

# WELLS COUNTY PUBLIC LIBRARY

## Indiana Public Library Annual Report 2017

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 library district headquarters 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	<b>Phone</b>	(260) 824-1612	<i>(260) 824-1612</i>
01-016	FAX	(260) 824-3129	<i>(260) 824-3129</i>
01-017	<b>Does your library have an answering machine, voice mail or other similar technology?</b>	Yes	<i>Yes</i>
01-018	<b>Library URL</b>	www.wellscolibrary.org	<i>www.wellscolibrary.org</i>
01-019	<b>Public library email address, or a means of electronic contact listed on the library's website</b>	wcpl@wellscolibrary.org	<i>wcpl@wellscolibrary.org</i>

#### Building Questions

01-020	The 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	What is the square footage of the central library?	39,280	<i>39,280</i>
01-023	<b>Click <a href="#">here</a> to complete the central library daily hours.</b>		

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	<b>Total open hours for the central library during a typical week</b>	58	61
01-039	<b>Total number of hours the central library is open after 5:00 PM per week</b>	13	8
01-040	<b>Total number of hours per week the central library is open on Saturday</b>	5	8
01-041	<b>Total number of hours per week the central library is open on Sunday</b>	0	0
01-042	Number of weeks per year the central library was open in 2017	52	52
01-043	<b>Total central library hours open per year</b>	3,016.00	3,172.00

#### 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.	40 MPBS	20 MPBS

Please specify the unit of measurement (e.g. 20 MBPS)

#### Branch Information

01-200	Total number of branches (If this answer = 0, skip Questions 01-200a through 01-237)	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	Total square footage of branch	5,360	5,360
01-210a	Year built	1994	1994
01-211a	Year of the most recent structural addition or alteration to branch building	2013	2013
01-212a	Number of weeks per year individual branch is open	52	52
01-213a	Monday opening time	9:00 AM	9:00 AM
01-214a	Monday closing time	8:00 PM	8:00 PM
01-215a	Tuesday opening time	9:00 AM	9:00 AM
		8:00 PM	8:00 PM

01-216a	Tuesday closing time		
01-217a	Wednesday opening time	9:00 AM	9:00 AM
01-218a	Wednesday closing time	8:00 PM	8:00 PM
01-219a	Thursday opening time	9:00 AM	9:00 AM
01-220a	Thursday closing time	8:00 PM	8:00 PM
01-221a	Friday opening time	9:00 AM	9:00 AM
01-222a	Friday closing time	5:00 PM	5:00 PM
01-223a	Saturday opening time	9:00 AM	9:00 AM
01-224a	Saturday closing time	12:00 PM	12:00 PM
01-225a	Sunday opening time		N/A
01-226a	Sunday closing time		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	<b>Specify the speed of Internet access in the branch library</b>	40 MPBS	20
01-237	<b>Total annual hours of all branches</b>	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 bookmobile is open		
01-312a	<b>Does the bookmobile have Internet access?</b>		
01-313a	What type of Internet access is available in the bookmobile?		
01-314a	<b>Specify the speed of Internet access in the bookmobile</b>		
01-315a	<b>Number of wireless hubs located in the bookmobile</b>		
01-316	<b>Total annual hours of all bookmobiles</b>	0.00	0.00
01-500	<b>Total system public service hours per year</b>	5,876.00	6,032.00

## **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 individual resident registered users	17,367	17,971
02-002	Total number of users from contracting areas	0	0
02-003	Total number of individual non-resident (non-taxed) registered users	19	25
02-004	Total number of reciprocal users	27	19
02-005	Total number of PLAC users	18	26
02-006	Total number of non-resident cards issued to student users	112	130
02-007	Total number of non-resident cards issued to school employees	20	17
02-008	Total number of non-resident cards issued to library employees	3	3
02-009	Amount of individual non-resident fee	\$70.00	\$70.00
02-010	Date that the library board adopted this fee	2/14/17	2/9/2016
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 & 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	\$1,464,536,324	\$1,464,536,324
03-003	Operating Tax Rate	.0543	.0543
03-004	Source year for data	2017	2017
03-005	BIRF/Lease Rental Tax Rate	.0226	.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 for additional county	N/A	N/A
03-009	Total Assessed Valuation for additional county	N/A	N/A
03-010	Operating Tax Rate for additional county	N/A	N/A
03-011	BIRF/Lease Rental Tax Rate	N/A	N/A
03-012	LCPF Tax Rate	N/A	N/A
03-013	Total district population without contract	27,188	27,188
03-014	Total district population with contracts	0	0

03-015	Political subdivision name	Wells	<i>Wells</i>
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 & 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

#### 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	\$811,073	\$811,633
04-002	Miscellaneous Income Taxes or LIT (Local Income Tax)	\$1,027,817	
04-003	Contractual Revenue Received for Service	\$0	\$0
04-004	<b>Total Local Operating Fund Income</b>	\$1,838,890	\$1,802,277

##### State Government Operating Fund Income

04-005	Financial Institutions Tax (FIT)	\$4,109	\$4,538
04-006	License Vehicle Excise Tax	\$93,344	\$82,585
04-007	Commercial Vehicle Excise Tax (CVET)	\$12,427	\$12,702
04-008	Other State Operating Fund Income	\$5,769	\$6,098
04-009	Source(s):	College Work Study	<i>LSTA Grant, State Student Assistance Grant</i>
04-010	<b>Total State Operating Fund Income</b>	\$115,649	\$105,923

##### Federal Government Operating Fund Income

04-011	LSTA Grants		\$0
04-012	Name of Non-Operating Fund		0
04-013	Amount of LSTA grant placed in Non-Operating Fund		\$0
04-014	Other Federal Grants Operating Fund Income		\$0
04-015	List Source		n/a
04-016	<b>Total Federal Operating Fund Income</b>	\$0	\$0

##### Other Operating Fund Income

04-017	PLAC Reimbursement		
04-018	Fines and Fees	\$48,454	\$53,233
04-019	Interest on Investments	\$4,888	\$4,597
04-020	Gift Receipts Operating Fund Income	\$0	\$0
04-021	Private and Public Foundation Grants Operating Fund Income	\$0	\$0
04-022	Miscellaneous Operating Fund Income	\$2,555	\$2,927
04-023	Source(s)	Property Rental, Refunds	
04-024	Total Public and Private Foundation Grants Income (deposited into any fund)	\$43,173	\$68,300
04-025	<b>Total Other Operating Fund Income</b>	\$55,897	\$60,757
04-026	<b>Total Operating Fund Income</b>	\$2,010,436	\$1,968,957

## 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	\$1,019,169	\$971,178
05-002	Employee benefits	\$228,999	\$222,216
05-003	Other personal services	\$0	\$0
05-004	<b>Total personal services</b>	\$1,248,168	\$1,193,394
05-005	<b>Total staff expenditures</b>	\$1,248,168	\$1,193,394
05-006	Total supplies	\$31,446	\$31,550

### Other Services and Charges

05-007	Professional services	\$24,213	\$103,360
05-008	Communication and transportation	\$23,453	\$21,846
05-009	Printing and advertising	\$795	\$1,187
05-010	Insurance	\$15,978	\$15,776
05-011	Utility services	\$60,509	\$65,855
05-012	Repairs and maintenance	\$87,841	\$30,737
05-013	Rentals	\$714	\$714
05-014	Debt service	\$0	\$0
05-015	Lease rental	\$0	\$0
05-016	Other	\$3,142	\$3,186
05-017	<b>Total of other services and charges</b>	\$216,645	\$242,661

### Capital Outlays from Operating Fund Expenditures

05-018	Land	\$0	\$0
05-019	Buildings	\$0	\$0
05-020	Improvements other than buildings	\$0	\$0
05-021	Furniture and equipment	\$57,529	\$42,088
05-022	Capital outlays for public access computers, electronic reading and electronic media devices <b>DO NOT REPORT in Q05-021</b>	\$14,400	\$43,569

### Operating Fund Expenditure Data

05-023	Books (include book lease)	\$145,129	\$124,351
05-024	Periodicals and newspapers	\$12,479	\$11,340
05-025	Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic	\$47,228	\$40,175
05-026	E-book, electronic collections, and database licensing/purchase/lease expenditures	\$167,816	\$89,148
05-027	Electronic Physical Format, including Playaways and e-book readers	\$13,684	\$9,842

### Non-Operating Fund Library Materials Expenditure Data

05-028	Books (include book lease)	\$38	\$110
05-029	Periodicals and newspapers	\$0	\$0
05-030	Audio/Visual materials, non-printed (physical) materials, and microforms, not electronic	\$340	\$1,240
05-031	E-book and electronic database licensing/purchase/lease expenditures	\$0	\$0

05-032	Electronic physical format, including Playaways and e-book readers	\$0	\$0
05-033	Total expenditures for print materials	\$157,646	\$135,801
05-034	Total expenditures for electronic materials	\$181,500	\$98,990
05-035	Total expenditures for other materials	\$47,568	\$41,415
05-036	Total expenditures for collections	\$386,714	\$276,206
05-037	<b>Total operating fund capital outlays</b>	\$290,449	\$271,365
05-038	Total operating fund expenditure for collection development	\$400,736	\$318,425
05-039	<b>Total non-operating fund expenditure for collection development</b>	\$378	\$1,350
05-040	Public Access Computers, electronic reading and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$1,954,524	\$1,828,118
05-042	<b>Other operating expenditures</b>	\$320,020	\$359,868
05-043	<b>Total operating expenditures</b>	\$1,954,902	\$1,829,468
05-044	Total capital fund expenditures	\$34,781	\$115,800
<u>Non-Resident Fee Standard</u>			
05-045	Total collection expenditures	\$401,114	\$321,125
05-046	Total 2016 operating expenditures per capita	\$67.24	\$66.24
05-047	Difference between 2016 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 at the next scheduled board meeting.	\$-2.76	\$-3.76
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 2017 operating expenditures per capita. PLEASE MAKE SURE YOUR 2018 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	71.89	67.24
<u>Collection Development Standard</u>			
05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	20.5%	17.4%

## 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	\$371,059	\$368,983
06-002	State government capital revenue	\$0	\$0
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$51,000
06-005	<b>Total capital revenue</b>	\$371,059	\$419,983

## 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	6.00	4.00
07-002	Total number of paid hours per week for all ALA-MLS librarians	172	132
07-003	<b>FTE for all librarians with an ALA-MLS</b>	4.30	3.30

### ALL Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	15.00	18.00
07-005	Total hours paid per week for all librarians, including ALA-MLS librarians	496	565
07-006	<b>FTE for ALL librarians</b>	12.40	14.13

### ALL Other Staff

07-007	Total number of all other paid staff	28.00	26.00
07-008	Total number of paid hours per week for all other paid staff	576	562
07-009	<b>FTE for all other paid staff</b>	14.40	14.05
07-010	<b>Total number of all paid staff</b>	43.00	44.00
07-011	<b>Total number of paid hours per week for all paid staff</b>	1,072.00	1,127.00
07-012	<b>FTE for all paid staff</b>	26.80	28.18
07-013	Number of hours per week considered to be full-time employment in your library	30-40	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	744	924
08-002	Evergreen transits to other libraries (number will be supplied by the Indiana State Library)	0	
08-003	SRCS materials provided to other libraries (number will be supplied by the Indiana State Library)	253	92
08-004	<b>Total number of loans provided to other libraries</b>	997	1,016
08-005	Number of interlibrary loan items (loans and photocopies) your library has borrowed from other libraries	541	569
08-006	Evergreen transits received from other libraries (number will be supplied by the Indiana State Library)	0	

08-007	SRCS materials received from other libraries (number will be supplied by the Indiana State Library)	53	11
08-008	Total number of loans received from other libraries	594	580
08-009	Net Lending Rate (number of items loaned divided by number of items borrowed)	1.68	1
<u>Children's (0 - 11 years) Library Programs</u>			
08-010	Number of Children's (0 - 11 years) programs held in the library	376	267
08-011	Number of Children's (0 - 11 years) programs held outside of the library	79	183
<u>Young Adult (12 - 18 years) Library Programs</u>			
08-012	Number of Young Adult (12 - 18 yrs) programs held in the library	67	67
08-013	Number of Young Adult (12 - 18 yrs) programs held outside of the library	23	15
<u>Adult (18+ years) Library Programs</u>			
08-014	Number of Adult (18+ yrs) programs held in the library	158	153
08-015	Number of Adult (18+ yrs) programs held outside of the library	13	12
<u>General (All Ages) Library Programs</u>			
08-016	Number of General (All ages) programs held in the library	10	9
08-017	Number of General (All ages) programs held outside of the library	2	0
08-018	Total number of non-library sponsored programs	1,677	1,581
08-019	Total number of all library sponsored programs	728	706
<u>Attendance at Children's (0 - 11 years) Programs</u>			
08-020	Attendance at Children's (0 - 11 years) programs held in the library	6,896	7,098
08-021	Attendance at Children's (0 - 11 years) programs held outside of the library	5,007	8,512
<u>Attendance at Young Adult (12 - 18 yrs) Programs</u>			
08-022	Attendance at Young Adult (12 - 18 yrs) programs held in the library	3,169	2,553
08-023	Attendance at Young Adult (12 - 18 yrs) programs held outside of the library	1,982	965
<u>Attendance at Adult (18+ yrs) Programs</u>			
08-024	Attendance at Adult (18+ yrs) programs held in the library	1,630	1,342
08-025	Attendance at Adult (18+ yrs) programs held outside of the library	335	225
<u>Attendance at General (All ages) Programs</u>			
08-026	Attendance at General (All ages) programs held in the library	261	318
08-027	Attendance at General (All ages) programs held outside of the library	31	0
<u>Attendance Totals</u>			
08-028	Total attendance at non-library sponsored programs	10,188	9,261

08-029	Total Children's program attendance	11,903	15,610
08-030	Total Young Adult program attendance	5,151	3,518
08-031	Total attendance at library sponsored programs	19,311	21,013
<u>Summer Reading Program for Children</u>			
08-032	How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?	9	10
08-033	Total number of annual visits in the library	159,946	165,509
08-034	<b>Total number of reference transactions per year</b>	15,672	13,311
<u>Electronic Collections (includes Licensed Databases)</u>			
08-035	Number of state-licensed databases (INSPIRE databases)	88	75
08-036	Number of local and other (not INSPIRE) licensed databases	27	32
08-037	Name(s) of public use/commercial databases to which the library subscribes	AtoZ Database, Ancestry, Auto Repair Reference Center, Biography for Beginners, New Careers Internet Database, Encyclopedia Britannica, Flipster, Freegal, Gale Virtual Reference, Global Issues in Context, Heritage Quest, Legal Forms(Will be switching to New Wave), Miss Humblebee's Academy, My Heritage, National Geographic 1988-1994, National Geographic 1995-Forward, National Geographic Kids, National Geographic People, Novelist Complete, Opposing Viewpoints, Salem Health, Salem History, Salem Science, Scholastic GO!, Small Engine Repair Reference Center, Student Resources in Context, Tumblebooks	<i>Response has been entered.</i>
08-038	Total electronic collections	115	107
<u>Public Computers</u>			
08-039	Number of public Internet computers uses per year	32,635	38,486
08-040	Number of wireless hubs located in the central library	6	6
08-041	Number of wireless Internet uses per year	74,655	65,333
08-042	Number of public computers system-wide	61	61
08-043	Number of staff computers	47	42
<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	277,101	246,410
09-002	Use of electronic materials ( <i>e.g. e-books circulated or electronic materials downloaded annually</i> )	23,240	30,383
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> )	80,627	1,612
09-004	<b>Total electronic content use (total of 09-002 + 09-003)</b>	103,867	31,995
09-005	Circulation of all children's materials	134,404	151,621
09-006	<b>Total circulation of all materials (total of 09-001 + 09-002)</b>	300,341	276,793
09-007	<b>Total collection use (total of 09-001 + 09-002 + 09-003)</b>	380,968	278,405
09-008	Total in-house usage of materials	3,404	4,849
<u>Selected Holdings</u>			
09-009	<b>Books (print)</b>	87,176	87,053
09-010	Does the library belong to an e-book consortium?	Yes	Yes
09-011	Name of e-book consortium	Northeast Indiana Digital Library	<i>Northeast Indiana Digital Library</i>
09-012	Electronic books (e-books) (LOCAL HOLDINGS)	362	328
09-013	Electronic books (e-books) (CONSORTIUM HOLDINGS)	12,765	10,661
09-014	<b>Electronic books (e-books) (TOTAL) SUM OF 09-012 + 09-013</b>	13,127	10,989
09-015	Video materials - physical units	6,934	6,654
09-016	Video materials - downloadable units (LOCAL HOLDINGS)	0	0
09-017	Video materials - downloadable units (CONSORTIUM HOLDINGS)	0	0
09-018	<b>Video materials - downloadable units (TOTAL) SUM OF 09-016 + 09-017</b>	0	0
09-019	Audio materials - physical units	8,292	8,196
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	2,162	1,556
09-022	<b>Audio materials - downloadable units (TOTAL) SUM OF 09-020 + 09-021</b>	2,162	1,556
09-023	Current print serial subscriptions	266	290
09-024	Current electronic serials subscriptions	39	85

**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	<i>President</i>
10-0002	First name	Stephen	<i>Robin</i>
10-0003	Middle initial/name	V	<i>L</i>
10-0004	Last name	Tabor	<i>Minniear</i>
10-0005	Home address	4525 S 700 E	<i>2521 W 300 S</i>
10-0006	City	Bluffton	<i>Liberty Center</i>
10-0007	ZIP code	46714	<i>46766</i>
10-0008	E-mail address	stabor@adamswells.com	<i>rminniear@swraiders.com</i>
10-0009	Appointing authority	Bluffton-Harrison MSD	<i>Wells County Commissioners</i>
10-0010	Date term expires	8/15/2019	<i>8/15/2017</i>
10-0011	Number of consecutive terms	2	<i>2</i>
10-0012	Date initially appointed	8/15/2011	<i>8/15/2009</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Nancy	<i>Stephen</i>
10-0103	Middle initial/name	A	<i>V</i>
10-0104	Last name	Johnson	<i>Tabor</i>
10-0105	Home address	901 Parkway Drive	<i>4525 S 700 E</i>
10-0106	City	Bluffton	<i>Bluffton</i>
10-0107	ZIP code	46714	<i>46714</i>
10-0108	E-mail address	nancyajohnson@admaswells.com	<i>stabor@adamswells.com</i>
10-0109	Appointing authority	Bluffton-Harrison MSD	<i>Bluffton-Harrison MSD</i>
10-0110	Date term expires	8/15/2018	<i>8/15/2019</i>
10-0111	Number of consecutive terms	3	<i>2</i>
10-0112	Date initially appointed	8/15/2006	<i>8/15/2011</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	Robin	<i>Nancy</i>
10-0203	Middle initial/name	L	<i>A</i>
10-0204	Last name	Minniear	<i>Johnson</i>
10-0205	Home address	9521 W 300 S	<i>901 Parkway Drive</i>
10-0206	City	Liberty Center	<i>Bluffton</i>
10-0207	ZIP code	46766	<i>46714</i>
10-0208	E-mail address	rminniear@swraiders.com	<i>nancyajohnson@adamswells.c</i>
10-0209	Appointing authority	Wells County Commissioners	<i>Bluffton-Harrison MSD</i>
10-0210	Date term expires	8/15/2021	<i>8/15/2018</i>
10-0211	Number of consecutive terms	3	<i>3</i>
10-0212	Date initially appointed	8/15/2009	<i>8/15/2006</i>
10-0301	Position: Treasurer (Boards may have either Treasurer or Treasurer/Employee, but not both)	Treasurer	<i>Treasurer</i>
10-0302	First name	Deborah	<i>Deborah</i>
10-0303	Middle initial/name	S	<i>S</i>
10-0304	Last name	Acord	<i>Acord</i>
10-0305	Home address	703 Sandalwood Drive	<i>703 Sandalwood Drive</i>
10-0306	City	Ossian	<i>Ossian</i>
10-0307	ZIP code	46777	<i>46777</i>

10-0308	E-mail address	debbie.acord@gmail.com	<i>debbie.acord@gmail.com</i>
10-0309	Appointing authority	Northern Wells & Southern Wells Schools	<i>Northern Wells &amp; Southern Wells Schools</i>
10-0310	Date term expires	8/15/2018	<i>8/15/2018</i>
10-0311	Number of consecutive terms	3	<i>3</i>
10-0312	Date initially appointed	8/15/2006	<i>8/15/2006</i>
10-0401	Position: Treasurer / Employee (Boards may have either 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	E-mail address		
10-0409	Appointing authority		
10-0410	Date term expires		
10-0411	Number of consecutive terms		
10-0412	Date initially appointed		
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	E-mail 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 initially appointed	8/15/2016	<i>8/15/2016</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Kim	<i>Kim</i>
10-0603	Middle initial/name		
10-0604	Last name	Gentis	<i>Gentis</i>
10-0605	Home address	8547 S 500 E	<i>8547 S 500 E</i>
10-0606	City	Keystone	<i>Keystone</i>
10-0607	ZIP code	46759	<i>46759</i>
10-0608	E-mail address	kimgentis@yahoo.com	<i>kimgentis@yahoo.com</i>
10-0609	Appointing authority	Wells County Council	<i>Wells County Council</i>
10-0610	Date term expires	8/15/2020	<i>8/15/2020</i>
10-0611	Number of consecutive terms	1	<i>1</i>
10-0612	Date initially appointed	8/15/2016	<i>8/15/2016</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First name	Dustin	<i>Jacqueline</i>
10-0703	Middle initial/name	E	<i>S.</i>

10-0704	Last name	Brown	<i>Chaney</i>
10-0705	Home address	6465 SE State Road 116	<i>1425 Parlor City Drive</i>
10-0706	City	Bluffton	<i>Bluffton</i>
10-0707	ZIP code	46714	<i>46714</i>
10-0708	E-mail address	dustinebrown@live.com	<i>jchaney@bhmsd.k12.in.us</i>
10-0709	Appointing authority	Wells County Council	<i>Wells County Council</i>
10-0710	Date term expires	8/15/2021	<i>8/15/2017</i>
10-0711	Number of consecutive terms	1	<i>4</i>
10-0712	Date initially appointed	8/15/2017	<i>8/15/2001</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	E-mail address		
10-0809	Appointing authority		
10-0810	Date term expires		
10-0811	Number of consecutive terms		
10-0812	Date initially appointed		
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	E-mail address		
10-0909	Appointing authority		
10-0910	Date term expires		
10-0911	Number of consecutive terms		
10-0912	Date initially appointed		
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	E-mail address		
10-1009	Appointing authority		
10-1010	Date term expires		
10-1011	Number of consecutive terms		
10-1012	Date initially appointed		
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	E-mail address		
10-1109	Appointing authority		
10-1110	Date term expires		
10-1111	Number of consecutive terms		
10-1112	Date initially appointed		
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	E-mail address		
10-1209	Appointing authority		
10-1210	Date term expires		
10-1211	Number of consecutive terms		
10-1212	Date initially appointed		
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	\$62,109	<i>\$60,000</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	\$15.84	<i>\$15.38</i>
11-011	Maximum Hourly Wage	\$26.65	<i>\$25.75</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	\$15.84	\$15.38
11-015	Maximum Hourly Wage	\$26.65	\$25.75
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	\$15.70	\$15.24
11-019	Maximum Hourly Wage	\$26.53	\$24.52
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	\$25.88	\$25.00
11-023	Maximum Hourly Wage	\$25.88	\$25.00
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 - Genealogy Reference Service	Genealogy Reference Service	<i>Genealogy Reference Service</i>
11-049	Certification Level		
11-050	Minimum Hourly Wage		
11-051	Maximum Hourly Wage		
11-052	Job Title - Audio Visual Librarian	Audio Visual Librarian	<i>Audio Visual Librarian</i>
11-053	Certification Level		
11-054	Minimum Hourly Wage		
11-055	Maximum Hourly Wage		

11-056	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-057	Certification Level	None required	
11-058	Minimum Hourly Wage	\$15.70	
11-059	Maximum Hourly Wage	\$26.53	
11-060	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>
11-061	Certification Level	LC 6	<i>LC 6</i>
11-062	Minimum Hourly Wage	\$12.20	<i>\$11.84</i>
11-063	Maximum Hourly Wage	\$20.51	<i>\$19.82</i>
11-064	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-065	Certification Level	None required	<i>None required</i>
11-066	Minimum Hourly Wage	\$15.84	<i>\$15.24</i>
11-067	Maximum Hourly Wage	\$26.65	<i>\$24.52</i>
11-068	Job Title - Secretary or Receptionist	Secretary or Receptionist	<i>Secretary or Receptionist</i>
11-069	Certification Level		
11-070	Minimum Hourly Wage		
11-071	Maximum Hourly Wage		
11-072	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-073	Certification Level	None required	<i>None required</i>
11-074	Minimum Hourly Level	\$10.69	<i>\$10.38</i>
11-075	Maximum Hourly Level	\$17.98	<i>\$17.38</i>
11-076	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>
11-077	Certification Level	None required	<i>None required</i>
11-078	Minimum Hourly Wage	\$9.99	<i>\$9.70</i>
11-079	Maximum Hourly Wage	\$16.32	<i>\$15.76</i>
11-080	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-081	Certification Level	None required	<i>None required</i>
11-082	Minimum Hourly Wage	\$13.19	<i>\$11.96</i>
11-083	Maximum Hourly Wage	\$28.68	<i>\$14.08</i>
11-084	Job Title - Security	Security	<i>Security</i>
11-085	Certification Level		
11-086	Minimum Hourly Wage		
11-087	Maximum Hourly Wage		
11-088	Job Title - Bookmobile Driver	Bookmobile Driver	<i>Bookmobile Driver</i>
11-089	Certification Level		
11-090	Minimum Hourly Wage		
11-091	Maximum Hourly Wage		
11-092	Job Title - Messenger/Courier	Messenger/Courier	<i>Messenger/Courier</i>
11-093	Certification Level		
11-094	Minimum Hourly Wage		
11-095	Maximum Hourly Wage		
11-096	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student Assista</i>
11-097	Certification Level	None required	<i>None required</i>
11-098	Minimum Hourly Wage	\$7.25	<i>\$7.25</i>
11-099	Maximum Hourly Wage	\$8.70	<i>\$8.60</i>

11-100	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-101	Certification Level	None required	<i>None required</i>
11-102	Minimum Hourly Wage	\$9.99	<i>\$9.70</i>
11-103	Maximum Hourly Wage	\$11.25	<i>\$10.92</i>
11-104	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-105	Certification Level		
11-106	Minimum Hourly Wage		
11-107	Maximum Hourly Wage		
11-108	Job Title - Human Resources	Human Resources	<i>Human Resources</i>
11-109	Certification Level		
11-110	Minimum Hourly Wage		
11-111	Maximum Hourly Wage		
11-112	Job Title - Marketing	Marketing	<i>Marketing</i>
11-113	Certification Level		
11-114	Minimum Hourly Wage		
11-115	Maximum Hourly Wage		
11-116	Job Title - Circulation Librarian	Circulation Librarian	<i>Circulation Librarian</i>
11-117	Certification Level		
11-118	Minimum Hourly Wage		
11-119	Maximum Hourly Wage		
11-120	Job Title - Other		
11-121	Specify Other Job Title		
11-122	Certification Level		
11-123	Minimum Hourly Wage		
11-124	Maximum Hourly Wage		
11-125	Job Title - Other		
11-126	Specify Other Job Title		
11-127	Certification Level		
11-128	Minimum Hourly Wage		
11-129	Maximum Hourly Wage		
11-130	Job Title - Other		
11-131	Specify Other Job Title		
11-132	Certification Level		
11-133	Minimum Hourly Wage		
11-134	Maximum Hourly Wage		
11-135	Job Title - Other		
11-136	Specify Other Job Title		
11-137	Certification Level		
11-138	Minimum Hourly Wage		
11-139	Maximum Hourly Wage		
11-140	Job Title - Other		
11-141	Specify Other Job Title		
11-142	Certification Level		
11-143	Minimum Hourly Wage		
11-144	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)	Yes	<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	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 Insuran</i>
11-512	Other2 (specify)		<i>n/a</i>

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	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 Insuran</i>
11-524	Other2 (specify)		<i>n/a</i>

Paid days off per year - Full-time Librarian

11-525	Number of Vacation Days	7.5-25	<i>10-25</i>
11-526	Number of Sick Days	12	<i>12</i>
11-527	Number of Personal Days	3	<i>3</i>
11-528	Holidays	11	<i>10</i>
11-529	Funeral/Bereavement	3-5	<i>3-5</i>
11-530	Other Days (specify)	0	<i>1</i>

Paid days off per year - Part-Time Librarian

11-531	Number of Vacation Days	0-12	<i>0-12</i>
11-532	Number of Sick Days	0-4.5	<i>0-4.5</i>
11-533	Number of Personal Days	0-1	<i>0-1</i>
11-534	Holidays	0-5	<i>0-4</i>
11-535	Funeral/Bereavement	0-3	<i>0-3</i>
11-536	Other Days	0	<i>0</i>

Paid days off per year - Full-Time Support Staff

11-537	Number of Vacation Days	7.5-25	<i>10-25</i>
11-538	Number of Sick Days	12	<i>12</i>
11-539	Number of Personal Days	3	<i>3</i>
11-540	Holidays	11	<i>10</i>
11-541	Funeral/Bereavement	3-5	<i>3-5</i>
11-542	Other Days	0	<i>1</i>

Paid days off per year - Part-Time Support Staff

11-543	Number of Vacation Days	0-12	<i>0-12</i>
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11-544	Number of Sick Days	0-4.5	0-4.5
11-545	Number of Personal Days	0-1	0-1
11-546	Holidays	0-5	0-4
11-547	Funeral/Bereavement	0-3	0-3
11-548	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	856	1,101
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	947	719
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	349
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	744
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	175	265
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	Peabody Public Library		
12-168	Pendleton Community Public Library		
12-169	Penn Township Public Library		
12-170	Perry County Public Library		
12-171	Peru Public Library		
12-172	Pierceton & Washington Township Public Library		
12-173	Pike County Public Library		

12-174 Plainfield-Guilford Township Public Library  
12-175 Plymouth Public Library  
12-176 Porter County Public Library System  
12-177 Poseyville Carnegie Public Library  
12-178 Princeton Public Library  
12-179 Pulaski County Public Library  
12-180 Putnam County Public Library  
12-181 Remington-Carpenter Township Public Library  
12-182 Ridgeville Public Library  
12-183 Roachdale-Franklin Township Public Library  
12-184 Roann Paw-Paw Township Public Library  
12-185 Roanoke Public Library  
12-186 Rockville 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  
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	<b>TOTAL PLAC Loans</b>	3,214	3,196

### 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	<b>Does your library comply with Public Library Law under IC 36-12?</b>	Yes	Yes
13-002	<b>If the answer to 13-001 is NO, explain:</b>		
13-003	<b>Does your library comply with other Indiana laws that affect municipal corporations?</b>	Yes	Yes
13-004	<b>If the answer to 13-003 is NO, explain:</b>		
13-005	<b>Does your library comply with all federal laws affecting employment practice?</b>	Yes	Yes
13-006	<b>If the answer to 13-005 is NO, explain:</b>		
13-007	<b>Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?</b>	Yes	Yes
13-008	<b>If the answer to 13-007 is NO, explain:</b>		
13-009	<b>Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?</b>	Yes	Yes
13-010	<b>If the answer to 13-009 is NO, explain:</b>		

13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-012	<b>Is the board responsible for governance and policy?</b>	Yes	Yes
13-013	<b>Is the director responsible for administration, operation and management of the library?</b>	Yes	Yes
13-014	<b>Does the director work full-time?</b>	Yes	Yes
13-015	Does the director have the required certification under 590 IAC 5? (Check <a href="https://mylicense.in.gov/EVerification/Search.aspx">https://mylicense.in.gov/EVerification/Search.aspx</a> if any question occurs.)	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 the 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	The 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	Yes
13-034	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	Yes	Yes
13-035	Does your library provide support for continuing education for staff and trustees?	Yes	Yes

Long Range Plan

13-036	Does the library have a written long-range plan of service?	Yes	Yes
		2018	2013

13-037	What year did your current long range plan begin?		
13-038	What year does your current long range plan end?	2022	2017
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	Yes
13-040	Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?	Yes	Yes
13-041	Does your long-range plan include a statement of community needs and goals?	Yes	Yes
13-042	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	Yes
13-043	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	Yes
13-044	Does your long-range plan include an ongoing evaluation process?	Yes	Yes
13-045	Does your long-range plan include a plan for financial resources and sustainability?	Yes	Yes
13-046	Does your long-range plan include an equipment replacement schedule?	Yes	
13-047	Does your long-range plan include a professional development strategy?	Yes	
13-048	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	Yes
13-049	Does your long-range plan include a statement of collaboration with other community partners?	Yes	Yes
<u>Resource Sharing</u>			
13-050	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?	Yes	Yes
	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	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-052	Does the library lend materials via a statewide reciprocal borrowing program?	Yes	Yes
13-053	Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	Yes	Yes
13-054	If the answer to 13-053 is yes, please list libraries with which you have reciprocal borrowing agreements.	Huntington City-Township Public Library	Response has been entered.
13-055	Does the library lend materials using the OCLC Resource Sharing system?	Yes	Yes
13-056	Is the library a member of Evergreen Indiana?	No	No
13-057	How many days per week does your library receive INfo Express courier service?	2	2

Does the library provide adult services, including:

13-058	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-059	A collection of materials for adults?	Yes	Yes
13-060	A space designated for adults in each fixed location?	Yes	Yes

Does the library provide young adult services, including:

13-061	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-062	A collection of materials for young adults?	Yes	Yes
13-063	A space designated for young adults in each fixed location?	Yes	Yes

Does the library provide children's services, including:

13-064	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	
13-065	A collection of materials for children?	Yes	Yes
13-066	A space designated for children in each fixed location?	Yes	Yes

#### Public Access

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	Yes
13-068	Does the library provide computers for the free use of all persons, regardless of residency?	Yes	Yes
13-069	Does your library provide a means for the public to print and make copies at each location?	Yes	Yes

#### Website

Does your library's website include:

13-070	Current hours of operation?	Yes	Yes
13-071	A physical address (or addresses) for your library?	Yes	Yes
13-072	A map for each fixed location?	Yes	Yes
13-073	A telephone number?	Yes	Yes
13-074	An e-mail address or other means of electronic contact?	Yes	Yes
13-075	A link to INSPIRE.in.gov?	Yes	Yes
13-076	Publicly posted policies, including, but not limited to, circulation, fees, and internet use policies?	Yes	Yes
13-077	A link to the library's online public access catalog?	Yes	Yes
13-078	A calendar or schedule of events and programs, which shall be updated at least monthly, including the dates for the library board meetings?	Yes	Yes

### **14 - Statement of Intent to Comply with Standards**

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

### **15 - Supplemental Questions**

DNR STATE PARKS PASS PROGRAM

The Indiana State Library and Department of Natural Resources are interested in hearing your feedback on the parks pass program this year.

15-001	How many times was the pass (or passes) checked out?	55	37
15-002	Did the Parks Pass Program bring any new patrons to the library?	No	No

**COLLABORATIVE SUMMER LIBRARY PROGRAM**

Please tell us how you used the 2017 Collaborative Summer Library Program ("Build a Better World") materials supplied to every library system by the Indiana State Library.

Mark ALL that apply:

15-003	We used the theme/slogan	Yes
15-004	We used the artwork	Yes
15-005	We used ideas from the programming manual	Yes
15-006	We did NOT use the Collaborative Summer Library Program materials in any way during Summer 2017	No

**MAKERSPACES**

15-007 Does your library have a makerspace within the library, or provide access to any of the following equipment?

Coding equipment or services	Yes
3D printing	No
Laser Cutting	No
Soldering	No
Electronics (e.g. Arduino)	No
Robot building / Robotics	No
Circuits and Electricity	No
Sewing / textile arts	No
Woodworking	No
Video or audio production	No

**MEETING ROOMS**

15-008 Does your library offer meeting rooms for public use? Yes

If so, what do you provide for meeting room users?

Select all that apply:

Wifi	Yes
Projector	Yes
Computer or laptop for presenter	Yes
Multiple computers or laptops in a lab setup	Yes
Microphone	Yes
Speakers	Yes
Screen	Yes
Dry erase board	Yes
Onsite tech support for equipment	Yes
15-009 If you provide access to computers in your meeting room, how many computers are available?	10

- |        |   |  |
|--------|---|--|
| 15-010 | Does your library offer virtual reality headsets for programming or public use?                           | No   |
| 15-011 | Does your library use a website building tool?<br>If so, please describe.                                 | Yes<br>We use a content management system named Concrete.  |
| 15-012 | Did your library receive any grants in 2017?<br>If so, please list the grantor and purpose for the grant. | Yes<br>Wells County Foundation. This a local yearly grant that supports our Teen Programming budget. |
| 15-013 | Does your library have an Indiana, Local History, or Genealogy Room?                                      | Yes  |

## **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, 2018.