

# COATESVILLE-CLAY TOWNSHIP PUBLIC LIBRARY

## Indiana Public Library Annual Report 2022

**CURRENT YEAR**

**PREVIOUS YEAR**

### 1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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	<i>Yes</i>
01-018	Library URL	<a href="https://coatesvillecpl.lib.in.us/">https://coatesvillecpl.lib.in.us/</a>	<i><a href="https://coatesvillecpl.lib.in.us/">https://coatesvillecpl.lib.in.us/</a></i>
01-019	Public library email address or a means of electronic contact listed on the library's website	<a href="mailto:coatesvilleclaypubliclibrary@gmail.com">coatesvilleclaypubliclibrary@gmail.com</a>	<i><a href="mailto:coatesvilleclaypubliclibrary@gmail.com">coatesvilleclaypubliclibrary@gmail.com</a></i>

Building Questions

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

01-023a If your central library has non-standard schedule 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.

01-038	<b>Total number of hours the central library is open during a typical week</b>	43	43
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01-039	<b>Total number of hours per week the central library is open after 5:00 PM</b>	10	10
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01-040	<b>Total number of hours per week the central library is open on Saturday</b>	7	7
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01-041	<b>Total number of hours per week the central library is open on Sunday</b>	0	0
01-042	Number of weeks per year the central library was open in 2022	52	46
01-043	Number of weeks the central library was closed due to COVID-19 in 2022	0	6
01-044	Number of weeks the central library had limited occupancy due to COVID-19 in 2022	0	46
01-045	<b>Total public service hours the central library was open in 2022</b>	2,081.0	2,123.0

Internet Access

01-046	Does the library provide internet access?	Yes	Yes
01-047	What type of internet access is available in the central library?	Fiber Optic	<i>Fiber Optic</i>
01-048	Select the nearest download speed of internet access in the central library.	100 Mbps - 499.9 Mbps	<i>300 Mbps</i>

Branch Information

01-200	Total number of branches ( <i>If this answer = 0, skip questions 01-200a through 01-237</i> )	0	0
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### Individual Branch Information

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

01-

200a Branch name

01-

201a Branch street address

01-

202a Branch city

01-

203a Branch county

01-

204a Branch ZIP

01-

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

01-

206a Branch mailing address

01-

207a Phone

01-

208a Fax

01-

209a Year built

01-

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

01-

211a Square footage of branch

01-  
212a Number of weeks per year  
individual branch was open in 2022

01-  
213a Number of weeks the individual  
branch closed due to COVID-19 in  
2022

01-  
214a Number of weeks the individual  
branch had limited occupancy due to  
COVID-19 in 2022

01-  
215a Monday opening time

01-  
216a Monday closing time

01-  
217a Tuesday opening time

01-  
218a Tuesday closing time

01-  
219a Wednesday opening time

01-  
220a Wednesday closing time

01-  
221a Thursday opening time

01-  
222a Thursday closing time

01-  
223a Friday opening time

01-  
224a Friday closing time

01-  
225a Saturday opening time

01-  
226a Saturday closing time

01-  
227a Sunday opening time

01-  
228a Sunday closing time

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

01-  
230a Total public service hours the branch was open in 2022

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

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

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

01- 237	Total annual public service hours of all branches	0.00	0.00
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Bookmobile Information

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

01-

301a Bookmobile name

01-

302a Street address

01-

303a City

01-

304a County

01-

305a ZIP

01-

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

01-

307a Mailing address

01-

308a Phone

01-

309a Fax

01-

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

01-

311a Number of weeks per year the bookmobile is open

01-

312a Number of weeks the bookmobile closed due to COVID-19 in 2022



01-  
313a Number of weeks the  
bookmobile had limited occupancy due  
to COVID-19 in 2022

01-  
314a Total public service hours the  
bookmobile was open in 2022

01- 315	Total annual public service hours of all bookmobiles	0.00	0.00
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01- 500	Total system public service hours per year	2,081.00	2,123.00
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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	434	438
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02- 002	Total number of users from contracting areas	N/A	N/A
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02- 003	Total number of non-resident registered users	56	47
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02- 004	Total number of non-resident cards issued to student users	25	10
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02- 005	Total non-resident cards issued to school employees	0	0
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02-006	Total number of non-resident cards issued to library employees	12	13
02-007	<b>Total number of registered users</b>	490	485
02-008	Total number of reciprocal users	7	6
02-009	Total number of PLAC users	0	1
02-010	<b>Amount of non-resident fee</b>	\$65.00	\$65.00
02-011	Date the library board adopted this fee	03-08-2022	3/09/2021
02-012	<b>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?</b>	Yes	Yes
02-013	As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?	No	

### 3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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.

2020 Census figures are used for all calculations

03-001	Name of primary county	HENDRICKS	<i>HENDRICKS</i>
03-002	Total assessed valuation for library district	\$149,099,703	<i>\$137,062,191</i>
03-003	Operating tax rate	0.0544	<i>0.0564</i>
03-004	Source year for data	2022	<i>2021</i>
03-005	Debt fund tax rate	0.0740	<i>0.0694</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	none	<i>none</i>
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 not including contracts (taxed units only)	2,341	2,256
03-014	Total district population including contracts (sum of taxed and contracting units)	2,341	0
03-015	Political subdivision name	Clay Twp	<i>Clay Twp</i>
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	4	4
03-017	Population <u>2020 census</u> (taxed and served)	2,341	2,256
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)		<i>N/A</i>
03-019	Population <u>2020 census</u> (served by contract)		0
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. )		
03-021	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, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	\$73,582	\$74,710
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$108,682	\$116,354
04-003	Contractual revenue received for service	\$0	\$0
04-004	<b>Total local government revenue</b>	\$182,264	\$191,064

State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$46	\$38
04-006	License Vehicle Excise Tax	\$8,576	\$10,272
04-007	Commercial Vehicle Excise Tax (CVET)	\$754	\$672
04-008	Broadband Connectivity Grant	\$544	\$509
04-009	Other state revenue	\$0	\$0
04-010	Source(s):		
04-011	<b>Total state revenue</b>	\$9,920	\$11,491

Federal Government Revenue

04-012	LSTA grants	\$0	\$0
04-013	Other federal revenue (including CARES and ARPA funds)	\$0	\$2,840
04-014	Source(s):		<i>CARES Act Mini Grants</i>
04-015	<b>Total federal revenue</b>	\$0	\$2,840

Other Revenue

04-016	PLAC reimbursement		\$30
04-017	Fines and fees	\$2,582	\$1,761
04-018	Interest on investments		
04-019	Gift receipts	\$0	\$100
04-020	Private and public foundation grants		
04-021	Miscellaneous revenue	\$706	\$1,181
04-022	Source(s):		<i>\$852.72 - IN Tax Correction Twice; \$226.23 - Quill a/c Refund; \$50 - Tri Kappa; \$52.27 - Endeavor Capital Credits</i>
04-023	<b>Total other revenue</b>	\$3,288	\$3,072

04-024	<b>Total operating revenue</b>	\$195,472	\$208,467
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## 5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

### Staff and Supplies

05-001	Salaries/wages of all library staff	\$58,596	\$60,156
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05-002	Employee benefits	\$17,242	\$16,185
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05-003	Other personal services	\$9,837	\$9,808
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05-004	<b>Total personal services</b>	\$85,675	\$86,149
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05-005	<b>Total staff expenditures</b>	\$75,838	\$76,341
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05-006	Total supplies	\$4,736	\$4,866
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### Other Services and Charges

05-007	Professional services	\$6,298	\$3,228
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05-008	Communication and transportation	\$2,900	\$2,838
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05-009	Printing and advertising	\$170	\$2,073
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05-010	Insurance	\$5,541	\$5,275
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05-011	Utility services	\$7,189	\$7,704
05-012	Repairs and maintenance	\$2,443	\$2,170
05-013	Rentals	\$0	\$0
05-014	Debt service	\$0	\$0
05-015	Lease rental	\$0	\$0
05-016	Other	\$1,588	\$1,532
05-017	<b>Total of other services and charges</b>	\$26,129	\$24,820

Capital Outlays from Operating Fund Expenditures

05-018	Land	\$650	\$650
05-019	Buildings	\$0	\$0
05-020	Improvements other than buildings	\$0	\$0
05-021	Furniture and equipment	\$4,029	\$1,862
05-022	Capital outlays for public access computers, e-readers and electronic media devices. <b>DO NOT REPORT in Q05-021</b>	\$7,670	\$0

Library Materials - Operating Fund Expenditures



05-023	Books	\$22,188	<i>\$18,471</i>
05-024	Periodicals and newspapers	\$989	<i>\$1,509</i>
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$5,896	<i>\$4,355</i>
05-026	E-books, electronic collections, and database licensing/purchase/lease expenditures	\$3,000	<i>\$3,000</i>
05-027	Electronic physical format, including Playaways and e-book readers	\$0	<i>\$0</i>

Library Materials - Non-Operating Fund Expenditures

05-028	Books	\$0	<i>\$0</i>
05-029	Periodicals and newspapers	\$0	<i>\$0</i>
05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	\$0	<i>\$0</i>
05-031	E-book and electronic database licensing/purchase/lease expenditures	\$0	<i>\$0</i>
05-032	Electronic physical format, including Playaways and e-book readers	\$0	<i>\$0</i>
05-033	Total expenditures for print materials	\$23,177	<i>\$19,980</i>

05-034	Total expenditures for electronic materials	\$3,000	\$3,000
05-035	Total expenditures for other materials	\$5,896	\$4,355
05-036	Total expenditures for collections	\$32,073	\$27,335
05-037	Total operating fund capital outlays	\$41,422	\$26,847
05-038	Total operating fund expenditure for collection development	\$39,743	\$27,335
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	\$160,962	\$145,682
05-042	Other operating expenditures	\$53,051	\$42,006
05-043	Total operating expenditures	\$160,962	\$145,682
05-044	Total capital fund expenditures	\$117,000	\$120,000

Non-Resident Fee Standard

05-045	Total collection expenditures	\$39,743	\$27,335
05-046	Total 2021 operating expenditures per capita	\$64.58	\$59.68
05-047	Difference between 2021 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.	\$-0.42	\$-5.32
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	Yes
05-048	Total 2022 operating expenditures per capita. PLEASE MAKE SURE YOUR 2023 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	68.76	64.58

Collection Development Standard

05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	24.6%	18.7%
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**6 - Capital Revenue**

Grayed boxes are either prefilled, locked, or automatic calculations.

06-001	Local government capital revenue	\$107,127	\$121,870
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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	<b>Total capital revenue</b>	\$107,127	\$121,870

## 7 - Employment Data

Questions relating to standards are in bolded blue font.

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

### 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	<b>FTE for all ALA-MLS librarians</b>	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
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All Other Staff

07-007	Total number of all other paid staff	6.00	6.00
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07-008	Total number of paid hours per week for all other paid staff	30	27
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07-009	FTE for all other paid staff	0.75	0.68
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07-010	Total number of all paid staff	7.00	7.00
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07-011	Total hours paid per week for all paid staff	65.00	62.00
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07-012	FTE for all paid staff	1.63	1.56
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07-013	Number of hours per week considered to be full-time employment in your library	35	35
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## **8 - Library Service and Technology**

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations.

Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	0	0
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08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	1,795	2,309
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	0	0
08-004	<b>Total number of loans provided to other libraries</b>	1,795	2,309
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	674	1,235
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	0	0
08-008	<b>Total number of loans received from other libraries</b>	674	1,235
08-009	<b>Net lending rate</b>	2.66	1.87

### 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.

Live (Synchronous) In-Person, Onsite Program Sessions

08-010	Number of in-person, onsite children's programs for ages 0-5	31	13
08-011	Number of in-person, onsite children's programs for ages 6-11	6	6
08-012	Number of in-person, onsite young adult programs	0	0
08-013	Number of in-person, onsite adult programs	10	6
08-014	Number of in-person, onsite general interest (all ages) programs	0	0
08-015	Total number of live, in-person, onsite program sessions	47	25

Live (Synchronous) In-Person, Offsite Program Sessions

08-016	Number of in-person, offsite children's programs for ages 0-5	0	N/A
08-017	Number of in-person, offsite children's programs for ages 6-11	0	N/A
08-018	Number of in-person, offsite young adult programs	0	0
08-019	Number of in-person, offsite adult programs	0	0
08-020	Number of in-person, offsite general interest (all ages) programs	0	0

08-021	Total number of live, in-person, offsite program sessions	0	0
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#### Live (Synchronous) Virtual Program Sessions

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.

08-022	Number of live, virtual children's programs for ages 0-5	0	0
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08-023	Number of live, virtual children's programs for ages 6-11	0	1
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08-024	Number of live, virtual young adult programs	0	0
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08-025	Number of live, virtual adult programs	0	3
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08-026	Number of live, virtual general interest (all ages) programs	0	0
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08-027	Total number of live, virtual programs	0	4
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#### Attendance – Live (Synchronous) In-Person, Onsite Program Sessions

08-028	Attendance at in-person, onsite children's programs for ages 0-5	458	122
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08-029	Attendance at in-person, onsite children's programs for ages 6-11	165	60
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08-030	Attendance at in-person, onsite young adult programs	0	0
08-031	Attendance at in-person, onsite adult programs	85	60
08-032	Attendance at in-person, onsite general interest (all ages) programs	0	0
08-033	<b>Total attendance at live, in-person, onsite programs</b>	708	242

Attendance – Live (Synchronous), In-Person, Offsite Program Sessions

08-034	Attendance at in-person, offsite children's programs for ages 0-5	0	0
08-035	Attendance at in-person, offsite children's programs for ages 6-11	0	0
08-036	Attendance at in-person, offsite young adult programs	0	0
08-037	Attendance at in-person, offsite adult programs	0	0
08-038	Attendance at in-person, offsite general interest (all ages) programs	0	0
08-039	<b>Total attendance at live, in-person, offsite programs</b>	0	0

Attendance – Live (Synchronous) Virtual Program Sessions

08-040	Attendance at live, virtual children's programs for ages 0-5 as counted by participant devices	0	<i>N/A</i>
08-040a	Attendance at live, virtual children's programs for ages 0-5 as counted by participants (optional)	0	0
08-041	Attendance at live, virtual children's programs for ages 6-11 as counted by participant devices	0	<i>N/A</i>
08-041a	Attendance at live, virtual children's programs for ages 6-11 as counted by participants (optional)	0	4
08-042	Attendance at live, virtual young adult programs as counted by participant devices	0	0
08-042a	Attendance at live, virtual young adult programs as counted by participants (optional)	0	0
08-043	Attendance at live, virtual adult programs as counted by participant devices	0	<i>N/A</i>
08-043a	Attendance at live, virtual adult synchronous programs as counted by participants (optional)	0	9
08-044	Attendance at live, virtual general (all ages) programs as counted by participant devices	0	0

08-044a	Attendance at live, virtual general (all ages) programs as counted by participants (optional)	0	0
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08-045	Total attendance at live, virtual programs as counted by participant devices	0	0
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08-045a	Total attendance at synchronous virtual programs as counted by participants (optional)	0	13
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#### Additional Programming Totals by Type and Audience

08-046	Total number of live children's programs for ages 0-5 (in-person and synchronous virtual)	31	13
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**Federal:** Our library did not have limited programming last year as it did the prior year because of COVID-19, so we were able to have a full year of programming.

08-047	Total number of live children's programs for ages 6-11 (in-person and synchronous virtual)	6	7
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08-048	Total number of live young adult programs (in-person and synchronous virtual)	0	0
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08-049	Total number of all live programs (in-person and synchronous virtual)	47	29
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08-050	Total attendance at in-person children's programs for ages 0-5	458	122
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08-051	Total attendance at in-person children's programs for ages 6-11	165	60
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08-052	Total attendance at in-person young adult in-person programs	0	0
08-053	Total attendance at all in-person programs	708	242
08-054	Total attendance at live children's programs for ages 0-5 (in-person and synchronous virtual)	458	124

**Federal:** The large change of total attendance from last year is due to the number of programs that were offered in 2022 vs. 2021.

08-055	Total attendance at live children's programs for ages 6-11 (in-person and synchronous virtual)	165	62
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**Federal:** Our weekly attendance last year was greater than the last few COVID-19 years.

08-056	Total attendance at live young adult programs (in-person and synchronous virtual)	0	0
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08-057	Total attendance at all live programs (includes in-person and synchronous virtual)	708	255
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**Federal:** Our programming was not restricted last year, leading to greater attendance.

#### Recorded (Asynchronous) Program Presentations

08-058	Total number of recorded (asynchronous) program presentations	0	17
08-059	Total view of recorded (asynchronous) program presentations	0	1,645

#### Children's Reading Program

08-060	How many weeks of a Children's Reading Program did your library offer at each fixed location?	29	37
08-061	Total number of non-library sponsored programs	0	1
08-062	Total attendance at non-library sponsored programs	0	15
08-063	Total number of annual visits to the library	14,177	13,450
08-063a	Library visits reporting method	CT - Annual Count	CT - Annual Count
08-064	<b>Total number of reference transactions in 2022</b>	1,800	1,300
08-064a	Reference transactions reporting method	ES - Annual Estimate Based on Typical Week(s)	ES - Annual Estimate Based on Typical Week(s)
08-065	Instructional reference services	212	198
<u>Electronic Collections (includes Licensed Databases).</u>			
08-066	Number of state-licensed databases (INSPIRE databases)	79	86
08-067	Number of local and other licensed databases (not INSPIRE)	1	1

08-068	Name(s) of public use/commercial databases to which the library subscribes	Scholastic Go!	<i>Response has been entered.</i>
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08-069	Total electronic collections/databases	80	87
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Public Computers

08-070	Number of uses (sessions) of public internet computers in 2022	360	135
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08-070a	Reporting method for number of uses of public internet computers	CT - Annual Count	<i>CT - Annual Count</i>
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08-071	Number of wireless internet uses per year	3,622	3,223
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08-071a	Reporting method for wireless sessions	CT - Annual Count	<i>CT - Annual Count</i>
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08-072	Number of public internet computers system-wide	6	6
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08-073	Number of staff computers	5	5
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08-074	Number of website visits	30,722	29,045
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Library System Automation

08-075	Does your library have an automated bookkeeping system?	No	<i>No</i>
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08-076	Name of bookkeeping system		
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## 9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

09- 001	Circulation of physical items	7,855	6,409
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09- 002	Use of electronic materials ( <i>e.g., e-books circulated or electronic materials downloaded annually</i> )	2,283	1,596
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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> )	0	0
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09- 004	<b>Total electronic content use</b>	2,283	1,596
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09- 005	Circulation of all children's materials	4,737	3,595
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09- 006	Circulation of other physical items	1	5
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09- 007	<b>Total circulation of all materials</b>	10,138	8,005
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09- 008	<b>Total collection use</b>	10,138	8,005
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09- 009	Total in-house usage of materials	0	0
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Selected Holdings

09-010	Books (print)	26,376	26,900
09-011	Does the library belong to an e-book consortium?	Yes	Yes
09-012	Name of e-book consortium	Indiana Digital Library	<i>eIndiana Digital Consortium</i>
09-013	E-books (LOCAL HOLDINGS)	0	0
09-014	E-books (CONSORTIUM HOLDINGS)	481,780	105,022
09-015	<b>E-books (TOTAL)</b>	481,780	105,022
09-016	Video materials - physical units	1,287	1,173
09-017	Video materials - downloadable units (LOCAL HOLDINGS)	0	0
09-018	Video materials - downloadable units (CONSORTIUM HOLDINGS)	0	458
09-019	<b>Video materials - downloadable units (TOTAL)</b>	0	458
<b>Federal:</b> Evergreen Consortium switched to Indiana Digital Library, and no longer offered downloadable video materials.			
09-020	Audio materials - physical units	555	530



09-021	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-022	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	180,487	27,261
09-023	Audio materials - downloadable units (TOTAL)	180,487	27,261

**Federal:** Evergreen Consortium switched to Indiana Digital Library, and gained access to a larger collection of downloadable audio materials.

09-024	Current print serial subscriptions	32	33
09-025	Current electronic serials subscriptions	4,427	3,209
09-026	Does your library circulate hotspots?	No	No
09-027	Other circulating physical items	122	23
09-028	Total physical items in collection ( 09-010 + 09-016 + 09-020 + 09-027)	28,340	28,626

## 10 - Library Board

Enter the most current information available for all members. If the position is vacant, please enter VACANT as the last name. Contact LDO with updates throughout the year.

10-0001	Position: President	President	<i>President</i>
10-0002	First name	Larry	<i>Shelly</i>

10-0003	Middle initial/name	unknown	<i>unknown</i>
10-0004	Last name	McCubbin	<i>Starbuck</i>
10-0005	Home address	7152 West 450 S	<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	School Board	<i>County Commissioners</i>
10-0010	Date term expires	08/13/24	<i>12/31/25</i>
10-0011	Number of consecutive terms	4	<i>2</i>
10-0012	Date of initial appointment	04/09/08	<i>02/09/06</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Jackie	<i>Marcy</i>
10-0103	Middle initial/name	unknown	<i>unknown</i>
10-0104	Last name	Cramer	<i>Shepard</i>

10-0105	Home address	6245 W 450 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	County Council	<i>School Board</i>
10-0110	Date term expires	08/07/2022	<i>01/31/22</i>
10-0111	Number of consecutive terms	1	<i>1</i>
10-0112	Date of initial appointment	10/01/19	<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	School Board	<i>School Board</i>
10-0210	Date term expires	02/10/25	<i>02/10/25</i>
10-0211	Number of consecutive terms	1	<i>1</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	County Council	<i>County Council</i>
10-0310	Date term expires	02/11/25	<i>02/11/25</i>
10-0311	Number of consecutive terms	1	<i>1</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-  
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 *Member*

10-  
0502 First name Shelly *Jackie*

10-  
0503 Middle initial/name

10-  
0504 Last name Starbuck *Cramer*

10-  
0505 Home address 4754 S 800 W *6245 W 450 S*

10-  
0506 City Coatesville *Coatesville*

10-  
0507 ZIP code 46121 *46121*

10-  
0508 Email address n/a *n/a*

10-  
0509 Appointing authority County Commissioner *County Council*

10-  
0510 Date term expires 12/31/25 *08/07/22*

10-0511	Number of consecutive terms	2	<i>1</i>
10-0512	Date of initial appointment	02/09/06	<i>10/01/19</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Katie	<i>Larry</i>
10-0603	Middle initial/name	unknown	<i>unknown</i>
10-0604	Last name	Baker	<i>McCubbin</i>
10-0605	Home address	7212 W 450 S	<i>7152 W 450 S</i>
10-0606	City	Coatesville	<i>Coatesville</i>
10-0607	ZIP code	46121	<i>46121</i>
10-0608	Email address	n/a	<i>n/a</i>
10-0609	Appointing authority	School Board	<i>School Board</i>
10-0610	Date term expires	02/09/26	<i>08/13/24</i>
10-0611	Number of consecutive terms	1	<i>4</i>
10-0612	Date of initial appointment	02/09/22	<i>04/09/08</i>

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-  
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                      *Member*

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                      *Member*

10-  
1102 First name

10-  
1103 Middle initial/name

10-  
1104 Last name

10-  
1105 Home address

10-  
1106 City

10-  
1107 ZIP code

10-  
1108 Email address

10-  
1109 Appointing authority

10-  
1110 Date term expires

10-  
1111 Number of consecutive terms

10-  
1112 Date of initial appointment

10-  
1201 Position: Member                      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 *2nd Tuesday*

10-  
0992 What is the time of the regular library board meeting? 5:30 pm *5:30 pm*

## 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 *\$32,000*

11-  
002 Does the library director have an employment contract? No *No*

11-  
003 What is the current level of certification held by the library director? LC 6 *LC 6*

11-  
004 Job Title - Assistant or Associate Director Assistant Director *Assistant Director*

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 *Business Manager*

11-  
025 Certification level

11-  
026 Minimum hourly wage

11-  
027 Maximum hourly wage

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

11-  
029 Certification level

11-  
030 Minimum hourly wage

11-  
031 Maximum hourly wage

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

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      *General Reference or Adult Librarian*

11-037 Certification level

11-038 Minimum hourly wage

11-039 Maximum hourly wage

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

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      *Indiana History, Local History, or Genealogy Librarian*

11-045 Certification level

11-046 Minimum hourly wage



11-047 Maximum hourly wage

11-048 Job Title - Specialist (Professional) Specialist (Professional) *Specialist (Professional)*

11-049 Certification level

11-050 Minimum hourly wage

11-051 Maximum hourly wage

11-052 Job Title - Library Assistant Library Assistant *Library Assistant*

11-053 Certification level

11-054 Minimum hourly wage

11-055 Maximum hourly wage

11-056 Job Title - Bookkeeper or Treasurer Bookkeeper or Treasurer *Bookkeeper or Treasurer*

11-057 Certification level None required *None required*

11-058 Minimum hourly wage \$36.23 *\$36.23*

11-059 Maximum hourly wage \$36.23 *\$36.23*

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		
11-067	Maximum hourly wage		
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-069	Certification level		
11-070	Minimum hourly wage		
11-071	Maximum hourly wage		

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 *Marketing*

11-089 Certification level

11-090 Minimum hourly wage

11-091 Maximum hourly wage

11-092 Job Title - Circulation Librarian Circulation Librarian *Circulation Librarian*

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

11-104 Minimum hourly wage

11-105 Maximum hourly wage

11-106 Job Title - Other

11-107 Specify other job title

11-108 Certification level

11-109 Minimum hourly wage

11-110 Maximum hourly wage

- 11-111 Job Title - Other
- 11-112 Specify other job title
- 11-113 Certification level
- 11-114 Minimum hourly wage
- 11-115 Maximum hourly wage

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	Yes	<i>Yes</i>
11-502	Deferred compensation	No	<i>No</i>
11-503	Health insurance	Yes	<i>Yes</i>
11-504	Health Savings Account (HSA)	No	<i>No</i>
11-505	Dental insurance	No	<i>No</i>
11-506	Life insurance	Yes	<i>Yes</i>
11-507	Vision insurance	No	<i>No</i>
11-508	Disability insurance	No	<i>No</i>

11-509	Paid time off for continuing education	Yes	<i>Yes</i>
11-510	Reimbursement for continuing education	Yes	<i>Yes</i>
11-511	Other1 (specify)		
11-512	Other2 (specify)		

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	No	<i>No</i>
11-514	Deferred compensation	No	<i>No</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	Yes	<i>Yes</i>

11-522	Reimbursement for continuing education	Yes	Yes
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11-523	Other1 (specify)		
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11-524	Other2 (specify)		
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Paid Time Off Per Year - Full-time Librarian

11-525	Number of vacation days	10	10
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11-526	Number of sick days	5	5
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11-527	Number of personal days	2	2
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11-528	Number of holidays	12	12
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11-529	Number of funeral/bereavement days	0	3
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11-530	Number of other days (specify) OR all-purpose PTO	0	0
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Paid Time Off Per Year - Part-Time Librarian

11-531	Number of vacation days	0	0
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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, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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?	N	N
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

12-034	Cambridge City Public Library	0	0
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	0
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	0	0
12-052	Darlington Public Library	0	0
12-053	Delphi Public Library	0	0
12-054	Dublin Public Library	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	Mooreville 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- 153	North Judson-Wayne Township Public Library	0	0
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
12-173	Pierceton & Washington Township Public Library	0	0
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
12-193	Shoals Public Library	0	0
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
12-213	Wabash Carnegie Public Library	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	<b>TOTAL PLAC Loans</b>	0	0

### 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).

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.

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

13- Yes Yes  
005 Does your library comply  
with all federal laws affecting  
employment practice?

13-  
006 If the answer to 13-005 is  
NO, explain:

13- Yes Yes  
007 Are all newly constructed  
and existing library facilities in  
compliance with local, state, and  
federal building and health and  
safety codes?

13-  
008 If the answer to 13-007 is  
NO, explain:

13- Yes Yes  
009 Does the library comply with  
provisions of the federal Americans  
with Disabilities Act to make its  
physical and digital services  
available to everyone?

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

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

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

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

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

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

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

13-016 A schedule of classification of employees Yes Yes

13-017 An annual schedule of salaries Yes Yes

13-018 A proposed library budget Yes Yes

**Personnel Policies**

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

13-019 Recruitment? Yes Yes

13-020 Selection? Yes Yes

13-021 Appointments? Yes Yes

13-022 Personnel actions? Yes Yes

13-023	Salary administration?	Yes	Yes
13-024	Employee benefits?	Yes	Yes
13-025	Conditions of work?	Yes	Yes
13-026	Leaves?	Yes	Yes
13-027	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	Yes
13-028	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	Yes
13-029	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	Yes
13-030	Do the library bylaws specifically state rules governing nepotism?	Yes	Yes
13-031	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	Yes
13-032	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	Yes	Yes



13-033 Does your library have a written collection development plan? Yes Yes

13-034 Does your library have a written circulation policy detailing the principles of access for all library materials and service? Yes Yes

13-035 Does your library provide support for continuing education for staff and trustees? Yes Yes

Long-Range Plan

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? 2021 2021

13-038 What year does your current long-range plan end? 2026 2026

13-039 Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan? Yes Yes

13-040 Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library? Yes Yes

13-041 Does your long-range plan include a statement of community needs and goals? Yes Yes

13-042	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	Yes
13-043	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	Yes
13-044	Does your long-range plan include an ongoing evaluation process?	Yes	Yes
13-045	Does your long-range plan include a plan for financial resources and sustainability?	Yes	Yes
13-046	Does your long-range plan include an equipment replacement schedule?	Yes	Yes
13-047	Does your long-range plan include a professional development strategy?	Yes	Yes
13-048	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	Yes
13-049	Does your long-range plan include a statement of collaboration with other community partners?	Yes	Yes

**Resource Sharing**

13-050 Does your library provide interlibrary loan free of charge to other libraries 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 *to your users*? 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 *Response has been entered.*

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

13-062      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

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

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

**Public Access**

13-067	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media?	Yes	Yes
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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 <a href="http://INSPIRE.in.gov">INSPIRE.in.gov</a> ?	Yes	Yes
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13-076 Publicly posted policies, including, but not limited to, circulation, fees, and internet use? Yes Yes

13-076a Has your internet policy been reviewed by the board in the last year? Yes

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

13-078 A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings? Yes Yes

## 14 - Statement of Intent to Comply with Standards

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

## 15 - Supplemental Questions

### COVID-19 Pandemic's Effect on Library Services in 2022

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 in 2022? No 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 in 2022? No Yes

15-003	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 in 2022?	Yes	Yes
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 in 2022?	No	Yes
15-005	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?	No	Yes
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 in 2022?	No	Yes
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 in 2022?	No	Yes
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 in 2022?	No	No
15-009	Did the library offer "Take and Make" activities in 2022?	Yes	Yes

15-  
009a Number of “Take and Make”  
activities distributed (optional) 35

112

15-  
010 What professional  
development topic/s would you like  
ISL to address in training?

15-  
011 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, 2023.