

COATESVILLE-CLAY TOWNSHIP 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	Korleen Bledsoe	<i>Korleen Bledsoe</i>
01-002	Preparer's phone number	(765) 386-2355	<i>(765) 386-2355</i>
01-003	Time zone in which the library's administrative entity is located	Eastern Time	<i>Eastern Time</i>
01-004	Library name	COATESVILLE-CLAY TOWNSHIP PUBLIC LIBRARY	<i>COATESVILLE-CLAY TOWNSHIP PUBLIC LIBRARY</i>
01-005	Library class	C	<i>C</i>
01-006	Library director	Korleen Bledsoe	<i>Korleen Bledsoe</i>
01-007	Street address	4928 MILTON STREET	<i>4928 MILTON STREET</i>
01-008	City	COATESVILLE	<i>COATESVILLE</i>
01-009	ZIP code	46121	<i>46121</i>
01-010	Is the mailing address the same as the address listed above?	No	<i>No</i>
01-011	Mailing address	P O BOX 147	<i>P O BOX 147</i>
01-012	Mailing city	COATESVILLE	<i>COATESVILLE</i>
01-013	Mailing ZIP code	46121	<i>46121</i>
01-014	Congressional district number	4	<i>4</i>
01-015	Phone	(765) 386-2355	<i>(765) 386-2355</i>
01-016	Fax	(765) 386-6177	<i>(765) 386-6177</i>

01-017	Does your library have an answering machine, voicemail or other similar technology?	Yes	Yes
01-018	Library URL	https://coatesvillectpl.lib.in.us/	https://coatesvillectpl.lib.in.us/
01-019	Public library email address, or a means of electronic contact listed on the library's website	coatesvilleclaypubliclibrary@gmail.com	coatesvilleclaypubliclibrary@gmail.com

Building Questions

01-020	Year the current central library was built	2006	2006
01-021	Year of the most recent structural addition or alteration to the current central library	2006	2006
01-022	Square footage of the central library	6,300	6,300

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	43	43
01-039	Total number of hours per week the central library is open after 5:00 PM	10	10
01-040	Total number of hours per week the central library is open on Saturday	7	7
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	43	52
Federal: 9 weeks closed completely due to pandemic			
01-043	Number of weeks the central library was closed due to COVID-19	9	
01-044	Number of weeks the central library had limited occupancy due to COVID-19	13	
01-045	Total hours the central library was open in 2020	1,657.0	2,236.00

Internet Access

01-046	Does the library provide internet access?	Yes	Yes
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01- What type of internet access is available in the central library? Fiber Optic Fiber Optic
047

01- Specify the download speed of internet access in the central library. 300 Mbps 100Mbps
048
Please specify the unit of measurement (e.g. 20 MBPS)

Branch Information

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

Individual Branch Information

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

01- Branch name
200a

01- Branch street address
201a

01- Branch city
202a

01- Branch county
203a

01- Branch ZIP
204a

01- Is the mailing address the same as the address listed above?
205a

01- Branch mailing address
206a

01- Phone
207a

01- Fax
208a

01- Year built
209a

01- Year of the most recent structural addition or alteration to branch building
210a

01- Square footage of branch
211a

01- Number of weeks per year individual branch was open in 2020
212a

01- Number of weeks the individual branch closed due to COVID-19
213a

01- Number of weeks the individual branch had

214a limited occupancy due to COVID-19

01- Monday opening time
215a

01- Monday closing time
216a

01- Tuesday opening time
217a

01- Tuesday closing time
218a

01- Wednesday opening time
219a

01- Wednesday closing time
220a

01- Thursday opening time
221a

01- Thursday closing time
222a

01- Friday opening time
223a

01- Friday closing time
224a

01- Saturday opening time
225a

01- Saturday closing time
226a

01- Sunday opening time
227a

01- Sunday closing time
228a

01- Total open hours for the branch library during a
229a typical week.

01- Total hours the branch was open in 2020
230a

01- Does the branch library provide internet access?
231a

01- What type of internet access is available in the
232a branch library?

01- Specify the download speed of internet access in
233a the branch library

01- 237	Total annual hours of all branches	0.00	0.00
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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- Bookmobile name
301a

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- 315	Total annual hours of all bookmobiles	0.00	0.00
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01- 500	Total system public service hours per year	1,657.00	2,236.00
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2 - Registrations

Questions relating to standards are in bolded blue font.

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

02-001	Total number of resident registered users	459	472
02-002	Total number of users from contracting areas	N/A	N/A
02-003	Total number of non-resident registered users	46	59
02-004	Total number of reciprocal users	9	14
02-005	Total number of PLAC users	1	2
02-006	Total number of non-resident cards issued to student users	11	10
02-007	Total number of non-resident cards issued to school employees	0	0
02-008	Total number of non-resident cards issued to library employees	11	11
02-009	Amount of non-resident fee	\$65.00	\$70.00
02-010	Date the library board adopted this fee	3/10/2020	3/14/2018
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

03-001	Name of primary county	HENDRICKS	HENDRICKS
03-002	Total assessed valuation for library district	\$127,227,071	\$117,031,396
03-003	Operating tax rate	0.0583	.0608
03-004	Source year for data	2020	2019

03-005	Debt fund tax rate	0.0828	.0935
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	none	none
03-009	Total assessed valuation for additional county		
03-010	Operating tax rate for additional county		
03-011	Debt fund tax rate		
03-012	LCPF tax rate		
03-013	Total district population without contracts	2,256	2,256
03-014	Total district population with contracts	0	0
03-015	Political subdivision name	Clay Twp	Clay Twp
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	4	4
03-017	Population <u>2010 census</u> (taxed and served)	2,256	2,256
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.](#)

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

Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	\$70,632	\$67,071
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$103,679	\$100,204
04-003	Contractual revenue received for service	\$0	\$0
04-004	Total local government revenue	\$174,311	\$167,275

State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$54	\$27
04-006	License Vehicle Excise Tax	\$9,106	\$8,880
04-007	Commercial Vehicle Excise Tax (CVET)	\$0	\$0
04-008	Broadband Connectivity Grant (State Technology Grant Fund)	\$720	\$720
04-009	Other state revenue	\$0	\$0
04-010	Source(s):		
04-011	Total state revenue	\$9,880	\$9,627

Federal Government Revenue

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

Other Revenue

04-016	PLAC reimbursement		\$0
04-017	Fines and fees	\$1,310	\$2,563
04-018	Interest on investments		
04-019	Gift receipts	\$100	

04-020	Private and public foundation grants		
04-021	Miscellaneous revenue	\$1,946	\$3,520
04-022	Source(s):		
04-023	Total other revenue	\$3,356	\$6,083
04-024	Total revenue	\$187,547	\$182,985

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	\$57,485	\$57,375
05-002	Employee benefits	\$11,754	\$11,612
05-003	Other personal services	\$12,171	\$12,206
05-004	Total personal services	\$81,410	\$81,193
05-005	Total staff expenditures	\$69,239	\$68,987
05-006	Total supplies	\$7,948	\$5,472

Other Services and Charges

05-007	Professional services	\$128	\$2,000
05-008	Communication and transportation	\$2,942	\$3,198
05-009	Printing and advertising	\$0	\$0
05-010	Insurance	\$5,165	\$5,093
05-011	Utility services	\$6,104	\$6,999
05-012	Repairs and maintenance	\$3,829	\$2,235

05-013	Rentals	\$0	\$0
05-014	Debt service	\$0	\$0
05-015	Lease rental	\$0	\$0
05-016	Other	\$1,593	\$1,410
05-017	Total of other services and charges	\$19,761	\$20,935
<u>Capital Outlays from Operating Fund Expenditures</u>			
05-018	Land	\$0	\$0
05-019	Buildings	\$0	\$0
05-020	Improvements other than buildings	\$0	\$0
05-021	Furniture and equipment	\$5,272	\$9,158
05-022	Capital outlays for public access computers, e-readers and electronic media devices DO NOT REPORT in Q05-021	\$0	\$0
<u>Library Materials - Operating Fund Expenditures</u>			
05-023	Books (include book lease)	\$16,220	\$17,327
05-024	Periodicals and newspapers	\$1,665	\$1,440
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$2,232	\$2,027
05-026	E-book, electronic collections, and database licensing/purchase/lease expenditures	\$128	\$2,000
05-027	Electronic physical format, including Playaways and e-book readers	\$0	\$0
<u>Library Materials - Non-Operating Fund Expenditures</u>			
05-028	Books (include book lease)	\$0	\$0
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	\$17,885	\$18,767
05-034	Total expenditures for electronic materials	\$128	\$2,000
05-035	Total expenditures for other materials	\$2,232	\$2,027
05-036	Total expenditures for collections	\$20,245	\$22,794
05-037	Total operating fund capital outlays	\$25,389	\$29,952
05-038	Total operating fund expenditure for collection development	\$20,245	\$22,794
05-039	Total non-operating fund expenditure for collection development	\$0	\$0
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$134,636	\$139,552
05-042	Other operating expenditures	\$45,152	\$47,771
05-043	Total operating expenditures	\$134,636	\$139,552
05-044	Total capital fund expenditures	\$120,000	\$119,000
<u>Non-Resident Fee Standard</u>			
05-045	Total collection expenditures	\$20,245	\$22,794
05-046	Total 2019 operating expenditures per capita	\$61.86	\$63.41
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.	\$-3.14	\$-6.59
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	59.68	61.86
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Collection Development Standard

05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	15.0%	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	\$124,602	\$115,332
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	\$124,602	\$115,332

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	0.00	0.00
07-002	Total number of paid hours per week for all ALA-MLS librarians	0	0
07-003	FTE for all librarians with an ALA-MLS	0.00	0.00

All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	1.00	1.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	35	35
07-006	FTE for all librarians	0.88	0.88

All Other Staff

07-007	Total number of all other paid staff	7.00	8.00
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07-008	Total number of paid hours per week for all other paid staff	27	27
07-009	FTE for all other paid staff	0.68	0.68
07-010	Total number of all paid staff	8.00	9.00
07-011	Total hours paid per week for all paid staff	62.00	62.00
07-012	FTE for all paid staff	1.56	1.56
07-013	Number of hours per week considered to be full-time employment in your library	35	35

8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

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

Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	0	0
08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	1,761	2,199
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	0	0
08-004	Total number of loans provided to other libraries	1,761	2,199
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	0	0
08-006	Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	616	545
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	0	0
08-008	Total number of loans received from other libraries	616	545
08-009	Net lending rate	2.86	4.03

Children's (0 - 11 years) Library Programs

08-010	Number of children's programs held in the library	11	41
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Federal: 11 programs in-person; 20 virtual. (10 cancelled due to pandemic closure)

08- Number of children's programs held outside of the 0 0
011 library

Young Adult (12 - 18 years) Library Programs

08- Number of young adult programs held in the 0 0
012 library

08- Number of young adult programs held outside of 0 0
013 the library

Adult (18+ years) Library Programs

08- Number of adult programs held in the library 3 14
014

Federal: 3 programs in-person; 4 virtual. (7 cancelled due to pandemic closure)

08- Number of adult programs held outside of the 0 0
015 library

General (All Ages) Library Programs

08- Number of general (all ages) programs held in the 0 3
016 library

Federal: cancelled due to pandemic

08- Number of general (all ages) programs held 0 0
017 outside of the library

08- Total number of non-library sponsored programs 15 15
018

08- Total number of all in-person library sponsored 14 58
019 programs

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

08- Attendance at children's programs held in the 175 350
020 library

08- Attendance at children's programs held outside of 0 0
021 the library

Attendance at Young Adult (12 - 18 years) Programs

08- Attendance at young adult programs held in the 0 0
022 library

08- Attendance at young adult programs held outside 0 0
023 of the library

Attendance at Adult (18+ years) Programs

08- Attendance at adult programs held in the library 30 195
024

08- Attendance at adult programs held outside of the 0 0
025 library

Attendance at General (All Ages) Programs

08- Attendance at general (all ages) programs held in 0 80
026 the library

08- Attendance at general (all ages) programs held

027	outside of the library	0	0
<u>Attendance Totals</u>			
08-028	Total attendance at non-library sponsored programs	65	130
08-029	Total children's program attendance	175	350
08-030	Total young adult program attendance	0	0
08-031	Total attendance at library sponsored programs	205	625
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	0	
08-035	Number of adult virtual - live programs	4	
08-036	Number of general (all ages) virtual - live programs	0	
08-037	Total number of virtual - live programs	10	
08-038	Attendance at children's virtual - live programs	24	
08-039	Attendance at young adult virtual - live programs	0	
08-040	Attendance at adult virtual - live programs	14	
08-041	Attendance at general (all ages) - live programs	0	
08-042	Total attendance at virtual - live programs	38	
08-043	Total number of children's live programs (includes in-person and virtual - live)	17	
08-044	Total number of young adult live programs (includes in-person and virtual - live)	0	
08-045	Total number of live programs (includes in-person and virtual - live)	24	
08-	Total attendance at children's live programs	199	

046	(includes in-person and virtual - live)		
08-047	Total attendance at young adult live programs (includes in-person and virtual - live)	0	
08-048	Total attendance at live library-sponsored programs (includes in-person and virtual - live)	243	
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	14	
08-051	Number of page views/hits on virtual programs - recorded	3,875	

Children's Reading Program

08-052	How many weeks of a Children's Reading Program did your library offer at each fixed location?	11	39
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Federal: Closed building on March 18, 2020 due to pandemic; when reopened, children's programming went virtual.

08-053	Total number of annual visits to the library	10,341	13,774
08-053a	Library visits reporting method	Count	
08-054	Total number of reference transactions per year	2,100	2,300
08-054a	Reference transactions reporting method	Estimate	
08-055	Instructional references services	55	35

Electronic Collections (includes Licensed Databases)

08-056	Number of state-licensed databases (INSPIRE databases)	86	88
08-057	Number of local and other licensed databases (not INSPIRE)	1	0
08-058	Name(s) of public use/commercial databases to which the library subscribes	newspaperarchive.com	
08-059	Total electronic collections	87	88

Public Computers

08-060	Number of public internet computer uses per year	218	687
08-061	Number of wireless internet uses per year	1,750	500
08-	Number of public internet computers system-wide		

062		6	7
08-063	Number of staff computers	5	5
08-064	Number of website visits	13,200	3,497

Library System Automation

08-065	Does your library have an automated bookkeeping system?	No	No
08-066	Name of bookkeeping system		
08-067	Brand and version of Integrated Library System	Evergreen 3.4	<i>Evergreen 3.2</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	4,469	6,274
09-002	Use of electronic materials (<i>e.g. e-books circulated or electronic materials downloaded annually</i>)	1,439	882
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	0
09-004	Total electronic content use	1,452	882
09-005	Circulation of all children's materials	2,215	3,396
09-006	Total circulation of all materials	5,908	7,156
09-007	Total collection use	5,921	7,156
09-008	Total in-house usage of materials	0	0

Selected Holdings

09-009	Books (print)	26,195	26,214
09-010	Does the library belong to an e-book consortium?	Yes	Yes
09-011	Name of e-book consortium	eIndiana Digital Consortium	<i>eIndiana Digital Consortium</i>

09-012	E-books (LOCAL HOLDINGS)	0	0
09-013	E-books (CONSORTIUM HOLDINGS)	75,774	63,103
09-014	E-books (TOTAL)	75,774	63,103
09-015	Video materials - physical units	1,056	907
09-016	Video materials - downloadable units (LOCAL HOLDINGS)	0	0
09-017	Video materials - downloadable units (CONSORTIUM HOLDINGS)	437	414
09-018	Video materials - downloadable units (TOTAL)	437	414
09-019	Audio materials - physical units	229	146
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	20,651	15,676
09-022	Audio materials - downloadable units (TOTAL)	20,651	15,676
09-023	Current print serial subscriptions	33	34
09-024	Current electronic serials subscriptions	3,268	75
09-025	Non-traditional items, realia, or kits - physical units	11	8
09-026	Does your library circulate hotspots?	No	No

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	Shelly	<i>Shelly</i>
10-0003	Middle initial/name	unknown	<i>unknown</i>

10-0004	Last name	Starbuck	<i>Starbuck</i>
10-0005	Home address	4754 S 800 W	<i>4754 S 800 W</i>
10-0006	City	Coatesville	<i>Coatesville</i>
10-0007	ZIP code	46121	<i>46121</i>
10-0008	Email address	n/a	<i>n/a</i>
10-0009	Appointing authority	County Commissioners	<i>County Commissioners</i>
10-0010	Date term expires	12/31/21	<i>12/31/21</i>
10-0011	Number of consecutive terms	4	<i>4</i>
10-0012	Date of initial appointment	02/09/06	<i>02/09/06</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Marcy	<i>Marcy</i>
10-0103	Middle initial/name	unknown	<i>unknown</i>
10-0104	Last name	Shepard	<i>Shepard</i>
10-0105	Home address	7761 W 350 S	<i>7761 W 350 S</i>
10-0106	City	Coatesville	<i>Coatesville</i>
10-0107	ZIP code	46121	<i>46121</i>
10-0108	Email address	n/a	<i>n/a</i>
10-0109	Appointing authority	School Board	<i>school bd</i>
10-0110	Date term expires	01/31/22	<i>01/31/22</i>
10-0111	Number of consecutive terms	1	<i>1</i>

10-0112	Date of initial appointment	01/31/18	<i>01/31/18</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	Carla	<i>Carla</i>
10-0203	Middle initial/name	unknown	<i>unknown</i>
10-0204	Last name	Gill	<i>Gill</i>
10-0205	Home address	P O Box 148	<i>P O Box 148</i>
10-0206	City	Coatesville	<i>Coatesville</i>
10-0207	ZIP code	46121	<i>46121</i>
10-0208	Email address	n/a	<i>n/a</i>
10-0209	Appointing authority	County Council	<i>Co Council</i>
10-0210	Date term expires	02/10/21	<i>02/10/21</i>
10-0211	Number of consecutive terms	4	<i>4</i>
10-0212	Date of initial appointment	02/10/05	<i>02/10/05</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	Kathy	<i>Kathy</i>
10-0303	Middle initial/name	unknown	<i>unknown</i>
10-0304	Last name	Blake	<i>Blake</i>
10-0305	Home address	P O Box 171	<i>P O Box 171</i>
10-0306	City	Coatesville	<i>Coatesville</i>
10-0307	ZIP code	46121	<i>46121</i>

10-0308	Email address	n/a	<i>n/a</i>
10-0309	Appointing authority	School Board	<i>School Bd</i>
10-0310	Date term expires	02/11/21	<i>02/11/21</i>
10-0311	Number of consecutive terms	4	<i>4</i>
10-0312	Date of initial appointment	02/10/05	<i>02/10/05</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	none	<i>none</i>
10-0403	Middle initial/name	none	<i>none</i>
10-0404	Last name	none	<i>none</i>
10-0405	Home address	none	<i>none</i>
10-0406	City	none	<i>none</i>
10-0407	ZIP code	none	<i>none</i>
10-0408	Email address	none	<i>none</i>
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First name	Jackie	<i>Jackie</i>
10-0503	Middle initial/name		
10-0504	Last name	Cramer	<i>Cramer</i>
10-0505	Home address	6245 W 450 S	<i>6245 W 450 S</i>
10-0506	City	Coatesville	<i>Coatesville</i>

10-0507	ZIP code	46121	46121
10-0508	Email address	n/a	n/a
10-0509	Appointing authority	County Council	<i>County Council</i>
10-0510	Date term expires	08/07/22	08/07/22
10-0511	Number of consecutive terms	1	1
10-0512	Date of initial appointment	10/01/19	10/01/19
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Larry	<i>Larry</i>
10-0603	Middle initial/name	unknown	<i>unknown</i>
10-0604	Last name	McCubbin	<i>McCubbin</i>
10-0605	Home address	7152 W 450 S	7152 W 450 S
10-0606	City	Coatesville	<i>Coatesville</i>
10-0607	ZIP code	46121	46121
10-0608	Email address	n/a	n/a
10-0609	Appointing authority	School Board	<i>School Board</i>
10-0610	Date term expires	08/13/24	04/09/20
10-0611	Number of consecutive terms	4	3
10-0612	Date of initial appointment	04/09/08	04/09/08
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First name	Kirstie	<i>Kirstie</i>

10-0703	Middle initial/name	unknown	<i>unknown</i>
10-0704	Last name	Walker	<i>Walker</i>
10-0705	Home address	4298 S 700 W	<i>4298 S 700 W</i>
10-0706	City	Coatesville	<i>Coatesville</i>
10-0707	ZIP code	46121	<i>46121</i>
10-0708	Email address	n/a	<i>n/a</i>
10-0709	Appointing authority	County Commissioners	<i>County Commissioners</i>
10-0710	Date term expires	12/31/23	<i>12/31/23</i>
10-0711	Number of consecutive terms	3	<i>3</i>
10-0712	Date of initial appointment	03/13/12	<i>03/13/12</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- Number of consecutive terms
0811

10- Date of initial appointment
0812

10- Position: Member
0901

Member

Member

10- First name
0902

10- Middle initial/name
0903

10- Last name
0904

10- Home address
0905

10- City
0906

10- ZIP code
0907

10- Email address
0908

10- Appointing authority
0909

10- Date term expires
0910

10- Number of consecutive terms
0911

10- Date of initial appointment
0912

10- Position: Member
1001

Member

Member

10- First name
1002

10- Middle initial/name
1003

10- Last name
1004

10- Home address
1005

10- City

1006

10- ZIP code
1007

10- Email address
1008

10- Appointing authority
1009

10- Date term expires
1010

10- Number of consecutive terms
1011

10- Date of initial appointment
1012

10- Position: Member
1101

Member

Member

10- First name
1102

10- Middle initial/name
1103

10- Last name
1104

10- Home address
1105

10- City
1106

10- ZIP code
1107

10- Email address
1108

10- Appointing authority
1109

10- Date term expires
1110

10- Number of consecutive terms
1111

10- Date of initial appointment
1112

10- Position: Member
1201

Member

Member

10- 1202	First name		
10- 1203	Middle initial/name		
10- 1204	Last name		
10- 1205	Home address		
10- 1206	City		
10- 1207	ZIP code		
10- 1208	Email address		
10- 1209	Appointing authority		
10- 1210	Date term expires		
10- 1211	Number of consecutive terms		
10- 1212	Date of initial appointment		
10- 0991	What day of the month is the regular library board meeting?	2nd Tuesday	<i>2nd Tuesday</i>
10- 0992	What is the time of the regular library board meeting?	5:30 pm	<i>5:30 pm</i>

11 - Salary Section

Questions relating to standards are in bolded blue font.

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

11- 001	Annual salary of the director	\$32,000	<i>\$31,000</i>
11- 002	Does the library director have an employment contract?	No	<i>No</i>
11- 003	What is the current level of certification held by the library director?	Temporary	<i>Temporary</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		
11-010	Minimum hourly wage		
11-011	Maximum hourly wage		
11-012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11-013	Certification level		
11-014	Minimum hourly wage		
11-015	Maximum hourly wage		
11-016	Job Title - Administrative Assistant	Administrative Assistant	<i>Administrative Assistant</i>
11-017	Certification level		
11-018	Minimum hourly wage		
11-019	Maximum hourly wage		
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification level		
11-022	Minimum hourly wage		
11-023	Maximum hourly wage		
11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification level		

11- Minimum hourly wage
026

11- Maximum hourly wage
027

11- Job Title - Cataloging or Technical Services Librarian Cataloging or Technical *Cataloging or Technical*
028

11- Certification level
029

11- Minimum hourly wage
030

11- Maximum hourly wage
031

11- Job Title - Children's Librarian Children's Librarian *Children's Librarian*
032

11- Certification level
033

11- Minimum hourly wage
034

11- Maximum hourly wage
035

11- Job Title - General Reference or Adult Librarian General Reference or Adult Librarian *General Reference or Adult Librarian*
036

11- Certification level
037

11- Minimum hourly wage
038

11- Maximum hourly wage
039

11- Job Title - Young Adult Librarian Young Adult Librarian *Young Adult Librarian*
040

11- Certification level
041

11- Minimum hourly wage
042

11- Maximum hourly wage
043

11- Job Title - Indiana History, Local History, or Genealogy Librarian Indiana History, Local History, or Genealogy Librarian *Indiana History, Local History, or Genealogy Librarian*
044

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		
11-050	Minimum hourly wage		
11-051	Maximum hourly wage		
11-052	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>
11-053	Certification level		
11-054	Minimum hourly wage		
11-055	Maximum hourly wage		
11-056	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-057	Certification level	None required	
11-058	Minimum hourly wage	\$36.23	<i>\$31.40</i>
11-059	Maximum hourly wage	\$36.23	<i>\$31.40</i>
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-061	Certification level		
11-062	Minimum hourly wage		
11-063	Maximum hourly wage		
11-064	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>

11-065	Certification level		
11-066	Minimum hourly wage		\$14.00
11-067	Maximum hourly wage		\$14.00
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-069	Certification level		
11-070	Minimum hourly wage	\$14.00	\$14.00
11-071	Maximum hourly wage	\$14.00	\$14.00
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		
11-074	Minimum hourly wage		
11-075	Maximum hourly wage		
11-076	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-077	Certification level		
11-078	Minimum hourly wage		
11-079	Maximum hourly wage		
11-080	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-081	Certification level		
11-082	Minimum hourly wage		
11-107	Maximum hourly wage		

11-084	Job Title - Human Resources	Human Resources	<i>Human Resources</i>
11-085	Certification level		
11-086	Minimum hourly wage		
11-087	Maximum hourly wage		
11-088	Job Title - Marketing	Marketing	<i>Marketing</i>
11-089	Certification level		
11-090	Minimum hourly wage		
11-091	Maximum hourly wage		
11-092	Job Title - Circulation Librarian	Circulation Librarian	<i>Circulation Librarian</i>
11-093	Certification level		
11-094	Minimum hourly wage		
11-095	Maximum hourly wage		
11-096	Job Title - Other		
11-097	Specify other job title		
11-098	Certification level		
11-099	Minimum hourly wage		
11-100	Maximum hourly wage		
11-101	Job Title - Other		
11-102	Specify other job title		
11-103	Certification level		

11- 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	Yes
11- 502	Deferred compensation	No	No
11- 503	Health insurance	Yes	Yes
11- 504	Health Savings Account (HSA)	No	No
11- 505	Dental insurance	No	No
11- 506	Life insurance	Yes	Yes
11- 507	Vision insurance	No	No

11-508	Disability insurance	No	No
11-509	Paid time off for continuing education	Yes	Yes
11-510	Reimbursement for continuing education	Yes	Yes
11-511	Other1 (specify)		
11-512	Other2 (specify)		

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	No	No
11-514	Deferred compensation	No	No
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	Yes	Yes
11-522	Reimbursement for continuing education	Yes	Yes
11-523	Other1 (specify)		
11-524	Other2 (specify)		

Paid Time Off Per Year - Full-time Librarian

11-525	Number of vacation days	10	10
11-526	Number of sick days	5	5

11-527	Number of personal days	2	2
11-528	Number of holidays	12	11
11-529	Number of funeral/bereavement days	0	0
11-530	Number of other days (specify) OR all-purpose PTO	0	0

Paid Time Off Per Year - Part-Time Librarian

11-531	Number of vacation days	0	0
11-532	Number of sick days	0	0
11-533	Number of personal days	0	0
11-534	Number of holidays	0	0
11-535	Number of funeral/bereavement days	0	0
11-536	Number of other days	0	0

Paid Time Off Per Year - Full-Time Support Staff

11-537	Number of vacation days	0	0
11-538	Number of sick days	0	0
11-539	Number of personal days	0	0
11-540	Number of holidays	0	0
11-541	Number of funeral/bereavement days	0	0
11-542	Number of other days	0	0

Paid Time Off Per Year - Part-Time Support Staff

11-543	Number of vacation days	0	0
11-544	Number of sick days	0	0
11-545	Number of personal days	0	0

11-546	Number of holidays	0	0
11-547	Number of funeral/bereavement days	0	0
11-548	Number of other days	0	0

12 - PLAC Loans

Questions relating to standards are in bolded blue font

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

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

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

12-001	Did your library make any PLAC loans?	Y	Y
12-002	Adams Public Library System	0	0
12-003	Akron Carnegie Public Library	0	0
12-004	Alexandria-Monroe Public Library	0	0
12-005	Alexandrian Public Library	0	0
12-006	Allen County Public Library	0	0
12-007	Anderson Public Library	0	0
12-008	Andrews-Dallas Township Public Library	0	0
12-009	Argos Public Library	0	0
12-010	Attica Public Library	0	0
12-011	Aurora Public Library District	0	0
12-012	Avon-Washington Township Public Library	0	0
12-013	Bartholomew County Public Library	0	0
12-014	Barton Rees Pogue Memorial Public Library	0	0

12-015	Batesville Memorial Public Library	0	0
12-016	Bedford Public Library	0	0
12-017	Bell Memorial Public Library	0	0
12-018	Benton County Public Library	0	0
12-019	Berne Public Library	0	0
12-020	Bicknell-Vigo Township Public Library	0	0
12-021	Bloomfield-Eastern Greene County Public Library	0	0
12-022	Boonville-Warrick County Public Library	0	0
12-023	Boswell-Grant Township Public Library	0	0
12-024	Bourbon Public Library	0	0
12-025	Brazil Public Library	0	0
12-026	Bremen Public Library	0	0
12-027	Bristol-Washington Township Public Library	0	0
12-028	Brook-Iroquois-Washington Township Public Library	0	0
12-029	Brookston-Prairie Township Public Library	0	0
12-030	Brown County Public Library	0	0
12-031	Brownsburg Public Library	0	0
12-032	Brownstown Public Library	0	0
12-033	Butler Public Library	0	0
12-	Cambridge City Public Library	0	0

034			
12-035	Camden-Jackson Township Public Library	0	0
12-036	Carmel Clay Public Library	0	0
12-037	Carnegie Public Library Of Steuben County	0	0
12-038	Centerville-Center Township Public Library	0	0
12-039	Charlestown Clark County Public Library	0	0
12-040	Churubusco Public Library	0	0
12-041	Clayton-Liberty Township Public Library	0	6
12-042	Clinton Public Library	0	0
12-043	Coatesville-Clay Township Public Library	0	0
12-044	Colfax-Perry Township Public Library	0	0
12-045	Converse-Jackson Township Public Library	0	0
12-046	Covington-Veedersburg Public Library	0	0
12-047	Crawford County Public Library	0	0
12-048	Crawfordsville District Public Library	0	0
12-049	Crown Point Community Public Library	0	0
12-050	Culver-Union Township Public Library	0	0
12-051	Danville-Center Township Public Library	80	25
12-052	Darlington Public Library	0	0
12-053	Delphi Public Library	0	0
12-	Dublin Public Library		

054		0	0
12-055	Dunkirk Public Library	0	0
12-056	Earl Park Public Library	0	0
12-057	East Chicago Public Library	0	0
12-058	Eckhart Public Library	0	0
12-059	Edinburgh Wright-Hageman Public Library	0	0
12-060	Elkhart Public Library	0	0
12-061	Evansville-Vanderburgh Public Library	0	0
12-062	Fairmount Public Library	0	0
12-063	Farmland Public Library	0	0
12-064	Fayette County Public Library	0	0
12-065	Flora-Monroe Township Public Library	0	0
12-066	Fort Branch-Johnson Township Public Library	0	0
12-067	Fortville-Vernon Township Public Library	0	0
12-068	Francesville-Salem Township Public Library	0	0
12-069	Frankfort Community-Clinton County Contractual Public Library	0	0
12-070	Franklin County Public Library District	0	0
12-071	Fremont Public Library	0	0
12-072	Fulton County Public Library	0	0
12-073	Garrett Public Library	0	0

12-074	Gary Public Library	0	0
12-075	Gas City-Mill Township Public Library	0	0
12-076	Goodland & Grant Township Public Library	0	0
12-077	Goshen Public Library	0	0
12-078	Greensburg-Decatur County Contractual Public Library	0	0
12-079	Greentown & Eastern Howard School Public Library	0	0
12-080	Greenwood Public Library	0	0
12-081	Hagerstown-Jefferson Township Public Library	0	0
12-082	Hamilton East Public Library	0	0
12-083	Hamilton North Public Library	0	0
12-084	Hammond Public Library	0	0
12-085	Hancock County Public Library	0	0
12-086	Harrison County Public Library	0	0
12-087	Hartford City Public Library	0	0
12-088	Henry Henley Public Library IN0165	0	0
12-089	Huntingburg Public Library	0	0
12-090	Huntington City-Township Public Library	0	0
12-091	Hussey-Mayfield Memorial Public Library	0	0
12-092	Indianapolis-Marion County Public Library	0	0
12-093	Jackson County Public Library	0	0

12-094	Jasonville Public Library	0	0
12-095	Jasper County Public Library	0	0
12-096	Jasper-Dubois County Contractual Public Library	0	0
12-097	Jay County Public Library	0	0
12-098	Jefferson County Public Library	0	0
12-099	Jeffersonville Township Public Library	0	0
12-100	Jennings County Public Library	0	0
12-101	Johnson County Public Library	0	0
12-102	Jonesboro Public Library	0	0
12-103	Joyce Public Library	0	0
12-104	Kendallville Public Library	0	0
12-105	Kentland-Jefferson Township Public Library	0	0
12-106	Kewanna-Union Township Public Library	0	0
12-107	Kingman-Millcreek Public Library	0	0
12-108	Kirklin Public Library	0	0
12-109	Knightstown Public Library	0	0
12-110	Knox County Public Library	0	0
12-111	Kokomo-Howard County Public Library	0	0
12-112	La Crosse Public Library	0	0
12-113	La Grange County Public Library	0	0

12-114	La Porte County Public Library	0	0
12-115	Ladoga-Clark Township Public Library	0	0
12-116	Lake County Public Library	0	0
12-117	Lawrenceburg Public Library	0	0
12-118	Lebanon Public Library	0	0
12-119	Ligonier Public Library	0	0
12-120	Lincoln Heritage Public Library	0	0
12-121	Linden Carnegie Public Library	0	0
12-122	Linton Public Library	0	0
12-123	Logansport-Cass County Public Library	0	0
12-124	Loogootee Public Library	0	0
12-125	Lowell Public Library	0	0
12-126	Marion Public Library	0	0
12-127	Matthews Public Library	0	0
12-128	Melton Public Library	0	0
12-129	Michigan City Public Library	0	0
12-130	Middlebury Community Public Library	0	0
12-131	Middletown Fall Creek Township Public Library	0	0
12-132	Milford Public Library	0	0
12-133	Mishawaka-Penn-Harris Public Library	0	0

12-134	Mitchell Community Public Library	0	0
12-135	Monon Town & Township Public Library	0	0
12-136	Monroe County Public Library	0	0
12-137	Monterey-Tippecanoe Township Public Library	0	0
12-138	Montezuma Public Library	0	0
12-139	Monticello-Union Township Public Library	0	0
12-140	Montpelier-Harrison Township Public Library	0	0
12-141	Mooresville Public Library	0	0
12-142	Morgan County Public Library	0	0
12-143	Morrisson Reeves Library	0	0
12-144	Muncie-Center Township Public Library	0	0
12-145	Nappanee Public Library	0	0
12-146	New Albany-Floyd County Public Library	0	0
12-147	New Carlisle & Olive Township Public Library	0	0
12-148	New Castle-Henry County Public Library	0	0
12-149	New Harmony Workingmen's Institute	0	0
12-150	Newburgh Chandler Public Library	0	0
12-151	Newton County Public Library	0	0
12-152	Noble County Public Library	0	0
12-	North Judson-Wayne Township Public Library	0	0

153			
12-154	North Madison County Public Library System	0	0
12-155	North Manchester Public Library	0	0
12-156	North Webster Community Public Library	0	0
12-157	Oakland City-Columbia Township Public Library	0	0
12-158	Odon Winkelpleck Public Library	0	0
12-159	Ohio County Public Library	0	0
12-160	Orleans Town & Township Public Library	0	0
12-161	Osgood Public Library	0	0
12-162	Otterbein Public Library	0	0
12-163	Owen County Public Library	0	0
12-164	Owensville Carnegie Public Library	0	0
12-165	Oxford Public Library	0	0
12-166	Paoli Public Library	0	0
12-167	Parke County Public Library	0	0
12-168	Peabody Public Library	0	0
12-169	Pendleton Community Public Library	0	0
12-170	Penn Township Public Library	0	0
12-171	Perry County Public Library	0	0
12-172	Peru Public Library	0	0
12-	Pierceton & Washington Township Public Library	0	0

173

12-174	Pike County Public Library	0	0
12-175	Plainfield-Guilford Township Public Library	0	0
12-176	Plymouth Public Library	0	0
12-177	Porter County Public Library System	0	0
12-178	Poseyville Carnegie Public Library	0	0
12-179	Princeton Public Library	0	0
12-180	Pulaski County Public Library	0	0
12-181	Putnam County Public Library	0	0
12-182	Remington-Carpenter Township Public Library	0	0
12-183	Ridgeville Public Library	0	0
12-184	Roachdale-Franklin Township Public Library	0	0
12-185	Roann Paw-Paw Township Public Library	0	0
12-186	Roanoke Public Library	0	0
12-187	Royal Center-Boone Township Public Library	0	0
12-188	Rushville Public Library	0	0
12-189	Salem-Washington Township Public Library	0	0
12-190	Scott County Public Library	0	0
12-191	Shelby County Public Library	0	0
12-192	Sheridan Public Library	0	0
12-	Shoals Public Library	0	0

193

12-194	South Whitley-Cleveland Township Public Library	0	0
12-195	Speedway Public Library	0	0
12-196	Spencer County Public Library	0	0
12-197	Spiceland Town-Township Public Library	0	0
12-198	St. Joseph County Public Library	0	0
12-199	Starke County Public Library System	0	0
12-200	Sullivan County Public Library	0	0
12-201	Swayzee Public Library	0	0
12-202	Switzerland County Public Library	0	0
12-203	Syracuse-Turkey Creek Township Public Library	0	0
12-204	Thorntown Public Library	0	0
12-205	Tippecanoe County Public Library	0	0
12-206	Tipton County Public Library	0	0
12-207	Tyson Library Association, Inc	0	0
12-208	Union City Public Library	0	0
12-209	Union County Public Library	0	0
12-210	Van Buren Public Library	0	0
12-211	Vermillion County Public Library	0	0
12-212	Vigo County Public Library	0	0
12-	Wabash Carnegie Public Library		

213		0	0
12-214	Wakarusa-Olive & Harrison Township Public Library	0	0
12-215	Walkerton-Lincoln Township Public Library	0	0
12-216	Walton & Tipton Township Public Library	0	0
12-217	Wanatah Public Library	0	0
12-218	Warren Public Library	0	0
12-219	Warsaw Community Public Library	0	0
12-220	Washington Carnegie Public Library	0	0
12-221	Washington Township Public Library	0	0
12-222	Waterloo-Grant Township Public Library	0	0
12-223	Waveland-Brown Township Public Library	0	0
12-224	Wells County Public Library	0	0
12-225	West Lafayette Public Library	0	0
12-226	West Lebanon-Pike Township Public Library	0	0
12-227	Westchester Public Library	0	0
12-228	Westfield-Washington Public Library	0	0
12-229	Westville-New Durham Township Public Library	0	0
12-230	Whiting Public Library	0	0
12-231	Willard Library of Evansville	0	0
12-232	Williamsport-Washington Township Public Library	0	0

12-233	Winchester Community Public Library	0	0
12-234	Wolcott Community Public Library	0	0
12-235	Worthington Jefferson Township Public Library	0	0
12-236	York Township Public Library	0	0
12-237	Yorktown Public Library	0	0
12-238	TOTAL PLAC Loans	80	31

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-	If the answer to 13-009 is NO, explain:		

010

13- Do the library board and the director maintain separate functions? Yes Yes
011

13- **Is the board responsible for governance and policy?** Yes Yes
012

13- **Is the director responsible for administration, operation and management of the library?** Yes Yes
013

13- **Does the director work full-time?** Yes Yes
014

13- Does the director have the required certification under 590 IAC 5? (If unsure, check at <https://mylicense.in.gov/EVerification/Search.aspx>) Yes Yes
015

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

13- A schedule of classification of employees Yes Yes
016

13- An annual schedule of salaries Yes Yes
017

13- A proposed library budget Yes Yes
018

Personnel Policies

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

13- Recruitment? Yes Yes
019

13- Selection? Yes Yes
020

13- Appointments? Yes Yes
021

13- Personnel actions? Yes Yes
022

13- Salary administration? Yes Yes
023

13- Employee benefits? Yes Yes
024

13- Conditions of work? Yes Yes
025

13- Leaves? Yes Yes
026

13- Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? Yes Yes
027

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?	2016	2016
13-038	What year does your current long-range plan end?	2020	2020
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
<u>Resource Sharing</u>			
13-050	Does your library provide interlibrary loan free of charge <u>to other libraries</u> 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 <u>to your users</u> ?	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?	No	No
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.	Avon-Washington Township Public Library Brownsburg Public Library	<i>Response has been entered.</i>
13-055	Does your library lend materials using the OCLC resource sharing system?	No	No
13-056	Is your library a member of Evergreen Indiana?	Yes	Yes
13-057	How many days per week does your library receive InfoExpress courier service?	1	1
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-	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
068 use of all persons, regardless of residency? Yes Yes

13- Does your library provide a means for the public
069 to print and make copies at each location? Yes Yes

Website

Does your library's website include:

13- Current hours of operation?
070 Yes Yes

13- A physical address (or addresses) for your
071 library? Yes Yes

13- A map for each fixed location?
072 Yes Yes

13- A telephone number?
073 Yes Yes

13- An email address or other means of electronic
074 contact? Yes Yes

13- A link to INSPIRE.in.gov?
075 Yes Yes

13- Publicly posted policies, including, but not limited
076 to, circulation, fees, and internet use? Yes Yes

13- A link to the library's online public access catalog?
077 Yes Yes

13- A calendar or schedule of events and programs,
078 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. 13-052 Does your library lend materials via a statewide reciprocal borrowing program? We are currently only participating in a Countywide Reciprocal Borrowing Program, not a Statewide Reciprocal Borrowing Program.

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

15-002 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

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? No

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? No

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? Yes

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? Yes

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-
013 | Did the library add or increase "Take and Make" activities provided during the COVID-19 pandemic? | Yes |
| 15-
013a | Number of "Take and Make" activities distributed (optional) | 125 |
| 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.