

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.ims.gov/research/public libraries in the united states survey.aspx](http://www.ims.gov/research/public%20libraries%20in%20the%20united%20states%20survey.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

Statistics Usage – Bibliography

- Baird, B. J. (2004) *Library collection assessment through statistical sampling*. Lanham, Md., Scarecrow.
- Bertot, J. C. (2001) *Statistics and performance measures for public library networked services*. Chicago: American Library Association.
- Boss, R. W. (2006). Rethinking Library Statistics in a Changing Environment. Public Library Association (PLA). Retrieved from <http://www.ala.org/pla/tools/technotes/rethinkinglibrary>
- Liu, Y. Q., & Zweizig, D. (2000). Public Library Use of Statistics: A Survey Report. *Public Libraries*, 39 (2), 98-105.
- Smith, M. (1996). *Collecting and Using Public Library Statistics: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman.
- White, A. C., & Kamal, E. D. (2005) *E-metrics for library and information professionals: How to use data for managing and evaluating electronic resources*. New York: Neal-Schuman.

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 county _____
- 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 Minimum 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 Kirclin 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? _____