

WELLS COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2021

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

Building Questions

01- Year the current central library was built	1991	1991
020		
01- Year of the most recent structural addition or	2020	2020
021 alteration to the current central library		
01- Square footage of the central library	39,280	39,280
022		

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 in the following format: XX:XX AM or XX:XX PM. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <https://www.in.gov/library/pldirectory.htm> and updated as you notify us of changes.

01- If your central library has non-standard schedule
023a that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here.

01- Total number of hours the central library is	58	58
038 open during a typical week		
01- Total number of hours per week the central	13	13
039 library is open after 5:00 PM		
01- Total number of hours per week the central	5	5
040 library is open on Saturday		
01- Total number of hours per week the central	0	0
041 library is open on Sunday		
01- Number of weeks per year the central library was	51	32
042 open in 2021		
01- Number of weeks the central library was closed	0	11
043 due to COVID-19		
01- Number of weeks the central library had limited	1	9
044 occupancy due to COVID-19		
01- Total public service hours the central library	2,814.0	1,856.00
045 was open in 2021		

Internet Access

01- Does the library provide internet access?	Yes	Yes
046		
01- What type of internet access is available in the	Fiber Optic	Fiber Optic
047 central library?		
01- Specify the download speed of internet access in		
048 the central library.	100 MBPS	100 MBPS

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

Branch Information

01- Total number of branches (*If this answer = 0, skip* 1 *1*
 200 questions 01-200a through 01-237)

Individual Branch Information

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

01- Branch name 200a	OSSIAN BRANCH	<i>OSSIAN BRANCH</i>
01- Branch street address 201a	207 NORTH JEFFERSON STREET	<i>207 NORTH JEFFERSON STREET</i>
01- Branch city 202a	OSSIAN	<i>OSSIAN</i>
01- Branch county 203a	WELLS	<i>WELLS</i>
01- Branch ZIP 204a	46777	<i>46777</i>
01- Is the mailing address the same as the address 205a listed above?	Yes	<i>Yes</i>
01- Branch mailing address 206a	207 N. Jefferson St. Ossian, IN 46777	<i>207 N. Jefferson St. Ossian, IN 46777</i>
01- Phone 207a	(260) 622-4691	<i>(260) 622-4691</i>
01- Fax 208a	(260) 622-7030	<i>(260) 622-7030</i>
01- Year built 209a	1994	<i>1994</i>
01- Year of the most recent structural addition or 210a alteration to branch building	2013	<i>2013</i>
01- Square footage of branch 211a	5360	<i>5360</i>
01- Number of weeks per year individual branch was 212a open in 2021	52	<i>32</i>
01- Number of weeks the individual branch closed 213a due to COVID-19	0	<i>11</i>
01- Number of weeks the individual branch had 214a limited occupancy due to COVID-19	1	<i>9</i>
01- Monday opening time 215a	09:00 AM	<i>9:00 AM</i>
01- Monday closing time 216a	08:00 PM	<i>8:00 PM</i>
01- Tuesday opening time 217a	09:00 AM	<i>9:00 AM</i>
01- Tuesday closing time 218a	08:00 PM	<i>8:00 PM</i>
01- Wednesday opening time 219a	09:00 AM	<i>9:00 AM</i>
01- Wednesday closing time 220a	08:00 PM	<i>8:00 PM</i>
01- Thursday opening time 221a	09:00 AM	<i>9:00 AM</i>

01- 222a	Thursday closing time	08:00 PM	8:00 PM
01- 223a	Friday opening time	09:00 AM	9:00 AM
01- 224a	Friday closing time	05:00 PM	5:00 PM
01- 225a	Saturday opening time	09:00 AM	9:00 AM
01- 226a	Saturday closing time	12:00 PM	12:00 PM
01- 227a	Sunday opening time		CLOSED
01- 228a	Sunday closing time		CLOSED
01- 229a	Total open hours for the branch library during a typical week.	55	55
01- 230a	Total public service hours the branch was open in 2021	2,672	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	100 MBPS
01- 237	Total annual public service hours of all branches	2,672.00	1,850.00

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	
01- 302a	Street address	
01- 303a	City	
01- 304a	County	
01- 305a	ZIP	
01- 306a	Is the bookmobile's mailing address the same as the address listed above?	
01- 307a	Mailing address	
01- 308a	Phone	
01- 309a	Fax	
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 public service hours the bookmobile was		
314a	open in 2021		
01-	Total annual public service hours of all	0.00	0.00
315	bookmobiles		
01-	Total system public service hours per year	5,486.00	3,706.00
500			

2 - Registrations

Questions relating to standards are in bolded blue font.

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

02-	Total number of resident registered users	14,772	14,500
001			
02-	Total number of users from contracting areas	0	0
002			
02-	Total number of non-resident registered users	19	21
003			
02-	Total number of registered users	14,791	
003a			
02-	Total number of reciprocal users	33	34
004			
02-	Total number of PLAC users	23	17
005			
02-	Total number of non-resident cards issued to student users	93	107
006			
02-	Total number of non-resident cards issued to school employees	20	20
007			
02-	Total number of non-resident cards issued to library employees	3	3
008			
02-	Amount of non-resident fee	\$75.00	\$75.00
009			
02-	Date the library board adopted this fee	2/9/2021	2/11/2020
010			
02-	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
011			

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	\$1,744,366,519	<i>\$1,661,637,984</i>
03-003	Operating tax rate	0.0552	<i>.0547</i>
03-004	Source year for data	2022	<i>2021</i>
03-005	Debt fund tax rate	0.0191	<i>.0184</i>
03-006	LCPF tax rate	N/A	<i>N/A</i>
03-007	Did your library roll the LCPF into the operating tax rate?	N/A	<i>N/A</i>
03-008	Name of additional county	N/A	<i>N/A</i>
03-009	Total assessed valuation for additional county	N/A	<i>N/A</i>
03-010	Operating tax rate for additional county	N/A	<i>N/A</i>
03-011	Debt fund tax rate	N/A	<i>N/A</i>
03-012	LCPF tax rate	N/A	<i>N/A</i>
03-013	Total district population without contracts	27,188	<i>27,188</i>
03-014	Total district population with contracts	0	<i>0</i>
03-015	Political subdivision name	Wells	<i>Wells</i>
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	3	<i>3</i>
03-017	Population <u>2010 census</u> (taxed and served)	27,188	<i>27,188</i>
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	N/A	<i>N/A</i>
03-019	Population <u>2010 census</u> (served by contract)	0	<i>0</i>
03-020	Were there any changes to your library's service area?	No	<i>No</i>

(Changes may include annexations, mergers, or changes to contracts.)

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

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	\$941,722	\$890,664
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,189,656	\$1,139,382
04-003	Contractual revenue received for service	\$0	\$0
04-004	Total local government revenue	\$2,131,378	\$2,030,046

State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$2,548	\$5,724
04-006	License Vehicle Excise Tax	\$101,406	\$102,898
04-007	Commercial Vehicle Excise Tax (CVET)	\$14,814	\$14,515
04-008	Broadband Connectivity Grant	\$5,647	\$6,373
04-009	Other state revenue	\$2,009	\$22
04-010	Source(s):	Business Personal Property Exemption, College Work Study	<i>Business Personal Property Exemption</i>
04-011	Total state revenue	\$126,424	\$129,532

Federal Government Revenue

04-012	LSTA grants	\$0	\$0
04-013	Other federal revenue (including CARES Act funds)	\$1,400	\$0
04-014	Source(s):	CARES Act	N/A
04-015	Total federal revenue	\$1,400	\$0

Other Revenue

04-016	PLAC reimbursement	\$0	
04-017	Fines and fees	\$31,176	\$28,006

04-018	Interest on investments	\$461	\$6,242
04-019	Gift receipts	\$56,241	\$48,400
04-020	Private and public foundation grants	\$0	\$87,172
04-021	Miscellaneous revenue	\$17,363	\$6,123
04-022	Source(s):	Refunds, Insurance Proceeds and Levy Excess Transfer	<i>Refunds, Levy Excess Transfer</i>
04-023	Total other revenue	\$105,241	\$175,943
04-024	Total operating revenue	\$2,364,443	\$2,335,521

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	\$1,087,568	\$1,093,499
05-002	Employee benefits	\$245,370	\$217,406
05-003	Other personal services	\$121	\$0
05-004	Total personal services	\$1,333,059	\$1,310,905
05-005	Total staff expenditures	\$1,332,938	\$1,310,905
05-006	Total supplies	\$31,710	\$32,519

Other Services and Charges

05-007	Professional services	\$148,725	\$125,073
05-008	Communication and transportation	\$18,171	\$12,154
05-009	Printing and advertising	\$572	\$673
05-010	Insurance	\$18,181	\$20,371
05-011	Utility services	\$66,517	\$63,737
05-012	Repairs and maintenance	\$55,056	\$27,645
05-013	Rentals	\$9,445	\$6,888
05-	Debt service	\$0	\$0

014			
05-015	Lease rental	\$0	\$0
05-016	Other	\$1,004	\$2,660
05-017	Total of other services and charges	\$317,671	\$259,201

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	\$45,460	\$23,998
05-022	Capital outlays for public access computers, e-readers and electronic media devices. DO NOT REPORT in Q05-021	\$39,870	\$9,878

Library Materials - Operating Fund Expenditures

05-023	Books	\$129,049	\$92,429
05-024	Periodicals and newspapers	\$7,124	\$8,752
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$35,362	\$36,310
05-026	E-books, electronic collections, and database licensing/purchase/lease expenditures	\$82,272	\$84,051
05-027	Electronic physical format, including Playaways and e-book readers	\$12,044	\$6,395

Library Materials - Non-Operating Fund Expenditures

05-028	Books	\$4,995	\$806
05-029	Periodicals and newspapers	\$0	\$0
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	\$141,168	\$101,987
05-034	Total expenditures for electronic materials	\$94,316	\$90,446
05-035	Total expenditures for other materials	\$35,362	\$36,310
05-036	Total expenditures for collections	\$270,846	\$228,743

05-037	Total operating fund capital outlays	\$268,909	\$177,762
05-038	Total operating fund expenditure for collection development	\$305,721	\$237,815
05-039	Total non-operating fund expenditure for collection development	\$4,995	\$806
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$2,033,621	\$1,864,438
05-042	Other operating expenditures	\$434,832	\$325,596
05-043	Total operating expenditures	\$2,038,616	\$1,865,244
05-044	Total capital fund expenditures	\$206,003	\$273,046
<u>Non-Resident Fee Standard</u>			
05-045	Total collection expenditures	\$310,716	\$238,621
05-046	Total 2020 operating expenditures per capita	\$68.58	\$72.92
05-047	Difference between 2020 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.	\$-6.42	\$-2.08
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 2021 operating expenditures per capita. PLEASE MAKE SURE YOUR 2022 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	74.80	68.58
<u>Collection Development Standard</u>			
05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	15.2%	12.7%

6 - Capital Revenue

Questions relating to standards are in bolded blue font.

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

06-001	Local government capital revenue	\$354,306	\$328,867
06-002	State government capital revenue	\$0	\$0
06-	Federal government capital revenue	\$0	\$0

003			
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$354,306	\$328,867

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	5.00
07-002	Total number of paid hours per week for all ALA-MLS librarians	160	188
07-003	FTE for all ALA-MLS librarians	4.00	4.70

All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	12.00	13.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	432	460
07-006	FTE for all librarians	10.80	11.50

All Other Staff

07-007	Total number of all other paid staff	32.00	30.00
07-008	Total number of paid hours per week for all other paid staff	575	624
07-009	FTE for all other paid staff	14.38	15.60
07-010	Total number of all paid staff	44.00	43.00
07-011	Total hours paid per week for all paid staff	1,007.00	1,084.00
07-012	FTE for all paid staff	25.18	27.10
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	257	206
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	libraries		
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	445	294
08-004	Total number of loans provided to other libraries	702	500
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	536	464
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	84	62
08-008	Total number of loans received from other libraries	616	526
08-009	Net lending rate	1.14	0.95

Programs

A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Synchronous (Live) In-Person Program Sessions

08-010	Number of children's programs held in the library	270	131
08-010a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-010b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-011	Number of children's programs held offsite	97	25
08-011a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-011b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-012	Number of young adult programs held in the library	94	38
08-013	Number of young adult programs held offsite	5	2
08-014	Number of adult programs held in the library	145	51
08-015	Number of adult programs held offsite	1	1

08-016	Number of general interest (all ages) programs held in the library	5	8
08-017	Number of general interest (all ages) programs held offsite	1	2
08-018	Total number of non-library sponsored programs	2,306	1,048
08-019	Total number of in-person programs held at the library	514	258
08-020	Total number of in-person programs held offsite	104	
08-021	Attendance at children's programs held in the library	4,692	1,612
08-021a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-021b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-022	Attendance at children's programs held offsite	3,815	596
08-022a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	0	
08-022b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	0	
08-023	Attendance at young adult programs held in the library	2,539	1,131
08-024	Attendance at young adult programs held offsite	64	34
08-025	Attendance at adult programs held in the library	2,172	829
08-026	Attendance at adult programs held offsite	80	25
08-027	Attendance at general interest (all ages) programs held in the library	2,753	130
08-028	Attendance at general interest (all ages) programs held offsite	27	95
08-029	Total attendance at non-library sponsored programs	9,807	5,734
08-030	Total children's in-person program attendance	8,507	2,208
08-030a	Total attendance at programs for children 0-5 (enter "NA" if unknown)	0	
08-030b	Total attendance at programs for children 6-11 (enter "NA" if unknown)	0	
08-031	Total young adult in-person program attendance	2,603	1,165

08-032	Total attendance at all in-person programs held in the library	12,156	4,452
08-033	Total attendance at all in-person programs held offsite	3,986	
08-034	Total attendance at all in-person programs	16,142	

Synchronous (Live) Virtual Programs

Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

08-035	Number of children's synchronous virtual programs	8	6
08-035a	Number of synchronous virtual programs targeted at children ages 0-5 ((enter "NA" if unknown)	N/A	
08-035b	Number of synchronous virtual programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-036	Number of young adult synchronous virtual programs	13	8
08-037	Number of adult synchronous virtual programs	3	1
08-038	Number of general interest (all ages) synchronous virtual programs	0	0
08-039	Total number of synchronous virtual programs	24	15
08-040	Attendance at children's synchronous virtual programs as counted by participants	2,050	40
08-040a	Attendance at synchronous virtual programs aimed at children 0-5 as counted by participants (enter "NA" if unknown)	N/A	
08-040b	Attendance at synchronous virtual programs aimed at children 6-11 as counted by participants (enter "NA" if unknown)	N/A	
08-040c	Attendance at children's synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	8	
08-040d	Attendance at synchronous virtual programs aimed at children 0-5 as counted by participant devices (enter "NA" if unknown)	N/A	
08-040e	Attendance at synchronous virtual programs aimed at children 6-11 as counted by participant devices (enter "NA" if unknown)	N/A	
08-041	Attendance at young adult synchronous virtual programs as counted by participants	105	42
08-041a	Attendance at young adult synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	N/A	
08-042	Attendance at adult synchronous virtual programs as counted by participants	37	32
08-042a	Attendance at adult synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	N/A	

08-043	Attendance at general interest (all ages) synchronous virtual programs as counted by participants	0	0
08-043a	Attendance at general (all ages) synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	0	
08-044	Total attendance at synchronous virtual programs as counted by participants	2,192	114
08-044a	Total attendance at synchronous (live) virtual programs as counted by participant devices (enter "NA" if unknown)	0	
08-045	Total number of children's synchronous (live) programs (includes in-person and synchronous virtual)	375	162
08-045a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-045b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-046	Total number of young adult synchronous (live) programs (includes in-person and synchronous virtual)	112	48
08-047	Total number of synchronous (live) programs (includes in-person and synchronous virtual)	538	273
08-048	Total attendance at children's synchronous (live) programs (includes in-person and synchronous virtual)	10,557	2,248
08-048a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-048b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-049	Total attendance at young adult synchronous (live) programs (includes in-person and synchronous virtual)	2,708	1,207
08-050	Total attendance at all synchronous (live) programs (includes in-person and synchronous virtual)	14,348	4,566
08-051	Total Number of Asynchronous (Recorded) Program Presentations	44	118
08-052	Total Views of Asynchronous (Recorded) Program Presentations	5,826	36,056
<u>Children's Reading Program</u>			
08-053	How many weeks of a Children's Reading Program did your library offer at each fixed location?	14	12
08-054	Total number of annual visits to the library	112,864	69,577
08-054a	Library visits reporting method	CT - Annual Count	Count
08-055	Total number of reference transactions in 2021	26,636	18,308

08-055a	Reference transactions reporting method	CT - Annual Count	<i>Count</i>
08-056	Instructional references services	964	338
<u>Electronic Collections (includes Licensed Databases)</u>			
08-057	Number of state-licensed databases (INSPIRE databases)	86	86
08-058	Number of local and other licensed databases (not INSPIRE)	16	16
08-059	Name(s) of public use/commercial databases to which the library subscribes	AtoZ Ancestry Plus Creative Bug Fact Cite Bio Gale Virtual Reference Global Issues in Context Legal Documents (NuWave) Miss Humblebees My Heritage Novelist Opposing Viewpoints Small Engine Repair Student Resources WorldBook Chilton Salem Online	<i>Response has been entered.</i>
08-060	Total electronic collections/databases	102	102
<u>Public Computers</u>			
08-061	Number of uses (sessions) of public internet computers in 2021	6,495	4,295
08-061a	Reporting method for number of uses of public internet computers	CT - Annual Count	
08-062	Number of wireless internet uses per year	57,427	39,919
08-062a	Reporting method for wireless sessions	CT - Annual Count	
08-063	Number of public internet computers system-wide	57	57
08-064	Number of staff computers	40	40
08-065	Number of website visits	69,416	57,968
<u>Library System Automation</u>			
08-066	Does your library have an automated bookkeeping system?	Yes	Yes
08-067	Name of bookkeeping system	Keystone	Keystone
08-068	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	193,094	152,471
09-002	Use of electronic materials (<i>e.g. e-books circulated or electronic materials downloaded annually</i>)	38,811	40,522
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>)	13,465	11,577
09-004	Total electronic content use	52,276	52,099
09-005	Circulation of all children's materials	111,023	86,725
09-006	Circulation of other physical items	3,559	
09-007	Total circulation of all materials	231,905	192,993
09-008	Total collection use	245,370	204,570
09-009	Total in-house usage of materials	7,048	2,029
<u>Selected Holdings</u>			
09-010	Books (print)	90,664	90,250
09-011	Does the library belong to an e-book consortium?	Yes	Yes
09-012	Name of e-book consortium	Northeast Indiana Digital Library	Northeast Indiana Digital Library
09-013	E-books (LOCAL HOLDINGS)	370	374
09-014	E-books (CONSORTIUM HOLDINGS)	22,323	25,170
09-015	E-books (TOTAL)	22,693	25,544
09-016	Video materials - physical units	6,804	7,381
09-017	Video materials - downloadable units (LOCAL HOLDINGS)	0	0
09-018	Video materials - downloadable units (CONSORTIUM HOLDINGS)	0	0
09-019	Video materials - downloadable units (TOTAL)	0	0
09-020	Audio materials - physical units	6,634	7,651
09-021	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-022	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	5,483	4,669
09-023	Audio materials - downloadable units (TOTAL)	5,483	4,669

09-024	Current print serial subscriptions	199	215
09-025	Current electronic serials subscriptions	0	3,266
09-026	Does your library circulate hotspots?	Yes	Yes
09-027	Other circulating physical items	614	
09-028	Total physical items in collection (09-010 + 09-016 + 09-020 + 09-027)	104,716	

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	Angie	<i>Dustin</i>
10-0003	Middle initial/name	K	<i>E</i>
10-0004	Last name	Smith	<i>Brown</i>
10-0005	Home address	216 Ridgeview Place	<i>6465 SE State Road 116</i>
10-0006	City	Bluffton	<i>Bluffton</i>
10-0007	ZIP code	46714	<i>46714</i>
10-0008	Email address	smitty1109@mchsi.com	<i>dustinebrown@live.com</i>
10-0009	Appointing authority	Northern and Southern Wells Schools	<i>Wells County Council</i>
10-0010	Date term expires	8/15/2022	<i>8/15/2021</i>
10-0011	Number of consecutive terms	1	<i>1</i>
10-0012	Date of initial appointment	8/16/2018	<i>8/16/2017</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	John	<i>Angie</i>
10-0103	Middle initial/name	K	<i>K</i>
10-0104	Last name	Stauffer	<i>Smith</i>
10-	Home address	123 W Market St	<i>216 Ridgeview Place</i>

0105			
10- 0106	City	Bluffton	<i>Bluffton</i>
10- 0107	ZIP code	46714	<i>46714</i>
10- 0108	Email address	stauffj@hotmail.com	<i>smitty1109@mchsi.com</i>
10- 0109	Appointing authority	Wells County Board of Commissioners	<i>Northern and Southern Wells Schools</i>
10- 0110	Date term expires	8/15/2024	<i>8/15/2022</i>
10- 0111	Number of consecutive terms	1	<i>1</i>
10- 0112	Date of initial appointment	8/16/2020	<i>8/16/2018</i>
10- 0201	Position: Secretary	Secretary	<i>Secretary</i>
10- 0202	First name	Stephen	<i>Debra</i>
10- 0203	Middle initial/name	V	<i>K</i>
10- 0204	Last name	Tabor	<i>Johnson</i>
10- 0205	Home address	4525 S 700 E	<i>1950 S No Number Road</i>
10- 0206	City	Bluffton	<i>Bluffton</i>
10- 0207	ZIP code	46714	<i>46714</i>
10- 0208	Email address	stabor@adamswells.com	<i>dj_53@mcsi.com</i>
10- 0209	Appointing authority	Bluffton-Harrison MSD	<i>Bluffton-Harrison MSD</i>
10- 0210	Date term expires	8/15/2023	<i>8/15/2018</i>
10- 0211	Number of consecutive terms	3	<i>1</i>
10- 0212	Date of initial appointment	8/16/2011	<i>8/16/2022</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	Debra	<i>Robin</i>
10- 0303	Middle initial/name	K	<i>L</i>
10- 0304	Last name	Johnson	<i>Minniear</i>
10- 0305	Home address	1950 S No Number Rd	<i>2521 W 300 S</i>

10-0306	City	Bluffton	<i>Liberty Center</i>
10-0307	ZIP code	46714	46766
10-0308	Email address	dj_53@mchsi.com	<i>robinminniear@gmail.com</i>
10-0309	Appointing authority	Bluffton-Harrison MSD	<i>Wells County Commissioners</i>
10-0310	Date term expires	8/15/2022	<i>8/15/2021</i>
10-0311	Number of consecutive terms	1	3
10-0312	Date of initial appointment	8/16/2018	<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		
10-0409	Appointing authority		
10-0410	Date term expires		
10-0411	Number of consecutive terms		
10-0412	Date of initial appointment		
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First name	Dustin	<i>John</i>
10-0503	Middle initial/name	E	<i>K</i>
10-0504	Last name	Brown	<i>Stauffer</i>
10-0505	Home address	6465 SE State Road 116	<i>123 W Walnut St</i>

10-0506	City	Bluffton	<i>Bluffton</i>
10-0507	ZIP code	46714	<i>46714</i>
10-0508	Email address	dustinebrown@live.com	<i>stauffj@hotmail.com</i>
10-0509	Appointing authority	Wells County Council	<i>Wells County Board of Commissioners</i>
10-0510	Date term expires	8/15/2025	<i>8/15/2024</i>
10-0511	Number of consecutive terms	2	<i>1</i>
10-0512	Date of initial appointment	8/16/2017	<i>8/16/2020</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Kim	<i>Kim</i>
10-0603	Middle initial/name	L	<i>L</i>
10-0604	Last name	Gentis	<i>Gentis</i>
10-0605	Home address	8547 S 500 E	<i>8547 S 500 E</i>
10-0606	City	Keystone	<i>Keystone</i>
10-0607	ZIP code	46759	<i>46759</i>
10-0608	Email address	kingentis@yahoo.com	<i>kingentis@yahoo.com</i>
10-0609	Appointing authority	Wells County Council	<i>Bluffton-Harrison MSD</i>
10-0610	Date term expires	8/15/2024	<i>8/15/2022</i>
10-0611	Number of consecutive terms	2	<i>1</i>
10-0612	Date of initial appointment	8/16/2016	<i>8/16/2016</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First name	Julie	<i>Stephen</i>
10-0703	Middle initial/name	R	<i>V</i>
10-0704	Last name	Eicher	<i>Tabor</i>
10-0705	Home address	5875 E North St	<i>4525 S 700 E</i>
10-	City	Ossian	<i>Bluffton</i>

0706			
10- 0707	ZIP code	46777	46714
10- 0708	Email address	stabor@adamswells.com	stabor@adamswells.com
10- 0709	Appointing authority	Wells County Board of Commissioners	Bluffton-Harrison MSD
10- 0710	Date term expires	8/15/2025	8/15/2023
10- 0711	Number of consecutive terms	1	3
10- 0712	Date of initial appointment	8/16/2021	8/16/2011
10- 0801	Position: Member	Member	Member
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	Member
10- 0902	First name		
10- 0903	Middle initial/name		
10- 0904	Last name		
10- 0905	Home address		
10- 0906	City		

10- 0907	ZIP code		
10- 0908	Email address		
10- 0909	Appointing authority		
10- 0910	Date term expires		
10- 0911	Number of consecutive terms		
10- 0912	Date of initial appointment		
10- 1001	Position: Member	Member	<i>Member</i>
10- 1002	First name		
10- 1003	Middle initial/name		
10- 1004	Last name		
10- 1005	Home address		
10- 1006	City		
10- 1007	ZIP code		
10- 1008	Email address		
10- 1009	Appointing authority		
10- 1010	Date term expires		
10- 1011	Number of consecutive terms		
10- 1012	Date of initial appointment		
10- 1101	Position: Member	Member	<i>Member</i>
10- 1102	First name		
10- 1103	Middle initial/name		
10- 1104	Last name		
10- 1105	Home address		
10- 1106	City		
10-	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-	Annual salary of the director	\$68,182	<i>\$64,938</i>
001			
11-	Does the library director have an employment contract?	No	<i>No</i>
002			

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	\$17.22	<i>\$16.56</i>
11-011	Maximum hourly wage	\$29.11	<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	\$17.22	<i>\$16.56</i>
11-015	Maximum hourly wage	\$29.11	<i>\$28.00</i>
11-016	Job Title - Administrative Assistant	Administrative Assistant	<i>Administrative Assistant</i>
11-017	Certification level	None required	<i>None required</i>
11-018	Minimum hourly wage	\$17.07	<i>\$16.41</i>
11-019	Maximum hourly wage	\$28.85	<i>\$27.74</i>
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification level	None required	<i>None required</i>
11-022	Minimum hourly wage	\$28.14	<i>\$27.06</i>
11-023	Maximum hourly wage	\$28.14	<i>\$27.06</i>
11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification level	None required	
11-026	Minimum hourly wage	\$17.07	

11-027	Maximum hourly wage	\$28.85	
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	<i>Cataloging or Technical</i>
11-029	Certification level		
11-030	Minimum hourly wage		
11-031	Maximum hourly wage		
11-032	Job Title - Children's Librarian	Children's Librarian	<i>Children's Librarian</i>
11-033	Certification level		
11-034	Minimum hourly wage		
11-035	Maximum hourly wage		
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	<i>General Reference or Adult Librarian</i>
11-037	Certification level		
11-038	Minimum hourly wage		
11-039	Maximum hourly wage		
11-040	Job Title - Young Adult Librarian	Young Adult Librarian	<i>Young Adult Librarian</i>
11-041	Certification level		
11-042	Minimum hourly wage		
11-043	Maximum hourly wage		
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian	<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification level		
11-046	Minimum hourly wage		
11-047	Maximum hourly wage		
11-048	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-049	Certification level	None required	<i>None required</i>
11-050	Minimum hourly wage	\$17.07	<i>\$16.41</i>

11-051	Maximum hourly wage	\$28.85	\$27.74
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	\$13.27	\$12.76
11-055	Maximum hourly wage	\$22.43	\$21.57
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	\$17.07	\$16.41
11-059	Maximum hourly wage	\$28.85	\$27.74
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	\$11.63	\$11.18
11-063	Maximum hourly wage	\$19.65	\$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	\$10.86	\$10.44
11-067	Maximum hourly wage	\$18.35	\$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	\$14.38	\$13.83
11-071	Maximum hourly wage	\$24.62	\$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	\$8.00	\$7.25

11-075	Maximum hourly wage	\$11.19	<i>\$10.76</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	\$10.86	<i>\$10.44</i>
11-079	Maximum hourly wage	\$12.23	<i>\$11.76</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		
11-095	Maximum hourly wage		
11-096	Job Title - Other		
11-097	Specify other job title		
11-098	Certification level		

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- 501	PERF	Yes	<i>Yes</i>
11- 502	Deferred compensation	Yes	<i>Yes</i>
11- 503	Health insurance	Yes	<i>Yes</i>
11- 504	Health Savings Account (HSA)	Yes	<i>Yes</i>
11- 505	Dental insurance	No	<i>No</i>
11- 506	Life insurance	Yes	<i>Yes</i>
11- 507	Vision insurance	Yes	<i>Yes</i>

11-508	Disability 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</i>
11-526	Number of sick days	12	<i>12</i>
11-527	Number of personal days	3	<i>3</i>
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- 543	Number of vacation days	0-12 days	<i>0-12 days</i>
11- 544	Number of sick days	0-6 days	<i>0-6 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>0-11 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-	Did your library make any PLAC loans?	Y	Y
-----	---------------------------------------	---	---

001			
12-002	Adams Public Library System	1,016	962
12-003	Akron Carnegie Public Library		
12-004	Alexandria-Monroe Public Library		
12-005	Alexandrian Public Library		
12-006	Allen County Public Library	193	62
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	216	186
12-020	Bicknell-Vigo Township Public Library		
12-021	Bloomfield-Eastern Greene County Public Library		
12-022	Boonville-Warrick County Public Library		
12-023	Boswell-Grant Township Public Library		
12-024	Bourbon Public Library		
12-025	Brazil Public Library		

12- 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
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12- Crawfordsville District Public Library
048

12- Crown Point Community Public Library
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12- Culver-Union Township Public Library
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12- Danville-Center Township Public Library
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12- Darlington Public Library
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12- Delphi Public Library
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12- Dublin Public Library
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12- Dunkirk Public Library
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12- Earl Park Public Library
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12- East Chicago Public Library
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12- Eckhart Public Library
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12- Edinburgh Wright-Hageman Public Library
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12- Elkhart Public Library
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12- Evansville-Vanderburgh Public Library
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12- Fairmount Public Library
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12- Farmland Public Library
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12- Fayette County Public Library
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12- Flora-Monroe Township Public Library
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12- Fort Branch-Johnson Township Public Library
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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
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12- Hancock County Public Library
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12- Harrison County Public Library
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12- Hartford City Public Library
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12- Henry Henley Public Library IN0165
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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
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12- Jackson County Public Library
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12- Jasonville Public Library
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12- Jasper County Public Library
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12- Jasper-Dubois County Contractual Public Library
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12- Jay County Public Library
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12- Jefferson County Public Library
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12- Jeffersonville Township Public Library
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12- Jennings County Public Library

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12- Johnson County Public Library
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12- Jonesboro Public Library
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12- Joyce Public Library
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12- Kendallville Public Library
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12- Kentland-Jefferson Township Public Library
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12- Kewanna-Union Township Public Library
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12- Kingman-Millcreek Public Library
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12- Kirklin Public Library
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12- Knightstown Public Library
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12- Knox County Public Library
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12- Kokomo-Howard County Public Library
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12- La Crosse Public Library
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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
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12- Lawrenceburg Public Library
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12- Lebanon Public Library
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12- Ligonier Public Library
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12- Lincoln Heritage Public Library
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12- Linden Carnegie Public Library
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12- Linton Public Library
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12- Logansport-Cass County Public Library
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12- Loogootee Public Library
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12- 125	Lowell Public Library
12- 126	Marion Public Library
12- 127	Matthews Public Library
12- 128	Melton Public Library
12- 129	Michigan City Public Library
12- 130	Middlebury Community Public Library
12- 131	Middletown Fall Creek Township Public Library
12- 132	Milford Public Library
12- 133	Mishawaka-Penn-Harris Public Library
12- 134	Mitchell Community Public Library
12- 135	Monon Town & Township Public Library
12- 136	Monroe County Public Library
12- 137	Monterey-Tippecanoe Township Public Library
12- 138	Montezuma Public Library
12- 139	Monticello-Union Township Public Library
12- 140	Montpelier-Harrison Township Public Library
12- 141	Mooreville Public Library
12- 142	Morgan County Public Library
12- 143	Morrisson Reeves Library
12- 144	Muncie-Center Township Public Library
12- 145	Nappanee Public Library
12- 146	New Albany-Floyd County Public Library
12- 147	New Carlisle & Olive Township Public Library
12- 148	New Castle-Henry County Public Library
12- 149	New Harmony Workingmen's Institute

12- 150	Newburgh Chandler Public Library
12- 151	Newton County Public Library
12- 152	Noble County Public Library
12- 153	North Judson-Wayne Township Public Library
12- 154	North Madison County Public Library System
12- 155	North Manchester Public Library
12- 156	North Webster Community Public Library
12- 157	Oakland City-Columbia Township Public Library
12- 158	Odon Winkelpleck Public Library
12- 159	Ohio County Public Library
12- 160	Orleans Town & Township Public Library
12- 161	Osgood Public Library
12- 162	Otterbein Public Library
12- 163	Owen County Public Library
12- 164	Owensville Carnegie Public Library
12- 165	Oxford Public Library
12- 166	Paoli Public Library
12- 167	Parke County Public Library
12- 168	Peabody Public Library
12- 169	Pendleton Community Public Library
12- 170	Penn Township Public Library
12- 171	Perry County Public Library
12- 172	Peru Public Library
12- 173	Pierceton & Washington Township Public Library
12- 174	Pike County Public Library

12- 175	Plainfield-Guilford Township Public Library
12- 176	Plymouth Public Library
12- 177	Porter County Public Library System
12- 178	Poseyville Carnegie Public Library
12- 179	Princeton Public Library
12- 180	Pulaski County Public Library
12- 181	Putnam County Public Library
12- 182	Remington-Carpenter Township Public Library
12- 183	Ridgeville Public Library
12- 184	Roachdale-Franklin Township Public Library
12- 185	Roann Paw-Paw Township Public Library
12- 186	Roanoke Public Library
12- 187	Royal Center-Boone Township Public Library
12- 188	Rushville Public Library
12- 189	Salem-Washington Township Public Library
12- 190	Scott County Public Library
12- 191	Shelby County Public Library
12- 192	Sheridan Public Library
12- 193	Shoals Public Library
12- 194	South Whitley-Cleveland Township Public Library
12- 195	Speedway Public Library
12- 196	Spencer County Public Library
12- 197	Spiceland Town-Township Public Library
12- 198	St. Joseph County Public Library
12-	Starke County Public Library System

199		
12- 200	Sullivan County Public Library	
12- 201	Swayzee Public Library	
12- 202	Switzerland County Public Library	
12- 203	Syracuse-Turkey Creek Township Public Library	
12- 204	Thorntown Public Library	
12- 205	Tippecanoe County Public Library	
12- 206	Tipton County Public Library	
12- 207	Tyson Library Association, Inc	
12- 208	Union City Public Library	
12- 209	Union County Public Library	
12- 210	Van Buren Public Library	
12- 211	Vermillion County Public Library	
12- 212	Vigo County Public Library	
12- 213	Wabash Carnegie Public Library	
12- 214	Wakarusa-Olive & Harrison Township Public Library	
12- 215	Walkerton-Lincoln Township Public Library	
12- 216	Walton & Tipton Township Public Library	
12- 217	Wanatah Public Library	
12- 218	Warren Public Library	253 244
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	1,678	1,454

13 - Compliance with Standards for Public Libraries

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

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

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

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

Do not skip any questions.

13- 001	Does your library comply with Public Library Law under IC 36-12?	Yes	Yes
13- 002	If the answer to 13-001 is NO, explain:		
13- 003	Does your library comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13- 004	If the answer to 13-003 is NO, explain:		

13-005	Does your library comply with all federal laws affecting employment practice?	Yes	Yes
13-006	If the answer to 13-005 is NO, explain:		
13-007	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?	Yes	Yes
13-008	If the answer to 13-007 is NO, explain:		
13-009	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes
13-010	If the answer to 13-009 is NO, explain:		
13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-012	Is the board responsible for governance and policy?	Yes	Yes
13-013	Is the director responsible for administration, operation and management of the library?	Yes	Yes
13-014	Does the director work full-time?	Yes	Yes
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at https://mylicense.in.gov/EVerification/Search.aspx)	Yes	Yes

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

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

Personnel Policies

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

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

025			
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-	Does your long-range plan include an equipment	Yes	Yes

046	replacement schedule?		
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
<u>Resource Sharing</u>			
13-050	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-051	Does your library provide interlibrary loan free of charge <i>to your users</i> ?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-052	Does 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	<i>Response has been entered.</i>
13-055	Does your library lend materials using the OCLC resource sharing system?	Yes	Yes
13-056	Is your library a member of Evergreen Indiana?	No	No
13-057	How many days per week does your library receive InfoExpress courier service?	2	2
Does the library provide adult services, including:			
13-058	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-059	A collection of materials for adults?	Yes	Yes
13-060	A space designated for adults in each fixed location?	Yes	Yes
Does the library provide young adult services, including:			
13-061	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-062	A collection of materials for young adults?	Yes	Yes
13-063	A space designated for young adults in each fixed location?	Yes	Yes
Does the library provide children's services, including:			
13-064	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-	A collection of materials for children?	Yes	Yes

065

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

13- 067	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media?	Yes	Yes
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13- 068	Does the library provide computers for the free use of all persons, regardless of residency?	Yes	Yes
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13- 069	Does your library provide a means for the public to print and make copies at each location?	Yes	Yes
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Website

Does your library's website include:

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

14- 001	Please explain any NO answers given in Part 13.		
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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?	No	Yes
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15- 002	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes	Yes
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15-	Did the library allow users to complete	Yes	Yes
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003	registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?		
15-004	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	<i>Yes</i>
15-005	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
15-006	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	<i>No</i>
15-007	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	<i>No</i>
15-008	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	<i>No</i>
15-009	Did the library offer "Take and Make" activities in 2021?	Yes	<i>No</i>
15-009a	Number of "Take and Make" activities distributed (optional)	1,685	<i>1,040</i>

Library Consultants

If you have used the services of a professional consultant or architect in the last three years (2018-2021), please provide their information here. Click "Add Group" to enter additional consultants.

15-010	Consultant or Company Name	MKM architecture + design
15-011	Type of consulting service performed	Architect
15-012	Street Address	119 W Wayne St
15-013	City	Fort Wayne
15-014	State	IN
15-015	Zip	46802
15-016	Phone	(260) 422-0783
15-017	Website	https://www.mkmdesign.com

15-018 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 both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2022.