

NEW CARLISLE & OLIVE TOWNSHIP PUBLIC LIBRARY

Indiana Public Library Annual Report 2010

CURRENT YEAR

PREVIOUS 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	Stephen Boggs	<i>Stephen Boggs</i>
C*	Library Name	New Carlisle Public Library	<i>New Carlisle Public Library</i>
D*	Street Address	408 S. Bray St.	<i>408 S. Bray St.</i>
E*	Street City	New Carlisle	<i>New Carlisle</i>
F*	State	IN	<i>IN</i>
G*	ZIP+4	46552-0837	<i>46552-0837</i>
H*	Mailing Address	46552-0837	<i>46552-0837</i>
I*	Mailing City	New Carlisle	<i>New Carlisle</i>
J*	State	IN	<i>IN</i>
K*	Mailing ZIP+4	46552-0837	<i>46552-0837</i>
@L*	Phone	(574) 654-3046	<i>(574) 654-3046</i>
@M*	FAX	(574) 654-8260	<i>(574) 654-8260</i>
N*	TDD	no	<i>no</i>
O*	Dial-In Access Number	N/A	<i>N/A</i>
P*	Congressional District #	2	<i>2</i>
@Q*	Public Library E-Mail Address	sboggs@ncpl.lib.in.us	<i>sboggs@ncpl.lib.in.us</i>
@R*	World Wide Web Address	www.ncpl.lib.in.us	<i>www.ncpl.lib.in.us</i>
S*	Time and Day of the Month of Regular Library Board Meetings	3rd tuesday of month	<i>3rd tuesday of month</i>
T*	Does your library have a Friends of the Library Group?	No	<i>No</i>
U*	If yes, has your Friends group received a 501(c)3 designation from the IRS? Yes or No	No	<i>No</i>
V*	Person Preparing Report	Stephen Boggs	<i>Stephen Boggs</i>
W*	Phone	(574) 654-3046	<i>(574) 654-3046</i>
X*	Time zone in which library district headquarters is located.	Eastern Time	<i>Eastern Time</i>
1a.	The year the current central building was built	2002	<i>2002</i>
1b.	Date of most recent structural addition or alteration to current central building	N/A	<i>N/A</i>
2	What is the square footage of the central building?	25,920	<i>25,920</i>

3	Are you currently involved in a new building construction project, an addition to an existing building, or remodeling a building?	No	<i>No</i>
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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	<i>9:00 AM</i>
5b.	Monday Close	8:00 PM	<i>8:00 PM</i>
5c.	Tuesday Open	9:00 AM	<i>9:00 AM</i>
5d.	Tuesday Close	8:00 PM	<i>8:00 PM</i>
5e.	Wednesday Open	9:00 AM	<i>9:00 AM</i>
5f.	Wednesday Close	8:00 PM	<i>8:00 PM</i>
5g.	Thursday Open	9:00 AM	<i>9:00 AM</i>
5h.	Thursday Close	8:00 PM	<i>8:00 PM</i>
5i.	Friday Open	9:00 AM	<i>9:00 AM</i>
5j.	Friday Close	5:00 PM	<i>5:00 PM</i>
5k.	Saturday Open	9:00 AM	<i>9:00 AM</i>
5l.	Saturday Close	5:00 PM	<i>5:00 PM</i>
5m.	Sunday Open	1:00 PM	<i>1:00 PM</i>
5n.	Sunday Close	5:00 PM	<i>5:00 PM</i>
@5	Total Regular Weekly Hours	64	<i>64</i>
5aa.	Number of Weeks Library is Open	42	
5x	Total Public Service Hours per Year PLSC	3,328.00	<i>3,328.00</i>

NEW FOR 2011 ANNUAL REPORT (each branch and bookmobile will be separately reported)

5xa	Total weekly winter hours central library <i>(Choice is reported in 5)</i>	64.00	
5xb	# of weeks for winter hours schedule central library <i>(Choice is Number or N/A)</i>	13	
5xc	Total weekly summer hours central library <i>(Choice is Number or N/A)</i>	832	
5xd	# of weeks for summer hours schedule central library <i>(Choice is Number or N/A)</i>	13	

@6	Total Evenings Open after 6:00 p.m. Each Week	4	<i>4</i>
7	How many Sundays was your library open last year?	40	<i>40</i>

Branch Information

AA	Does your library have a branch? Yes or No	No	<i>No</i>
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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	<i>No</i>
8cc	If Yes, List Name(s) of Branch(es) Closed		

NEW FOR 2011 ANNUAL REPORT QUESTIONS R, S, T AND U (each branch and bookmobile will be separately reported)

reported)

A*	Branch Name	N/A	N/A
B*	Street Address	n/a	n/a
C*	City	n/a	n/a
D*	State	n/a	n/a
E*	Zip+4	n/a	n/a
F*	Mail Address	n/a	n/a
G*	Square Footage	n/a	n/a
H*	Year Built	n/a	n/a
I	Year of Addition or Alteration	n/a	n/a
J*	Phone	N/A	N/A
K*	Fax	N/A	N/A
L*	Total hours open per week	N/A	N/A
@M*	Internet access	No	No
N*	Type of Internet Access	Other	Other
@O*	Speed of Internet Access	n/a	n/a
@P*	Does this branch have a wireless hub?	No	No
Q*	Number of Weeks Branch is Open	N/A	
R	Total weekly winter hours all branches (Choice is answered in L* or N/A)	N/A	
S	# of weeks for winter hours schedule branches (Choice is Number or N/A)	N/A	
T	Total weekly summer hours branches (Choice is Number or N/A)	N/A	
U	# of weeks for summer hours schedule branches (Choice is Number or N/A)	N/A	
8aa	Total Number of Branches	N/A	N/A
8b	Total Annual Hours of Branches	0.00	0.00
BB	Do you have a bookmobile? Yes or No	No	No

NEW FOR 2011 ANNUAL REPORT QUESTIONS M, N, O AND P (each branch and bookmobile will be separately reported)

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	n/a	n/a
C*	City	n/a	n/a
D*	State	n/a	n/a
E*	Zip+4	n/a	n/a
F*	Mail Address	n/a	n/a
G*	Phone	N/A	N/A
H*	Fax	N/A	N/A
I*	Total hours per week	N/A	N/A
J*	Number of Weeks Bookmobile is Open	0	
K*	Internet Access	No	No
L*	Type of Internet Access	Other	Other

M	Total weekly winter hours all bookmobiles (Choice is reported in J* or N/A)	N/A	
N	# of weeks for winter hours schedule bookmobile (Choice is Number or N/A)	N/A	
O	Total weekly summer hours bookmobiles (Choice is Number or N/A)	N/A	
P	# of weeks for summer hours schedule bookmobiles (Choice is Number or N/A)	N/A	
9aa	Total Number of Bookmobiles	N/A	N/A
9b	Total Annual Hours of Bookmobiles	0.00	0.00

Part 2 - Registrations

10a.	Total Number of Individual Resident Registered Borrowers	4,680	4,159
10b.	Total Number of Family/Household Resident Registered Borrowers	0	0
11a.	Total Number of Individual Non-Resident (non-taxed) Registered Borrowers	3,513	3,993
11b.	Total Number of Family/Household Non-Resident (non-taxed) Registered Borrowers	N/A	N/A
12	Total Number of Reciprocal Borrowers	3,513	3,993
12a	Total Number of PLAC Borrowers	0	
13a	Total Number of Non-Resident Cards Issued to Student Borrowers	N/A	N/A
13b	Total Number of Non-Resident Cards Issued to School Employees	0	
13c	Total Number of Non-Resident Cards Issued to Library Employees	0	
@14a	Individual Non-Resident Fee (required by law)	\$199.99	\$199.99
14b	Date Library Board adopted this fee	2009	2009
@15	Most Recent Year Patron File was Weeded	2001	2001
@16	On what time table is Patron File Weeded?	Other	Other

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	St Joseph	St Joseph
17b	Total Assessed Valuation for Library District	\$290,166,392	\$258,551,247
17c	Operating Tax Rate	.2107	.2259
17d	BIRF/Lease Rental Tax Rate	.1435	.1650
17e	LCPF Tax Rate	.00	.0069
17f	Did you roll the LCPF into the operating tax rate?	N/A	
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)	n/a	n/a

18b	Total Assessed Valuation for Library District		N/A
18c	Operating Tax Rate		N/A
18d	BIRF/Lease Rental Tax Rate		N/A
18e	LCPF Tax Rate		N/A
18f	Did you roll the LCPF into the operating tax rate?	No	

19	Total population without contract	3,914	3,914
19a	Total population with contracts	0	0

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY

20a	Political Subdivision Name	New Carlisle-Olive Township	<i>New Carlisle-Olive Township</i>
20b	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	9	9
20c	Population 2000 Census (Units in 20b Only)	3,914	3,914
20d	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	n/a	n/a
20e	Population 2000 Census (Units served by contract in 20d Only)	n/a	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	\$571,496	\$917,785
28b	CAGIT Property Tax Replacement Credit	N/A	N/A
28c	CAGIT Certified Shares	N/A	N/A
28d	CAGIT Special Fund	N/A	N/A
28e	County Option Income Tax (COIT)	\$130,500	\$159,059
28f	Contractual Revenue Received for Service	N/A	N/A
28g	Local Option Income Tax (LOIT)	N/A	N/A
28	Total Local Operating Fund Income	\$701,996	\$1,076,844

State Government Operating Fund Income

29a	Financial Institutions Tax (FIT)	\$840	\$705
29b	License Excise and Commercial Vehicle Excise Tax (CVET)	\$22,078	\$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	\$22,918	\$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	\$10,393	\$8,631
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31b	Interest on Investments	\$1,831	\$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	\$42,843	\$20,493
31f	Source(s)	Copies, fax, e-rate and miscellaneous income.	<i>Copies, fax, erate and misc. income</i>
31	Total Other Operating Fund Income	\$55,067	\$30,222
31d1	Total Public and Private Foundation Grants Income (deposited into any fund)	N/A	N/A
32	TOTAL OPERATING FUND INCOME	\$779,981	\$1,158,878

Part 5 - Expenditure Data

Personal Services

33a	Salaries/Wages of All Library Staff	\$332,426	\$302,301
33b	Employee benefits	\$53,376	\$41,058
33c	Other Personal Services	\$24,696	\$22,478
33	Total Personal Services IN	\$410,498	\$365,837
33x	Total Staff Expenditures PLSC	\$385,802	\$343,359
34	Total Supplies	\$17,459	\$12,643

Other Services and Charges

35a	Professional Services	\$960	\$2,037
35b	Communication and Transportation	\$37,294	\$34,653
35c	Printing and Advertising	\$388	\$159
35d	Insurance	\$7,980	\$8,571
35e	Utility Services	\$54,497	\$54,632
35f	Repairs and Maintenance	\$63,412	\$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)	\$1,070	\$5,311
35	Total Other Services and Charges	\$165,601	\$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	\$24,011	\$6,111
@36e	Books (include Book Lease)	\$59,369	\$29,730
@36f	Periodicals and Newspapers	\$4,204	\$5,599
@36g	Nonprinted Materials, Microforms & AV, not Electronic	\$35,186	\$30,064
@36h	Public Access Physical Electronic/Computer Format (pulled out from Nonprinted Materials and reported separately)	\$0	\$737

@36i	Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format	4,871	
@36x	Print Materials Expenditures PLSC	\$63,573	\$35,329
@36xx	Electronic Materials Expenditures PLSC	\$4,871	\$737
@36xxx	Other Materials Expenditures PLSC	\$35,186	\$30,064
@36xxxx	Total Collection Expenditures PLSC	\$103,630	\$66,130
36	Total Capital Outlays - Operating Fund	\$122,770	\$72,241
36.5	Other Operating Expenditures PLSC	\$207,071	\$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	Public Access Physical Electronic/Computer Format (pulled out from Nonprinted Materials and reported separately)	N/A	N/A
@36.1e	Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format	N/A	
37	TOTAL OPERATING FUND EXPENDITURES IN	\$716,328	\$589,642
37a	Operating Expenditures per Capita	\$183.02	
37x	Total Operating Expenditures PLSC Other Specific/Special Expenditures (May Include Operating Fund)	\$696,503	\$567,164
Capital Fund Expenditures (<u>NOT</u> Operating Fund Expenditures)			
38a	Total Capital Fund Expenditures	\$0	\$19,064

Part 6 - Capital Revenue

39a	Local government capital revenue	\$0	\$38,450
39b	State government capital revenue	\$0	\$2,537
39c	Federal government capital revenue	N/A	N/A
39d	Other capital revenue	N/A	N/A
39	Total capital revenue	\$0	\$40,987

Part 7 - Employment Data

40a	Total Number of ALL Librarians with an ALA-MLS	0.00	0.00
40b	Total Hours Paid Per Week For ALL ALA-MLS Librarians	0	0
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	150	150
41c	FTE for ALL Librarians	3.75	3.75

42a	Total Number of ALL OTHER PAID STAFF	13.00	13.00
42b	Total Hours Paid Per Week For ALL OTHER PAID STAFF	325	325
42c	FTE for ALL OTHER PAID STAFF	8.13	8.13
43a	Total Number of ALL PAID STAFF	17.00	17.00
43b	Total Hours Paid per week for ALL PAID STAFF	475.00	475.00
43c	FTE for ALL PAID STAFF	11.88	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
45b	Received From Other Libraries	486	631

Annual Local Library Service

@46a	# Children's Programs in Library	116	273
@46aa	# Children's Programs Outside Library (outreach)	70	76
@46aaa	Total # of Children's programs	186	349
@46ab	# of Children's Summer Reading Programs (in library and outreach)	186	
@46b	# Young Adult Programs in Library	37	39
@46bb	# Young Adult Programs Outside Library (outreach)	50	5
@46bc	# Young Adult Summer Reading Programs (in library and Outreach)	37	
@46c	# Adult Programs in Library (18+)	768	430
@46cc	# Adult Programs Outside Library (18+) (outreach)	187	6
@46cd	Adult Summer Reading Programs (in library and outreach)	768	
@46d	# General Programs in Library (All age groups)	921	0
@46dd	# General Programs outside Library (ALL AGE GROUPS) (outreach)	257	0
@46de	# Family Summer Reading Programs (in library and outreach)	N/A	
@46	Total # of Programs	2,406	829
46.11	Did the Library Offer a 6 Week Summer Reading Program for Children at Each Fixed Location?	Yes	Yes
46.a1	# of Non-Library Sponsored Programs/meetings/events	473	723
47a	Children's Program Attendance in library	2,179	3,005
47aa	Children's Program Attendance outside library (outreach)	2,857	1,680
47aaa	Total Children's Program Attendance	5,036	4,685
47ab	Children's Summer Reading Program Attendance (in library and outreach)	5,036	

47b	Young Adult Program Attendance in library	664	281
47bb	Young Adult Program Attendance outside library (outreach)	0	125
47bc	Young Adult Summer Reading Program Attendance (in library and outreach)	664	
47c	Adult Program Attendance in library (18+)	9,036	0
47cc	Adult Program Attendance outside library (outreach) (18+)	5,535	230
47cd	Adult Summer Reading Program Attendance (in library and Outreach)	14,571	
47d	General Program Attendance in library (All age groups)	11,897	8,768
47dd	General Program Attendance outside library (outreach) (All age groups)	8,392	1,132
47de	Family Summer Reading Program Attendance (in library and outreach)	N/A	
47	Total Program Attendance	40,560	15,221
47.a1	Total Non-Library Sponsored Programs/meetings/events Attendance	473	10,343
48	Total Visits In Library Per Year (Multiply typical week count by 52, if you don't have annual figure)	100,029	28,000
@49	Total Reference Transactions Per year (Multiply typical week count by 52, if you don't have annual figure)	71,240	48,984
Electronic Services			
50a	# Local Licensed Databases (source of access)	8	8
50b	# State Licensed Databases (source of access)	58	43
50c	# Other Licensed Databases (source of access)	0	0
50d	Total Licensed Databases	66	
Database Usage Measure			
50e	# Searches of Databases to which the Library Subscribes or N/A	0	0
50ee	# Sessions of Databases to which the Library Subscribes or N/A	N/A	
50f	Name(s) of Public Use Databases to which the Library Subscribes or N/A	World Book Online Chilton Online Gale Legal Forms Ancestry.com Consumer Reports SIRS NovelList	<i>World Book, Chilton, Sirs, Thompson Legal Forms, Reader's Advisor, Ancestry.com, Consumer Reports, Netlibrary</i>
50g	Subject(s) of Public Use Databases which the Library Both Produced and Owns or N/A	see note	n/a
51a	Users of Public Internet Computers per Year (Multiply typical week count by 52, if you don't have annual figure)	19,331	35,313
51a1	Users of Wireless Internet Connections in Building (or Outside) per Year	N/A	
51b	# of Hours Public Internet Computers Used per Year	12640	21163

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

51c	Total # of Page Views on All Web Pages in the Library's Domain AND/OR	4253	1986
51d	Total # of Page Views on the Library's Home Page AND/OR	1986	n/a
51e	Total # of Hits or Page Views 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)	Fiber Optic	Other
52c	Specify Other		3 t1 connections
@52d	Speed of Internet Access	10mb	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	1
@53aaa	Number of Scanners for the General Public System-wide	2	2
@53b	Number of Computer Terminals Used by Staff with Office Software and Connected to the Internet System-wide	10	10
@53bb	Is there a Printer for Staff Computer Use?	Yes	Yes
@54a	Is there a Wireless Hub in the Central Building?	Yes	Yes
54b	Voice over IP?	No	No
Library System Bookkeeping and Circulation			
55a	Does Your Library Have an Automated Bookkeeping System?	Yes	Yes
55b	Name of System	LAP	LAP
@56a	Does Your Library Use an integrated Library System?	Yes	Yes
56b	Name of System	Destiny by Follett	Destiny by Follett
56c	Is the Library Catalog Online?	Yes	Yes

Part 9 - Circulation and Holdings

Circulation

57a	TOTAL Circulation of All Materials	134,973	146,900
57b	Circulation of All Children's (0-14 years) Materials	23,049	25,898
57c	Total In-house Usage of Materials	1,575	1575
57d	Did Your Library Circulate Laptops?	Yes	Yes
57e	Number of Annual Circulations of Laptops	228	670
57f	Did Your Library Circulate Kindles, Playaways, MP3s or Other Book Reading or Music Playing Devices	Yes	Yes

57g	Number of Annual Circulations of Book Reading or Music Playing Devices	231	143
57h	Did Your Library Circulate Other Equipment?	Yes	Yes
57i	Number of Annual Circulations of Other Equipment	2,211	50
Selected Holdings			
58a	Books	44,558	45,846
58b	Bound Serials	0	0
58c	Video Materials - Physical Units	10,605	9,719
58cc	Video Materials - Downloadable Titles	0	
58d	Audio Materials - Physical Units	6,583	6,430
58dd	Audio Materials - Downloadable Titles	0	
58e	Electronic Format	N/A	N/A
58f	Electronic books (E-books)	0	150
58.1	Print Materials PLSC	44,558	45,846
58g	Current Serial Subscriptions	120	155

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	Secretary	Secretary
59b	First Name	Tom	Tom
59c	Middle Initial/Name	n/a	n/a
59d	Last Name	Pietrzak	Pietrzak
59e	Home address	501 S. Bray St.	501 S. Bray St.
59f	City	New Carlisle	New Carlisle
59g	Zip Code	46552	46552
59h	E-mail address	tom@pietrzaks.com	tom@pietrzaks.com
59i	Appointing Authority	School Board	School Board
59j	Date Term Expires	12/31/2010	12/31/2010
59k	Number of Consecutive Terms	2	2
59l	Date Initially Appointed	01/01/2002	01/01/2002
59a	Position	Vice President	Vice President
59b	First Name	Nancy	Nancy
59c	Middle Initial/Name		
59d	Last Name	Niespodziany	Niespodziany
59e	Home address	29401 Johnson Rd.	29401 Johnson Rd.
59f	City	North Liberty	North Liberty
59g	Zip Code	46554	46554
59h	E-mail address	nniespodziany@npusc.k12.in.us	nniespodziany@npusc.k12.in.us
59i	Appointing Authority	County Council	County Council
59j	Date Term Expires	12/31/2013	12/31/2009
59k	Number of Consecutive Terms	1	1
59l	Date Initially Appointed	01/01/2006	01/01/2006
59a	Position	Treasurer	Treasurer
59b	First Name	Wendy	Wendy

59c	Middle Initial/Name		
59d	Last Name	Glon	<i>Glon</i>
59e	Home address	57417 Tulip Rd.	<i>57417 Tulip Rd.</i>
59f	City	New Carlisle	<i>New Carlisle</i>
59g	Zip Code	46552	<i>46552</i>
59h	E-mail address	wendyglon@embarqmail.com	<i>wendyglon@embarqmail.com</i>
59i	Appointing Authority	School Board	<i>School Board</i>
59j	Date Term Expires	12/31/2011	<i>12/31/2011</i>
59k	Number of Consecutive Terms	4	<i>4</i>
59l	Date Initially Appointed	01/01/1996	<i>01/01/1996</i>
59a	Position	President	<i>President</i>
59b	First Name	Lori	<i>Lori</i>
59c	Middle Initial/Name		
59d	Last Name	Kimmel	<i>Kimmel</i>
59e	Home address	52510 N. Timothy Rd.	<i>52510 N. Timothy Rd.</i>
59f	City	New Carlisle	<i>New Carlisle</i>
59g	Zip Code	46552	<i>46552</i>
59h	E-mail address	lakimmel@earthlink.net	<i>lakimmel@earthlink.net</i>
59i	Appointing Authority	School Board	<i>School Board</i>
59j	Date Term Expires	12/31/2010	<i>12/31/2010</i>
59k	Number of Consecutive Terms	1	<i>1</i>
59l	Date Initially Appointed	01/10/2007	<i>01/10/2007</i>
59a	Position	Member	<i>Member</i>
59b	First Name	Scott	<i>Scott</i>
59c	Middle Initial/Name		
59d	Last Name	Squires	<i>Squires</i>
59e	Home address	630 W. Elm St., Box 322	<i>630 W. Elm St., Box 322</i>
59f	City	New Carlisle	<i>New Carlisle</i>
59g	Zip Code	46552	<i>46552</i>
59h	E-mail address	scotsquires@gmail.com	<i>scotsquires@gmail.com</i>
59i	Appointing Authority	County Commissioners	<i>County Commissioners</i>
59j	Date Term Expires	12/31/2011	<i>12/31/2011</i>
59k	Number of Consecutive Terms	1	<i>1</i>
59l	Date Initially Appointed	04/05/2008	<i>04/05/2008</i>
59a	Position	Member	<i>Member</i>
59b	First Name	Carolyn	<i>Angel</i>
59c	Middle Initial/Name		
59d	Last Name	Higgins	<i>Ness</i>
59e	Home address	107 S. Cherry St., Box 846	<i>221 W. Michigan St., Box 433</i>
59f	City	New Carlisle	<i>New Carlisle</i>
59g	Zip Code	46552	<i>46552</i>
59h	E-mail address	chiggins107@earthlink.net	<i>aness@championchair.com</i>
59i	Appointing Authority	Town Board	<i>Town Board</i>
59j	Date Term Expires	12/31/2013	<i>12/31/2009</i>
59k	Number of Consecutive Terms	1	<i>1</i>
59l	Date Initially Appointed	1/1/2010	<i>01/17/2006</i>
59a	Position	Member	<i>Member</i>
59b	First Name	Michael	<i>Michael</i>

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

Part 11 - Salary Section

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

Director			
74a	Director's Annual Salary	\$61,138	<i>\$58,231</i>
74b	Does the director have a contract?	No	<i>No</i>
74c	Director's Certification Level	lc4	<i>LC 4</i>
75	Job Title	Assistant/Associate Director	<i>Assistant/Associate Director</i>
75a	Also indicate certification level for each position (not person)	LC 5	<i>LC 5</i>
75b	Minimum Hourly Rate	\$20.96	<i>\$19.96</i>
75c	Maximum Hourly Rate	\$20.96	<i>\$19.96</i>
75	Job Title	Department Head, Manager or Supervisor	<i>@Children's Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 5	<i>LC 5</i>
75b	Minimum Hourly Rate	\$10.00	<i>\$15.34</i>
75c	Maximum Hourly Rate	\$12.77	<i>\$15.34</i>
75	Job Title	@Children's Librarian	<i>Library Assistant</i>
75a	Also indicate certification level for each position (not person)	LC 5	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$10.00	<i>\$12.16</i>
75c	Maximum Hourly Rate	\$16.11	<i>\$12.16</i>
75	Job Title	Automation/Network/System Manager	<i>Clerical or Aide</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$28.94	<i>\$7.25</i>
75c	Maximum Hourly Rate	\$35.00	<i>\$9.07</i>
75	Job Title	Clerical or Aide	<i>Maintenance, Custodian, Janitor, Housekeeper</i>
75a	Also indicate certification level for each position (not person)	LC 5	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$7.25	<i>\$14.09</i>
75c	Maximum Hourly Rate	\$9.52	<i>\$14.09</i>
75	Job Title	Security	<i>Circulation Librarian</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>LC 5</i>

75b	Minimum Hourly Rate	\$10.00	\$12.16
75c	Maximum Hourly Rate	\$10.00	\$12.16
75	Job Title	Page, Intern or Student Assistant	
75a	Also indicate certification level for each position (not person)	Not Applicable	
75b	Minimum Hourly Rate	\$7.25	
75c	Maximum Hourly Rate	\$7.81	
75	Job Title	Maintenance, Custodian, Janitor, Housekeeper	
75a	Also indicate certification level for each position (not person)	Not Applicable	
75b	Minimum Hourly Rate	\$7.25	
75c	Maximum Hourly Rate	\$14.79	
Job Titles not listed above			
100	Job Title	n/a	<i>System Administrator</i>
100a	Also indicate certification level for each position (not person)	<i>Not Applicable</i>	
100b	Minimum Hourly Rate		\$27.56
100c	Maximum Hourly Rate		\$27.56
Employee Fringe Benefit Information			
101	Benefit	PERF	<i>PERF</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Health Insurance	<i>Health Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Paid time off for continuing education	<i>Life Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
Other			
109a	Other Benefit (specify)	aflac	
109b	Full Time Employees	Yes	
109c	Part Time Employees	No	
Paid Days Off per Year			
Number of Vacation Days			
111a	Full Time Librarian	25	25
111b	Part Time Librarian	n/a	<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	<i>n/a</i>
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	1.5	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	6	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	2.5	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	N/A
132b	45 hours a week, 2 evenings and 1 weekend day?	Yes	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
**++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 New 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	Yes
^^139	With the advice and recommendations of the library director, has the library board adopted the proposed library budget?	Yes	Yes
++140. Written personnel policies and procedures address at least the following:			
140a	Recruitment?	Yes	Yes
140b	Selection?	Yes	Yes
140c	Appointment?	Yes	Yes
^^141	The library board has written by-laws that address conflicts of interest issues and nepotism?	Yes	Yes
++142. At a minimum, the long-range plan of service includes the following:			
142a	A statement of community needs and goals.	Yes	Yes
142b	Measurable objectives and service responses to the community needs and goals.	Yes	Yes
142c	An assessment of facilities, services, technology, and operations.	Yes	Yes
142d	An ongoing annual evaluation process.	Yes	Yes
142e	Financial resources and sustainability.	Yes	Yes

142f	Collaboration with other public libraries.	Yes	<i>Yes</i>
142g	Collaboration with other community partners.	Yes	<i>Yes</i>
++143. At a minimum, the technology plan includes the following:			
143a	Goals and realistic strategy for using telecommunications and information technology.	Yes	<i>Yes</i>
143b	A professional development strategy.	Yes	<i>Yes</i>
143c	An assessment of telecommunication services, hardware, software, and other services needed.	Yes	<i>Yes</i>
143d	An equipment replacement schedule.	Yes	<i>Yes</i>
143e	Financial resources and sustainability.	Yes	<i>Yes</i>
143f	An ongoing annual evaluation process.	Yes	<i>Yes</i>
143g	An automation plan which conforms to national cataloging standards.	Yes	<i>Yes</i>
++144	The library complies with provisions of the federal Americans with Disabilities Act to make its digital services available to everyone.	Yes	<i>Yes</i>
^^145. Does the library expend at least			
@145a	7.5% of its operating fund expenditures for library collections (Minimum)?	Yes	<i>No</i>
@145b	The equivalent of 15% of its operating expenditures, (which includes operating, gift and related funds) (Enhanced)		
@145c	The equivalent of 20% of its operating expenditures, (which includes operating, gift and related funds), for library collections (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	<i>Yes</i>
@146b	An email address or a means of electronic contact for the library listed on the library's website?	Yes	<i>Yes</i>
146c	A means to provide copies to the public at each location?	Yes	<i>Yes</i>
146d	Technology available to transmit documents electronically or through phone lines, ex. @fax machine?	Yes	<i>Yes</i>
^^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	<i>Yes</i>
147b	Electronic resources provided free of charge to the citizens of Indiana by the State of Indiana, e.g. INSPIRE?	Yes	<i>Yes</i>
147c	Public service policies regarding circulation policies, fees, internet use, etc. adopted by the library board?	Yes	<i>Yes</i>
147d	The library's online public access catalog?	Yes	<i>Yes</i>

147e A calendar of events and programs which shall be updated at least monthly? Yes Yes

^^148. The library lends materials through at least one of the following:

148a Statewide reciprocal borrowing program? No No

148b OCLC Resource Sharing? No No

148c Evergreen Indiana? No No

148d Local reciprocal borrowing with at least one other public library district within your county or an adjacent county? Yes 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 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 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 Yes

149j 1 days per week (Minimum/Basic) Yes

149k 2 days per week (Exceeding/Enhanced) Yes Yes

149l 3 days per week (Exceptional/Exemplary) N/A

^^150. Adult services

150a Provide adult services including programs and reference by a qualified individual holding the appropriate librarian certificate. Yes Yes

150b Knowledge of and access to reference materials, including INSPIRE. Yes Yes

150c Provide a collection of materials for adults. Yes Yes

150d Provide space designated in the library for adult services. Yes 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 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. N/A

^^151. Young Adult services

151a	Provide young adult services including programs and reference by a qualified individual holding the appropriate librarian certificate.	Yes	Yes
151b	Knowledge of and access to reference materials, including INSPIRE.	Yes	Yes
151c	Provide a collection of materials for young adults.	Yes	Yes
151d	Provide space designated in the library for young adult services.	Yes	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.	Yes	
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	Yes

^^152. Children's services

152a	Provide children's services including programs and reference by a qualified individual holding the appropriate librarian certificate.	Yes	Yes
152b	Provide a collection of materials for children, parents, and caregivers in each fixed location.	Yes	Yes
152c	Provide space in each fixed location designated in the library for children's services.	Yes	Yes
@152d	Provide an annual summer reading program for a minimum of six weeks at each fixed location.	Yes	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.	N/A	
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	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	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).	Yes	

@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 served (Exceptional/Exemplary).	Yes	Yes
++154.	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.	Yes	Yes
@155.	An Integrated Library System with an Online Public Access Catalog available on the library's website.	Yes	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	Yes
156b	The library provides public access computers to all persons regardless of residency, so long as 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	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	Yes

Public access computers shall be connected to the Internet and printers as detailed below:

Minimum/Basic

@156d	Class A and B Public Library (population from 10,000 on up)	N/A	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)	Yes	Yes
@156h	1 Public Access Computer connected to the Internet per 2,000 served or a minimum of 2 whichever is greater.	Yes	Yes

Exceeding/Enhanced

@156i	Class A and B Public Library (population from 10,000 on up)	N/A	N/A
@156j	1 Public Access 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	Yes	Yes
@156n	1 Public Access Computer connected to the Internet per 1,000 served or a minimum of 2 whichever is greater.	Yes	Yes
@156o	Wireless Internet access for patrons in at least one location.	Yes	Yes
@156p	Scanner for patrons	Yes	Yes
Exceptional/Exemplary			
@156q	Class A and B Public Library (population from 10,000 on up)	N/A	N/A
@156r	1 Public Access 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	Yes	Yes
@156v	1 Public Access Computer connected to the Internet per 500 served or a minimum of 2 whichever is greater	Yes	Yes
@156w	Wireless Internet access for patrons in all public locations	Yes	Yes
@156x	Scanner for patrons.	Yes	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.	Yes	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	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. (Exceeding/Enhanced)		
@158d	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	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)		

@158h	55 hours per week, 6 evening hours, 2 weekend days or 55 hours per week, 8 evening hours and 1 weekend day. (Exceptional/Exemplary)		
@158i	Class C Libraries (population up to 9,999)	Yes	Yes
@158j	20 hours per week including 2 (two) evening hours and 1 (one) weekend day. (Minimum/Basic)		
@158k	30 hours per week including 2 evening hours, and 1 weekend day. (Exceeding/Enhanced)		
@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	Yes

Part 14 - Statement of Intent

159	Details for NO answers in part 13A, Statement of Compliance with Current Standards for Public Libraries.	Not applicable to our facility.	<i>Response has been entered</i>
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Part 15 - Supplement (Mostly new questions)

Please answer with a response as indicated.

2010 Questions

160	How much money did your library receive from the sale of non-resident cards in 2010?	\$0
-----	--	-----

Historic Newspapers

161	Does your library make available to patrons historic newspapers (pre-1923) from Indiana locations?	No
-----	--	----

162. In what format are these newspapers available?

162a	Paper	No
162b	Microform (microfilm or microfiche)	No
162c	Digital	No
162d	Combination	No

163	Do you have silver negatives of these newspapers	No
-----	--	----

164	Are you considering digitizing any newspapers in your collection	Yes
-----	--	-----

165a	Public Use Computer Database Licensing, Maintenance and Purchase Fees (do NOT include staff use databases) (total expenditures from all funds, including Operating, Gift, Grant, Foundation, etc.)	\$4,870
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165b	Computers for Public Access (do NOT include Staff, OPAC or ILS) (total expenditures from all funds, including, Grant, Operating, Gift, Foundation, LCPF, LIRF, etc.)	\$37
------	--	------