

WELLS COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2019

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 the 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-	Library URL	www.wellscolibrary.org	<i>www.wellscolibrary.org</i>

018			
01-019	Public library email address, or a means of electronic contact listed on the library's website	wcpl@wellscolibrary.org	wcpl@wellscolibrary.org

Building Questions

01-020	Year the current central library was built	1991	1991
01-021	Year of the most recent structural addition or alteration to the current central library	2020	2007
01-022	Square footage of the central library	39,280	39,280
01-023	Click here to complete the central library daily hours.		

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

Please enter the hours 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 of changes.

01-023a	Please enter any non-standard central library hours that cannot be entered into the daily hours form. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, please note that here.		
01-038	Total number of hours the central library is open 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 2019	51	52
01-043	Total hours the central library was open in 2019	2,958.00	3,016.00

Internet Access

01-044	Does the library provide 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	50 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	<i>OSSIAN BRANCH</i>
01- 201a	Branch street address	207 NORTH JEFFERSON STREET	<i>207 NORTH JEFFERSON STREET</i>
01- 202a	Branch city	OSSIAN	<i>OSSIAN</i>
01- 203a	Branch county	WELLS	<i>WELLS</i>
01- 204a	Branch ZIP	46777	<i>46777</i>
01- 205a	Is the mailing address the same as the address listed above?	Yes	<i>Yes</i>
01- 206a	Branch mailing address	207 N. Jefferson St. Ossian, IN 46777	<i>207 N. Jefferson St. Ossian, IN 46777</i>
01- 207a	Phone	(260) 622-4691	<i>(260) 622-4691</i>
01- 208a	Fax	(260) 622-7030	<i>(260) 622-7030</i>
01- 209a	Year built	1994	<i>1994</i>
01- 210a	Year of the most recent structural addition or alteration to branch building	2013	<i>2013</i>
01- 211a	Square footage of branch	5360	<i>5360</i>
01- 212a	Number of weeks per year individual branch was open in 2019	52	<i>52</i>
01- 213a	Monday opening time	9:00 AM	<i>9:00 AM</i>
01- 214a	Monday closing time	8:00 PM	<i>8:00 PM</i>
01- 215a	Tuesday opening time	9:00 AM	<i>9:00 AM</i>
01- 216a	Tuesday closing time	8:00 PM	<i>8:00 PM</i>
01- 217a	Wednesday opening time	9:00 AM	<i>9:00 AM</i>
01- 218a	Wednesday closing time	8:00 AM	<i>8:00 PM</i>
01- 219a	Thursday opening time	9:00 AM	<i>9:00 AM</i>
01- 220a	Thursday closing time	8:00 PM	<i>8:00 PM</i>
01- 221a	Friday opening time	9:00 AM	<i>9:00 AM</i>
01- 222a	Friday closing time	5:00 PM	<i>5:00 PM</i>
01- 223a	Saturday opening time	9:00 AM	<i>9:00 AM</i>

01- 224a	Saturday closing time	12:00 PM	12:00 PM
01- 225a	Sunday opening time	CLOSED	CLOSED
01- 226a	Sunday closing time	CLOSED	CLOSED
01- 227a	Total open hours for the branch library during a typical week.	55	55
01- 228a	Does the branch library provide 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	50 MBPS
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 the bookmobile is open during a typical week		
01- 311a	Number of weeks per year the bookmobile is open		
01- 312	Total annual hours of all bookmobiles	0.00	0.00
01- 500	Total system public service hours per year	5,818.00	5,876

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	15,848	<i>16,251</i>
02-002	Total number of users from contracting areas	0	<i>0</i>
02-003	Total number of non-resident registered users	20	<i>21</i>
02-004	Total number of reciprocal users	29	<i>31</i>
02-005	Total number of PLAC users	26	<i>25</i>
02-006	Total number of non-resident cards issued to student users	113	<i>116</i>
02-007	Total number of non-resident cards issued to school employees	20	<i>20</i>
02-008	Total number of non-resident cards issued to library employees	3	<i>3</i>
02-009	Amount of non-resident fee	\$75.00	<i>\$75.00</i>
02-010	Date the library board adopted this fee	2/12/2019	<i>2/13/2018</i>
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	<i>Yes</i>

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.

2010 Census figures are used for all calculations

03-001	Name of primary county	WELLS	<i>WELLS</i>
03-002	Total assessed valuation for library district	\$1,567,687,518	<i>\$1,497,255,061</i>
03-003	Operating tax rate	.0565	<i>.0570</i>
03-004	Source year for data	2020	<i>2019</i>
03-005	Debt fund tax rate	.0189	<i>.0215</i>

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	N/A
03-010	Operating tax rate for additional county	N/A	N/A
03-011	Debt fund tax rate	N/A	N/A
03-012	LCPF tax rate	N/A	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? (Changes may include annexations, mergers, or changes to contracts.)	No	No
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 Revenue

04-001	Property tax or CEDIT income from library tax rate	\$881,917	\$832,697
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,065,025	\$1,035,229
04-003	Contractual revenue received for service	\$0	\$0

04- 004	Total local government revenue	\$1,946,942	<i>\$1,867,926</i>
<u>State Government Revenue</u>			
04- 005	Financial Institutions Tax (FIT)	\$5,155	<i>\$3,945</i>
04- 006	License Vehicle Excise Tax	\$100,925	<i>\$102,060</i>
04- 007	Commercial Vehicle Excise Tax (CVET)	\$14,925	<i>\$12,249</i>
04- 008	State Technology Grant Fund	\$6,373	<i>\$10,817</i>
04- 009	Other state income	\$943	<i>\$4,117</i>
04- 010	Source(s):	College Work Study	<i>College Work Study</i>
04- 011	Total state revenue	\$128,321	<i>\$133,188</i>
<u>Federal Government Revenue</u>			
04- 012	LSTA grants	\$0	<i>\$0</i>
04- 013	Other federal income	\$0	<i>\$0</i>
04- 014	Source(s)	0	<i>0</i>
04- 015	Total federal revenue	\$0	<i>\$0</i>
<u>Other Revenue</u>			
04- 016	PLAC reimbursement	\$0	
04- 017	Fines and fees	\$49,084	<i>\$51,455</i>
04- 018	Interest on investments	\$6,122	<i>\$5,637</i>
04- 019	Gift receipts income	\$28,925	<i>\$31,762</i>
04- 020	Private and public foundation grants income	\$1,342	<i>\$722</i>
04- 021	Miscellaneous income	\$879	<i>\$484</i>
04- 022	Source(s)	Refunds	<i>Refunds</i>
04- 023	Total other revenue	\$86,352	<i>\$90,060</i>
04- 024	Total revenue	\$2,161,615	<i>\$2,091,174</i>

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

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Staff and Supplies

05-001	Salaries/wages of all library staff	\$1,070,483	<i>\$1,053,858</i>
05-002	Employee benefits	\$234,211	<i>\$225,771</i>
05-003	Other personal services	\$0	<i>\$0</i>
05-004	Total personal services	\$1,304,694	<i>\$1,279,629</i>
05-005	Total staff expenditures	\$1,304,694	<i>\$1,279,629</i>
05-006	Total supplies	\$36,312	<i>\$39,283</i>

Other Services and Charges

05-007	Professional services	\$125,404	<i>\$108,416</i>
05-008	Communication and transportation	\$20,639	<i>\$20,048</i>
05-009	Printing and advertising	\$1,341	<i>\$416</i>
05-010	Insurance	\$18,333	<i>\$16,297</i>
05-011	Utility services	\$73,491	<i>\$67,397</i>
05-012	Repairs and maintenance	\$32,804	<i>\$31,429</i>
05-013	Rentals	\$752	<i>\$714</i>
05-014	Debt service	\$0	<i>\$0</i>
05-015	Lease rental	\$0	<i>\$0</i>
05-016	Other	\$3,113	<i>\$946</i>
05-017	Total of other services and charges	\$275,877	<i>\$245,663</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	\$0	<i>\$112</i>
05-021	Furniture and equipment	\$40,923	<i>\$52,775</i>
05-	Capital outlays for public access computers, e-	\$49,316	<i>\$29,303</i>

022 readers and electronic media devices **DO NOT**
REPORT in Q05-021

Library Materials - Operating Fund Expenditures

05-023	Books (include book lease)	\$136,126	<i>\$133,042</i>
05-024	Periodicals and newspapers	\$9,658	<i>\$11,716</i>
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$44,466	<i>\$49,326</i>
05-026	E-book, electronic collections, and database licensing/purchase/lease expenditures	\$77,451	<i>\$68,971</i>
05-027	Electronic physical format, including Playaways and e-book readers	\$7,811	<i>\$11,836</i>

Library Materials - Non-Operating Fund Expenditures

05-028	Books (include book lease)	\$288	<i>\$1,258</i>
05-029	Periodicals and newspapers	\$0	<i>\$0</i>
05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	\$0	<i>\$63</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	\$146,072	<i>\$146,016</i>
05-034	Total expenditures for electronic materials	\$85,262	<i>\$80,807</i>
05-035	Total expenditures for other materials	\$44,466	<i>\$49,389</i>
05-036	Total expenditures for collections	\$275,800	<i>\$276,212</i>
05-037	Total operating fund capital outlays	\$288,300	<i>\$288,110</i>
05-038	Total operating fund expenditure for collection development	\$324,828	<i>\$304,194</i>
05-039	Total non-operating fund expenditure for collection development	\$288	<i>\$1,321</i>
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	<i>\$0</i>
05-041	Total operating fund expenditures	\$1,982,634	<i>\$1,921,656</i>
05-042	Other operating expenditures	\$402,428	<i>\$367,136</i>
05-043	Total operating expenditures	\$1,982,922	<i>\$1,922,977</i>
05-044	Total capital fund expenditures	\$0	<i>\$23,400</i>

Non-Resident Fee Standard

05-045	Total collection expenditures	\$325,116	\$305,515
05-046	Total 2018 operating expenditures per capita	\$70.68	\$71.89
05-047	Difference between 2019 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	\$-4.32	\$-3.11
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 2019 operating expenditures per capita. PLEASE MAKE SURE YOUR 2020 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	72.92	70.68

Collection Development Standard

05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	16.3%	15.8%
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6 - Capital Revenue

Questions relating to standards are in bolded blue font.

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06-001	Local government capital revenue	\$365,214	\$350,644
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	\$365,214	\$350,644

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

All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	13.00	12.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	456	284
07-006	FTE for all librarians	11.40	7.10

All Other Staff

07-007	Total number of all other paid staff	30.00	31.00
07-008	Total number of paid hours per week for all other paid staff	627	656
07-009	FTE for all other paid staff	15.68	16.40
07-010	Total number of all paid staff	43.00	43.00
07-011	Total hours per week for all paid staff	1,083.00	940.00
07-012	FTE for all paid staff	27.08	23.50
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 (including photocopies) your library has provided to other libraries	392	454
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	323	379
08-004	Total number of loans provided to other libraries	715	833
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	513	486
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	110	55
08-	Total number of loans received from other	623	541

008	libraries		
08-009	Net lending rate	1.15	1.54

Children's (0 - 11 years) Library Programs

08-010	Number of children's programs held in the library	388	438
08-011	Number of children's programs held outside of the library	78	86

Young Adult (12 - 18 years) Library Programs

08-012	Number of young adult programs held in the library	74	80
08-013	Number of young adult programs held outside of the library	34	26

Adult (18+ years) Library Programs

08-014	Number of adult programs held in the library	152	146
08-015	Number of adult programs held outside of the library	18	15

General (All Ages) Library Programs

08-016	Number of general (all ages) programs held in the library	12	16
08-017	Number of general (all ages) programs held outside of the library	0	0
08-018	Total number of non-library sponsored programs	1,734	1,535
08-019	Total number of all library sponsored programs	756	807

Attendance at Children's (0 - 11 years) Programs

08-020	Attendance at children's programs held in the library	6,250	11,106
08-021	Attendance at children's programs held outside of the library	5,429	6,747

Attendance at Young Adult (12 - 18 years) Programs

08-022	Attendance at young adult programs held in the library	3,325	3,326
08-023	Attendance at young adult programs held outside of the library	1,855	1,969

Attendance at Adult (18+ years) Programs

08-024	Attendance at adult programs held in the library	1,896	1,718
08-025	Attendance at adult programs held outside of the library	387	369

Attendance at General (All Ages) Programs

08-026	Attendance at general (all ages) programs held in the library	1,289	1,216
08-027	Attendance at general (all ages) programs held outside of the library	0	270

Attendance Totals

08-028	Total attendance at non-library sponsored programs	11,486	9,607
08-029	Total children's program attendance	11,679	17,853
08-030	Total young adult program attendance	5,180	5,295
08-031	Total attendance at library sponsored programs	20,431	26,721
<u>Children's Reading Program</u>			
08-032	How many weeks of a Children's Reading Program did your library offer at each fixed location?	9	9
08-033	Total number of annual visits to the library	142,338	153,124
08-034	Total number of reference transactions per year	19,115	16,693
08-035	Instructional references services	939	
<u>Electronic Collections (includes Licensed Databases)</u>			
08-036	Number of state-licensed databases (INSPIRE databases)	88	88
08-037	Number of local and other licensed databases (not INSPIRE)	18	24
08-038	Name(s) of public use/commercial databases to which the library subscribes	A-Z Databases, Ancestry, Biography for Beginners, Biography Reference Center, Chilton Library, Creativebug, Gale Virtual Reference Center, Global Issues in Context, Nuwav Legal Documents, Miss Humblebees, My Heritage, Novelist, Opposing Viewpoints, Salem Online, Small Engine Repair, Student Resources in Context, Tumblebooks, and Worldbook	<i>Response has been entered.</i>
08-039	Total electronic collections	106	112
<u>Public Computers</u>			
08-040	Number of public internet computer uses per year	9,969	23,365
08-041	Number of wireless internet uses per year	67,726	69,296
08-042	Number of public computers system-wide	61	62
08-043	Number of staff computers	40	50

08-044	Number of website visits	85,780	88,807
<u>Library System Automation</u>			
08-045	Does your library have an automated bookkeeping system?	Yes	Yes
08-046	Name of bookkeeping system	Keystone	Keystone
08-047	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	219,575	229,344
09-002	Use of electronic materials (<i>e.g. e-books circulated or electronic materials downloaded annually</i>)	33,707	28,321
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>)	13,376	37,566
09-004	Total electronic content use	47,083	65,887
09-005	Circulation of all children's materials	121,080	127,253
09-006	Total circulation of all materials	253,282	257,665
09-007	Total collection use	266,658	295,231
09-008	Total in-house usage of materials	4,921	5,116
<u>Selected Holdings</u>			
09-009	Books (print)	89,900	94,770
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)	405	420
09-013	E-books (CONSORTIUM HOLDINGS)	18,507	13,112
09-014	E-books (TOTAL)	18,912	13,532
09-015	Video materials - physical units	7,144	6,989

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	8,006	7,786
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	3,850	2,869
09-022	Audio materials - downloadable units (TOTAL)	3,850	2,869
09-023	Current print serial subscriptions	231	243
09-024	Current electronic serials subscriptions	50	48
09-025	Non-traditional items, realia, or kits - physical units	595	
09-026	Does your library circulate hotspots?	Yes	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	<i>President</i>
10-0002	First name	Kim	<i>Stephen</i>
10-0003	Middle initial/name	L	<i>V</i>
10-0004	Last name	Gentis	<i>Tabor</i>
10-0005	Home address	8547 S 500 E	<i>4525 S 700 E</i>
10-0006	City	Keystone	<i>Bluffton</i>
10-0007	ZIP code	46759	<i>46714</i>
10-0008	Email address	kimgentis@yahoo.com	<i>stabor@adamswells.com</i>
10-0009	Appointing authority	Wells County Council	<i>Bluffton-Harrison MSD</i>
10-0010	Date term expires	8/15/2024	<i>8/15/2019</i>
10-	Number of consecutive terms	3	<i>2</i>

0011			
10- 0012	Date of initial appointment	8/16/2011	<i>8/16/2011</i>
10- 0101	Position: Vice President	Vice President	<i>Vice President</i>
10- 0102	First name	Dustin	<i>Kim</i>
10- 0103	Middle initial/name	E	<i>L</i>
10- 0104	Last name	Brown	<i>Gentis</i>
10- 0105	Home address	6465 SE State Road 116	<i>8547 S 500 E</i>
10- 0106	City	Bluffton	<i>Keystone</i>
10- 0107	ZIP code	46714	<i>46759</i>
10- 0108	Email address	dustinebrown@live.com	<i>kimgentis@yahoo.com</i>
10- 0109	Appointing authority	Wells County Council	<i>Wells County Council</i>
10- 0110	Date term expires	8/15/2021	<i>8/15/2020</i>
10- 0111	Number of consecutive terms	1	<i>1</i>
10- 0112	Date of initial appointment	8/16/2017	<i>8/16/2016</i>
10- 0201	Position: Secretary	Secretary	<i>Secretary</i>
10- 0202	First name	Angie	<i>Dustin</i>
10- 0203	Middle initial/name	K	<i>E</i>
10- 0204	Last name	Smith	<i>Brown</i>
10- 0205	Home address	216 Ridgeview Place	<i>6465 SE State Road 116</i>
10- 0206	City	Bluffton	<i>Bluffton</i>
10- 0207	ZIP code	46714	<i>46714</i>
10- 0208	Email address	smitty1109@mchsi.com	<i>dustinebrown@live.com</i>
10- 0209	Appointing authority	Northern/Southern Wells Schools	<i>Wells County Council</i>
10- 0210	Date term expires	8/15/2022	<i>8/15/2021</i>
10- 0211	Number of consecutive terms	1	<i>1</i>

10- 0212	Date of initial appointment	8/16/2018	<i>8/16/2017</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>Robin</i>
10- 0303	Middle initial/name	L	<i>L</i>
10- 0304	Last name	Minniear	<i>Minniear</i>
10- 0305	Home address	2521 W 300 S	<i>2521 W 300 S</i>
10- 0306	City	Liberty Center	<i>Liberty Center</i>
10- 0307	ZIP code	46766	<i>46766</i>
10- 0308	Email address	rminniear@swraiders.com	<i>rminniear@swraiders.com</i>
10- 0309	Appointing authority	Wells County Comissioners	<i>Wells County Comissioners</i>
10- 0310	Date term expires	8/15/2021	<i>8/15/2021</i>
10- 0311	Number of consecutive terms	3	<i>3</i>
10- 0312	Date of initial appointment	8/16/2009	<i>8/16/2009</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-	Middle initial/name	L.	<i>L.</i>

0503			
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>8/16/2016</i>
10- 0601	Position: Member	Member	<i>Member</i>
10- 0602	First name	Debra	<i>Debra</i>
10- 0603	Middle initial/name	K	<i>K</i>
10- 0604	Last name	Johnson	<i>Johnson</i>
10- 0605	Home address	1950 S No Number Road	<i>1950 S No Number Road</i>
10- 0606	City	Bluffton	<i>Bluffton</i>
10- 0607	ZIP code	46714	<i>46714</i>
10- 0608	Email address	dj_53@mchsi.com	<i>dj_53@mchsi.com</i>
10- 0609	Appointing authority	Bluffton-Harrison MSD	<i>Bluffton-Harrison MSD</i>
10- 0610	Date term expires	8/15/2022	<i>8/15/2022</i>
10- 0611	Number of consecutive terms	1	<i>1</i>
10- 0612	Date of initial appointment	8/16/2018	<i>8/16/2018</i>
10- 0701	Position: Member	Member	<i>Member</i>
10- 0702	First name	Stephen	<i>Angie</i>
10- 0703	Middle initial/name	V	<i>K</i>

10- 0704	Last name	Tabor	<i>Smith</i>
10- 0705	Home address	4525 S 700 E	<i>216 Ridgeview Place</i>
10- 0706	City	Bluffton	<i>Bluffton</i>
10- 0707	ZIP code	46714	<i>46714</i>
10- 0708	Email address	stabor@adamswells.com	<i>smitty1109@mchsi.com</i>
10- 0709	Appointing authority	Bluffton-Harrison MSD	<i>Northern and Southern Wells Schools</i>
10- 0710	Date term expires	8/15/2024	<i>8/15/2022</i>
10- 0711	Number of consecutive terms	3	<i>1</i>
10- 0712	Date of initial appointment	8/16/2011	<i>8/16/2018</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- Last name
0904
10- Home address
0905
10- City
0906
10- ZIP code
0907
10- Email address
0908
10- Appointing authority
0909
10- Date term expires
0910
10- Number of consecutive terms
0911
10- Date of initial appointment
0912

10- Position: Member
1001

Member

Member

10- First name
1002
10- Middle initial/name
1003
10- Last name
1004

10- Home address
1005
10- City
1006
10- ZIP code
1007

10- Email address
1008
10- Appointing authority
1009
10- Date term expires
1010

10- Number of consecutive terms
1011
10- Date of initial appointment
1012

10- Position: Member
1101

Member

Member

10- First name
1102
10- Middle initial/name
1103
10- Last name

1104			
10-	Home address		
1105			
10-	City		
1106			
10-	ZIP code		
1107			
10-	Email address		
1108			
10-	Appointing authority		
1109			
10-	Date term expires		
1110			
10-	Number of consecutive terms		
1111			
10-	Date of initial appointment		
1112			
10-	Position: Member	Member	<i>Member</i>
1201			
10-	First name		
1202			
10-	Middle initial/name		
1203			
10-	Last name		
1204			
10-	Home address		
1205			
10-	City		
1206			
10-	ZIP code		
1207			
10-	Email address		
1208			
10-	Appointing authority		
1209			
10-	Date term expires		
1210			
10-	Number of consecutive terms		
1211			
10-	Date of initial appointment		
1212			
10-	What day of the month is the regular library board meeting?	2nd Tuesday	<i>2nd Tuesday</i>
0991			
10-	What is the time of the regular library board meeting?	6:30 pm	<i>6:30 pm</i>
0992			

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	\$64,938	\$63,669
11-002	Does the library director have an employment contract?	No	No
11-003	What is the current level of certification held by the library director?	LC 2	LC 2
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	LC 5
11-010	Minimum hourly wage	\$16.56	\$16.24
11-011	Maximum hourly wage	\$28.00	\$27.44
11-012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11-013	Certification level	LC 5	LC 5
11-014	Minimum hourly wage	\$16.56	\$16.24
11-015	Maximum hourly wage	\$28.00	\$27.44
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	\$16.41	\$16.09
11-019	Maximum hourly wage	\$27.74	\$27.20
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	\$27.06	\$26.53
11-023	Maximum hourly wage	\$27.06	\$26.53

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 Librarian	<i>Cataloging or Technical Librarian</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-	Maximum hourly wage		

047			
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	\$16.41	<i>\$16.09</i>
11-051	Maximum hourly wage	\$27.74	<i>\$27.20</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	\$12.76	<i>\$12.51</i>
11-055	Maximum hourly wage	\$21.57	<i>\$21.14</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	\$16.41	<i>\$16.09</i>
11-059	Maximum hourly wage	\$27.74	<i>\$27.20</i>
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-061	Certification level	LC 6	<i>None required</i>
11-062	Minimum hourly wage	\$11.18	<i>\$10.96</i>
11-063	Maximum hourly wage	\$18.90	<i>\$18.52</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	\$10.44	<i>\$10.24</i>
11-067	Maximum hourly wage	\$17.66	<i>\$17.31</i>
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	\$13.83	<i>\$13.56</i>
11-	Maximum hourly wage	\$23.67	<i>\$23.21</i>

071			
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	<i>\$7.25</i>
11-075	Maximum hourly wage	\$10.76	<i>\$10.55</i>
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	\$10.44	<i>\$10.24</i>
11-079	Maximum hourly wage	\$11.76	<i>\$11.53</i>
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-	Maximum hourly wage		

095

11- Job Title - Other

096

11- Specify other job title

097

11- Certification level

098

11- Minimum hourly wage

099

11- Maximum hourly wage

100

11- Job Title - Other

101

11- Specify other job title

102

11- Certification level

103

11- Minimum hourly wage

104

11- Maximum hourly wage

105

11- Job Title - Other

106

11- Specify other job title

107

11- Certification level

108

11- Minimum hourly wage

109

11- Maximum hourly wage

110

11- Job Title - Other

111

11- Specify other job title

112

11- Certification level

113

11- Minimum hourly wage

114

11- Maximum hourly wage

115

Employee Fringe Benefit Information - Full-time Employees

11- PERF

501

Yes

Yes

11- Deferred compensation

502

Yes

Yes

11- Health insurance

503

Yes

Yes

11- 504	Health Savings Account (HSA)	Yes	<i>No</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 Time Off Per Year - Full-time Librarian

11- 525	Number of vacation days	14-25	<i>14-25 days</i>
11- 526	Number of sick days	12	<i>12 days</i>
11-	Number of personal days	3	<i>3 days</i>

527			
11- 528	Number of holidays	11 days	<i>12 days</i>
11- 529	Number of funeral/bereavement days	3-5 days	<i>3-5 days</i>
11- 530	Number of other days (specify)	0	<i>0</i>

Paid Time Off Per Year - Part-Time Librarian

11- 531	Number of vacation days	0-12 days	<i>0-12 days</i>
11- 532	Number of sick days	0-6 days	<i>0-4.5 days</i>
11- 533	Number of personal days	0-1 day	<i>0-1 day</i>
11- 534	Number of holidays	0-11 days	<i>0-5 days</i>
11- 535	Number of funeral/bereavement days	0-3 days	<i>0-3 days</i>
11- 536	Number of other days	0	<i>0</i>

Paid Time Off Per Year - Full-Time Support Staff

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

Paid Time Off Per Year - Part-Time Support Staff

11- 543	Number of vacation days	0-12 days	<i>0-12 days</i>
11- 544	Number of sick days	0-6 days	<i>0-4.5 days</i>
11- 545	Number of personal days	0-1 day	<i>0-1 day</i>
11- 546	Number of holidays	0-11 days	<i>0-5 days</i>
11- 547	Number of funeral/bereavement days	0-3 days	<i>0-3 days</i>
11- 548	Number of other days	0	<i>0</i>

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	1,145	<i>1,193</i>
12-003	Akron Carnegie Public Library		
12-004	Alexandria-Monroe Public Library		
12-005	Alexandrian Public Library		
12-006	Allen County Public Library		
12-007	Anderson Public Library		
12-008	Andrews-Dallas Township Public Library		
12-009	Argos Public Library		
12-010	Attica Public Library		
12-011	Aurora Public Library District		
12-012	Avon-Washington Township Public Library		
12-013	Bartholomew County Public Library		
12-014	Barton Rees Pogue Memorial Public Library		
12-015	Batesville Memorial Public Library		
12-016	Bedford Public Library		
12-017	Bell Memorial Public Library		
12-018	Benton County Public Library		
12-019	Berne Public Library	587	982
12-020	Bicknell-Vigo Township Public Library		
12-	Bloomfield-Eastern Greene County Public Library		

021
12- Boonville-Warrick County Public Library
022
12- Boswell-Grant Township Public Library
023
12- Bourbon Public Library
024
12- Brazil Public Library
025
12- Bremen Public Library
026
12- Bristol-Washington Township Public Library
027
12- Brook-Iroquois-Washington Township Public
028 Library
12- Brookston-Prairie Township Public Library
029
12- Brown County Public Library
030
12- Brownsburg Public Library
031
12- Brownstown Public Library
032
12- Butler Public Library
033
12- Cambridge City Public Library
034
12- Camden-Jackson Township Public Library
035
12- Carmel Clay Public Library
036
12- Carnegie Public Library Of Steuben County
037
12- Centerville-Center Township Public Library
038
12- Charlestown Clark County Public Library
039
12- Churubusco Public Library
040
12- Clayton-Liberty Township Public Library
041
12- Clinton Public Library
042
12- Coatesville-Clay Township Public Library
043
12- Colfax-Perry Township Public Library
044
12- Converse-Jackson Township Public Library
045

12- Covington-Veedersburg Public Library
046

12- Crawford County Public Library
047

12- Crawfordsville District Public Library
048

12- Crown Point Community Public Library
049

12- Culver-Union Township Public Library
050

12- Danville-Center Township Public Library
051

12- Darlington Public Library
052

12- Delphi Public Library
053

12- Dublin Public Library
054

12- Dunkirk Public Library
055

12- Earl Park Public Library
056

12- East Chicago Public Library
057

12- Eckhart Public Library
058

12- Edinburgh Wright-Hageman Public Library
059

12- Elkhart Public Library
060

12- Evansville-Vanderburgh Public Library
061

12- Fairmount Public Library
062

12- Farmland Public Library
063

12- Fayette County Public Library
064

12- Flora-Monroe Township Public Library
065

12- Fort Branch-Johnson Township Public Library
066

12- Fortville-Vernon Township Public Library
067

12- Francesville-Salem Township Public Library
068

12- Frankfort Community-Clinton County Contractual
069 Public Library

12- Franklin County Public Library District

070
12- Fremont Public Library
071
12- Fulton County Public Library
072
12- Garrett Public Library
073
12- Gary Public Library
074
12- Gas City-Mill Township Public Library
075
12- Goodland & Grant Township Public Library
076
12- Goshen Public Library
077
12- Greensburg-Decatur County Contractual Public
078 Library
12- Greentown & Eastern Howard School Public
079 Library
12- Greenwood Public Library
080
12- Hagerstown-Jefferson Township Public Library
081
12- Hamilton East Public Library
082
12- Hamilton North Public Library
083
12- Hammond Public Library
084
12- Hancock County Public Library
085
12- Harrison County Public Library
086
12- Hartford City Public Library
087
12- Henry Henley Public Library IN0165
088
12- Huntingburg Public Library
089
12- Huntington City-Township Public Library
090
12- Hussey-Mayfield Memorial Public Library
091
12- Indianapolis-Marion County Public Library
092
12- Jackson County Public Library
093
12- Jasonville Public Library
094

12- Jasper County Public Library
095
12- Jasper-Dubois County Contractual Public Library
096
12- Jay County Public Library
097
12- Jefferson County Public Library
098
12- Jeffersonville Township Public Library
099
12- Jennings County Public Library
100
12- Johnson County Public Library
101
12- Jonesboro Public Library
102
12- Joyce Public Library
103
12- Kendallville Public Library
104
12- Kentland-Jefferson Township Public Library
105
12- Kewanna-Union Township Public Library
106
12- Kingman-Millcreek Public Library
107
12- Kirklin Public Library
108
12- Knightstown Public Library
109
12- Knox County Public Library
110
12- Kokomo-Howard County Public Library
111
12- La Crosse Public Library
112
12- La Grange County Public Library
113
12- La Porte County Public Library
114
12- Ladoga-Clark Township Public Library
115
12- Lake County Public Library
116
12- Lawrenceburg Public Library
117
12- Lebanon Public Library
118
12- Ligonier Public Library

119
12- Lincoln Heritage Public Library
120
12- Linden Carnegie Public Library
121
12- Linton Public Library
122
12- Logansport-Cass County Public Library
123
12- Loogootee Public Library
124
12- Lowell Public Library
125
12- Marion Public Library
126
12- Matthews Public Library
127
12- Melton Public Library
128
12- Michigan City Public Library
129
12- Middlebury Community Public Library
130
12- Middletown Fall Creek Township Public Library
131
12- Milford Public Library
132
12- Mishawaka-Penn-Harris Public Library
133
12- Mitchell Community Public Library
134
12- Monon Town & Township Public Library
135
12- Monroe County Public Library
136
12- Monterey-Tippecanoe Township Public Library
137
12- Montezuma Public Library
138
12- Monticello-Union Township Public Library
139
12- Montpelier-Harrison Township Public Library
140
12- Mooresville Public Library
141
12- Morgan County Public Library
142
12- Morrisson Reeves Library
143

12- Muncie-Center Township Public Library
144
12- Nappanee Public Library
145
12- New Albany-Floyd County Public Library
146
12- New Carlisle & Olive Township Public Library
147
12- New Castle-Henry County Public Library
148
12- New Harmony Workingmen's Institute
149
12- Newburgh Chandler Public Library
150
12- Newton County Public Library
151
12- Noble County Public Library
152
12- North Judson-Wayne Township Public Library
153
12- North Madison County Public Library System
154
12- North Manchester Public Library
155
12- North Webster Community Public Library
156
12- Oakland City-Columbia Township Public Library
157
12- Odon Winkelpleck Public Library
158
12- Ohio County Public Library
159
12- Orleans Town & Township Public Library
160
12- Osgood Public Library
161
12- Otterbein Public Library
162
12- Owen County Public Library
163
12- Owensville Carnegie Public Library
164
12- Oxford Public Library
165
12- Paoli Public Library
166
12- Parke County Public Library
167
12- Peabody Public Library

168
12- Pendleton Community Public Library
169
12- Penn Township Public Library
170
12- Perry County Public Library
171
12- Peru Public Library
172
12- Pierceton & Washington Township Public Library
173
12- Pike County Public Library
174
12- Plainfield-Guilford Township Public Library
175
12- Plymouth Public Library
176
12- Porter County Public Library System
177
12- Poseyville Carnegie Public Library
178
12- Princeton Public Library
179
12- Pulaski County Public Library
180
12- Putnam County Public Library
181
12- Remington-Carpenter Township Public Library
182
12- Ridgeville Public Library
183
12- Roachdale-Franklin Township Public Library
184
12- Roann Paw-Paw Township Public Library
185
12- Roanoke Public Library
186
12- Royal Center-Boone Township Public Library
187
12- Rushville Public Library
188
12- Salem-Washington Township Public Library
189
12- Scott County Public Library
190
12- Shelby County Public Library
191
12- Sheridan Public Library
192

12- Shoals Public Library
193

12- South Whitley-Cleveland Township Public
194 Library

12- Speedway Public Library
195

12- Spencer County Public Library
196

12- Spiceland Town-Township Public Library
197

12- St. Joseph County Public Library
198

12- Starke County Public Library System
199

12- Sullivan County Public Library
200

12- Swayzee Public Library
201

12- Switzerland County Public Library
202

12- Syracuse-Turkey Creek Township Public Library
203

12- Thorntown Public Library
204

12- Tippecanoe County Public Library
205

12- Tipton County Public Library
206

12- Tyson Library Association, Inc
207

12- Union City Public Library
208

12- Union County Public Library
209

12- Van Buren Public Library
210

12- Vermillion County Public Library
211

12- Vigo County Public Library
212

12- Wabash Carnegie Public Library
213

12- Wakarusa-Olive & Harrison Township Public
214 Library

12- Walkerton-Lincoln Township Public Library
215

12- Walton & Tipton Township Public Library
216

12- Wanatah Public Library

217			
12- 218	Warren Public Library	253	420
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	1,985	2,781

13 - Compliance with Standards for Public Librarie

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

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

15 - Supplemental Questions

Library of Things

15- Do you have a library of things - non-traditional
001 library items - available for circulation? Yes

15-001a If the answer to 15-001 is YES, which of the following do you offer?

Select all that apply.

: Board games	Yes
: Puzzles	Yes
: Kitchen equipment	Yes
: Musical instruments	Yes
: Recreation equipment (fishing rods, bird watching kits, badminton, etc.)	No
: STEM items (coding and robotics kits, littleBits, etc.)	Yes
: Tools/hardware	No
: Other (list)	Art Prints

Scheduling and Reservation Tools

15- Does your library use scheduling software for
002 employee schedules? No

15- Name of scheduling software?
002a

15- Does your library use software to make meeting
003 room reservations? Yes

119 W Wayne St

15- Name of meeting room reservation software?
003a Demco Spaces

15- Can patrons use the software directly to make
003b their own reservations? Yes

15- Does your library use software to register patrons
004 for programs? Yes

15- Name of patron registration software?
004a Demco Sign-up

15- Can patrons use the software directly to register
004b themselves/family for programs? Yes

15- Does your library use a people-counter?
005 Yes

15- Brand/Manufacturer of people-counter?
005a CompuCount

15- Does your library have a library pet?
006 No

15- Name(s) and species of pet?

006a

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, 2020.