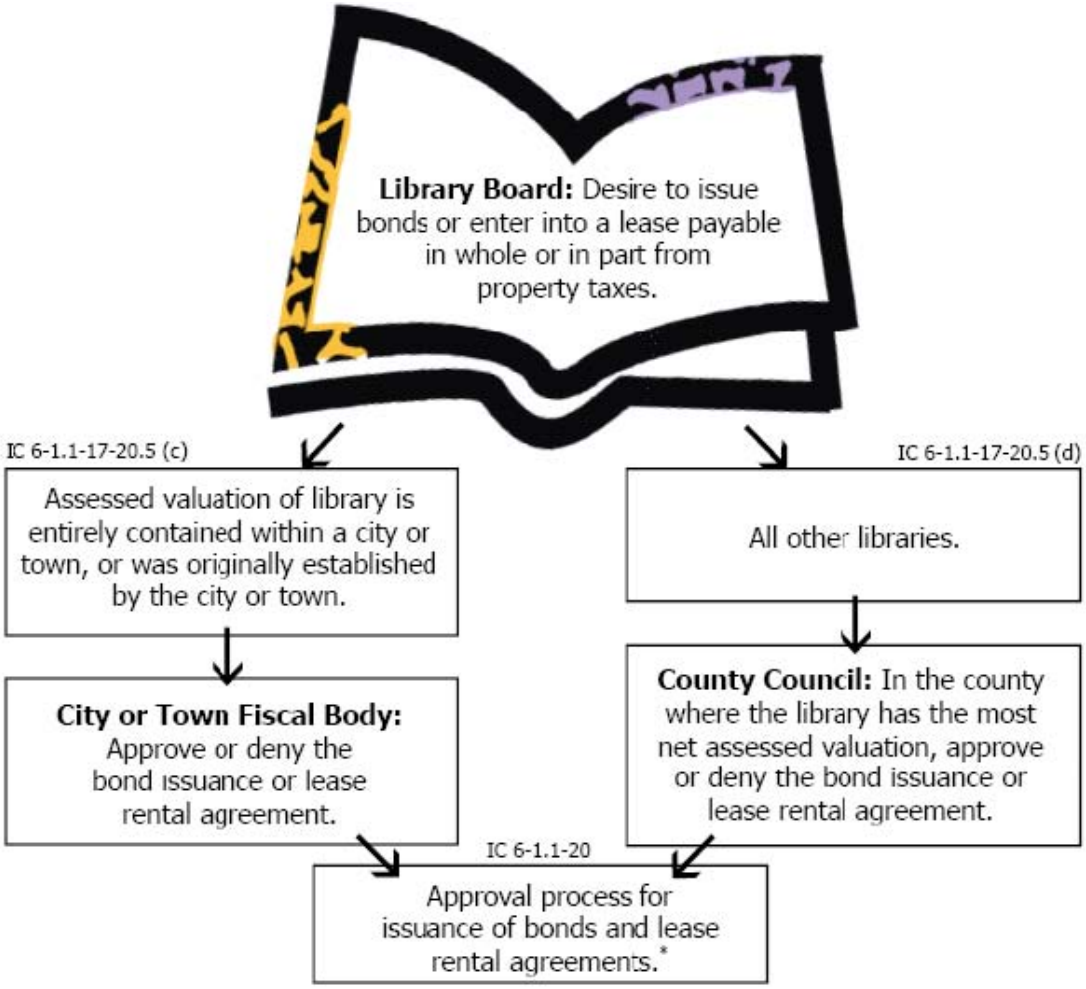
Excessive Levy Appeals
http://www.in.gov/dlgf/files/130716_-_Vincent_Memo__Review_of_Excess_Levy_Appeals_ATTACHMENT_2013_pay_2014_Excessive_Levy_Appeal_For ms.pdf

Publication of Budget Notice to Taxpayers and Public Notice Errors
(on last page) www.in.gov/library/files/workshoppub_not.pdf and
www.in.gov/library/files/workshopErrors.pdf

Online Advertisement
In addition to newspaper publication, IC 6-1.1-17-3 now requires online advertisement of the Notice to Taxpayers to be submitted at least 10 days before the public hearing but no later than September 13. Online advertisement will be completed by submitting the Form 3 from the Budget Form Menu in Gateway. Once submitted, notices will be available online at www.budgetnotices.in.gov or by calling (888)739-9826.

Operating Balance
www.in.gov/library/files/workshopopbal.pdf

Financial Glossary of Terms to Know
www.in.gov/library/files/Financial_glossary_of_terms_to_know.pdf



*In accordance with IC 6-1.1-20-3.1, -3.2, the petition and remonstrance process applies to certain "controlled projects" below specific thresholds. In accordance with IC 6-1.1-20-3.5, -3.6, referendum procedures apply to certain "controlled projects" above specific thresholds. Under IC 6-1.1-20-7.5, notwithstanding any other provision, review by the Department of Local Government Finance (DLGF) and approval by the DLGF are not required before a political subdivision may issue or enter into bonds, a lease or any other obligations from ad valorem property taxes.

Debt Management

The debt management report can be submitted through the Gateway. Each debt that has an outstanding balance must be reported through Gateway no later than March 1. This serves as the annual debt report. The following are reported

- All bonds
- All loans except Tax Anticipation Warrants and other temporary loans
- Lease rentals that apply to real property and any equipment that is in a lease to own arrangement
- Do not report leases equipment such as copiers and vehicles

The Gateway Debt Management User Guide is found at

www.in.gov/dlgf/files/User_Guide_-_Gateway_Debt_Management.pdf

PUBLICATION OF BUDGET NOTICE TO TAXPAYERS

The library board is required by law pursuant to IC 6-1.1-17-3 to formulate the estimated budget and proposed tax rate using forms prescribed by the Department of Local Government Finance and approved by the State Board of Accounts. The library must give notice to taxpayers of the estimated budget, the estimated maximum permissible levy, the current and proposed tax levies of each fund; and the amounts of excess levy appeals to be requested. In the notice, the library board must state the time and place at which a public hearing will be held on these items. The notice must be published twice, according to the provisions given below, with the first publication to be made at least ten (10) days before the date fixed for the public hearing (IC 20-14-3-10 and IC 6-1.1-17-3).

Publication Requirements Public notice of the estimated budget, rate and levy must be given as follows (IC 5-3-1-4),

a) By publication in two newspapers which are published in the library district; or
b) This subsection applies to notices published by county officers. If there is only one (1) newspaper published in the county, then publication in that newspaper alone is sufficient.
c) If no newspaper is published in the municipality or school corporation, then publication shall be made in a newspaper published in the county in which the municipality or school corporation is located and that circulates within the municipality or school corporation
d) This subsection applies to notices published by officers of political subdivisions not covered by subsection (a) or (b). If there is only one (1) newspaper published in the political subdivision, then the notice shall be published in that newspaper. If no newspaper is published in the political subdivision, then publication shall be made in a newspaper published in the county and that circulates within the political subdivision.
e) This subsection applies to a political subdivision, including a city, town, or school corporation. Notwithstanding any other law, if a library district has territory in more than one county, public notices that are required by law or ordered to be published must be given as follows:
    1) By publication in two (2) newspapers published within the boundaries of the political subdivision.
    2) If only one (1) newspaper is published within the boundaries of the political subdivision, by publication in that newspaper and in some other newspaper:

(A) published in any county in which the political subdivision extends; and
(B) that has a general circulation in the political subdivision.

    3) If no newspaper is published within the boundaries of the political subdivision, by publication in two (2) newspapers that:

(A) are published in any counties into which the political subdivision extends; and
(B) have a general circulation in the political subdivision.

    4) If only one (1) newspaper is published in any of the counties into which

the political subdivision extends, by publication in that newspaper if it circulates within the political subdivision.

(f) A political subdivision may, in its discretion, publish public notices in a qualified publication or additional newspapers to provide supplementary notification to the public. The cost of publishing supplementary notification is a proper expenditure of the political subdivision

Definition of Newspaper

A newspaper is defined as follows:

1 Is a daily, weekly, semiweekly, or tri-weekly newspaper of general circulation;

2 Has been published for at least three (3) consecutive years in the same city or town;

3 Has been entered, authorized and accepted by the United States Postal Service for at least three (3) consecutive years as mail able matter of the periodicals class; and

4 Has at least fifty percent (50%) of all copies circulated paid for by subscribers or other purchasers at a rate that is not nominal. (IC 5-3-1-0.4)

Qualified Publications

A library district may in its discretion, publish public notices in a qualified publication to provide supplementary notification to the public. The cost of publishing supplementary notification is a proper expenditure of the library (IC 5-3-1-4). Qualified publications are specifically defined in IC 5-2-3-.07.

Posting notice on newspaper web site IC

5-3-1-1.5

Requires a notice published in a newspaper to also be posted on the newspaper's Internet web site, if the newspaper maintains an Internet web site. A newspaper may not charge a fee for posting a notice on the newspaper's Internet web site under this section

PUBLIC NOTICE ERRORS

Error of Newspaper

If a notice of budget estimates for a library is published as required in IC 6-1.1-7-3, and the published notice contains an error due to the fault of a newspaper, the notice as presented for publication shall be considered valid. If the budget notice is not published for the first time at least ten days before the date fixed for the public hearing due to the fault of a newspaper, the notice shall be considered valid if it is published one time at least three days before the hearing. (IC 5-3-1-2)

Other Errors and Omissions

IC 5-3-1-2.3 provides that a notice required to be published by law is valid even though it contains error or omissions, as long as:

1 A reasonable person would not be misled by the error or omissions; and

2 The notice is in substantial compliance with the time and publication requirements applicable under this chapter or and other Indiana statutes under which the notice is published

DEFINITIONS OF BUDGET CLASSIFICATIONS

1. Personal Services

Personal service is the direct labor of persons in the employment of the library and all related employee benefits.

Salary of Librarian -Compensation of the head librarian

Salary of Assistants -Compensation of all assistant librarians, either part or full-time employees, including clerks and pages

Salary of Treasurer -Compensation of treasurer when so established by board resolution. This person can be a library board member and cannot be the library director.

Wages of Janitors -Compensation of regular employed janitors. If a firm is hired to do the custodian and maintenance work, the cost would come from either professional services or services, repair and maintenance.

Employee Benefits -Would include only the employer's or library's share of the cost of health insurance, life insurance, retirement and social security payments made to the Public Employees' Retirement Fund and other approved retirement plans. The employee's share is handled through the payroll deduction columns on the Financial and Appropriation Record and, therefore, requires no appropriation.

Other Compensation -Include fees paid for special counsel, legal service, surveys, expert and other services rendered of which the employment is temporary or on a part-time basis and social security, federal taxes, state taxes, and county taxes are withheld.

2. Supplies

Supplies include commodities which, after use, are either entirely consumed or show a definite impairment of their physical condition and rapid depreciation after use for a short period of time.

Office Supplies -All articles necessary to the proper operation of an office, other than equipment. Examples of office supplies are: prescribed forms and records, letterheads, envelopes, printer cartridges, paper clips, pencils, scotch tape, stencils, calculator tape and stationery.

Operating Supplies -Supplies used in cleaning, fuel, oil, bottled gas, lubricants, etc.

Repair and Maintenance Supplies -Materials used in repairing buildings, paint, motor vehicle repair supplies, repair parts, plumbing and electrical supplies, etc.

Other Supplies -Children's programming craft supplies and any other type of consumable product used by the library staff in the daily operation of the library and library programs. This would now include food and other emergency supplies needed to house people at the library in case of a Code Red Homeland Security Alert.

3. Other Services and Charges

This classification includes all services performed for the library, under express or implied contract, by other than employees of the library. Also included are all expenditures for insurance, premiums on official surety bonds of the designated treasurer or other employees, licenses, refunds, awards, indemnities, rents, tax assessments, dues to organizations, subscriptions to a service, and all other charges of a similar nature. (Subscriptions to magazines, newspapers, and periodicals should be charged to "Capital Outlays" if it is for hard copy.) EBook and electronic subscriptions are included in this category. Also includes software, and database subscriptions

Professional Services -Services provided by professionals to the library, such as architectural services, legal services, accounting services, consulting services, INSPIRE Database cost, etc.

Communication and Transportation -Include costs of freight and express (when such expenses cannot be charged as part of the original cost of the commodity), postage, telephone and Internet transport costs, traveling expenses, professional meetings.

Printing and Advertising -Charges for advertising and publication of notices in newspapers and periodicals, expenditures for photographing and blueprinting and expenditures for printing other than office supplies. Printing of stationery, forms and other office supplies is chargeable to Account No. 2, Office Supplies.

Insurance -Includes expenditures on all types of insurance policies purchased by the library, the purpose of which is to purchase a guarantee of indemnity for injury or loss of property. Annual premiums on official surety bonds are also charged to this account.

Utility Services -Includes charges for heat, light, power and water furnished by public utilities. (Also, if applicable, sewage services furnished by a public utility would be charged under this caption.) Fuel, oil, and bottled gas used for heating should be charged to Account No. 2, Operating Supplies.

Repairs and Maintenance -All expenditures of a contractual nature for repairs of buildings, structures and equipment, except extensive repairs which would constitute additions or betterments to properties. If repair is performed by regular employees of the library, labor should be included under Services Personal and repair parts and materials should be charged to Account No. 2, Repair and Maintenance Supplies.

Rents -All expenditures for the use of properties not owned by the library, such as, temporary or emergency office rooms, store rooms, post office tax, safety deposit box, rental of

equipment, etc.

Debt Service -Expenditures for the reduction of the principal of the library's general obligation bonds and the interest on such bonds. This budget item is usually listed on a separate set of budget forms in a fund especially for budgeting the amortization schedule the library has to follow for payment of bonds sold for a construction project. This item is listed on the operating budget only if it is to be paid out of the operating budget.

Lease Rental -Expenditures for the reduction of the principal of the bonds for the lease rental fund and the interest on such bonds. This budget item is usually listed on a separate set of budget forms in a fund especially for budgeting the amortization schedule the library has to follow for payment of bonds sold for a construction project. This item is listed on the operating budget only if it is to be paid out of the operating budget.

Other -All expenditures for memberships (in the name of the library, not individual) in state and national associations of a civic, education, professional, or governmental nature that have as their purpose the betterment and improvement of library operations. Also, interest on temporary loans; taxes and assessments for streets, sidewalks, sewers, and similar improvements; transfer to Library Improvement Reserve Fund; and all other services not included in other classifications, such as trash collection and laundry services.

4. Capital Outlays

Capital Outlays include all outlays which result in the acquisition of or additions to fixed assets.

Land -All land owned by the library.

Buildings -All permanent buildings owned by the library.

Improvements Other Than Buildings -All other improvements to land owned by the library.

Furniture and Equipment -Consists of machinery, implements, tools, furniture, motor vehicles, computer, servers, typewriters, calculators, microfilm readers, copying machines, projectors, and other equipment that may be used repeatedly without material impairment of its physical condition and which have a calculable period of service.

Other Capital Outlays -This classification includes all expenditures for books, periodicals, newspapers, audiovisual materials used for educational purposes and similar items or materials used as basic material furnished by a library. These are not electronic or virtual items but physical items.

Revised 5-2012

SUGGESTED BUDGET CLASSIFICATIONS FOR POSTING TO LIBRARY FINANCIAL LEDGER			
IF YOU USE A DIFFERENT SYSTEM, THAT IS FINE. BEING CONSISTENT IS IMPORTANT TO REMEMBER.			
			Revised 3-13-2012
1. Personal Services		Operating Supplies	2.2
		Cleaning & Sanitation Supplies	2.21
Salary and Wages	1.1	Fuel, Oil, & Lubricants	2.22
Salary of Librarian	1.11	Other Operating Supplies	2.23
Salary of Assistants	1.12	Other Repair & Maintenance Supplies	2.34
Clerical Wages	1.13	Other Supplies	2.4
Wages of Janitors	1.14		
College Clerks	1.15	**3. Other Services and Charges**	
Pages	1.16		
Employee Benefits	1.2	Professional Services	3.1
Employer's Share-FICA & Medicare	1.21	Consulting Services	3.11
Unemployment Compensation	1.22	Engineering & Architectural	3.12
Employer's Contribution-PERF	1.23	Legal Services	3.13
Employer's Contribution-Gp. Insurance	1.24	Other Professional Services	3.14
Other Personal Services	1.3	Databases Subscriptions, public	3.145
Substitutes	1.31	eBooks	3.146
Other Compensation	1.32		
2. Supplies			
Office Supplies	2.1		
Official Records	2.11		
Stationary & Supplies	2.12		
Other Office Supplies	2.13		
3. Other Services and Charges		Rentals	3.7
		Rental Real Estate	3.71

Communications and Transportation	3.2	Rental Equipment	3.72
Telephone	3.21	Debt Service	3.8
Postage	3.22	Payment of Bonds	3.81
Traveling Expense	3.23	Interest - Bonds	3.82
Professional Meetings	3.24	Other	3.9
Freight & Express	3.25	Dues and Membership	3.91
		Interest on Temporary Loans	3.92
Printing and Advertising	3.3	Transfer from Construction Fund	3.927
Advertising & Public Notices	3.31	Taxes and Assessments	3.93
Printing, Other than Office	3.32	Transfer to LIRF	3.94
Insurance	3.4		
Official Bonds	3.41		
Other Insurance	3.42	**4. Capital Outlays**	
Utility Services	3.5	Land	4.1
Gas	3.51	Buildings	4.2
Electricity	3.52	Improvements Other Than Buildings	4.3
Water	3.53	Furniture and Equipment	4.4
Waste Disposal Services	3.54	Adult Books	4.51
Fire Protection	3.55	Children's Books	4.52
Repairs and Maintenance	3.6	Young Adult Books	4.53
Repair & Maintenance Bldg & Structures	3.61	Reference	4.54
Repair Equipment	3.62	Reference Reserve	4.55
4. Capital Outlays			
Periodicals and Newspapers	4.6	**5. Other Financing Uses**	
Nonprinted Materials	4.7	Interfund Transfers	5.1
Educational Video	4.71	Transfer to Operating Fund	5.11

Adult Entertainment Video	4.72	Transfer to LIRF	5.12
Children's Entertainment Video	4.73	Transfer to Gift Fund	5.13
DVD	4.74	Transfer to Building Fund	5.14
Compact Discs (Audio)	4.75	Transfer to Bond and Interest	5.16
Talking Books	4.76	Transfer to Excess Levy	5.17
Music Cassettes-Adult	4.77	**6. Non Budgeted Item**	
Books/Cassettes-Children	4.78	Temporary Loans	6.1
Nonprint Materials-Other	4.8	Bank Loan Principal	6.11
Microforms	4.81	Temporary Loan from Operating Fund	6.12
Art Prints and Posters	4.82	Temporary Loan from LIRF	6.13
Realia	4.83	Temporary Loan from Gift Fund	6.14
Computer Software-Administration	4.84	Temporary Loan from Other Fund	6.15
Computer Software-Public	4.85	Purchase of Investments	6.2
CD Rom Computer Disc	4.86	Other	6.3
The account numbers have been suggested by a library that has used this list for years. Library Development has updated the list. If you use account numbers different from this list that is o.k. The list was done to give libraries a suggested place to post entries. State Board of Accounts suggests making sure you are consistent in the way you post. They realize that some items can be posted in different areas and your interpretation of where to post could be different than someone else. Just be consistent.			

Alphabetical list of budget items		Audiocassette Duplicator	4.4
		Audiocassette Player	4.4
		Audiovisual equipment	4.77
Acid Free boxes	2.13	Automobile lease or rental	3.72
Acid Free paper	2.13	Automobile repairs	3.62
Adapters	4.4	Automobiles	4.4
Adding machine	4.4	AV carts	4.4
Adding machine paper	2.13	Awnings	4.4
Addressing machine	4.4		
Adhesive tape	2.13	Bank deposit box rental	3.72
Advertising	3.31	Barcode labels	2.4
Air conditioner (window or central)	4.4	Barcode reader	4.4
Air conditioning from utility	3.52	Baskets (desk-metal)	2.13
Air filter	2.31	Baskets, Waste	4.4
Airborne Express Service	3.23	Batteries	2.23
Airline fares	3.23	Benches	4.4
Anti-freeze	2.22	Bills (statements)	2.12
Application cards	2.12	Binders (loose-leaf)	2.13
Art gum	2.13	Binding (Books, etc.)	2.4
Art prints	4.82	Binding (magazines & newspapers	2.4
Art supplies	2.4	Binding supplies	2.4
Assessments	3.14	Blackboards	4.4
Association membership dues	3.91	Blades (X-Acto, knife, scalpel)	2.23
Atlas stand	4.4	Bleach	2.21
Atlases	4.54	Blinds	4.4
Attorney's fees	3.13	Blotter holders	2.13
Blotters	2.13	Bookends	4.4
Blowers, Built in	4.4	Bookmobiles	4.4
Blueprint cabinets	4.4	Bookplates	2.4
Blueprint copies	3.14	Books on tape	4.76
Boiler insurance	3.42	Books, Adult	4.51
Boilers	4.4	Books, Children's	4.52
Bolts	2.33	Books, Record	2.13

Bonds (debt payments)	3.81	Books, Reference	4.54
Book cards	2.4	Books, Reference Reserve	4.55
Book charger	4.4	Books, Registration	2.13
Book drop box	4.4	Books, Scrap	2.4
Book holders	4.4	Books, Young Adult	4.53
Book Jackets	2.4	Borrowers' cards	2.4
Book lacquer	2.4	Borrowers' registers	2.4
Book pockets	2.4	Box (rental) Post office	3.72
Book processing (commercial)	3.14	Box (safe deposit) rental, Bank	3.72
Book racks	4.4	Boxes, pamphlet	2.4
Book repair	3.14	Brass Polish	2.21
Book repair press	4.4	Brooms	2.23
Book repair tape	2.4	Brushes, Paint (maintenance)	2.32
Book rests	4.4	Brushes, Paint (programming)	2.4
Book return	4.4	Brushes, Typewriter	2.13
Book security system	4.4	Buckets	2.21
Book shellac	2.4	Budget forms	2.11
Book trucks	4.4	Building material	2.31
Bookcases	4.4	Buildings	4.2
Bulbs, electric light	2.23	Cards, Index	2.13
Bulletin board	4.4	Cards, Periodical record	2.4
Bus fares	3.23	Cards, Reserve	2.4
Button Maker	4.4	Cards, Shelflist	2.4
Button maker buttons	2.4	Carpet sweepers	4.4
		Carpets	4.4
Cabinets, Medicine	4.4	Cases, Book	4.4
Cabinets, Wall	4.4	Cases, Show	4.4
Cables, Computer	4.4	Cash boxes	4.4
Calculators	4.4	Cassette boxes	2.4
Calendars, Desk	2.13	Cassette cases	4.4
Cameras	4.4	Cassettes, Audio (blank)	2.4
Canopies	4.4	Cassettes, Audio (music, adult)	4.77
Cans, Garbage	4.4	Catalog cards (blank)	2.4
Carbon paper	2.13	Catalog cards (Commercially printed)	2.4
Card catalog cabinets	4.4	CD players	4.4
Card daters	2.4	CD ROM cases	4.4
Card sorters	2.4	CD ROM hardware	4.4
Card trays	4.4	CD ROM software	4.87
Cardboard	2.4	CD ROM tower	4.4

Cards, Application	2.4	CD's-music	4.75
Cards, Book	2.4	CD-ROM lease	3.72
Cards, Borrowers'	2.4	Cement	2.31
Cards, Date	2.4	Cement, Rubber	2.13
Cards, Guide	2.4	Certificates (summer reading)	2.4
Cards, Identification	2.4	Chair tips or glides	2.33
Chairs	4.4	Compact Disc lease	3.72
Chalk, Blackboard	2.4	Compact Disc software	4.87
Charts	2.4	Computer cables	4.4
Check blanks	2.11	Computer CPU	4.4
Cheesecloth	2.21	Computer disk cases	4.4
Chinaware	4.4	Computer disks (blank)	2.13
Chisels	2.33	Computer dust cover	2.13
Christmas decorations	2.4	Computer equipment locks	4.4
Christmas trees, Artificial	2.4	Computer hard drive security	4.4
Christmas trees, Fresh	2.4	Computer hardware lease	3.72
Circulation statistics forms and books	2.4	Computer keyboard	4.4
Claim blanks	2.11	Computer line charges	3.21
Cleaners (all kinds)	2.21	Computer maintenance agreement	3.61
Cleaning carpet service	3.61	Computer monitor	4.4
Cleaning service	3.61	Computer mouse	4.4
Clipboards	2.13	Computer mousepad	2.13
Clipping service	3.14	Computer printer ink cartridges	2.13
Clips, Paper	2.13	Computer printer paper	2.13
Clocks	4.4	Computer printers	4.4
Clothes hangers	4.4	Computer repairs	3.62
Clothes lockers	4.4	Computer scanner	4.4
Clothes trees	4.4	Computer security drive locks	4.4
Cloths, Dust	2.21	Computer software license fees	3.14
Coffee urn or pot	4.4	Computer software upgrades	4.84/4.85
Collating machine	4.4	Computer software-Administration	4.84
Compact Disc equipment	4.4	Computer software-Public	4.85
Computer supplies	2.13	Curtain rods and poles	4.4
Computer support fees	3.11	Curtains	4.4
Computer terminals	4.4	Cutlery	4.4
Computer toner cartridges	2.13	Daily record slips	2.11
Computer training (workshops)	3.24	Data projector	4.4

Computer training on-site	3.11	Data switches	4.4
Computer upgrade	4.4	Database Equipment	4.4
Computer workstations	4.4	Database subscriptions. public	3.145
Computerized payroll service	3.13	Date cards	2.4
Conduit	2.31	Date holders	2.4
Consultant fees	3.11	Date slips	2.4
Contractual agreement for library service	3.14	Dating stamps	2.4
Cooking utensils	4.4	Delivery service	3.25
Coolers, Water	4.4	Delivery van lease or rental	3.72
Copying machine	4.4	Deodorizers	2.21
Copying machine rental	3.72	Deposit box rental (banks)	3.72
Cord, Picture	2.33	Desk lamps	4.4
Cords, Electric	2.4	Desk organizers	2.13
Cords, Window sash	2.33	Desk pads	2.13
Cork Board	4.4	Desks	4.4
Correction fluid	2.13	Dictating machines	4.4
Couches	4.4	Digital camera	4.4
Crayons	2.4	Dishes, China	4.4
Cupboards	4.4	Dishes, Paper	2.4
Cups, Glass	4.4	Door knobs	2.31
Cups, Paper	2.4	Door mats	4.4
Door stops	2.31		
Drafting equipment	4.4	Ebooks, Emagazines (Zinio)	3.146
Drafting supplies	2.13	Electric light bulbs	2.34
Draperies	4.4	Electric motors (repair part)	2.34
Drawing paper	2.4	Electric pencil sharpeners	4.4
Drills	4.4	Electric staplers	4.4
Drinking cups, paper	2.4	Electrician	3.61
Drinking fountains	4.4	Electricity	3.52
Dry cleaning	3.61	Electronic database service	3.14
Dry markers	2.13	Electronic security system	4.4
Due Date machines	4.4	Electronic tool kit	2.34
Due Date tape	2.4	Embossing stamps	4.4
Dues (state and national)	3.91	Employer's portion of employee insurance	1.24
Duplicating equipment	4.4	Envelopes, Bubble	2.12
Duplicating materials	2.13	Envelopes, Clipping	2.12
Dust cloths	2.21	Envelopes, Mailing	2.12
Dust pans	2.21	Envelopes, Picture	2.12
DVD	4.74	Equipment, Fixed	3.61

DVD Players	4.4	Equipment, Office	4.4
		Erasers	2.13
Easels	4.4	Express	3.25
eBooks	3.146	Extension cord	2.34
Electric carts (wheelchair)	4.4	Extinguisher (fire) refills	2.23
Electric current	3.52	Extinguishers, Fire	4.4
Electric fans	4.4	Electric lamps (desk, floor, table)	4.4
		Fax machine	4.4
Fax switching device	4.4	Flower pots (landscape)	2.34
Federal Express Service	3.25	Flowers (landscape)	2.34
Fees, Professional	3.14	Flue cleaners	2.23
Fertilizer	2.31	Fluid, Correction	2.13
File folders	2.13	Fluorescent bulbs	2.34
Filing cabinets	4.4	Fluorescent fixtures	4.4
Film cases	2.4		
Film developing	3.14	Fly spray	2.23
Financial record forms	2.11	Fly swatters	2.23
Fine slips	2.4	Folders (file and manuscript)	2.13
Fire extinguishers	4.4	Folding chairs	4.4
Fire extinguishers refills	2.23	Folding machines	4.4
Fire insurance	3.42	Folding tables	4.4
Fire proof safe	4.4	Forks (cutlery)	4.4
Flags (bunting and decoration)	4.4	Form, Legal	2.11
Flannel board	4.4	Freight (other)	3.25
Flannelboard characters	2.4	Fuel (gasoline)	2.22
Flashlight	4.4	Fuel oil	2.22
Flashlight batteries	2.34	Furnaces	4.4
Flashlight bulbs	2.34	Furniture polish	2.21
Flip chart paper	2.13	Furniture upholstering	3.14
Flip charts	4.4	Fuses	2.34
Floodlights	4.4	Garbage can	4.4
Floor polishers	4.4	Garbage collection	3.54
Floor wax	2.21	Garden equipment	4.4
Florists' supplies	2.4	Garden supplies	2.23
Gas from utility	3.51	Hinges	2.31
Gasoline	2.22	Holders, Label	2.4
Generator	4.4	Holders, Pen	2.13
Generator repair	3.62	Hose racks	4.4
Glare filters	2.13	Hose, Garden	4.4
Glass, Window	2.33	Hot plate	4.4

Glasses, Magnifying	2.4	Hotel and motel charges on trips	3.23
Glides, Chair	2.33		
Globes for lights	2.33	Identification cards	2.4
Glue	2.13	Implements, Agricultural and garden	4.4
Grass Seed	2.31	INfo Express	3.25
Gravel	2.31	Index cards	2.13
Grease, Lubricating	2.22	Index tabs	2.13
Guide cards	2.13	Ink	2.13
		Ink eradicator	2.13
Hall mats	4.4	Ink jet cartridges	2.13
Hammers	4.4	Ink, marking	2.13
Hangers, Clothes	4.4	Ink, Mimeograph	2.13
Hardware, Computer	4.4	Ink pads	2.13
Hardware lease, Computer	3.72	Insecticides	2.34
Hatchets	4.4	Insurance	3.42
Hauling	3.14	Intercoms	4.4
Headphones	4.4	Interest on loans	3.92
Heat from utility	3.52	Interlibrary loan fees	3.14
Heat tape	2.34	Internet provider	3.21
Highlighters	2.13	Irons, Electric	4.4
		Laser printer cartridges	2.13
Janitor supplies	2.21	Laundry service	3.14
Jewel Cases, Compact Disc	2.4	Lawn mower parts	2.33
Jiffy bags	2.4	Lawn mowers	4.4
		Leather upholstering	3.14
Keyboard	4.4	Ledger sheets	2.11
Keyboard drawer	4.4	Legal fees	3.13
Keys	2.34	Legal notices	3.31
Knives	4.4	Library cards	2.4
		Library Improvement Reserve Fund	3.94
Label holders	2.13	Library supplies	2.4
Labels	2.13	Lighting fixtures	4.4
Lacquer	2.32	Lime for fertilizing	2.31
Lacquer thinner	2.32	Line charges	3.21
Lacquer, Book	2.4	Linen service	3.14
Ladders	4.4	Locks	2.31
Laminate cutters/trimmers	4.4	Lodging on trips	3.23
Laminating supplies	2.4	Lubricating grease or oil for motor vehicles	2.22

Laminator	4.4	Lumber (rough and finished)	2.31
Lamp globes	2.33		
Lamp shades	2.33	Machine service contracts	3.61
Lamps (floor, table)	4.4	Machines, adding and calculators	4.4
Lamps, Desk	4.4	Magazine binders and holders	2.4
Land (real estate)	4.1	Magazine racks	4.4
Landscaping on contract	3.14	Magazine subscriptions	4.6
Laptop Computer	4.4		
Mailing wrappers and jiffy bags	2.13	Motor vehicles	4.4
Marker boards	4.4	Motor vehicles, repairs	3.62
Material	2.31	Mounting paper	2.4
Mats, Door	4.4	Mouse and rat traps	2.31
Meals on trips	3.23	Mouse pad	2.4
Medicare Tax (Employer portion)	1.21	Mouse tray	4.4
Meetings	3.24	Mouse, Computer	4.4
Memberships (Institutional only)	3.91	Mowers, Lawn	4.4
Mending supplies	2.4	Mulch	2.31
Metal polish	2.21		
Microfiche readers and/or printers	4.4	Newspapers	4.6
Microfilm readers and/or printers	4.4	Notary fees	3.14
Microfilming	3.14	Notebooks	2.13
Microforms	4.81	Nuts and bolts	2.31
Microforms, equipment	4.4		
Microphone	4.4	OASI-Employer's share	1.21
Microphone for computer	4.4	OCLC First Search	3.14
Microwave	4.4	Office equipment	4.4
Mileage on trips	3.23	Office signs	2.13
Mirrors	4.4	Office supplies	2.12/2.13
Modem	4.4	Official records	2.11
Moisteners	2.13	Oil (Automobile)	2.22
Monitors	4.4	On-line database charges	3.14
Mop heads, sticks	2.21	Opaque projector	4.4
Motel charges	3.23		
Motor vehicle tires	2.33		
Order cards	2.4	Paper clips	2.13
Overhead projector	4.4	Paper fasteners	2.13

Overhead transparency film	2.13	Paper shredder	4.4
		Paper, Toilet	2.21
Padlocks	4.4	Paper towels	2.21
Pads, Calendar	2.13	Paper, Transfer	2.13
Pads, Mimeograph	2.13	Paper, Typewriter	2.13
Pads, Scratch	2.13	Paper, Waxed	2.4
Pads, Stamp	2.13	Paper, Wrapping	2.4
Pails	2.21	Paper, Writing	2.13
Paint brushes (maintenance)	2.32	Paper-cutting machines	4.4
Paint removers	2.32	Paper-weights	2.13
Painting (building) service	3.61	Paste brushes for programs	2.4
Paints	2.32	Paste brushes for wallpaper	2.31
Pamphlet binders	2.4	Paste for children's programs	2.4
Pamphlet boxes	2.4	Paste, Wallpaper	2.31
Pamphlets	4.6	Patron counter	4.4
Pans, Dust	2.21	Pencil date holder	2.13
Paper, Adding Machine	2.13	Pencil sharpeners	2.13
Paper (blank)	2.13	Pencils	2.13
Paper bags	2.4	Penholders	2.13
Paper, Carbon	2.13	Pens	2.13
Paper, Mounting	2.4	Pensions (employer's share)	1.23
Paper, Poster	2.4	Periodical racks	4.4
Paper punch	2.13	Periodical record cards	2.4
Paper, Sand	2.31	Periodicals and magazines	4.6
Phonograph record holders	2.4	Pockets, Book	2.4
Phonograph records	4.74	Polish, Furniture	2.21
Photocopies	3.32	Postage	3.22
Photocopying equipment (rental)	3.62	Postage meter rental	3.72
Photographic service	3.14	Postal cards, prestamped	3.22
Photographs	3.14	Poster Board	2.4
Photostatting	3.14	Pots (coffee and tea)	4.4
Piano	4.4	Pots, Flower (programming)	2.4
Piano stools	4.4	Power surge strips	4.4
Picture envelopes	2.4	Presses, Book repair	4.4
Picture frames	4.4	Printer paper	2.13
Picture wire	2.4	Printer ribbons	2.13
Pictures	4.82	Printer stand	4.4
Pins, Household	2.4	Printers, Computer	4.4
Plant spray	2.31	Printing (office supplies, forms)	2.12
Plants, Garden	2.4	Printing (other than office	3.32

		supplies)	
Plaster	2.31	Processing, Books (professional)	3.14
Plaster molds	2.4	Professional meeting	3.24
Plastic book jackets	2.4	Projectors	4.4
Plastic trash bags	2.21	Publication of notices	3.31
Pliers	4.4	Punches, Paper	2.13
Plugs and cords, Electric	2.4	Puppets	2.4
Plumber	3.61	Purchase order forms	2.11
Plumbing repairs (done in-house)	2.33	Putty	2.31
Polish, Metal	2.21	Putty, Molding	2.4
Post office box rent	3.72		
Racks, Clothes	4.4	Rent of office	3.71
Racks, Magazine	4.4	Rent of office equipment	3.72
Racks, Towel	4.4	Rent of safe deposit and post office boxes	3.72
Radio parts	2.33	Repair of books	3.14
Radio repair	3.62	Repair of buildings and structures	3.61
Radios	4.4	Repair of equipment	3.62
Rags, Wiping	2.21	Repair parts	2.33
Rakes	4.4	Reserve cards	2.4
Ranges	4.4	Retirement fund (PERF, employer)	1.23
Reader-printers, Microfilm and Microfiche	4.4	Retirement fund (PERF, employee)	Payroll deduction
Real estate	4.1	Rhythm band instruments	4.4
Rebinding books	3.14	Ribbons, Typewriter	2.13
Receipt books	2.13	Roof repairs	3.61
Record books	2.13	Rope	2.31
Record sheets (Printed)	2.13	Router	4.4
Records, Official	2.11	Rubber bands	2.13
Records, Phonograph	4.74	Rubber cement (book repair)	2.4
Refrigerators	4.4	Rubber stamps	2.13
Registered mail fee	3.22	Rugs	4.4
Registration book and sheets	2.4	Rulers, Office	2.13
Remote control	4.4		
Rent of buildings	3.71	Safe deposit box rent	3.72
Rent of computer equipment	3.72	Safes	4.4
Rent of land	3.71	Safety deposit box	4.4
Rent of motor vehicle	3.72		

equipment			
Salt	2.21	Sheet protectors	2.4
Sand (construction)	2.31	Shellac	2.32
Sand paper	2.31	Shellac, Book	2.4
Saws	4.4	Shelving	4.4
Scaffolds	4.4	Show cases	4.4
Scales	4.4	Shrubbery	4.3
Scanner, Color	4.4	Signs	2.4
Scanner, Weapon Detector	4.4	Slide projectors	4.4
Scissors or shears	2.13	Small tools	4.4
Scotch tape	2.13	Snow blower	4.4
Scouring powder	2.21	Snow removal service	3.61
Scrap books	2.4	Soap	2.21
Scratch pads and paper	2.13	Sofas	4.4
Screen Enlarger, Computer Monitor	4.4	Software upgrades, Computer	4.84/4.85
Screens, Door and window	4.4	Software, Computer	4.84/4.85
Screens, Projector	4.4	Software, License	3.14
Screw drivers	4.4	Soil (potting and black)	2.31
Screws	2.31	Sound cards	4.4
Scrub brushes	2.21	Sound system	4.4
Seal-Official	2.13	Spades	4.4
Security Cases	4.4	Speaker (computer)	4.4
Security System	4.4	Splicer kit	4.4
Service contracts	3.11/3.14	Sponges	2.21
Service contracts (maintenance)	3.61	Spoons	4.4
Shades, Window	4.4	Sprinklers	4.4
Sharpeners, Pencil	2.13	Sprinkling cans	4.4
Squeegee	2.21	Tables	4.4
Stage equipment	4.4	Tack lifters	2.13
Stamp pads	2.13	Tacks	2.13
Stamps, Rubber	2.13	Tacks, Thumb	2.13
Staple remover	2.13	Tags, Shipping	2.13
Staplers	2.13	Tanks, Hot water	4.4
Staples, Copier	2.13	Tape measure	4.4
Staples, Paper	2.13	Tape, Adding machine	2.13
Stationery	2.12	Tape, Audio (music)	4.77/4.78
Steel wool	2.31	Tape, Mending	2.4
Stencil cutters	2.13	Tape, Scotch	2.13

Stencil paper	2.13	Tape, Video	4.71/4.72
Stencils	2.13	Tapes, Blank (video and audio)	2.4
Stepladders	4.4	Telecommunication fees	3.21
Storage of motor vehicles	3.71	Telephone (equipment)	4.4
Storm doors and windows	4.2	Telephone usage	3.21
Structures-Repair	3.61	Television	4.4
Subscription to database	3.14	Terminal Maintenance	3.62
Subscriptions (periodicals)	4.6	Terminal Rental	3.72
Supplies, Janitor	2.2	Terminals	4.4
Supplies, Library	2.4	Thermometers	2.31
Supplies, Office	2.1	Thinner, Lacquer	2.32
Supplies, Other	2.4	Thread	2.4
Surge suppressers	4.4	Thumb tacks	2.13
		Time cards	2.13
Tires	2.33	Umbrella stands	4.4
Tissue, Mending	2.4	United Parcel Service	3.22
Toilet paper	2.21	Usage fees, computer software	3.14
Toner cartridges (computer and copier)	2.13	Usage fees, on-line database	3.14
Tools, Carpenters	4.4		
Tote bags	2.4		
Towel service	3.14		
Towels	2.21	Vacuum cleaners	4.4
Train fares	3.23	Varnish	2.32
Training, Computer (workshop)	3.24	Vases	2.4
Training, Computer on-site	2.14	Vehicles	4.4
Transfer paper	2.13	Venetian blinds	4.4
Traps, Mouse, rat	2.21	Video equipment	4.4
Trash bags (plastic)	2.21	Video Scan Converter	4.4
Trash collection	3.54	Videocassette cables	2.4
Travel expense	3.23	Videocassette cases	2.4
Treasurer's Bond	3.41	Videocassette player/recorder	4.4
Trees	4.3	Videocassette rental	3.72
Tripods	4.4	Videocassette tapes	4.71/4.72/4.73
Trucks, Hand (books)	4.4		
Turpentine	2.32	Wardrobes	4.4
Twine, Wrapping	2.4	Waste baskets	2.23
Typewriter brushes	2.13	Water fountain	4.4
Typewriter ribbons	2.13	Water from utility	3.53
Typewriters	4.4	Wax, Floor	2.21

Typewriting paper	2.13	Waxed paper	2.4
Weights, Paper	2.13	Writing paper	2.13
Wheelchairs	4.4		
Window glass	2.31	Zinio (ebooks)	3.146
Window locks	2.31		
Window shades	4.4		
Wire	2.31		
Wiring for Internet	4.3		
Wood polish	2.21		
Workshops	3.24		
Workstation	4.4		
Wrapping paper	2.4		
Wrenches	4.4	Revised 08/06/12	

Chapter 12

State Board of Accounts/Bookkeeping Process and Prescribed Forms

State Board of Accounts

302 W. Washington Street, E418 Indianapolis, Indiana 317-232-2507
www.IN.gov/sboa

The Role of the State Board of Accounts

- To serve the citizens of Indiana by providing to the State of Indiana, its agencies and political subdivisions, on-time quality services at the best possible value.
- To help make Indiana's citizen-run government a workable concept.
- To perform financial and compliance audits of state and local governments
- To prescribe forms and uniform accounting systems.
- To provide training for public officials and employees.
- To publish manuals, newsletters, and technical bulletins.
- To consult with officials on the state and local level.

State Board of Accounts and Libraries

- Performs financial and compliance audits of state and local government.
- Prescribes forms and uniform accounting systems.
- Provides training for public officials and employees. Workshops
- **Budget Clinics** are held late spring, often June, in cooperation with the Department of Local Government Finance and the Library Development Office of the Indiana State Library. New legislation, accounting changes, and budgeting matters are discussed at these clinics.
- **Bookkeeping workshops** are conducted each fall for new library directors, treasurers, and bookkeepers; the meeting is scheduled in early November. Accounting forms prescribed for libraries are discussed at these workshops as well as bookkeeping and financial statement preparation. In addition, libraries are given guidance on various recurring issues and audit positions.

The Accounting and Uniform Compliance Guidelines Manual for Libraries

Published and updated annually by the State Board of Accounts to assist officers and employees of public libraries. The latest version reissued 2013.

- This manual is now on the web and can be downloaded at: www.in.gov/sboa/2404.htm
- The manual includes important information about library board and employee responsibilities, revenue sources, allowable expenditures, budgeting, operating procedures, and uniform compliance guidelines.

Approved Ledger Sheets

Libraries can use either prescribed ledger sheets specifically approved for library bookkeeping or those prescribed for cities and towns.

Computerized Bookkeeping Systems: New Forms Approval Process

- New process is effective April 1, 2014
- The library board not required to have the computerized bookkeeping system approved by State Board of Accounts.
- Your forms need to be in compliance with forms found in the Appendix of the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries. A library can consult Table 14 to identify automated bookkeeping software in use by other libraries.

Annual Library Audit Checklist

An audit checklist is a good tool to use for knowing what types of records need to be kept. An Audit Checklist is included in this chapter.

Bookkeeping Questions

When a question arises concerning library bookkeeping, State Board of Accounts has people at the state level as well as in the field who can answer your questions.

The telephone number for State Board of Accounts is 1-317-232-2507. Their website is www.IN.gov/sboa/ .

Prescribed Forms

The State Board of Accounts is charged by law with the responsibility of prescribing and installing a system of accounting and reporting which shall be uniform for every public office and every public account of the same class. [IC 5-11-1-2]

The system must contain written standards that an entity subject to audit must observe.

Forms Approved Previously

All forms previously approved by State Board of Accounts either by:

- Form Approval letter from SBOA; or
- Resolution of the Library

Remain approved for use by the library under the conditions in the original approval. No further action by a library is needed.

Exact Replicas

An exact replica of a prescribed form is the equivalent of the prescribed form and requires no action for a library to install the form

FORMS FOR USE BY LIBRARIES

Forms and systems installed are subject to review and/or recommendations during audits of a library to ensure compliance with current statutes and Uniform Compliance Guidelines.
Many of the forms are found in the Appendix of State Board of Accounts Uniform Compliance Guidelines Manual for Libraries. Other electronic forms can be found on SBoA website at www.in.gov/sboa/2416.htm.

Library Form # Title

1 Financial and Appropriation Record
1A Financial and Appropriation Record
1B Financial and Appropriation Record
1C Financial and Appropriation Record
2 Warrant (in duplicate)
3 Daily Record of Desk Collections
4 Accounts Payable Voucher

General Budget Form # Title

53 Bond Register
86 Contractor's Combination Bid Bond and Bond for Construction
86A Contractor's Bond for Construction
96 Contractor's Bid for Public Work
98 Purchase Order
99 Payroll Schedule
99A Employees Service Record
99B Employees Earnings Record
99C Employee's Weekly (Work Period) Earnings Record
99P Publisher's Claim
100R Certified Report of Names, Address, Duties and Compensation of Public Employees
101 Mileage Claim
350 Register of Investments
351 Register of Insurance
352 Receipt
359 Ledger of Appropriations, Encumbrances, Disbursements and Balances
364 Accounts Payable Voucher Register
369 General Fixed Asset Account Group Ledger
370 Receipt Register

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Other Forms Used in Lieu of Prescribed Formats

- By installing other forms a library agrees to comply with the form approval conditions.
- Library officials remain responsible to make sure the system and forms installed:
  - Meet the IT services controls, Chapter 5, beginning on page 5-1.
  - Along with manual processes, provide adequate internal controls over financial information, safeguarding of assets, and compliance with laws and regulations.
  - Comply with record retention and public access laws.

Annual Library Audit Checklist

Background Information

The library should have available or be able to obtain quickly the following information:

a) **Name and address of library, plus any branches**
b) **Population of service area as of latest official census** (Indiana State Library, Library Development Office can give you this number)
c) **Names and addresses of officials**, including
   - Library Trustees
   - Library Director
   - Library Attorney
   - Library Insurance Agent
   - Library Accountant
d) **Major state statute(s) under which library operates**
e) **Date of library establishment** (Indiana State Library, Library Development Office can give you this information)
f) **Terms of library trustees** (there should be a file in the director's office or business office that has the certificates of appointment with the appropriate date for each library board member; also, the appointing authorities should have this information)
g) **All library policies in effect**, including
   - General policies
   - Rules and regulations
   - Personnel policies
   - Resolutions as contained in minutes or other records
   - Minutes of regular and special board meetings
   - Index to above material, if available
h) **Library personnel records**, including
   - Personnel files
   - Annual leave and sick-leave records
   - Payroll records, including time cards
i) **Name and address of all depositories and all account numbers and authorized signatures**
j) **All Insurance policies in effect during the audit period**
k) **General ledger, balance sheets, and other accounting records**
l) **Schedule of investment transactions by fund for the period covered**
m) **Invoices, purchase orders, and receiving reports for the period covered**
n) **Bank statements, including checking, for period covered**
o) **Details of any new bond issues, significant contracts, and lease agreements**
p) **Copy of any other audit prepared for the library during the period covered**
q) **Summary of all litigation involving the library during the period covered, including an administrative evaluation of the probable outcome**
r) **Copies of all lease agreements involving facilities and equipment**

Review of General Actions (Yes or No)

Has any property or thing of value been loaned, pledged, granted, or otherwise

conveyed to anyone during the past year, other than through normal routines of circulation?
Does the accounting system make it possible to show that the library has complied with all applicable legal provisions?

Are all major accounting entities separated by Funds? Does a deficit exist in any Fund at year-end?

Has any library officer or employee accepted anything of value, whether in form of service, loan, thing, or promise, from anyone doing business with the library?

Are there persons on the library payroll not performing work for the library?

Has any library official or employee used influence or their vote to obtain expenditures of public funds for himself or a concern in which he has an interest?

Have all previous critical audit discrepancies been corrected? If not, list those not corrected and explain delay in correction.

Is the library involved in any lawsuit, either as plaintiff or defendant?

Are minutes or memoranda taken at all meetings of the library board?

Is all official action taken by the library board done so at a properly announced public meeting?

Are special meetings of the library board announced at regular meetings?

Are library records maintained in accordance with applicable retention standards?

Does the library have bonding or surety coverage for individuals with access to library funds?
Does the library follow the applicable regulations with respect to bid laws for purchase and disposal of surplus items?
Does the library keep financial records in accordance with applicable state guidelines?

Review of Financial Actions (Yes or No)
Is there security pledged for the balances in the bank accounts?
Does the library pay a monthly charge or fee for the bank accounts No maintained by the library?
Are funds in excess of those needed for normal operation invested in interest-bearing accounts

or securities?
Are restricted funds (those provided for special purposes other than general operations) loaned to other funds?
Does the library maintain proper accounts for petty cash, including a receipt for all disbursements?
Does the library use petty cash funds to cash personal checks, hold NSF No checks, make loans or cash advances?

Does the library keep clear and separate accounting records for the receipt and expenditure of general taxes, special purpose taxes, and other monies received?

Does the library utilize tax monies received in special funds only for the purpose specified in those funds?

Does the library make deposits intact and promptly?

Does the library take adequate internal precautions, both physical and clerical, to protect its cash collections such as fines and fees?

Did the library board adopt and approve a legal appropriation document or budget listing both expected revenues and proposed expenditures?
Did expenditures exceed estimated revenues?

Did the library make expenditures in accordance with its approved budget?

Did the library make its expenditures either by check or supported bank memoranda, except for petty cash?

Did the library make payroll changes, including pay increases, in accordance with approved procedures adopted by the library board or other governing authority?
Did the library make advance wages or salaries to any staff member?
Did the library pay staff for annual vacation in lieu of their taking it? If so, is this in accordance with approved procedures adopted by the library board or other governing authority?
Did the library make travel reimbursements in accordance with approved procedures, including approval by the responsible official either verbally or in writing?
Did the library require receipts for travel expenses such as hotels, airline tickets, meals, etc.?
Does the library have documented justification for any lump sum advances or allowances paid to officials or employees?
Does the library have an established policy for the use of gasoline or other credit cards?
Does the library conduct a physical inventory on movable equipment and furnishings?
Does the library conduct a physical inventory on consumable materials and supplies?
Have expenditures for such items as floral or memorial gifts and contributions to private or public organizations been made in accordance with appropriate policies or regulations?

Review of Purchasing Actions (Yes or No)
Does the library have established and documented purchasing procedures?
Do all departments, divisions, or employees comply with existing purchasing procedures?
Does the library clear all purchases through a central purchasing office?
Does the library ensure against purchasing in excessive amounts?
Does the library require purchase orders for purchase?
Are the purchase orders pre-numbered and adequately safeguarded?
Does a purchase order require adequate approval before funds are obligated?
Can any department purchase its own materials directly from vendors?
Does the library follow approved policies and regulations on materials and services for which a bid is required?
Does the library ever split purchases in order to avoid applicable bid guidelines? (Yes or No)
Do receiving reports on items purchased and/or delivered include: (Yes or No)
Details of items received at time of delivery?

Do receiving reports on items purchased and/or delivered include: (Yes or No)

Verification and certification of items received by a responsible library employee?

Does the library use the receiving report as part of the documentation for the disbursement of payments?

Does the library take precaution against theft and waste of supplies?

State laws which may bear on the audit

- Annual financial and operations reports
- Code of ethics
- Conflict of Interest
- Dual office holding
- Fixed asset accounting
- Leases
- Local government budget and appropriations
- Open meetings
- Sale or disposal of property
- Public bid
- Public records

(Adapted from "YOUR ANNUAL AUDIT" and "SYSTEM SURVEY AND COMPLIANCE QUESTIONNAIRE". Office of the Legislative Auditor, State of Louisiana. Used with permission.)Source: Wozny, Jay. Checklists for Public Library Managers. Scarecrow Press, New Jersey

2013 Indiana Public Library Statistics: Table 14 Automated Bookkeeping

Library	County	2010 Census Population	Name of Automated Bookkeeping System
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY	Marion	877,389	Blackbaud Fundware
ALLEN COUNTY PUBLIC LIBRARY	Allen	355,329	
LAKE COUNTY PUBLIC LIBRARY	Lake	242,837	CompuTrain
EVANSVILLE-VANDERBURGH PUBLIC LIBRARY	Vanderburgh	179,703	SAGE100
ST JOSEPH COUNTY PUBLIC LIBRARY	St Joseph	167,606	CompuTrain
PORTER COUNTY PUBLIC LIBRARY SYSTEM	Porter	144,947	CompuTrain
TIPPECANOE COUNTY PUBLIC LIBRARY	Tippecanoe	142,817	Banyon Data Systems
HAMILTON EAST PUBLIC LIBRARY	Hamilton	140,680	Keystone
MONROE COUNTY PUBLIC LIBRARY	Monroe		Banyon Data Systems

		137,974	
WILLARD LIBRARY OF EVANSVILLE	Vanderburgh	117,429	Peachtree/ Sage
VIGO COUNTY PUBLIC LIBRARY	Vigo	107,848	Budgetary Control System (BUCS)
JOHNSON COUNTY PUBLIC LIBRARY	Johnson	103,988	Banyon Data Systems
ELKHART PUBLIC LIBRARY	Elkhart	92,236	Banyon Data Systems
MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY	St Joseph	89,652	CompuTrain
CARMEL CLAY PUBLIC LIBRARY	Hamilton	83,293	Microsoft Dynamics SL
HAMMOND PUBLIC LIBRARY	Lake	80,830	AVC
BARTHOLOMEW COUNTY PUBLIC LIBRARY	Bartholomew	76,418	CompuTrain
KOKOMO-HOWARD COUNTY PUBLIC LIBRARY	Howard	76,265	CYMA
GARY PUBLIC LIBRARY	Lake	75,242	Accufund
NEW ALBANY-FLOYD COUNTY PUBLIC LIBRARY	Floyd	74,578	Boyce Key Fund
MUNCIE-CENTER TOWNSHIP PUBLIC LIBRARY	Delaware	72,100	Banyon Data Systems
ANDERSON PUBLIC LIBRARY	Madison	70,954	Kintera Fundware

LA PORTE COUNTY PUBLIC LIBRARY	La Porte	64,696	Blackbaud Fundware
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY	Clark	59,062	AVC
HANCOCK COUNTY PUBLIC LIBRARY	Hancock	58,997	BUCS Fund Accounting
MORGAN COUNTY PUBLIC LIBRARY	Morgan	55,921	AVC
MORRISSON REEVES LIBRARY	Wayne	51,760	AVC
CHARLESTOWN CLARK COUNTY PUBLIC LIBRARY	Clark	51,170	Blackbaud Fundware
AVON-WASHINGTON TOWNSHIP PUBLIC LIBRARY	Hendricks	44,764	Blackbaud Fundware
SHELBY COUNTY PUBLIC LIBRARY	Shelby	44,436	AVC
CROWN POINT COMMUNITY PUBLIC LIBRARY	Lake	41,810	Banyon Data Systems
NEW CASTLE-HENRY COUNTY PUBLIC LIBRARY	Henry	40,389	AVC
BROWNSBURG PUBLIC LIBRARY	Hendricks	40,258	Blackbaud Fundware
HARRISON COUNTY PUBLIC LIBRARY	Harrison	39,364	CompuTrain
OHIO TOWNSHIP PUBLIC LIBRARY SYSTEM	Warrick	37,749	Banyon Data Systems
GOSHEN PUBLIC LIBRARY	Elkhart	37,608	CompuTrain LAP
LA GRANGE COUNTY PUBLIC LIBRARY	La Grange	37,128	Peachtree
PUTNAM COUNTY PUBLIC LIBRARY	Putnam	36,273	
MICHIGAN CITY PUBLIC LIBRARY	Laporte	35,339	Banyon Data Systems
JACKSON COUNTY PUBLIC LIBRARY	Jackson	35,296	AVC
LOGANSPORT-CASS COUNTY PUBLIC LIBRARY	Cass	34,992	CompuTrain
BEDFORD PUBLIC LIBRARY	Lawrence	34,125	Banyon Data Systems
KNOX COUNTY PUBLIC LIBRARY	Knox	33,924	
WESTFIELD-WASHINGTON PUBLIC LIBRARY	Hamilton	32,884	AVC
LAWRENCEBURG PUBLIC LIBRARY	Dearborn	32,807	Banyon Data Systems
JEFFERSON COUNTY PUBLIC LIBRARY	Jefferson	32,428	AVC
JASPER-DUBOIS COUNTY CONTRACTUAL PUBLIC LIBRARY	Dubois	32,247	AVC

GREENWOOD PUBLIC LIBRARY	Johnson	31,658	AVC
JASPER COUNTY PUBLIC LIBRARY	Jasper	31,525	AVC
FRANKFORT COMMUNITY PUBLIC LIBRARY-CLINTON COUNTY CONTRACTUAL PUBLIC LIBRARY	Clinton	30,385	AVC
MARION PUBLIC LIBRARY	Grant	29,817	CompuTrain
EAST CHICAGO PUBLIC LIBRARY	Lake	29,698	FUNDWARE 7.60
WEST LAFAYETTE PUBLIC LIBRARY	Tippecanoe	29,596	
JENNINGS COUNTY PUBLIC LIBRARY	Jennings	28,525	CompuTrain
PLAINFIELD-GUILFORD TOWNSHIP PUBLIC LIBRARY	Hendricks	27,844	Banyon Data Systems
WARSAW COMMUNITY PUBLIC LIBRARY	Kosciusko	27,780	Banyon Data Systems
WELLS COUNTY PUBLIC LIBRARY	Wells	27,188	AVC
GREENSBURG-DECATUR COUNTY CONTRACTUAL PUBLIC LIBRARY	Decatur	25,740	AVC
CRAWFORDSVILLE DISTRICT PUBLIC LIBRARY	Montgomery	24,587	AVC
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY	Boone	24,334	Blackbaud Fundware
FAYETTE COUNTY PUBLIC LIBRARY	Fayette	24,277	AVC
NOBLE COUNTY PUBLIC LIBRARY	Noble	24,218	CompuTrain
SCOTT COUNTY PUBLIC LIBRARY	Scott	24,181	AVC
PENDLETON COMMUNITY PUBLIC LIBRARY	Madison	22,232	CompuTrain
BOONVILLE-WARRICK COUNTY PUBLIC LIBRARY	Warrick	21,940	
HUNTINGTON CITY-TOWNSHIP PUBLIC LIBRARY	Huntington	21,932	AVC
MIDDLEBURY COMMUNITY PUBLIC LIBRARY	Elkhart	21,914	CompuTrain
OWEN COUNTY PUBLIC LIBRARY	Owen	21,575	CompuTrain
SULLIVAN COUNTY PUBLIC LIBRARY	Sullivan	21,475	AVC
LOWELL PUBLIC LIBRARY	Lake	20,591	AVC
ALEXANDRIAN PUBLIC LIBRARY	Posey	19,845	CompuTrain
PLYMOUTH PUBLIC LIBRARY	Marshall	19,601	CompuTrain

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM	Madison	19,500	AVC
WESTCHESTER PUBLIC LIBRARY	Porter	19,396	AVC
PERRY COUNTY PUBLIC LIBRARY	Perry	19,338	CompuTrain
STARKE COUNTY PUBLIC LIBRARY SYSTEM	Starke	18,822	CompuTrain LAP
LEBANON PUBLIC LIBRARY	Boone	18,030	CompuTrain
JAY COUNTY PUBLIC LIBRARY	Jay	17,797	AVC
AURORA PUBLIC LIBRARY DISTRICT	Dearborn	17,240	Banyon Data Systems
KENDALLVILLE PUBLIC LIBRARY	Noble	16,557	Banyon Data Systems
FULTON COUNTY PUBLIC LIBRARY	Fulton	16,391	CompuTrain
TIPTON COUNTY PUBLIC LIBRARY	Tipton	15,936	CompuTrain LAP
ROCKVILLE PUBLIC LIBRARY	Parke	15,901	
PEABODY PUBLIC LIBRARY	Whitley	15,323	Banyon Data Systems
BROWN COUNTY PUBLIC LIBRARY	Brown	15,242	Banyon Data Systems
BLOOMFIELD-EASTERN GREENE COUNTY PUBLIC LIBRARY	Greene	15,014	Banyon Data Systems
CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY	Steuben	14,437	CompuTrain
BEECH GROVE PUBLIC LIBRARY	Marion	14,192	AVC
ECKHART PUBLIC LIBRARY	Dekalb	13,665	American Fundware
MOORESVILLE PUBLIC LIBRARY	Morgan	12,973	CompuTrain
PIKE COUNTY PUBLIC LIBRARY	Pike	12,845	AVC
DANVILLE-CENTER TOWNSHIP PUBLIC LIBRARY	Hendricks	12,167	AVC
MITCHELL COMMUNITY PUBLIC LIBRARY	Lawrence	12,009	AVC
PRINCETON PUBLIC LIBRARY	Gibson	11,864	AVC
SPEEDWAY PUBLIC LIBRARY	Marion	11,812	Fundware
WASHINGTON CARNEGIE PUBLIC LIBRARY	Daviess	11,509	CompuTrain
PERU PUBLIC LIBRARY	Miami	11,417	

YORKTOWN PUBLIC LIBRARY	Delaware	11,415	Keystone Key Budget
LINCOLN HERITAGE PUBLIC LIBRARY	Spencer	11,347	Quickbooks Pro 25
FRANKLIN COUNTY PUBLIC LIBRARY DISTRICT	Franklin	11,123	AVC
FORTVILLE-VERNON TOWNSHIP PUBLIC LIBRARY	Hancock	11,005	AVC
BATESVILLE MEMORIAL PUBLIC LIBRARY	Ripley	10,852	CompuTrain
CRAWFORD COUNTY PUBLIC LIBRARY	Crawford	10,713	
ADAMS PUBLIC LIBRARY SYSTEM	Adams	10,698	CompuTrain
WABASH CARNEGIE PUBLIC LIBRARY	Wabash	10,666	AVC
SWITZERLAND COUNTY PUBLIC LIBRARY	Switzerland	10,613	AVC
MONTICELLO-UNION TOWNSHIP PUBLIC LIBRARY	White	10,561	CompuTrain
PULASKI COUNTY PUBLIC LIBRARY	Pulaski	10,383	AVC
HAMILTON NORTH PUBLIC LIBRARY	Hamilton	10,368	CompuTrain
OSGOOD PUBLIC LIBRARY	Ripley	10,307	AVC
SALEM-WASHINGTON TOWNSHIP PUBLIC LIBRARY	Washington	10,176	CompuTrain
NAPPANEE PUBLIC LIBRARY	Elkhart	10,082	CompuTrain LAP
HUNTINGBURG PUBLIC LIBRARY	Dubois	9,642	CompuTrain
SPENCER COUNTY PUBLIC LIBRARY	Spencer	9,605	CompuTrain (payroll only)
NEWTON COUNTY PUBLIC LIBRARY	Newton	9,235	AVC
GARRETT PUBLIC LIBRARY	Dekalb	9,175	AVC
GAS CITY-MILL TOWNSHIP PUBLIC LIBRARY	Grant	9,126	CompuTrain
CLINTON PUBLIC LIBRARY	Vermillion	9,119	AVC
BREMEN PUBLIC LIBRARY	Marshall	8,902	CompuTrain
ALEXANDRIA-MONROE PUBLIC LIBRARY	Madison	8,786	AVC
WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY	Laporte	8,664	
WINCHESTER COMMUNITY PUBLIC LIBRARY	Randolph	8,622	AVC
BRAZIL PUBLIC LIBRARY	Clay	8,471	CompuTrain

LINTON PUBLIC LIBRARY	Greene	8,447	Banyon Data Systems
SYRACUSE-TURKEY CREEK TOWNSHIP PUBLIC LIBRARY	Kosciusko	8,428	AVC
FORT BRANCH-JOHNSON TOWNSHIP PUBLIC LIBRARY	Gibson	8,291	AVC
DELPHI PUBLIC LIBRARY	Carroll	7,724	CompuTrain LAP
CENTERVILLE-CENTER TOWNSHIP PUBLIC LIBRARY	Wayne	7,579	AVC
UNION COUNTY PUBLIC LIBRARY	Union	7,516	AVC
WAKARUSA-OLIVE & HARRISON TOWNSHIP PUBLIC LIBRARY	Elkhart	7,503	
VERMILLION COUNTY PUBLIC LIBRARY	Vermillion	7,093	
BROWNSTOWN PUBLIC LIBRARY	Jackson	7,080	AVC
FREMONT PUBLIC LIBRARY	Steuben	7,041	CompuTrain
BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY	Elkhart	6,945	
LIGONIER PUBLIC LIBRARY	Noble	6,761	
COVINGTON-VEEDERSBURG PUBLIC LIBRARY	Fountain	6,683	AVC
NORTH WEBSTER COMMUNITY PUBLIC LIBRARY	Kosciusko	6,661	
GREENTOWN & EASTERN HOWARD SCHOOL PUBLIC LIBRARY	Howard	6,487	CompuTrain
RUSHVILLE PUBLIC LIBRARY	Rush	6,341	
HARTFORD CITY PUBLIC LIBRARY	Blackford	6,220	
OHIO COUNTY PUBLIC LIBRARY	Ohio	6,128	Banyon Data Systems
NORTH MANCHESTER PUBLIC LIBRARY	Wabash	6,112	AVC
PAOLI PUBLIC LIBRARY	Orange	6,031	CompuTrain LAP
LOOGOOTEE PUBLIC LIBRARY	Martin	5,853	AVC
CLAYTON-LIBERTY TOWNSHIP PUBLIC LIBRARY	Hendricks	5,772	
MELTON PUBLIC LIBRARY	Orange	5,760	CompuTrain
CHURUBUSCO PUBLIC LIBRARY	Whitley	5,327	CompuTrain
CAMBRIDGE CITY PUBLIC LIBRARY	Wayne	5,306	AVC

THORNTOWN PUBLIC LIBRARY	Boone	5,105	CompuTrain
WHITING PUBLIC LIBRARY	Lake	4,997	AVC
SOUTH WHITLEY-CLEVELAND TOWNSHIP PUBLIC LIBRARY	Whitley	4,873	CompuTrain
SHERIDAN PUBLIC LIBRARY	Hamilton	4,858	AVC
MILFORD PUBLIC LIBRARY	Kosciusko	4,770	AVC
POSEYVILLE CARNEGIE PUBLIC LIBRARY	Posey	4,727	AVC
NEW CARLISLE & OLIVE TOWNSHIP PUBLIC LIBRARY	St Joseph	4,704	CompuTrain LAP
MIDDLETOWN FALL CREEK TOWNSHIP PUBLIC LIBRARY	Henry	4,612	AVC
NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY	Starke	4,541	AVC
BICKNELL-VIGO TOWNSHIP PUBLIC LIBRARY	Knox	4,516	AVC
EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY	Johnson	4,384	AVC
ATTICA PUBLIC LIBRARY	Fountain	4,354	AVC
BENTON COUNTY PUBLIC LIBRARY	Benton	4,242	
FAIRMOUNT PUBLIC LIBRARY	Grant	4,239	
OWENSVILLE CARNEGIE PUBLIC LIBRARY	Gibson	4,026	CompuTrain
BERNE PUBLIC LIBRARY	Adams	3,999	CompuTrain LAP
ARGOS PUBLIC LIBRARY	Marshall	3,850	CompuTrain
BARTON REES POGUE MEMORIAL PUBLIC LIBRARY	Grant	3,845	Quickbooks
OAKLAND CITY-COLUMBIA TOWNSHIP PUBLIC LIBRARY	Gibson	3,830	AVC
BELL MEMORIAL PUBLIC LIBRARY	Kosciusko	3,817	CompuTrain
TYSON LIBRARY ASSOCIATION, INC	Ripley	3,685	Quickbooks
UNION CITY PUBLIC LIBRARY	Randolph	3,584	AVC
ORLEANS TOWN & TOWNSHIP PUBLIC LIBRARY	Orange	3,555	CompuTrain
HAGERSTOWN-JEFFERSON TOWNSHIP PUBLIC LIBRARY	Wayne	3,482	AVC
MONON TOWN & TOWNSHIP PUBLIC LIBRARY	White	3,282	CompuTrain

WATERLOO-GRANT TOWNSHIP PUBLIC LIBRARY	Dekalb	3,276	CompuTrain
BROOKSTON-PRAIRIE TOWNSHIP PUBLIC LIBRARY	White	3,180	
BOURBON PUBLIC LIBRARY	Marshall	3,152	CompuTrain
CULVER-UNION TOWNSHIP PUBLIC LIBRARY	Marshall	3,088	CompuTrain
WALKERTON-LINCOLN TOWNSHIP PUBLIC LIBRARY	St Joseph	3,056	Surpass Central
AKRON CARNEGIE PUBLIC LIBRARY	Fulton	3,048	AVC
PIERCETON & WASHINGTON TOWNSHIP PUBLIC LIBRARY	Kosciusko	2,996	
ODON WINKELPLECK PUBLIC LIBRARY	Daviess	2,840	
FLORA-MONROE TOWNSHIP PUBLIC LIBRARY	Carroll	2,797	CompuTrain
BUTLER PUBLIC LIBRARY	Dekalb	2,684	CompuTrain LAP
MONTPELIER-HARRISON TOWNSHIP PUBLIC LIBRARY	Blackford	2,640	
WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY	Cass	2,490	AVC
DUNKIRK PUBLIC LIBRARY	Jay	2,362	AVC
WILLIAMSPORT-WASHINGTON TOWNSHIP PUBLIC LIBRARY	Warren	2,298	AVC
SPICELAND TOWN-TOWNSHIP PUBLIC LIBRARY	Henry	2,279	
COATESVILLE-CLAY TOWNSHIP PUBLIC LIBRARY	Hendricks	2,256	
CONVERSE-JACKSON TOWNSHIP PUBLIC LIBRARY	Miami	2,228	
JASONVILLE PUBLIC LIBRARY	Greene	2,222	
KNIGHTSTOWN PUBLIC LIBRARY	Henry	2,182	
WASHINGTON TOWNSHIP PUBLIC LIBRARY	Randolph	2,172	
KENTLAND-JEFFERSON TOWNSHIP PUBLIC LIBRARY	Newton	2,140	CompuTrain
ANDREWS-DALLAS TOWNSHIP PUBLIC LIBRARY	Huntington	2,114	
WORTHINGTON JEFFERSON TOWNSHIP PUBLIC LIBRARY	Greene	2,094	
WARREN PUBLIC LIBRARY	Huntington	2,049	
REMINGTON-CARPENTER TOWNSHIP PUBLIC LIBRARY	Jasper	1,953	AVC

VAN BUREN PUBLIC LIBRARY	Grant	1,934	CompuTrain
DARLINGTON PUBLIC LIBRARY	Montgomery	1,915	
LADOGA-CLARK TOWNSHIP PUBLIC LIBRARY	Montgomery	1,841	
WANATAH PUBLIC LIBRARY	Laporte	1,833	
SWAYZEE PUBLIC LIBRARY	Grant	1,779	
JONESBORO PUBLIC LIBRARY	Grant	1,756	
ROANOKE PUBLIC LIBRARY	Huntington	1,722	
WAVELAND-BROWN TOWNSHIP PUBLIC LIBRARY	Montgomery	1,719	
ROANN PAW-PAW TOWNSHIP PUBLIC LIBRARY	Wabash	1,691	
ROACHDALE-FRANKLIN TOWNSHIP PUBLIC LIBRARY	Putnam	1,690	
BROOK-IROQUOIS-WASHINGTON TOWNSHIP PUBLIC LIBRARY	Newton	1,680	AVC
OTTERBEIN PUBLIC LIBRARY	Benton	1,619	Banyon Data Systems
OXFORD PUBLIC LIBRARY	Benton	1,581	
JOYCE PUBLIC LIBRARY	Steuben	1,577	
WOLCOTT COMMUNITY PUBLIC LIBRARY	White	1,553	
ROYAL CENTER-BOONE TOWNSHIP PUBLIC LIBRARY	Cass	1,484	
COLFAX-PERRY TOWNSHIP PUBLIC LIBRARY	Clinton	1,459	
MONTEZUMA PUBLIC LIBRARY	Parke	1,438	AVC
KINGMAN-MILLCREEK PUBLIC LIBRARY	Fountain	1,406	
FRANCESVILLE-SALEM TOWNSHIP PUBLIC LIBRARY	Pulaski	1,399	
KEWANNA-UNION TOWNSHIP PUBLIC LIBRARY	Fulton	1,397	
CAMDEN-JACKSON TOWNSHIP PUBLIC LIBRARY	Carroll	1,391	
KIRKLIN PUBLIC LIBRARY	Clinton	1,380	
FARMLAND PUBLIC LIBRARY	Randolph	1,333	AVC
LINDEN CARNEGIE PUBLIC LIBRARY	Montgomery	1,272	

PENN TOWNSHIP PUBLIC LIBRARY	Jay	1,239	
WEST LEBANON-PIKE TOWNSHIP PUBLIC LIBRARY	Warren	1,221	
GOODLAND & GRANT TOWNSHIP PUBLIC LIBRARY	Newton	1,189	
MONTEREY-TIPPECANOE TOWNSHIP PUBLIC LIBRARY	Pulaski	1,104	
BOSWELL-GRANT TOWNSHIP PUBLIC LIBRARY	Benton	1,056	
LA CROSSE PUBLIC LIBRARY	La Porte	935	CompuTrain
HENRY HENLEY PUBLIC LIBRARY	Rush	927	
RIDGEVILLE PUBLIC LIBRARY	Randolph	803	
DUBLIN PUBLIC LIBRARY	Wayne	790	
NEW HARMONY WORKINGMEN'S INSTITUTE	Posey	789	CompuTrain
SHOALS PUBLIC LIBRARY	Martin	756	
MATTHEWS PUBLIC LIBRARY	Grant	596	
EARL PARK PUBLIC LIBRARY	Benton	542	
YORK TOWNSHIP PUBLIC LIBRARY	Benton	181	

Chapter 13

Library Capital Projects Fund (LCPF)

On March 19, 2012, Governor Mitch Daniels signed into law House Enrolled Act 1072 ("HEA 1072"). Section 124 of HEA 1072 amends IC 36-12-12-5 so that a library board is no longer required to submit its resolution establishing a capital projects fund ("CPF") and its CPF plan to the Department of Local Government Finance ("Department") and the Department can no longer require that a Notice of Submission be provided to taxpayers.

Instead, if the library board passes a resolution establishing a CPF and the appropriate fiscal body or bodies approve the CPF plan, the library board must publish a Notice of Adoption in accordance with IC 5-3-1-2(i).

Ten or more taxpayers who will be affected by the adopted plan may file a petition with the county auditor of a county in which the library district is located not later than ten days after the publication of the Notice of Adoption. The petition must set forth the taxpayers' objections to the proposed plan and the county auditor must immediately certify the petition to the Department.

This amendment takes effect July 1, 2012.

A. How can the LCPF be used?

1) A facility used or to be used by the Library District
   (a) planned construction, repair, replacement or remodeling
   (b) site acquisition
   (c) site development
   (d) repair, replacement or site acquisition that is necessitated by an emergency
2) the purchase, lease or repair of equipment to be used by the Library District
3) The purchase, lease, upgrading, maintenance or repair of computer hardware or software including hiring a computer expert to manage the computer operations, purchase and/or subscription to online databases

B. How does one do the bookkeeping of a Library Capital Projects Fund?

The LCPF is set up as a separate ledger account using the same format as a gift fund, 3 columns: received, disbursed, and balance.

If more detail is wanted, a separate hand or computer ledger with columns for each LCPF line item can be set up in the same format as the Library Financial and Appropriation Record.

A sample of the Library Financial and Appropriation Record can be found in the Appendix (A-1) of the Accounting and Uniform Compliance Guidelines Manual for Libraries (reissued 2010).

New legislation in 2012 session eliminates the need to submit the plan to the DLGF with the advertisement requirements. These duties are conducted by the County Auditor.

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 924-1629

MEMORANDUM

TO: **Library Directors**

FROM: **Dan Jones, Assistant Budget Director**

SUBJECT: **Library Capital Projects Fund (IC 36-12-12)**

DATE: **June 26, 2013**

INTRODUCTION

The purpose of this Bulletin is to outline the provisions governing the Library Capital Projects Fund ("LCPF"). This Bulletin supersedes all previous LCPF Bulletins and includes a Glossary of Terms and guidance for completing the LCPF Summary Page.

PLEASE NOTE: This memorandum is intended to be an informative bulletin; it is not a substitute for reading the law.

The LCPF is a fund for which a Library District may levy property taxes to be used to pay for the following (IC 36-12-12-2):

a) a facility used or to be used by the Library District, including:
   1) Planned construction, repair, replacement or remodeling;
   2) Site acquisition;
   3) Site development; and
   4) Repair, replacement or site acquisition that is necessitated by an emergency;

b) the purchase, lease, or repair of equipment to be used by the Library District; and

c) the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

Before a Library board may collect property taxes for an LCPF in a particular year, the Library Board must, **after January 1 and before May 15** of the immediately proceeding year (IC 36-12-12-3):

a) hold a public hearing on a proposed Library Capital Projects Plan ("Plan");

b) pass a resolution to adopt a Plan; and

c) submit the Plan for approval or rejection by the appropriate fiscal body.

TIMELINE FOR ESTABLISHING AN LCPF

Steps 1 through 4 must be completed after January1 and ***before*** May 15 (IC 36-12-12-3).

1) The Library board prepares a proposed **LCPF Plan** and **LCPF Plan Summary** in the year **before** the taxes are to be collected. This Plan must specify anticipated expenditures along with revenue estimates, tax rates to be charged, and estimated assessed valuation. The Plan must apply to at least the three years immediately following the year the Plan is adopted. The format of the LCPF Plan is included in this memo. The library board may, for each year in which a Plan is adopted, impose a property tax rate that does not exceed **$.0167** per $100 of assessed valuation as provided by IC 36-12-12-10. The LCPF levy is within the maximum property tax levy limit.

2) Pursuant to IC 36-12-12-3, the Library board must give at least a ten-day Notice of Public Hearing on the proposed LCPF Plan. A sample of the hearing notice advertisement is included in this memo. **The notice of the public hearing shall be published one time in two newspapers published within the Library District at least ten days before the date of the hearing.** If there are not two newspapers published within the Library District, publication in one newspaper published within the Library District is sufficient (see IC 5-3-1-4). This notice must specify planned expenditures and Allocations for Future Projects, estimates of revenue, proposed tax rates, and estimated assessed valuation for a minimum of three years.

3) Pursuant to IC 36-12-12-4, after considering the comments and contentions presented at the public hearing, the Library board may pass a resolution to adopt the proposed Plan. The secretary of the Library board shall submit a copy of the Plan to the appropriate fiscal body **not later than ten days after the Library board passes the resolution,** along with a certificate stating that the submission is a complete transcript of the proceedings to adopt the Plan. The following documents should be maintained in the Library offices for public inspection:

   a) a certified copy of the Plan adopted by the Library board;
   b) proper proofs of publication; and
   c) a copy of the Library board's resolution adopting the Plan.

4) Under IC 36-12-12-4, the fiscal body shall hold a public hearing on the Plan not later than 30 days after receiving a certified copy of the Plan. This hearing should be advertised one time at least ten days prior to the hearing in accordance with IC 5-3-1-2 and 4. The advertisement should include the date, time, and location of the hearing, but does not need to include the complete Plan summary. Sample fiscal body notices are included in this memo. The appropriate fiscal body, as specified in IC 36-12-12-4, is:

   a) The Town Council if the Library District is located entirely within the corporate boundaries of a town.

   b) The City Common Council if the Library District is located entirely within the corporate boundaries of a city.

c) The Township Advisory Board if the Library District is not located entirely within the corporate boundaries of a city or town but is located entirely within the corporate boundaries of a Township.

d) The Common Council of each county in which the Library District is located if the Library District is not located entirely within the corporate boundaries of a city, town, or single township.

e) The City-County Council if the Library District is not located entirely within the corporate boundaries of a city, town, or township and is located in a county with a consolidated city.

5) The fiscal body will either reject or approve the Plan **before August 1** of the year the Plan is received (IC 36-12-12-4) (See sample RESOLUTION OF APPROPRIATE FISCAL BODY form included in this memo). If the Plan is approved by the fiscal body, the Library board shall publish a Notice of Adoption as required by IC 36-12-12-5 and in accordance with IC 5-3-1-2(i) (meaning one time within 30 days after the date of the adoption). Ten or more taxpayers who may be affected by the Plan may file a petition with the county auditor setting forth the taxpayers' objections to the Plan. The county auditor shall immediately certify the petition to the Department of Local Government Finance ("Department").

6) The Department will, within a reasonable time, fix a date for a local hearing on the petition filed. The hearing will be held in a county in which the Library District is located and the Department will notify:

   a) the Library board, and
   b) the first ten taxpayers whose names appear upon the petition.

   This notice will be given at leave five days before the date of the hearing (IC 36-12-12-6).

7) After a hearing on the petition, the Department will certify its approval, disapproval, or modification of the Plan to the Library Board and the county auditor. The action of the Department with respect to the Plan is final. The Library board or a taxpayer who signed the objection petition may appeal the Department's decision to the Tax Court not more than 45 days after the Department certifies its determination (IC 36-12-12-7).

8) If no objection petition is filed with the county auditor, **within seven days following the close of the 10-day objection period, the unit must submit proofs of publication of the Notice of Public Hearing and Notice of Adoption, along with a copy of the resolution establishing the Plan, a copy of the Plan, and a copy of the county auditor's Certificate of No Remonstrance to the Department**. Upon receipt, the Department will issue a determination approving, modifying, or denying the Plan. Please note that it is the Library's responsibility to obtain the auditor's Certificate of No Remonstrance from the county auditor and forward it to the Department.

BUDGET APPROVAL

In addition to annually adopting the Plan, the Library District must incorporate the Plan into the Library budget and advertisement for the ensuing year in accordance with IC 6-1.1-17 to receive funding. All budget forms are to be used in preparing the annual budget for the LCPF. Budget Form 4-B is commonly referred to as the 16-line statement. Line 1 of Form 4-B is the annual budget appropriation for the ensuing year. Items 1 through 6 of the Plan Summary Page are to be included on Line 1of Form 4-B. The Allocation for Future Projects (Item 7 of the Plan Summary Page) is included on Line 11 of Form 4-B. Line 11 is referred to as the operating balance.

The Library board will advertise and adopt the appropriations and levy for the LCPF annually, consistent with the budget calendar. Even though the rate is not advertised with the annual budget, it must be adopted in the Plan and included on Budget Form 4B.

The Library board will supply to the Department copies of the Plan and Department-approval determination for review of the annual budget. The budget certification issued by the Department will approve LCPF appropriations, tax rates, and levies where they are consistent with an approved Plan.

EMERGENCY AMENDMENT OF PLAN

Indiana Code 36-12-12-9 allows a Library board to amend its Plan because of an emergency. Under IC 36-12-12-1, "emergency" means:

a) when used with respect to repair or replacement due to damage from a fire, flood, windstorm, mechanical failure of any part of a structure, or other unforeseeable circumstance; and
b) when used with respect to site acquisition, the unforeseeable availability of real property for purchase.

The Plan may be amended due to an emergency to:

a) provide money for the purposes of repair or replacement due to damage or for site acquisition; or
b) to supplement money accumulated in the Emergency Allocation of the Plan.

The following steps must be completed to amend a Plan:

1) When an emergency arises and the need for funds exceeds the amount accumulated in the Emergency Allocation, the Library board must immediately apply to the Department for a determination that an emergency exists. The Department should be notified by telephone and in writing (preferably by fax or email) of the Library's request for approval of an amendment to its Plan. The request for a determination should include identification of where in the library system the emergency occurred, a description of the emergency, the proposed amendment, and the changes and additions to the expenditures and revenue by Plan year necessary to amend the Plan. The Library director may contact the Assistant Director of the Budget Division at (317) 232-0651 regarding the amendment. Determination requests may be faxed to the Department at (317) 974-1629.

2) After the Department issues its determination that an emergency exists, the Library board will amend its Plan at a meeting properly advertised pursuant to the Open Door Law and forward its resolution to the Department. The amendment is not subject to the deadlines and procedures for adoption of the original Plan. The resolution must reduce a designated project(s) and increase the Emergency Allocation. If the amendment requires use of any part of the Allocation for Future Projects, the library will also need to process an additional appropriation.

3) The resolution is subject to modification by the Department. An amendment adopted may require the payment of eligible emergency costs from:
    a) money accumulated in the LCPF for other purposes; or
    b) money to be borrowed from other funds of the Library board or from a financial institution.

4) The amendment may also provide for an increase in the property tax rate for the ensuing budget year for the LCPF to restore money to the fund or to pay principal and interest on a loan. Before the property tax rate may be increased, the Library board must submit a Plan containing the increase to the appropriate fiscal body and obtain the approval of that fiscal body as provided in IC 36-12-12-4. **The increase in the property tax rate for the LCPF is effective for property taxes payable for the year next certified by the Department. However, the rate is not to exceed the maximum rate established by IC 36-12-12-10 and the levy is considered within the maximum levy controls.** Loan repayments and other debts will be given a debt service levy, which falls outside the maximum levy controls.

COMPUTER REPAIR PERSONNEL

A Library may adopt a Plan to pay for the services of full or part-time computer repair personnel. These items should be incorporated into Item 6 on the LCPF SUMMARY (purchase, lease, updating, maintenance, and repair of computer hardware or software).

ALLOCATION FOR FUTURE PROJECTS

The Allocation for Future Projects allows the library to levy property taxes in a current year for expenditure in a future year, **if the specific use is identified in the Plan**. Taxpayers and the Department should be able to clearly determine the proposed use and cost of the future project. When preparing the ensuing year's LCPF budget, the Allocation for Future Projects should be included in Line 11 of Budget Form 4-B. It should not be appropriated, since its expenditure is planned for a future year, as documented in the Plan.

APPROPRIATION IN A YEAR EARLIER THAN PLANNED

An opportunity also exists to convert the projects planned for the future years of the Plan into a current appropriation during the current budget year of the Plan.

The following conditions apply:

a) the Plan must be specific as to the need to be addressed and the manner in which it will be addressed;
b) the Library must proceed with an additional appropriation. The Notice to Taxpayers

of the additional appropriation must state the fund name, a description of the project and the project cost; and

c) this course of action results in the appropriation of all or part of the Plan's current year Allocation for Future Projects.

PLAN FORMAT

The Plan **must be prepared annually** using the following format:

1) General description of the Library District:
    a) Library taxing district area;
    b) name and location of Library, including contact person's name, address, phone number, and e-mail address;
    c) composition of the governing body;
    d) number of employees;
    e) current annual budget in Operating, Library Improvement Reserve ("LIRF") and Bond and Interest Redemption ("BIRF") funds, and LCPF; and
    f) current annual property tax rates and levies for all funds.

2) Listing of present facilities operated and maintained by the Library District:
    a) with respect to each facility:
        1) name and location;
        2) year constructed, leased, or rented;
        3) estimated current value; and
        4) detailed evaluation of condition; and
    b) identification and description of all land owned for future needs.

3) Library Service Area:
    a) area in square miles;
    b) population served; and
    c) annual statistics of service (i.e., circulation of materials, collection size, hours of service, etc.).

4) Anticipated LCPF resources that will be available for the term of the Plan. For each year of the Plan (show also on the Plan Summary Page), include the following:
    a) sources and amounts of anticipated income;
    b) amount of revenue to be retained for expenditures proposed for a later year;
    c) projected assessed valuation of the Library District for each year of the Plan; and
    d) projected tax rates and levies for the LCPF based on the above assessed valuations.

5) Proposed use of the LCPF:
    a) includes, by Plan year and location, the proposed expenditures from the fund for all specific uses within the following areas:
        1) planned facility needs:
            a) new construction;
            b) repair;

c) replacement;
d) remodeling; and
e) lease or rental of existing real estate;

2) acquisition of real property;
3) site development;
4) Emergency Allocation (repair or replacement necessitated by emergency or for site acquisition);
5) purchase, lease, repair, and maintenance of equipment:
   a) administration;
   b) public use;
   c) mechanical; and
   d) furniture.

6) Computer hardware and software:
   a) purchase, lease, or upgrading; and
   b) maintenance and repair.

B) Includes, by Plan year, location and project or specific purpose of allocation for proposed expenditures beyond the upcoming budget year (Allocation for Future Projects).

Failure to comply with the above format may be cause for denial of the proposed Plan.

DISCONTINUING THE LCPF

The General Assembly combined the library operating fund and the LCPF for purposes of performing the maximum levy calculation. As a result, little incentive remains for a library to undergo the annual process of updating and adopting a new Plan. A library may decide to discontinue the planning process and combine the remaining LCPF balance with the operating fund balance or the rainy day fund balance, or both.

The procedure for closing the LCPF is to not prepare a new Plan for the ensuing budget year. The existing fund and the certified budget remain in existence until year-end. Both revenues and expenses may be posted to the fund until year-end. In fact, the fund must remain active to receive the final tax distribution, which is typically in December. After the final tax settlement, the fiscal body of the Library may adopt an ordinance to close the fund and transfer the remaining fund balances to either the operating fund or the rainy day fund. The ordinance may direct any remaining balances to one or both funds.

The next year's operating fund budget may be prepared by merging the LCPF fund balances and appropriations into the operating fund in anticipation of closing the LCPF. The budget advertisement for the following year's budget will show the budget and levy amounts for the operating fund as including the LCPF amounts.

NOTE: Libraries that prefer to continue spending from the LCPF must continue to update and adopt the Plan annually.

GLOSSARY OF TERMS

The following definitions apply to the LCPF.

1) **REPAIR** means the restoration of a piece of equipment, a building, or grounds to the original condition of completeness from a worn, damaged, or deteriorated condition.

2) **EQUIPMENT** means a mobile or fixed unit of furniture or furnishings, a machine, an apparatus, an article, or a set of articles that meets all of the following conditions:
(1) It retains its original shape and appearance with use.
(2) It is non-expendable, which means that if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit.
(3) It represents an investment of money that makes it feasible and advisable to capitalize the item.
(4) It does not lose its identity through incorporation into a different or more complex unit or substance.
"Equipment" does not include a vehicle subject to licensing under IC 9.

3) **EMERGENCY** is defined with respect to the LCPF as follows:
   a) repair or replacement due to a fire, flood, windstorm, mechanical failure, or other unforeseen circumstance; or
   b) the unforeseeable availability of real property for purchase.

COMPLETING THE LCPF SUMMARY PAGE

The purpose of the Summary Page is to summarize the expenditures, allocations, transfers, and revenues for the Plan. The general format is the same as the public notices for the Plan.

CURRENT EXPENDITURES is a summary of the planned expenditures noted in each major classification in the Plan for each year of the Plan for all locations.

SUBTOTAL CURRENT EXPENDITURES is the amount of expenditures, which require appropriation, that a Library plans to make in a given year.

ALLOCATION FOR FUTURE PROJECTS is the amount of funds that will accumulate or continue accumulating for projects to be expended in a future year of the Plan. Any Allocation for Future Projects should be clearly noted on the appropriate location page(s) in the Plan. If a Library plans to expend the Allocation in the second or third years of the Plan, this will increase the current expenditures and decrease the Allocation. If a Library does not intend to spend the Allocation in the second or third years, the Allocation for those years should show the total expected to be accumulated at the end of the year. The Allocation budgeted in the third year should include the amount accumulated in years one and two, plus what will be accumulated during year three. The summary page of the Allocation should be a cumulative summation of the Allocation from each location.

CASH BALANCE AVAILABLE TO FUND THE PLAN For Libraries beginning the first year of their first Plan, the beginning cash balance will be zero. For Libraries that have a Plan in effect, the January 1 cash balance of the first year will equal the estimated year-end cash balance

plus the amount of unexpended appropriations. The Plan should explain any unexpended appropriation from the prior year and note the total dollar amount of unexpended appropriations. For the second and third years of the Plan, Libraries should assume that funded appropriations carried forward from the previous year have been exhausted. Under normal circumstances, the projected January 1 cash balance for the second and third years of the Plan will be the prior years' Allocation for Future Projects.

ESTIMATED EXCISE, CVET AND FIT are estimates of revenue prepared in the same manner as the annual budget for other funds.

OTHER REVENUE refers to income to the Fund other than property taxes, such as interest income.

PROJECTED TAX RATE will be the estimated tax rate necessary to fund the Plan.

RESOLUTION TO ADOPT LIBRARY CAPITAL PROJECTS FUND PLAN

This resolution is adopted by the Library Board of _____
(Library Name)
of _____, County, Indiana.
(County Name)

Whereas, a Library Capital Projects Fund has been established; and

Whereas, the Library Board is required under IC 36-12-12-3 to adopt a Plan with respect to the Library Capital Projects Fund; and

Whereas, the Library Board held a public hearing on the Plan on _____
(Date)
at _____.
(Location)

THEREFORE, BE IT RESOLVED by the Library Board that the Plan entitled
_____ of _____
(Title) (Date)
is hereby incorporated by reference into this resolution and is adopted as the Library Board's Plan with respect to the Library Capital Projects Fund.

BE IT FURTHER RESOLVED that the Library Board will submit a certified copy of this resolution (including the adopted Plan) to the appropriate local fiscal body for review and the Department of Local Government Finance under IC 36-12-12-4.

ADOPTED THIS _____ DAY OF _____, 20____.

AYE	**NAY**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

_____
Secretary of Library Board

Certificate of Submission to Appropriate Fiscal Body

I, THE UNDERSIGNED REPRESENTATIVE OF _____ PUBLIC
(Name of Library)
LIBRARY, _____ COUNTY, INDIANA, DO HEREBY CERTIFY TO THE _____

_____ OF _____, _____,
(Appropriate Fiscal Body) (Unit) (County)
INDIANA, THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE

PROCEEDINGS HELD WITH RESPECT TO THE LIBRARY CAPITAL PROJECTS FUND

PLAN ADOPTED BY THE ABOVE NAMED LIBRARY AT A MEETING HELD ON

_____.
(Date)

NOTICE

PURSUANT TO IC 36-12-12-4, THE APPROPRIATE FISCAL BODY SHALL HOLD A PUBLIC HEARING ON THIS ISSUE NOT LATER THAN 30 DAYS AFTER RECEIVING A CERTIFIED COPY OF THE PLAN AND EITHER REJECT OR APPROVE THE PLAN BEFORE AUGUST 1 OF THE YEAR THAT THE PLAN IS RECEIVED.

Submitted this _____ day of _____, 20____ to the above named fiscal body.

_____
(Signature of Secretary of Library Board)

Instructional Note: The "Submitted" date is the date the LCPF Plan was *forwarded* to the appropriate fiscal body.

RESOLUTION OF APPROPRIATE FISCAL BODY OF ACTION ON LIBRARY CAPITAL PROJECTS PLAN

WHEREAS, the _____ has adopted a Library Capital Projects Plan
(Name of Library)

as provided for in IC 36-12-12, be it resolved that the _____, being the
(Name of Fiscal Body)

appropriate Fiscal Body for the _____ as designated in IC 36-12-12-4,
(Name of Library)

does hereby _____ the Plan as received by this body on the _____ day
(Approve/Reject)

of _____, 20___.

ADOPTED THIS _____ DAY OF _____, 20____.

AYE	NAY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

_____
Secretary of Fiscal Body

Instructional Note: Must be adopted before August 1 of the current year.

NOTICE TO TAXPAYERS OF _____ PUBLIC LIBRARY

Notice is hereby given to the taxpayers of _____, _____ County, that the Library Board
(Library Name) (County Name)

will meet at _____, on _____ for the purpose of considering a proposal to establish a
(Location) (Date and Time)

Library Capital Projects Fund Plan under IC 36-12-12. The following is a general outline of the proposed Plan.

CURRENT EXPENDITURES		20___	20 ___	20 ___
(1)	Planned construction, repair, replacement, or remodeling	_____	_____	_____
(2)	Acquisition of real property	_____	_____	_____
(3)	Site development	_____	_____	_____
(4)	Emergency Allocation	_____	_____	_____
(5)	Purchase, lease, or repair of equipment	_____	_____	_____
(6)	Purchase, lease, upgrading, repair, and maintenance of computer hardware and computer software	_____	_____	_____
SUBTOTAL CURRENT EXPENDITURES		_____	_____	_____
(7)	Allocation for Future Projects (cumulative totals)	_____	_____	_____
TOTAL EXPENDITURES AND ALLOCATIONS		_____	_____	_____
SOURCES AND ESTIMATES OF REVENUE				
(1) January 1 cash balance (for each year of Plan)		_____	_____	_____
(2) Less encumbered appropriations		_____	_____	_____
(3) Cash balance available for current Plan [(1) minus (2)]		_____	_____	_____
(4) Plus property tax revenue		_____	_____	_____
(5) Plus auto excise, CVET, and Financial Institutions Tax receipts		_____	_____	_____
(6) Plus other revenue		_____	_____	_____
TOTAL FUNDS AVAILABLE FOR PLAN		_____	_____	_____
Based upon an anticipated assessed valuation of		_____	_____	_____
The projected tax rate for the Library Capital Projects Fund will be		_____	_____	_____

Taxpayers are invited to attend the meeting for a more detailed explanation of the Plan and to exercise their right to be heard on the proposal.

(Show names and titles
of board members.)

(_____
(_____
(_____
(_____
(_____
(_____
(_____

Attest:

_____
Secretary of Library Board
Date:

Township: Sample Notice to Taxpayers by Fiscal Body (LCPF)

NOTICE TO TAXPAYERS

The Township Board of _____Township, _____County, Indiana, will hold a public hearing on the _____ day of _____, 20___, at _____a.m./p.m. at the office of the _____ Township Trustee, _____, Indiana, for
(address)
the purpose of rejecting or approving the Library Capital Projects Fund Plan for the years 20__-20__, for the _____.
(Name of Library)

_____
Township Trustee

County: Sample Notice to Taxpayers by Fiscal Body (LCPF)

NOTICE TO TAXPAYERS

The _____County Council, _____County, Indiana, will hold a public hearing on the _____ day of _____, 20___, at _____a.m./p.m. at the _____, _____, Indiana,
(location of meeting) (address)
for the purpose of rejecting or approving the Library Capital Projects Fund Plan for the years 20__-20__, for the _____.
(Name of Library)

_____
County Auditor

City or Town: Sample Notice to Taxpayers by Fiscal Body (LCPF)

NOTICE TO TAXPAYERS

The _____City (or Town) Council, _____County, Indiana, will hold a public hearing on the _____ day of _____, 20___, at _____a.m./p.m. at the _____, _____, Indiana,
(location of meeting) (address)
for the purpose of rejecting or approving the Library Capital Projects Fund Plan for the years 20__-20__, for the _____.
(Name of Library)

_____
Clerk-Treasurer

(LCPF AMENDMENT NOTICE)
NOTICE TO TAXPAYERS OF _____ PUBLIC LIBRARY

Notice is hereby given to the taxpayers of _____, _____ County, that: the Library Board
(Library Name) (County Name)
met at _____, on _____ because the Library Board determined that the Library Capital
(Location) (Date and Time)
Projects Fund Plan it adopted for the years 20__-20__ required amendment; and that the Library Board did adopt a resolution to amend said Plan at the meeting. A brief description of the amendment is as follows:

_____
_____
_____
_____

The following is a general outline of the Plan as amended:

CURRENT EXPENDITURES		20___	20___	20___
(1)	Planned construction, repair, replacement, or remodeling	_____	_____	_____
(2)	Acquisition of real property	_____	_____	_____
(3)	Site development	_____	_____	_____
(4)	Emergency Allocation	_____	_____	_____
(5)	Purchase, lease, or repair of equipment	_____	_____	_____
(6)	Purchase, lease, upgrading, repair, and maintenance of computer hardware and computer software	_____	_____	_____
SUBTOTAL CURRENT EXPENDITURES		_____	_____	_____
(7)	Allocation for Future Projects (cumulative totals)	_____	_____	_____
TOTAL EXPENDITURES AND ALLOCATIONS		_____	_____	_____
SOURCES AND ESTIMATES OF REVENUE				
(1) January 1 cash balance (for each year of Plan)		_____	_____	_____
(2) Less encumbered appropriations		_____	_____	_____
(3) Cash balance available for current Plan [(1) minus (2)]		_____	_____	_____
(4) Plus property tax revenue		_____	_____	_____
(5) Plus auto excise, CVET, and Financial Institutions Tax receipts		_____	_____	_____
(6) Plus other revenue		_____	_____	_____
TOTAL FUNDS AVAILABLE FOR PLAN		_____	_____	_____
Based upon an anticipated assessed valuation of		_____	_____	_____
The projected tax rate for the Library Capital Projects Fund will be		_____	_____	_____

Taxpayers are invited to attend the meeting for a more detailed explanation of the Plan and to exercise their right to be heard on the proposal.

(Show names and titles
of board members.)

(_____
(_____
(_____
(_____
(_____
(_____
(_____

Attest:

_____
Secretary of Library Board
Date:

NOTE: PROOFS OF PUBLICATION AND COUNTY AUDITOR'S CERTIFICATE OF NO REMONSTRANCE MUST BE FORWARDED TO THE DEPARTMENT NOT LATER THAN SEVEN DAYS FOLLOWING THE CLOSE OF THE OBJECTION PERIOD.

NOTICE OF ADOPTION

Notice is hereby given to the taxpayers of _____, _____ County, that the Library Board
(Library Name) (County Name)
met at _____, on _____ to adopt a Library Capital Projects Fund Plan for the years
(Location) (Date and Time)
20__-20__. The proper legal officers of _____ are hereby required by IC 36-12-12-5 to publish the
(Library Name)
following notice:

CURRENT EXPENDITURES		20___	20 ___	20 ___
(1)	Planned construction, repair, replacement, or remodeling	_____	_____	_____
(2)	Acquisition of real property	_____	_____	_____
(3)	Site development	_____	_____	_____
(4)	Emergency Allocation	_____	_____	_____
(5)	Purchase, lease, or repair of equipment	_____	_____	_____
(6)	Purchase, lease, upgrading, repair, and maintenance of computer hardware and computer software	_____	_____	_____
SUBTOTAL CURRENT EXPENDITURES		_____	_____	_____
(7)	Allocation for Future Projects (cumulative totals)	_____	_____	_____
TOTAL EXPENDITURES AND ALLOCATIONS		_____	_____	_____
SOURCES AND ESTIMATES OF REVENUE				
(1) January 1 cash balance (for each year of Plan)		_____	_____	_____
(2) Less encumbered appropriations		_____	_____	_____
(3) Cash balance available for current Plan [(1) minus (2)]		_____	_____	_____
(4) Plus property tax revenue		_____	_____	_____
(5) Plus auto excise, CVET, and Financial Institutions Tax receipts		_____	_____	_____
(6) Plus other revenue		_____	_____	_____
TOTAL FUNDS AVAILABLE FOR PLAN		_____	_____	_____
Based upon an anticipated assessed valuation of		_____	_____	_____
The projected tax rate for the Library Capital Projects Fund will be		_____	_____	_____

Ten or more taxpayers in the library district who will be affected by the Plan may file a petition with the county auditor of _____ County, not later that than ten days after publication of this notice, setting forth their objections to the Plan. Upon filing of the petition, the county auditor shall immediately certify the same to the Department of Local Government Finance, which will fix a date and conduct a public hearing on the Plan before issuing its approval, modification, or disapproval thereof.

(Show names and titles
of board members.)

(_____
(_____
(_____
(_____
(_____
(_____
(_____

Attest:

_____
Secretary of Library Board
Date:

Procedure Checklist

Have you included:	Y/N
Cover page with contact name, address, e-mail, phone number and fax number	_____
Proof of publication of public hearing held by Library Board	_____
Certificate of Submission from Library Board to fiscal body	_____
Proof of publication of public hearing held by fiscal body	_____
Proof of publication of notice of adoption	
Auditor's Certificate of No Remonstrance	_____
Certified Plan in which the following have been addressed:	_____
General Description	_____
Area of Library District	
Name of location of Library, including contact person's information	
Composition of governing body	
Number of employees	
Current annual budget, property tax rates, and levies for all funds	
List of Present Facilities	_____
Name and location of each facility	
Year constructed	
Estimated current value	
Detailed evaluation of each facility	
Identification and description of land owned for future development	
Library Service Area	_____
Area in square miles	
Population served	
Annual statistics (circulation/hours of operation/collection size, etc.)	
Anticipated Capital Projects Fund Resources	_____
Sources and amount of anticipated income	
(including an explanation of January 1 cash balance for first year of Plan)	
Projected assessed value, tax rates, and levies for each year of Plan	
Proposed Use of Plan	_____
Planned facility needs	
Acquisition of real property	
Site development	
Emergency Allocations	
Purchase, lease, Repair, and maintenance of equipment	
Computer hardware and software	
Description and amount for future allocations	
Is the Plan balanced (do Total Expenditures and Allocations equal the Total Funds Available for Plan)?	_____
Do the columns in the Plan add up correctly (mathematically)?	_____

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE

INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

Library Capital Projects Fund ("CPF") Frequently Asked Questions
July 1, 2013

PLEASE NOTE: This memorandum is intended to be an informative bulletin; it is not a substitute for reading the law.

PURCHASES FROM THE CPF

Can vehicles be purchased through the CPF?

No. 50 IAC 9-1-3 explicitly excludes "vehicle[s] subject to licensing under IC 9" from the term "equipment."

May library materials and/or books be purchased through the CPF?

No. The CPF cannot be used to purchase library materials and/or books, with the exception of computer software.

May the CPF Plan include feasibility studies and architect fees?

Yes. The planned expenditures should be included in item one (1) ("Planned construction, repair, replacement, or remodeling") of the capital projects fund plan summary. If the architect fees are to be reimbursed, such as in the formation of a holding corporation, the anticipated reimbursement would be included in the CPF plan summary as other revenue.

May we pay for architect fees to design a building that a holding corporation will purchase at a later date?

Yes. The CPF plan should anticipate the expenditures under item one (1) on the plan summary. If the library anticipates reimbursement from the holding corporation, the reimbursement should be estimated under "other revenue."

What are some examples of "replacements" (Item One (1) under current expenditures of the Plan)?

Replacements may include carpet, shelving, and computer equipment. For specific questions about what is a replacement item, contact the Department of Local Government Finance ("Department") or the State Board of accounts ("SBOA").

Should we include a narrative section in the Plan format for site development?

Yes.

Is landscaping considered part of site development?

It depends on what type of landscaping. Please refer specific questions to the Department or SBOA.

APPROPRIATIONS

If we spend less than planned in one portion of the CPF Plan, may we transfer the surplus appropriations to another area where we would like to spend more than planned?

No. A CPF plan cannot be changed once it has been approved by the Department except in the case of an amendment approved for an emergency or an appropriation of an allocation for a future project in a year earlier than planned.

If we do not spend all of the CPF appropriations for a given year or we have encumbrances, would those amounts be included in the ensuing year's January 1 cash balance?

The January 1 cash balance on the CPF plan summary is the estimated or anticipated cash balance for the ensuing year. If you anticipate unexpended appropriations or encumbrances for the current year's plan, then those amounts would be included in the estimated January 1 cash balance for the ensuing year. The January 1 cash balance may also include allocation for future projects from the previous year(s).

If the CPF Plan is denied but there is a cash balance in the CPF, can I do an additional appropriation to spend that money?

No. If the plan is denied, you may not appropriate funds in the CPF. A Library desiring to close a CPF may, after the final tax settlement, adopt an ordinance to close the fund and transfer the remaining fund balances to either the operating fund or the rainy day fund. The ordinance may direct any remaining balances to one or both funds. The next year's operating fund budget may be prepared by merging the CPF balances and appropriations into the operating fund in anticipation of closing the CPF. The budget advertisement for the following year's budget will show the budget and levy amounts for the operating fund as including the CPF amounts.

THE LIBRARY'S FISCAL BODY

Must the fiscal body that approves the CPF Plan advertise the public hearing the fiscal body must conduct before voting to approve or reject the Library's CPF Plan?

Yes. The fiscal officer must give notice of the public hearing. Although IC 36-12-12 does not dictate the advertising requirements for the fiscal body, it does subject the Library's

advertisement to IC 5-3-1-2. Thus, the Department suggests and expects that the fiscal body follow the same procedure whereby the notice is published one time at least ten days before the date of the hearing in the appropriate number of newspapers in accordance with IC 5-3-1-4. The Library may offer to publish this notice for the fiscal body to ensure that the advertisement complies with the necessary requirements.

How do we certify copies of the CPF Plan to the fiscal body and the Department?

A certificate of submission signed by the library board secretary attesting to the timely submission of the Plan to the fiscal body will suffice. A suggested certification form is included with the CPF memo. The Library's submission to the Department of its resolution, proofs of publication of the Notice to Taxpayers and Notice of Adoption, Certificate of Submission to the fiscal body, proof of publication of the fiscal body's Notice to Taxpayers, a copy of the fiscal body's resolution or ordinance, and a copy of the Plan will suffice as certification to the Department.

Can the library pay for the advertisement of the fiscal body's public hearing?

Yes, the library may submit the fiscal body's Notice to Taxpayers to the appropriate newspaper(s) and pay for the advertisement.

Is there a prescribed format for the Notice to Taxpayers of the public hearing by the fiscal body?

A suggested format is included with the CPF memo.

Some fiscal bodies advertise the entire CPF Plan with the Notice to Taxpayers. Is this permissible?

Yes, but it is not required. The fiscal body only needs to advertise the date, time, and location of the hearing. The ad must note that the fiscal body plans to discuss the CPF Plan. A suggested format of the fiscal body Notice to Taxpayers is included with the CPF memo.

Is it possible for a fiscal body to approve appropriations for a CPF Plan but not approve a tax rate and levy?

Yes.

Can a fiscal body approve a lower tax rate and/or levy than those adopted by the Library board?

No.

PLAN AMENDMENTS (EMERGENCIES)

May we amend the CPF Plan for non-emergency reasons?

No. Libraries may only amend the CPF plan for emergency reasons as outlined in IC 36-12-12-9.

If an emergency situation occurs and we need to use CPF moneys, how do we contact the Department?

The Department may be reached by telephone (317-232-0651) and by fax (317-974-1629). A written explanation of the emergency and the proposal for an amendment to the CPF plan must also be submitted.

What if an emergency situation occurs and the Library does not have appropriations in the emergency allocation line item to cover the emergency?

The Library would need to amend its CPF Plan.

How quickly can an emergency amendment be approved by the Department?

The Department reviews CPF emergency amendments as soon as possible. Please contact the Department for assistance in preparing an amendment to your Plan.

ESTABLISHING THE FUND AND THE BUDGET PROCESS

If I receive an order approving the Library CPF Plan, must I also go through the normal budget process?

Yes. The submission of the Plan to the Department is for approval of only the Plan only. The budget process is subject to IC 6-1.1-17. The CPF must be advertised and adopted as would any other fund for the ensuing budget year. Failure to do so will result in the appropriations, levy, and rate being denied.

Is the CPF the same as the Library Improvement Reserve Fund ("LIRF")?

No. Funds for accumulation in the LIRF come from the operating fund budget as a transfer to LIRF and fall within the maximum levy limit set for the operating fund. The library may levy a separate tax rate of not more than one and sixty-seven hundredths cents ($.0167) annually for accumulation of funds in the CPF. The CPF also falls within the maximum levy limits.

Does the CPF replace the LIRF?

No. Both funds are permitted under Indiana law (CPF: IC 36-12-12 and LIRF: IC 36-12-3-11).

Must I go through the Plan and budget procedure to expend funds even if our Library does not want a tax rate?

Yes. Indiana Code 36-12-12-8 states that the Department may approve appropriations from the CPF only if the appropriations conform to a plan that has been advertised and adopted.

I advertised a $.0133 rate for my CPF in my annual budget. When I received my budget certification, the rate was reduced to $.005. Why didn't I receive the full rate?

The Library CPF rate is based upon the need shown in the plan. Need refers to the total current expenditures and allocation for future projects. During the budget process, the rate approved will be lowered if current expenditures and allocation for future projects can be funded at a lower rate. Also, the rate could be lower because of the adjustment made per IC 6-1.1-18-12.

REVENUES, CASH, AND OPERATING BALANCE

Where does the January 1 cash balance come from on the CPF Plan Summary?

A cash balance in the CPF Plan can only come from allocations for future projects from the previous year(s) or unexpended appropriations from the previous year(s).

A narrative within the Plan must indicate the sources of the anticipated January 1 cash balance for the ensuing year. Later year cash balances reflect the previous year future allocation amount.

Isn't my operating balance the same as my future allocations?

Yes, the operating balance is the amount of future allocations detailed in your Plan. Keep in mind that the Department will not approve a future allocation (line 11) that is higher than what is adopted in the Plan.

ACCOUNTING FOR CPFs

What if I have money left over in my CPF and it is not appropriated for anything?

The money will remain in the fund and will be accounted for in the operating balance.

If we use the CPF to help pay for a project that includes bonds as part of the financing, do we disburse the bond proceeds through the CPF?

No. Bond proceeds for a project are disbursed through a construction fund.

What if my ensuing year's CPF Plan is denied and I have funds left over?

You will have a CPF with a cash balance. This cash balance cannot be transferred to the library operating fund or rainy day fund unless the CPF is closed.

Does the interest generated from the cash in the CPF need to be receipted to the CPF?

Yes. Refer specific questions about this to SBOA.

Do we need to set up a separate fund to account for the CPF Plan?

Yes.

Are there any special accounting guidelines associated with the CPF?

Generally this fund is handled like any other fund. Please refer specific questions to SBOA.

Do we include our local matching funds for a CPF project in the estimates of "Other Revenue" in the CPF Plan Summary for each fiscal year?

No. Local matching funds should be appropriated in the LIRF or other special fund and should not be included in the CPF Plan Summary or the CPF budget. A description and explanation of use of the local matching funds should be included as a part of the narrative describing the CPF Plan.

OTHER

Can the public hearing be held on the same day as a regular Library board meeting? Can the public hearing be held one hour before the board meeting?

Yes, if advertised correctly beforehand, the public hearing for the CPF may be held on the same day as the Library board meeting and can be held an hour before the board meeting. The public hearing must be held on the date and time advertised in the Notice to Taxpayers and must precede adoption of the Plan.

If I am accumulating money in my future allocations for a new roof (1/3 of the cost each year) and the fiscal body denies my future allocation for the final (3rd) year, can I still purchase the roof if I have sufficient money in my fund?

No, but it may be possible to purchase the roof through an emergency amendment. Contact the Department.

Will the ad from the paper be sufficient Proof of Publication?

Yes.

Is the annual cost for telephone lines an allowable expense from the CPF?

No, telephone lines are not considered equipment, so the rental charges for this item are not an allowable expense.

Is the cost of internet service an allowable expense for the CPF (this would include educational services provided through the internet)?

The initial cost for the installation of the lines could be an allowable expense. However, the monthly fees for internet service would not qualify.

Chapter 14

Additional Appropriation and Transfer Procedures

Additional Appropriations

New legislation in 2012, HEA 1072 (section 29) amends IC 6-1.1-18-5 effective July 1, 2012 to require additional appropriations for units that have annual appropriations approved by that body before they can submit them to the DLGF. This applies to libraries when the additional appropriation causes the budget to exceed the average growth quotient even though the original budget only received the non-binding recommendation.

New subsection IC 6-1.1-18-5(k) applies to public library that

(1) is required to submit the public library's budgets, tax rates, and tax levy for nonbinding review under IC 6-1.1-17-3-5; and

(2) is not required to submit the public library's budgets, tax rates, and tax levy for binding review and approval under IC 6-1.1-17-20

If a public library subject to IC 6-1.1-18-5(k) proposes to make an additional appropriation for a year, and the additional appropriation would result in the library's budget for that year increasing (as compared to the previous year) by a percentage that is greater that the result of the average value growth quotient determined under IC 6-1.1-18.5-2 for the calendar year minus one (1), the additional appropriation must first be approved by the city, town, or county fiscal body described in IC 6-1.1-17-20.3(c) or IC 6-1.1-17-20(d), as appropriate. The library's additional appropriation must be approved by the city, town or county fiscal body, whichever is appropriate.

State grant monies, such as Build Indiana grants, that are not required to be paid back and that are itemized and earmarked for particular expenditures do not need to be appropriated by the taxing unit in order to make such expenditures. The State Technology Grant Fund is a restricted fund and expended only on broadband connectivity. Grant monies are also restricted funds and must be expended in accordance with the grant budget. These funds are not reported to DLGF.

Additional Appropriations/Transfer Procedures 2014 - http://www.in.gov/dlgf/files/pdf/140730_-_Jones_Memo_-_Additional_Appropriations_and_Transfer_Procedures.pdf

Transfer of Funds to and From the Rainy Day Fund

Money is never transferred out of the Rainy Day Fund. To spend money from the Rainy Day Fund requires a submitted and approved budget or an additional appropriation.

To establish the Rainy Day Fund requires a resolution. Here is a copy of the resolution found on the LDO website at www.in.gov/library/3289.htm Please see the following page for a template which can be adapted to your library purposes.

Transfers can be made to the Rainy Day Fund anytime during the year. Total transfer during the year can be no more than 10% of total budget for the current year.

Further procedures for Rainy Day Fund are outlined in Chapter 3 starting on page 3 of the State Board of Accounts Manual of Accounting for Public Libraries found online at www.in.gov/sboa/2802.htm.

Resolution to Establish a Rainy Day Fund

WHEREAS, the Board of Trustees of the _____Public Library (hereafter "Board") finds that the purposes of the _____ Fund has been fulfilled [or list specific multiple funds if applicable]; and,

WHEREAS, there remains in the fund unused and unencumbered funds, and

WHEREAS, I.C. 36-1-8-5 and I.C. 36-1-8-5.1 authorizes the board to transfer such funds, at any time during the fiscal year, to a Rainy Day Fund so long as the amount of funds transferred is not more than 10% of the library's total annual budget for the fiscal year.

NOW THEREFORE BE IT RESOLVED, that the Board does hereby establish a Rainy Day Fund for the following purpose: _____; and

BE IT FURTHER RESOLVED, that sources of funding for the Rainy Day Fund may include unused and unencumbered funds under I.C. 36-1-8-5; funds received under I.C. 6-3.5-1.1-21.1 (CAGIT); I.C. 63.5-6-17.3 (COIT); I.C. 6-3.5-7-17.3. (CEDIT), or any other funding source specified in any future resolution adopted under I.C. 36-1-8-5.1 which is not otherwise prohibited by law; and [modify this clause, or delete, as appropriate for your library]

BE IT FURTHER RESOLVED, that the Board acknowledges that this fund is subject to the same appropriation process as other funds that receive tax money; and

BE IT FURTHER RESOLVED, that the Board hereby transfers the balance of the _____ Fund [or list specific multiple funds if applicable] to the Rainy Day Fund, such transfer being in the amount of $_____; and

BE IT FURTHER RESOLVED, that the Board will report this transfer to the Department of Local Government Finance.

DULY ADOPTED by the Board of Trustees of the _____ Public Library at its regular meeting held on the _____ day of _____, _____, at which meeting a quorum was present.

NAY	AYE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

_____

Secretary

Transfer of Funds to Library Improvement Reserve Fund (LIRF)

For procedures on transferring funds to Library Improvement Reserve Fund (LIRF) see Chapter 3 starting on page 3 of the State Board of Accounts Manual of Accounting for Public Libraries found online at www.in.gov/sboa/2802.htm

The LIRF fund is established by Resolution. The money is not to be set up in a separate bank account. The transfer is authorized by a warrant from the operating fund. The actual transfer may occur at any time but needs to be completed before the appropriation expires at the end of the year.

Procedure for Additional Appropriation

The following steps must be followed to obtain an additional appropriation that was not included in the certified annual budget and certified appropriations of the unit as reflected on Line 1 of the final version of the unit's Fund Report. These procedures are followed for reporting only funds such as Rainy Day Fund and Library Improvement Reserve Fund (LIRF). For categorized budgets with the Library's operating fund see the procedure to follow for transfers of appropriations when an equal amount of appropriations are reduced in one major category and reappropriated in another major category within the same fund.

Library board gives notice of proposed additional appropriation. The notice shall state the time and place at which a public hearing will be held on the proposal. The notice shall include fund name and number, a categorical breakdown of the proposed additional appropriation for each fund, and the total of the proposed additional appropriation for each fund. The notice shall be published one time in two newspapers, if available, not less than ten (10) days before the public hearing on the proposal, in accordance with IC 5-3-1-2(b).

The library board shall hold the public hearing on the proposal as advertised. At the public hearing, action shall be taken to approve, modify, or disapprove the proposed additional appropriations as advertised. If the board tables the request until the following meeting, the additional appropriation does not have to be re-advertised provided the tabling of the request is stated publicly and included in the minutes of the correct advertised meeting to follow. The board shall not adopt appropriations exceeding the amount advertised.

If the library board proposes to make an additional appropriation for a year, and the additional appropriation would result in the budget for the library for that year increasing (as compared to the previous year) by a percentage that is greater than the result of the assessed value growth quotient determined under IC 6-1.1-18.5-2 for the calendar year minus one (1), the additional appropriation must first be approved by the city, town, or county fiscal body described in IC 6-1.1-17-20.3(c) or IC 6-1.1-17-20(d), as appropriate

After the public hearing, the proper officers complete and file with the Department of Local Government Finance a Certified Copy of Additional Appropriation ("Certified Copy") and any other relevant information, including the unit's financial information. The requested amount of additional appropriation shown on the Certified Copy must not exceed the fiscal body's final approved amount or the advertised amount.

Resolution for Additional Appropriation

WHEREAS, Board of Trustees of the _____ Public Library (hereafter "Board") has determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the _____Public Library that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

DULY ADOPTED by the Board of Trustees of the _____ Public Library at its regular meeting held on the _____ day of _____, _____, at which meeting a quorum was present.

Fund Name:	Amount Requested	Amount Approved
Major Category		
10000 Personal Services	$_____	$_____
20000 Supplies	$_____	$_____
30000 Other Services/Charges	$_____	$_____
40000 Capital Outlays	$_____	$_____
TOTAL for _____Fund	$_____	
$_____		

(Repeat for any other funds)

DULY ADOPTED by the Board of Trustees of the _____ Public Library at its regular meeting held on the _____ day of _____, _____, at which meeting a quorum was present.

NAY	AYE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST _____ SECRETARY _____

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of _____ Public Library, _____ County, Indiana, that the proper legal officers will consider the following additional appropriations in excess of the budget for the current year at their regular meeting place at (location), at time am or pm.

pm, on the (number) day of (month), (year)

Fund Name:	Amount
Major Category	
10000 Personal Services	$_____
20000 Supplies	$_____
30000 Other Services/Charges	$_____
40000 Capital Outlays	$_____
TOTAL for_____Fund	$_____

(Repeat for any other funds)

Taxpayers appearing at the meeting shall have a right to be heard.

CERTIFIED COPY OF ADDITIONAL APPROPRIATION

County # _____
Unit # _____
Date Received:

Order Number:

UNIT NAME:

COUNTY NAME:

Date of Publication: _____ Newspaper: _____

Date of Publication: _____ Newspaper: _____

Date of Public Hearing:

Date of Resolution/Ordinance:

Complete for each fund from which the additional appropriations are made. Use a separate column for each fund. Lines referred to below are on the Fund Report from the DLGF.

A. **DLGF** Fund Number				
B. Fund Name				
C. Appropriation Amount Requested				
D. Amount by Reduction				
E. Net Amount of Increase (C minus D)				
1. Property Tax Levy (Line 16)				
2. Levy Excess (Line 15)				
3. PTRC from CAGIT (Line 13A)				
4. LOIT Freeze Amount (Line 13B)				
5. Misc. Revenue (Line 8B) (If higher than 8B amount, a revised Budget Form 2 must be attached.)				
6. January 1 Cash Balance (include investments)				
7. Subtotal of Funds (Add 1thru 6)				
8. Less Circuit Breaker				
9. Total Funds (7 minus 8)				
10. DLGF Approved Budget (Line 1)				
11. Encumbered Appropriations				
12. Temporary Loans Outstanding as of January 1				
13. Beginning Obligations (Add 10 thru 12)				
14. Surplus Funds (9 minus 13)				
15. Previous additional appropriation(s) approved since January 1, less any reductions in appropriations				
16. Amount transferred to the Rainy Day Fund				
17. Surplus Funds Remaining (14 minus 15 minus 16)				

I, _____, fiscal officer of _____, do hereby certify that the above information is true and correct.
Dated this ___ day of _____, 20__.

_____ (Signature)

_____ (Title)

_____ (Unit Address)

_____ (Telephone Number)

_____ (City/Town/Zip Code)

_____ (E-mail Address)

Chapter 15

Public Library Records Retention

Public Libraries Retention Schedule and County/Local General Retention Financial Schedule

The Public Libraries Retention Schedule and the County/Local General Retention Financial Schedule were adopted in 2010. All public libraries in Indiana must follow the same general retention financial schedule.

Any records not on the approved list cannot be destroyed without the permission of the County Commission on Public Records and the Indiana Commission on Public Records.
Included in this chapter are a printout of the section of Chapter 6 of the State Board of Accounts Library Manual (pages 5 through 9) explaining the preservation and destruction of public records, the Public Libraries Retention Schedule and the County/Local General Retention Financial Schedule .

Records Retention FAQs

Q1) How long should we keep past insurance policies/coverage that have been replaced with new policies/coverage?
A1) Insurance paperwork would be considered a contract; keep for 10 years after the end of the insured year.

Q2) How long should we keep past in-house staff directories?

A2) If they simply provide personnel information in a different format, destroy.

Q3) How long should we keep statements of Concern regarding library materials completed by patrons?
A3) Regard as correspondence and destroy after 3 years.

Q4) How long should we keep incident reports (injuries, accidents, behavior)?

A4) 10 years, as for public library annual reports

Q5) How long should we keep emails?

A5) Treat emails as you would print correspondence regarding a particular issue. They are public records.

Links of interest

- State Board of Accounts Library Manual, Revised 2013:
  www.in.gov/sboa/2802.htm

- Public Proceedings and Public Records, Preservation and Destruction of Public Records (Chapter 6):
  http://www.in.gov/sboa/files/lib2013_006.pdf

- Presentation on Retention Schedules by Jim Corridan, Director, Indiana Commission on Public Records:
  webinar.isl.in.gov/p37554645/?launcher=false&fcsContent=true&pbMode=normal

- Public Libraries (LIB) Retention Schedule and the County/Local General Retention Schedule (GEN)
  www.in.gov/icpr/2739.htm

Fees

The governing board shall establish a fee schedule for the certification or copying of documents. The fee for certification of documents may not exceed five dollars ($5) per document. The fee for copying documents may not exceed the greater of:

(1) ten cents ($0.10) per page for copies that are not color copies or twenty-five cents ($0.25) per page for color copies; or

(2) the actual cost to the agency of copying the document.

"Actual cost" means the cost of paper and the per-page cost for use of copying or facsimile equipment and does not include labor costs or overhead costs. A fee established must be uniform throughout the public agency and uniform to all purchasers. [IC 5-14-3-8(d)]

PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS

Policy

The governing board is charged with the duty to preserve, keep, maintain, or file all the official records of the political subdivision pursuant to IC 5-15-1-1. The final decision as to the destruction or disposition of such records rests with the local public records commission. A local public records commission is established in each county pursuant to IC 5-15-6-1.

IC 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

Definition of Public Record

A public record is defined as all documentation of the informational, communicative or decision-making processes of the political subdivision in connection with the transaction of public business or governmental functions, which documentation is created, received, retained, maintained, or filed by the political subdivision as evidence of its activities or because of the information value of the data in the documentation, and which is generated on paper or paper substitutes; photographic or chemically based media; magnetic or machine readable media; or any other materials, regardless of form or characteristics. [IC 5-15-5.1-1]

For purposes of IC 5-15-6, the terms "public record" or "record" refer to local government documentation. [IC 5-15-6-1.5]

County Public Records Commission

IC 5-15-6-1 creates in each county a commission known as the "County Commission of Public Records of _____ County." IC 5-15-6-2 sets out the duties and responsibilities of the commission. It is the duty of the commission to determine the following:

1. Which public records, if any, are no longer of official or historical value.

2. Which public records are of current official value and should be retained in the office where they are required to be filed.

3. Which public records are of official value but are consulted and used so infrequently that they are no longer of appreciable value to the officer with whom they are required to be filed.

4. Which public records are of no apparent official value, but which do have historical value.

5. Adopt and implement retention schedules for use by local governmental officials as part of a records management program for local government public records at the first meeting of the county commission after the commission receives a retention schedule for the local government approved by the oversight committee on public records as established by IC 5-15-5.1-18.

The following officers make up the commission:

1. Judge of the Circuit Court (Ex Officio);
2. President of the Board of County Commissioners;
3. County Auditor;
4. Clerk of the Circuit Court (Secretary);
5. County Recorder;
6. Superintendent of Schools of the school district in which county seat city is located.
7. City Controller or Clerk-Treasurer of the county seat city or town.

Suggested Procedures

As a starting point for disposing of old records, an inventory of the office and the storerooms should be taken. The inventory should list the type of record and the year such record was made.

After the inventory is completed and a decision is made as to the records to be destroyed, a request and approval for destruction of records should be submitted to the County Commission of Public Records of the county in which the public agency is located.

A pamphlet entitled "Guide for Preservation and Destruction of Local Public Records" published by the State Commission on Public Records will be furnished to any official upon request. You should carefully review this publication and comply with the instructions therein when considering the destruction of any records.

The State Commission has furnished each Clerk of the Circuit Court, who serves as secretary of the County Commission of Public Records, a supply of this publication and a supply of Form PR1 entitled "Request for Permission to Destroy and Transfer Certain Public Records" to be used by local officials in submitting requests to the County Commissions.

Removal of Records - Time Restriction

IC 5-15-6-3 concerning the removal and destruction of records states:

a. As used in this section, "original records" includes the optical image of a check or deposit document when:

   1. The check or deposit document is recorded, copied, or reproduced by an optical imaging process described in subsection (e); and

   2. The drawer of the check receives an optical image of the check after the check is processed for payment or the depositor receives an optical image of the deposit document after the document has been processed for the deposit.

b. All public records which, in the judgment of the commission, have no official or historical value, and which occupy space to no purpose in the offices and storerooms of the local government of a county, shall be destroyed or otherwise disposed of. Except as provided in this section, such records shall not be destroyed until a period of at least three (3) years shall have elapsed from the time when the records were originally filed, and no public records shall be destroyed within a period of three (3) years if the law provides that they shall be kept for a longer period of time, or if the law prohibits their destruction.

c. Subject to this section, records may be destroyed before three (3) years elapse after the date when the records were originally filed if the destruction is according to an approved retention schedule.

d. No financial records or records relating thereto shall be destroyed until the earlier of the following actions:

   1. The audit of the records by the State Board of Accounts has been completed, report filed, and any exceptions set out in the report satisfied.

   2. The financial record or records have been copied or reproduced as described in subsection (e).

e. As used in this section, "public records" or "records" includes records that have been recorded, copied, or reproduced by a photographic, photostatic, miniature photographic, or optical imaging process that correctly, accurately, and permanently copies, reproduces, or forms a medium for copying or reproducing the original record on a film or other durable material. Original records may be disposed of in accordance with subsection (f), if the record has been copied or reproduced as described in this subsection. The copy must be treated as an original. Copies, recreations, or reproductions made from an optical image of a public record described in this subsection shall be received as evidence in any court in which the original record could have been introduced, if the recreations, copies, or reproductions are properly certified as to authenticity and accuracy by an official custodian of the records.

f. Original records may be disposed of only with the approval of the commission according to guidelines established by the commission. However, the guidelines established by the commission concerning the disposal of financial records must be approved by the State Board of Accounts before the guidelines become effective.

The decision as to the disposition or destruction or any record rests entirely upon the commission; however, there are certain records which appear to be sufficient value to require that they be retained permanently, and there are other records which should not be disposed of for a period of longer than three (3) years, due to limitations imposed under other statutes. Among these records are:

Retained Permanently

All minutes due to their historical value and their value in determining titles of property, appointments, etc.

Ledgers of Receipts and Disbursements as permanent financial records.

Bond Records, as evidence of indebtedness and payment.

Retained for Longer Periods Than Three (3) Years

All contracts, claims and paid warrants for minimum of six (6) years due to statute of limitations in civil actions. [IC 34-1-2-1 and IC 34-1-2-2]

Public Records Retention - Audit

IC 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee.

Order to Destroy Public Records

A copy of any order to destroy public records shall be delivered to the State Archivist, Indiana State Library, any active genealogical society of the county and any active historical society of the county not later than sixty days before the destruction date accompanied by a written statement that they may procure such records at their own expense subject to the provisions enumerated in the law. [IC 5-15-6-7]

Penalty

A public official or other person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Class D felony unless:

1. The commission shall have given its approval in writing that public records may be destroyed;

2. The commission shall have entered its approval for destruction of the public records on its own minutes; or

3. Authority for destruction of the records is granted by an approved retention schedule. [IC 5-15-6-8]

Public Records Go With the Office

Sometimes it is reported that when an official is replaced by reason of death, resignation, appointment, or election, the records are being withheld from the successor until they are audited.

When an official assumes custody of an office many of the forms and records are continuous. Each official's acts are a matter of record. An official is not responsible for the acts of his successor and a successor is not responsible for the acts of his predecessor.

Regardless of the capacity served by an official, upon completion of his service, all records and forms are to be surrendered to his successor.

Supporting documentation such as receipts, canceled checks, tickets invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee.

Transaction Recording

All financial transactions pertaining to the governmental unit should be recorded in the records of the governmental unit.

Timely Recordkeeping

All documents and entries to records should be done in a timely manner to ensure that accurate financial information is available to allow the governmental unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1 et seq., commonly referred to as the Public Records Law.

RETENTION SCHEDULES

The State's Oversight Committee on Public Records has approved retention schedules for Library financial records. The schedules list prescribed forms and the length of time each form is required to be kept. The schedules can be obtained at www.in.gov/icpr.

IC 5-15-6-2.5 requires each local County Commission on Public Records to adopt such retention schedules at the first meeting of the County Commission following receipt of the schedules from the State Oversight Committee.

Once the retention schedules are adopted, records may be destroyed in accordance with the schedules and without permission of the local County Commission. However, libraries must submit documentation of such destruction to the County Commission and the State Archives and should notify any active genealogical societies and any active historical located in the county before destruction.

Public Libraries Retention Schedule (LIB)
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS: September 22, 2010	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:	DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS SIGNATURE	PRINTED NAME: Jim Corridan	
CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS: SIGNATURE	PRINTED NAME:	
SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS: SIGNATURE	PRINTED NAME:	

THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.

Instructions:

1. Records listed on this schedule may be destroyed upon completion of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.

2. **Officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the general retention schedule (GEN)

3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

GUIDELINES:
Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
LIB 10-1	ANNUAL PUBLIC LIBRARY REPORT	DESTROY after ten (10) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-2	LEDGERS 14.1 Library Form: Form 1, 1A, 1B, and 1C (R 1982): Library Financial and Appropriation Ledger 14.2 General Form: Form 369 (1996) General Fixed Asset Account Group Ledger (2003) Capital Assets Ledger	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
LIB 10-3	PATRON LIBRARY CARD, RECIPROCAL BORROWING CARD APPLICATION	DESTROY three (3) years after patron account becomes inactive.
LIB 10-4	PUBLIC LIBRARY ACCESS CARD (PLAC) & NON-RESIDENT CARD APPLICATION	DESTROY after three (3) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-5	NO-FEE INTERLIBRARY LOAN FILES Applies to interlibrary loans for which a patron or library is not charged and does not collect a fee [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY 30 days after return of materials.
LIB 10-6	FEE-BASED INTERLIBRARY LOAN FILES Applies to interlibrary loans for which a patron or library is charged or collects a fee [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY after three (3) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-7	PROGRAM REGISTRATION INFORMATION	DESTROY each April for previous calendar year.
LIB 10-8	COMPUTER USE SIGN UP SHEETS & LOGS Patron agreement to utilize public access computers provided by a library [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY 90 days after date of use.
LIB 10-9	PHOTOGRAPHS & VIDEOS Photographic and video holdings of library	The collections of a library shall REMAIN part of the library, subject to the procedures used by the library to weed its collection.

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS: December 15, 2010	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:	DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS *SIGNATURE*	PRINTED NAME: Jim Corridan	
CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS: *SIGNATURE*	PRINTED NAME:	
SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS: *SIGNATURE*	PRINTED NAME:	

THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.

Instructions:

1. Records listed on this schedule may be destroyed upon completion of a *Notice of Destruction, State Form 44905* and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.

2. **Officials should first reference their office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to this general retention schedule (GEN)

3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a *Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505,* and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

GUIDELINES:
Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE		
GEN 10-1	MINUTES Official minutes of any county/local agency, board, commission, or of any division. THIS IS A CRITICAL RECORD. [IC 5-15-6-2.5]; [IC 5-15-5.1-12]	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-2	COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING TAPES. For offices, board or commissions that record their meetings using magnetic audio tapes. These tapes are used to complete the minutes of the meetings.	ERASE or DESTROY after official minutes taken from them are approved.
GEN 10-3	POLICY FILES – OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS. These office files document substantive actions of the county or local government unit and constitute the official record of the unit's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning policy and procedures, organization, program development and reviews. THIS IS A CRITICAL RECORD. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(6). [IC 5-15-6-2.5]; [IC 5-15-5.1-12]	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-4	GENERAL FILES Office records that are not related to policy implementation. This series includes correspondence, memos, and routine staff files.	DESTROY after three (3) calendar years.
GEN 10-5	LEGAL FILES (Also called Litigation Files) All records pertaining to litigation with the county/local government and all supporting documentation. Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), and (8), and also by the discretion of a public agency, IC 5-14-3-4(b) (6). Retention consistent with IC 34-11-2-6 and IC 35-41-4-2(a)	RETAIN in office five (5) calendar years after adjudication of litigation. Evaluate and transfer to County Archives, or INDIANA COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, only files that have been determined to have historical or legal significance and identified as PERMANENT.
GEN 10-6	ORDINANCES Includes records created by a county/local agency related to the legislature's review of proposed laws or adoption of administrative rule(s). Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(6).	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-7	BUILDING PERMITS [IC 36-7-4-1109]	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-8	DISASTER RECOVERY AND CONTINUITY PLANS The copy of all Disaster Recovery/Continuity Plans, including those	TRANSFER one copy of each plan to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for permanent archival

	for electronic systems, as well as supporting documentation used in the development of the plans. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(19).	retention, upon its approval by the county/local agency. DESTROY remaining copies when outdated or replaced. DESTROY supporting documentation three (3) years after current plan is outdated or replaced.
GEN 10-9	NOTICES & CERTIFICATES Excludes Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees [PERMANENT]	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
ACCOUNTING & FINANCE		
GEN 10-10	RECEIPTS/QUIETUS/RECEIPT REGISTER/QUIETUS REGISTER Retention based on IC 34-11-2-6	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-11	VOUCHERS/CLAIMS & PURCHASE ORDERS Includes all claims and requisitions submitted by all county offices and departments, including all supporting documentation. Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-12	POOR RELIEF VOUCHERS/CLAIMS Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-13	REGISTER OF POOR RELIEF CLAIMS	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-14	CANCELED CHECKS/WARRANTS Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-15	CHECK REGISTER/WARRANT REGISTER Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-16	PAYROLL RECORDS Applies to Forms 99A, 99B and 99C	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-17	TIME CARDS Includes Weekly Earning Record, work period. Retention based on IC 34-11-2-1	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-18	BANK RECONCILIATION RECORDS AND REPORTS	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-19	BANK STATEMENTS, DEPOSIT TICKETS, RECORD OF DEPOSITORY BALANCES	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges
GEN 10-20	FEE BOOK	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-21	ACCOUNTS PAYABLE JOURNAL	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

GEN 10-22	ACCOUNTS PAYABLE VOUCHER REGISTER	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-23	TRANSMITTALS Retention based on IC 34-11-2-6	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-24	INVESTMENTS/INSURANCE REGISTER Form 350 – Register of Investments Form 351 – Register of Insurance	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-25	BONDS, BIDS, CONTRACTS AND LEASES All contracts with vendors or other units of government to provide goods or services. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease. [IC 34-13-1-1]	DESTROY ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-26	AS-SUBMITTED BUDGETS Includes new programs requested, justifications, breakdown of money requested, estimates, reports, and taxpayer notice	DESTROY after five (5) calendar years.
PERSONNEL		
GEN 10-27	PERSONNEL FILES Personnel records containing documentation of the employee's working career with the county/local government unit. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(2)(3)(4) and (6), and IC 5-14-3-4(b)(8).	DESTROY 75 years after employee is no longer employed by the county/local government unit.
GEN 10-28	EMPLOYEE MEDICAL RECORDS Typical record series could include Employer's Report of Injury, Report of Attending Physician, or other medical information used to document work-related illnesses or injuries. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..." Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).	DESTROY seven (7) years after the employee leaves county/local government.
GEN 10-29	INMATE MEDICAL RECORDS Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).	DESTROY seven (7) years after the inmate is released from the jail facility.
GEN 10-30	FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS Records may contain applications for Family and Medical Leave (State Form 48370 or its equivalent), and any information related to use the Family and Medical Leave Act (FMLA). Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).	DESTROY records after three (3) calendar years if no other Record Series with a longer retention period applies to them. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series.

GEN 10-31	EMPLOYMENT APPLICATIONS-NOT HIRED Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, and other related materials. Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4 (b)(8)(b). Retention based on IC 4-15-2-15 (b)(4).	DESTROY three (3) calendar years after the decision not to hire.
GEN 10-32	EMPLOYEE HAZARDOUS EXPOSURE RECORDS Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9).	DESTROY Thirty-five (35) calendar years after employee termination.
GEN 10-33	LOG OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300 (REVISED 01/2004) In accordance with 29 CFR 1904.0, et seq., every private and public employer with more than ten (10) employees must confidentially record every work-related death and work-related injury and illness meeting specific recording criteria in this federal rule. Electronic (computer) maintenance and retention is permitted. Any medical information attached or included with the OSHA form and record is also confidential and must be retained with the OSHA form and record for the same time period. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4 (a) (3). Retention based on 29 CFR 1904.33. SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300A (REVISED 01/2004) All establishments covered by 29 CFR 1904 must complete this summary page. Retention based on 29 CFR 1904.33. INJURY AND ILLNESS INCIDENT REPORT, OSHA FORM 301 This Injury and Illness Incident Report is completed when a recordable work-related injury or illness has occurred. Electronic, computer, maintenance and retention is permitted. Any medical information attached or included with the OSHA form and records is also confidential and is to be retained with the OSHA form and record for the same time period. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4(a)(3). Retention based on 29 CFR 1904.33.	DESTROY five (5) years after the end of the calendar year that the records cover.
PUBLICATIONS & REPORTS		
GEN 10-34	RECORDS RETENTION AND DISPOSITION SCHEDULE, INDIANA COMMISSION ON PUBLIC RECORDS APPROVED RETENTION SCHEDULES Contains a description of all records maintained by a county/local office, and specifies when and how they may dispose of their records.	DESTROY after replaced by revised schedule and after adoption by the COUNTY COMMISSION ON PUBLIC RECORDS.
GEN 10-35	STATUTE AND ADMINISTRATIVE RULE RECORDS Documents created by a county/local government entity related to	DESTROY two (2) calendar years after amendments, adoptions, or proposal of final administrative rule was published in the Indiana Register.

	the State Legislature's review of proposed laws, amendments to existing statutes, or adoption of administrative rules.	
GEN 10-36	MATERIAL SAFETY DATA SHEETS (MSDS) These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals. Disclosure of these records may be affected by 29 CFR 1910.1020(f)(1) and (f)(2), and IC 5-14-3-4(a)(4). Retention based on 29 CFR 1910.1020(d)(1)(ii)(B).	DESTROY thirty (30) years after the year of conclusion of the worker's employment.
GEN 10-37	STATE BOARD OF ACCOUNTS AUDIT REPORTS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-38	REPORTS Excludes Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees [PERMANENT]	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-39	PERF QUARTERLY REPORT	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
AUDIO, VIDEO & GENERAL MEDIA		
GEN 10-40	MICROFILM DOCUMENTATION FILE A written documentation list created and maintained for the microfilm based on the approved retention schedule (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.	PERMANENT. Transfer copy to the Indiana Commission on Public Records, State Archives Division.
GEN 10-41	PHOTOGRAPHS, VIDEO RECORDINGS, FILMS Typically consists of photographs of special events and activities of the office, general circulation or special purpose periodicals, intra-office news, or other still photographs.	TRANSFER to the INDIANA COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for evaluation, sampling, or weeding pursuant to archival principles one (1) calendar year after the date of the event or activity.
GEN 10-43	ROUTINE SURVEILLANCE RECORDINGS Disclosure of these records may be affected by IC 5-14-3-4(a)(1-3) and the discretion of a public agency per IC 5-14-3-4(b)(1) & (6). This record series and retention period does not apply to the criminal history records of the Indiana State Police, pursuant to IC 5-15-5.1-5 (a) (4). Retention based on IC 34-11-1-2	DESTROY after 30 days if no improper or illegal activity is captured on recording. If improper or illegal activity is captured on recording, RETAIN for the longer of the following: 1) Duration of criminal proceedings and appeals; or 2) Ten (10) years.
GEN 10-46	PROTECTED CRITICAL INFRASTRUCTURE INFORMATION Information received by the County and/or local Emergency Management Agency and/or partner agencies including public safety, health, fire and emergency medical services, from the	DESTROY when outdated or replaced by subsequent records received from the Indiana Department of Homeland Security and/or the US Department of Homeland Security.

	Indiana Department of Homeland Security and/or the US Department of Homeland Security pursuant to 6 USC 131-135 and 6 CFR 29 regarding the security of critical infrastructure and protected systems, analysis, warning, interdependency study, recovery, reconstitution, and related purposes. Records include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form. Disclosure of these records is affected by 6 USC 133(a)(1)(A)-(E) and 6 CFR 29.8. Retention period is based on high security-level of information and its duplicate existence at the Federal level.	
GEN 10-47	CRITICAL INFRASTRUCTURE INFORMATION Homeland security and counterterrorism records which may be intra-agency or interagency advisory or deliberative material (including material developed by a private contractor under a contract with a public agency). These may be expressions of opinion or of a speculative nature, and include: 1) administrative or technical information that would jeopardize a record keeping or security system, 2) computer programs, codes, filing systems, and other software, 3) portions of electronic maps entrusted to a public agency by a utility, and 4) school safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5. Records may include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form, as further described in IC 5-14-3-4(b)(6), (10), (11), (18) and 19. Disclosure of these records may be affected by the previously listed statutes. Retention is based on a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack should records be improperly disclosed.	DESTROY when outdated or replaced.
Obsolete Records		
GEN 10-44	PERMANENT OBSOLETE RECORDS Chattel Mortgage Record [to 30 June 1935] Index to Chattel Mortgage Record [to 30 June 1935] Sire Lien Record [1889-1984] Stock Mark Record Apprentice Indenture Record County Newspapers [1 RS 1852, ch. 75; repealed Acts 1980, ch. 211, sec. 5] PR-6 (Township Trustee ONLY) – Register of Poor Relief Claims Twp. PR-7 – Poor Relief Statistical Report Twp. Form 369 – General Fixed Asset Account Group SD Form 309A/B – Cash Journal, Municipal Sewage Utility (short & long forms) SD Form 329A/B – Sewage Utility Voucher Register (short & long forms)	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-45	NON-PERMANENT OBSOLETE RECORDS Chattel Mortgage Minute Book [1 July 1935 – 30June 1964] Index to Chattel Mortgage Receipts [1 July 1935 – 30 June 1964] Chattel Mortgage Receipts [1 July 1935 – 30 June 1964] Entry Book of Old-Age Pensions [1936-1945] Inheritance Tax Record [1913-1931] Fee Docket Premarital Examination Certificate [Confidential and NOT open to	DESTROY.

Chapter 16

Grant Sources

There are numerous sources of grants for libraries. The following list is a sampling of available sources and includes both public and private sources for funding.
Please notify us of any new grant opportunities that may be of interest to Indiana Libraries by contacting Jennifer Clifton at jclifton@library.in.gov or (317) 234-6550.

LSTA Grants

in.gov/library/lsta.htm
The first source you consider as a library in Indiana should be LSTA sub-grants. LSTA funding is made possible by the Institute of Museum and Library Services (IMLS) who distributes federal funds to states annually under the provision of the Library Services and Technology Act (LSTA). The Indiana State Library reserves a portion of these funds for competitive sub-grant opportunities. Grant programs vary, but generally include technology and digitization initiatives. Please check our website for current grant opportunities.

LOCAL

Public Service/Social Organizations

Clubs such as Kiwanis, Lions Club, Rotary, etc. have sponsored library projects in the past.

Local Government

Community Foundations

https://www.tgci.com/funding-sources/IN/community

Many counties in Indiana have a community foundation that collects and invests money for local agencies and returns the interest earned to the local agencies. The Grantsmanship

Center offers a directory of community foundations in the state on its web site.

STATE

Indiana Humanities

http://www.indianahumanities.org/resources/grants/

Humanities Initiative Grants may be used for any public or school humanities program planned and implemented with the expertise of a humanities scholar. Eligible projects include town hall meetings, panels, workshops, lectures, reading and discussion programs, film discussion programs, festivals, and production of humanities resources.

Community Development Block Grants

www.IN.gov/ocra/2375.htm

These grants for construction come from the Indiana Office of Community and Rural Affairs. Indiana requests federal funds to help rural communities with a variety of projects such as sewer and water systems, community centers, health and safety programs, and many others. These funds help communities improve their quality of life and ensure the health and safety of their citizens. A public library cannot apply for a Community Focus grant, but a town can apply on a public library's behalf.

Indiana State Historic Records Advisory Board (SHRAB) Grants

www.in.gov/icpr/3088.htm

The Indiana State Historic Records Advisory Board (SHRAB) occasionally offers grant opportunities for organizations that preserve and maintain historic collections of Indiana records.

FEDERAL

Institute for Museum and Library Services (IMLS)

www.imls.gov/applicants/applicants.shtm

The Institute of Museum and Library Services' mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

IMLS provides step-by-step assistance for grant applicants. Applicants can search for a grant program that best matches their project. Contact information for program officers who can provide assistance is also available.

National Endowment for the Humanities (NEH)

www.neh.gov/grants/

The National Endowment for the Humanities (NEH) is an independent grant-making agency of the United States government dedicated to supporting research, education, preservation, and public programs in the humanities.

National Trust for Historic Preservation Endowment

www.preservationnation.org/resources/find-funding/

The Trust's National Preservation Endowment offers several types of financial assistance to nonprofit organizations, public agencies, for-profit companies, and individuals involved in preservation-related projects. In 2005, through the National Preservation Endowment, the National Trust provided almost $17 million in financial assistance and direct investment to support preservation in cities, towns, and rural areas all over the United States.

FOUNDATIONS/CORPORATE

*Tip- Try consulting local banks, real estate brokers, convention and visitor bureaus, etc., for possible funding/sponsorship.

AT&T ASPIRE: Connecting Our Youth

http://about.att.com/content/csr/home/people/aspire.html

AT&T Aspire is a $350 million initiative to address high school success and college and workforce readiness. This program is AT&T's most significant education initiative to date and one of the largest corporate commitments ever to address high school success and workforce readiness.

Bank of America

www.bankofamerica.com/foundation/index.cfm?template=fd_localgrants

Bank of America's local grant making activities can — and do — vary, depending on what your local community needs. Our local market presidents and their teams develop relationships with other community leaders to determine the best use of philanthropic dollars in each community.

Barnes & Noble

www.bn.com

Barnes & Noble considers local and national support requests from non-profit organizations that focus on literacy, the arts or education (pre-K through 12). They also consider organizations that focus their core businesses on higher learning, literacy and the arts. For information, inquire at your local store.

Build-A-Bear Literacy and Education Grants

http://bit.ly/buildabear14

Deadline: Applications are typically due in March, check Build-A-Bear website in 2015 for news

Build-A-Bear Workshop, Inc. is accepting grant applications as part of its annual giving program. The Build-A-Bear Workshop Bear Hugs Foundation supports charities in the US and Canada through grant programs including Literacy and Education Grants which provide support for children in literacy and education programs such as summer reading programs, early childhood education programs, and literacy programs for children with special needs. Grants are a

onetime contribution, and range from $1,000 to $5,000.

Dekko Foundation

www.dekkofoundation.org

Dekko Foundation accepts grant applications from community organizations that build a foundation of economic freedom in young people. A major focus is early childhood development. Applicants must be located in the following counties of northeast Indiana: DeKalb, LaGrange, Kosciusko, Noble, Steuben and Whitley.

Dollar General Literacy Foundation

bit.ly/dgliteracy

The *Dollar General Adult Literacy Grants* award funding to non-profit organizations that provide direct service to adults in need of literacy assistance. Organizations must provide assistance in one of the following instructional areas: Adult basic education, General education diploma preparation, and English for speakers of other languages. **The *Dollar General School Library Relief Program*** benefits public school libraries recovering from major disasters. The *Dollar General Youth Literacy Grants* provide funding to schools, public libraries and non-profit organizations to help with the implementation or expansion of literacy programs for students who are below grade level or experiencing difficulty reading.

W.K. Kellogg Foundation

http://www.wkkf.org/grants

W.K. Kellogg offers funding opportunities for projects focused on Educated Kids, Healthy Kids, Secure Families, Racial Equity, and Civic Engagement. The web site provides detailed information about what the foundation funds and does not fund, how to apply, along with information on previously funded grant projects.

Literacy Empowerment Foundation (LEF)

LEFbooks.org

Distributes books in English and Spanish free of charge for literacy programs, nonprofits and schools. Note: These paperback books are recommended for incentive programs and are not suited for circulation.

Lois Lenski Covey Foundation

www.loislenskicovey.org

The Lois Lenski Covey Foundation, Inc. annually awards grants for purchasing books published for young people preschool through grade 8. Public libraries, school libraries, and nontraditional libraries operated by 501(c)(3) agencies are eligible. The Foundation provides grants to libraries or organizations that serve economically or socially at-risk children, have limited book budgets, and demonstrate real need. Grants for 2014 will range from $500 to $3000 and are specifically for book purchases.

Lowe's Charitable and Educational Foundation

low.es/lcefgrants

Lowe's Charitable and Educational Foundation awards more than $4.5 Million annually to individuals and organizations across the United States. Founded in 1957, the Foundation's primary philanthropic focus areas include K-12 public schools and non-profit community-based organizations. Lowe's only considers requests from 501(c)(3) organizations for projects strongly related to Lowe's retail focus, such as renovation and landscaping activities, as described in their guidelines.

Praxair Foundation

bit.ly/praxairgrants

The Praxair Foundation supports non-profit organizations primarily in the communities where Praxair operates. Public Libraries may apply for funds through Praxair's "Library Links" program which assists libraries in upgrading their technology, acquiring new materials or initiating innovative programs.

RGK Foundation

www.rgkfoundation.org/public/grants

RGK Foundation awards grants in the broad areas of **Education**, **Community**, and **Medicine/Health**. The Foundation's primary interests within **Education** include programs that focus on formal K-12 education (particularly mathematics, science and reading), teacher development, literacy, and higher education. Please send an electronic letter of inquiry before applying.

Target

http://tgt.biz/16x0LnV

Target Store Grants support your local community. Targeted areas are arts and culture related programs and early childhood reading. Reading grants are awarded to schools, libraries and nonprofit organizations, supporting programs such as weekend book clubs and after-school reading programs that foster a love of reading and encourage children, from birth through age 9, to read together with their families.

Verizon Foundation

www.verizonfoundation.org/grants/

Organizations seeking grants must actively support programs that address the Verizon Foundation's focus areas of education (including innovative learning), literacy, health care and sustainability. Grants are accepted by invitation only through your local community relations manager.

Wal-Mart

www.walmartfoundation.org

Through the State Giving Program, the Wal-Mart Foundation seeks to support organizations with programs that align with our mission to create opportunities so people can live better. Two areas of focus include education and workforce development/economic opportunity. While the Foundation encourages funding requests that align with its four areas of focus, eligible programs that do not align with the four focus areas will also be given consideration. In addition, local **Walmart Stores** and **Sam's Clubs** can recommend grants of up to $5,000 to local nonprofit organizations.

Additional Resources to Locate Grants

Grants.gov

www.Grants.gov

Grants.gov is a central storehouse for information on over 1,000 grant programs and access to approximately $400 billion in annual awards. Searching for grant applications does not require registration. Once registered at this site, you may apply online for any federal grant. Online assistance with the application process is available.

The Foundation Center

foundationcenter.org/

The Foundation Center is an independent nonprofit information clearinghouse. The Center's mission is to foster public understanding of the foundation field by collecting, organizing, analyzing, and disseminating information on foundations, corporate giving, and related subjects. The Foundation Center operates libraries at five locations. It also operates more than 200 Cooperating Collections across the country. Cooperating Collections give access to *Foundation Directory Online Professional,* an online funding research tool. A list of Indiana Libraries where the Foundation Center collections can be found is located at: foundationcenter.org/collections/ccin.html

Grant Writing Tips

1. Ask for advice. Start on the application well before the deadline. Solicit help from the granting organization program officer. Ask colleagues to review the application and offer suggestions.

2. Identify projects that would be of benefit to your organization before looking for grants. Ways to do this include conducting a meeting of stakeholders and brainstorming, creating a file of ideas submitted by staff and patrons, and soliciting ideas from the public. Determine what ideas would be most suitable for grant funding. Be ready when

funding opportunities arise instead of reacting to announcements of available grants.

3. Locate grant-making organizations with goals that match your project. Using various tools listed above, identify grantors who fund projects similar to your proposed project.

4. Research the grant opportunity. Read the guidelines to determine if the project fits with the mission of the granting organization and if there are any restrictions that may prohibit you from accepting the funds. Learn about previous grants awarded by the organization. Determine the funding limits and whether the amount of money being offered will realistically cover the costs for your project.

5. Follow the instructions provided by the grantmaker. Check deadlines. Answer all the questions and include all the necessary parts of the proposal or application when submitting it. If any part of the application is confusing, contact the grant program officer for help.

6. Don't give up if an application isn't funded. If possible, ask for feedback as to why your grant application was denied. Ask about any opportunities for resubmitting the grant. Consider other funding sources.

7. New applicants make two common mistakes. One is including too little detail about the proposed project and giving insufficient justification for the significance of the need. Another is proposing more work than can be reasonably done during the grant period.

8. Think like a reviewer. One of the best ways to learn how to write a grant is to participate on a grant review committee. Organizations that offer publicly-funded grants are always looking for individuals willing to assist in grant review.

Sources of Grant Writing Classes & Workshops

This list is for informational use and does not imply endorsement of any kind.

Colleges/Universities

Indiana University offers a Grant Writing course during the Summer session. Please contact the Department of Information and Library Science for more information.
http://ils.indiana.edu

Professional Organizations

The Lilly Family School of Philanthropy at Indiana University
http://www.philanthropy.iupui.edu/the-fund-raising-school
The Fund Raising School at the School of Philanthropy at Indiana University offers courses for a fee, such as "Preparing Successful Grant Proposals."

The Foundation Center – Grant Space
www.grantspace.org/Classroom

The Foundation Center offers free training courses and webinars and full-day training courses for a fee. Courses are offered in their five library/learning centers and in selected other locations across the country.

Indiana Nonprofit Resource Network
www.inrn.org/calendar/calendar.aspx

The Indiana Nonprofit Resource Network offers fundraising workshops throughout the state for a fee, including "Grantwriting for Beginners" and "Outcomes Made Easy."
LYRASIS
www.lyrasis.org/Classes-and-Events.aspx

LYRASIS offers classes on Grant Writing, Grant Writing for Digitization and Preservation Projects, and Grant Writing Secrets for Librarians.

Grant Writing Resources

The Indiana State Library has numerous grant writing resources in their collection. Here is a sampling of what is available.

The ALA book of library grant money. Chicago: ALA, 2012.

The Art and science of grant writing. Center for Faith-Based and Community Initiatives (United States. Dept of Housing and Urban Development), 2006.

Barbato, Joseph and Danielle S. Furlich. *Writing for a good cause: the complete guide to crafting proposals and other persuasive pieces for nonprofits.* NY: Simon & Schuster, 2000.

Bauer, David G. *The "How to" grants manual : successful grantseeking techniques for obtaining public and private grants.* Westport, CT: Greenwood Publishing Group, 2007. Available online in the INSPIRE eBook Collection.

Brewer, Ernest W. *Finding funding*: *grantwriting from start to finish, including project management and internet use.* Thousand Oaks, CA: Corwin Press, 2001.

Brown, Larissa Golden and Martin Brown. *Demystifying grant seeking: what you really need to do to get grants.* 4th edition. San Francisco: Jossey-Bass, 2001.

Carlson, Mim. *Winning grants step by step: the complete workbook for planning, developing, writing, successful proposals.* 2nd edition. San Francisco: Jossey-Bass, 2002.

Clarke, Cheryl. *Storytelling for grantseekers: the guide to creative nonprofit fundraising*. San Francisco: Jossey-Bass. 2001.

Coley, Soraya M. *Proposal writing.* Thousand Oaks, CA: Sage Publications, 2000.

Directory of Indiana grantmakers. Indianapolis, Indiana: Grantmakers Alliance, 2006.
Directory of computer and high technology grants. 4th edition. Loxahatchee, FL: Research Grant Guides, Inc., 1999.
The Foundation Center's guide to grantseeking on the web. [CD Rom]. NY: The Center, 2002.
Geever, Jane C. *The Foundation Center's guide to proposal writing*. NY: Foundation Center, 2001.
Gerding, Stephanie and Pamela H. MacKellar. *Grants for libraries: a how-to-do-it manual.* NY:Neal-Schuman, 2006.
Hall-Ellis, Sylvia D. *Grants for school libraries***.** Westport, Conn.: Libraries Unlimited, 2003.
Hall-Ellis, Sylvia D., Stacey L. Bowers, Christopher Hudson and Claire Williamson. *Librarian's handbook for seeking, writing, and managing grants*. Westport, Conn.: Libraries Unlimited, 2011.
Hayes, Lisa, Don Hoffman, and Denise Lamoreaux, ed*. Winning strategies for developing grant proposals.* Washington, DC: Government Information Services, 1999.
Karsh, Ellen and Arlen Sue Fox. *The only grant-writing book you'll ever need*. New York : Carroll & Graf ; [Berkeley, Calif.] : Distributed by Publishers Group West, 2003.
Landau, Herbert B. *Winning library grants: a game plan.* Chicago: ALA, 2011.
Marshall, Maria I., Aaron Johnson, and Jean Fulton. *Writing a successful grant proposal*. Purdue University Cooperative Extension Service, 2006.
Miller, Patrick W. *Grant-writing: strategies for developing winning proposals*. [Munster, IN]: P.W. Miller, 2002.
Quick, James Aaron. *Grant seekers budget toolkit.* NY: John Wiley, 2001.
Staines, Gail M. *Go get that grant! : a practical guide for libraries and nonprofit organizations*. Scarecrow Press, 2011.
Wason, Sara D. *Webster's new world grant writing handbook*. Wiley, 2004.
Weinstein, Stanley. *The complete guide to fundraising management*. NY: J. Wiley, 2002.
Writing the winning grant proposal for libraries. Thompson West, 2005.
Ziarnik, Natalie Reif. *School & public libraries: developing the natural alliance*. Chicago: ALA, 2003.

Online Resources

Shaping Outcomes – Online course in Outcomes Based Evaluation
www.shapingoutcomes.org/
This course was developed through a cooperative agreement between the Institute of Museum and Library Services (IMLS) and Indiana University-Purdue University Indianapolis (IUPUI). It is a particularly helpful resource in preparing for an LSTA or other IMLS grant application.

Library Grants Blog
http://librarygrants.blogspot.com
Grant experts/librarians Stephanie Gerding and MacKellar frequently update this blog with new grant opportunities.

Primary Source
http://www.imls.gov/news/primary_source.aspx
Subscribe to this monthly newsletter from The Institute of Museum and Library Services to learn more about grant opportunities, national library initiatives, and innovative projects.

The Foundation Center
http://foundationcenter.org/getstarted/tutorials/shortcourse/
The Foundation Center provides online training exercises as well as information on upcoming grants administration training courses and seminars. The above links will take you to the free online class.

GRANTwritersonline
http://www.grantwritersonline.com/
Web site provides a good overview of writing a grant proposal. Topics discussed include the components of a grant proposal, financial statements for grants, grantwriting mistakes, tips on writing a grant proposal, grant application checklist, and grant proposal and financial samples.

Minnesota Council on Foundations
www.mcf.org/nonprofits/successful-grant-proposal
These tips on Writing a Successful Proposal from the Minnesota Council on Foundations includes answers to common questions, such as "What happens to my proposal after it reaches the grantmaker?" and "What should I do if my proposal is rejected?"

University of Pittsburgh Office of Research
www.pitt.edu/~offres/propwriting.html
www.pitt.edu/~offres/proposal/propwriting/websites.html
The web site offers basic advice on writing a proposal along with links to other web sites offering assistance. If you explore the web site, you will find other tools to assist with locating grant opportunities and preparing grant applications.

Chapter 17

Funding a Library Building Project

A library building project does not have to be a painful experience. There will be anxious moments in every project, such as the minutes before construction bids are opened. There will also be times when it appears that the legal process takes forever to complete. But with proper planning, good and open communication and the assistance of qualified, experienced professionals, the process and the end result can be very rewarding.

There are two types of bonds that libraries can use to fund a building project:

a. General obligation bonds, and
b. Lease financing (a.k.a. Building Corporation or Holding Corporation bonds)

House Enrolled Act 1001 requires that before any debt (whether general obligation bonds or leases) can be issued by a non-elected library board, the library must obtain the approval of a specific elected entity*. (IC 6-1.1-17-20.5)*

This approving body will either be the county council or the city/town council depending on the library district. If the library district is coterminous with a city or town or was originally created by a city or town, then the approving entity will be the city or town council. However, if the library district expands beyond the city or town or the library was originally created by a township or the county, then the approving entity will be the county council.

This approval must be obtained prior to issuing the bonds; however the timing of this approval is otherwise up to the library. It is political decision whether the Board requests this approval before or after the petition remonstrance process or referendum. Discuss this issue with your library counsel and bond counsel.

General obligation bonds

General Obligation Bonds are limited in principal amount to one third (1/3) of two percent (2%) of the assessed valuation of the library taxing district – State Constitutional debt limitation

The material in this chapter is intended for general information purposes only and does not constitute legal advice. The library board should consult financial counsel, bond counsel, or local legal counsel to determine how laws apply to specific situations.

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Lease financing

With a lease financing, a separate not-for-profit corporation is formed using patrons in your community. This building or holding corporation issues the bonds which finance the construction of the library building and leases the facility back to the library for a

predetermined number of years, usually 20 years. Once the bonds are paid off, the Building Corporation transfers title to the building back to the library.

Many libraries in Indiana, due to the cost of the building, use the lease method of financing. Lease financing allows for a library building project to exceed the maximum constitutional debt limitation placed on the general obligation bond. In library districts where the assessed valuation does not raise enough money for a project, the library would need to use the lease financing method of obtaining bonds.

A. Outline of Procedures for the Preliminary Determination Process for financing a Controlled Project

1. Controlled Project (IC 6-1.1-20-1.1):

A controlled project is defined as a construction project for which the total project cost is at least $1,000,000 and exceeds the lesser of: i) 1% of the total gross assessed valuation of the library district or ii) $2,000,000. The controlled project definition applies to a project if some portion of the project is financed, whether by general obligation bonds or a lease financing.

If the project is non-controlled because it does not meet the above test, no other process is required which permits taxpayers or voters to stop the project through petition/remonstrance or referendum. The library will still need to follow the lease or general obligation bond process, as applicable.

2. Petition/Remonstrance Process (IC 6-1.1-20-3.1):

If the library's Controlled Project is equal to or less than the lesser of (a) 1% of the total gross assessed valuation of the library district or $12,000,000 per building, the library will need to follow the process which will permit the taxpayers or voters to request of petition/remonstrance process.

The following steps should be followed if the petition/remonstrance process applies to the Controlled Project:

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a. Publish and mail notice of hearing on a preliminary determination to issue bonds. IC 61.1-20-3.1 *(10 day notice)*
b. Meeting of Board of Trustees to hold hearing and adopt resolution making a preliminary determination to issue bonds or enter into a lease, as applicable. *(Note that this resolution establishes the maximum financing terms)*
c. Publish and mail notice of preliminary determination to issue bonds. IC 6-1.1-20-3.1 and IC 5-3-1 *(begins 30 day application period in which 100 voters and taxpayers may request that the petition/remonstrance process apply to the project)*
d. If a petition requesting petition/remonstrance process is filed, proceed with next step; if not, skip to steps for general obligation bonds or leases, as applicable.
e. Certification by the Voter Registration Office/County Auditor of the number of signers requesting application of petition/remonstrance process who are owners of

real property or voters within the library district. IC 6-1.1-20-3.1 *(the lesser of 100 people or 5% of the property tax owners or voters filing a petition can force a petition/remonstrance race)*

f. Publish and mail notice of the applicability of the petition/ remonstrance process. IC 61.1-20-3.2 *(publication date determines timing of race)*
g. Race period occurs beginning from the 30th day ending on the 60th day *(a thirty day period)* after notice of application is published, during which taxpayers and voters circulate petitions in favor of bonds and remonstrances against bonds *(simultaneously) (whichever side gets the most valid signatures of taxpayers and voters, wins)*.
h. Certification by the Voter Registration Office/County Auditor of the number of signers of each who are owners of real property or voters within the library district. If the Library wins it moves on to general obligation bond or lease steps, as applicable. If the Library loses, it may not hold a new preliminary determination hearing for one year on a substantially similar project.

3. <u>Referendum Process (IC 6-1.1-20-3.5)</u>:

If the library's Controlled Project <u>exceeds</u> the lesser of (a) 1% of the total gross assessed valuation of the library district or $12,000,000 per building, the library will need to follow the process which will permit the taxpayers or voters to request the referendum process.

The following steps should be followed if the referendum process applies to the Controlled Project:

a. Publish and mail notice of hearing on a preliminary determination to issue bonds. IC 61.1-20-3.5 *(10 day notice)*
b. Meeting of Board of Trustees to hold hearing and adopt resolution making a preliminary determination to issue bonds or enter into a lease, as applicable. *(Note that this resolution establishes the maximum financing terms).*
c. Publish and mail notice of preliminary determination to issue bonds. IC 6-1.1-20-3.5 and IC 5-3-1 *(begins 30 days application period in which 100 voters and taxpayers may request that the referendum apply to the project).*
d. If a petition requesting referendum process is filed, proceed with next step; if not, skip to steps for general obligation bonds or leases, as applicable.
e. Certification by the Voter Registration Office/County Auditor of the number of signers requesting application of referendum who are owners of real property or voters within the library district. IC 6-1.1-20-3.5 *(the lesser of 100 people or 5% of the property tax owners or voters filing a petition can force a referendum)*
f. Library files with the County Auditor and the Voter Registration Office certification and request for the referendum
g. County Auditor certifies the question to the County Election Board which either puts the question on the ballot of a general, municipal or primary election or schedules a special election as requested by the Library and dictated by the timing of the next

scheduled election.

h. If there is a scheduled election within six months of the certification of the question by the Auditor, the project is placed on the ballot of the scheduled election. Otherwise the question will be placed on the ballot of a special election. The special election must be held not sooner than 90 days nor later than 120 days after the question is certified by the County Auditor.

i. Certification of the election results. If the Library wins, it moves on to general obligation bond or lease steps, as applicable. If the Library loses, it may not hold a new preliminary determination hearing for one year on a substantially similar project.

B. Outline of Procedures for the Issuance of Library General Obligation Bonds

If the Library's project is a Controlled Project it should have completed the petition/remonstrance or referendum process as outlined above before proceeding with the general obligation bond steps.

Remember that a Library must obtain the approval of the County Council or City/Town Council prior to issuing bonds (IC *6-1.1-17-20.5)*. This step needs to be inserted in the outline and timetables at the point most strategically advantageous for the library.

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1 Meeting of Board of Trustees to adopt the bond resolution. IC 6-1.1-20-9.

2 Publish notice of hearing on appropriation of bond proceeds. *(publish twice, on week apart; first publication at least 10 days prior to hearing)*

3 Meeting of Board of Trustees to hold hearing on appropriation of bond proceeds and adopt appropriation resolution. IC 6-1.1-18-5

4 A copy of the additional appropriation proceedings is certified by the secretary to the Department of Government Finance.

5 Publication of the bond sale notice in accordance with IC 5-1-11 and 5-3-1. In order to obtain the best bids, it is recommended that the bond sale notice also be published in The Court & Commercial Record, 431 N. Pennsylvania, Indianapolis, Indiana 46204. If the bonds are to be rated, the rating should be applied for by this time.

6 If the bond issue is over $1,000,000, an official statement should be prepared by this time to distribute to the potential purchasers. It is appropriate to arrange for the printing of the bonds at this time.

7 Meeting of Board of Trustees to receive and award the bids for the bonds. The dealers who bid on bonds recommend that the bond sale be scheduled near the middle of the day on a Tuesday, Wednesday or Thursday which is not a day before or after a holiday.

8 Bond counsel prepares final transcript certificates and bonds. Submit transcript to bond counsel for approval. Check with registrar and paying agent, bond counsel and purchaser to determine when bonds will be ready for delivery. Schedule delivery of bonds with purchaser, bond counsel and registrar and paying agent.

9 Delivery of and payment for bonds --the closing.

C. General Obligation Bonds for Controlled Project Proposed Timetable -Petition/Remonstrance Process

IF PETITION/REMONSTRANCE RACE APPLIES TO PROJECT

Day 1 Publish and mail notice of preliminary determination hearing Day 11 Board of Trustees meeting to hold preliminary determination hearing and adopt preliminary determination resolution and preliminary bond resolution Day 13 Post, publish and mail notice of preliminary determination to issue bonds *(first publication)* Day 20 Publish notice of preliminary determination to issue bonds
(Second publication)

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Day 43	End of application period --Petition for application of petition and remonstrance process is filed with Voter Registration Office/County Auditor
Day 58	Voter Registration Office/Auditor files certificate with Board of Trustees certifying petition requesting application of petition and remonstrance process
Day 59	Publish and mail notice of applicability of petition and remonstrance process
Day 88	Voter Registration Office issues petition and remonstrance forms -beginning of petition and remonstrance circulation
Day 119	End of petition and remonstrance period file petitions and remonstrances with Voter Registration Office/County Auditor
Day 134	Voter Registration Office/Auditor certifies taxpayer signatures on petitions and remonstrances to Board of Trustees
Day 135	Board of Trustees meeting to receive Auditor's certificate with petitions and remonstrances; if petition in favor wins, adopt final bond resolution
Day 135	Publish notice of additional appropriation hearing
Day 140	City/Town Council or County Council meeting to approve bond issue
Day 146	Board of Trustees meeting to hold hearing on additional appropriation
Day 147	Publish bond sale notice *(first publication)*
Day 154	Publish bond sale notice *(second publication)*
Day 161	Bond sale
Day 175	Closing --deliver bonds and receive money

D. General Obligation Bonds for Controlled Project Proposed Timetable -Referendum Process Applies

IF REFERENDUM APPLIES TO PROJECT

Day 1 Publish and mail notice of preliminary determination hearing Day 11 Board of Trustees meeting to hold preliminary determination hearing and adopt preliminary determination resolution and preliminary bond resolution Day 13 Post, publish and mail notice of preliminary determination to issue bonds *(first publication)* Day 20 Publish notice of preliminary determination to issue bonds *(Second publication)*

Day 43 End of application period --Petition for application for referendum is filed with Voter Registration Office/County Auditor

Day 58 Voter Registration Office/Auditor files certificate with Board of Trustees certifying petition requesting application of referendum Day 65 Library files Certification of Voter Registration Office and letter requesting question be placed on ballot with County Auditor Day 79 County Auditor certifies question to County Election Board

Day 109 County Election Board places question on ballot of next scheduled election, or if no scheduled election within next six months, special election scheduled. Special election to occur no sooner than 90 days nor later than 120 days after Auditor certifies the question

Day 200 Election

Day 207 Board of Trustees meeting to receive election results; if win, adopt final bond resolution

Day 210 Publish notice of additional appropriation hearing

Day 215 City/Town Council or County Council meeting to approve bond issue

Day 220 Board of Trustees meeting to hold hearing on additional appropriation

Day 224 Publish bond sale notice *(first publication)*

Day 231 Publish bond sale notice *(second publication)*

Day 238 Bond sale

Day 252 Closing --deliver bonds and receive money

E. General Obligation Bonds for Controlled Project Proposed Timetable

IF NO REQUEST FOR APPLICATION OF PETITION & REMONSTRANCE or REFERENDUM PROCESS

Day 1 Publish and mail notice of preliminary determination hearing Day 11 Board of Trustees meeting to hold preliminary determination hearing and adopt preliminary determination resolution Day 13 Post, publish and mail notice of preliminary determination to issue bonds *(first publication)* Day 20 Publish notice of preliminary determination to issue bonds

(Second publication)

Day 43 End of period to request application of petition and remonstrance process Day 44 Publish notice of additional appropriation hearing Day 50 City/Town Council or County Council meeting to approve bond issue Day 54 Board of Trustees meeting to hold hearing on additional appropriation and adopt final bond resolution

Day 55 Publish bond sale notice *(first publication*)

Day 62 Publish bond sale notice *(second publication*)

Day 69 Bond sale

Day 83 Closing—deliver bonds and receive money

F. General Obligation Bonds for Non-controlled Project Proposed Timetable

Day 1 Board of Trustees meeting to adopt bond resolution Day 2 Publish and post notice of additional appropriation hearing *(first publication)* Day 9 Publish notice of additional appropriation hearing *(Second publication)*

Day 10 City/Town Council or County Council meeting to approve bond issue

Day 14 Board of Trustees meeting to hold hearing on additional appropriation

Day 15 Publish bond sale notice *(first publication)*

Day 22 Publish bond sale notice *(second publication)*

Day 29 Bond sale

Day 44 Closing --deliver bonds and receive money

G. Library Lease Financings Under IC 36-1-10 for Controlled Project

Basics

A library is limited to borrowing directly one-third of its net assessed valuation times two percent. Previously, the formula was 2% of its net assessed valuation. However, after the tripling effect of the change to a market value system the General Assembly requires a governmental entity to divide by three before applying the 2% to arrive at the debt limitation.

If the cost of the building project and financing will put the library over its debt limitation, a lease financing is used to fund the project.

The library deeds the real estate on which the building is to be built, or in the case of a renovation project, the building to be improved, to the building corporation; the building

corporation issues its first mortgage bonds to finance the cost of construction; the building corporation leases the building to the library; and the library pays lease rental to the building corporation in an amount which matches the debt service payments on the building corporation's bonds

Procedures

An architect should be hired and begin to prepare plans and specifications

The taxpayers have two different mechanisms to oppose projects: the petition/remonstrance process and the referendum process. Which process applies is determined by the size of the project and library's assessed valuation. See discussion above. One or the other applies but not both.

Petition/remonstrance process

The board of trustees holds hearing following notice and after meeting publishes notice of determination to enter into lease

100 owners of real property or voters may within 30 days petition for application of petition/remonstrance process to project

If valid petition is filed, notice that the petition/ remonstrance process has been requested is published and mailed

Petitions in favor of project and remonstrances against project are circulated concurrently between 30 and 60 days after publication of notice that petition/remonstrance process has been requested

If more taxpayers or voters oppose project than support project, it may not be pursued for one year

Referendum process

The board of trustees holds hearing following notice and after meeting publishes notice of determination to enter into lease

100 owners of real property or voters may within 30 days petition for application of the referendum

Election is held; If more voters oppose project than support project, it may not be pursued for one year

The library which desires to lease a building must receive a petition signed by 50 or more taxpayers of the library district requesting such lease arrangement

The board of trustees should meet to accept the petition and determine, after an investigation, that the library project is needed

- A not-for-profit corporation should be formed as the building corporation

Board of trustees members and employees may not serve on the building corporation

Building corporations must abide by the open meeting law

Building corporation members are often people in the community who are supportive of the library and would like to volunteer their time to assist in the financing of the project

- The working group, which may include the library director, local attorney, financial advisor, bond counsel and architect (and construction manager, if applicable), will meet to develop a proposed budget for the financing.

This budget will be used to determine the term, rental payment dates and payment amount for the lease

It is important that all members of the working group are comfortable with the budget because this information will be used by the financial advisor to determine the maximum lease rental amount and term

Board of trustees and building corporation approve form of lease and publish notice of hearing on lease

Town/City Council or County Council must approve borrowing

Board of trustees holds public hearing on lease to receive comments on whether the lease terms are fair and reasonable

Preliminary plans and specifications and the proposed lease must be available for inspection prior to the hearing

- The board of trustees and building corporation execute the lease
- Publish notice of execution of lease
- Two professional appraisers prepare a joint appraisal of real estate to be sold to building corporation

If real estate was acquired by the library within the last three years, the amount the building corporation pays the library for the real estate may not be less than the original purchase price

- Publish notice of receipt of construction bids
- Receive and award construction bids to lowest responsible and responsive bidder

- Publish bond sale notice (if a competitive sale is used)
- Besides local papers, also publish in the Indianapolis in The Court & Commercial Record
- Bond Sale (this may be negotiated with an underwriter if the library chooses)
- Delivery of bonds and money --the closing
- Bond counsel delivers opinion that lease is a valid obligation and that interest on bonds is tax-exempt

H. Library Lease Financing Proposed Timetable

**** If no request for application of petition & remonstrance process or referendum ****

Day 1 Preliminary budget meeting
Day 2 Publish and mail notice of preliminary determination hearing
Day 12 Board of Trustees meeting to hold preliminary determination hearing and adopt preliminary determination resolution
Day 14 Publish and mail notice of preliminary determination to enter into lease Day 44 End of period to request application of petition and remonstrance process
Day 45-74 Circulate Taxpayers Petition *(if no application of petition and remonstrance process or referendum is filed)* and submit to Auditor for certification
Day 75 Form Building Corporation
Day 76 Building Corporation meeting to approve form of lease
Day 76 Board of Trustees meeting to receive taxpayers petition and to approve form of lease and formation of Building Corporation
Day 77 City/Town Council or County Council meeting to approve borrowing
Day 78 Publish notice of hearing on Lease
Day 111 Board of Trustees meeting to hold hearing on Lease
Day 112 Publish Notice of Execution of Lease
Day 140 Complete appraisal proceedings for sale of real estate
Day 141 Board of Trustees meeting to approve construction documents
Day 142 Publish notice of construction bids *(first publication)*
Day 149 Publish notice of construction bids *(second publication)*
Day 165 Publish Bond Sale Notice *(first publication)*
Day 171 Receive construction bids
Day 172 Publish Bond Sale Notice *(second publication)*
Day 178 Board of Trustees meeting to award construction bids and assign bids to Building Corporation
Day 178 Building Corporation meeting to approve borrowing and Trust Indenture, to deem Official Statement nearly final and accept assignment of construction bids
Day 185 Bond Sale
Day 199 Closing
Day 200 Commence Construction

I. Library Lease Financing Proposed Timetable – Petition/remonstrance Process

****If petition and remonstrance process applies and application petition is filed****

Day 1	Preliminary budget meeting
Day 2	Publish and mail notice of preliminary determination hearing
Day 12	Library Board meeting to hold preliminary determination hearing and adopt preliminary determination resolution
Day 14	Publish and mail notice of preliminary determination to enter into Lease Day 43 Petition for application of petition and remonstrance process is filed with County Auditor
Day 58	Voter Registration Office/Auditor files certificate with Board of Trustees certifying petition requesting application of petition and remonstrance process
Day 60	Publish notice of applicability of petition and remonstrance process
Day 89	Voter Registration Office/Auditor issues petition and remonstrance forms
Day 90	Beginning of petition and remonstrance circulation
Day 120	End of petition and remonstrance period file petitions and remonstrances with Voter Registration Office/County Auditor
Day 135	Voter Registration Office/Auditor certifies taxpaying/voter signatures on petitions and remonstrances to Board of Trustees
Day 136	Form Building Corporation
Day 137	Board of Trustees meeting to receive Auditor's certificate with the taxpayers petition and remonstrances; if petitioners have greater number, approve form of Lease and formation of Building Corporation
Day 137	Building Corporation meeting to approve form of lease
Day 138	City/Town Council or County Council meeting to approve borrowing
Day 139	Publish notice of hearing on Lease
Day 169	Board of Trustees meeting to hold hearing on Lease; Execute Lease
Day 173	Publish Notice of Execution of Lease
Day 200	Board of Trustees meeting to approve construction documents
Day 205	Publish notice of construction bids *(first publication)*
Day 212	Publish notice of construction bids *(second publication)*
Day 252	Receive construction bids
Day 253	Complete appraisal proceedings for sale of real estate
Day 259	Board of Trustees meeting to award construction bids and assign bids to Building Corporation
Day 261	Building Corporation meeting to approve borrowing and Trust Indenture, to deem Official Statement nearly final and accept assignment of construction bids
Day 262	Publish bond sale notice (first publication)
Day 269	Publish bond sale notice (second publication)
Day 277	Bond Sale
Day 291	Closing
Day 292	Commence Construction

J. Library Lease Financing Proposed Timetable – Referendum **If referendum applies and application petition is filed**

Day 1	Preliminary budget meeting
Day 2	Publish and mail notice of preliminary determination hearing
Day 12	Library Board meeting to hold preliminary determination hearing and adopt preliminary determination resolution
Day 14	Publish and mail notice of preliminary determination to enter into Lease
Day 43	Petition for application of referendum is filed with County Auditor
Day 58	Voter Registration Office/Auditor files certificate with Board of Trustees certifying petition requesting referendum
Day 65	Library files Certification of Voter Registration Office and letter requesting question be placed on ballot with County Auditor
Day 79	County Auditor certifies question to County Election Board
Day 109	County Election Board places question on ballot of next scheduled election, or if no scheduled election within next six months, special election scheduled. Special election to occur no sooner that 90 days nor later than 120 days after Auditor certifies the question
Day 200	Election
Day 207	Form Building Corporation
Day 207	Board of Trustees meeting to receive election results; if win approve form of Lease and formation of Building Corporation
Day 207	Building Corporation meeting to approve form of lease
Day 208	City/Town Council or County Council meeting to approve borrowing
Day 210	Publish notice of hearing on Lease
Day 237	Board of Trustees meeting to hold hearing on Lease; Execute Lease
Day 240	Publish Notice of Execution of Lease
Day 267	Board of Trustees meeting to approve construction documents
Day 270	Publish notice of construction bids (first publication)
Day 277	Publish notice of construction bids (second publication)
Day 300	Receive construction bids
Day 300	Complete appraisal proceedings for sale of real estate
Day 307	Board of Trustees meeting to award construction bids and assign bids to Building Corporation
Day 307	Building Corporation meeting to approve borrowing and Trust Indenture, to deem Official Statement nearly final and accept assignment of construction bids
Day 307	Publish bond sale notice (first publication)
Day 314	Publish bond sale notice (second publication)
Day 321	Bond Sale Day
335 Closing Day	
336 Commence Construction	

K. The Role of the Building Corporation

Under the Indiana Constitution a municipal corporation, such as a library, has a debt limitation of two percent of the net assessed valuation of property within the district. A building corporation is formed during a lease financing to assist the library in constructing and financing a project which it could not do alone because of this limitation. In this way the building corporation acts as a conduit. It is important to stress to the members of the building corporation that their role is to assist the library with its building project.

From the building corporation's perspective, there are three major phases to a building project. During the first phase, the members of the building corporation will meet and organize, approve the form of the lease and approve the plans and specifications for the building developed by the architect selected by the library. The library will also approve the plans and specifications and the form of the lease and after a notice period, hold a hearing on the lease.

The second phase is the financing part of the project. The building corporation will meet and approve the issuance of bonds to finance the project, the trust indenture and the official statement. The official statement is a document describing the building corporation, the library and the project and is used by the underwriter to market the bonds. During this phase, the bonds are sold and a closing occurs. At the closing, a transcript of the proceedings of the library and the building corporation with closing certificates is assembled. The bonds are delivered to the underwriter in exchange for payment.

The third phase of the project is the construction of the project. During this phase, the architect and construction manager, if applicable, will typically present contractor invoices for payment to the Board of Library Trustees, who will approve such payment. The invoices are then submitted to the building corporation for approval. The invoices will be attached to an affidavit for payment signed by two officers of the building corporation for approval. The invoices will be attached to an affidavit for payment signed by two officers of the building corporation or its designated representative and submitted to and paid by the trustee out of bond proceeds.

The building corporation will also need to approve any change orders required during construction <u>after</u> such change orders have been recommended by the architect and construction manager, if applicable, and approved by the Board of Library Trustees. The building corporation will need to hold annual meetings and make all necessary filings to continue its existence. Typically, the building corporation will continue to exist until the bonds are paid off, but it will not be active unless market conditions make a refunding economically feasible.

As with any other type of corporation, the members do not have individual liability for debts or obligations of the corporation. IC 23-17-13-1(d) further states that "(a) director is not liable for an action taken as a director, or failure to take such action, unless: . . . the breach or failure to perform constitutes willful misconduct or recklessness."

During phase two, as described above, there is a possibility of liability under certain Security and Exchange Commission rules designed to prevent fraud in the sale of securities. The financial advisor, local counsel and bond counsel will assist the building corporation in avoiding such liability. The Board of Library Trustees and building corporation members can also assist in avoiding liability by reviewing the Official Statement for accuracy and completeness.

The members of the building corporation are an important part of any lease financing, and a library should appreciate the members' dedication to helping build a better library for the community. It is, however, important to emphasize to members of the building corporation that this building project is the library's project before, during and after the involvement of the building corporation. If that point is understood and accepted by members of the building corporation, there should be no opportunity for tension between the library and the building corporation.

Bond Sale: Negotiated Versus Competitive

Bonds issued by a building corporation, in connection with a library lease financing pursuant to Indiana Code 36-1-10, may be issued using a competitive sale or by negotiating with an investment banker. Various factors should be considered in determining which type of sale is appropriate for a particular library's transaction. The financial advisor, based on his or her experience, will be able to make a recommendation; however, the ultimate decision is with the library.

With a competitive sale, a bond sale notice is published establishing a date or range of dates on which the building corporation will receive bids on its bonds. Generally, the financial advisor will supply the potential underwriters with maturity dates and amounts, either with the notice or just prior to the sale. The financial advisor will generate this schedule of maturity dates and amounts based upon estimated interest rates. The underwriter's bid will contain the interest rates for those maturity dates and amounts and the underwriter's discount. At the time of the sale, the building corporation will receive bids and, after the financial advisor reviews the bids, award the bonds to the underwriter offering the lowest interest cost. Many financial advisors believe that the building corporation will receive the best interest rates on its bonds at a competitive sale <u>on the date of the sale</u> because the competition will require the underwriters to offer the best interest rates possible on <u>that day</u> to win the bonds. Some libraries like competitive sales because it avoids the political problem of having to choose an underwriter.

With a negotiated sale, the library chooses an investment banker to underwrite the bonds. The library may use a financial advisor and an underwriter, if it desires, or it may use the investment banker as both financial advisor and underwriter. The underwriter will watch the bond market and choose a day to sell the bonds which it believes will generate the best interest rates. After the underwriter markets the bonds, the building corporation and the underwriter

will execute a bond purchase contract, which locks in the interest rates.

Financial advisors may recommend to a library or a library may decide on its own, that a negotiated sale would have certain advantages in a particular transaction. The decision to use a negotiated sale is sometimes merely based on the personal preferences and prior experiences of the board of trustees involved. There are certain factors, however, that tend to suggest that a negotiated sale may be of some advantage.

If a bond issue is very large or if the interest rate markets are very volatile, it may be appropriate to negotiate the issue. With a large issue it becomes difficult for an individual underwriter to submit a bid and therefore the underwriter joins a syndicate of underwriters to submit one joint bid. If this happens, competition may be limited or eliminated because of the small number of bids received. Financial advisors seem to vary on what size of issue is too large to sell competitively.

There are times when a library is trying to control its debt service and tax rate and therefore a very deliberate amortization schedule is desired. For example, a library may have a new industry in its district that currently is receiving property tax abatement, but in ten years will embody a large portion of the library's tax base. The financing can be structured in a way using capital appreciation bonds that will allow the debt service to be minimized for the first ten years of the issue until the industry comes on line. Capital appreciation bonds can only be accomplished with a negotiated sale. It is also possible, where a library is paying off other obligations (such as general obligation bonds or leases) over time, to structure the financing to achieve a relatively flat tax rate. Certain tax rate structuring will be more efficient with a negotiated sale.

Another scenario in which negotiated sales become very attractive is when the library has a story to tell. For example, a few years ago a major industry in a particular school corporation announced its closure the day before the school corporation had advertised to receive competitive bids on its bonds. The school corporation talked with an investment banker and explained the community's plans for dealing with the closure. The investment banker, on a negotiated basis, was able to sell the bonds by explaining the events to its potential customer.
Sometimes it is important for a library to sell the bonds as quickly as possible. For example, construction bids may be on the verge of expiring and the library wants to give notice to proceed as soon as possible. Often, negotiated sales can be accomplished more quickly because there is not the fifteen day advertisement requirement, as there is with a competitive sale.

The decision between a competitive bond sale and a negotiated bond sale is ultimately the library's decision. The financial advisor can provide the library with the various advantages and disadvantages for a particular transaction to assist in the decision.

M. New Circuit Breaker Law

In the simplest terms, the circuit breaker tax credit enacted in the Indiana General Assembly puts a percentage cap on property taxes for certain taxpayers beginning with taxes payable in 2008. The percentage amount of the cap is based on the type of property. The percentages will decrease each year (in other words the amount of the cap will decrease) which will increase the potential loss to the governmental entities who receive tax dollars from that taxpayer until 2010 at which time the following will apply:

- Residential Homesteads – 1% of gross assessed valuation of the property
- Rental property and Agriculture – 2% of gross assessed valuation of the property
- Business – 3% of gross assessed valuation of the property

Even though the circuit breaker tax caps effect will not be fully felt until 2010, it is already having an effect on governmental units and school districts. The impact of the circuit breaker credit could be minimal for some libraries, but for others in connection with borrowing it could result in downgrades of credit ratings and may prevent them from being able to sell bonds.

Each taxing unit's ability to generate income will be linked to others in the taxing district. Since circuit breaker losses are shared by all taxing entities in the district, if one entity issues bonds or increases its tax rates, it impacts the ability of other entities in the district to do the same.

N. In Conclusion

A library project (and related financing) does not have to be a painful experience. There will be anxious moments in every project, such as the minutes before construction bids are opened. There will also be times when it appears that the legal process takes forever to complete. But with proper planning, good and open communication and the assistance of qualified, experienced professionals, the process and the end result can be very rewarding.

Handouts in this chapter that can be found on websites:

Community Development Block Grant
www.in.gov/ocra/2375.htm

USDA Rural Development
www.rurdev.usda.gov/

USDA Rural Development-Housing Program
www.rurdev.usda.gov/rhs/

SUGGESTED STEPS FOR NEW OR REMODELED LIBRARY FACILITIES

This outline consists of the major steps to be considered in the planning and construction of new or remodeled library facilities. The various points are listed in the approximate sequence but need not be followed in this exact order. Since the decision concerning new or remodeled facilities is of prime importance, the points concerning this are listed in more detail than those of the remainder of the outline.

I. Initial suggestion to build.

II. Decision on suggestion to build.

A. Condition and adequacy of present facilities to meetpresent and future needs.

1 Is the space for shelving, seating, and the staff becoming crowded?

2 Is rearrangement needed?

3. Structure as a building.

a. Is it generally sound?

b. Is the foundation solid and dry?

c. Is the heating and ventilating system adequate?

d. What is the condition of the wiring and plumbing?

e. Are the floors solid and level and will they hold the necessary weight for books, etc.?

f. Is the roof in good condition and does it drain well?

g. Does the structure meet building codes?

B. Alternatives to a new building.

1 Check the possibility of renovating the old building (as in II, A above)

2. Determine the possibilities of placing an addition on the old building.

a. Irregular floors between structures.

b. Bearing walls at place where structures are joined.

2 Cost per square foot for renovation and an addition may equal the cost per square foot for a new building.

3 Non-assignable space in an old building may amount to as much as forty to fifty per cent.

4 Renovation and addition should provide sufficient space for future activities and functions (this is determined by IV, the study of the library's community, and VII, the written building program).

III. Designation of responsibilities for planning the building, and for conducting and supervising the various other activities in the construction.

A. Definition of various owner responsibilities to be assigned to individuals or groups in library, library's administration or governing body, and library's community.

B. Identification of responsibilities assigned by law, regulation, policy, tradition, or other predetermination.
C. Recognition of the existence of any special responsibilities arising from specific building project (e.g., interests of a donor or joint ownership of a facility).
D. Assessment of capability in existing organization for discharging planning, executory, and supervisory responsibilities.

E. Determination of need for consultants.
F. Consideration of the employment of a clerk of the works.
G. Identification and representation of appropriate individuals and groups in planning activity.
H. Determination of the organizational form of planning activity.
I. Written specification of responsibilities of various persons involved (e.g., architect, legal counsel, consultants, construction contractors, representative designated by owner to accept and approve plans and construction, and groups of individuals with other responsibilities on behalf of the owner.)

IV. Study of library's community.
A. Characteristics of general population.
B. Projected changes in general population during the anticipated life of projected building as determined by owner.
C. Development plans for civil community.
D. General information about library's community.
E. Identification of present and future library needs of individuals and groups in community.
F. Other libraries and other recreational, cultural, informational, educational, and research activities and facilities in community.
G. Existing plans for area or regional library development.
H. Special library problems.
I. Observations and conclusions of any studies which may have been made about library or lack of library use in community.

V. Survey of the library.
A. Assess the quantity and quality of the book and periodical collection.
B. Assess the quantity and quality of audio-visual materials.
C. Evaluate the services offered to decide what should be dropped, strengthened, or added.
D. Study the library staff for an adequate number of people and duties to be performed by each person.

VI. Selection of architect, consultants, and others to be employed by owner.
A. Identification of necessary characteristics of architect, consultants, and others (e.g., clerk of the works and legal counsel).

B. Determination of method of selecting architect, consultants, and others.
C. Verification of competency of architect, consultants, and others being considered for employment.
D. Determination of basis for establishing fees and charges.
E. Provision for Architectural, consultant, and other services in the event those selected are not able to fulfill commitments.
F. Specification of architect who will design building if an architectural partnership or firm is employed.
G. Execution of contracts between owner and architect, consultants, and others selected.

VII. Preparation for actual planning.
A. Literature search and reading on library and other building architecture, layout, and equipment.
B. Visits by planners to other libraries, appropriate other buildings, and library and non-library equipment displays.
C. Correspondence with other libraries.
D. Survey of governing body, administration, library staff, and library users for suggestions regarding facilities to be included in new library building.

VIII. Preparation of building program statement.
A. Statement of library's history, organization, and policies.
B. Statement of library's philosophy.
C. Summary of the study of library's community.
D. Outline of library and nonlibrary functions and activities to be included in building.
E. Indication of amount of funds available for planning, site acquisition, and construction.
F. Indication of aesthetic and general requirements of building (e.g., architectural style, if appropriate; entrance at grade; and application of standards of construction for use by physically handicapped).
G. Description of criteria for selecting site.
H. Reference to standards appropriate to owner's type of library and to library construction.
I. Indication of space requirements for each function and activity.
J. Indication of space and service relationships.
K. Complete list of features and equipment not included elsewhere (e.g., integrated works of art; display facilities; book returns; and provisions for heating, ventilating, and lighting) and their requirements.
L. Indication of provision for expansion.
M. Indication of the name of building.

IX. Development and execution of financing plan.
A. Identification and study of possible sources of finance.

B. Selection of source or combination of sources which will provide adequate funds at the least cost of financing and debt service.
C. Crediting value of present mechanical and other equipment which can be used in new building.
D. Estimating total funds available for planning, site acquisition and construction.
E. Planning and executing funding campaign.
F. Consulting with legal counsel regarding financing.
G. Accepting funds, accounting, auditing, and other activities of financing responsibility.

X. Survey, selection, and acquisition of site.
A. Survey or mapping of prospective sites showing key data.
B. Location with respect to residence, movement of members of library's community, and traffic patterns in community.
C. Accessibility by foot and conveyed traffic, both private and public.
D. Visual prominence sites would give to building.
E. Geology and geography (grade, size, shape, orientation, soil and ground conditions, drainage, and natural hazards, such as flooding and landslides).
F. Zoning, requirements of master plan, or building restrictions.
G. Availability and convenience of utilities required.
H. Relationship to location of activities allied with or related to library.
I. Neighborhood (e.g., sounds and smells, civic attitudes, personal safety, and fire and other hazards).
J. Public relations aspects.
K. Advice and assistance of legal counsel.
L. Fairness of price.
M. Existence of clear title and possession of deed.

XI. Development and execution of publicity campaign.
A. Determination of objectives.
B. Coordination with library's general public relations program.
C. Establishment of publicity schedule, publicity budget allocations, and assignment of publicity responsibilities.
D. Selection and preparation of individuals, offices, groups, and media which will be used.
E. Preparation of plan to handle negative situations (e.g., strikes, accidents, and differences of opinion over site).

XII. Preparation and approval of schematic designs.
A. Preparation of proposed floor layouts by architect.
B. Submission of a statement of probable costs of construction by architect or by cost estimator.
C. Inspection, comparison with program requirements, and evaluation by governing body, administration, and planning team.

D. Revision of schematic design by architect.
E. Approval of schematic design by owner's designated representative.

XIII. Determination of built-in and other equipment requiring special consideration in construction.
A. Identification of those built-in and other items which will require special consideration.
B. Assurance that architect understands any items with which he may not be familiar.
C. Preparation of specifications by architect.
D. Identification of prospective suppliers and estimation of costs by architect or by cost estimator.

XIV. Preparation and approval of preliminary drawings and outline specifications.
A. Preparation by the architect of detailed drawings, elevations, and other drawings.
B. Preparation by architect of outline specifications for materials; type of structure; and mechanical, electrical, and other systems.
C. Submission by the architect or cost estimator of a revised statement of probable costs of construction.
D. Inspection, comparison with program requirements, and evaluation by governing body, administration, and planning team.
E. Revision by architect of preliminary drawings and outline specifications.
F. Approval by owner's designated representative of preliminary drawings and outline specifications.

XV. Preparation and approval of working drawings and detailed specifications.
A. Preparation by architect of working drawings, including detail drawings of architectural, structural, and mechanical work, and from which specifications for bids are prepared.
B. Inspection, comparison with program requirements, and evaluation by governing body, administration, and planning team.
C. Revision by architect of working drawings.
D. Preparation by architect of detailed specifications.
E. Submission by the architect or cost estimator of revised statement of probable costs of construction.
F. Acceptance in writing by owner's designated representative of final drawings, incorporating indicated changes or modifications, and of specifications.
G. Preparation of construction documents.

XVI. Selection and specification writing for movable furniture and equipment.
A. Compilation by planning team of list giving name and quantity of all movable furniture and equipment to be purchased.
B. Writing of specifications for movable furniture and equipment by architect,

librarian, or consultant.

XVII. Preparation of contract documents, and advertisement and receipt of bids.
- A. Identification of purchases of construction, mechanical equipment, and built-in and movable furniture and equipment to be made by bid and those to be made by negotiated purchase.
- B. Preparation of bid documents.
- C. Consultation with library's legal counsel on purchase requirements, bid documents, and bid forms and procedures.
- D. Negotiation of purchase of those items not subject to purchase by bid.
- E. Determining schedule and time and place of bid opening.
- F. Advertising invitation to bid.
- G. Receiving bids.
- H. Disqualification of bids not received in accordance with invitation specifications.

XVIII. Planning ground-breaking ceremony.

XIX. Award of contracts or confirmation of purchase, signing of contracts, and establishment of construction and delivery schedules.
- A. Opening bids.
- B. Reviewing bids for compliance with bid procedure and for compliance with specifications.
- C. Comparing prices, conditions of delivery, and other details.
- D. Investigating performance record of contractors submitting bids.
- E. Awarding and signing contracts and confirming negotiated purchases.
- F. Reviewing contracts and negotiated purchases for legal compliances.
- G. Determining tentative construction delivery, and other schedules not specified in contracts.

XX. Conducting in-construction activities.
- A. Holding ground-breaking ceremonies.
- B. Continually inspecting work to assure that the construction agrees with the working drawings and specifications.
- C. Providing delivery access to site, unloading areas, and storage facilities for supplies, materials, and equipment which must be held before use.
- D. Handling change orders.
- E. Providing for working temperature in cold weather.
- F. Providing security from pilferage, vandalism, personal injury, and property damage for property during construction.
- G. Inspection and certifying work completed and for payment to contractors.
- H. Receiving and inspecting equipment and furniture delivered to owner.
- I. Paying architect, consultants, vendors, contractors, and others according to schedules as construction is completed and as equipment and supplies

are delivered and accepted.

J. Preparing list of significant errors, omissions, defects, and deficiencies to be corrected by contractor before owner's final payment.

XXI. Planning for post-construction activities and procedures.

A. Determining increased staff requirements, and recruiting and training additional staff.

B. Determining and arranging for the provision of new library materials required to be available on the opening of new building as a result of new or reorganized services.

C. Developing new and revised rules and regulations necessitated by the move into new building and planning for publication of revised rules and regulations.

D. Planning for the provision of increased funds which may be required for added staff, service contracts for new equipment, etc. required by new building.

E. Planning movement of materials, equipment, and furniture from old to new building.

XXII. Final inspection and acceptance of the new building.

A. Final inspection of building by architect, contractor, and representative of the owner.

B. Preparation of list of unsatisfactory and incomplete work.

C. Correction or errors and completion of the work by the contractor.

D. Acceptance of building and final payments made to the architect, contractors, and others to whom payments are due.

XXIII. Movement to new building.

XXIV. Post-acceptance activities.

A. Shakedown period for building, equipment, and staff, after acceptance and before opening to the public.

B. Publication and distribution of guides, new policies, rules, and regulations for new building.

C. Detection and solution of construction problems not noted before acceptance of building.

For the most recent data on Indiana Public Library Facilities and Construction Status see Table 132012 Indiana Public Library Statistics at http://www.in.gov/library/4841.htm

Chapter 18

PUBLIC PURCHASES, PURCHASE OF LAND OR STRUCTURES AND INVENTORY OF FIXED ASSETS

This content is found in the Indiana State Board of Accounts Library Manual Chapter 10 found at http://www.in.gov/sboa/files/lib2013_010.pdf (reissued 2013). In all cases please consult current statutes for up to date information at www.in.gov/legislative/ic/code/title5/ar22/

Chapter 19

PUBLIC WORKS LAW

This content is found in the Indiana State Board of Accounts Library Manual Chapter 11 found at http://www.in.gov/sboa/files/lib2013_011.pdf (reissued 2013). In all cases please consult current statutes for up to date information at http://www.in.gov/legislative/ic/archive/2013/ic/2013/title36/ar1/ch12.pdf.

Chapter 20

Friends and Foundations

Friends of the Library

- Every library needs friends.
- The Friends of the Library organization is the right arm of the library.
- The Friends can have fund raising campaigns, book sales, etc. to help with the needs of the library beyond what the library can do, either financially or legally.
- Friends groups can buy incentives for summer reading programs, food as a drawing card for teen programs, or recognition programs for volunteers and staff. The list goes on and on. It is only limited by the imaginations of the Friends members and the funding they have to develop and carry out the dreams of the library.
- Friends also help the library as volunteers, advocates and lobbyists.

Working with your Friends

1. How to Organize a Friends Group

- Determine the purpose of and need for the group. This should be done with the librarian and a small core of concerned citizens.
- Select a steering committee to reflect your community and the needs of the group. It is important to have access to an attorney, public relations and advertising talent, and high profile leaders.
- Join the Friends of Indiana Libraries (FOIL).
    - www.ilfonline.org/units/friends-of-indiana-libraries-foil/
- Work on the Federal tax-exempt status (501©(3)). Here is some general information about the 501c designation.
    - en.wikipedia.org/wiki/501(c)
    - www.501c3.org/what-is-a-501c3/
- The following IRS URLs will provide helpful information.
    - http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations
    - www.irs.gov/publications/p557/index.html
- State tax-exempt status at
    - www.in.gov/sos/business/2426.htm
- Many organizations use a lawyer's services. The 501c3 designation is required so that
    1. The Friends group can legally sell items donated to your organization by the library (IC 36-12-3-5(c); and
    2. When the Friends group collects dues or donations, they will be tax-deductible. A tax advisor can furnish more guidance.
- At the same time, work on a constitution and by-laws.
- Define your dues structure and membership categories.
- Decide on membership brochure, artwork, and how you will reproduce and distribute the brochure.

- Begin the publicity campaign in your community. Be sure to involve elected officials, trustees, and other interested parties.
- Determine a tentative schedule for the first year, in order to involve new members on committees as soon as they join.
- If fund raising is important, have a campaign in place and set goals. People like to know where their money is going.
- Set the opening meeting. Plan the program carefully. Have a brief agenda for the first annual meeting.
- Develop a long-range plan for Friends. Re-evaluate after the first year.

2. How to Revitalize Your Friends Group

- Define problem areas for group (or board of directors). Confidential phone calls to directors or member dropouts will help.
- Give a party for members and past members only. It should be fun, with refreshments and music. Use any reason for the party: holiday, author, recognition, social evening. A private home will make it special.
- Be sure to include the dropouts and get a little help from many people to ensure attendance. Have various people be responsible for bringing food and necessary articles.
- Send out pre-event and post-event publicity with names and photos. Make the Friends look like a fun and meaningful group.
- Reevaluate your goals and objectives with the information you should now have.
    - Did you have too broad a mission?
    - Were you stressing fund-raising to the neglect of other activities?
- Reorganize the board of directors, adding positions and breaking down responsibilities so that individuals do not have too great a burden. Enlarge committees.
- Review benefits of membership, making sure they are in line with what your community expects.
- Review communications to members; are they being kept informed? Are you taking advantage of the materials ALTAFF provides through “National Notebook” and “Idea Bank?”
- Consider enrolling of new members as a year-round effort, not limited to a certain period. Be sure brochures are available at every event and at the library desk.
- Be sure to appreciate and recognize efforts of every magnitude. Recognition is of primary importance to volunteers.

Resources for Friends

1. **Friends of Indiana Libraries (FOIL)**
   http://www.ilfonline.org/units/friends-of-indiana-libraries-foil/
   - Operates as a clearinghouse of information about the activities of local Friends of the Library groups
   - Can help local communities establish a Friends of the Library group and coordinate a network of volunteers working for passage of library legislation
   - Individuals and local Friends of the Library groups may become members of FOIL
   - Presents a program on issues of interest to Friends groups at the annual ILF Conference

2. **United for Libraries (formerly ALTAFF)**
   http://www.ala.org/united/
   109 South 13th Street
   Suite 117B
   Philadelphia, PA 19107
   (800) 545-2433, ext. 2161
   (312) 280-2161
   united@ala.org
   - The mission of United for Libraries is to support citizens who govern, promote, advocate, and fundraise for all types of libraries.
   - United for Libraries has the specific responsibility for:
     - Educating through a continuing and comprehensive program for library Trustees to enable them to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent.
     - Encouraging and assisting the formation of and development of Friends of Library groups and Library Foundations.
     - Providing a means for Trustees to have access to information and ideas that will prove useful to them in the governance of their libraries.
     - Providing Friends of Library groups and Library Foundations access to information and ideas that will prove useful to them in fundraising, library promotion and the operation of their organizations.
     - Promoting strong state and regional Trustee and Friends of Library organizations.
     - Providing to all who value libraries the materials and support they need to be effective advocates for their libraries on the local, state and national levels.
     - Making the public aware of the existence of formalized citizen groups such as Trustees, Friends of Library groups and Library Foundations and the services they perform to encourage and develop expanded citizen participation in the support of libraries across the country.

   - **United for Libraries Listserv**
     - To join, send an email to sympa@ala.org. In the subject line of your message type: subscribe friends Firstname Lastname

- Insert your own first name and last name as indicated. Leave the body of the message blank (remove any signature that is automatically included). Send the message. In a few minutes you will receive a welcome message and you can then begin posting emails to the electronic discussion group.

Public Library Foundations

Providing revenues to the library to enhance services is the most direct and observable activity of a library foundation, but a foundation has other advantages.

1. Benefits of a Library Foundation

- A foundation can give the library alternatives it usually does not have in its budget structure. Sometimes during a tightly budgeted fiscal year an unplanned opportunity or necessary expense presents itself. A budget has little flexibility, but the foundation may have resources to meet the unforeseen need.
- Many public libraries are limited in the amount of reserve or building funds they can accumulate. A foundation can be used for this purpose without interfering with annual budget proposals or negotiations.
- Another more subtle benefit is that people seem to have confidence in foundations. The word itself provides feelings of safety and security. So does the word "library." When the two words are used together, and a list of prominent citizens who serve as board members and manage the foundation is added, potential contributors are convinced and willing to give support.

2. Forming a Foundation

Before taking the legal steps to actually organize or establish a foundation for a public library, it is wise to take time to do some planning, decision making and educating.

- The success of a foundation hinges on the performance of the library in the community, the support of the staff and board of trustees for a foundation, and the careful choice of persons to serve as the board of the foundation.
- In addition to acceptance of the concept, the library should identify its roles and develop a mission statement and strategic plan.
- A long-range plan can help identify library needs and provide a sense of purpose to the foundation.
- Many libraries choose to start an account in a community foundation.

3. Choosing a Board

- It is essential that foundation board members be influential residents of the community, able to garner financial support from their contacts and from business and industry, able to personally give financial support, and able to command respect for the library.

- The board should represent a good cross-section of the community.
- Another group to consider is the local Friends of the Library. If an active group exists in the community, consider whether the foundation should be created by the Friends with strong Friends membership on the foundation board, or whether the foundation would function better as an independent association. At least consider appointment of a Friends member to the Foundation Board, along with other civic groups with strong ties to the library.

4. Organizational Meeting

- Once a list of potential foundation board members is selected, it is time to invite them to an organizational meeting. This is a vital moment in the life and success of a foundation.
- First impressions last.
- Outline the needs of the library, as well as the role a foundation and its board can play in fulfilling those needs.
- Be prepared for questions about the library and the perceived need for and value of the foundation.
- Point out how valuable this coalition would be to the community.
- Before they leave, try to gain a commitment from each individual to serve on the foundation board.

5. Articles of Incorporation

Articles of Incorporation should be brief and contain only the most essential facts about the organization. These would include:

- name of corporation
- duration of the corporation
- purpose of the corporation
- address of the corporation
- management of the corporation
- name of the registered agent
- names and addresses of the initial board
- hold harmless clause (for protection for board members)provision of distribution of assets upon dissolution

6. Bylaws

Bylaws are the guidelines and procedures under which the foundation will operate. They include:

- location of corporation
- members
- meetings

- board of directors
- officers
- executive director
- committees
- fiscal year
- dues
- books and records
- contracts, loans, check and deposits
- dissolution
- amendments
- rules of order
- waiver of notice
- indemnification

7. Applying for Tax Exempt Status

- Once the organization has incorporated with the state, received an employer identification number, and adopted bylaws, it is ready to file for recognition of exemption from federal income tax.
- The magic number at this point is 501(c)(3). Contact the local IRS center for the appropriate forms to complete.
- The forms can be completed while waiting for certification from the state and should be done by or reviewed by an attorney.
- The form asks the following:
    - signature of authorized person
    - employer identification number
    - previous tax returns
    - balance sheet of receipts and expenditures for current and preceding three years or a proposed two year budget
    - description of anticipated activities
    - articles of incorporation
    - bylaws

8. Announcing the Foundation to the Public

Any time after adopting the bylaws, the new foundation may declare its existence and begin receiving contributions.

- The announcement to the public should be planned carefully. All persons involved in the foundation must be committed to the protection of the library's tax support.
- When a necessary and visible item is purchased for the library, the publicity surrounding its arrival can be used as a vehicle to acquaint people with the foundation.
- Each new public library foundation needs to find its own appropriate way of "going public".

9. Funding a Foundation

A new library foundation needs money. There are various methods of encouraging contributions:

deferred giving
endowment fund drives
direct mail
special events
raffle
any other creative fund-raising idea that is legal

Other resources:

- FOIL Group Membership Form:
  - http://www.ilfonline.org/clientuploads/FOIL%20Membership%202013.pdf
- Indiana Libraries with Foundations and Endowments (updated 2008):
  - http://www.in.gov/library/files/08suppsec2.xls
- Indiana NonProfits: www.indiana.edu/~nonprof
- Indiana Nonprofit Resource Network: www.inrn.org/
- Indiana Counties: Tax Exempt/NonProfit Organizations: www.taxexemptworld.com/organizations/indiana-counties.asp

Chapter 21
Indiana Library Contacts

Library Contacts at Indiana State Library	
Indiana State Library	http://www.in.gov/library (317) 232-3675 Toll free (866) 683-0008
Indiana Historical Bureau	www.in.gov/history/ (317) 232-2535
State Data Center/Census	(317) 232-3733
Director's Office	(317) 232-3692
Genealogy	(317) 232-3689
Indiana Division	(317) 232-3670
Reference and Government Services	(317) 232-3678 (800) 683-0008
Talking Books & Braille	(317) 232-6384
Library Development Office	Toll free (800) 451-6028 (317) 232-3697 Fax (317) 232-0002 ldo@library.in.gov
Public Library Consultants: Karen Ainslie (Budgets, E-Rate) Jen Clifton (LSTA, Annual Report)	 (317) 232-1938 (317) 234-6550
Indiana Share	www.in.gov/library/ishare.htm, share@library.in.gov
INfo Express	1(877) 835-0014
Indiana Memory	Connie Rendfeld- crendfeld@library.in.gov (317) 232-3694
Book discussion and die cut kits	www.in.gov/library/kits.htm

Library Contacts at Indiana State Library (continued)	
Professional Development Office	Toll free (800) 451-6028 (317) 234-5650 Fax (317) 232-3713 pdo@library.in.gov
Evergreen Indiana	Anna Goben, agoben@library.in.gov (317) 234-6624
Certification	Emily Kruse Schaber, emschaber@library.in.gov (317) 234-6217
Children's Services Consultant	Suzanne Walker, suwalker@library.in.gov (317) 234-5649
Collaborative Summer Library Program	www.cslpreads.org
Storytime Kits	www.in.gov/library/3369.htm
Public Library Directory	www.in.gov/library/pldirectory.htm
Public Library Statistics	www.in.gov/library/plstats.htm
State Agency Contacts	
Department of Local Government and Finance	
Dan Jones	djones@dlgf.in.gov (317) 232-0651
Gateway	gateway@dlgf.in.gov (317) 232-3777
Tammy Merriweather Additional Appropriations	tmerriweather@dlgf.IN.gov (317) 232-3790
Budget Manual	http://www.in.gov/dlgf/8945.htm

State Agency Contacts	
State Department of Workforce Development	
Employer Handbook Unemployment Insurance	www.in.gov/dwd/files/Employer_Handbook.pdf
DWD Contact Information General UI Tax Questions	(800) 891-6499 (800) 437-9136
State Board of Accounts	
Main Office	www.in.gov/sboa (317) 232-2507
Accounting & Uniform Compliance Guidelines Manual for Libraries	www.in.gov/sboa/2404.htm
Commission on Public Records	www.IN.gov/icpr/ (317) 232-3380
Retention & Disposition of Public Records	www.in.gov/icpr/2739.htm
Indiana Bond Bank	www.in.gov/bond/ (317) 233-0888 (800) 535-6974
Indiana Board of Depositories	www.in.gov/deposit (317) 232-5257
List of approved depositories	www.in.gov/tos/deposit/2377.htm
Indiana Department of Labor	www.in.gov/labor/ (317) 232-2655 Contact form: www.in.gov/dol/2368.htm
Indiana Department of Revenue	www.in.gov/dor
Indiana State Department of Health	www.in.gov/isdh (317) 233-1325 Contact form: www.in.gov/isdh/23556.htm

State Agency Contacts	
Public Access Counselor	www.in.gov/pac/ (317) 234-0906
Counselor	(800) 228-6013
Open Door Law	www.in.gov/pac/files/pac_handbook.pdf
Indiana Public Retirement System (INPRS) -Public Employment Retirement Fund (PERF)	www.in.gov/inprs/ (888) 526-1687
Local Number	(317) 233-4162
Fax	(317) 233-0914 or (866) 591-9441
Retirement counseling is by appointment only	(317) 233-4162 or (888) 526-1687 to schedule
State of Indiana Deferred Compensation Plan	www.in.gov/auditor/2403.htm (800) 728-6738
Other Important Contacts	
American Library Association	www.ala.org (800) 545-2433
ENA Help Desk Support	(888) 612-2880 or (317) 612-2880 or helpdesk@INschools.net
Friends of Indiana Libraries (FOIL)	http://www.ilfonline.org/?foildivision
Internal Revenue Service	Government entities can request a governmental information letter by calling 1-877-829-5500 www.irs.gov
Lyrasis	www.lyrasis.org 1(800) 999-8558
Provider of Prescribed Forms:	
A.E. Boyce, Muncie, Indiana	
501 W Riggin Rd	
Muncie, IN , 47303-6414	
Phone: 765-289-2233	
FAX: 765-289-2376	
Toll Free Phone: 800-382-8702	

Chapter 22
2014 Directory of Indiana Public Library Directors
(As of 7/25/2014)

Library	Director's Name	Director's Email
Adams County Public Library	Kelly Ehinger	ehinger@apls.lib.in.us
Akron Carnegie Public Library	Janet Hawley	Akronadm@akron.lib.in.us
Alexandria-Monroe Public Library	Montie Manning	mmanning@alex.lib.in.us
Alexandrian Public Library	Marissa Priddis	theloudlibrarian@yahoo.com
Allen County Public Library	Jeffrey R Krull	jkrull@acpl.lib.in.us
Anderson Public Library	Sarah Later	slater@and.lib.in.us
Andrews-Dallas Township Public Library	Nancy Anderson Disbro	andrewsdirector@gmail.com
Argos Public Library	Jane Hall	jehall@argos.lib.in.us
Attica Public Library	Norma Lee Fink	aplibnfink@netscape.net
Aurora Public Library District	Mary Alice Horton	maryalice@eapld.org
Avon-Washington Township Public Library	Laurel Setser	lsetser@avonlibrary.net
Bartholomew County Public Library	Beth Booth Poor	library@barth.lib.in.us
Barton Rees Pogue Memorial Public Library	Barbara Dixon	bdlibrarydirector@yahoo.com
Batesville Memorial Public Library	Michael J Kruse	director@ebatesville.com
Bedford Public Library	Susan A Miller	smiller@bedlib.com
Beech Grove Public Library	Elizabeth Schoettle	eschoettle@bgpl.lib.in.us
Bell Memorial Public Library	Krystal Smith	ksmith@bell.lib.in.us
Benton County Public Library	Betsy Slavens	betsy.slavens@gmail.com
Berne Public Library	Kathy Gerber	BPL@BERNEPL.LIB.IN.US
Bicknell-Vigo Township Public Library	Deborah Kean	kean.deborah@gmail.com
Bloomfield-Eastern Greene County Public Library	Austin Stroud	astroud@bloomfield.lib.in.us
Boonville-Warrick County Public Library	Lois Aigner	laigner50@hotmail.com
Boswell-Grant Township Public Library	Andrea Bowman	boswelllib@hotmail.com
Bourbon Public Library	Heather Barron	hbarron@bourbon.lib.in.us
Brazil Public Library	Jill E Scarbrough	jscarbrough@ticz.com
Bremen Public Library	Marsha L Patterson	mpatters@bremen.lib.in.us
Bristol-Washington Township Public Library	Daryl Shrock	daryl@bristol.lib.in.us
Brook-Iroquois-Washington Township Public Library	Joyce Whaley	jwhaley@brook.lib.in.us
Brookston-Prairie Township Public Library	Marilyn Blessing	mblessing@brookston.lib.in.us
Brown County Public Library	Stori Snyder	director@browncounty.lib.in.us
Brownsburg Public Library	Wanda Pearson	wpearson@brownsburg.lib.in.us
Brownstown Public Library	Sherri May	slmay@brownstownpl.org

Butler Carnegie Public Library	Ellen Stuckey	ellen@butlerpubliclibrary.net
Cambridge City Public Library	Vicki Rivers Melek	ccitypl@yahoo.com
Camden-Jackson Township Public Library	Tamara Gibbs	tgibbs@camden.lib.in.us
Carmel Clay Public Library	Wendy Phillips	wphillips@carmel.lib.in.us
Carnegie Public Library Of Steuben County	Sonya Dintaman	sonyad@steuben.lib.in.us
Centerville-Center Township Public Library	Beth Treaster	btreaster@centervillelibrary.info
Charlestown Clark County Public Library	June Kruer	JKRUER@clarkco.lib.in.us
Churubusco Public Library	Rachel Eyerman	buscolibrary@frontier.com
Clayton-Liberty Township Public Library	Jonnie J Wallis-Halberstadt	cltpl@tds.net
Clinton Public Library	Becky Cuffle	becky@clintonpl.lib.in.us
Coatesville-Clay Township Public Library	Cheryl Steinborn	cpl@ccrtc.com
Colfax-Perry Township Public Library	Brenda Kinslow, Interim Director	bkinslow@colfaxptpl.org
Converse-Jackson Township Public Library	Coleen Carlson	conversepl@yahoo.com
Covington-Veedersburg Public Library	Regina George	cvpldirector@c-vpl.org
Crawford County Public Library	Tracy Underhill	underhill.tracy@gmail.com
Crawfordsville District Public Library	Larry Hathaway	dir@cdpl.lib.in.us
Crown Point Community Public Library	Lynn M Frank	lfrank@cyberz.net
Culver-Union Township Public Library	Coleen M McCarty	cmccarty@culver.lib.in.us
Danville-Center Township Public Library	Loren C Malloy	lmalloy@dplINDIANA.ORG
Darlington Public Library	John G Dale	butchandconnie@hotmail.com
Delphi Public Library	Kelly Currie	kelly@delphilibrary.org
Dublin Public Library	Gary Rubendall	dublinlibrary@yahoo.com
Dunkirk Public Library	Beth Davidson	bdavidson@dunkirk.lib.in.us
Earl Park-Richland Township Public Library	Connie Sparenberg	earlparklibrary@gmail.com
East Chicago Public Library	Ophelia Roop	oroop@ecpl.org
Eckhart Public Library	Janelle H Graber	jhgraber@epl.lib.in.us
Edinburgh Wright-Hageman Public Library	Cathy Hamm	chamm@edinburgh.lib.in.us
Elkhart Public Library	Deborah Stewart	dstewart@myepl.org
Evansville Vanderburgh Public Library	Marcia Learned-Au	mau@evpl.org
Fairmount Public Library	Linda Magers	fairmountpl@yahoo.com
Farmland Public Library	Carrie Watson	farmlandlibrary@farmlandlibrary.org
Fayette County Public Library	Anne Marie Short	annemarie@fcplibrary.lib.in.us
Flora-Monroe Township Public Library	Melissa Bishop	mbishop@flora.lib.in.us
Fort Branch-Johnson Township Public Library	Sabrina Frederick	sabrina@fortbranchlibrary.com
Fortville-Vernon Township Public Library	Richard Bell	richard@fortville.lib.in.us
Francesville-Salem Township Public Library	Sally Sharpe	francesvillelibrary@yahoo.com
Frankfort-Clinton County Contractual Public	Michelle Bradley	mbradley@accs.net

Library		
Franklin County Public Library District	Melody Gault	melody@fclibraries.org
Fremont Public Library	Hope Wilson	hwilson@fremont.lib.in.us
Fulton County Public Library	Jonathan Gaskill	director@fulco.lib.in.us
Garrett Public Library	Cate Birdseye	cbirdseye@gpl.lib.in.us
Gary Public Library	Diana Morrow, Interim Director	morrd@garypubliclibrary.org
Gas City-Mill Township Public Library	Nancy Bryant	nbryant@gcmtpl.lib.in.us
Goodland & Grant Township Public Library	Joyce Crane	jcrane@goodland.lib.in.us
Goshen Public Library	Andrew Waters	awaters@goshenpl.lib.in.us
Greensburg-Decatur County Countractual Public Library	Andrea Ingmire	aingmire@greensburglibrary.org
Greentown & Eastern Howard School Public Library	Marjorie Bontrager	Margi.Bontrager@eastern.k12.in.us
Greenwood Public Library	Cheryl Dobbs	cdobbs@greenwoodlibrary.us
Hagerstown-Jefferson Township Public Library	Ruth Frasur	director@hagerstownlibrary.org
Hamilton East Public Library	Edra Waterman	ewaterman@hepl.lib.in.us
Hamilton North Public Library	Sam Mitchel	smitchel@hnpl.lib.in.us
Hammond Public Library	Rene Greenleaf	greenr@hammond.lib.in.us
Hancock County Public Library	Dave Gray	dgray@hcplibrary.org
Harrison County Public Library	Vi Eckart	vi_eckart@hcpl.lib.in.us
Hartford City Public Library	Christine Mahon	director@hartfordcitylibrary.com
Henry Henley Public Library	Shelli Wilson	liselmichw@yahoo.com
Huntingburg Public Library	Angie Haake	ahaake@huntingburg.lib.in.us
Huntington City-Township Public Library	Rebecca Lemons	bekalemons88@gmail.com
Hussey-Mayfield Memorial Public Library	Kerry Green	kerryg@zionsville.lib.in.us
Indianapolis Public Library	Jackie Nytes	jnytes@imcpl.org
Jackson County Public Library	Julia Aker	jaker@japl.lib.in.us
Jasonville Public Library	Judy Stone	jvillepl@att.net
Jasper County Public Library	Patty Stringfellow	pstringfellow@jasperco.lib.in.us
Jasper-Dubois County Contractual Public Library	Rita C Douthitt	rdouthitt@jdcpl.lib.in.us
Jay County Public Library	Eric Hinderliter	ehinderliter@jaycpl.lib.in.us
Jefferson County Public Library	Brent Stokesberry	director@mjcpl.org
Jeffersonville Township Public Library	Libby Pollard	lpollard@jefferson.lib.in.us
Jennings County Public Library	Mary Hougland	mary.hougland@jenningslib.org
Johnson County Public Library	Beverly Martin	bmartin@jcplin.org
Jonesboro Public Library	Carol Jones	jonesborolibrary56@yahoo.com
Joyce Public Library	Bonnie Hollman, Assistant Librarian	Bonnieh31@frontier.com
Kendallville Public Library	Katie Mullins	kmullins@kendallvillelibrar

		y.org
Kentland-Jefferson Township Public Library	Roberta S Dewing	directorkpl@gmail.com
Kewanna-Union Township Public Library	Charles Rude, Interim Director	kewannapublib@yahoo.com
Kingman-Millcreek Public Library	Shannon Hart	kingmanlib@sbcglobal.net
Kirklin Public Library	Heidi Turner	hturner@kirklinlibrary.com
Knightstown Public Library	Vanda Carnes	ktown_library@HRTC.net
Knox County Public Library	Emily Cooper Bunyan	ebunyan2001@yahoo.com
Kokomo-Howard County Public Library	Faith Brautigam	fbrautigam@khcpl.org
La Crosse Public Library	Patricia L Spiess	lacrossepublib@yahoo.com
La Grange County Public Library	Diana Randall	diane.randall@lagrange.lib.in.us
La Porte County Public Library	Fonda Owens	fowens@lapcat.org
Ladoga-Clark Township Public Library	Wanda Bennett	ladoga@ladoga.lib.in.us
Lake County Public Library	Ana Grandfield	agrandfield@lcplin.org
Lawrenceburg Public Library	Barbara Bonney	bbonney@lpld.lib.in.us
Lebanon Public Library	Kay Martin	Kay@leblib.org
Ligonier Public Library	Jerry L Nesbitt	jnesbitt@ligonier.lib.in.us
Lincoln Heritage Public Library	Becky Hunter	becky@lincolnheritage.lib.in.us
Linden Public Library	Kathie Watkins	lindenlibrary@yahoo.com
Linton Public Library	Vacant	lintonpl@lintonpl.lib.in.us
Logansport-Cass County Public Library	David Ivey	dmivey@logan.lib.in.us
Loogootee Public Library	Darla Wagler	dwagler@loogootee.lib.in.us
Lowell Public Library	Gene Pidzarko	gpidzarko@lowellpl.lib.in.us
Marion Public Library	Mary Eckerle	meckerle@marion.lib.in.us
Matthews Public Library	Jennifer Jones	No Email address
Melton Public Library	Susie Owen	susie@melton.lib.in.us
Michigan City Public Library	Donald Glossinger	dgloss@mclib.org
Middlebury Community Public Library	Teresa Rheinheimer	terry@mdy.lib.in.us
Middletown Fall Creek Township Public Library	Teresa Dennis	teresaholden@yahoo.com
Milford Public Library	Julia Frew	jfrew@milford.lib.in.us
Mishawaka-Penn-Harris Public Library	David J Eisen	d.eisen@mphpl.org
Mitchell Community Public Library	Alexis Caudell	acaudell@mitchell.lib.in.us
Monon Town & Township Public Library	Jo A Minnick	jminnick@monon.lib.in.us
Monroe County Public Library	Sara Laughlin	laughlin@mcpl.info
Monterey-Tippecanoe Township Public Library	Renita Potthoff	Renita@monterey-tipp.lib.in.us
Montezuma Public Library	Jayanne Rumple	director@montezuma.lib.in.us
Monticello-Union Township Public Library	Monica Casanova	mcasanova@monticello.lib.in.us
Montpelier-Harrison Township Public Library	Cathy Leas, Interim Director	cdlladybug@hotmail.com

Mooresville Public Library	Diane Huerkamp	dianeh@mooresville.lib.in.us
Morgan County Public Library	Krista Ledbetter	kristaq@mail.morg.lib.in.us
Morrisson Reeves Public Library	Paris Pegg	PEGG@mrlinfo.org
Muncie-Center Township Public Library	Virginia Nilles	gnilles@munpl.org
Nappanee Public Library	Lissa Krull	lkrull@nappaneelibrary.org
New Albany-Floyd County Public Library	Rose Frost	RFROST@nafclibrary.org
New Carlisle & Olive Township Public Library	Lisa Felix	efelix@ncpl.lib.in.us
New Castle-Henry County Public Library	Winnie Logan	winnieL@nchcpl.lib.in.us
New Harmony Workingmen's Institute	Ryan Rokicki	mryanrokicki@yahoo.com
Newton County Public Library	Mary K Emmrich	lakevil@netnitco.net
Noble County Public Library	Sandra Petrie	spetrie@nobleco.lib.in.us
North Judson-Wayne Township Public Library	Jane Ellen Felchuk	njwtdirector@gmail.com
North Madison County Public Library System	Jamie Scott	jscott@elwood.lib.in.us
North Manchester Public Library	Brooke Bolton	director@nman.lib.in.us
North Webster Community Public Library	Helen Leinbach	hleinbach@nweb.lib.in.us
Oakland City-Columbia Township Public Library	Julie Elmore	occtpl@gmail.com
Odon Winkelpleck Public Library	Marsha Lynn	owpl@mail.odon.lib.in.us
Ohio County Public Library	Cynthia Schmid-Perry	Cynthia@ocpl.lib.in.us
Ohio Township Public Library System	Trista Smith	tsmith@ohio.lib.in.us
Orleans Town & Township Public Library	Debby Stone	orleanslibrary@hotmail.com
Osgood Public Library	Vicki Butz	VBUTZ@OSGOODLIBRARY.ORG
Otterbein Public Library	Patti Foster, Interim Director	director@otterbeinpubliclibrary.org
Owen County Public Library	Ginger Rogers	GROGERS@owenlib.org
Owensville Carnegie Public Library	Margo English, Interim Director	owensvillelibrary@gmail.com
Oxford Public Library	Brittany Hays	oxfordlibrary@sbcglobal.net
Paoli Public Library	Cynthia Webb, Interim Director	cwebb75@hotmail.com
Peabody Public Library	Mary Hartman	MHartman@ppl.lib.in.us
Pendleton Community Public Library	Lynn Hobbs	lhobbs@pendleton.lib.in.us
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Peru Public Library	Maryann Farnham	perupubliclibrary@yahoo.com
Pierceton & Washington Township Public Library	Pamela Myers	pierceton.library@mchsi.com
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Plainfield-Guilford Township Public Library	Rachel Ziegler	rziegler@plainfieldlibrary.net
Plymouth Public Library	Susie Reinholt	reinholt@plymouth.lib.in.us
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Poseyville Carnegie Public Library	Claire Wezet	director@pcpl.lib.in.us
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Roanoke Public Library	Celia Bandelier	director@roanoke.lib.in.us
Rockville Public Library	Cynthia Hein	heincindy@gmail.com
Royal Center-Boone Township Public Library	Julie Diesman	royalcenterlib@frontier.com
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Union County Public Library	Karen Kahl	karenkahl@hotmail.com
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Vigo County Public Library	Kristi Howe	khowe@vigo.lib.in.us
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Wakarusa-Olive & Harrison Township Public	Jo Geleske	jgeleske@wakarusa.lib.in.u

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Warren Public Library	Robert Neuenschwander	warrenpl@warren.lib.in.us
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