

NEW CARLISLE & OLIVE TOWNSHIP PUBLIC LIBRARY

Indiana Public Library Annual Report 2009

PREVIOUS YEAR

CURRENT YEAR

Part 1 - General Information

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN THE RESPONDENT IDENTIFICATION SECTION.

@ indicates question is related to standards

Respondent Identification

A*	Library Code	2711	2711
B*	Library Director	<i>Stephen Boggs</i>	Stephen Boggs
C*	Library Name	<i>New Carlisle Public Library</i>	New Carlisle Public Library
D*	Street Address	<i>408 S. Bray St.</i>	408 S. Bray St.
E*	Street City	<i>New Carlisle</i>	New Carlisle
F*	State	<i>IN</i>	IN
G*	ZIP+4	<i>46552-0837</i>	46552-0837
H*	Mailing Address	<i>46552-0837</i>	46552-0837
I*	Mailing City	<i>New Carlisle</i>	New Carlisle
J*	State	<i>IN</i>	IN
K*	Mailing ZIP+4	<i>46552-0837</i>	46552-0837
@L*	Phone	<i>(574) 654-3046</i>	(574) 654-3046
@M*	FAX	<i>(574) 654-8260</i>	(574) 654-8260
N*	TDD	<i>no</i>	no
O*	Dial-In Access Number	<i>N/A</i>	N/A
P*	Congressional District #	<i>2</i>	2
@Q*	Public Library E-Mail Address	<i><u>sboggs@ncpl.lib.in.us</u></i>	<u>sboggs@ncpl.lib.in.us</u>
@R*	World Wide Web Address	<i><u>www.ncpl.lib.in.us</u></i>	<u>www.ncpl.lib.in.us</u>
S*	Time and Day of the Month of Regular Library Board Meetings	<i>3rd tuesday of month</i>	3rd tuesday of month
T*	Does your library have a Friends of the Library Group?	<i>No</i>	No
U*	If yes, has your Friends group received a 501(c)3 designation from the IRS? Yes or No		No
V*	Person Preparing Report	<i>Stephen Boggs</i>	Stephen Boggs
W*	Phone	<i>(574) 654-3046</i>	(574) 654-3046

X*	Time zone in which library district headquarters is located.	<i>Eastern Time</i>	Eastern Time
1a.	The year the current central building was built	2002	2002
1b.	Date of most recent structural addition or alteration to current central building	N/A	N/A
2	What is the square footage of the central building?	25,920	25,920
3	Are you currently involved in a new building construction project, an addition to an existing building, or remodeling a building?	No	No

Answer question 4 only if question 3 was checked YES

- 4a. Planning a construction project
- 4b. Starting a construction project
- 4c. In the midst of a construction project
- 4d. Have completed a construction project
- 4e. Non-building capital project
- 4f. Interior renovation

Daily Schedule for Central Library Only

5a.	Monday Open	9:00 AM	9:00 AM
5b.	Monday Close	8:00 PM	8:00 PM
5c.	Tuesday Open	9:00 AM	9:00 AM
5d.	Tuesday Close	8:00 PM	8:00 PM
5e.	Wednesday Open	9:00 AM	9:00 AM
5f.	Wednesday Close	8:00 PM	8:00 PM
5g.	Thursday Open	9:00 AM	9:00 AM
5h.	Thursday Close	8:00 PM	8:00 PM
5i.	Friday Open	9:00 AM	9:00 AM
5j.	Friday Close	5:00 PM	5:00 PM
5k.	Saturday Open	9:00 AM	9:00 AM
5l.	Saturday Close	5:00 PM	5:00 PM
5m.	Sunday Open	1:00 PM	1:00 PM
5n.	Sunday Close	5:00 PM	5:00 PM
@5	Total Regular Weekly Hours	64	64

5x	Total Public Service Hours per Year PLSC	3,328.00	3,328.00
@6	Total Evenings Open after 6:00 p.m. Each Week	4	4
7	How many Sundays was your library open last year?	29	40

Branch Information

AA	Does your library have a branch? Yes or No	No	No
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If yes, please enter branch information, it is required. If no please enter 0 in 8aa.

8c	Has Your Library System Closed a Branch or Branches?		No
8cc	If Yes, List Name(s) of Branch(es) Closed		
A*	Branch Name		N/A
B*	Street Address		
C*	City		
D*	State		
E*	Zip+4		
F*	Mail Address		
G*	Square Footage		n/a
H*	Year Built		
I	Year of Addition or Alteration		
J*	Phone		
K*	Fax		
L*	Total hours open per week		
@M*	Internet access		
N*	Type of Internet Access		
@O*	Speed of Internet Access		
@P*	Does this branch have a wireless hub?		

8aa	Total Number of Branches	N/A	N/A
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8b	Total Annual Hours of Branches	0.00	0.00
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BB	Do you have a bookmobile? Yes or No	No	No
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If yes, please enter bookmobile information, it is required. If no please enter 0 in 9aa.

Bookmobile

A*	Bookmobile Name	o	o
B*	Street Address		

C*	City		
D*	State		
E*	Zip+4		
F*	Mail Address		
G*	Phone		
H*	Fax		
I*	Total hours per week		
J*	Internet Access		
K*	Type of Internet Access		
9aa	Total Number of Bookmobiles	<i>N/A</i>	<i>N/A</i>
9b	Total Annual Hours of Bookmobiles	<i>0.00</i>	<i>0.00</i>

Part 2 - Registrations

10a.	Total Number of Individual Resident Registered Borrowers	<i>4,452</i>	<i>4,159</i>
10b.	Total Number of Family/Household Resident Registered Borrowers	<i>0</i>	<i>0</i>
11a.	Total Number of Individual Non-Resident (non-taxed) Registered Borrowers	<i>3,186</i>	<i>3,993</i>
11b.	Total Number of Family/Household Non-Resident (non-taxed) Registered Borrowers	<i>0</i>	<i>N/A</i>
12	Total Number of Reciprocal Borrowers	<i>3,186</i>	<i>3,993</i>
13	Total Number of Non-Resident Student Borrowers	<i>N/A</i>	<i>N/A</i>
@14a	Individual Non-Resident Fee (required by law)	<i>\$150.00</i>	<i>\$199.99</i>
14b	Date Library Board adopted this fee	<i>2004</i>	<i>2009</i>
@15	Most Recent Year Patron File was Weeded	<i>2001</i>	<i>2001</i>
@16	On what time table is Patron File Weeded?	<i>Other</i>	<i>Other</i>

Part 3 - Libraries & Political Subdivisions

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.

17a	County Name of Primary County	<i>St Joseph</i>	St Joseph
17b	Total Assessed Valuation for Library District	\$283,767	\$258,551,247
17c	Operating Tax Rate	.1955	.2259
17d	BIRF/Lease Rental Tax Rate	.1209	.1650
17e	LCPF Tax Rate	.0126	.0069
18a	County Name of Additional County or County Contractual (May leave blank if there is not another county in the library district and it is not a county contractual)	<i>n/a</i>	n/a
18b	Total Assessed Valuation for Library District	<i>N/A</i>	N/A
18c	Operating Tax Rate	<i>N/A</i>	N/A
18d	BIRF/Lease Rental Tax Rate	<i>N/A</i>	N/A
18e	LCPF Tax Rate	<i>N/A</i>	N/A
19	Total population without contract	<i>3,914</i>	3,914
19a	Total population with contracts	<i>0</i>	0

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY

20a	Political Subdivision Name	<i>New Carlisle-Olive Township</i>	New Carlisle-Olive Township
20b	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)		9
20c	Population 2000 Census (Units in 20b Only)	<i>3,914</i>	3,914
20d	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	<i>n/a</i>	n/a
20e	Population 2000 Census (Units served by contract in 20d Only)	<i>n/a</i>	n/a

Part 4 - Library Operating Fund Income

Local Government Operating Fund Income

28a	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	<i>\$194,788</i>	\$917,785
28b	CAGIT Property Tax Replacement Credit	<i>N/A</i>	N/A
28c	CAGIT Certified Shares	<i>N/A</i>	N/A

28d	CAGIT Special Fund	N/A	N/A
28e	County Option Income Tax (COIT)	\$103,369	\$159,059
28f	Contractual Revenue Received for Service	N/A	N/A
28g	Local Option Income Tax (LOIT)		N/A
28	Total Local Operating Fund Income	\$298,157	\$1,076,844
State Government Operating Fund Income			
29a	Financial Institutions Tax (FIT)	\$1,726	\$705
29b	License Excise and Commercial Vehicle Excise Tax (CVET)	\$685	\$51,107
29c	Other State Operating Fund Income	N/A	N/A
29d	Source(s):	n/a	n/a
29	Total State Operating Fund Income	\$2,411	\$51,812
Federal Government Operating Fund Income			
30a	LSTA Grants	N/A	N/A
30b	Name of Non-Operating Fund	n/a	n/a
30c	Amount of LSTA grant placed in Non-Operating Fund	N/A	N/A
30d	Other Federal Grants Operating Fund Income	N/A	N/A
30e	List Source	n/a	n/a
30	Total Federal Operating Fund Income	\$0	\$0
Other Operating Fund Income			
31a	Fines and Fees	\$8,210	\$8,631
31b	Interest on Investments	\$8,087	\$1,098
31c	Gift Receipts Operating Fund Income	N/A	N/A
31d	Private and Public Foundation Grants Operating Fund Income	N/A	N/A
31e	Miscellaneous Operating Fund Income	\$27,508	\$20,493
31f	Source(s)	Copies, fax, erate	Copies, fax, erate and misc. income
31	Total Other Operating Fund Income	\$43,805	\$30,222
31d1	Total Public and Private Foundation Grants		N/A

	Income (deposited into any fund)		
32	TOTAL OPERATING FUND INCOME	\$344,373	\$1,158,878

Part 5 - Expenditure Data

Personal Services

33a	Salaries/Wages of All Library Staff	\$282,466	\$302,301
33b	Employee benefits	\$36,984	\$41,058
33c	Other Personal Services	\$21,015	\$22,478
33	Total Personal Services IN	\$340,465	\$365,837
33x	Total Staff Expenditures PLSC	\$319,450	\$343,359
34	Total Supplies	\$18,137	\$12,643

Other Services and Charges

35a	Professional Services	\$3,483	\$2,037
35b	Communication and Transportation	\$32,287	\$34,653
35c	Printing and Advertising	\$401	\$159
35d	Insurance	\$8,121	\$8,571
35e	Utility Services	\$60,931	\$54,632
35f	Repairs and Maintenance	\$28,460	\$33,558
35g	Rentals	N/A	N/A
35h	Debt Service (Operating Expenditures only)	N/A	N/A
35i	Lease Rental (Operating Expenditures only)	N/A	N/A
35j	Other (exclude LIRF)	\$1,881	\$5,311
35	Total Other Services and Charges	\$135,564	\$138,921

Capital Outlays - Operating Fund Expenditures

36a	Land	N/A	N/A
36b	Buildings	N/A	N/A
36c	Improvements Other Than Buildings	N/A	N/A
36d	Furniture and Equipment	\$6,487	\$6,111
@36e	Books (include Book Lease)	\$72,979	\$29,730
@36f	Periodicals and Newspapers	\$6,473	\$5,599
@36g	Nonprinted Materials, Microforms & AV, not Electronic	\$32,979	\$30,064
@36h	Electronic Format (pulled out from Nonprinted	\$0	\$737

	Materials and reported separately)		
@36x	Print Materials Expenditures PLSC	\$79,452	\$35,329
@36xx	Electronic Materials Expenditures PLSC	\$0	\$737
@36xxx	Other Materials Expenditures PLSC	\$32,979	\$30,064
@36xxxx	Total Collection Expenditures PLSC	\$112,431	\$66,130
36	Total Capital Outlays - Operating Fund	\$118,918	\$72,241
36.5	Other Operating Expenditures PLSC	\$160,188	\$157,675
Non-Operating Fund Collection Expenditures (from gift, grant, any other funds) PLSC			
@36.1a	Books (Include Book Lease)	N/A	N/A
@36.1b	Periodicals and Newspapers	N/A	N/A
@36.1c	Nonprinted Materials, Microforms & AV, not Electronic	N/A	N/A
@36.1d	Electronic Format (pulled out from Nonprinted Materials and reported separately)	N/A	N/A
37	TOTAL OPERATING FUND EXPENDITURES IN	\$613,084	\$589,642
37x	Total Operating Expenditures PLSC Other Specific/Special Expenditures (May Include Operating Fund)	\$592,069	\$567,164
Capital Fund Expenditures (<u>NOT</u> Operating Fund Expenditures)			
38a	Total Capital Fund Expenditures	\$38,566	\$19,064
38b	Public Use Computer Database licensing, maintenance and purchase fees		\$4,155
38c	Computers for Public Access expenditures		\$3,600
Part 6 - Capital Revenue			
39a	Local government capital revenue	\$13,041	\$38,450

39b	State government capital revenue	\$159	\$2,537
39c	Federal government capital revenue	N/A	N/A
39d	Other capital revenue	\$155	N/A
39	Total capital revenue	\$13,355	\$40,987

Part 7 - Employment Data

40a	Total Number of ALL Librarians with an ALA-MLS	N/A	N/A
40b	Total Hours Paid Per Week For ALL ALA-MLS Librarians	N/A	N/A
40c	FTE for ALL Librarians with an ALA-MLS	0.00	0.00
41a	Total Number of ALL Librarians, including ALA-MLS Librarians	4.00	4.00
41b	Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	37.5	150
41c	FTE for ALL Librarians	0.94	3.75
42a	Total Number of ALL OTHER PAID STAFF	11.00	13.00
42b	Total Hours Paid Per Week For ALL OTHER PAID STAFF	393	325
42c	FTE for ALL OTHER PAID STAFF	9.83	8.13
43a	Total Number of ALL PAID STAFF	15.00	17.00
43b	Total Hours Paid per week for ALL PAID STAFF	430.50	475.00
43c	FTE for ALL PAID STAFF	10.76	11.88
44	Number of hours per week considered to be full-time employment in your library.	37.5	37.5

Part 8 - Library Service and Technology

Inter-Library Loans

45a	Provided To Other Libraries	0	0
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45b	Received From Other Libraries	548	631
Annual Local Library Service			
@46a	# Children's Programs in Library	188	273
@46aa	# Children's Programs outside Library (outreach)	61	76
@46aaa	Total # of Children's programs	249	349
@46b	# Young Adult Programs in Library	40	39
@46bb	# Young Adult Programs Outside Library (outreach)	8	5
@46c	# Adult Programs in Library (18+)	200	430
@46cc	# Adult Programs Outside Library (18+) (outreach)	0	6
@46d	# General Programs in Library (All age groups)	0	0
@46dd	# General Programs outside Library (ALL AGE GROUPS) (outreach)	2	0
@46	Total # of Programs	499	829
46.11	Did the Library Offer a 6 Week Summer Reading Program for Children at Each Fixed Location?		Yes
46.a1	# of Non-Library Sponsored Programs/meetings/events	691	723
47a	Children's Program Attendance in library	2,864	3,005
47aa	Children's Program Attendance outside library (outreach)	2,160	1,680
47aaa	Total Children's Program Attendance	5,024	4,685
47b	Young Adult Program Attendance in library	50	281
47bb	Young Adult Program Attendance outside library (outreach)	200	125
47c	Adult Program Attendance in library (18+)	4,000	0

47cc	Adult Program Attendance outside library (outreach) (18+)	40	230
47d	General Program Attendance in library (All age groups)	800	8,768
47dd	General Program Attendance outside library (outreach) (All age groups)	40	1,132
47	Total Program Attendance	10,154	15,221
47.a1	Total Non-Library Sponsored Programs/meetings/events Attendance	13,470	10,343
48	Total Visits In Library Per Year (Multiply typical week count by 52, if you don't have annual figure)	27,000	28,000
@49	Total Reference Transactions Per year (Multiply typical week count by 52, if you don't have annual figure)	51,792	48,984
Electronic Services			
50a	# Local Licensed Databases (source of access)	8	8
50b	# State Licensed Databases (source of access)		43
50c	# Other Licensed Databases (source of access)	3	0
50d	# of hits on Public Use Databases to which the Library Subscribes or N/A	159	0
50e	Name(s) of Public Use Databases to which the Library Subscribes or N/A	<i>World Book, Chilton, Sirs, Thompson Legal Forms, Reader's Advisor, Ancestry.com, Consumer Reports, Netlibrary</i>	World Book, Chilton, Sirs, Thompson Legal Forms, Reader's Advisor, Ancestry.com, Consumer Reports, Netlibrary
50f	Subject(s) of Public Use Databases which the Library Produced and Owns or N/A	<i>n/a</i>	<i>n/a</i>

51a	Users of Public Internet Computers per Year (Multiply typical week count by 52, if you don't have annual figure)	32,704	35,313
51b	# of Hours Public Internet Computers Used per Year	17242	21163

Internet Usage Measures (please supply whatever count is available or answer not applicable).
Providing only one count is acceptable.

51c	Total # of Hits on All Web Pages in the Library's Domain AND/OR	n/a	1986
51d	Total # of Hits on the Library's Home Page AND/OR	n/a	n/a
51e	Total # of Hits on the Library's Public Access Catalog	n/a	n/a
@52a	Internet Access	Yes	Yes
52b	Type of Internet Access in Central Building ONLY (If central building does have two types of Internet access, they must choose the higher speed)	T1 Line	Other
52c	Specify Other		3 t1 connections
@52d	Speed of Internet Access		4mb
@53a	Number Computer Terminals Used by General Public and Connected to Internet System-wide	24	24
@53aa	Number of Printers Connected to Computer Terminals Used by the General Public System-wide		1
@53aaa	Number of Scanners for the General Public System-wide		2
@53b	Number of Computer Terminals Used by Staff with Office Software and Connected to the Internet System-wide		10
@53bb	Is there a Printer for Staff Computer Use?		Yes

@54a	Is there a Wireless Hub in the Central Building?	<i>Yes</i>	Yes
54b	Voice over IP?	<i>No</i>	No
Library System Bookkeeping and Circulation			
55a	Does Your Library Have an Automated Bookkeeping System?	<i>Yes</i>	Yes
55b	Name of System	<i>LAP</i>	LAP
@56a	Does Your Library Use an integrated Library System?	<i>Yes</i>	Yes
56b	Name of System	<i>Destiny by Follett</i>	Destiny by Follett
56c	Is the Library Catalog Online?		Yes

Part 9 - Circulation and Holdings

Circulation

57a	TOTAL Circulation of All Materials	<i>132,991</i>	146,900
57b	Circulation of All Children's (0-14 years) Materials	<i>22,071</i>	25,898
57c	Total In-house Usage of Materials	<i>n/a</i>	1575
57d	Did Your Library Circulate Laptops?		Yes
57e	Number of Annual Circulations of Laptops		670
57f	Did your library circulate Kindles, MP3s or other electronic book reading or music-playing devices?		Yes
57g	Number of Annual Circulations of Book Reading or Music Playing Devices		143
57h	Did Your Library Circulate Other Equipment?		Yes
57i	Number of Annual Circulations of Other Equipment		50
Selected Holdings			
58a	Books	<i>49,774</i>	45,846
58b	Bound Serials	<i>0</i>	0
58c	Video Materials	<i>9,461</i>	9,719
58d	Audio Materials	<i>6,652</i>	6,430
58e	Electronic Format	<i>89</i>	N/A

58f	Electronic books (E-books)	0	150
58.1	Print Materials PLSC	49,774	45,846
58g	Current Serial Subscriptions	146	155
58h	Current Electronic Serial Subscriptions	3	0

Part 10 - Library Board

Please enter the most current information available.

List all county contractual board members, if appropriate.

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY

59a	Position	<i>President</i>	Secretary
59b	First Name	<i>Tom</i>	Tom
59c	Middle Initial/Name	<i>n/a</i>	n/a
59d	Last Name	<i>Pietrzak</i>	Pietrzak
59e	Home address	<i>501 S. Bray St.</i>	501 S. Bray St.
59f	City	<i>New Carlisle</i>	New Carlisle
59g	Zip Code	<i>46552</i>	46552
59h	E-mail address	<u><i>tom@pietrzaks.com</i></u>	<u>tom@pietrzaks.com</u>
59i	Appointing Authority	<i>School Board</i>	School Board
59j	Date Term Expires	<i>12/31/2010</i>	12/31/2010
59k	Number of Consecutive Terms	<i>2</i>	2
59l	Date Initially Appointed	<i>01/01/2002</i>	01/01/2002
59a	Position	<i>Vice President</i>	Vice President
59b	First Name	<i>Nancy</i>	Nancy
59c	Middle Initial/Name		
59d	Last Name	<i>Niespodziany</i>	Niespodziany
59e	Home address	<i>29401 Johnson Rd.</i>	29401 Johnson Rd.
59f	City	<i>North Liberty</i>	North Liberty
59g	Zip Code	<i>46554</i>	46554
59h	E-mail address	<u><i>nniespodziany@npusc.k12.in.us</i></u>	<u>nniespodziany@npusc.k12.in.us</u>
59i	Appointing Authority	<i>County Council</i>	County Council
59j	Date Term Expires	<i>12/31/2009</i>	12/31/2009
59k	Number of Consecutive Terms	<i>1</i>	1
59l	Date Initially Appointed	<i>01/01/2006</i>	01/01/2006
59a	Position	<i>Treasurer</i>	Treasurer
59b	First Name	<i>Wendy</i>	Wendy
59c	Middle Initial/Name		
59d	Last Name	<i>Glon</i>	Glon
59e	Home address	<i>57417 Tulip Rd.</i>	57417 Tulip Rd.
59f	City	<i>New Carlisle</i>	New Carlisle
59g	Zip Code	<i>46552</i>	46552
59h	E-mail address	<u><i>wendyglon@embarqmail.com</i></u>	<u>wendyglon@embarqmail.com</u>

59i	Appointing Authority	<i>School Board</i>	School Board
59j	Date Term Expires	<i>12/31/2011</i>	12/31/2011
59k	Number of Consecutive Terms	<i>4</i>	4
59l	Date Initially Appointed	<i>01/01/1996</i>	01/01/1996
59a	Position	<i>Secretary</i>	President
59b	First Name	<i>Lori</i>	Lori
59c	Middle Initial/Name		
59d	Last Name	<i>Kimmel</i>	Kimmel
59e	Home address	<i>52510 N. Timothy Rd.</i>	52510 N. Timothy Rd.
59f	City	<i>New Carlisle</i>	New Carlisle
59g	Zip Code	<i>46552</i>	46552
59h	E-mail address	<i><u>lakimmel@earthlink.net</u></i>	<u>lakimmel@earthlink.net</u>
59i	Appointing Authority	<i>School Board</i>	School Board
59j	Date Term Expires	<i>12/31/2010</i>	12/31/2010
59k	Number of Consecutive Terms	<i>1</i>	1
59l	Date Initially Appointed	<i>01/10/2007</i>	01/10/2007
59a	Position	<i>Member</i>	Member
59b	First Name	<i>Scott</i>	Scott
59c	Middle Initial/Name		
59d	Last Name	<i>Squires</i>	Squires
59e	Home address	<i>630 W. Elm St., Box 322</i>	630 W. Elm St., Box 322
59f	City	<i>New Carlisle</i>	New Carlisle
59g	Zip Code	<i>46552</i>	46552
59h	E-mail address	<i><u>scotsquires@gmail.com</u></i>	<u>scotsquires@gmail.com</u>
59i	Appointing Authority	<i>County Commissioners</i>	County Commissioners
59j	Date Term Expires	<i>12/31/2011</i>	12/31/2011
59k	Number of Consecutive Terms	<i>1</i>	1
59l	Date Initially Appointed	<i>04/05/2008</i>	04/05/2008
59a	Position	<i>Member</i>	Member
59b	First Name	<i>Angel</i>	Angel
59c	Middle Initial/Name		
59d	Last Name	<i>Ness</i>	Ness
59e	Home address	<i>221 W. Michigan St., Box 433</i>	221 W. Michigan St., Box 433
59f	City	<i>New Carlisle</i>	New Carlisle
59g	Zip Code	<i>46552</i>	46552
59h	E-mail address	<i><u>aness@championchair.com</u></i>	<u>aness@championchair.com</u>
59i	Appointing Authority	<i>Town Board</i>	Town Board
59j	Date Term Expires	<i>12/31/2009</i>	12/31/2009
59k	Number of Consecutive Terms	<i>1</i>	1
59l	Date Initially Appointed	<i>01/17/2006</i>	01/17/2006
59a	Position	<i>Member</i>	Member
59b	First Name	<i>Michael</i>	Michael

59c	Middle Initial/Name		
59d	Last Name	<i>Bailey</i>	Bailey
59e	Home address	<i>306 Marvel Ln</i>	306 Marvel Ln
59f	City	<i>New Carlisle</i>	New Carlisle
59g	Zip Code	<i>46552</i>	46552
59h	E-mail address	<i><u>lightwithmike@hotmail.com</u></i>	<u>lightwithmike@hotmail.com</u>
59i	Appointing Authority	<i>Township Trustee</i>	Township Trustee
59j	Date Term Expires	<i>12/31/2010</i>	12/31/2010
59k	Number of Consecutive Terms	<i>1</i>	1
59l	Date Initially Appointed	<i>09/17/2007</i>	09/17/2007

Part 11 - Salary Section

Complete minimum hourly rate and maximum hourly rate, using dollars and cents.

Director

74a	Director's Annual Salary	<i>\$55,467</i>	\$58,231
74b	Does the director have a contract?	<i>No</i>	No
74c	Director's Certification Level		LC 4
75	Job Title	<i>Assistant/Associate Director</i>	Assistant/Associate Director
75a	Also indicate certification level for each position (not person)		LC 5
75b	Minimum Hourly Rate	<i>\$19.01</i>	\$19.96
75c	Maximum Hourly Rate	<i>\$19.01</i>	\$19.96
75	Job Title	<i>Department Head or Supervisor</i>	@Children's Librarian
75a	Also indicate certification level for each position (not person)		LC 5
75b	Minimum Hourly Rate	<i>\$10.00</i>	\$15.34
75c	Maximum Hourly Rate	<i>\$14.61</i>	\$15.34
75	Job Title	<i>Automation/Network/System Manager</i>	Library Assistant
75a	Also indicate certification level for each position (not person)		Not Applicable
75b	Minimum Hourly Rate	<i>\$25.00</i>	\$12.16
75c	Maximum Hourly Rate	<i>\$26.25</i>	\$12.16
75	Job Title	<i>Children's Librarian</i>	Clerical or Aide
75a	Also indicate certification level for each position (not person)		Not Applicable
75b	Minimum Hourly Rate	<i>\$10.00</i>	\$7.25
75c	Maximum Hourly Rate	<i>\$14.61</i>	\$9.07

75	Job Title	<i>Clerical or Aide</i>	Maintenance, Custodian, Janitor, Housekeeper
75a	Also indicate certification level for each position (not person)		Not Applicable
75b	Minimum Hourly Rate	\$7.00	\$14.09
75c	Maximum Hourly Rate	\$8.64	\$14.09
75	Job Title	<i>Maintenance, Custodian, Janitor, Housekeeper, or Security</i>	Circulation Librarian
75a	Also indicate certification level for each position (not person)		LC 5
75b	Minimum Hourly Rate	\$7.00	\$12.16
75c	Maximum Hourly Rate	\$13.42	\$12.16
Job Titles not listed above			
100	Job Title	<i>n/a</i>	System Administrator
100a	Also indicate certification level for each position (not person)		Not Applicable
100b	Minimum Hourly Rate	<i>N/A</i>	\$27.56
100c	Maximum Hourly Rate	<i>N/A</i>	\$27.56
Employee Fringe Benefit Information			
101	Benefit	<i>PERF</i>	PERF
101a	Full Time Employees	<i>Yes</i>	Yes
101b	Part Time Employees	<i>No</i>	No
101	Benefit	<i>Health Insurance</i>	Health Insurance
101a	Full Time Employees	<i>Yes</i>	Yes
101b	Part Time Employees	<i>No</i>	No
101	Benefit	<i>Disability</i>	Life Insurance
101a	Full Time Employees	<i>Yes</i>	Yes
101b	Part Time Employees	<i>No</i>	No
101	Benefit	<i>Paid time off for continuing education</i>	Paid time off for continuing education
101a	Full Time Employees	<i>Yes</i>	Yes
101b	Part Time Employees	<i>Yes</i>	No
Other			
109a	Other Benefit (specify)	<i>n/a</i>	
109b	Full Time Employees		
109c	Part Time Employees		
Paid Days Off per Year			
Number of Vacation Days			
111a	Full Time Librarian	25	25
111b	Part Time Librarian	<i>n/a</i>	<i>n/a</i>
111c	Full Time Support Staff	10	10
111d	Part Time Support Staff	5	5

Number of Sick Days

112a	Full Time Librarian	12	12
112b	Part Time Librarian	n/a	n/a
112c	Full Time Support Staff	12	8
112d	Part Time Support Staff	6	9

Number of Personal Days

113a	Full Time Librarian	3	3
113b	Part Time Librarian	0	1.5
113c	Full Time Support Staff	3	3
113d	Part Time Support Staff	1.5	1.5

Number of Holidays

114a	Full Time Librarian	12	12
114b	Part Time Librarian	0	6
114c	Full Time Support Staff	12	12
114d	Part Time Support Staff	6	6

Number of Funeral/Bereavement Days

115a	Full Time Librarian	5	5
115b	Part Time Librarian	0	2.5
115c	Full Time Support Staff	5	5
115d	Part Time Support Staff	2.5	2.5

Other Days

116a	Full Time Librarian	1	1
116b	Part Time Librarian	0	0
116c	Full Time Support Staff	1	1
116d	Part Time Support Staff	0	0

Part 12 - PLAC Loans

of PLAC Loans

117aa	If you made no PLAC loans, enter "0" in this box	0	0
117a	Home library of patron using a PLAC card to borrow materials		
117b	How many loans?		
117	TOTAL Loans	0	0

Part 13A - Statement of Compliance with Current Standards for Public Libraries

@ indicates standard which is verified by annual report question

** indicates current and future standard

~~ indicates slight difference in future standard

++ indicates substantial change in future standard

Please answer either "yes", "no", or "n/a" if applicable, and DO NOT skip a question.

Is your library in compliance with:

**118a	IC 36-12, Indiana Public Library Law?	Yes	Yes
**118b	IC 4-23-7 and IC 4-23-7.1, Indiana Library and Historical Department Law?	Yes	Yes
118c	IC 36-12-1-12, requiring an Internet usage and computer network policy that is reviewed annually?	Yes	Yes
118d	IC 36-12-2-25c, requiring a minimum fee for a nonresident card?	Yes	Yes
**~~119	Does your library comply with federal laws affecting employment practice and facilities management?	Yes	Yes
**~~120	Is your library board governed by written bylaws that outline its purpose and operational procedures?	Yes	Yes
**121	Does your library have a written long-range plan of service for two (2) to five (5), including a statement of community needs, goals, measurable objectives, and a method for periodic review and evaluation?	Yes	Yes
**++122	Does your library have a current written 3-year technology plan?	Yes	Yes
**123	Has your library board adopted a written collection development policy and principles of access to all library materials and services?	Yes	Yes
**~~124	Does the library board maintain separate functions from the director, with the board being responsible for governance and the director being responsible for administration?	Yes	Yes

**~~125	Do all the library trustees follow the principles discussed in <i>IN the Public Trust</i> ?	Yes	Yes
Does your library director:			
**126a	Work Full-time?	Yes	Yes
**126b	Hold the appropriate certificate required by the Indiana public library certification laws?	Yes	Yes
**~~127	Does your library board classify employees, adopt schedules of salaries, and prescribe duties of employees, all with the advice and recommendations of the library director?	Yes	Yes
**~~128	Does your library have written personnel policies and procedures that address the following: employment practices, personnel actions, salary administration, employee benefits, conditions or work and leave?	Yes	Yes
**129	Does the library support continuing education for staff and trustees?	Yes	Yes
**130	Are library facilities, including central buildings and branches, in compliance with local, state and federal building and health and safety codes?	Yes	Yes
**~~131	Does the library comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone?	Yes	Yes
@**++What hours of service does your library system provide (answer yes only to the statement that most accurately reflects your hours; answer n/a otherwise):			
132a	20 hours a week, 1 evening and some hours on a weekend day		N/A

132b	45 hours a week, 2 evenings and 1 weekend day?		Yes
132c	55 hours a week, 3 evenings and 1 weekend day?	Yes	Yes
**~~Does your library provide the following minimum services?			
133a	Acquisition, organization and loan of materials?	Yes	Yes
133b	Availability of general collections to the public at all times the library is open?	Yes	Yes
@133c	A telephone listed in the library's name?	Yes	Yes
133d	Interlibrary loan free of charge?	Yes	Yes
134	Is your library a member of INCOLSA?	Yes	Yes
**++Does your library provide the following services?			
135a	Reference services?	Yes	Yes
135b	Children's services?	Yes	Yes
135c	Library sponsored programming?	Yes	Yes
135d	Audiovisual services?	Yes	Yes
135e	Special services?	Yes	Yes
136	Does your library inform the public of services available and encourage use of these services?	Yes	Yes
**++137	Does your library provide at least a base level of technology consisting of a computer, @fax, printer, and software?	Yes	Yes

Part 13B - Statement of Compliance with Proposed Standards for Public Libraries

Effective January 1, 2011

This section is intended to assist the library and board in determining where your library is in the process of working towards compliance with the proposed standards.

@ indicates standard which is verified by annual report question

^^ indicates proposed standard

++ indicates addition to current standard

~~ indicates revision of current standard

Please answer either "yes", "no", or "n/a" if applicable, not both and DO NOT skip a question

^^138	Does your library follow all other Indiana laws that affect municipal units?	Yes
^^139	With the advice and recommendations of the library director, has the library board adopted the proposed library budget?	Yes
++140. Written personnel policies and procedures address at least the following:		
140a	Recruitment?	Yes
140b	Selection?	Yes
140c	Appointment?	Yes
^^141	The library board has written by-laws that address conflicts of interest issues and nepotism?	Yes
++142. At a minimum, the long-range plan of service includes the following:		
142a	A statement of community needs and goals.	Yes
142b	Measurable objectives and service responses to the community needs and goals.	Yes
142c	An assessment of facilities, services, technology, and operations.	Yes
142d	An ongoing annual evaluation process.	Yes
142e	Financial resources and sustainability.	Yes
142f	Collaboration with other public libraries.	Yes
142g	Collaboration with other community partners.	Yes
++143. At a minimum, the technology plan includes the following:		
143a	Goals and realistic strategy for using telecommunications and information technology.	Yes
143b	A professional development strategy.	Yes
143c	An assessment of telecommunication services, hardware, software, and other services needed.	Yes

143d	An equipment replacement schedule.	Yes
143e	Financial resources and sustainability.	Yes
143f	An ongoing annual evaluation process.	Yes
143g	An automation plan which conforms to national cataloging standards.	Yes
++144	The library complies with provisions of the federal Americans with Disabilities Act to make its digital services available to everyone.	Yes
^^145.	Does the library expend at least 7.5% of its operating fund expenditures for library collections (Minimum)?	No
@145a	The equivalent of 15% of its operating expenditures, (which includes operating, gift and related funds)	
@145b	(Enhanced) The equivalent of 20% of its operating expenditures, (which includes operating, gift and related funds), for library collections	
@145c	(Excellent)	
^^146.	The library provides the following means of communication with the public:	
146a	An answering machine, voicemail, or other similar technology to provide operating hours of the library?	Yes
@146b	An email address or a means of electronic contact for the library listed on the library's website?	Yes
146c	A means to provide copies to the public at each location?	Yes
146d	Technology available to transmit documents	Yes

- electronically or through phone lines, ex. @fax machine?
- ^^147. A website to include:
- 147a Hours of operation, physical address(es) and map for each fixed service location, phone number and an email address? Yes
- 147b Electronic resources provided free of charge to the citizens of Indiana by the State of Indiana, e.g. INSPIRE? Yes
- 147c Public service policies regarding circulation policies, fees, internet use, etc. adopted by the library board? Yes
- 147d The library's online public access catalog? Yes
- 147e A calendar of events and programs which shall be updated at least monthly? Yes
- ^^148. The library lends materials through at least one of the following:
- 148a Statewide reciprocal borrowing program? No
- 148b OCLC Resource Sharing? No
- 148c Evergreen Indiana? No
- 148d Local reciprocal borrowing with at least one other public library district within your county or an adjacent county? Yes
- ^^149. The library participates in the statewide delivery service provided by the Indiana state library with the following frequency from a single fixed location within the library district:
- @149a Class A Library (40,000 population and up) **If N/A is checked, library is not required to answer b, c, and d)** N/A
- 149b 3 days per week (Minimum/Basic)
- 149c 4 days per week (Exceeding/Enhanced)
- 149d 5 days per week (Exceptional/Exemplary)

@149e	Class B Library (10,000 - 39,999 population) If N/A is checked, library is not required to answer f, g or h)	N/A
149f	2 days per week (Minimum/Basic)	
149g	3 days per week (Exceeding/Enhanced)	
149h	4 days per week (Exceptional/Exemplary)	
@149i	Class C Library (up to 9,999 population) (If N/A is checked, library is not required to answer j, k, or l)	Yes
149j	1 days per week (Minimum/Basic)	
149k	2 days per week (Exceeding/Enhanced)	Yes
149l	3 days per week (Exceptional/Exemplary)	
^^150. Adult services		
150a	Provide adult services including programs and reference by a qualified individual holding the appropriate librarian certificate.	Yes
150b	Knowledge of and access to reference materials, including INSPIRE.	Yes
150c	Provide a collection of materials for adults.	Yes
150d	Provide space designated in the library for adult services.	Yes
150e	Enhanced - designate one or more staff to serve at least part-time as an adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.	Yes
150f	Exceptional/Exemplary - designate one full time equivalent staff member designated as an adult	

	services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.	
^^151. Young Adult services		
151a	Provide young adult services including programs and reference by a qualified individual holding the appropriate librarian certificate.	Yes
151b	Knowledge of and access to reference materials, including INSPIRE.	Yes
151c	Provide a collection of materials for young adults.	Yes
151d	Provide space designated in the library for young adult services.	Yes
151e	Enhanced - designate one or more staff to serve at least part-time as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.	
151f	Exceptional/Exemplary - designate one full time equivalent staff member designated as a young adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.	Yes
^^152. Children's services		
152a	Provide children's services including programs and reference by a qualified individual holding the appropriate librarian certificate.	Yes
152b	Provide a collection of materials for children, parents, and caregivers in each fixed location.	Yes

152c	Provide space in each fixed location designated in the library for children's services.	Yes
@152d	Provide an annual summer reading program for a minimum of six weeks at each fixed location.	Yes
152e	Enhanced - designate one or more staff to serve at least part-time as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.	
152f	Exceptional/Exemplary - designate one full time equivalent staff member designated as a children's services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.	Yes

^^@153. Library sponsored programming shall be provided with the following minimum frequency within each library district:

@153a	5 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Minimum/Basic)	Yes
@153b	at least 10 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population served (Exceeding/Enhanced).	
@153c	at least 15 library programs for every 1,000 people served per year, with a minimum of 12 library programs per year regardless of population	Yes

	served (Exceptional/Exemplary). Provide access directly or through the Indiana State Library to large print books, Braille books, audio books, and enhanced media to patrons who are unable to read regular print, because of a visual or a physical disability.	
++154.	An Integrated Library System with an Online Public Access Catalog available on the library's website.	Yes
@155.		Yes
^^156. Technology		
@156a	The library provides public access computers with a minimum Internet connection speed of 1.5 Mbps per fixed service location.	Yes
156b	Public access computers to persons regardless of residency, such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed to the library or violations of library policies.	Yes
156c	The library has a base level of technology consisting of at least one staff computer with office software and operating systems, connected to the internet and a printer.	Yes
	Public access computers shall be connected to the Internet and printers as detailed below:	
@156d	Class A and B Public Library (population from 10,000 on up)	N/A
@156e	1 Public Access Computer connected to the Internet per 2,000 served.	

@156f	Wireless Internet access for patrons in at least one location.	
156g	Class C Public Library (population up to 9,999) 1 Public Access	Yes
@156h	Computer connected to the Internet per 2,000 served or a minimum of 2 whichever is greater.	Yes
Exceeding/Enhanced		
@156i	Class A and B Public Library (population from 10,000 on up) 1 Public Access	N/A
@156j	Computer connected to the Internet per 1,000 served or a minimum of 2 whichever is greater.	
@156k	Wireless Internet access for patrons in at least one location.	
@156l	Scanner for patrons.	
@156m	Class C Public Library 1 Public Access	Yes
@156n	Computer connected to the Internet per 1,000 served or a minimum of 2 whichever is greater.	Yes
@156o	Wireless Internet access for patrons in at least one location.	Yes
@156p	Scanner for patrons	Yes
Exceptional/Exemplary		
@156q	Class A and B Public Library (population from 10,000 on up) 1 Public Access	N/A
@156r	Computer connected to the Internet per 500 served or a minimum of 2 whichever is greater.	
@156s	Wireless Internet access for patrons in all public locations.	
@156t	Scanner for patrons.	
@156u	Class C Public Library 1 Public Access	Yes
@156v	Computer connected to	Yes

	the Internet per 500 served or a minimum of 2 whichever is greater	
@156w	Wireless Internet access for patrons in all public locations	Yes
@156x	Scanner for patrons.	Yes
@^^157	The library purges or marks inactive unused library patron cards at least once every three years, deleting those patrons who have not used the card in the last three years and do not owe materials, fines, or fees to the library.	No
@~~ ++	158. Hours of service are provided to allow the greatest possible access for the community as follows for each public library.	
@158a	Class A Libraries (population 40,000 and up)	N/A
@158b	55 hours per week including, 6 (six) evening hours, and 1 (one) weekend day (Minimum/Basic).	
@158c	60 hours per week, 8 evening hours, and 1 weekend day or 60 hours per week, 6 evening hours, and 2 weekend days.	
@158d	(Exceeding/Enhanced) 65 hours per week, 8 evening hours, 2 weekend days or 65 hours per week, 10 evening hours and 1 weekend day. (Exceptional/Exemplary)	
@158e	Class B Libraries (population 10,000 up to 39,999)	N/A
@158f	40 hours per week including 4 (four) evening hours, and 1 (one) weekend day. (Minimum/Basic)	
@158g	50 hours per week, 4 evening hours, and 1	

	weekend day. (Exceeding/Enhanced) 55 hours per week, 6 evening hours, 2 weekend days or 55 hours per week, 8 evening hours and 1 weekend day. (Exceptional/Exemplary)	
@158h		
@158i	Class C Libraries (population up to 9,999) 24 hours per week including 2 (two) evening hours and 1 (one) weekend day. (Minimum/Basic) 35 hours per week including 2 evening hours, and 1 weekend day. (Exceeding/Enhanced)	Yes
@158j		
@158k		
@158l	40 hours per week including 4 evening hours, and 2 weekend days or 40 hours per week, 6 evening hours and 1 weekend day. (Exceptional/Exemplary)	Yes

Part 14 - Statement of Intent

159	Details for NO; answers in part 13A, Statement of Compliance with Current Standards for Public Libraries.	We purge the records every 4 years.
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Part 15 - Supplement (Mostly new questions)

Please answer with a response as indicated.

160. Library consultants/architects

If you have used the services of a professional consultant or architect in the last 3 years (2007-2009) for any library process, please list:

160a	Company or Consultant Name
160b	Street Address
160c	City
160d	State
160e	Zip Code
160f	Phone Number

- 160g Email Address (If available)
- 160h Web Address (If available)
- 160i Type of consulting service performed
161. Public or Private Foundation Grants Received in 2009 (DO NOT LIST LSTA)
- 161a Amount received
- 161b Funding Organization Name
- 161c Street Address
- 161d State
- 161e Zip Code
- 161f Phone number
- 161g Email Address (If available)
- 161h Web Address (If available)
- 161i Purpose of Grant
162. In-service training
- 162a Did your library provide in-service trainings, resulting in the awarding of library education units (LEUs), to staff? No
- 162b If yes, # of hours of classes provided
- 162c If yes, # of your library's staff receiving in-service
- 162d If yes, did your library host staff from other libraries?
- 162e If yes, did your library close to the public for any in-service training
163. Services to Unemployed Patrons
- 163a Was your library a WorkOne Satellite? No
- 163b Did your library provide any other special services for unemployed patrons? No
- 163c If yes, please list
164. Total Materials Circulation by Media (include all age group materials) DO NOT INCLUDE COMPUTERS, EQUIPMENT OR IN-HOUSE USAGE
- 164a Number of Items Circulated: Audio (include cds, cassettes, and other related) 16917

164b	Number of Items Circulated: Video (include DVDs, video cassettes, and other related)	59618
164c	Number of Items Circulated: Books	67321
164d	Number of Items Circulated: Magazines	3044
164e	Number of items Circulated: Other	n/a
164f	List Categories in "Other"	
164g	Total of 164a - 164e	146,900.00
165. Contracts with towns, townships or other unit of government. Please list each contract separately.		
165a	Contract for service with towns, townships or other unit of government Yes or No. If no, the question is finished.	No
165b	List name of unit of government	
165c	Detail legal and financial terms of service (dollar amount):	
c1	Amount for contract (whether one year or multi-year; list total)	
c2	Amount unit of government pays library per card	
c3	Number of cards unit of government will pay for	
c4	Other terms and dollar amount (Please specify)	
165d	List year(s) current contract covers	
165e	Was the contract written or verbal?	

If you have a written copy of the contract, please send it to the Library Development Office.