

WELLS COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2018

CURRENT YEAR

PREVIOUS YEAR

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	Sarah MacNeill	<i>Sarah MacNeill</i>
01-002	Preparer's phone number	(260) 824-1612	<i>(260) 824-1612</i>
01-003	Time zone in which the library's administrative entity is located	Eastern Time	<i>Eastern Time</i>
01-004	Library name	WELLS COUNTY PUBLIC LIBRARY	<i>WELLS COUNTY PUBLIC LIBRARY</i>
01-005	Library class	B	<i>B</i>
01-006	Library director	Sarah MacNeill	<i>Sarah MacNeill</i>
01-007	Street address	200 WEST WASHINGTON STREET	<i>200 WEST WASHINGTON STREET</i>
01-008	City	BLUFFTON	<i>BLUFFTON</i>
01-009	ZIP code	46714	<i>46714</i>
01-010	Is your mailing address the same as the address listed above?	Yes	<i>Yes</i>
01-011	Mailing address	200 W. WASHINGTON STREET	<i>200 W. WASHINGTON STREET</i>
01-012	Mailing city	BLUFFTON	<i>BLUFFTON</i>
01-013	Mailing ZIP code	46714	<i>46714</i>
01-014	Congressional district number	3	<i>3</i>
01-015	Phone	(260) 824-1612	<i>(260) 824-1612</i>
01-016	Fax	(260) 824-3129	<i>(260) 824-3129</i>
01-017	Does your library have an answering machine, voicemail or other similar technology?	Yes	<i>Yes</i>
01-018	Library URL	www.wellscolibrary.org	<i>www.wellscolibrary.org</i>
01-019	Public library email address, or a means of electronic contact listed on the library's website	wcpl@wellscolibrary.org	<i>wcpl@wellscolibrary.org</i>

Building Questions

01-020	Year the current central library was built	1991	<i>1991</i>
01-021	Year of the most recent structural addition or alteration to the current central library	2007	<i>2007</i>
01-022	Square footage of the central library	39,280	<i>39,280</i>
01-023	Click here to complete the central library daily hours.		

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

Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

01-023a	If your central library has an ATYPICAL schedule that cannot be correctly entered into the above form (e.g. 9:00AM-noon, 2:00PM-5:00PM), please provide and describe those hours here.		
01-038	Total open hours for the central library during a typical week	58	58
01-039	Total number of hours per week the central library is open after 5:00 PM	13	13
01-040	Total number of hours per week the central library is open on Saturday	5	5
01-041	Total number of hours per week the central library is open on Sunday	0	0
01-042	Number of weeks per year the central library was open in 2018	52	52
01-043	Total hours the central library was open in 2018	3,016.00	3,016.00

Internet Access

01-044	Does the library have internet access?	Yes	Yes
01-045	What type of internet access is available in the central library?	Fiber Optic	Fiber Optic
01-046	Specify the download speed of Internet access in the central library.	50 MPBS	40 MPBS
	Please specify the unit of measurement (e.g. 20 MBPS)		

Branch Information

01-200	Total number of branches <i>(If this answer = 0, skip questions 01-200a through 01-237)</i>	1	1
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Individual Branch Information

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

01-200a	Branch name	OSSIAN BRANCH	OSSIAN BRANCH
01-201a	Branch street address	207 NORTH JEFFERSON STREET	207 NORTH JEFFERSON STREET
01-202a	Branch city	OSSIAN	OSSIAN
01-203a	Branch county	WELLS	WELLS
01-204a	Branch ZIP	46777	46777
01-205a	Is your mailing address the same as the address listed above?	Yes	Yes
01-206a	Branch mailing address	207 N. Jefferson St. Ossian, IN 46777	207 N. Jefferson St. Ossian, IN 46777
01-207a	Phone	(260) 622-4691	(260) 622-4691
01-208a	Fax	(260) 622-7030	(260) 622-7030
01-209a	Year built	1994	1994
01-210a	Year of the most recent structural addition or alteration to branch building	2013	2013
01-211a	Total square footage of branch	5360	5360
01-212a	Number of weeks per year individual branch is open	52	52
01-213a	Monday opening time	9:00 AM	9:00:00 AM
01-214a	Monday closing time	8:00 PM	8:00:00 PM
01-215a	Tuesday opening time	9:00 AM	9:00:00 AM

01-216a	Tuesday closing time	8:00 PM	8:00:00 PM
01-217a	Wednesday opening time	9:00 AM	9:00:00 AM
01-218a	Wednesday closing time	8:00 PM	8:00:00 PM
01-219a	Thursday opening time	9:00 AM	9:00:00 AM
01-220a	Thursday closing time	8:00 PM	8:00:00 PM
01-221a	Friday opening time	9:00 AM	9:00:00 AM
01-222a	Friday closing time	5:00 PM	5:00:00 PM
01-223a	Saturday opening time	9:00 AM	9:00:00 AM
01-224a	Saturday closing time	12:00 PM	12:00:00 PM
01-225a	Sunday opening time	CLOSED	N/A
01-226a	Sunday closing time	CLOSED	N/A
01-227a	Total open hours for branch library during a typical week.	55	55
01-228a	Does the branch library have internet access?	Yes	Yes
01-229a	What type of internet access is available in the branch library?	Fiber Optic	Fiber Optic
01-230a	Specify the download speed of internet access in the branch library	50 MBPS	40 MPBS
01-237	Total annual hours of all branches	2,860.00	2,860.00

Bookmobile Information

01-300	Total number of bookmobiles (<i>If this answer = 0, skip questions 01-301a through 01-316</i>)	0	0
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Individual Bookmobile Information

01-301a	Bookmobile name		
01-302a	Street address		
01-303a	City		
01-304a	County		
01-305a	ZIP		
01-306a	Is your mailing address the same as the address listed above?		
01-307a	Mailing 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 per year bookmobile is open		
01-312	Total annual hours of all bookmobiles	0.00	0.00
01-500	Total system public service hours per year	5,876.00	5,876.00

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 resident registered users	16,251	17,367
02-002	Total number of users from contracting areas	0	0
02-003	Total number of non-resident (non-taxed) registered users	21	19
02-004	Total number of reciprocal users	31	27

02-005	Total number of PLAC users	25	18
02-006	Total number of non-resident cards issued to student users	116	112
02-007	Total number of non-resident cards issued to school employees	20	20
02-008	Total number of non-resident cards issued to library employees	3	3
02-009	Amount of non-resident fee	\$75.00	\$70.00
02-010	Date the library board adopted this fee	2/13/2018	2/14/17
02-011	Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?	Yes	Yes

3 - Libraries and 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.

See the instructions for a description of the political divisions. If your library did not make changes to your service area, carry over the unit type from the previous year.

2010 Census figures are used for all calculations

03-001	Name of primary county	WELLS	WELLS
03-002	Total assessed valuation for library district	\$1,497,255,061	\$1,464,536,324
03-003	Operating tax rate	.0570	.0543
03-004	Source year for data	2019	2017
03-005	Debt fund tax rate	.0215	.0226
03-006	LCPF tax rate	N/A	N/A
03-007	Did your library roll the LCPF into the operating tax rate?	N/A	N/A
03-008	Name of additional county	N/A	N/A
03-009	Total assessed valuation for additional county		N/A
03-010	Operating tax rate for additional county		N/A
03-011	Debt fund tax rate		N/A
03-012	LCPF tax rate		N/A
03-013	Total district population without contracts	27,188	27,188
03-014	Total district population with contracts	0	0
03-015	Political subdivision name	Wells	Wells
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	3	3
03-017	Population <u>2010 census</u> (taxed and served)	27,188	27,188
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	N/A	N/A
03-019	Population <u>2010 census</u> (served by contract)	0	0

03-020 Were there any changes to your library's service area?

No

(Reasons for change may include annexations, mergers, or changes in contracts.)

03-021 If the answer to 03-020 is YES, please explain

4 - Operating Revenue

Questions relating to standards are in bolded blue font

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Local Government Income

04-001	Property tax or CEDIT income from library tax rate	\$832,697	\$811,073
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,035,229	\$1,027,817
04-003	Contractual revenue received for service	\$0	\$0
04-004	Total local income	\$1,867,926	\$1,838,890

State Government Income

04-005	Financial Institutions Tax (FIT)	\$3,945	\$4,109
04-006	License Vehicle Excise Tax	\$102,060	\$93,344
04-007	Commercial Vehicle Excise Tax (CVET)	\$12,249	\$12,427
04-008	State Technology Grant Fund	\$10,817	
04-009	Other state income	\$4,117	\$5,769
04-010	Source(s):	College Work Study	College Work Study
04-011	Total state income	\$133,188	\$115,649

Federal Government Income

04-012	LSTA grants	\$0	
04-013	Other federal income	\$0	
04-014	Source(s)	0	
04-015	Total federal income	\$0	\$0

Other Income

04-016	PLAC reimbursement		
04-017	Fines and fees	\$51,455	\$48,454
04-018	Interest on investments	\$5,637	\$4,888
04-019	Gift receipts income	\$31,762	\$0
04-020	Private and public foundation grants income	\$722	\$0
04-021	Miscellaneous income	\$484	\$2,555
04-022	Source(s)	Refunds	Property Rental, Refunds
04-023	Total other income	\$90,060	\$55,897
04-024	Total income	\$2,091,174	\$2,010,436

5 - Expenditure Data

Questions relating to standards are in bolded blue font

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Operating Fund Expenditures

05-001	Salaries/wages of all library staff	\$1,053,858	<i>\$1,019,169</i>
05-002	Employee benefits	\$225,771	<i>\$228,999</i>
05-003	Other personal services	\$0	<i>\$0</i>
05-004	Total personal services	\$1,279,629	<i>\$1,248,168</i>
05-005	Total staff expenditures	\$1,279,629	<i>\$1,248,168</i>
05-006	Total supplies	\$39,283	<i>\$31,446</i>

Other Services and Charges

05-007	Professional services	\$108,416	<i>\$108,040</i>
05-008	Communication and transportation	\$20,048	<i>\$23,453</i>
05-009	Printing and advertising	\$416	<i>\$795</i>
05-010	Insurance	\$16,297	<i>\$15,978</i>
05-011	Utility services	\$67,397	<i>\$60,509</i>
05-012	Repairs and maintenance	\$31,429	<i>\$87,841</i>
05-013	Rentals	\$714	<i>\$714</i>
05-014	Debt service	\$0	<i>\$0</i>
05-015	Lease rental	\$0	<i>\$0</i>
05-016	Other	\$946	<i>\$3,142</i>
05-017	Total of other services and charges	\$245,663	<i>\$300,472</i>

Capital Outlays from Operating Fund Expenditures

05-018	Land	\$0	<i>\$0</i>
05-019	Buildings	\$0	<i>\$0</i>
05-020	Improvements other than buildings	\$112	<i>\$0</i>
05-021	Furniture and equipment	\$52,775	<i>\$57,529</i>
05-022	Capital outlays for public access computers, e-readers and electronic media devices DO NOT REPORT in Q05-021	\$29,303	<i>\$14,400</i>

Operating Fund Expenditure Data

05-023	Books (include book lease)	\$133,042	<i>\$145,129</i>
05-024	Periodicals and newspapers	\$11,716	<i>\$12,479</i>
05-025	Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic	\$49,326	<i>\$47,228</i>
05-026	E-book, electronic collections, and database licensing/purchase/lease expenditures	\$68,971	<i>\$83,989</i>
05-027	Electronic physical format, including Playaways and e-book readers	\$11,836	<i>\$13,684</i>

Non-Operating Fund Library Materials Expenditure Data

05-028	Books (include book lease)	\$1,258	<i>\$38</i>
05-029	Periodicals and newspapers	\$0	<i>\$0</i>
05-030	Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic	\$63	<i>\$340</i>
05-031	E-book and electronic database licensing/purchase/lease expenditures	\$0	<i>\$0</i>
05-032	Electronic physical format, including Playaways and e-book readers	\$0	<i>\$0</i>

05-033	Total expenditures for print materials	\$146,016	\$157,646
05-034	Total expenditures for electronic materials	\$80,807	\$97,673
05-035	Total expenditures for other materials	\$49,389	\$47,568
05-036	Total expenditures for collections	\$276,212	\$302,887
05-037	Total operating fund capital outlays	\$288,110	\$290,449
05-038	Total operating fund expenditure for collection development	\$304,194	\$316,909
05-039	Total non-operating fund expenditure for collection development	\$1,321	\$378
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$1,921,656	\$1,954,524
05-042	Other operating expenditures	\$367,136	\$403,847
05-043	Total operating expenditures	\$1,922,977	\$1,954,902
05-044	Total capital fund expenditures	\$23,400	\$34,781
<u>Non-Resident Fee Standard</u>			
05-045	Total collection expenditures	\$305,515	\$317,287
05-046	Total 2017 operating expenditures per capita	\$71.89	\$71.89
05-047	Difference between 2017 OE per capita and non-resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita	\$-3.11	\$-2.76
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	Yes
05-048	Total 2018 operating expenditures per capita. PLEASE MAKE SURE YOUR 2019 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	70.68	71.89
<u>Collection Development Standard</u>			
05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	15.8%	16.2%

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	\$350,644	\$371,059
06-002	State government capital revenue	\$0	\$0
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$350,644	\$371,059

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	4.00	6.00
07-002	Total number of paid hours per week for all ALA-MLS librarians	148	172
07-003	FTE for all librarians with an ALA-MLS	3.70	4.30

ALL Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	12.00	15.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	284	496
07-006	FTE for all librarians	7.10	12.40

ALL Other Staff

07-007	Total number of all other paid staff	31.00	28.00
07-008	Total number of paid hours per week for all other paid staff	656	576
07-009	FTE for all other paid staff	16.40	14.40
07-010	Total number of all paid staff	43.00	43.00
07-011	Total number of paid hours per week for all paid staff	940.00	1,072.00
07-012	FTE for all paid staff	23.50	26.80
07-013	Number of hours per week considered to be full-time employment in your library	30-40	30-40

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	Number of interlibrary loan items (loans and photocopies) your library has provided to other libraries	454	744
08-002	Evergreen transits to other libraries (number will be supplied by the Indiana State Library)	0	0
08-003	SRCS materials provided to other libraries (number will be supplied by the Indiana State Library)	379	253
08-004	Total number of loans provided to other libraries	833	997
08-005	Number of interlibrary loan items (loans and photocopies) your library has borrowed from other libraries	486	541
08-006	Evergreen transits received from other libraries (number will be supplied by the Indiana State Library)	0	0
08-007	SRCS materials received from other libraries (number will be supplied by the Indiana State Library)	55	53

08-008	Total number of loans received from other libraries	541	594
08-009	Net lending rate (number of items loaned divided by number of items borrowed)	1.54	1.68
<u>Children's (0 - 11 years) Library Programs</u>			
08-010	Number of children's (0 - 11 yrs) programs held in the library	438	376
08-011	Number of children's (0 - 11 yrs) programs held outside of the library	86	79
<u>Young Adult (12 - 18 years) Library Programs</u>			
08-012	Number of young adult (12 - 18 yrs) programs held in the library	80	67
08-013	Number of young adult (12 - 18 yrs) programs held outside of the library	26	23
<u>Adult (18+ years) Library Programs</u>			
08-014	Number of adult (18+ yrs) programs held in the library	146	158
08-015	Number of adult (18+ yrs) programs held outside of the library	15	13
<u>General (All Ages) Library Programs</u>			
08-016	Number of general (all ages) programs held in the library	16	10
08-017	Number of general (all ages) programs held outside of the library	0	2
08-018	Total number of non-library sponsored programs	1,535	1,677
08-019	Total number of all library sponsored programs	807	728
<u>Attendance at Children's (0 - 11 years) Programs</u>			
08-020	Attendance at children's (0 - 11 yrs) programs held in the library	11,106	6,896
08-021	Attendance at children's (0 - 11 yrs) programs held outside of the library	6,747	5,007
<u>Attendance at Young Adult (12 - 18 years) Programs</u>			
08-022	Attendance at young adult (12 - 18 yrs) programs held in the library	3,326	3,169
08-023	Attendance at young adult (12 - 18 yrs) programs held outside of the library	1,969	1,982
<u>Attendance at Adult (18+ years) Programs</u>			
08-024	Attendance at adult (18+ yrs) programs held in the library	1,718	1,630
08-025	Attendance at adult (18+ yrs) programs held outside of the library	369	335
<u>Attendance at General (All Ages) Programs</u>			
08-026	Attendance at general (all ages) programs held in the library	1,216	261
08-027	Attendance at general (all ages) programs held outside of the library	270	31
<u>Attendance Totals</u>			
08-028	Total attendance at non-library sponsored programs	9,607	10,188
08-029	Total children's program attendance	17,853	11,903
08-030	Total young adult program attendance	5,295	5,151

08-031	Total attendance at library sponsored programs <u>Summer Reading Program for Children</u>	26,721	19,311
08-032	How many weeks of a Summer Reading Program for children did your library offer at each fixed location?	9	9
08-033	Total number of annual visits to the library	153,124	159,946
08-034	Total number of reference transactions per year	16,693	15,672
<u>Electronic Collections (includes Licensed Databases)</u>			
08-035	Number of state-licensed databases (INSPIRE databases)	88	88
08-036	Number of local and other licensed databases (not INSPIRE)	24	27
08-037	Name(s) of public use/commercial databases to which the library subscribes	A-Z Databases, Ancestry, Auto Repair Reference Center, Biography for Beginners, Encyclopedia Britannica, New Careers Internet Database, Creativebug, Flipster, Gale Virtual Reference Center, Global Issues in Context, Nuwav Leagal Documents, Miss Humblebees, My Heritage, National Geographic 1988-1995, National Geographic 1995-Forward, National Geographic Kids, National Geographic People, Novelist Plus, Opposing Viewpoints, Salem Health, Salem History, Salem Science, Student Resources in Context, Tumblebooks and Worldbook	<i>Response has been entered.</i>
08-038	Total electronic collections	112	115
<u>Public Computers</u>			
08-039	Number of public internet computers uses per year	23,365	32,635
08-040	Number of wireless internet uses per year	69,296	74,655
08-041	Number of public computers system-wide	62	61
08-042	Number of staff computers	50	47
08-043	Number of website visits	88,807	
<u>Library System Automation</u>			
08-044	Does your library have an automated bookkeeping system?	Yes	Yes
08-045	Name of bookkeeping system	Keystone	Keystone
08-046	Brand and version of Integrated Library System	SirsiDynix Symphony	SirsiDynix Symphony

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	Circulation of physical Items	229,344	277,101
09-002	Use of electronic materials (<i>e.g. e-books circulated or electronic materials downloaded annually</i>)	28,321	23,240
09-003	Successful retrieval of electronic information (<i>e.g. electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002</i>)	37,566	80,627
09-004	Total electronic content use	65,887	103,867
09-005	Circulation of all children's materials	127,253	134,404
09-006	Total circulation of all materials	257,665	300,341
09-007	Total collection use	295,231	380,968
09-008	Total in-house usage of materials	5,116	3,404
<u>Selected Holdings</u>			
09-009	Books (print)	94,770	87,176
09-010	Does the library belong to an e-book consortium?	Yes	Yes
09-011	Name of e-book consortium	Northeast Indiana Digital Library	Northeast Indiana Digital Library
09-012	E-books (LOCAL HOLDINGS)	420	362
09-013	E-books (CONSORTIUM HOLDINGS)	13,112	12,765
09-014	E-books (TOTAL)	13,532	13,127
09-015	Video materials - physical units	6,989	6,934
09-016	Video materials - downloadable units (LOCAL HOLDINGS)	0	0
09-017	Video materials - downloadable units (CONSORTIUM HOLDINGS)	0	0
09-018	Video materials - downloadable units (TOTAL)	0	0
09-019	Audio materials - physical units	7,786	8,292
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	2,869	2,162
09-022	Audio materials - downloadable units (TOTAL)	2,869	2,162
09-023	Current print serial subscriptions	243	266
09-024	Current electronic serials subscriptions	48	39
09-025	Does your library circulate hotspots?	Yes	

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	President	President
10-0002	First name	Stephen	Stephen
10-0003	Middle initial/name	V	V
10-0004	Last name	Tabor	Tabor
10-0005	Home address	4525 S 700 E	4525 S 700 E

10-0006	City	Bluffton	<i>Bluffton</i>
10-0007	ZIP code	46714	<i>46714</i>
10-0008	Email address	stabor@adamswells.com	<i>stabor@adamswells.com</i>
10-0009	Appointing authority	Bluffton-Harrison MSD	<i>Bluffton-Harrison MSD</i>
10-0010	Date term expires	8/15/2019	<i>8/15/2019</i>
10-0011	Number of consecutive terms	2	<i>2</i>
10-0012	Date of initial appointment	8/16/2011	<i>8/15/2011</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Kim	<i>Nancy</i>
10-0103	Middle initial/name	L	<i>A</i>
10-0104	Last name	Gentis	<i>Johnson</i>
10-0105	Home address	8547 S 500 E	<i>901 Parkway Drive</i>
10-0106	City	Keystone	<i>Bluffton</i>
10-0107	ZIP code	46759	<i>46714</i>
10-0108	Email address	kimgentis@yahoo.com	<i>nancyajohnson@admaswells.com</i>
10-0109	Appointing authority	Wells County Council	<i>Bluffton-Harrison MSD</i>
10-0110	Date term expires	8/15/2020	<i>8/15/2018</i>
10-0111	Number of consecutive terms	1	<i>3</i>
10-0112	Date of initial appointment	8/16/2016	<i>8/15/2006</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	Dustin	<i>Robin</i>
10-0203	Middle initial/name	E	<i>L</i>
10-0204	Last name	Brown	<i>Minniear</i>
10-0205	Home address	6465 SE State Road 116	<i>2521 W 300 S</i>
10-0206	City	Bluffton	<i>Liberty Center</i>
10-0207	ZIP code	46714	<i>46766</i>
10-0208	Email address	dustinebrown@live.com	<i>rminniear@swraiders.com</i>
10-0209	Appointing authority	Wells County Council	<i>Wells County Commissioners</i>
10-0210	Date term expires	8/15/2017	<i>8/15/2021</i>
10-0211	Number of consecutive terms	1	<i>3</i>
10-0212	Date of initial appointment	8/16/2021	<i>8/15/2009</i>
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer	<i>Treasurer</i>
10-0302	First name	Robin	<i>Deborah</i>
10-0303	Middle initial/name	L	<i>S</i>
10-0304	Last name	Minniear	<i>Acord</i>
10-0305	Home address	2521 W 300 S	<i>703 Sandalwood Drive</i>
10-0306	City	Liberty Center	<i>Ossian</i>
10-0307	ZIP code	46766	<i>46777</i>
10-0308	Email address	rminniear@swraiders.com	<i>debbie.acord@gmail.com</i>
10-0309	Appointing authority	Wells County Council	<i>Northern Wells & Southern Wells Schools</i>
10-0310	Date term expires	8/15/2021	<i>8/15/2018</i>
10-0311	Number of consecutive terms	3	<i>3</i>
10-0312	Date of initial appointment	8/16/2009	<i>8/15/2006</i>
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer / Employee	<i>Treasurer / Employee</i>

10-0402	First name		
10-0403	Middle initial/name		
10-0404	Last name		
10-0405	Home address		
10-0406	City		
10-0407	ZIP code		
10-0408	Email address		
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First name	Teddie	<i>Teddie</i>
10-0503	Middle initial/name	L.	<i>L.</i>
10-0504	Last name	Ramsey	<i>Ramsey</i>
10-0505	Home address	1633 N Sutton Circle Dr	<i>1633 N Sutton Circle Dr</i>
10-0506	City	Bluffton	<i>Bluffton</i>
10-0507	ZIP code	46714	<i>46714</i>
10-0508	Email address	teddiesw@adamswells.com	<i>teddiesw@adamswells.com</i>
10-0509	Appointing authority	Wells County Board of Commissioners	<i>Wells County Board of Commissioners</i>
10-0510	Date term expires	8/15/2020	<i>8/15/2020</i>
10-0511	Number of consecutive terms	1	<i>1</i>
10-0512	Date of initial appointment	8/16/2016	<i>8/15/2016</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Debra	<i>Kim</i>
10-0603	Middle initial/name	K	
10-0604	Last name	Johnson	<i>Gentis</i>
10-0605	Home address	1950 S No Number Road	<i>8547 S 500 E</i>
10-0606	City	Bluffton	<i>Keystone</i>
10-0607	ZIP code	46714	<i>46759</i>
10-0608	Email address	dj_53@mchsi.com	<i>kimgentis@yahoo.com</i>
10-0609	Appointing authority	Bluffton-Harrison MSD	<i>Wells County Council</i>
10-0610	Date term expires	8/15/2022	<i>8/15/2020</i>
10-0611	Number of consecutive terms	1	<i>1</i>
10-0612	Date of initial appointment	8/16/2018	<i>8/15/2016</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First name	Angie	<i>Dustin</i>
10-0703	Middle initial/name	K	<i>E</i>
10-0704	Last name	Smith	<i>Brown</i>
10-0705	Home address	216 Rideview Place	<i>6465 SE State Road 116</i>
10-0706	City	Bluffton	<i>Bluffton</i>
10-0707	ZIP code	46714	<i>46714</i>
10-0708	Email address	smitty1109@mchsi.com	<i>dustinebrown@live.com</i>
10-0709	Appointing authority	Northern and Southern Wells Schools	<i>Wells County Council</i>
10-0710	Date term expires	8/15/2022	<i>8/15/2021</i>
10-0711	Number of consecutive terms	1	<i>1</i>
10-0712	Date of initial appointment	8/16/2018	<i>8/15/2017</i>
10-0801	Position: Member	Member	<i>Member</i>
10-0802	First name		

10-0803	Middle initial/name		
10-0804	Last name		
10-0805	Home address		
10-0806	City		
10-0807	ZIP code		
10-0808	Email address		
10-0809	Appointing authority		
10-0810	Date term expires		
10-0811	Number of consecutive terms		
10-0812	Date of initial appointment		
10-0901	Position: Member	Member	<i>Member</i>
10-0902	First name		
10-0903	Middle initial/name		
10-0904	Last name		
10-0905	Home address		
10-0906	City		
10-0907	ZIP code		
10-0908	Email address		
10-0909	Appointing authority		
10-0910	Date term expires		
10-0911	Number of consecutive terms		
10-0912	Date of initial appointment		
10-1001	Position: Member	Member	<i>Member</i>
10-1002	First name		
10-1003	Middle initial/name		
10-1004	Last name		
10-1005	Home address		
10-1006	City		
10-1007	ZIP code		
10-1008	Email address		
10-1009	Appointing authority		
10-1010	Date term expires		
10-1011	Number of consecutive terms		
10-1012	Date of initial appointment		
10-1101	Position: Member	Member	<i>Member</i>
10-1102	First name		
10-1103	Middle initial/name		
10-1104	Last name		
10-1105	Home address		
10-1106	City		
10-1107	ZIP code		
10-1108	Email address		
10-1109	Appointing authority		
10-1110	Date term expires		
10-1111	Number of consecutive terms		
10-1112	Date of initial appointment		
10-1201	Position: Member	Member	<i>Member</i>

10-1202	First name		
10-1203	Middle initial/name		
10-1204	Last name		
10-1205	Home address		
10-1206	City		
10-1207	ZIP code		
10-1208	Email address		
10-1209	Appointing authority		
10-1210	Date term expires		
10-1211	Number of consecutive terms		
10-1212	Date of initial appointment		
10-0991	What day of the month is the regular library board meeting?	2nd Tuesday	<i>2nd Tuesday</i>
10-0992	What is the time of the regular library board meeting?	6:30 pm	<i>6:30 pm</i>

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	\$63,669	<i>\$62,109</i>
11-002	Does the library director have an employment contract?	No	<i>No</i>
11-003	What is the current level of certification held by the library director?	LC 2	<i>LC 2</i>
11-004	Job Title - Assistant or Associate Director	Assistant Director	<i>Assistant Director</i>
11-005	Certification level		
11-006	Minimum hourly wage		
11-007	Maximum hourly wage		
11-008	Job Title - Department Head, Manager or Supervisor	Department Head	<i>Department Head</i>
11-009	Certification level	LC 5	<i>LC 5</i>
11-010	Minimum hourly wage	\$16.24	<i>\$15.84</i>
11-011	Maximum hourly wage	\$27.44	<i>\$26.65</i>
11-012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11-013	Certification level	LC 5	<i>LC 5</i>
11-014	Minimum hourly wage	\$16.24	<i>\$15.84</i>
11-015	Maximum hourly wage	\$27.44	<i>\$26.65</i>
11-016	Job Title - Administrative Assistant	Administrative Assistant	<i>Administrative Assistant</i>
11-017	Certification level	None required	<i>None required</i>
11-018	Minimum hourly wage	\$16.09	<i>\$15.70</i>
11-019	Maximum hourly wage	\$27.20	<i>\$26.53</i>
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification level	None required	<i>None required</i>
11-022	Minimum hourly wage	\$26.53	<i>\$25.88</i>
11-023	Maximum hourly wage	\$26.53	<i>\$25.88</i>

11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification level		
11-026	Minimum hourly wage		
11-027	Maximum hourly wage		
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	<i>Cataloging or Technical</i>
11-029	Certification level		
11-030	Minimum hourly wage		
11-031	Maximum hourly wage		
11-032	Job Title - Children's Librarian	Children's Librarian	<i>Children's Librarian</i>
11-033	Certification level		
11-034	Minimum hourly wage		
11-035	Maximum hourly wage		
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	<i>General Reference or Adult Librarian</i>
11-037	Certification level		
11-038	Minimum hourly wage		
11-039	Maximum hourly wage		
11-040	Job Title - Young Adult Librarian	Young Adult Librarian	<i>Young Adult Librarian</i>
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	Indiana History, Local History, or Genealogy Librarian	<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification level		
11-046	Minimum hourly wage		
11-047	Maximum hourly wage		
11-048	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-049	Certification level	None required	<i>None required</i>
11-050	Minimum hourly wage	\$16.09	<i>\$15.70</i>
11-051	Maximum hourly wage	\$27.20	<i>\$26.53</i>
11-052	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>
11-053	Certification level	LC 6	<i>LC 6</i>
11-054	Minimum hourly wage	\$12.51	<i>\$12.20</i>
11-055	Maximum hourly wage	\$21.14	<i>\$20.51</i>
11-056	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-057	Certification level	None required	<i>None required</i>
11-058	Minimum hourly wage	\$16.09	<i>\$15.84</i>
11-059	Maximum hourly wage	\$27.20	<i>\$26.65</i>
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-061	Certification level	None required	<i>None required</i>
11-062	Minimum hourly wage	\$10.96	<i>\$10.69</i>
11-063	Maximum hourly wage	\$18.52	<i>\$17.98</i>
11-064	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>
11-065	Certification level	None required	<i>None required</i>

11-066	Minimum hourly wage	\$10.24	\$9.99
11-067	Maximum hourly wage	\$17.31	\$16.32
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-069	Certification level	None required	<i>None required</i>
11-070	Minimum hourly wage	\$13.56	\$13.19
11-071	Maximum hourly wage	\$23.21	\$28.68
11-072	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student Assistant</i>
11-073	Certification level	None required	<i>None required</i>
11-074	Minimum hourly wage	\$7.25	\$7.25
11-075	Maximum hourly wage	\$10.55	\$8.70
11-076	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-077	Certification level	None required	<i>None required</i>
11-078	Minimum hourly wage	\$10.24	\$9.99
11-079	Maximum hourly wage	\$11.53	\$11.25
11-080	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-081	Certification level		
11-082	Minimum hourly wage		
11-107	Maximum hourly wage		
11-084	Job Title - Human Resources	Human Resources	<i>Human Resources</i>
11-085	Certification level		
11-086	Minimum hourly wage		
11-087	Maximum hourly wage		
11-088	Job Title - Marketing	Marketing	<i>Marketing</i>
11-089	Certification level		
11-090	Minimum hourly wage		
11-091	Maximum hourly wage		
11-092	Job Title - Circulation Librarian	Circulation Librarian	<i>Circulation Librarian</i>
11-093	Certification level		
11-094	Minimum hourly wage		
11-095	Maximum hourly wage		
11-096	Job Title - Other		
11-097	Specify other job title		
11-098	Certification level		
11-099	Minimum hourly wage		
11-100	Maximum hourly wage		
11-101	Job Title - Other		
11-102	Specify other job title		
11-103	Certification level		
11-104	Minimum hourly wage		
11-105	Maximum hourly wage		
11-106	Job Title - Other		
11-107	Specify other job title		
11-108	Certification level		
11-109	Minimum hourly wage		

- 11-110 Maximum hourly wage
- 11-111 Job Title - Other
- 11-112 Specify other job title
- 11-113 Certification level
- 11-114 Minimum hourly wage
- 11-115 Maximum hourly wage

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	Yes	<i>Yes</i>
11-502	Deferred compensation	Yes	<i>Yes</i>
11-503	Health insurance	Yes	<i>Yes</i>
11-504	Health Savings Account (HSA)	No	<i>Yes</i>
11-505	Dental insurance	No	<i>No</i>
11-506	Life insurance	Yes	<i>Yes</i>
11-507	Vision insurance	Yes	<i>Yes</i>
11-508	Disability insurance	No	<i>No</i>
11-509	Paid time off for continuing education	No	<i>No</i>
11-510	Reimbursement for continuing education	Yes	<i>Yes</i>
11-511	Other1 (specify)	Pre-tax Supplemental Insurance	<i>Pre-tax Supplemental Insurance</i>
11-512	Other2 (specify)		

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	No	<i>No</i>
11-514	Deferred compensation	Yes	<i>Yes</i>
11-515	Health insurance	No	<i>No</i>
11-516	Health Savings Account (HSA)	No	<i>No</i>
11-517	Dental insurance	No	<i>No</i>
11-518	Life insurance	No	<i>No</i>
11-519	Vision insurance	No	<i>No</i>
11-520	Disability insurance	No	<i>No</i>
11-521	Paid time off for continuing education	No	<i>No</i>
11-522	Reimbursement for continuing education	Yes	<i>Yes</i>
11-523	Other1 (specify)	Pre-tax Supplemental Insurance	<i>Pre-tax Supplemental Insurance</i>
11-524	Other2 (specify)		

Paid Days Off Per Year - Full-time Librarian

11-525	Number of vacation days	14-25 days	<i>7.5-25</i>
11-526	Number of sick days	12 days	<i>12</i>
11-527	Number of personal days	3 days	<i>3</i>
11-528	Number of holidays	12 days	<i>11</i>
11-529	Number of funeral/bereavement days	3-5 days	<i>3-5</i>
11-530	Number of other days (specify)	0	<i>0</i>

Paid Days Off Per Year - Part-Time Librarian

11-531	Number of vacation days	0-12 days	<i>0-12</i>
11-532	Number of sick days	0-4.5 days	<i>0-4.5</i>
11-533	Number of personal days	0-1 day	<i>0-1</i>
11-534	Number of holidays	0-5 days	<i>0-5</i>
11-535	Number of funeral/bereavement days	0-3 days	<i>0-3</i>
11-536	Number of other days	0	<i>0</i>

Paid Days Off Per Year - Full-Time Support Staff

11-537	Number of vacation days	14-25 days	7.5-25
11-538	Number of sick days	12 days	12
11-539	Number of personal days	3 days	3
11-540	Number of holidays	11 days	11
11-541	Number of funeral/bereavement days	3-5 days	3-5
11-542	Number of other days	0	0

Paid Days Off Per Year - Part-Time Support Staff

11-543	Number of vacation days	0-12 days	0-12
11-544	Number of sick days	0-4.5 days	0-4.5
11-545	Number of personal days	0-1 day	0-1
11-546	Number of holidays	0-5 days	0-5
11-547	Number of funeral/bereavement days	0-3 days	0-3
11-548	Number of other days	0	0

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

12-001	Did your library make any PLAC loans?	Y	Y
12-002	Adams Public Library System	1,193	856
12-003	Akron Carnegie Public Library		
12-004	Alexandria-Monroe Public Library		
12-005	Alexandrian Public Library		
12-006	Allen County Public Library		70
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	Bell Memorial Public Library		
12-018	Benton County Public Library		
12-019	Berne Public Library	982	947
12-020	Bicknell-Vigo Township Public Library		
12-021	Bloomfield-Eastern Greene County Public Library		
12-022	Boonville-Warrick County Public Library		
12-023	Boswell-Grant Township Public Library		
12-024	Bourbon Public Library		
12-025	Brazil Public Library		

12-026 Bremen Public Library
12-027 Bristol-Washington Township Public Library
12-028 Brook-Iroquois-Washington Township Public Library
12-029 Brookston-Prairie Township Public Library
12-030 Brown County Public Library
12-031 Brownsburg Public Library
12-032 Brownstown Public Library
12-033 Butler Public Library
12-034 Cambridge City Public Library
12-035 Camden-Jackson Township Public Library
12-036 Carmel Clay Public Library
12-037 Carnegie Public Library Of Steuben County
12-038 Centerville-Center Township Public Library
12-039 Charlestown Clark County Public Library
12-040 Churubusco Public Library
12-041 Clayton-Liberty Township Public Library
12-042 Clinton Public Library
12-043 Coatesville-Clay Township Public Library
12-044 Colfax-Perry Township Public Library
12-045 Converse-Jackson Township Public Library
12-046 Covington-Veedersburg Public Library
12-047 Crawford County Public Library
12-048 Crawfordsville District Public Library
12-049 Crown Point Community Public Library
12-050 Culver-Union Township Public Library
12-051 Danville-Center Township Public Library
12-052 Darlington Public Library
12-053 Delphi Public Library
12-054 Dublin Public Library
12-055 Dunkirk Public Library
12-056 Earl Park Public Library
12-057 East Chicago Public Library
12-058 Eckhart Public Library
12-059 Edinburgh Wright-Hageman Public Library
12-060 Elkhart Public Library
12-061 Evansville-Vanderburgh Public Library
12-062 Fairmount Public Library
12-063 Farmland Public Library
12-064 Fayette County Public Library
12-065 Flora-Monroe Township Public Library
12-066 Fort Branch-Johnson Township Public Library
12-067 Fortville-Vernon Township Public Library
12-068 Francesville-Salem Township Public Library
12-069 Frankfort Community-Clinton County Contractual Public Library
12-070 Franklin County Public Library District
12-071 Fremont Public Library

12-072	Fulton County Public Library	
12-073	Garrett Public Library	
12-074	Gary Public Library	
12-075	Gas City-Mill Township Public Library	
12-076	Goodland & Grant Township Public Library	
12-077	Goshen Public Library	
12-078	Greensburg-Decatur County Contractual Public Library	
12-079	Greentown & Eastern Howard School Public Library	
12-080	Greenwood Public Library	
12-081	Hagerstown-Jefferson Township Public Library	
12-082	Hamilton East Public Library	
12-083	Hamilton North Public Library	
12-084	Hammond Public Library	
12-085	Hancock County Public Library	
12-086	Harrison County Public Library	
12-087	Hartford City Public Library	
12-088	Henry Henley Public Library IN0165	
12-089	Huntingburg Public Library	
12-090	Huntington City-Township Public Library	90
12-091	Hussey-Mayfield Memorial Public Library	
12-092	Indianapolis-Marion County Public Library	
12-093	Jackson County Public Library	
12-094	Jasonville Public Library	
12-095	Jasper County Public Library	
12-096	Jasper-Dubois County Contractual Public Library	
12-097	Jay County Public Library	597
12-098	Jefferson County Public Library	
12-099	Jeffersonville Township Public Library	
12-100	Jennings County Public Library	
12-101	Johnson County Public Library	
12-102	Jonesboro Public Library	
12-103	Joyce Public Library	
12-104	Kendallville Public Library	
12-105	Kentland-Jefferson Township Public Library	
12-106	Kewanna-Union Township Public Library	
12-107	Kingman-Millcreek Public Library	
12-108	Kirklin Public Library	
12-109	Knightstown Public Library	
12-110	Knox County Public Library	
12-111	Kokomo-Howard County Public Library	
12-112	La Crosse Public Library	
12-113	La Grange County Public Library	
12-114	La Porte County Public Library	
12-115	Ladoga-Clark Township Public Library	
12-116	Lake County Public Library	
12-117	Lawrenceburg Public Library	

12-118	Lebanon Public Library		
12-119	Ligonier Public Library		
12-120	Lincoln Heritage Public Library		
12-121	Linden Carnegie Public Library		
12-122	Linton Public Library		
12-123	Logansport-Cass County Public Library		
12-124	Loogootee Public Library		
12-125	Lowell Public Library		
12-126	Marion Public Library		
12-127	Matthews Public Library		
12-128	Melton Public Library		
12-129	Michigan City Public Library		
12-130	Middlebury Community Public Library		
12-131	Middletown Fall Creek Township Public Library		
12-132	Milford Public Library		
12-133	Mishawaka-Penn-Harris Public Library		
12-134	Mitchell Community Public Library		
12-135	Monon Town & Township Public Library		
12-136	Monroe County Public Library		
12-137	Monterey-Tippecanoe Township Public Library		
12-138	Montezuma Public Library		
12-139	Monticello-Union Township Public Library		
12-140	Montpelier-Harrison Township Public Library	186	175
12-141	Mooreville Public Library		
12-142	Morgan County Public Library		
12-143	Morrisson Reeves Library		
12-144	Muncie-Center Township Public Library		
12-145	Nappanee Public Library		
12-146	New Albany-Floyd County Public Library		
12-147	New Carlisle & Olive Township Public Library		
12-148	New Castle-Henry County Public Library		
12-149	New Harmony Workingmen's Institute		
12-150	Newton County Public Library		
12-151	Noble County Public Library		
12-152	North Judson-Wayne Township Public Library		
12-153	North Madison County Public Library System		
12-154	North Manchester Public Library		
12-155	North Webster Community Public Library		
12-156	Oakland City-Columbia Township Public Library		
12-157	Odon Winkelpleck Public Library		
12-158	Ohio County Public Library		
12-159	Ohio Township Public Library System		
12-160	Orleans Town & Township Public Library		
12-161	Osgood Public Library		
12-162	Otterbein Public Library		
12-163	Owen County Public Library		
12-164	Owensville Carnegie Public Library		
12-165	Oxford Public Library		

12-166 Paoli Public Library
12-167 Parke County 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 Royal Center-Boone Township Public Library
12-188 Rushville Public Library
12-189 Salem-Washington Township Public Library
12-190 Scott County Public Library
12-191 Shelby County Public Library
12-192 Sheridan Public Library
12-193 Shoals Public Library
12-194 South Whitley-Cleveland Township Public
Library
12-195 Speedway Public Library
12-196 Spencer County Public Library
12-197 Spiceland Town-Township Public Library
12-198 St. Joseph County Public Library
12-199 Starke County Public Library System
12-200 Sullivan County Public Library
12-201 Swayzee Public Library
12-202 Switzerland County Public Library
12-203 Syracuse-Turkey Creek Township Public Library
12-204 Thorntown Public Library
12-205 Tippecanoe County Public Library
12-206 Tipton County Public Library
12-207 Tyson Library Association, Inc
12-208 Union City Public Library
12-209 Union County Public Library
12-210 Van Buren Public Library
12-211 Vermillion County Public Library
12-212 Vigo County Public Library

12-213	Wabash Carnegie Public Library		
12-214	Wakarusa-Olive & Harrison Township Public Library		
12-215	Walkerton-Lincoln Township Public Library		
12-216	Walton & Tipton Township Public Library		
12-217	Wanatah Public Library		
12-218	Warren Public Library	420	479
12-219	Warsaw Community Public Library		
12-220	Washington Carnegie Public Library		
12-221	Washington Township Public Library		
12-222	Waterloo-Grant Township Public Library		
12-223	Waveland-Brown Township Public Library		
12-224	Wells County Public Library		
12-225	West Lafayette Public Library		
12-226	West Lebanon-Pike Township Public Library		
12-227	Westchester Public Library		
12-228	Westfield-Washington Public Library		
12-229	Westville-New Durham Township Public Library		
12-230	Whiting Public Library		
12-231	Willard Library of Evansville		
12-232	Williamsport-Washington Township Public Library		
12-233	Winchester Community Public Library		
12-234	Wolcott Community Public Library		
12-235	Worthington Jefferson Township Public Library		
12-236	York Township Public Library		
12-237	Yorktown Public Library		
12-238	TOTAL PLAC Loans	2,781	3,214

13 - Compliance with Standards for Public Libraries

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

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?	Yes	Yes
13-002	If the answer to 13-001 is NO, explain:		
13-003	Does your library comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-004	If the answer to 13-003 is NO, explain:		
13-005	Does your library comply with all federal laws affecting employment practice?	Yes	Yes
13-006	If the answer to 13-005 is NO, explain:		

13-007	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?	Yes	Yes
13-008	If the answer to 13-007 is NO, explain:		
13-009	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes
13-010	If the answer to 13-009 is NO, explain:		
13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-012	Is the board responsible for governance and policy?	Yes	Yes
13-013	Is the director responsible for administration, operation and management of the library?	Yes	Yes
13-014	Does the director work full-time?	Yes	Yes
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at https://mylicense.in.gov/EVerification/Search.aspx)	Yes	Yes

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

13-016	A schedule of classification of employees	Yes	Yes
13-017	An annual schedule of salaries	Yes	Yes
13-018	A proposed library budget	Yes	Yes

Personnel Policies

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

13-019	Recruitment?	Yes	Yes
13-020	Selection?	Yes	Yes
13-021	Appointments?	Yes	Yes
13-022	Personnel actions?	Yes	Yes
13-023	Salary administration?	Yes	Yes
13-024	Employee benefits?	Yes	Yes
13-025	Conditions of work?	Yes	Yes
13-026	Leaves?	Yes	Yes
13-027	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	Yes
13-028	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	Yes
13-029	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	Yes
13-030	Do the library bylaws specifically state rules governing nepotism?	Yes	Yes
13-031	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	Yes
13-032	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?	Yes	Yes

13-033	Does your library have a written collection development plan?	Yes	<i>Yes</i>
13-034	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	Yes	<i>Yes</i>
13-035	Does your library provide support for continuing education for staff and trustees?	Yes	<i>Yes</i>

Long-Range Plan

13-036	Does the library have a written long-range plan of service?	Yes	<i>Yes</i>
13-037	What year did your current long-range plan begin?	2018	<i>2018</i>
13-038	What year does your current long-range plan end?	2022	<i>2022</i>
13-039	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?	Yes	<i>Yes</i>
13-040	Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?	Yes	<i>Yes</i>
13-041	Does your long-range plan include a statement of community needs and goals?	Yes	<i>Yes</i>
13-042	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	<i>Yes</i>
13-043	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	<i>Yes</i>
13-044	Does your long-range plan include an ongoing evaluation process?	Yes	<i>Yes</i>
13-045	Does your long-range plan include a plan for financial resources and sustainability?	Yes	<i>Yes</i>
13-046	Does your long-range plan include an equipment replacement schedule?	Yes	<i>Yes</i>
13-047	Does your long-range plan include a professional development strategy?	Yes	<i>Yes</i>
13-048	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	<i>Yes</i>
13-049	Does your long-range plan include a statement of collaboration with other community partners?	Yes	<i>Yes</i>

Resource Sharing

13-050	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?	Yes	<i>Yes</i>
	Answer YES if your policy is to lend, even if no loans were requested.		
13-051	Does your library provide interlibrary loan free of charge <i>to your users</i> ?	Yes	<i>Yes</i>
	Answer YES if your policy is to lend, even if no loans were requested.		
13-052	Does your library lend materials via a statewide reciprocal borrowing program?	Yes	<i>Yes</i>
13-053	Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	Yes	<i>Yes</i>

13-054	If the answer to 13-053 is YES, please list libraries with which you have reciprocal borrowing agreements.	Huntington City Township Library	<i>Response has been entered.</i>
13-055	Does your library lend materials using the OCLC resource sharing system?	Yes	<i>Yes</i>
13-056	Is your library a member of Evergreen Indiana?	No	<i>No</i>
13-057	How many days per week does your library receive InfoExpress courier service?	2	<i>2</i>
Does the library provide adult services, including:			
13-058	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	<i>Yes</i>
13-059	A collection of materials for adults?	Yes	<i>Yes</i>
13-060	A space designated for adults in each fixed location?	Yes	<i>Yes</i>
Does the library provide young adult services, including:			
13-061	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	<i>Yes</i>
13-062	A collection of materials for young adults?	Yes	<i>Yes</i>
13-063	A space designated for young adults in each fixed location?	Yes	<i>Yes</i>
Does the library provide children's services, including:			
13-064	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	<i>Yes</i>
13-065	A collection of materials for children?	Yes	<i>Yes</i>
13-066	A space designated for children in each fixed location?	Yes	<i>Yes</i>
<u>Public Access</u>			
13-067	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and/or enhanced media?	Yes	<i>Yes</i>
13-068	Does the library provide computers for the free use of all persons, regardless of residency?	Yes	<i>Yes</i>
13-069	Does your library provide a means for the public to print and make copies at each location?	Yes	<i>Yes</i>
<u>Website</u>			
Does your library's website include:			
13-070	Current hours of operation?	Yes	<i>Yes</i>
13-071	A physical address (or addresses) for your library?	Yes	<i>Yes</i>
13-072	A map for each fixed location?	Yes	<i>Yes</i>
13-073	A telephone number?	Yes	<i>Yes</i>
13-074	An email address or other means of electronic contact?	Yes	<i>Yes</i>
13-075	A link to INSPIRE.in.gov?	Yes	<i>Yes</i>
13-076	Publicly posted policies, including, but not limited to, circulation, fees, and internet use?	Yes	<i>Yes</i>
13-077	A link to the library's online public access catalog?	Yes	<i>Yes</i>
13-078	A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?	Yes	<i>Yes</i>

14 - Statement of Intent to Comply with Standards

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

15 - Supplemental Questions

Fines

- 15-001 Does your library charge fines for late materials? Yes
- 15-001a If you answered YES - ON SOME MATERIALS, please explain.
- 15-002 If the answer to 15-001 is YES, how much do you charge per item, per day for books? \$.25/day \$5.00 per item max
- 15-003 If the answer to 15-001 is YES, how much do you charge per item, per day for audio/visual materials? \$.25/day \$5.00 per item max for Music and Audiobooks \$1/day \$20 max for Videos and Launchpads
- 15-004 Does your library charge a processing fee for lost or damaged items? Yes
- 15-005 If the answer to 15-004 is YES, how much per item? The cost of the item plus a \$10 processing fee
- 15-006 Does your library offer fine forgiveness or amnesty? If so, please briefly describe alternative offered. Yes
- Alternative We offer fine forgiveness during Random Acts of Kindness week, Back to school night and Teen Read Week.

Library Consultants

If you have used the services of a professional consultant or architect in the last 3 years (2016-2018), please provide their information here. Click "Add Group" to enter additional consultants.

- 15-007a Consultant or Company Name Zachary Benedict from MKM architecture + design
- 15-008a Type of consulting service performed Architect
- 15-009a Street address 119 W Wayne St
- 15-010a City Fort Wayne
- 15-011a State IN
- 15-012a Zip 46802
- 15-013a Phone 260-422-0783
- 15-014a Website www.mkmdesign.com

Professional Development

- 15-015 What types of continuing education do you make available to staff? Select all that apply:
- conferences Yes
- webinars (live) Yes
- webinars (archived) Yes
- staff day Yes
- professional roundtables Yes
- We will also pay \$500 a

other (describe)

semester towards library
classes for certifications or
MLS degree.

15-016 Who at your library is eligible for professional
development?

all staff

(Exp: part-time, full-time, librarians only, all staff)

One-on-One Services

15-017 What sort of one-on-one instruction does your library provide? Select all that apply:

This could be one-on-one help that your library schedules ahead of time (via appointment, or scheduled times for drop-in help) or instruction as needed. This is meant to capture more involved instruction, and not simple one-off questions such as turning on a device, finding one particular icon, etc.

small device use (e-book readers, smartphones,
tablets)

Yes

computer instruction

Yes

resume help

Yes

other (please explain)

Genealogy, Research,
Teacher/homeschool
collections

15-018 Does your library offer notary services?

Yes

15-019 If the answer to 15-018 is YES, how much (if at
all) does it charge?

\$2.00

15-020 Does your library offer proctoring services?

Yes

15-021 If the answer to 15-020 is YES, how much (if at
all) does it charge?

no charge

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by March 1, 2019.