

WELLS COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2020

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-	Mailing ZIP code	46714	<i>46714</i>

013			
01-014	Congressional district number	3	3
01-015	Phone	(260) 824-1612	(260) 824-1612
01-016	Fax	(260) 824-3129	(260) 824-3129
01-017	Does your library have an answering machine, voicemail or other similar technology?	Yes	Yes
01-018	Library URL	www.wellscolibrary.org	www.wellscolibrary.org
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	2020
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 2020	32	51
01-043	Number of weeks the central library was closed due to COVID-19	11	
01-044	Number of weeks the central library had limited occupancy due to COVID-19	9	
01-045	Total hours the central library was open in 2020	1,856.00	2,958.00

Internet Access

01-046	Does the library provide internet access?	Yes	Yes
01-047	What type of internet access is available in the central library?	Fiber Optic	<i>Fiber Optic</i>
01-048	Specify the download speed of internet access in the central library. Please specify the unit of measurement (e.g. 20 MBPS)	100 MBPS	50 MPBS

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>

204a

01- 205a	Is the mailing address the same as the address listed above?	Yes	Yes
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 2020	32	<i>52</i>
01- 213a	Number of weeks the individual branch closed due to COVID-19	11	
01- 214a	Number of weeks the individual branch had limited occupancy due to COVID-19	9	
01- 215a	Monday opening time	9:00 AM	<i>9:00 AM</i>
01- 216a	Monday closing time	8:00 PM	<i>8:00 PM</i>
01- 217a	Tuesday opening time	9:00 AM	<i>9:00 AM</i>
01- 218a	Tuesday closing time	8:00 PM	<i>8:00 PM</i>
01- 219a	Wednesday opening time	9:00 AM	<i>9:00 AM</i>
01- 220a	Wednesday closing time	8:00 PM	<i>8:00 AM</i>

01- 221a	Thursday opening time	9:00 AM	9:00 AM
01- 222a	Thursday closing time	8:00 PM	8:00 PM
01- 223a	Friday opening time	9:00 AM	9:00 AM
01- 224a	Friday closing time	5:00 PM	5:00 PM
01- 225a	Saturday opening time	9:00 AM	9:00 AM
01- 226a	Saturday closing time	12:00 PM	12:00 PM
01- 227a	Sunday opening time	CLOSED	CLOSED
01- 228a	Sunday closing time	CLOSED	CLOSED
01- 229a	Total open hours for the branch library during a typical week.	55	55
01- 230a	Total hours the branch was open in 2020	1,850	
01- 231a	Does the branch library provide internet access?	Yes	Yes
01- 232a	What type of internet access is available in the branch library?	Fiber Optic	Fiber Optic
01- 233a	Specify the download speed of internet access in the branch library	100 MBPS	50
01- 237	Total annual hours of all branches	1,850.00	2,860.00

Bookmobile Information

01- 300	Total number of bookmobiles (If this answer = 0, skip questions 01-301a through 01-315)	0	0
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Individual Bookmobile Information

01- 301a	Bookmobile name		
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01- Street address
302a

01- City
303a

01- County
304a

01- ZIP
305a

01- Is the bookmobile's mailing address the same as
306a the address listed above?

01- Mailing address
307a

01- Phone
308a

01- Fax
309a

01- Total number of hours the bookmobile is open
310a during a typical week

01- Number of weeks per year the bookmobile is open
311a

01- Number of weeks the bookmobile closed due to
312a COVID-19

01- Number of weeks the bookmobile had limited
313a occupancy due to COVID-19

01- Total hours the bookmobile was open in 2020
314a

01- **Total annual hours of all bookmobiles** 0.00 0.00
315

01- **Total system public service hours per year** 3,706.00 5,818.00
500

2 - Registrations

Questions relating to standards are in bolded blue font

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02-001	Total number of resident registered users	14,500	15,848
02-002	Total number of users from contracting areas	0	0
02-003	Total number of non-resident registered users	21	20
02-004	Total number of reciprocal users	34	29
02-005	Total number of PLAC users	17	26
02-006	Total number of non-resident cards issued to student users	107	113
02-007	Total number of non-resident cards issued to school employees	20	20
02-008	Total number of non-resident cards issued to library employees	3	3
02-009	Amount of non-resident fee	\$75.00	\$75.00
02-010	Date the library board adopted this fee	2/11/2020	2/12/2019
02-011	Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?	Yes	Yes

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

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

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions.

2010 Census figures are used for all calculations

03-	Name of primary county
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001	Name of primary county	WELLS	WELLS
03-002	Total assessed valuation for library district	\$1,661,637,984	\$1,567,687,518
03-003	Operating tax rate	.0547	.0565
03-004	Source year for data	2021	2020
03-005	Debt fund tax rate	.0184	.0189
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	\$890,664	\$881,917
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,139,382	\$1,065,025
04-003	Contractual revenue received for service	\$0	\$0
04-004	Total local government revenue	\$2,030,046	\$1,946,942

State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$5,724	\$5,155
04-006	License Vehicle Excise Tax	\$102,898	\$100,925
04-007	Commercial Vehicle Excise Tax (CVET)	\$14,515	\$14,925
04-008	Broadband Connectivity Grant (State Technology Grant Fund)	\$6,373	\$6,373
04-009	Other state revenue	\$22	\$943

04-010	Source(s):	Business Personal Property Exemption	<i>College Work Study</i>
04-011	Total state revenue	\$129,532	\$128,321
<u>Federal Government Revenue</u>			
04-012	LSTA grants	\$0	\$0
04-013	Other federal revenue	\$0	\$0
04-014	Source(s):	N/A	0
04-015	Total federal revenue	\$0	\$0
<u>Other Revenue</u>			
04-016	PLAC reimbursement		\$0
04-017	Fines and fees	\$28,006	\$49,084
04-018	Interest on investments	\$6,242	\$6,122
04-019	Gift receipts	\$48,400	\$28,925
04-020	Private and public foundation grants	\$87,172	\$1,342
04-021	Miscellaneous revenue	\$6,123	\$879
04-022	Source(s):	Refunds, Levy Excess Transfer	<i>Refunds</i>
04-023	Total other revenue	\$175,943	\$86,352
04-024	Total revenue	\$2,335,521	\$2,161,615

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	\$1,093,499	\$1,070,483
05-002	Employee benefits	\$217,406	\$234,211
05-003	Other personal services	\$0	\$0
05-004	Total personal services	\$1,310,905	\$1,304,694
05-005	Total staff expenditures	\$1,310,905	\$1,304,694
05-006	Total supplies	\$32,519	\$36,312

Other Services and Charges

05-007	Professional services	\$125,073	\$125,404
05-008	Communication and transportation	\$12,154	\$20,639
05-009	Printing and advertising	\$673	\$1,341
05-010	Insurance	\$20,371	\$18,333
05-011	Utility services	\$63,737	\$73,491
05-012	Repairs and maintenance	\$27,645	\$32,804
05-013	Rentals	\$6,888	\$752
05-014	Debt service	\$0	\$0

05-015 Lease rental

05-015	Lease rental	\$0	\$0
05-016	Other	\$2,660	\$3,113
05-017	Total of other services and charges	\$259,201	\$275,877

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	\$23,998	\$40,923
05-022	Capital outlays for public access computers, e-readers and electronic media devices DO NOT REPORT in Q05-021	\$9,878	\$49,316

Library Materials - Operating Fund Expenditures

05-023	Books (include book lease)	\$92,429	\$136,126
05-024	Periodicals and newspapers	\$8,752	\$9,658
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$36,310	\$44,466
05-026	E-book, electronic collections, and database licensing/purchase/lease expenditures	\$84,051	\$77,451
05-027	Electronic physical format, including Playaways and e-book readers	\$6,395	\$7,811

Library Materials - Non-Operating Fund Expenditures

05-028	Books (include book lease)	\$806	\$288
05-029	Periodicals and newspapers	\$0	\$0
05-	Audio/Visual materials, microforms, and other		

05-030	Audio/visual materials, microforms, and other non-printed, physical materials	\$0	\$0
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	\$101,987	\$146,072
05-034	Total expenditures for electronic materials	\$90,446	\$85,262
05-035	Total expenditures for other materials	\$36,310	\$44,466
05-036	Total expenditures for collections	\$228,743	\$275,800
05-037	Total operating fund capital outlays	\$177,762	\$288,300
05-038	Total operating fund expenditure for collection development	\$237,815	\$324,828
05-039	Total non-operating fund expenditure for collection development	\$806	\$288
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$1,864,438	\$1,982,634
05-042	Other operating expenditures	\$325,596	\$402,428
05-043	Total operating expenditures	\$1,865,244	\$1,982,922
05-044	Total capital fund expenditures	\$273,046	\$0
<u>Non-Resident Fee Standard</u>			
05-045	Total collection expenditures	\$238,621	\$325,116

05-046	Total 2019 operating expenditures per capita	\$72.92	\$70.68
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 at the next scheduled board meeting.	\$-2.08	\$-4.32
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 2020 operating expenditures per capita. PLEASE MAKE SURE YOUR 2021 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	68.58	72.92

Collection Development Standard

05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	12.7%	16.3%
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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	\$328,867	\$365,214
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	\$328,867	\$365,214

7 - Employment Data

Questions relating to standards are in bolded blue font.

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ALA-MLS Librarians

07-001	Total number of all librarians with an ALA-MLS	5.00	4.00
07-002	Total number of paid hours per week for all ALA-MLS librarians	188	148
07-003	FTE for all librarians with an ALA-MLS	4.70	3.70

All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	13.00	13.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	460	456
07-006	FTE for all librarians	11.50	11.40

All Other Staff

07-007	Total number of all other paid staff	30.00	30.00
07-008	Total number of paid hours per week for all other paid staff	624	627
07-009	FTE for all other paid staff	15.60	15.68
07-010	Total number of all paid staff	43.00	43.00
07-011	Total hours paid per week for all paid staff	1,084.00	1,083.00
07-012	FTE for all paid staff	27.10	27.08
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-	Number of interlibrary loan items (including	---	---
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001	photocopies) your library has provided to other libraries	206	392
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	294	323
08-004	Total number of loans provided to other libraries	500	715
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	464	513
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	62	110
08-008	Total number of loans received from other libraries	526	623
08-009	Net lending rate	0.95	1.15
<u>Children's (0 - 11 years) Library Programs</u>			
08-010	Number of children's programs held in the library	131	388
08-011	Number of children's programs held outside of the library	25	78
<u>Young Adult (12 - 18 years) Library Programs</u>			
08-012	Number of young adult programs held in the library	38	74
08-013	Number of young adult programs held outside of the library	2	34
<u>Adult (18+ years) Library Programs</u>			
08-014	Number of adult programs held in the library	51	152
08-015	Number of adult programs held outside of the library	1	18

010 Library

General (All Ages) Library Programs

08-016	Number of general (all ages) programs held in the library	8	12
08-017	Number of general (all ages) programs held outside of the library	2	0
08-018	Total number of non-library sponsored programs	1,048	1,734
08-019	Total number of all in-person library sponsored programs	258	756

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

08-020	Attendance at children's programs held in the library	1,612	6,250
08-021	Attendance at children's programs held outside of the library	596	5,429

Attendance at Young Adult (12 - 18 years) Programs

08-022	Attendance at young adult programs held in the library	1,131	3,325
08-023	Attendance at young adult programs held outside of the library	34	1,855

Attendance at Adult (18+ years) Programs

08-024	Attendance at adult programs held in the library	829	1,896
08-025	Attendance at adult programs held outside of the library	25	387

Attendance at General (All Ages) Programs

08-026	Attendance at general (all ages) programs held in the library	130	1,289
08-027	Attendance at general (all ages) programs held outside of the library	95	0

Attendance Totals

08-028	Total attendance at non-library sponsored programs	5,734	11,486
08-029	Total children's program attendance	2,208	11,679

08-030	Total young adult program attendance	1,165	5,180
08-031	Total attendance at library sponsored programs	4,452	20,431
08-032	Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	Yes	
08-033	Number of children's virtual - live programs	6	
08-034	Number of young adult virtual - live programs	8	
08-035	Number of adult virtual - live programs	1	
08-036	Number of general (all ages) virtual - live programs	0	
08-037	Total number of virtual - live programs	15	
08-038	Attendance at children's virtual - live programs	40	
08-039	Attendance at young adult virtual - live programs	42	
08-040	Attendance at adult virtual - live programs	32	
08-041	Attendance at general (all ages) - live programs	0	
08-042	Total attendance at virtual - live programs	114	
08-043	Total number of children's live programs (includes in-person and virtual - live)	162	
08-044	Total number of young adult live programs (includes in-person and virtual - live)	48	
08-045	Total number of live programs (includes in-person and virtual - live)	273	

08-046	Total attendance at children's live programs (includes in-person and virtual - live)	2,248	
08-047	Total attendance at young adult live programs (includes in-person and virtual - live)	1,207	
08-048	Total attendance at live library-sponsored programs (includes in-person and virtual - live)	4,566	
08-049	Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	Yes	
08-050	Number virtual - recorded programs	118	
08-051	Number of page views/hits on virtual programs - recorded	36,056	
<u>Children's Reading Program</u>			
08-052	How many weeks of a Children's Reading Program did your library offer at each fixed location?	12	9
08-053	Total number of annual visits to the library	69,577	142,338
08-053a	Library visits reporting method	Count	
08-054	Total number of reference transactions per year	18,308	19,115
08-054a	Reference transactions reporting method	Count	
08-055	Instructional references services	338	939
<u>Electronic Collections (includes Licensed Databases)</u>			
08-056	Number of state-licensed databases (INSPIRE databases)	86	88
08-057	Number of local and other licensed databases (not INSPIRE)	16	18
08-058	Name(s) of public use/commercial databases to which the library subscribes	AtoZ Databases Ancestry Plus Creative Bug Fact Cite Bio Gale Virtual Reference Global Issues	

		Legal Documents (NU Wave) Miss Humblebees Novelist Opposing Viewpoints Small Engine Repair Student Resources in Context WorldBook Online Chilton Salem Online	<i>Response has been entered.</i>
08-059	Total electronic collections	102	106
<u>Public Computers</u>			
08-060	Number of public internet computer uses per year	4,295	9,969
08-061	Number of wireless internet uses per year	39,919	67,726
08-062	Number of public internet computers system-wide	57	61
08-063	Number of staff computers	40	40
08-064	Number of website visits	57,968	85,780
<u>Library System Automation</u>			
08-065	Does your library have an automated bookkeeping system?	Yes	Yes
08-066	Name of bookkeeping system	Keystone	<i>Keystone</i>
08-067	Brand and version of Integrated Library System	SirsiDynix Symphony	<i>SirsiDynix Symphony</i>

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	152,471	219,575
09-002	Use of electronic materials (<i>e.g. e-books circulated or electronic materials downloaded annually</i>)	40,522	33,707

09-003	Successful retrieval of electronic information (e.g. <i>electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002</i>)	11,577	13,376
09-004	Total electronic content use	52,099	47,083
09-005	Circulation of all children's materials	86,725	121,080
09-006	Total circulation of all materials	192,993	253,282
09-007	Total collection use	204,570	266,658
09-008	Total in-house usage of materials	2,029	4,921
09-009	Selected Holdings Books (print)	90,250	89,900
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	E-books (LOCAL HOLDINGS)	374	405
09-013	E-books (CONSORTIUM HOLDINGS)	21,190	18,507
09-014	E-books (TOTAL)	21,564	18,912
09-015	Video materials - physical units	7,381	7,144
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

018

09-019	Audio materials - physical units	7,651	8,006
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	0	3,850
09-022	Audio materials - downloadable units (TOTAL)	0	3,850
09-023	Current print serial subscriptions	215	231
09-024	Current electronic serials subscriptions	3,266	50
09-025	Non-traditional items, realia, or kits - physical units	576	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	Dustin	<i>Kim</i>
10-0003	Middle initial/name	E	<i>L</i>
10-0004	Last name	Brown	<i>Gentis</i>
10-0005	Home address	6465 SE State Road 116	<i>8547 S 500 E</i>
10-0006	City	Bluffton	<i>Keystone</i>

10-0007	ZIP code	46714	46759
10-0008	Email address	dustinebrown@live.com	kimgentis@yahoo.com
10-0009	Appointing authority	Wells County Council	<i>Wells County Council</i>
10-0010	Date term expires	8/15/2021	8/15/2024
10-0011	Number of consecutive terms	1	3
10-0012	Date of initial appointment	8/16/2017	8/16/2011
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Angie	<i>Dustin</i>
10-0103	Middle initial/name	K	<i>E</i>
10-0104	Last name	Smith	<i>Brown</i>
10-0105	Home address	216 Ridgeview Place	6465 SE State Road 116
10-0106	City	Bluffton	<i>Bluffton</i>
10-0107	ZIP code	46714	46714
10-0108	Email address	smitty1109@mchsi.com	dustinebrown@live.com
10-0109	Appointing authority	Northern and Southern Wells Schools	<i>Wells County Council</i>
10-0110	Date term expires	8/15/2022	8/15/2021
10-0111	Number of consecutive terms	1	1

0111

10-0112	Date of initial appointment	8/16/2018	8/16/2017
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	Debra	<i>Angie</i>
10-0203	Middle initial/name	K	<i>K</i>
10-0204	Last name	Johnson	<i>Smith</i>
10-0205	Home address	1950 S No Number Road	<i>216 Ridgeview Place</i>
10-0206	City	Bluffton	<i>Bluffton</i>
10-0207	ZIP code	46714	<i>46714</i>
10-0208	Email address	dj_53@mcsi.com	<i>smitty1109@mchsi.com</i>
10-0209	Appointing authority	Bluffton-Harrison MSD	<i>Northern/Southern Wells Schools</i>
10-0210	Date term expires	8/15/2018	<i>8/15/2022</i>
10-0211	Number of consecutive terms	1	<i>1</i>
10-0212	Date of initial appointment	8/16/2022	<i>8/16/2018</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	Minnear	<i>Minnear</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	robinminniear@gmail.com	<i>robinminniear@gmail.com</i>
10-0309	Appointing authority	Wells County Commissioners	<i>Wells County Commissioners</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	John	<i>Teddie</i>
10-0503	Middle initial/name	K	<i>L.</i>
10-0504	Last name	Stauffer	<i>Ramsey</i>
10-0505	Home address	123 W Market St	<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	stauffj@hotmail.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	8/15/2024	<i>8/15/2020</i>
10-0511	Number of consecutive terms	1	<i>1</i>
10-0512	Date of initial appointment	8/16/2020	<i>8/16/2016</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Kim	<i>Debra</i>
10-0603	Middle initial/name	L	<i>K</i>
10-	Last name	<i>Gentis</i>	<i>Johnson</i>

0604		<i>Genis</i>	<i>Johnson</i>
10-0605	Home address	8547 S 500 E	<i>1950 S No Number Road</i>
10-0606	City	Keystone	<i>Bluffton</i>
10-0607	ZIP code	46759	<i>46714</i>
10-0608	Email address	kimgentis@yahoo.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	8/16/2016	<i>8/16/2018</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First name	Stephen	<i>Stephen</i>
10-0703	Middle initial/name	V	<i>V</i>
10-0704	Last name	Tabor	<i>Tabor</i>
10-0705	Home address	4525 S 700 E	<i>4525 S 700 E</i>
10-0706	City	Bluffton	<i>Bluffton</i>
10-0707	ZIP code	46714	<i>46714</i>
10-0708	Email address	stabor@adamswells.com	<i>stabor@adamswells.com</i>

10- 0709	Appointing authority	Bluffton-Harrison MSD	<i>Bluffton-Harrison MSD</i>
10- 0710	Date term expires	8/15/2023	<i>8/15/2024</i>
10- 0711	Number of consecutive terms	3	<i>3</i>
10- 0712	Date of initial appointment	8/16/2011	<i>8/16/2011</i>
10- 0801	Position: Member	Member	<i>Member</i>
10- 0802	First name		
10- 0803	Middle initial/name		
10- 0804	Last name		
10- 0805	Home address		
10- 0806	City		
10- 0807	ZIP code		
10- 0808	Email address		
10- 0809	Appointing authority		
10- 0810	Date term expires		
10- 0811	Number of consecutive terms		
10- 0812	Date of initial appointment		

10- 0901	Position: Member	Member	<i>Member</i>
10- 0902	First name		
10- 0903	Middle initial/name		
10- 0904	Last name		
10- 0905	Home address		
10- 0906	City		
10- 0907	ZIP code		
10- 0908	Email address		
10- 0909	Appointing authority		
10- 0910	Date term expires		
10- 0911	Number of consecutive terms		
10- 0912	Date of initial appointment		
10- 1001	Position: Member	Member	<i>Member</i>
10- 1002	First name		
10- 1003	Middle initial/name		
10- 1004	Last name		
10- 1005	Home address		

10- Date term expires
1110

10- Number of consecutive terms
1111

10- Date of initial appointment
1112

10- Position: Member
1201

	Member	<i>Member</i>
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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?
0991

	2nd Tuesday	<i>2nd Tuesday</i>
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10- 0992	What is the time of the regular library board meeting?	6:30 pm	6:30 pm
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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	\$64,938
11- 002	Does the library director have an employment contract?	No	<i>No</i>
11- 003	What is the current level of certification held by the library director?	LC 2	<i>LC 2</i>
11- 004	Job Title - Assistant or Associate Director	Assistant Director	<i>Assistant Director</i>
11- 005	Certification level		
11- 006	Minimum hourly wage		
11- 007	Maximum hourly wage		
11- 008	Job Title - Department Head, Manager or Supervisor	Department Head	<i>Department Head</i>
11- 009	Certification level	LC 5	<i>LC 5</i>
11- 010	Minimum hourly wage	\$16.56	<i>\$16.56</i>
11- 011	Maximum hourly wage	\$28.00	<i>\$28.00</i>
11- 012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11- 013	Certification level	LC 5	<i>LC 5</i>
11- 014	Minimum hourly wage	\$16.56	<i>\$16.56</i>

017

11-015	Maximum hourly wage	\$28.00	\$28.00
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	\$16.41
11-019	Maximum hourly wage	\$27.74	\$27.74
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	\$27.06
11-023	Maximum hourly wage	\$27.06	\$27.06
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		

070

11-047	Maximum hourly wage		
11-048	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-049	Certification level	None required	<i>None required</i>
11-050	Minimum hourly wage	\$16.41	<i>\$16.41</i>
11-051	Maximum hourly wage	\$27.74	<i>\$27.74</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>\$12.76</i>
11-055	Maximum hourly wage	\$21.57	<i>\$21.57</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>\$16.41</i>
11-059	Maximum hourly wage	\$27.74	<i>\$27.74</i>
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-061	Certification level	LC 6	<i>LC 6</i>
11-062	Minimum hourly wage	\$11.18	<i>\$11.18</i>

11-063	Maximum hourly wage	\$18.90	\$18.90
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	\$10.44
11-067	Maximum hourly wage	\$17.66	\$17.66
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	\$13.83
11-071	Maximum hourly wage	\$23.67	\$23.67
11-072	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student Assistant</i>
11-073	Certification level	None required	<i>None required</i>
11-074	Minimum hourly wage	\$7.25	\$7.25
11-075	Maximum hourly wage	\$10.76	\$10.76
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	\$10.44

11-079	Maximum hourly wage	\$11.76	\$11.76
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

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

11- Other2 (specify)
512

Employee Fringe Benefit Information - Part-time Employees

11- 513	PERF	No	No
11- 514	Deferred compensation	Yes	Yes
11- 515	Health insurance	No	No
11- 516	Health Savings Account (HSA)	No	No
11- 517	Dental insurance	No	No
11- 518	Life insurance	No	No
11- 519	Vision insurance	No	No
11- 520	Disability insurance	No	No
11- 521	Paid time off for continuing education	No	No
11- 522	Reimbursement for continuing education	Yes	Yes
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	14-25
11- 526	Number of sick days	12	12
11- 527	Number of personal days	3	3

11-528	Number of holidays	11 days	<i>11 days</i>
11-529	Number of funeral/bereavement days	3-5 days	<i>3-5 days</i>
11-530	Number of other days (specify) OR all-purpose PTO	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>0-6 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>0-11 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>11 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-	Number of vacation days		
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11-543	Number of vacation days	0-12 days	0-12 days
11-544	Number of sick days	0-6 days	0-6 days
11-545	Number of personal days	0-1 day	0-1 day
11-546	Number of holidays	0-11 days	0-11 days
11-547	Number of funeral/bereavement days	0-3 days	0-3 days
11-548	Number of other days	0	0

12 - PLAC Loans

Questions relating to standards are in bolded blue font

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

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12-001	Did your library make any PLAC loans?		Y
12-002	Adams Public Library System		1,145
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		

008

12- Argos Public Library
009

12- Attica Public Library
010

12- Aurora Public Library District
011

12- Avon-Washington Township Public Library
012

12- Bartholomew County Public Library
013

12- Barton Rees Pogue Memorial Public Library
014

12- Batesville Memorial Public Library
015

12- Bedford Public Library
016

12- Bell Memorial Public Library
017

12- Benton County Public Library
018

12- Berne Public Library
019

587

12- Bicknell-Vigo Township Public Library
020

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
Library
028

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

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

12-091 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

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- Kinaman-Millcreek Public Library

12- Knightstown Public Library
107

12- Kirklint 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

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
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12- Paoli Public Library
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12- Parke County Public Library
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12- Peabody Public Library
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12- Pendleton Community Public Library
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12- Penn Township Public Library
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12- Perry County Public Library
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12- Peru Public Library
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12- Pierceton & Washington Township Public Library
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12- Pike County Public Library
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12- Plainfield-Guilford Township Public Library
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12- Plymouth Public Library
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12- Porter County Public Library System
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12- Poseyville Carnegie Public Library
178

12- Princeton Public Library
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12- Pulaski County Public Library
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12- Putnam County Public Library
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12- Remington-Carpenter Township Public Library
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12- Ridgeville Public Library
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12- Roachdale-Franklin Township Public Library
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12- Roann Paw-Paw Township Public Library
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12- Roanoke Public Library
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12- Royal Center-Boone Township Public Library
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12- Rushville Public Library
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12- Salem-Washington Township Public Library

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12- Scott County Public Library
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12- Shelby County Public Library
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12- Sheridan Public Library
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12- Shoals Public Library
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12- South Whitley-Cleveland Township Public Library
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12- Speedway Public Library
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12- Spencer County Public Library
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12- Spiceland Town-Township Public Library
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12- St. Joseph County Public Library
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12- Starke County Public Library System
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12- Sullivan County Public Library
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12- Swayzee Public Library
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12- Switzerland County Public Library
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12- Syracuse-Turkey Creek Township Public Library
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12- Thorntown Public Library
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12- Tippecanoe County Public Library
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12- Tipton County Public Library
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12- Tyson Library Association, Inc
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12- Union City Public Library
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12- Union County Public Library
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12- Van Buren Public Library
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12- Vermillion County Public Library
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12- Vigo County Public Library
212

12- Wabash Carnegie Public Library
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12- Wakarusa-Olive & Harrison Township Public
214 Library

12- Walkerton-Lincoln Township Public Library
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12- Walton & Tipton Township Public Library
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12- Wanatah Public Library
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12- Warren Public Library
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12- Warsaw Community Public Library
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12- Washington Carnegie Public Library
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12- Washington Township Public Library
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12- Waterloo-Grant Township Public Library
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12- Waveland-Brown Township Public Library
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12- Wells County Public Library
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12- West Lafayette Public Library
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12- West Lebanon-Pike Township Public Library
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12- Westchester Public Library
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12- Westfield-Washington Public Library
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12- Westville-New Durham Township Public Library
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12- Whiting Public Library
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12- Willard Library of Evansville
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12- Williamsport-Washington Township Public Library
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12- Winchester Community Public Library
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12- Wolcott Community Public Library
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12- Worthington Jefferson Township Public Library
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12- York Township Public Library
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12- Yorktown Public Library
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12- **TOTAL PLAC Loans**
238

0

1.985

13 - Compliance with Standards for Public Libraries

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

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

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13-001	Does your library comply with Public Library Law under IC 36-12?	Yes	Yes
13-002	If the answer to 13-001 is NO, explain:		
13-003	Does your library comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-004	If the answer to 13-003 is NO, explain:		
13-005	Does your library comply with all federal laws affecting employment practice?	Yes	Yes
13-006	If the answer to 13-005 is NO, explain:		
13-007	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?	Yes	Yes
13-008	If the answer to 13-007 is NO, explain:		
13-009	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes
13-010	If the answer to 13-009 is NO, explain:		
13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-	Is the board responsible for governance and		

012	policy?	yes	Yes
13-013	Is the director responsible for administration, operation and management of the library?	Yes	Yes
13-014	Does the director work full-time?	Yes	Yes
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at https://mylicense.in.gov/EVerification/Search.aspx)	Yes	Yes

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

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

Personnel Policies

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

13-019	Recruitment?	Yes	Yes
13-020	Selection?	Yes	Yes
13-021	Appointments?	Yes	Yes
13-022	Personnel actions?	Yes	Yes
13-023	Salary administration?	Yes	Yes
13-024	Employee benefits?	Yes	Yes
13-025	Conditions of work?	Yes	Yes
13-026	Leaves?	Yes	Yes

13-027	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	Yes
13-028	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	Yes
13-029	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	Yes
13-030	Do the library bylaws specifically state rules governing nepotism?	Yes	Yes
13-031	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	Yes
13-032	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	Yes	Yes
13-033	Does your library have a written collection development plan?	Yes	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
<u>Long-Range Plan</u>			
13-036	Does the library have a written long-range plan of service?	Yes	Yes
13-037	What year did your current long-range plan begin?	2018	2018
13-038	What year does your current long-range plan end?	2022	2022
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	Yes
13-047	Does your long-range plan include a professional development strategy?	Yes	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

Resource Sharing

13-050	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana? Answer YES if your policy is to lend, even if no loans were requested.	Yes	Yes
13-051	Does your library provide interlibrary loan free of charge <i>to your users</i> ? Answer YES if your policy is to lend, even if no loans were requested.	Yes	Yes
13-052	Does your library lend materials via a statewide reciprocal borrowing program?	Yes	Yes
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	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.

agreements.

13- Does your library lend materials using the OCLC
055 resource sharing system? Yes Yes

13- Is your library a member of Evergreen Indiana?
056 No No

13- How many days per week does your library
057 receive InfoExpress courier service? 2 2

Does the library provide adult services, including:

13- Reference services, including knowledge of and
058 access to reference materials, including
INSPIRE? Yes Yes

13- A collection of materials for adults?
059 Yes Yes

13- A space designated for adults in each fixed
060 location? Yes Yes

Does the library provide young adult services, including:

13- Reference services, including knowledge of and
061 access to reference materials, including
INSPIRE? Yes Yes

13- A collection of materials for young adults?
062 Yes Yes

13- A space designated for young adults in each fixed
063 location? Yes Yes

Does the library provide children's services, including:

13- Reference services, including knowledge of and
064 access to reference materials, including
INSPIRE? Yes Yes

13- A collection of materials for children?
065 Yes Yes

13- A space designated for children in each fixed
066 location? Yes Yes

Public Access

13- Are patrons who are unable to read regular print,
067 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- Does the library provide computers for the free
.. ..

13-068 Does the library provide computer use for the 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 email 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? 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, 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

COVID-19 Pandemic's Effect on Library Services

15-001 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes

15- Did library staff continue to provide services to the

002 public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? Yes

15-003 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes

15-004 Did the library allow users to complete registration for library cards online without having to come to the library **before** the Coronavirus (COVID-19) pandemic? Yes

15-005 Did the library allow users to complete registration for library cards online without having to come to the library **during** the Coronavirus (COVID-19) pandemic? Yes

15-006 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public **during** the Coronavirus (COVID-19) pandemic? Yes

15-007 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

15-008 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets **before** the Coronavirus (COVID-19) pandemic? Yes

15-009 Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets **during** the Coronavirus (COVID-19) pandemic? No

Federal: We already had as much WiFi outside as was possible.

15-010 Did the library **increase** access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? No

Federal: We already had as much WiFi outside as was possible.

15-011 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

15-012 Did the library offer "Take and Make" activities prior to the COVID-19 pandemic? No

15- Did the library add or increase "Take and Make"

- 15- 013 activities provided during the COVID-19 pandemic? Yes
- 15- 013a Number of "Take and Make" activities distributed (optional) 1,040
- Medical Intervention
- 15- 014 Does your library own a defibrillator? Yes
- 15- 015 Does your library own Narcan? No
- 15- 016 What's something your library did in the past year that you're proud of?

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by the director and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2021.