

~~NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
NEW TRUSTEE ORIENTATION INFORMATION
14 January 2013~~

I. TRUSTEE APPOINTMENT

- A. To be eligible Trustees must have lived in the tax district for a period of not less than two years.
- B. There are currently five appointing authorities to the Library Board who appoint the seven members
 - 1. School Board 3 appointments
 - 2. Township Trustee 1 appointment
 - 3. Town Board 1 appointment
 - 4. County Council 1 appointment
 - 5. County Commissioners 1 appointment
- C. Unless an appointee is fulfilling an unexpired term, terms are for a period of no less than four years. Trustees may be reappointed up to four times. After a Trustee has served four full terms, s/he must wait four years before being appointed again to the Library Board.
- D. Trustees may resign from the Board by submitting a signed letter of resignation to either the Secretary or the Library Director.
- E. If a member misses more than six consecutive meetings, without reason, the Secretary is to contact the appropriate appointing authority and inform them of the vacancy.
- F. Except for mileage costs incurred for official library business, Trustees shall serve without compensation.

II. OFFICERS AND COMMITTEES

- A. Of the seven members, four are elected at the December meeting to serve as officers of the Board. These are:
 - President
 - Vice-President
 - Secretary
 - Treasurer

B. Responsibilities of the President:

1. Responsible for presiding over each meeting and conduct the meetings with order
2. Has the authority to execute whatever decisions that are passed by the voting body.
3. Appoints all committees for the term of his/her office, and instructs them in the duties they are expected to perform.
4. Can call any special meeting that s/he finds necessary.

C. Responsibilities of the Vice-President:

1. Shall fill the office of the presidency in the case of vacancy of that office or absence from any meeting.

D. Responsibilities of the Treasurer:

1. Responsible for all money and securities fo the library in accordance with the provisions of the Public Depository Act and shall disburse funds of the library as authorized by the Board.

E. Responsibilities of the Secretary:

1. Maintain accurate minutes of all meetings.
2. Write all correspondence as requested by the President.

F. Committees

1. Committees for the study and investigation of specific problems may be appointed by the President Such committees shall serve until the completion of the work for which it was appointed.
2. Standing committees shall be appointed at the regular January meeting of the Board. Their duties are as follows:
 - a. Building and Maintenance: composed of two board members. Has general supervision of all matters pertaining to the care of the building and grounds.
 - b. Budget and Finance Committee: composed of the Treasurer and

two additional members. Prepares, in cooperation with the Director and the bookkeeper, the annual budget of expenditures, and recommend to the board at its July meeting the rate of taxation that will be necessary to maintain the library and its program.

- c. Review Committee: composed of three members. Has the duty of hearing complaints regarding the selection and withdrawal of Library materials and shall make a recommendation to the board.

III. MEETINGS

- A. All regular business meetings are held on the Third Tuesday of every month at 7:00 p.m. (Local Time) at the library. When necessary, exceptions can be made to this schedule.

- B. The common order of business is as follows:

CALL TO ORDER
ROLL CALL
APPROVAL OF MINUTES
TREASURER'S REPORT
PUBLIC COMMENTS
CHILDREN'S DEPARTMENT REPORT
PROGRAM COORDINATOR'S REPORT
TECHNOLOGY COORDINATOR'S REPORT
REFERENCE DEPARTMENT REPORT
LONG RANGE PLAN
TECHNOLOGY PLAN
DIRECTOR'S REPORT
UNFINISHED BUSINESS
NEW BUSINESS
OTHER BUSINESS
PAYMENT OF CLAIMS
ADJOURNMENT

We have recently updated the agenda with the use of a Consent Agenda which places department reports toward the bottom of the printed agenda and generally do not require discussion.

- C. Special meetings can be called by the President when necessary.
- D. Executive sessions (meetings where the public are not allowed to attend) can only be held for certain and very specific reasons. Executive Sessions cannot result in a

final decision and must comply with the notice and memorandum sections of the Indiana Open Door Law. The only Executive Sessions we have are generally for the Director's Evaluation.

- E. Information regarding each monthly business meeting is generally sent to Trustees no later than 48 hours prior to the scheduled meeting. This packet generally contains: minutes from the previous meetings, the agenda for the upcoming meeting and other relevant information.

IV. LIBRARY REVENUE

- A. The library receives its money from the following sources:
 - 1. Property taxes levied upon each of \$100 of assessed valuation. This provides a majority of the library's operating income.
 - 2. Bank and Financial Institutions Taxes
 - 3. Fines and fees and other library generated income.
 - 4. County Option Income Tax

V. LIBRARY GOVERNANCE

- A. The Board of Trustees are the legal officers of the New Carlisle - Olive Township Public Library. The Library Board is the library's governing body. The Library, though, must abide by all state and federal laws governing tax supported institutions.
- B. There is no state agency which tells us which books, magazines, or other materials to purchase. Library materials are selected by reviews in any one of the six review sources available, online sources, patron requests and by individual booksellers who visit the library.
- C. The Library is audited every two years by a Field Examiner from the State Board of Accounts. During the audit the Examiner will perform various tests to see if funds are being properly disbursed and accounted for.

VI. JOB DESCRIPTION FOR TRUSTEES

- A. Boards of trustees are corporate political bodies, appointed or elected to administer the affairs of a public library. The trustee is not an advisor, but a governor; not a controller, but a guardian. (*The Library Trustee and the Public Librarian: Partners in Service, 1992*)

1. Employ a competent and qualified librarian.
2. Determine and adopt written policies to govern the operation and program of the library.
3. Determine the purpose of the library and secure adequate funds to carry on the library's program.
4. Know the program and needs of the library in relation to the community: keep abreast of standards and library trends; plan and carry out the library program.
5. Establish, support, and participate in a planned public relations program.
6. Assist in the preparation of the annual budget.
7. Know local and state laws; actively support library legislation of the state and nation.
8. Establish among the library policies those dealing with book and material selection.
9. Attend all board meetings and see that accurate records are kept on file at the library.
10. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Be aware of the services of the state library. Report regularly to the governing officials and the general public.

VII. LIBRARY FUNDS.

A. Operating Fund

1. Money comes from property taxes, CAGIT, license excise, financial institutions tax, COIT, fines and fees, etc.
 - a. As per the above illustration above approximately 85% of the library's operating revenue taxes comes from taxes on real property.
 - (1) Funds in the Operating Funds pays for personnel, insurance,

utilities, books, etc.

B. LIBRARY IMPROVEMENT RESERVE FUND (LIRF)

1. Money comes into this fund as a transfer at the end of the year from the Operating Fund. No direct tax rates go to support this fund.
2. Used for major capital expenses i.e. computers etc. No books may be purchased from this fund.

C. GIFT FUND

1. Money received as gifts or memorials
2. If given as a special purpose it must be spent according to that purpose. Otherwise it may be spent as the Trustees decide.

D. BOND AND INTEREST REDEMPTION FUND (BIRF)

1. Money comes from property taxes, license excise etc.
2. Is used to pay off bonds as they mature.

E. RAINY DAY FUND

1. If the Trustees wish, they can declare a portion of available funds (up to 10% of the library's annual budget) into this fund.
2. The State or County auditor may also have special distributions that will be deposited into the Rainy Day Fund.

F. ANNUAL BUDGET

1. The Director and Assistant Director are responsible for initial formulation of the library's budget.
2. At a special meeting, generally in June or early July, the Director meet with the Budget committee for additional work on the budget.
3. The budget must be advertised two times in two papers before any final action can be taken by the board.
4. No money may be disbursed without an appropriation (authority to spend).

5. Funds may be transferred within and between budget classifications as necessary during any budget year.
6. The library's operating budget is not to be regarded as a savings account. The taxpayers allow the library this money to perform the necessary services they require throughout the year.
7. Four budget classifications are used:
 - a. Personal Services – direct labor services
 - b. Supplies – Office supplies
 - c. Other Services and Charges – Utilities etc.
 - d. Capital Outlays – books etc.

VIII. STAFFING

- A. The Board of Trustees are held responsible to employ an adequately qualified Library Director.
- B. It is the job of the Director to employ subordinate staff members.
- C. New staff members are screened by either application or resume and then interviewed.
- D. When hired, new employees receive a training manual which describes for them their duties, general library policies and a map of the library.

IX. PUBLIC RELATIONS BY THE LIBRARY BOARD OF TRUSTEES

- A. *“You should not cling to a false modesty that makes you shy away from any mention of your name in connection with the library. Reticence on that score is easily interpreted as embarrassment or shame. Are we not we proud of our library? Don't we think we have a fantastic creation in our midst? Stand up tall and be proud of the institution you represent. Be proud of yourself for giving it the guidance and governance it requires. Be anxious to tell people you are on the library board.... Tell them what you do. Tell them why and how you do it and what it means to them.... [Trustees] can help make other agencies in the community aware of the tremendous input the public library has in the health of that community. It makes sense to raise the visibility of the board on all the appropriate occasions so that public awareness of the library becomes much more broadly based.” (The Library Trustee and the Public Librarian)*

X. LIBRARY MATERIALS

- A. Materials are selected by using publisher's mailings, review magazines and by patron requests.
- B. If a certain book or other item is not available through our general book jobber we can go to the individual publisher to see if the title is still obtainable. If not we follow through with Inter-Library Loan.
- C. Materials are inventoried every three years. If the title is not on the shelf after a period of six months the title/s is considered lost.
- D. If a patron considers a piece of literature of other material to be in bad taste they are requested to complete a PATRON REQUEST FOR RECONSIDERATION OF MATERIALS form. This asks the patron what exactly they found to be offensive. It is the job of the Library Director and Trustees to ensure that is no title is ever pulled from the shelf without due process. Censor is a top that will be discussed at a later time.
- E. Inter-Library Loan is also available to our patrons at no cost. A simple form is completed at the front desk and the material/s is/are ordered from another library. Many titles are lent from libraries outside of Indiana.

XI. PATRONS

- A. Our legal service area includes the Town of New and Olive Township. Patrons living within this area are able to use this facility at no charge.
- B. We are extended privileges to patrons residing in LaPorte County through a reciprocal borrowing agreement. Reciprocal agreements have also been signed with the Mishawaka Penn Public Library.
- C. New Carlisle patrons may also have access to almost all libraries in the State of Indiana with the Public Library Access Card. This card costs approximately \$30 and entitles the holder to materials at most libraries in Indiana.
- D. Patrons living out of the state are charged a fee of \$150 for a card.
- E. Patrons who have materials for more than three months are then turned over to a credit bureau for collection of fines.

XII. OTHER SERVICES

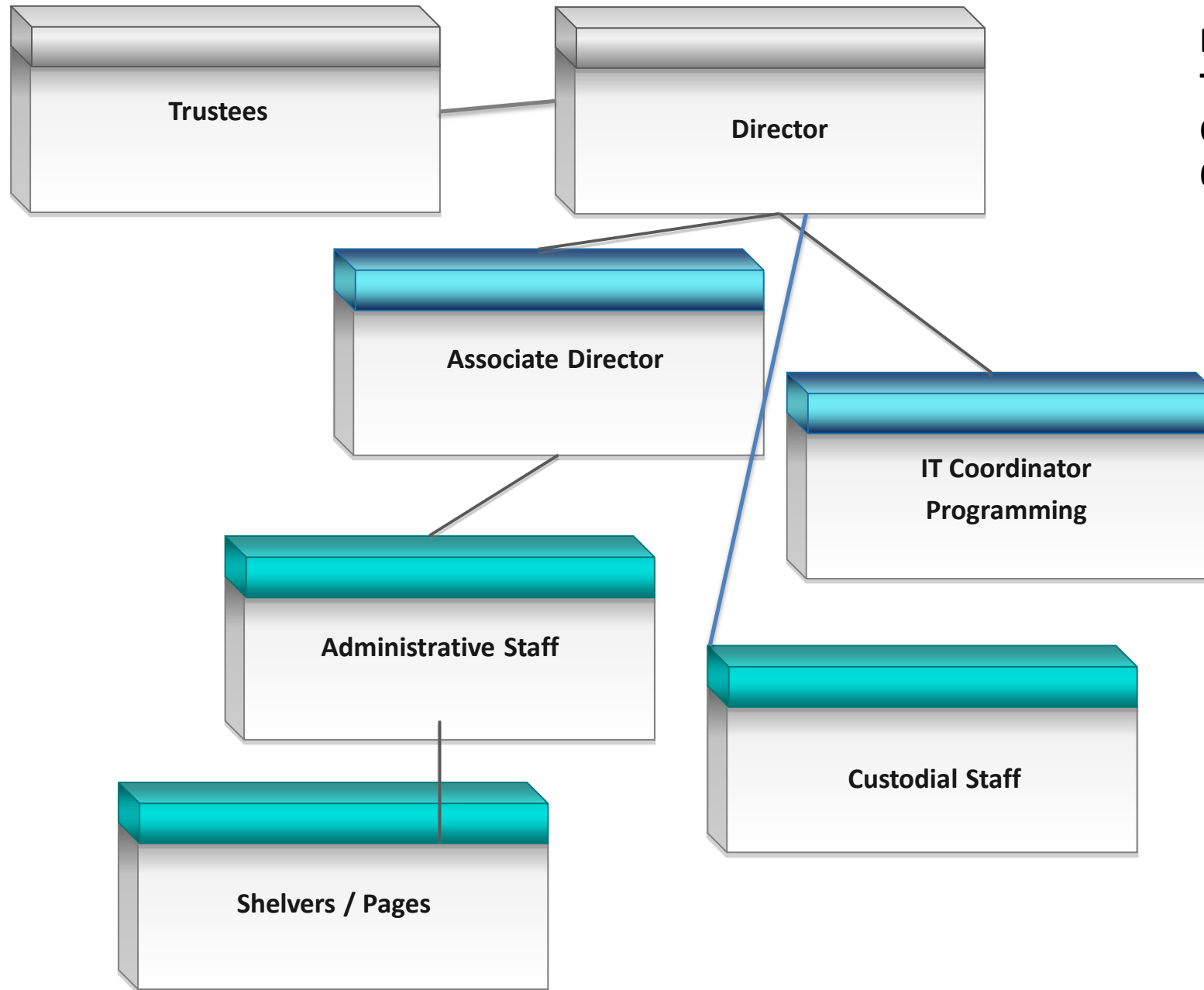
- A. Photocopying. 15 cents for black and white / \$1.00 for color

- B. Fax service
- C. Transparencies
- D. Summer Reading Program
- E. Storyhours
- F. Booktalks

XIII. BENEFITS TO TRUSTEES

- A. Knowledge that you are helping shape the library for tomorrow.
- B. Free photocopies, no fines.
- C. Mileage, meals etc., when authorized, to library related meetings.

**New Carlisle – Olive
Township Public Library
ORGANIZATIONAL CHART
6 February, 2013**



BYLAWS OF THE
NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY

Revised: December 2012

ARTICLE I : ORGANIZATION

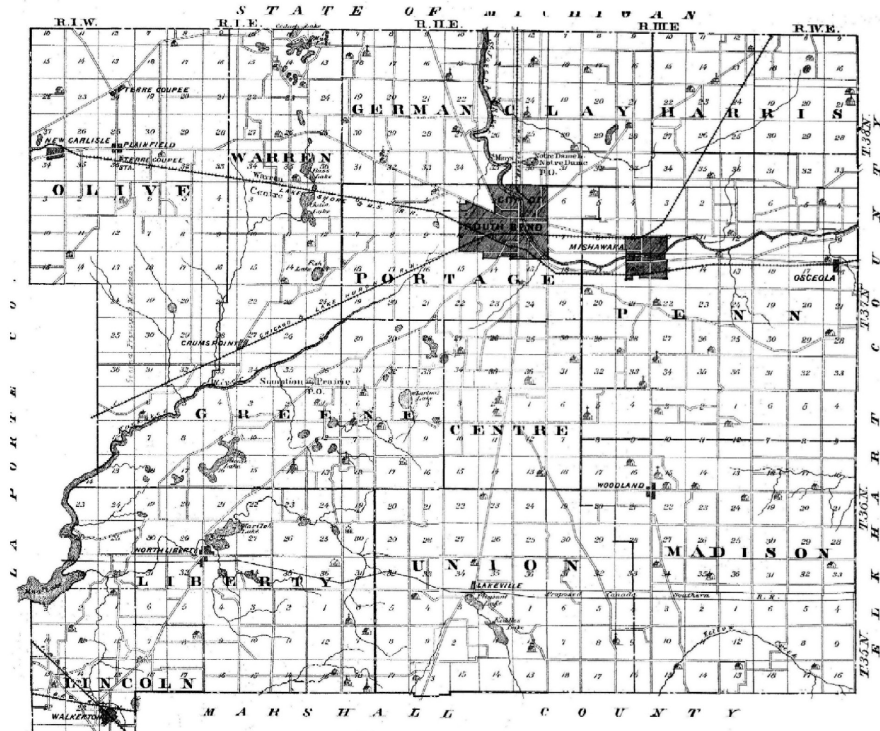
Section 1:

A: Name: The official name of this board shall be the Board of Trustees of the New Carlisle - Olive Township Public Library hereinafter referred to as "the Board." The New Carlisle - Olive Township Public Library will be hereinafter be referred to as "the Library."

B: Organization: The Board is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of IC 36-12-1-5. *(Double checking on most recent date of Indiana Library Laws).*

C: Mission: The New Carlisle-Olive Township Public Library was founded in 1921 to be an integral part of the community and to serve as a focal point of educational, informational and recreational activities. Further, over the years it has become one of the keystones for maintaining the viability of the town of New Carlisle, Olive Township and the areas served by the New Prairie United School Corporation. *(Used info from our 1980 plan and revised last sentence.)*

D: Library Legal Service Area: The New Carlisle - Olive Township Public Library is located in the town of New Carlisle, St. Joseph County, Indiana. The Library's legal service area encompasses all of Olive Township, St. Joseph County Indiana. The Township boundaries are the Indiana/Michigan state line on the north, LaPorte County on the west, Warren Township on the east, Green Township to the south.



The physical address of the Library is 408 S. Bray Street, New Carlisle, IN 46552 with a mailing address that includes Post Office Box 837. The Library's website is www.ncpl.lib.in.us with an additional (shorter) domain of www.ncpl.info

E: Present Facilities:

Name: New Carlisle - Olive Township Public Library
 Constructed: Original Carnegie Building 1921 at 124 E. Michigan Street in New Carlisle, Indiana. (Now the New Carlisle Town Hall). New facility in 2002 is located at the address noted in section D above.

ARTICLE II: TRUSTEES

Section 1: Authority

The Board shall govern the Library, a municipal corporation and Class 1 Library organized under the Public Library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.

Section 2: Compensation

Members of the Board (Trustees) shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A Board member may not serve as a paid employee of the public Library.

Section 3: Reimbursement

Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the Library may be reimbursed out of Library funds, per policy or Board resolution. Such travel on behalf of the Library shall be approved by the Board

Section 4: Legal Counsel

The Board may engage legal counsel as needed for legal advice. The President of the Board of the Library Director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.

Section 5: Composition

Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

Class 1 library (town/city, township, multiple townships, county library)	Appointing authority
Trustee 1 IC 36-12-2-9(1)	County executive
Trustee 2 IC 36-12-2-9(2)	County fiscal body
Trustee 3 IC 36-12-2-9(3)	School board
Trustee 4 IC 36-12-2-9(3)	School board
Trustee 5 IC 36-12-2-9(3)	School board
Trustee 6 IC 36-12-2-9(4) (IC 36-12-2-10(1), 11(b1), 12(1), 13(1), or 14(1))	See Instructions
Trustee 7 IC 36-12-2-9(5) (IC 36-12-2-10(2), 11(b2), 12(2), 13(2), or 14(2))	See Instructions

The Library Board of Trustees shall be composed of citizens who have resided in the Library district for a period of not less than two (2) years.

The Library Board shall have the following four (4) appointing authorities:

New Prairie United School Corporation Board (3 appointments)

St. Joseph County Council (1 appointment)

St. Joseph County Commissioners (1 appointment)

Town Board of New Carlisle (1 appointment)

Olive Township Trustee (1 appointment)

A vacancy shall be defined as that situation when a board member is absent for six consecutive regular board meetings for any cause, other than illness, and the appointing authority shall be notified by the Secretary of the board of the occurrence of such vacancy.

(See section 2 of this Article)

Appointments to fill vacancies created by death or resignation shall be for the unexpired term.

Section 6: Meetings

The regular monthly business meeting of the New Carlisle and Olive Township Public Library Board of Trustees shall be held on the Third Tuesday of each month at 7:00 p.m. in the library. The board may make exceptions to this schedule.

The December meeting shall be the annual meeting per IC 36-12-2-23.

The full Board and its officers constitutes The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.

Regular, special and executive session meeting will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least two (2) days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5

A quorum for the transaction of business shall consist of a simple majority, which is equal to 50% of the seats established by law plus one, regardless of any current vacancies on a library's board.

Section 7: Officers

Officers of the Board shall be a President, Vice President, Secretary and Treasurer, per IC 36-12-2- 22 and IC 36-12-2-23.

The officers shall be elected by ballot at the [MONTH] December meeting for a term on one year, per IC 36-12- 2-23.

Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

Any officer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.

The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq. and the rules of this Board usually devolve upon such officers in accordance with their titles.

The President shall preside at Board meetings, appoint committees deemed necessary, certify all bills allowed by the Board, sign all warrants on the Treasurer for the payment of money, enforce the observance of these rules, and perform such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board.

The Vice-President shall perform the duties of the President in the absence of the latter.

The Secretary shall record all proceedings of the Board and countersign all warrants on the Treasurer for the payment of money; shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Library Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the Library and should be replaced by someone who will take an active part in the work.

In addition to duties outlined in IC 36-12-2-22, the Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for monthly reports and an annual report of receipts and expenditures; shall sign all warrants approved by the Board; will be responsible for and keep one key to the lock box at Wells Fargo – New Carlisle Branch, and the second key shall be kept in the Library safe.

Section 8: Committees

Committees for the study and investigation of specific problems may be appointed by the president. Such committees shall serve until the completion of the work for which it was appointed.

Standing committees shall be appointed at the regular January meeting of the board. The committees and duties are as follows:

Finance Committee: It shall consist of two (2) board members and the treasurer. It shall prepare, in cooperation with the Director and the Bookkeeper, the annual budget of expenditures, and recommend to the board at its July meeting the rate of taxation that will be necessary to maintain the library.

Building and Maintenance Committee: It shall consist of two (2) board members. It shall have general supervision of all matters pertaining to the care of the building and grounds.

Review Committee: It shall consist of three (3) board members. It shall have the duty of hearing complaints regarding the selection and withdrawal of library materials and shall make a recommendation to the board.

No committee will have other than advisory powers unless, but suitable action of the Board, it is granted specific power to act. All committee reports and/or recommendations shall be submitted in writing upon request. Reports of committees shall be signed by at least two members thereof.

Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Section 9: Conflicts of Interest

Board members, in the capacity of trust imposed upon them, shall observe ethical

standards with absolute truth, integrity and honor.

Board members shall promote a high level of service while observing ethical standards.

Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.

If the possibility of a long term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Section 10: Nepotism

(Copied from policies updated January 2006)

It shall be the policy of this library to attempt to obtain the best qualified staff for the most efficient and professional maintenance of the library program.

Employees will be hired according to their qualifications for the position in question. No person shall be judged inadequate because of their sex, age, religion, or race.

The library will refrain from the hiring of immediate family members and/or step-family members of current employees. Family members in this section can include, but is not limited to immediate family members such as: husband, wife, father, son, mother, daughter and extended family members such as grandparents, nieces, nephews and in-laws.

The library will also refrain from hiring persons where an applicant is currently co-habiting with an existing employee. If a relative relationship is established after employment it will be up to the Library Director to determine an equitable solution for both parties.

In keeping with rules promulgated by the State of Indiana under Indiana code 35-44-1-3, the library will not hire immediate family members of Library Trustees.

Section 11: Policies, Plans, Rules, and Regulations

In addition to operating in accordance with these Bylaws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library, as required by 590 IAC 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h) .

All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as "The Policies, Plans, Rules, and Regulations of the "New Carlisle - Olive Township Public Library."

ARTICLE V : ORDER OF BUSINESS

The order of business at the regular meetings shall be as follows:

(As edited December 2010)

AGENDA

CALL TO ORDER

CONSENT AGENDA (See reports at the end of the agenda. These are to be read prior to the meeting.)

- APPROVAL OF MINUTES.
- STATISTICS
- CHILDREN'S DEPARTMENT REPORT
- PROGRAM COORDINATOR'S REPORT
- TECHNOLOGY COORDINATOR'S REPORT
- REFERENCE DEPARTMENT REPORT
- LONG RANGE PLAN
- TECHNOLOGY PLAN
- DIRECTOR'S REPORT

PUBLIC COMMENTS

TREASURERS REPORT

UNFINISHED BUSINESS

NEW BUSINESS

OTHER BUSINESS

PAYMENT OF CLAIMS

ADJOURNMENT

ARTICLE VI : DIRECTOR

The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a).

The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the administration of the long range plan and short term goals, and for the operation of the library under the financial conditions set forth in the annual budget.

The director shall attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided

ARTICLE VII : AMENDMENTS

These bylaws may be amended at any regular meeting of the Board by majority vote of the members.

Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.

Amendments may be proposed by any member of the Board

The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

ARTICLE VIII: REVIEW OF BYLAWS

The bylaws will be reviewed at the December meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

###

**POLICIES
NEW CARLISLE - OLIVE TOWNSHIP
PUBLIC LIBRARY**

REVISION HISTORY:

Adopted 12/16/03
Revised 01/20/04 – discipline section
Revised 11/2004 – Out of State Fee
Revised 10/2005 – Patron Behavior
Revised 10/2005 – Benefits for Part-Time Staff
Revised 01/2006 – Nepotism
Revised 01/2006 – Fee schedule
Revised 05/2009 – Fine and fee policies

I. SERVICES:

A. Any resident of the town of New Carlisle or Olive Township shall be allowed the use of materials from this library. The library currently has reciprocal borrowing agreements with the LaPorte County Public Library and the Mishawaka Penn Harris Public Library, and the Michigan City Public Library. The St. Joseph County Public Library now allows residents of other townships within St. Joseph County to use that library as long as their township is served by a library. The New Carlisle Public Library does the same.

B. All patron records shall be exempt from disclosure for public inspection (public law 19)

C. Any patron in good standing with this library shall be allowed the use of services offered by the Indiana Cooperative Library Service Authority (INCOLSA) for inter-library loan.

D. A selection of books may be made available for loan for a period of up to six weeks to any business, class or other organization making prior arrangements with the Director.

E. The number of items checked out by an individual may be restricted by the Director, but there is no maximum amount of materials that a patron can check out.

F. Any materials not processed for circulation shall be loaned only at the discretion of the director.

G. Photocopies shall be made at a rate , see fee slip. Patrons may make their own photocopies at a special copier.

H. Material loan periods:

Books, magazines, audio books etc.	14 days
Videotapes/DVDs	7 days

II. SELECTION AND WITHDRAWAL OF MATERIALS:

A. Materials shall be chosen to foster respect for all people including minority groups, women and ethnic groups, and shall realistically represent our pluralistic society, along with the roles and lifestyles open to both men and women in today's world.

Materials shall have aesthetic, literary, or social value or be historically significant.

The selection of materials on controversial issues shall be directed toward maintaining a balanced collection representing various views. We shall strive to keep the collection current, unbiased and broad. Materials shall also be selected according to the expressed requests of the community served.

B. Anyone objecting to the materials in the library's collection will be given a copy of the selection and withdrawal policies to read and the Request for Reconsideration form to complete. This form is to be completed and submitted to the director within seven (7) days of the initial objection made by the complainant.

Since the selection of library materials is the responsibility of the director any complaints should be made directly to him or her. A written decision shall be made to the complainant from the director within 30 days of submission. If the decision of the director is not satisfactory, the complaint shall be presented to a committee of three (3) board members, also known as the Review Committee. The Review Committee shall have thirty (30) days in which to meet, consider the complaint, and transmit its finding to the library Board as a whole. The board in its turn will inform the complainant of its decision on the matter within thirty (30) days.

C. Materials which no longer meet the stated objectives of the New Carlisle - Olive Township Public Library will be discarded according to accepted professional practices described in the publication, The Crew Manual. Disposition of library materials so weeded will be at the discretion of the Library Director.

Discarded materials may be sold to the Friends of the New Carlisle Public Library for their annual booksale or sold directly to the public, whichever is the most practical at that point in time. If discarded materials are sold to the Friends, the price will be decided by the Board of Trustees of the New Carlisle - Olive Township Public Library.

III. PENALTIES:

A. Books, audio books, audio cd's etc. will loan for a period of two (2) weeks. The fine will accumulate at a rate of five cents per day. The maximum fine will be equal to the value of the materials overdue.

A fine of \$1.00 per item is charged for videotapes and DVDs that are returned late. No grace period is available for videotapes or DVDs

Added 5/09:

First notice will be made by telephone.

Second notice will be by mail – a \$2.50 fee will be added to the patron's card in addition to the daily fines.

Third notice will be by mail – a \$5.00 fee will be added to your card in addition to daily fines, the item/s will be marked as lost resulting in replacement costs and the patron's card will be made inactive until the account is cleared.

B. Any materials which are lost or damaged beyond repair will be charged to the patron at the replacement cost. Any overdue fines are in addition to the cost of the lost materials. The patron may be charged with committing a Class C infraction as stated in Indiana Code 35-43-4-3.5.

C. Any patron with overdue materials and/or unpaid fines will be suspended from use of library materials until the fines and/or damages are paid.

D. Patrons who refuse to return their materials can have further action brought against them with the assistance by the local Credit Bureau.

GUIDELINES:

1. Materials must be at least 90 days overdue before the above action is to take place.
2. Director will send a final notice to the patron after the material/s is 60 days overdue. This notice will warn the patron about being reported to the Credit Bureau.
3. Patron must have been notified in writing no less than 3 times prior to the above action.
4. No letters of this type will be sent to children. If such a letter is necessary one will be sent to the parent or guardian of the child.
5. Only the Director can send requests to the Credit Bureau.
6. Patrons will be held responsible for the full replacement cost of the item and all fines due.
7. Every effort should be made to make sure the material is not in-house.
8. If patron claims that the material in question was returned in the bookdrop, that patron will still be held responsible.
9. Patrons are still responsible for the full payment of all fines after overdue materials are returned.
10. No materials will be lent to patrons having overdue materials or fines.

IV. GIFTS

A. All items accepted by the library as gifts (i.e. books, records, manuscripts, maps, photographs, etc.) will be considered and treated as all other properties of the library. The procedure for donated materials is as follows:

1. Review for addition to the collection.
2. What cannot be used by the library will be referred to the New Prairie School Corporation libraries.
3. Remaining materials will be added to the library's annual book sale.
4. Anything not sold at the book sale will be given to the Goodwill or other charity.

B. A donor may be asked to sign a gift agreement at the time of the donation.

C. Identification will be limited to book plates, if requested, for all printed materials. Furniture or other equipment will be identified appropriately if requested by the donor. This will be a joint decision made by the director and the donor.

V. PERSONNEL:

A. Hiring policies

1. It shall be the policy of this library to attempt to obtain the best qualified staff for the most efficient and professional maintenance of the library program.
2. Employees will be hired according to their qualifications for the position in question. No person shall be judged inadequate because of their sex, age, religion, or race.
3. The library will refrain from the hiring of immediate family members and/or step-family members of current employees. Family members in this section can include, but is not limited to immediate family members such as: husband, wife, father, son, mother, daughter and extended family members such as grandparents, nieces, nephews and in-laws.

The library will also refrain from hiring persons where an applicant is currently co-habiting with an existing employee. If a relative relationship is established after employment it will be up to the Library Director to determine an equitable solution for both parties.

In keeping with rules promulgated by the State of Indiana under Indiana code 35-44-1-3, the library will not hire immediate family members of Library Trustees.

B. Employee Status

1. Employees, whose job descriptions denote such, will be considered salaried personnel. Current salaried positions are: Director and Assistant Director and Children's Coordinator.
2. An employee will be regarded as having full time status if total annual hours worked are thirty (30) hours per week or more. Policies affecting full-time employees will then become effective.

Current full-time positions are: Adult Program Coordinator and Technical Services.

3. An employee will be regarded as having part time status if total annual hours worked are less than (30) hours per week. Policies affecting part-time employees will then become effective.

All other positions unless covered above are considered part-time unless specified otherwise.

C. Probationary periods

1. After the initial date of employment there shall be a probationary period of eight (8) weeks. If during that time an employee is not able to learn his or her duties and/or execute them with some skill, the director may terminate the employee.

D. Jury Duty

1. For any employee serving on jury duty, their compensation shall be the difference between their total daily pay and rate paid by the court.

E. Change of employment status

1. With approval of the Director, any employee, full time or salaried, by written request, who chooses to work less than thirty (30) hours per week shall no longer receive full time or salaried benefits.
2. Accumulated benefits will not be withheld. Unused vacation leave will not carry-over into the following calendar year.
3. If an employee, with approval of the director, assumes an employment status where s/he is eligible for benefits, benefits shall be granted at a rate commensurate with the employment status of the employee.

F. Salaried Personnel

1. The following are salaried positions: Director and Assistant Director and Children's Coordinator.
2. If a holiday falls on the employee's regular work day, the employee shall be paid his or her regular salary. If a holiday falls during the employee's vacation an additional day will be added to the vacation time.
3. If a workshop or meeting falls on the employee's regular work day, the employee shall be paid his or her regular salary. If a workshop or meeting falls on an employee's day off, an equitable adjustment in the employee's work schedule shall be made.
4. The expense of any workshop the employee is required to attend shall be paid by the library. Mileage reimbursement shall match that of the federal government and change when it changes.
5. Each salaried employee shall be granted a personal holiday for his or her birthday. This day must be taken during the month of the birthday.
6. Twelve (12) paid days per year shall be allowed for sick leave. The employee may accumulate up to thirty-six (36) days but no credit or compensation shall be given for sick days not taken. Leave due to extended illness or surgery beyond thirty-six (36) days may be granted but shall be without pay.
7. Up to five (5) consecutive calendar days of bereavement leave may be granted for death of an immediate family member (spouse, child, mother, father, sister, brother, grandparent, in-law, or other person living in the household). Additional time may be granted but shall be without pay.
8. After a salaried employee has completed one year of employment, s/he is entitled to earn two (2) hours of personal leave per month. This leave may be used for doctor's appointments, funerals, illnesses in the family, but is not limited to those reasons. Reasons for this leave need not be given. Leave will accumulate up to twenty-four (24) hours and may not be taken in conjunction with other leave.

9. The Director shall be granted five (5) weeks of vacation leave each calendar year after one (1) year of employment.
10. All other salaried personnel shall be granted one (1) week of vacation leave after the first year of employment and two (2) weeks after the second year. An extra day per year shall be added with a maximum of three (3) weeks total vacation leave per year until 15 years of service has been completed. After 15 years the employee is entitled to four (4) weeks of paid vacation per year.
11. Request for vacation leave will be made to the Director.
12. In the case of the Director, the Library Board of Trustees shall be notified in advance of any vacation extending beyond three (3) weeks.
13. Additional compensation will not be granted for unused vacation leave.
14. Vacations must be taken during the calendar year in which they are earned.
15. Unused vacation leave will not be carried over into the following year.
16. In the case of the Director, four (4) weeks written notice shall be given to the Board of Trustees if s/he were to resign.

G. FULL-TIME PERSONNEL

1. If a holiday falls on a full-time employee's regular work day, the employee shall be paid his or her regular daily wage. If a holiday falls during the employee's vacation, an additional day will be added to the vacation time.
2. If a workshop or meeting falls on the employee's regular work day, the employee shall be paid his or her regular rate. If a workshop or meeting occurs during an employee's day off, an equitable adjustment in the employee's work schedule shall be made.
3. The expense of any workshop the employee is required to attend shall be paid by the library. Mileage reimbursement shall match that of the federal government and change when it changes
4. Full-time employees shall be granted a personal holiday for his/her birthday. This day must be taken during the month of the birthday.
5. Full-time employees shall receive twelve (12) paid sick days per year. Full-time employees may accumulate up to thirty-six (36) days but no credit or compensation shall be given for sick days not taken. Leave due to extended illness or surgery beyond thirty-six (36) days may be granted, but shall be without pay.
6. Full-time employees may take up to five (5) consecutive calendar days of bereavement leave. This leave may be granted for the death of an immediate family member i.e., spouse, child, mother, father, sister, brother, grandparent, in-law, or other person living in the household.

Additional time may be granted, but shall be without pay.

7. After a full-time employee has completed one year of employment, s/he is entitled to personal leave. This leave may be used for doctor's appointments, funerals, illnesses in the family, but is not limited to those reasons. Reasons for this leave need not be given. Full-time employees shall earn two (2) hours of personal leave per month and will accumulate up to twenty-four hours. This leave may not be taken in conjunction with other leave.

8. Vacation leave shall be granted to full-time personnel. One (1) week of paid vacation leave shall be granted after the employee has completed one full year of employment. After two full calendar years of employment the employee shall be granted two (2) weeks of paid vacation leave. An extra day per year shall be granted with a maximum of three (3) weeks total vacation leave per year.

Vacations must be taken during the calendar year in which they are earned. No vacation leave shall be carried over into the following year.

H. PART-TIME PERSONNEL

1. If a workshop or meeting falls on the employee's regular work day the employee shall be paid his or her regular hourly wage. If a workshop or meeting falls on an employee's day off, an equitable adjustment in the employee's work schedule shall be made.

2. The expense of any workshop the employee is required to attend shall be paid by the library. Mileage reimbursement shall match that of the federal government and change when it changes

3. Part-time employees working between twenty (20) and thirty (30) hours per week on a permanent basis shall receive six (6) paid sick days per year. Part-time employees may accumulate up to thirteen (13) days but no credit or compensation shall be given for sick days not taken

4. Part-time employees working between twenty (20) and thirty (30) hours per week on a permanent basis may take up to two and one half (2 1/2) consecutive calendar days of bereavement leave. This leave may be granted for the death of an immediate family member i.e., spouse, child, mother, father, sister, brother, grandparent, in-law, or other person living in the household. Additional time may be granted, but shall be without pay.

5. After a part-time employee has completed one year of employment, s/he is entitled to personal leave. This leave may be used for doctor's appointments, funerals, illnesses in the family, but is not limited to those reasons. Reasons for this leave need not be given. Part-time employees shall earn one (1) hour of personal leave per month and will accumulate up to twelve hours. This leave may not be taken in conjunction with other leave.

6. Vacation leave shall be granted to part-time personnel. Two and one half (2 1/2) days of paid vacation leave shall be granted after the employee has completed one full year of employment. After two full calendar years of employment the employee shall be granted five (5) days of paid vacation leave. An extra one half (1/2) day per year shall be granted with a maximum of two (2) weeks total vacation leave per year.

Vacations must be taken during the calendar year in which they are earned. No vacation leave shall be carried over into the following year.

I. Disciplinary procedures

The violation of work rules will result in progressive disciplinary action. Discipline can range from an oral reprimand to immediate dismissal, depending upon the situation. Each situation will be handled on an individual basis.

Where necessary, the Library Director will take appropriate action and may not be specifically covered in this policy section. All disciplinary actions, formal and informal, are conducted in private, but may be conducted with a witness.

Verbal Reprimand:

The Library Director will initially have a discussion with the employee regarding the problem. A note will be placed in the employee's file for a minimum of six months. This record will include the time, date, description of the problem and direction given to the employee.

Written Reprimand:

If the problem continues the Library Director will have a formal meeting with the staff member in question and issue a Director and Employee Conference Report and must be signed by both the Director and the Employee. This report will note the same details as above except that this warning will become part of the employee's permanent record. A follow-up conference is required three (3) weeks after the initial conference for any additional assistance or direction for the employee.

A repeat offense results in a interview and second written warning being placed in the employee's files; a third infraction is grounds for dismissal. When the employee is dismissed, the Library Director is to give written notification to the Library Board President regarding the situation.

Suspension:

The director may, for cause, suspend, with or without pay, an employee for a set period of time. A written statement specifically setting forth reasons for the suspension and duration of the suspension shall be furnished to the employee. Copies shall be placed in the employee's personnel file.

Examples for discipline:

1. Consistently late to work without an acceptable excuse. Must make up time on the day the employee is late.
2. Failure to properly check in at the beginning of a work shift.
3. Failure to report personal injury or accident.
4. Inattentiveness to work: loafing, wasting time, failing to start work at designated time, quitting before the proper time, or leaving the job during working hours without supervisor's permission.
5. Disregarding job duties by neglect of work, carrying on personal business, or reading for pleasure.
6. Unexcused absence on one or more scheduled days of work.
7. Excessive absenteeism.
8. Failure to observe precautions for personal safety, posted rules, signs or instructions. Contributing to or creating unsafe conditions.
9. Rude behavior toward patrons.
- 10 Smoking in unauthorized areas.

11. Use of library equipment, or library building for other than directed use.
12. Disrespectful conduct: use of insulting, abusive, threatening, or obscene language toward public, subordinate, fellow employees or supervisor.
13. Unauthorized use of library property for private work or performing private work on library time.
14. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
15. Sexual harassment or discrimination against an employee or applicant because of race, religion, sex, national origin, sexual orientation, age or handicap, and any reprisal action against an employee for reporting such discrimination.
16. Falsifying attendance records for oneself or another employee.
17. Insubordination. Disobedience to constituted authorities or deliberate refusal to carry out any proper order from any supervisor having responsibility for the work of the employee.

The following are one-time grounds for immediate dismissal:

1. Fraud in securing employment.
2. Actual theft or attempted theft of library property or the property of others.
3. Willful misconduct or violation of library rules and regulations resulting in damage to public or private property or to any person.
4. Unprovoked physical assault on another person.
5. Involvement in the sale, delivery, receipt, or possession of any narcotic or alcoholic substance or committing any criminal or illegal act in connection with the library, either on the premises or off-site while engaged in library work.
6. Removal of library records or unauthorized release of confidential information or records about patrons or employees.
7. Falsifications, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, and record investigation or other proper proceeding concerning an employee or applicant.

VI. TRUSTEES

A. Trustees shall be reimbursed for the registration fees of any workshops or conferences offered by the Indiana Library Association/Indiana Library Trustee Association which they choose to attend. Mileage reimbursement shall match that of the federal government and change when it changes

VII. PUBLIC RECORDS

A. The following public records are excepted from the disclosure requirement, IC 5-14-3:

1. Personnel files of Library employees and files of applicants for employment except for:
 - a. The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library.
 - b. Information relating to the status of any formal charges against the employee; and,
 - c. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee's being

disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his representative. General personnel information on all employees or for groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a record keeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6
5. The identity of the donor of a gift made to the public agency if the donor requests non-disclosure of his identity as a condition of making the gift.
6. Library records which can be used to identify any Library patron.

VIII. VIDEOTAPE AND DVD POLICIES

1. Patron must be a registered borrower of the New Carlisle Public Library
2. No R rated videotapes or DVDs will be lent to patrons under the age of 18.
3. Loan periods are for seven days
4. A fine of \$1.00 will be charged if tapes are not returned on time.
5. Patrons will be held responsible for tapes checked out.

IX. Snowday policy

NEW CARLISLE PUBLIC LIBRARY SNOW DAY POLICY

In the event that the library is unable to open due to weather conditions, employees are requested to follow these procedures.

1. The Director must confer with the Board President. If he/she agrees that the library should close, the Director is to contact the affected staff members.
2. If an employee (does not apply to salaried personnel) is able to come to work prior to the closing announcement, that employee will be paid for the time that she/he was at work prior to the announcement.
3. If the library has opened and an employee is scheduled to work, yet is unable to come to work, that employee will not be paid, (not applicable to salaried personnel)

X. New Carlisle - Olive Township Public Library Meeting Room Policy

1. Description of available rooms:

Main meeting room – capacity 127 theater style, 84 classroom style. Whiteboard, tack board, Internet hookups (must be pre-arranged), coatroom, variable lighting levels, projection screen. Kitchen facility is available

Children’s program room – currently not available to the general public

Board Room: – capacity 12. Whiteboard, tack board, Internet hookups (must be pre-arranged) variable light levels, projection screen.

Study rooms are available during library hours.

2. AV Equipment

All AV equipment should be scheduled when reserving the meeting room. New Carlisle - Olive Township Public Library is not responsible for the storage, loss and/or damage of any AV equipment belonging to any group or organization using the meeting rooms.

3. Liability Clause

Applicants are responsible for damages to facilities and equipment and for provision of clean up. Should an applicant damage the facilities and/or equipment of the New Carlisle - Olive Township Public Library, such applicant shall be responsible to pay the cost of repair or replacement and/or cost of clean up. Should an applicant fail to pay and the New Carlisle - Olive Township Public Library must resort to the court to collect any debt owed, the applicant shall be responsible for reasonable attorney fees and all court costs incurred.

4. Priorities

Certain types of meetings will have scheduling priority over others as indicated below:

a. Library business or activities, such as Board meetings, staff meetings, story times, summer reading program activities, and seasonal parties.

b. Non-library groups will be scheduled on a first come, first serve basis.

5. Process of scheduling

a. Must be 18 years of age and hold a valid New Carlisle - Olive Township Public Library card to reserve a meeting room. Exceptions may be made at the discretion of the Director and may be made for representatives of U.S., Indiana, or County agencies and political subdivisions and for members of or candidates for U.S., Indiana or County executive, legislative, or judicial offices.

b. The room may be reserved as far in advance as possible up to one year, however the reservations are first come, first served. Reservations must be scheduled 2 days in advance, unless exception made by the Director.

c. Written application is required and must be on file with the Director. All approval of applications are at the discretion of the Director.

d. Donations are accepted for use of meeting rooms. See suggested donations on donation and fee schedule.

e. Cancellation requests should be made 24 hours in advance.

- f. Main meeting room is available during library hours and up to two hours after library closing. The Board room will be available during library hours. Study rooms are available during library hours. A Library staff member must be on site for closing the building.
- g. No provision can be made for storage of equipment of regulars users of the meeting rooms.
- h. No group may assign its reservation to another group.
- i. Library meeting room usage should not interfere with the daily operations and business of the library.

6. Non-endorsement policy

- a. Publicity for a meeting of a non-library group must not be worded in a manner that would imply library sponsorship or endorsement of the group's activities.
- b. Groups may not use the Library's address, phone number or FAX number as their own.
- c. A copy of any press release, handbill, invitation, etc. referencing a library meeting facility must be placed on file with the New Carlisle Public Library.
- d. Misrepresentation of these facts will result in the loss of use of the library meeting facilities for the offending group.

7. No smoking

- a. Smoking is not permitted in the New Carlisle - Olive Township Public Library building.

8. No alcoholic beverages

- a. The use of alcohol beverages is not permitted in the New Carlisle - Olive Township Public Library Building.

9. No open flame.

10. Approved Uses

- a. Meeting rooms are not open for the use of religious services.
- b. Meeting rooms are not open to groups which are exclusive on the basis of race, gender, color or creed.
- c. No political and/or partisan groups, except as noted in 5a.
- d. Signature is required on a liability statement at the time of reservation.

11. Responsibility of the Users

- a. The Library does not assume responsibility for the security of personal items.
- b. Individual groups are responsible for returning the meeting rooms to the state originally found.
- b. Each group must furnish their own supplies and refreshments.

- c. If the Community room is divided and 2 groups are meeting at the same time, each group is expected to respect the rights and comfort of the other.
- d. Local use only of the telephone service. The telephone is restricted from long distance calls.
- e. Costs incurred in the use of technology (i.e. long distance/teleconferencing). The reserving group shall pay all charges incurred for non-library events.
- g. Security - If additional security is deemed necessary by the Library. It is the responsibility of the reserving group to pay for it.
- h. The Library does not assume responsibility for personal injuries due to an act of God.

12. Free parking is available but not guaranteed.

XI: OUT OF STATE FEE

Statement of purpose:

As there have been out-of-state patrons wanting to use the resources of the New Carlisle and Olive Township Public Library, the Board of Trustees does deem it fair and necessary to charge a fee for such services to said patrons.

Policy:

Persons not residing or owning property within the legal boundaries of LaPorte or St. Joseph counties in Indiana will be charged a yearly fee of \$199.99 effective June 2009, to check-out materials belonging to this Library.

After having paid the fee, patrons may use the resources of the New Carlisle and Olive Township Public Library to its fullest degree, excluding only reciprocal borrowing.

All out-of-state patrons will abide by the general policies of the New Carlisle and Olive Township Public Library as set forth by the Board of Trustees of the New Carlisle and Olive Township Public Library.

It is hereby mentioned that anyone wishing to use materials "in-house" may do so at any time and at no charge.

XII: FREE STANDING EXHIBIT AND EXHIBIT CASE POLICY

The primary purposes of exhibits in the library are for the exhibition of materials of interest and quality and to attract the general public into the library as a means of promoting greater library usage. This is best accomplished by integrating the scheduling of the displays into the library's overall public relations program. The library welcomes display suggestions from the public. The staff of the library will not be responsible for the arrangement of the displays.

Owners of displays will be responsible for the setting and taking down of displays in accordance with arrangements determined by the library.

Since scheduling can be time consuming, parties setting and taking down displays must keep the schedule assigned them. A twenty-four notice should be given of any change in schedule.

Many displays featured in the library are quite valuable. Because of this, display cases will be locked and only responsible parties will be allowed access to cases during the month of the display.

The library is not insured for items on display. The New Carlisle - Olive Township Public Library and its Board of Trustees and staff will have no liability for losses of display items and displayers agree to assume and hold the library harmless from any and all losses of or to the display items.

Displays which have only a religious theme will not be exhibited.

Patrons wishing to set-up displays items must first complete an "Exhibit Application."

Displays, the contents of which, considered to be in poor taste by the Director will not be allowed. If the patron is not in agreement with the Director's decision concerning the display in question, the patron may appeal the Director's decision to the Board of Trustees.

XIII: LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. The rights of an individual to use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion or current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

XIV: DRUG FREE WORKPLACE POLICY

Drug Free Workplace

The New Carlisle - Olive Township Public Library is committed to providing and maintaining a drug-free workplace. It is, therefore, library policy that any employee found with the presence of alcohol or illegal drugs in his/her system, in possession of, using, manufacturing, trading, selling or offering for sale alcohol or illegal drugs on library property at any time will be subject to disciplinary action up to and including termination.

Prescription drugs prescribed by the employee's physician may be taken during work hours. The employee should notify their supervisor if the use of properly prescribed prescription drugs will affect the employee's work performance. Abuse of prescription drugs will not be tolerated. Any employee convicted of violating a criminal drug statute in the work-place (property of the New Carlisle - Olive Township Public Library) must notify his/her employer within five days of such conviction.

Adherence to this policy is a condition of employment. Violations will result in disciplinary action up to and including dismissal. Employees may also be required, at their own expense, to participate in an approved drug or alcohol abuse rehabilitation program as a condition of continued employment.

XV: GRIEVANCE

Misunderstandings and problems arise from time to time in any situation. Work situations are more stressful than most. To provide the best possible working conditions for employees, an honest and open atmosphere in which any problem, complaint, suggestion, or question receives a timely, respectful response is required. Employees and management should have, and display, mutual respect for each other at all times.

A grievance is defined as any feeling of dissatisfaction or injustice in connection with one's employment situation, which is brought to the attention of a supervisor. If an employee disagrees with the established rules of conduct, policies, procedures, or practices; they can express this concern through the problem resolution procedure outlined herein. No employee will be penalized, formally or informally, for voicing a complaint with the New Carlisle Public Library in a reasonable, business-like manner, or for using the problem resolution procedure.

The grievance policy serves to provide an employee who believes she/he has a justifiable complaint with a procedure to follow to have the complaint heard by the Director and/or the Board.

This procedure is an open means of upward communication, so no forms or statements involved will be placed in the employee's personnel file. The grievance procedure is an important tool in maintaining staff morale. The library Director is the official representative between the library staff and Board of Trustees. S/He must remain accessible and ready to hear suggestions and complaints. The Director cannot act on any problem unless s/he is aware of it, so grievances must be aired as soon as possible.

Not every problem can be resolved to all parties' satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the smooth, effective operation of the library.

Library management will strive to provide such an enriching and mutually beneficial atmosphere at all times for all employees. Employees are encouraged to offer positive and constructive criticism, and to take the following steps if they believe that a condition of employment or a decision affecting them is unjust or inequitable.

1. When a problem comes up, the grievant should discuss the matter with the Director or a supervisor rather than fellow employees. This should be done within 5 working days of the discovery of the problem.

2. The Director or supervisor will review the problem and any relating policies. If possible s/he will respond through discussion. If not, s/he will respond within 2 working days, after consulting with appropriate management. (This response may be no more than a promise to take the matter up with the next level of authority). The supervisor/Director should document this discussion, including any steps which are to be taken.
3. If no satisfactory solutions can be arrived at through this discussion, the grievant is to approach the Director with the problem a second time. This time it should be written out in duplicate, along with what the grievant sees as a satisfactory solution. Both copies will be signed by the Director and grievant, and each will keep a copy.
4. The Director will re-assess the problem and meet with the grievant again, in a timely manner, to further discuss the options for solutions.
5. If no satisfactory agreement (for both parties) can be reached, the grievant may petition for a private consultation with a committee of three Board members, grievant, and Director.
6. The request for this meeting will be written and will include documentation of the previous discussions held between the employee and Director, and the solutions proposed by each. It is to be delivered to the Board of Trustees President before the next scheduled Board meeting by the Director, so that the committee may be chosen to hear the grievance.
7. The committee will set a date and time to examine the evidence presented, hear the testimony of both the Director and grievant, and make a decision on a solution to the problem. The decision of the committee will provide the solution taken to the problem.
8. If the grievant is not satisfied with the final outcome of the committee s/he may appeal to the full Library Board of Trustees. Trustees will first hear comments from the Committee Chair regarding all relevant details of the situation. They will then in turn hear comments from the Library Director and finally the grievant. The Board of Trustees can then, if necessary, convene in Executive Session to fully discuss the details. The Board of Trustees will have no less than (60) days in which to respond to the grievant regarding their final decision. The determination of the full Board of Trustees is final.

XVI: PUBLIC COMMENTS DURING LIBRARY BOARD MEETINGS

Anyone wishing to address the Board on general topics are invited to do so. A time limit of five (5) minutes shall be enforced for persons wishing to speak or make a presentation during the Community Comments section of the agenda.

If requested individuals need to state their names and addresses at the beginning of such comments. Individuals are requested to speak only once during this section.

The presiding officer may exercise discretion as to the number of times a person may be heard, prohibiting repetitious comments, and may establish any other rules deemed necessary for the orderly conduct of business.

Board Members are encouraged to question as necessary any member of the general public until that Member feels that they completely understand the issue that is being presented. The President/presiding officer of the board must have the discretion to suspend lengthy dialogues in order to maintain business. If a special meeting or executive session needs to be called the President/presiding officer can see that one is scheduled.

All comments shall be directed to the presiding officer of the Board. Other persons present may speak only in response to an inquiry from the Board President (or presiding officer) or the Library Director for the purpose of providing additional information or clarifying the

subject being discussed. The presiding officer may request a response from the Director and/or request the Director to provide a verbal/written response at a later date.

No individual may present orally or discuss at any meeting of the Board any charges or complaints against individual employees of the public library without first presenting such charges or complaints to the Board through the Director, in writing, signed and verified by the person or group making the charge or complaint. An Executive Session may be called to discuss such matters.

Remarks by any person addressing the Board which reflect adversely upon the character or motives of any other person or group are considered out of order and will not be tolerated.

XVII: ANNUAL POLICY REVIEW AND UPDATE

It will be the standing rule as supported by the New Carlisle - Olive Township Public Library Board of Trustees that policies shall be reviewed by the Library Director and will report required changes and updates to the Board of Trustees at the regular January business meeting.

XVIII. INTERNET ACCEPTABLE USE POLICY

The New Carlisle Public Library supports parents and guardians in their efforts to guide their own children's access to print, non-print, and on-line information. The library provides printed materials about the Internet and its resources. However, most current information about the Internet resides on the network itself.

The mission of the New Carlisle - Olive Township Public Library is to provide free, open and equal access to ideas and information to all members of the community.

GENERAL STATEMENTS

1. The use of the Internet is a privilege and access is voluntary.
2. The New Carlisle Public Library believes that the Internet provides benefits of access to information resources and collaboration that outweigh potential disadvantages of access.
3. The New Carlisle Public Library seeks to preserve the minors' status as full members of the Internet community.
4. The New Carlisle Public Library cannot control the resources on the Internet. The Internet is not a static entity. The Internet changes each minute as new computers connect and existing computers add or delete information. Some sites accessible via the Internet may contain material that is inaccurate, defamatory, illegal, or potentially offensive to some people. While the New Carlisle Public Library can attempt to prevent direct access to materials that would not be generally acceptable in a public library, it is technically impossible to prevent access to all resources that might be objectionable to some people.
5. It is the responsibility of parents and guardians to determine whether to place restrictions on their own children in the use of the Internet.
6. Users of the Internet through the New Carlisle Public Library are expected to abide by the Acceptable Use Policy.

POLICIES

Behavior

Users whose conduct with a Library account violates federal, state or local laws will be prosecuted to the full extent of the law. Evidence of illegal activity will be reported to the proper legal authorities. The New Carlisle Public Library will cooperate with the proper authorities in the investigation of illegal activities. Users will refrain from inappropriate Internet conduct. Examples of inappropriate conduct include: use of the Internet for unlawful or malicious activities;

misrepresentation of oneself or the New Carlisle Public Library; sending chain letters; using abusive or objectionable language in either public or private messages; engaging in harassing behavior such as sending or posting slanderous, libelous, obscene, or threatening messages; and other activities that could cause congestion and disruption of networks and systems.

Privacy

Users should not expect that files stored on library-based computers will always be private.

The New Carlisle Public Library reserves the right to review any material stored in files to which all users have access, and will remove any material which, in its opinion, does not comply with this document.

Electronic communication carried on via the Internet connection should not be considered confidential. When necessary, such communication may be used as evidence in criminal investigations and/or prosecutions. The New Carlisle Public Library will disclose all messages on the system, to the extent required by law.

Time Restriction

Patrons are requested to use the Internet terminal for no more than one hour at any one time. If there are no other patrons waiting to use the service, users may use the system for longer.

Reservations

Patrons may reserve blocks of time to use the terminal.

Training

Library staff are available to assist patrons in logging-in to the Internet.

Downloading

Patrons are not allowed to download software onto the library's network or workstation hard drive. Downloading to a floppy is permitted.

Uses not permitted

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization.
- e. to access another individual's private materials/files.
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- g. no use by patrons shall disrupt any of the Internet networks as a whole or any equipment or system forming part of the connection or the Internet system, or any services provided over the Connection.
- h. the Library does not allow mass distribution (or other form of intrusive "broadcast") of any message over the Internet, including but not limited to advertising.

Liability

The New Carlisle Public Library makes no warranties, expressed or implied, that the functions or content of the system will meet any user's specific requirements, or that it will be error-free or trouble-free, current or uninterrupted: nor shall the New Carlisle Public Library be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or income) sustained or incurred in connection with the use operations, or inability to use the system.

In consideration for the privilege of using the system and for having access to the information contained on the system, users hereby release and hold harmless the staff and Board of Trustees of the New Carlisle Public Library .

STAFF

Patron is to sign last page of this agreement then forward to Director.
Patron keeps the first pages

I have read the statements above and I agree to abide by them.
A parent or legal guardian must sign for minors under the age of 18.

<p>FOR LIBRARY USE ONLY</p> <p>INTERNET USE POLICY</p> <p>User Name: _____</p> <p>Date: _____</p> <p>Parent or Guardian: _____</p> <p>Staff initials _____</p>
--

XIX. Resolution allowing credit cards

Credit Card Resolution

It is the intent of the New Carlisle - Olive Township Public Library to follow accounting rules and procedures promulgated by the Indiana State Board of Accounts and hereby adopt the following policy regarding the use of credit cards by authorized staff members only.

- 1) The Library Director will search for a business type credit card that will best fit the organizations needs, yet have a competitive annual fee.
- 2) Only the Library Director and Assistant Director will be allowed access to the card/s.
- 3) Statements will be paid in a timely manor to avoid any interest, carrying charges, or penalties due to late payments.
- 4) Claims filed in connection with the use of the credit card/s must be itemized before being approved and paid.
- 5) Any interest or penalty that is incurred due to the late filing or furnishing of documentation by an employee will be the responsibility of the employee using the card.
- 6) Any and all charges incurred and charged with the credit must be business related and not personal in nature. A reasonable "tip" or gratuity is allowable where service has been provided. No personal charges will be allowed.
- 7) In the case of the card being lost or stolen the issuing credit card company must be notified immediately. Notes of this loss must also be presented to the Board of Trustees for inclusion in the monthly minutes for audit purposes.

XX. Purchasing Policy

PURPOSE

This policy covers the purchase of all items for the library by staff members. The Director is authorized to purchase any items necessary for library operations. If an item is over \$600 the director is to use his/her best judgment regarding the purchase, though he/she is required to inform the Trustees of said purchase at the next regular business meeting. A signed purchase order detailing the quantity, date of purchase and price of all items purchased must be completed and given to the bookkeeper as soon as possible after the purchase.

The Assistant Director is authorized to purchase any items necessary for library operations pending the approval of the Director. A signed purchase order detailing the quantity, date of purchase and price of all items purchased must be completed and given to the bookkeeper as soon as possible after the purchase.

The Children's Coordinator authorized to purchase any items necessary for library operations pending the approval of the Director. A signed purchase order detailing the quantity, date of purchase and price of all items purchased must be completed and given to the bookkeeper as soon as possible after the purchase.

All other staff members must have the consent of either the Director, Assistant Director or Children's Coordinator prior to purchasing any items for the library. A signed purchase order detailing the quantity, date of purchase and price of all items purchased must be completed and given to the bookkeeper as soon as possible after the purchase.

Purchase orders must be present with all invoices presented for payment. Purchase orders will list all items ordered or purchased except books and other library circulation materials. Books and other library materials will still need a signed and dated purchase order except in the detail section there will be a simple notation stating the quantity of books or other items purchased e.g. 10 books, 4 cd-rom's

If library materials are purchased on a standing order basis, no purchase order is required.

XXI. Resolution for Library Patron Behavior

1. Persons who visit the Library with a child or children who disturb or interfere with other Library users or who become disruptive by screaming, shouting or crying, climbing or playing on furniture, stairs or railings, or other similar conduct, or who abuse or misuse Library books and materials, computers, or other equipment will be asked to control the child or children. If the person fails or refuses to control the child or children, or is unable to do so, the person and the child or children will be required to leave the Library.

2. Unsupervised children who are disruptive or whose behavior interferes with other Library users could be required to leave the Library. The parent/guardian or assigned caregiver for the child or children will be required to remove the child or children from the Library.

3. The New Carlisle - Olive Township Public Library welcomes children to use its facilities and services. Responsibility, however, for the care and safety of the children using the Library rests with the parents/guardian or assigned caregiver, not with Library staff.

4. Young children (children 12 years or younger) may not be left unattended in the Library by parent/guardian or assigned caregiver. The parent/ guardian or assigned caregiver will be required to remove any unattended child or children from the Library.

5. No child (12 years or younger who is in the library at closing time) shall be left alone outside the Library at closing time. The parent/guardian or assigned caregiver is responsible for picking up the child prior to or promptly at Library closing. Two Library staff members are required to stay with the child until the parent/guardian arrives. If the parent/guardian fails to arrive the Library staff will contact the New Carlisle Police Department.

Guideline: Two library staff members will remain at the library for thirty (30) minutes until the child is picked up. After 30 minutes the staff will contact the New Carlisle Police Department.

The staff members will get the child's address, telephone number etc. This information will be given to the Director who will immediately send a certified letter to the parents about the library's policy about children being left unattended at the library. If the problem occurs again (with the same family) the police will be notified immediately.

6. Persons who willfully follow (stalk) library patrons either in the library or on library property will be reported to the police.

7. Patrons who become disruptive or conduct themselves in a manner not in keeping with proper behavior in a public place, will be asked to leave the library. If a patron refuses to leave, the supervising staff member has the authority to call the police.

8. Willful disruption or threatening of another person anywhere on library property is strictly forbidden and could be punishable by law. Library staff members witnessing or having reported to them any threatening of one person by another are to request immediate police assistance.

9. No skateboarding or roller-blading on library property.

10. Use of cellular telephones should be limited to the front lobby. (maybe a sign on the front door requesting patrons silence the ringers on their phones)

11. Bathing, shaving, washing hair or changing clothes in the library restrooms is prohibited.

12. Including voices, Patrons are asked to maintain a minimal volume when using any personal electronic equipment including cellular telephones, radios, CD players, Ipods, etc. Patrons continuing to disturb others will be asked to leave the library.

13. Entering the library with bare feet or chest is prohibited.
14. No sleeping, lying down, dozing on the premises.
15. No panhandling, distribution, or selling of non-library approved materials.
16. Offensive or pervasive odor that constitutes a nuisance to library staff or patrons is not permitted. Persons with this condition will be requested to exit the library.
17. No sitting at the front steps. Benches are available at other area in-front-of the building.
18. No cursing, obscene or abusive language.
19. No smoking in the library building.
20. No using or bringing controlled substances or alcoholic beverages into the Library or on the grounds.
21. Patrons are not allowed onto Library property while intoxicated or under the influence of controlled substances.
22. Library management has the discretion to discard personal items left unattended on Library property in order to preserve a safe environment for Library patrons and staff.
23. Bicycles ridden to the library will be properly stored in the bicycle racks provided. Skateboards may be carried into the library and left behind the front desk.
24. Patrons caught stealing, damaging or altering any Library property will be punished to the fullest extent of the law.
25. No soliciting of donations, selling items or panhandling will be tolerated.
26. Without prior Library approval, patrons will not distribute or post printed materials.

XXII. RESOLUTION FOR COMPLIANCE WITH THE CHILDREN'S INTERNET PROTECTION ACT

WHEREAS, New Carlisle-Olive Township Public Library is a library organized and existing under the provisions of IC 20-14; and

WHEREAS, The Board of Trustees of said library wishes to comply with rules and regulations promulgated by the Children's Internet Protection Act (CIPA); and

WHEREAS, the Library has had Internet filtering software in full force with all updates since 1997; and

WHEREAS, the Library Board wishes to be in full compliance with CIPA and therefore be eligible for federal grants and USF discounts;

THEREFORE, BE IT RESOLVED by the Board of Trustees of the New Carlisle - Olive Township Public Library, New Carlisle, St. Joseph County, Indiana that on the 21st day of May, 2002 that the following existing and updated Internet Acceptable Use Policy be in full force and effect.

New Carlisle - Olive Township Public Library
Schedule of loan times, fees and fines

Updated: ~~January 16, 2006~~ June 2009

Item	Loan Period	Fine	Limit	Fee
Books, magazines	2 weeks, may be renewed by phone, max of three renewals, may be reserved	5 cents per day, no limit previously had a limit of \$3.00	25 item limit total	n/a
Inter-Library loan	dependent upon lending library	will be responsible to pay fines imposed by lending library		
Videotapes, DVDs	One week, may be reserved, Must be 18 to check out "R" rated materials	\$1.00 per day, no limit, was previously \$3.00 per day with a \$15.00 limit	no limit	n/a
Books on cassette, Books on CD, Audio CDs	Same as books	Same as books	25 item limit total	n/a
Cost for missing or damaged cases for videotapes, DVDs and audio CDs				\$1.00
Fax transmissions	n/a	n/a		15 cents per received page, (was previously \$1.00 per incoming page) \$1.00 per page to send \$2.00 for first page for long distance. For international faxes the cost is \$5.00 for the first page then \$1.00 thereafter

Item	Loan Period	Fine	Limit	Fee
Photocopies, computer printouts, microfilm prints	n/a	n/a		b/w 15 cents per page, 20 cents for double sided, 25 cents for ledger, \$1.00 each page for color
PLAC Card – fee changes annually				\$50.00 per year
Out of state card – updated June 2009				\$199.99 is commensurate with local tax rate
Replacement cards				\$1.00
New Cards				Free, but we ask 50 cents for postage
Damaged, overdue or lost materials				The replacement cost of the item will be charged if the item is lost or damaged beyond use, plus fines. After 120 days if the material isn't returned the patrons account will be handed to the Credit Bureau for collection
Meeting rooms				Free to not-for-profit organizations, a \$50.00 minimum donation is requested for all other groups
Reciprocal borrowing from LaPorte County Public Library, Mishawaka Penn Public Library and Michigan City Public Library	As prescribed by lending library			Users will be responsible for fees as prescribed by the lending library

Trustee Manual

PUBLIC LIBRARY POLICY OF THE STATE OF INDIANA

The state shall encourage the establishment, maintenance, and development of public libraries throughout Indiana as part of its provision for public education. Public libraries provide free library services for all individuals in order to meet the educational, informational, and recreational interests and needs of the public. These library services include collecting and organizing books and other library materials and providing reference, loan, and related services to library patrons. These library services are provided by public libraries supported by public funds.

--Indiana Library Laws 36-12-1-8

All of the following documents require [Adobe Reader](#)

[Title Page](#)

[Table of Contents](#)

[A. Take Time to Learn the Job](#) (revised 11-2012)

[B. The Board Member's Job Description](#) (revised 11-2012)

-Governance -Hiring a Director -Planning

-Monitoring & Evaluating -Advocacy -Board Self-Evaluation

[C. The Board Develops Policy](#) (revised 11-2012)

[D. The Director's Job on the Board Team](#) (revised 11-2012)

[E. The Board Plans](#) (revised 11-2012)

-Long-Range Planning -Plan for Planning

[F. The Board/Staff Relationship](#) (revised 11-2012)

-Chain of Command -Board/Staff Relationship

G. Funding the Library

http://www.in.gov/dlgef/files/2012_Budget_Manual.pdf

This chapter is under revision. Please refer to [Local Government Budget Manual](#) and the [Gateway Budget Forms User Guides](#). <http://www.in.gov/dlgef/8918.htm>

H. Library Budget and Finance

This chapter is under revision. For up to date accounting information refer to the State Board of Accounts Libraries Manual reissued in 2010 on <http://www.in.gov/sboa/2404.htm> and Gateway User Guide for the Annual Report at <http://www.in.gov/sboa/3700.htm>

PUBLIC SIDE FOR GATEWAY: <https://gateway.ifionline.org/>

[I. Officers of the Library Board](#)

-President -Vice President -Secretary -Treasurer

[J. Board Meetings](#) (revised 11-2012)

-[Parliamentary Procedures at a Glance J-4](#)

-[Parliamentary Procedures \(continued\) J-5](#)

- Parliamentary Procedures -Agenda -Minutes -Reports
- Motions/Voting -Open Door Law -Board Meeting Evaluation

K. The Decision-Making Process

L. Committees (revised 11-2012)

M. Managing Liability as a Board Member

N. Board Member Ethics (revised 11-2012)

O. Library Organizations (revised 11-2012)

- Indiana Library and Historical Department -ISLAC -ILF -ILTA -ALA -United for Libraries: The Association of Library Trustees, Advocates, Friends, and Foundations
- FOIL

P. Appendix

- Acronyms

Q. Index

e-mail: ldo@library.in.gov

- [How do I research my family history?](#)
- [How do I obtain a State Library borrower's card?](#)
- [Who do I contact for help locating materials, or need homework or research assistance?](#)
 - [Can I take a tour of the State Library?](#)
 - [Where is the location and hours of operations of the Indiana State Library?](#)
 - [What is the Federal Poverty Level when applying for public assistance programs?](#)
- [How do I research my family history?](#)
- [How do I obtain a State Library borrower's card?](#)
- [Who do I contact for help locating materials, or need homework or research assistance?](#)
 - [Can I take a tour of the State Library?](#)
 - [Where is the location and hours of operations of the Indiana State Library?](#)
 - [What is the Federal Poverty Level when applying for public assistance programs?](#)

IN The Public Trust

A Reference Manual for Indiana Public Library Board Members

By Dan Cain
The Cain Consulting Group

With the editorial assistance of:

Indiana State Library
Library Development Office
140 N. Senate Ave.
Indianapolis, IN 46204-2296

and the IN The Public Trust Committee

Funded by a grant from:
Library Services and Construction Act Title I 1993

Revised July, 1998; December, 2004, October 2005, 2006, February 2007

IN The Public Trust Committee

Emily Bunyan, Knox County Public Library, Vincennes
Carol Derner, Lake County Public Library, Merrillville
jan gillespie, Eastern Indiana ALSA, Anderson
Sara Laughlin, Stone Hills Library Network, Bloomington
Sarah W. Otte, Indianapolis-Marion County Public Library
Sandy Sawyer, Indiana Library Trustee Association,
Indianapolis
Faye Terry, Library Development Office, Indiana State Library
Sharon Wiseman, Library Development Office, Indiana State
Library

Acknowledgments

C. Ray Ewick, State Librarian, Indiana State Library
Don Campbell, Indiana State Board of Accounts
Sandy Gregg, The Cain Consulting Group
Martha J. Ringel, Library Development Office, Indiana State
Library
Faye Terry, Library Development Office, Indiana State Library
Sharon Wiseman, Library Development Office, Indiana State
Library
Eastern Indiana ALSA
Indiana Library Trustee Association
Library Development Office, Indiana State Library
For early development of the project: James Cline, Marilyn
Hite, Dave Horton, Barbara Topp, Jana Whitesel

_____ (N/A currently under revision by ISL)

_____ (N/A currently under revision by ISL)

The intent of this manual is to help you with both tasks.

Learn these things first

As you gain experience on this board, you will continue to learn facts, statistics, history, procedures and a thousand other things. But first things first:



- **Get to know the other people who serve on this board** with you--not just their names, but who they really are. Where do they live? What are their occupations? Do they have families? What are their real interests and concerns? What motivates them to serve on this board?

Team-building begins by knowing your teammates. Governance cannot happen without team effort.

- **Get to know the director**, the other part of the board team. There must be a very high level of trust between those who govern the library and the person they have chosen to manage. Board members and director form the board team.

- **Learn that this job deserves your very best effort.** You come to the board as an amateur, but you must do the job in the most professional manner possible. Although you are a volunteer, the governance of the library demands the best job you can do. If you can't offer that, let someone else have your position at the table.

- **Learn to learn.** Learning this job is a continuing process. Ongoing development activities should be part of the plan for every board and every board member. Attend state and national library conferences, take part in board development workshops, read pertinent literature about the library and about governance of the library.

There is no such thing as knowing all you need to know about this complex job of governing this complex operation.

- **Learn where to go for answers to your questions.** Your best defense against being totally lost at this early stage of your term as a board member is to know the people and resources that will give you answers to the tough questions quickly.

The director and another board member or the board president are your best guides to the ways of the library. This manual is designed to be your guide to the basics of good board membership and will answer many of your questions.

You will learn about the library and how it works for as long as you remain on this board. But you can't wait to learn some information that will be very useful in governing this organization. Here are a few questions that should be answered in your board member orientation:

- 1) What is the written mission statement of this library?
- 2) What are the long-range goals of this library?
- 3) When was this library organized and what is the service area?
- 4) How many citizens does this library serve?
- 5) How big is the annual budget?
- 6) What are the total assets of this library?
- 7) What facilities and equipment does the library own or rent?
- 8) What is the total indebtedness of this library?
- 9) Where does the money come from to finance this library?
- 10) Who appoints the board members and for what terms of office?
- 11) Who are the current officers of the board?
- 12) How are the board officers elected?
- 13) How long has the present director held this position?
- 14) What training does the director have for managing this library?
- 15) How many staff does the library have and what do they do?
- 16) Are board members reimbursed for expenses, and, if so, how?



-
- 17) Are board members paid?
 - 18) What local/state/national legislative issues could affect the library?
 - 19) What have been the major problems faced by this library since it was organized?
 - 20) Has this library or the board ever been involved in litigation?
 - 21) What major problems does the library currently face?

You can learn much about how the library works by looking at its paperwork. Ask the director or board president to show you copies of these documents and to explain those you don't understand.

Learn more about the library from these important documents:

- 1) A list of board members, their addresses and phone numbers
- 2) Resolution of establishment
- 3) Bylaws of board procedure and management
- 4) The written mission statement of the library
- 5) The long-range plan of the library
- 6) Board member job description
- 7) Board policies and procedures
- 8) Annual calendar of major board and library activities
- 9) Annual budget approval calendar
- 10) The current budget
- 11) Financial reports for the past year
- 12) Director job description

-
- 13) The process and the instrument used to evaluate the director
 - 14) Organizational chart
 - 15) Annual reports for the last five years
 - 16) Minutes of the library board meetings for the past year
 - 17) Major contracts the library has with other public or private agencies
 - 18) Committees, committee job descriptions and current committee members
 - 19) Library brochures or pamphlets
 - 20) Any documents that report the history of the library

Being a Board Member is...

...a Privilege

...an Honor

...Hard Work

...Rewarding

...Fun



IC 36-12-2-24
Task 2 -- The
board hires a
director to man-
age the library

Of course, an appointed library board has neither the time nor the management skills to manage the library. (IC 36-12-2-24) That's not why board members are appointed. Placing themselves into a governance or policy-making position overseeing a professional library director is the only efficient way for board members to make the library work.

Although some board responsibilities cannot be delegated to others, as we'll see in other sections of this manual, a great deal of the work of the board must be delegated to the director who has the skills and abilities to do the job.

However difficult it is, the board must relinquish management authority to the paid director and then monitor and evaluate, but not interfere with that management. If the board determines major problems exist in the management, the board must resolve these with the director.

How much does the board do and how much does the board delegate to someone else to do? That's not an easy question to answer and is often a source of conflict between board members and the director. There are several ways you can deal with this confusion and keep things in perspective:



- Do not look at your relationship with the director as a turf battle between the board and the director. The board, director and staff must always function as a team, and each team member has assignments. You must determine who does what best and then allow that segment of the board team to do the job without interference from the other parts of the board team.

- The board members' duties can be defined loosely as dealing with issues that affect the whole library and its position in the community. (IC 36-12-3-3) The board sets parameters of how the library will operate. Then the director's duty is to carry out the day-to-day functions (procedures) of running the library within the parameters (policies) set by the board. (IC 36-12-2-24(a) last sentence)

- There are few activities of the board team in which every segment of the board team isn't involved. (IC 36-12-3-12) For example, it is the board's job to establish an annual budget for the library. However, the budget is most often prepared by the director and recommended to the board for approval. So the director does have an important role in the budget process even though, strictly defined, the budget is a board responsibility.

• Communication is the best prevention of confusion and conflict. Board members and the director must feel free to discuss any issue and to express concern about who does what job.

• Board members never give up their bottom-line responsibility for the library even though they must delegate much of the work.

Examples to help you define who does what on the board team:

- The board delegates management of the staff to the director, but the board approves staff appointments. (IC 36-12-2-24)
- The board hires a consultant (for example, to recommend a firm to do a feasibility study), but the director seeks the bids and makes recommendations to the board for their final decision. (*Accounting & Uniform Compliance Guidelines Manual for Libraries, Chapter 10-6 et seq., IC 5-22-8*)
- The board awards bids for major purchases, but the director recommends which bid be accepted and actually makes the purchase. (IC 5-22)
- The board is responsible for making a long-range plan for the library, but the director will make recommendations and act as resource throughout the planning process. (IC 36-12-3-3)
- The board approves a budgeted amount for maintenance, but the director actually determines the maintenance activities that will be carried out.
- The board approves salary schedules and annual adjustments, but the director determines the level of staffing necessary and what those staff members will actually do. (IC 36-12-2-24(b)(1) & (2))

(Examples of who does what)

IC 36-12-3-3 & 4
Task 3--
The board
plans for
the future
of the library

By delegating management responsibility to the paid staff, the board leaves itself time for the important task of planning for the future of the library. Planning is not a frill, but one of the most important trusts that the community gives to the library board.

Planning, in an age when dramatic change in libraries comes almost faster than we can comprehend, seems like an exercise in futility. But the very fact that change is so rapid is even more reason that every library must have a plan to cope with that rapid change and the effects that change could have on the library.

Failure to plan is planning to fail. Board members must be visionaries for the library. They must plan as far ahead as five to ten years.

The board is generally recognized as the responsible party for long-range planning and the director is responsible for developing a short-range (1-year) plan to carry out the long-range goals set by the board. But all planning for the library is a team effort--board, director, staff.

IC 36-12-3-3
The board
also does
short-range
planning

The director is generally responsible for writing a short-range plan that explains how director and staff will work on the board's long-range plan this year. The board's short-range plan is an outline of what the board's work will be this year. In other words, the board creates an annual calendar of board activities.

The short-range plan is a simple document that will include such things as plans for board meeting times for the year, committee activity, election of officers and board development activities.

See Chapter E for a complete discussion of the Planning Process.

IC 36-12-3-3
Task 4--
The board
monitors and
evaluates
library
effectiveness

The very term "trustee" indicates what the community expects from you. They put their trust in you to make sure the library is operating the way it should --the way they want it to run. It's your job to keep an eye on the progress of the library for the community.

Of course, you can't watch every detail and every activity that takes place in the library, because that would be a full-time job. Board members moni-

tor and evaluate "bottom-line" results.

For example, you cannot and should not be in the library office every day monitoring the kind of service provided by library staff. But the board can survey the community to find out the overall satisfaction of those who use the library. That's bottom-line evidence of the work staff is doing.

You will monitor and evaluate many things as a member of the library board, but there are a few major ones:

- finance
- director effectiveness
- progress towards the mission and long-range plan.

Finance is one of the most difficult items you will have to monitor and evaluate, but it doesn't have to be an overwhelming task. You don't have to be an expert in corporate finance to do a good job of monitoring the finances of the library.

- Begin your monitoring with careful attention to the budget. The budget is the board's financial plan for the library and deserves plenty of your attention. The budget will be prepared by the director and staff and presented to the board for approval.

When the budget is presented, board members must ask whatever questions necessary to gain a reasonable understanding of this financial plan--basically, where is the money coming from and where will the money be spent.

- Monthly financial reports to the board are the windows you use to monitor how well director and staff are following the financial plan the board approved when they voted on the budget. If you don't understand the reports, ask the director for an explanation. Remember, you don't have to know everything about the finances, just enough to feel comfortable that the money is coming in and going out according to your budget plan.

Financial reports will cover both the revenue side and the expense side of the budget. On the expense side, you should understand what was budgeted, what has been expended to this point, the variance between the spending plan and what is actually being spent, and the reasons for the variances. It is the same for the revenue side. How much money did you anticipate at this point? What has actually come in? What's the variance? Why is there a variance?

*The board
monitors
finance*

*IC 36-12-3-10
though 14 and
"Accounting &
Compliance
Guidelines
Manual for
Libraries" for
specifics*



-
- The final step for the board to do a complete job of monitoring the financial status of the library is an audit of the library's financial records by the State Board of Accounts. This is a required procedure for libraries receiving tax dollars, but it is much more than just a mandate. It is also one of the board's best protections against financial misconduct or ineptness.

When the audit is completed, it will be delivered to the board president, board treasurer, and library director with the auditor's findings. Board members should feel free and, in fact, obligated to discuss the report with the State Board of Accounts and get a basic understanding of the strengths and weaknesses reported in the audit.

See Chapter H for a complete discussion of library finance.

***Learning library
finance takes
special effort***

To learn about library finance...

- New board members should insist on a good orientation about library finance and how to monitor financial status.
- The board should ask for regular board in-service sessions about library finance.
- Ask questions about finance. If the budget is not clear to you, ask questions. If the financial report is not clear to you, ask questions. If the audit report is not clear to you, ask questions.

***IC 36-12-2-24
The board
monitors the
Director***

Director effectiveness is another very important area for board members to monitor and evaluate. Remember, you are responsible for everything in the library and you only delegate management to the director. You don't give up your responsibility when you delegate, so it's up to you to make sure that management is being handled properly.

You can't follow the director around all day to see how the job is being done, so the best way to evaluate and monitor director effectiveness is by providing a good job description for the director and then doing a formal annual evaluation to determine how well the director is filling the job description and accomplishing library goals.

***The board
monitors the
director***

The format and procedure for director evaluation must be worked out by each board, but it is important for each board member to understand what is appropriate and inappropriate for the evaluation.

Remember that you're measuring director effectiveness on bottom-line results...

- Is there a good flow of information/recommendations from director to board?
- Are the finances of the library reasonably stable?
- Is the library user base growing?
- Is the library making progress towards long-range goals?
- Is the director working within the job description written by the board?
- Is the community content with library services?

The director evaluation process can be carried out in many ways, but there are rules to follow in whatever process you choose.

***A few good
rules for
director
evaluation***

1) Do not ask staff to evaluate the director for the board. The staff doesn't know what the board expects of the director and cannot be unbiased when evaluating their boss.

2) Evaluate objectively, based on performance, not on "gut feeling" or on your like or dislike of the director's personality.

3) Make your evaluation a positive effort to communicate better with the director, not a fault-finding mission to document errors. Formal evaluation allows the board and the director a system to communicate about how to make the library better. Look as much for what the director does well as for what the director is doing wrong.

4) Reward good performance; demand correction for poor performance.

The long-range plan is like a mark in the sand placed there as a reference point to determine if the library is moving ahead, standing still or falling behind. Board members must always be aware of the mission and long-range goals of the library so that you can accurately measure the progress.

IC 36-12-3-3
The board
monitors progress
toward goals

Progress or lack of progress will determine decisions you make as part of the board team. You can't set direction if you don't know where the library is supposed to be going

It's up to the library board to hold itself accountable for good performance. To do that correctly, your board should take time every year to formally self-evaluate board performance.

The board
evaluates and
monitors itself

The purpose of the evaluation is not to find fault with board members or the full board, but to examine strengths and weaknesses. The formal self-evaluation should be followed with a plan to improve board performance.

Use the board self-evaluation form at the end of this section of the manual to evaluate your board's performance.

Because you serve as a volunteer leader of the library, you qualify as a good advocate for the organization. No matter how committed they are to the library, staff members are still the hired help.

Task 5—
The board
advocates for
the library

Volunteer board members' motivation is service to the community. Board members are also community leaders and influential in the community, prime qualities for an advocate.

Your advocacy for the library will take several different forms -- establishing a relationship with lawmakers and appointing authorities, communicating to the taxpayers the needs and plans of the library and carrying out public relations activities for the library.

Your advocacy efforts will generally be part of a planned board effort. Remember, you cannot speak for the full board, but you can

Speak about the board's position on issues. You can also promote the interests of the library at any time.

Board members are also advocates for the community to the library. You represent community standards and interests and understand community needs. You should be ready to voice those community needs in board meetings, always being careful to represent the whole community and not just special interests.

In addition to community influence, board members often bring personal expertise to the library board. Libraries never have enough money to hire all the expertise they need, so it's a natural for board members to offer their expertise to the library. That expertise could be anything from financial to construction, public relations to computers.

Keep in mind, however, that you are not elected to be a specialist for the library, but rather to apply your general experience and leadership skills to the governance of the library. Exercising your specialty must be done in a cautious manner.

When you offer your expertise to the board or to the director, don't be offended if your advice is not accepted. Both the board and the director must work in the context of what's best for the whole library, and not just this one area of need.

Also, when offering your expertise, be cautious not to misuse your power as a board member to pressure the director or other staff to accept your help.

The board contributes expertise to the library

“The bottom line.. A real expert knows the answers, but also knows when to offer those answers.”

The board evaluates itself

Successful board teams pay attention to the process of how they operate. Just as they evaluate the progress of their library, they must also assess the operation of the board team and determine how they can do the job better.

Our board prepares to do its job by...

- YES NO Conducting a thorough orientation for all new board members.
- YES NO Integrating new members into the team as quickly as possible.
- YES NO Attending board development conferences.
- YES NO Providing monthly board development activities for all board members.
- YES NO Performing an annual self-evaluation of board operations.
- YES NO Providing all board members with copies of the mission statement, by laws, constitution, long-range plan, and all other important documents of the library.
- YES NO Touring all facilities at least once a year.

Our board ensures good meetings by...

- YES NO Limiting most meetings to two hours or less.
- YES NO Providing a comfortable meeting room conducive to business.
- YES NO Convening and adjourning on time.
- YES NO Sticking to the prepared agenda.
- YES NO Working for consensus rather than fighting for a majority.
- YES NO Following a businesslike system of parliamentary rules.
- YES NO Including the director as a resource for all deliberations.
- YES NO Confining all discussion to policy issues and avoiding management issues.
- YES NO Allowing/encouraging all board members to participate in discussion.

Individual board members...

- YES NO Attend at least 90% of all board meetings and committee meetings to which they're assigned.
- YES NO Come to meetings prepared to discuss agenda issues.
- YES NO Come to meetings on time.
- YES NO See themselves as part of a team effort.
- YES NO Act as advocates for the library.
- YES NO Know their responsibility as board members of the library.
- YES NO Attempt to exercise authority only during official meetings of the board.
- YES NO Represent the broad interest of the library and all constituents, not special interests.
- YES NO Understand that the most efficient way to govern is to delegate management to the director.

Our board plans for the future of the library by...

- YES NO Annually reviewing and approving the mission statement.
- YES NO Annually reviewing progress toward the long-range plan and modifying the long-range plan.
- YES NO Operating from opportunity to opportunity rather than crisis to crisis.

Reinforcements and solutions:

In which of the major categories above does our board show real strength?

In which of the major categories above does our board need improvement?

Notes:

Policy is written

Policy is a written statement of the process and procedures for handling a specifically defined issue. Just entering a motion into the meeting minutes that says the board will follow a particular direction is not policy. Relying on board tradition to be board policy is not enough. Determination of how the board handled an issue the last three times is not policy.

Board policy is a carefully designed, written general statement of direction for the library, formally adopted by a majority vote of the board at a legally constituted board meeting.

Using the general guidelines of board policies, the director and staff will write rules and regulations for operation of the library. For example, your library board may develop a policy that says the library will have a video collection for public lending.

The director and staff will then write guidelines for purchasing materials for the collection, lending rules for the collection and various other regulations necessary to maintain and manage the collection.

Board policy is not...

Your bylaws are not your board policies. Bylaws are a higher and more permanent set of guidelines for how the board will operate. They are usually harder to change than board policies and do not cover the broad scope of how the library will operate.

Board policies are not laws. There is little need to repeat in board policy those statutes that already have the force of state or federal law, unless the board policy spells out some special manner in which the library will implement or comply with a law. For example, if state law prescribes when your fiscal year will begin, there is no need to repeat that law in a board policy.

A board should "develop" policy and not just "write" policy. Good policy grows out of a lengthy process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy annually.

Let's look at policy development step by step.

1) Identify the need. Unfortunately, many library policies are a direct result of a problem or even a crisis rather than a result of careful planning and foresight.

When a delegation of "concerned citizens" appears at your board meeting demanding that you eliminate your collection of videos, it's very easy to identify the need for a policy on censorship and another policy to control citizen conduct at board meetings.

A better way to identify need for particular policies is to anticipate problems and write policies before the problems occur. Study other library policy manuals. Ask the State Library, Library Development Office for help, 317-232-3697 or 1-800-451-6028 (Indiana only). Policies from other libraries can be loaned to you by the Library Development Office. See also the following link on the Indiana State Library's website for examples of policies from Indiana public libraries.

<http://www.in.gov/library/3290.htm>

Pay attention to what's happening with other libraries in the state and across the nation. If a library in Iowa ends up in litigation for denying access to materials or services of the library, your library should review your own access policies. Learn from the mistakes of others.



2) Gather the facts. Most policies will grow out of recommendations from the library director. Your director is in touch with trends, problems and issues that demand policy statements from the board.

Depending on the nature of the policy, you may want to ask for public input, seek legal counsel or even hire a consultant to help you develop a policy.

3) Deliberate the issue. This is where your perspective as a representative of the community to the library comes into play. You know community standards and community needs. Careful deliberation of a proposed board policy should include several considerations.

-
- Is the proposed policy...
- really necessary?
 - consistent with our mission statement?
 - within the scope of our authority as a board?
 - consistent with local, state and federal law?
 - compatible with our other policies?
 - practical?
 - broad enough to cover the subject completely?
 - enforceable?
 - affordable?

4) Write the policy. The actual wording of the policy is best left to the library director or a task force of board members and director rather than the full board struggling with wording. The actual policy may come to the board and back to committee for revision several times before it's finalized. Making good policy takes time.

Final approval of the written policy is a board responsibility and should be done at a formal board meeting.

5) Review your policies annually. Although you write policies to be durable, policies do become out of date, and an out-of-date policy can be as bad as having no policy at all. Annual review of your board policies can help you keep your policies current and at the same time keep board members current about board policies.

The policy manual

To make your board policies usable, they should be collected and codified in one manual. The manual makes the process of learning board policy simple for new board members and it makes application and interpretation of policies easier.

A manual also makes the process of review and update of board policies much easier. An all-at-once approach to revision is much too cumbersome for any board. An easier way is to give every policy a date and then make sure the board or a committee of the board examines each policy on or before that date each year. That makes it an ongoing process and much less overwhelming.

All changes in the policy manual must have full board approval.

A. Policies needed to fulfill requirement of “Minimum Standards for Public Libraries” - 590 IAC Article 6, <http://www.in.gov/legislative/iac/T05900/A00060.PDF?>

B.

1. Library board by laws that state its purpose and its operational procedures. The bylaws shall specifically state rules governing conflicts of interest issues and nepotism.

2. Long-range plan (3 to 5 years).

(A). A statement of community needs and goals.

(B) Measurable objectives and service responses to the community's needs and goals.

(C) An assessment of facilities, services, technology, and operations.

(D) An ongoing annual evaluation process.

(E) Financial resources and sustainability.

(F) Collaboration with other:

(i) public libraries; and

(ii) community partners.

3. Technology plan. (3 years. At a minimum, the plan shall include the following:

(A) Goals and realistic strategy for using telecommunications and information technology.

(B) A professional development strategy.

(C) An assessment of telecommunication services, hardware, software, and other services needed.

(D) An equipment replacement schedule.

(E) Financial resources and sustainability.

(F) An ongoing annual evaluation process.

(G) An automation plan that conforms to national cataloging standards.

4 Collection development policy

5. Library policies

6. The library must comply with federal laws affecting employment practice. The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

(1) Employment practices, such as the following:

(A) Recruitment.

(B) Selection.

(C) Appointment.

(2) Personnel actions.

(3) Salary administration.

(4) Employee benefits

*What
are the
policies/
plans
required
by Indiana*

(5) Conditions of work.

(6) Leaves

B. Travel policy (could be a part of the Personnel policy Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 8-3

D. Moving and interview expense policy (could be part of the Personnel policy), Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 8-4

E. Records excepted from disclosure policy - IC 5-14-3-4(b), (could be part of the Personnel policy), Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 6-4

F. Disaster recovery plan for computer systems, (could be part of the Personnel policy), Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 5-4

G. Investment policy - IC 5-13-7-7, (could be part of the Personnel policy), Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 9-14

H. Public Purchasing policy - IC 5-22-3-3), Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 10-7 (Small Purchase Policy-under \$25,000)

I. Internet Acceptable Use policy - IC 36-12-1-7, federal laws: Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (N-CIPA)

J. Fines and Fees policy (could be part of the circulation policy), Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1-3

The Library Development Office has copies of other bylaws and policies. You can have these interlibrary loaned, faxed or emailed to you at any time during the year.

The list below is not a comprehensive checklist of policies your board should have. These are categories for your consideration and a few examples of the types of policies that fall under each category.

• **board operations**

board/director relationship

methods of adopting policies

• **services**

types of programs and services offered

service goals

Intellectual freedom

circulation/registration

• **community relations**

community use of facilities

news media relations

public solicitation and advertising in the library

• **building and grounds**

construction contracts -

disposal of property

facility planning

naming of facilities

maintenance requirements

• **administration**

authority delegated to the director

evaluation of the director

compensation of the director

• **business**

service contracts

budgeting

inventories

purchasing

insurance

• **personnel**

Termination

staff development

paid/unpaid leave

personnel records

part-time help

evaluation

sexual harassment

safety/health

transfers

reduction in force

grievances

For models of library board policy manuals, contact the Library Development Office of the Indiana State Library, 317-232-3697 or 1-800-451-6028 (Indiana only).

Notes:

The director should be expected to take part in board deliberations whenever necessary to help the board make decisions in the best interest of the library. There should rarely be an occasion when the board meets without the director as part of the meeting.

The director is charged with virtually all of the day-to-day management, and it must be understood by both staff and board that the director is the authority in matters of routine management.

The board delegates day-to-day management to the director

The director has the responsibility to:

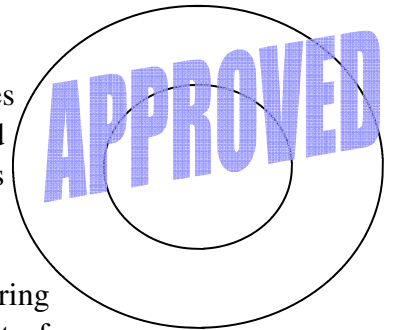
- implement the policies of the board.
- represent the library in negotiations, public relations and other public events.
- recommend staff for hiring.
- direct, supervise, educate, evaluate and discipline all staff.
- prepare the annual budget for approval by the board.
- manage the finances of the library.
- oversee the assets of the library.
- plan the annual operations of the library to fit into the long-range plan of the board.
- assist the board in the governance of the library by informing the board of the status of the library and recommending policy direction for the board.
- report to the board the results of board actions.
- remain current and knowledgeable about the library and appropriate methods of operation.
- prepare an annual report of the progress of the library and submit that report to the board.

When a good director does a thorough job of managing the library, board members easily become concerned that they are giving up their job and becoming a "rubber stamp" for the management.

A good director does not make a "rubber stamp" board

But the truly "rubber stamp" board is one that simply approves, without good discussion and deliberation, all recommendations from the director. A "rubber stamp" board does not thoroughly monitor and evaluate the progress of the library.

A board that does a good job of delegating management takes nothing at face value, but expects the director to supply options and alternatives, and expects to have plenty of time for good deliberations on all issues.



A board doing its job right will have good systems of monitoring and evaluating the progress of the library and demand accountability from those who have been delegated to manage the library.

When the director does a good job of facilitating the board's work, the board can concentrate on the big policy and planning issues.

Although the board delegates a great deal of responsibility for management of the library, the board retains ultimate responsibility for everything that happens in the library. Therefore, board members should expect a continuous flow of information from the director to help them in their monitoring and evaluating role.

The director has an important reporting responsibility

It is the right and responsibility of the board to request from the director all information necessary to fulfill the board's governing responsibility. It is the director's obligation to report to the board accurately and completely about how the library is being managed--problems, plans, progress.

The director is responsible to the whole board, but not responsible to each board member. When delegating to the director, the board must speak with one voice. When giving direction to the director, the board must speak with one voice. When asking for accountability from the director, the board must speak with one voice.

The director has one boss--the full board

Individual board members, even the board president, have no power to make demands of the director and should avoid trying to exercise power they don't have.

This, of course, does not rule out individual board members asking the director for clarification about issues facing the board or discussing with the director concerns that individual board members may have. But it does rule out individual board members making demands of the director or giving orders to the director. The director cannot serve many masters and still manage the library efficiently.



be ready to work for a consensus with the rest of the planning team about the goals that you will set for the library. A library must have only one set of long-range goals to shoot for.

***Good
planning
takes time***

The annual long-range planning session will probably include the board, director, staff and other resource people and last as long as one or even two days.

In that special planning meeting you should be ready to set aside the limitations that you struggle with monthly in your board meetings. You will be asked to dream about the future of the library and then plan how you will make those dreams reality over the next three to five years.

***Essential
elements of
a good
long-range plan***

An action-oriented long-range plan is so much more than a statement of the philosophies of the board about how the library will operate. The final plan you approve should...

- be truly long-range. Planning for next year is not long-range. Your plan should include at least the next three to five years. The goals you set should be broad enough and visionary enough that they will take some time to complete. Your director and staff will then build their annual objectives for the library based on your long-range goals. The technology plan is planned for 3 years, the long range plan can be for up to five years.

- be flexible. It is a common misconception that a long-range plan, once written, is locked into place and not changed. Consider your library's long-range plan a flexible and changeable document.

When you review your plan six months or a year after you write the goals and objectives, one of your tasks will be to modify the plan as necessary to reflect changes that have occurred in the library since you wrote the original plan. If you planned to remodel a building in three years, you may discover that a sudden increase in revenues allows you to remodel now. Or you may discover that a sudden

shortfall of revenues forces you to extend your objective a couple of years. Keep the goal and change the objective.

- have accountability. Every objective you write should be measurable so that you can tell if it was completed or not. Each goal will then have objectives or action plans that will be specific, time-limited and spell out a responsible party for completion of the objectives or actions described.

Note the sample goal and its objective with specific accountability. Goal: To seek additional non-tax funding for library materials. Objective: Within five years our library will have an endowment fund that contributes to the library an amount equal to at least 10 percent of the annual materials budget."

- be visionary. Long-range planning means thinking big. That's tough for library boards struggling with paying the bills and keeping the doors open, but a plan without vision is worse than no plan at all. Vision requires you to forget the budget constraints for at least a little while and dream about what your library could be. Vision and progress always requires some risk, but you can't steal second with your foot on first.

The mission statement is the first step in long-range planning. Your library has a mission that should be in writing, stating clearly the reason the library exists and the vision that the board holds for the future of the library.

The mission statement is not a fuzzy piece of philosophy, but a clear statement of where this library wants to go. It states the difference this library will make by its existence. The mission statement is the cornerstone around which all other planning for the library takes place.

After you have the current mission statement reviewed or a new statement written, you should take a hard look at where your library is right now. This self-examination should look at strengths and weaknesses of the library, opportunities for the library and threats to the continued operation of the library.

Your self-examination should also look at the external influences that impact the library. Your community is important. You will

*A plan
for
planning*



need a strategy for researching your community's needs, e.g., what social conditions will have an impact? What will the current political climate do to your library? Is there competition for your programs and services? How will the economy and the demographics of your community affect your library? What are the trends among libraries?

When you have a clear picture of where your library is right now, it's time to write goals. Goals will grow out of the results of your self-examination. Goals should take advantage of opportunities, build on strengths, correct weaknesses, and prepare for threats to the library.

A good plan will limit the number of goals to a handful. Then, if you write 5-10 objectives each year, you'll have enough to do. Remember, planning is an ongoing process and you'll be back next year to add to your plan.

To carry the goals into action, you should assign responsibility for each goal to either a standing committee of the board or to a special action task force. The committees and task forces are then responsible to write action strategies to make the goal happen.

For example, a goal to make all library facilities accessible to handicapped persons should have a clear list of objectives and actions necessary to complete the goal. The committees might decide they need a feasibility study of facilities, a cost estimate of the renovations and a plan for raising the necessary cash. Those actions are assigned a completion date and a person or persons responsible for completion.

Good planning sometimes requires an outside perspective to keep the team on target and productive. An outside facilitator can force the team to be objective and write clear goals. College staff, corporate planners and other professionals can help you write a good plan.

The Public Library Association has published *The New Planning for Results (2001)*, a planning process for public libraries that includes the planning process, public library services responses, a tool kit and workforms. Planning emphasizes the connection between needs that exist in a community and the services that a library offers. Libraries using this planning process should select among thirteen service responses for focus during the planning cycle and identify resource allocations for these services. The service responses listed below describe most of the services offered by public libraries:

Get help to do your planning

The New Planning for

Results: A

Streamlined Approach

Sandra Nelson, ALA, 2001

Strategic Planning for

Results ,

Sandra Nekson, ALA, 2008

See page 6

-
- Basic Literacy
 - Business and Career Information
 - Commons
 - Community Referral
 - Consumer Information
 - Cultural Awareness
 - Current Topics and Titles
 - Formal Learning Support
 - General Information
 - Government Information
 - Information Literacy
 - Lifelong Learning
 - Local History and Genealogy



Since *The New Planning for Results* is a planning process specifically for public libraries, it can be a valuable guide for your planning. The following brief overview of that process summarizes the major steps for long-range planning recommended by the document.

PLANNING FOR RESULTS

Steps and Planning Tasks

PREPARE: Planning to Plan
 Task 1: Design the Planning Process
 Task 2: Prepare Board, Staff and Committee

IMAGINE: Identifying Possibilities
 Task 3: Determine Community vision
 Task 4: Identify Community Needs

DESIGN: Inventing the Future
 Task 5: Select service responses
 Task 6: Write Goals and Objectives

BUILD: Assembling the Future
 Task 7: Identify Preliminary activities
 Task 8: Determine Resource Requirement

PLANNING FOR RESULTS

Steps and Planning Tasks

COMMUNICATE: Informing the Stakeholders

Task 9: Write the Basic Plan and Obtain Approval

Task 10: communicate the Results of the Planning Process

IMPLEMENT: Moving into the Future

Task 11: Allocate or Reallocate Resources

Task 12: Monitor Implementation

The following Tool Kits are available:

Groups: Identifying Options

Groups: Reaching Agreement

Library Communication

Presenting Data

STRATEGIC PLANNING FOR RESULTS

The Public Library Association published *Strategic Planning for Results (2008)*, the fifth planning guide produced since 1980. This process for public libraries includes the planning process, public library services responses, tool kits and workforms. Planning emphasizes the connection between needs that exist in a community and the services that a library offers. Libraries using this planning process should select among eighteen service responses for focus during the planning cycle and identify resource allocations for these services. The service responses listed below describe most of the services offered by public libraries.

- Be an Informed Citizen: Local, National and World Affairs
- Build Successful Enterprises: Business and Nonprofit Support
- Celebrate Diversity: Cultural Awareness
- Connect to the Online World: Public Internet Access
- Create Young Readers: Early Literacy
- Discover Your Roots: Genealogy and Local History
- Express Creativity: Create and Share Content
- Get Facts Fast: Ready Reference
- Know Your Community: Community Resources and Services
- Learn to Read and Write: Adult, Teen, and Family Literacy
- Make Career Choices: Job and Career Development
- Make Informed Decisions: Health, Wealth, and Other Life Choices
- Satisfy Curiosity: Lifelong Learning
- Stimulate Imagination: Reading, Viewing, and Listening for Pleasure
- Succeed in School: Homework Help
- Understand How to Find, Evaluate, and Use Information: Information Fluency
- Visit a Comfortable Place: Physical and Virtual Space
- Welcome to the United States: Services for New Immigrants

Since *Strategic Planning for Results* is a planning process specifically for public libraries, it can be a valuable guide for your planning. The following brief overview of that process summarizes the major steps for long-range planning recommended by the document

STRATEGIC PLANNING FOR RESULTS

STEPS

PLAN TO PLAN

IDENTIFY SERVICE PRIORITIES

SET THE STAGE

DESCRIBE THE FUTURE

COMMUNICATE THE PLAN

THE REST OF THE STORY

The following Tool Kits are available:

- Groups: Identifying Options
- Groups: Reaching Agreement
- Library Communication
- Presenting Data

The chain of command has rules

The chain of command has rules that must be respected to keep communication flowing:

- Under a chain of command structure, the board has no direct responsibility for day-to-day supervision of staff other than overseeing the director. Board members have no authority to issue orders to staff or make demands of staff except through the director.

- Under a chain of command structure, the board has no direct responsibility for assessing staff performance other than the director. The director should be expected to give regular reports about staff performance so the board can be assured that the work of the library is being done well, but the board does not formally evaluate staff.

- Under a chain of command, the board does not act on complaints from the staff, except through a grievance procedure that is board policy.

Staff members often fail to understand or choose to ignore the chain of command and go around the director to take concerns and complaints directly to the board or to individual board members. When such a "short circuit" occurs, it is the board member's responsibility to remind the staff member about the chain of command and the proper grievance procedure for such concerns or complaints.

Problems are always best resolved at the lowest possible level on the chain and should be directed there. Concerns or complaints that come directly to board members should be reported to the director for resolution, by proper procedure.

Breakdown of the chain of command creates problems

When board members fail to adhere to the chain of command, the result is damage to the library's efficient operation. The director's authority to manage staff is compromised. You can't hold the director accountable for staff performance if the board manages staff.

Staff morale will be damaged when the chain of command is broken. Staff will not have a clear understanding of who is in charge and to whom they are accountable.

Once a short circuit between board and staff is allowed to happen, the precedent is set that will be hard to break. Staff will believe they can come to the board with every issue. The director becomes an ineffective figurehead without real authority.

Acceptance of the chain of command does not mean that a wall is placed between the board and staff. Staff, director and board members must still view themselves as one team and that team has one common mission to accomplish--service to the community.

***There is a
board/staff
relation-
ship***

Each part of the library team has special assignments in the team effort and those assignments compliment the special assignments of the other members of the team. But the team members do not work in isolation.

- Board members may often work with director and staff members in committee settings.
- Board, director and staff must all be part of the long-range planning process.
- Staff members will frequently make reports at the board meeting.
- Board members, director and staff should get together for library social events, because those events can be powerful team-builders.

As a board member, you should show concern for the well-being of staff. The board should be concerned about retention of good staff by budgeting for reasonable pay and benefits. The board should give recognition of good staff performance and say thanks to staff through board action.

But it is imperative that board members base any relationship with staff on the chain of command. Social occasions cannot be an excuse for discussing complaints about the library. Staff appearances at board meetings cannot be an excuse to appeal to the board for a program that the director has already vetoed.

Notes:

- **Facilitator**--The president's job must be viewed as more of a facilitator of meetings than a controller of board meetings. The president begins the meetings on time, directs the board through the agenda and attempts to adjourn the meeting on time.

As facilitator, the president ensures that all board members have opportunity for fair participation, attempts to get all sides of an issue fairly exposed and moves the board to action on the issues.

- **Delegator**--The president traditionally has the power to appoint board members and others to committees with board consent. To do that, the president must have a clear understanding of each board member's skills, strengths and interests so that appropriate assignment can be made.

It is also the president's responsibility as delegator to make sure that committee assignments are clear and to hold the committees accountable to do the job assigned. The president is often a member of every committee.

- **Liaison**--The president must be able to interpret board needs and concerns to the director and director needs and concerns to the board. In addition, the president offers personal support and counsel to the director and serves as a sounding board for the director.

- **Team builder**--The board must always function as a team, and it is the duty of the president to foster the team concept among board members. When there is danger of damage to the team structure, the president must mediate, counsel and discipline fellow board members to keep the team intact.

***The board
vice-president***

The vice-president of the board traditionally serves as the backup for the board president. However, the vice-president is usually assigned additional specific duties such as chairing a committee, taking charge of board development activities or preparing for special board events.

The vice-president must work with the president to stay current on issues and methods of board operation so that the vice-president can assume the president's duties if the president cannot perform the required function. The vice-president is often considered the logical

successor to the president's position when the current president vacates the position.

The size and the complexity of the business of today's library dictates that the traditional job of the secretary of the board be significantly changed.

***The board
secretary***

For example, the minutes of the board meeting should be taken by a staff member and not the board secretary. All board members need to be able to participate in deliberations, but the board secretary cannot do that well while taking the minutes. The board secretary's job becomes that of overseer to be sure the job is done correctly and that the minutes of all meetings are safeguarded for the future.

Correspondence on behalf of the board can also be done by clerical staff with the board secretary acting as overseer. Safe care and maintenance of historical documents of the library are also the responsibility of the board secretary.

The treasurer's job is also one of overseer. Although paid staff usually manage the finances of the library, the board treasurer is responsible to ensure that adequate financial records are kept, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

***IC 36-12-2-22
The board
treasurer***

The treasurer may also be asked by the director to assist in preparation of the budget to be submitted to the board and to help interpret financial reports to the board. In the State of Indiana, the treasurer may be a paid staff member other than the director.

Actual processes for electing board officers vary widely, but whatever system your board uses, it must be a serious effort to place the best leaders of the board into the position of leading the board. It cannot be a popularity contest, a struggle between factions for a power position or just "whoever will say yes."

***Electing board
officers***

Not all board members are suited to be or have the skills to be

an officer. Poor selection of leadership can result in a poorly functioning board.

Board officers, particularly the board president, must be well respected by the rest of the board, must be willing to give the extra time necessary to carry out the extra duties of the office and must have strong leadership skills. Officers should also be board members with some experience on this board.

If you are asked to be a candidate for a board office, consider carefully if you have the extra time it will take, as well as the leadership skills, to do the job well.



If you have questions, call the library director for answers prior to the board meeting. If you hold your questions until the meeting, you'll delay the progress of the meeting.

“Board meetings are where the action is.”

Study the agenda so you understand what is expected of you at the meeting and prepare to meet those expectations. Which agenda items will require a vote? Which ones will require discussion and input from all board members even though a vote is not taken?

To make good decisions about some issues, you will often need to seek input from some of your constituents in the community. It is not safe to assume you know how constituents feel about an important issue. Remember, you are the connection between the community and the library, and you are appointed to govern the library for the community. You need to solicit community views regularly.

Even though you research issues and prepare before the meeting to discuss those issues, it is unethical to decide how you will vote on any issue before the board meeting or to promise constituents you will vote either for or against an issue before you get to the meeting. Your decisions should be made only after deliberation in the meeting with other members of the board team when all sides of the issue have been explored.

Carefully schedule your own calendar so that board meetings are a high priority and plan carefully to get to board meetings on time. When the team is short one or more board members, there is danger that all perspectives on the issues will not be explored and there is greater possibility that poor decisions will be made. The board's effectiveness and productivity will suffer.

Board meetings follow established rules

Board meetings are much more than a gathering of the board team to chat about the library. Board meetings require careful planning and should be conducted according to the plan outlined on the prepared agenda.

The meeting should be conducted according to established parliamentary rules, Robert's Rules of Order or some other parliamentary procedure guide, that should be respected by all board members. That set of rules is intended to set a tone that is businesslike and courteous, allow for ample discussion of the issues, protect the right

of all board members to be heard on the issues and not allow the discussion to get out of control.

When you have a disagreement among board members about the way to proceed, you need to consult the parliamentary guide specified by your bylaws.

You should have a basic understanding of parliamentary rules so that you can be a part of the process of moving quickly and efficiently through a good meeting agenda. There is a guide on the following pages that charts the basics of parliamentary procedure.

Caution: Parliamentary rules are not intended to impede the meeting process, but simply to ensure that the rights of all board members are protected and meetings move towards action. Your parliamentary procedures guide is simply a resource to consult when the meeting gets stalled.

Using parliamentary rules for the purpose of impeding the meeting process is unethical and detrimental to the team atmosphere.

Do your part to make sure that board meetings begin promptly at the scheduled time. A meeting that begins on time sets a businesslike tone for the meeting. A meeting that begins late sets a tone of sloppiness that may be carried through the remainder of the meeting.

The board meeting begins

If too many board members are late or absent, a quorum may not be present and the board cannot conduct business. A quorum is the majority—equal to 50 percent of the number of seats established by law, plus one—that must be present to conduct official business for the library (IC 36-12-2-23(b)). This is regardless of any current vacancies on a library’s board. Any vote by a board that does not have a quorum present can be legally invalid.

Arriving on time for meetings also demonstrates respect for board members who have made the effort to get to the meeting on time.

Socializing with other board members is important to the building the team atmosphere, but socializing needs to be done before and after the meeting and kept to a minimum during the meeting. The

To Do This: (1)	You Say This	May You Interrupt Speaker	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting	"I move that we adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temperature, etc.	"Point of privilege, etc."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable (3)	No vote required
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Two-thirds vote required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Two-thirds vote required
Have something studied further	"I move we refer this matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

(1) The motions or points above are listed in established order or precedence.

When any one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it.

(2) In this case, any resulting motion is debatable.

(3) Chair decides.

To Do This: (4)	You Say This	May You Interrupt Speaker	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Object to procedure or to a personal affront	"Point of order."	May not interrupt speaker	No second needed	Not debatable	Not amendable	No vote required, chair decides
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
Ask for vote by actual count to verify	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	No vote required unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not Debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in negative required to reverse chair's decision

(4) The motions, points, and proposals listed above have not established order or precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in opposite chart (motion to adjourn, motion to recess, point of privilege.)
(5) But division must be called for before another motion is started.
(6) Then majority vote is required.

meeting should have a friendly, businesslike tone always focused on the agenda item at hand.

IC 5-14-1.5-4(a)

Stick to the agenda



Your board meeting should run according to an agenda plan prepared by the director and the board president. The purpose of the agenda is to lock onto a clear direction for the meeting. The board president will ask the board to formally vote to approve the agenda plan at the beginning of the meeting. When the board approves a written meeting agenda, board members agree to discuss only those issues on the approved agenda.

Even though the board president and the director prepare the agenda, the agenda is the board's plan and all board members have a right to place issues onto the agenda by bringing those issues to the attention of the director or the board president.

Placing issues on the agenda at the last minute is not appropriate because the rest of the board team has not had time to consider the issue and will not be ready to discuss it in an informed manner.

Many issues that get on the agenda at the last minute are issues that could be handled outside the meeting more efficiently. There are certainly issues that will have to come before the board at the last minute that need to go on the agenda for discussion, but they should be very rare.

Last minute attempts to get something on the agenda are usually an indication that a board member has a complaint and wants a soapbox.

IC 5-14-1.5-4(b)(c)

Minutes of the meeting

At each meeting you will be asked to approve the minutes of the previous meeting. This is a portion of the meeting you will not want to take lightly.

The meeting minutes, when approved by a formal vote or by consensus of the board, are the official legal record of what happened at the board meeting.

The minutes are also an important communication between the board and constituents. If you are a new board member, you should examine the minutes of the board meetings for at least the past year. That will give you a good perspective on the issues the board has faced and how the board handled these issues.

Any board member has a right to ask the board to correct errors in the minutes before the board accepts the minutes as a record of the previous meeting.

But board members do not have a right to demand that their reasons for voting a certain way or their detailed views about an issue be recorded in the minutes. Every board member should have full opportunity to express a viewpoint prior to the vote on any issue, so there's no good reason to extend the debate into the voting process. Your "yes" or "no" vote will represent your views on the issue.

During the meeting, board members will likely hear reports from committees, the director and staff. The reports will provide the background and information the board needs to deal with the issues on the agenda for the rest of the meeting.

***Reports to
the board***

Often, the reports will conclude with a recommendation for board action. If those reports were in written form and sent to the board members prior to the meeting, you should be well prepared to take action on those reports without having them read to you during the meeting. Those making the reports during the meeting will simply highlight information, clarify items, and answer questions.

You can bring business before the board by making a motion. A motion is a formal request or proposal for the board to take action.

***Making
motions***

To make a motion, you simply address the chairperson and state "I move that..." and state the action you wish the board to take. Most motions require that another board member support the request for action by seconding the motion.

Once the motion is seconded and restated by the chairperson, the board begins discussion of the motion. Some motions do not

require discussion. (See the parliamentary procedures chart on pages 4 and 5 of this section of the manual.)

By requiring a motion on an issue prior to discussion, the board focuses discussion on agenda items only and stays on track. When the discussion is preceded by a motion, the chairperson can insist that board members limit discussion to the motion on the table.

Motions usually come from two major sources, committee reports and director recommendation, but board members may make motions at any time in accordance with your parliamentary guide.

After a motion is made and seconded, there should be plenty of time to discuss freely all the pros and cons of any issue. But when the discussion jumps from one subject to another and fails to focus on the issue at hand, the result will be disappointing to everyone.

The board chairperson should make sure that all the issues that need to be discussed get on the agenda and board members should take all the time they need to discuss those issues. The chairperson and all board members must work to keep the discussion moving towards a decision--that's the reason the issue is on the agenda.

IC 5-14-1.5-3(b)
Voting

Once the motion has been discussed thoroughly, the chairperson will call for board members to vote on the motion. You may be asked to vote by saying "aye" (yes) or "nay" (no) in a voice vote, by a show of hands or in a roll-call vote. Your vote will be recorded in the minutes.

Abstaining rather than voting "yes" or "no" on a motion before the board should be very rare and is usually appropriate only when you have a conflict of interests in the issue before the board. You are appointed to express an opinion on the issues, and abstaining expresses no opinion.

Once the vote is taken, the chairperson will declare that the motion passes or fails and move on to the next agenda item.

Use the meeting evaluation form that follows this chapter to

occasionally check yourself on meeting performance. Then set some goals to improve those weaknesses at future board meetings.

Indiana public library boards must follow the state's sunshine law known as the "Open Door" law. Public libraries, like other tax-supported agencies, must operate in the best interest of the public. The Open Door statute, requiring that all meetings be held in public, is designed to protect the public from secret dealings by public agency boards. Public notice of the date, time and place of regular meetings, executive sessions or rescheduled or reconvened meetings must be posted and given to the media at least 48 hours before the meeting. Very simply, this statute is protection against abuse of public power.

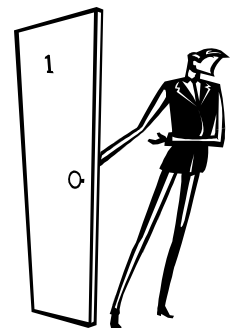
***IC 5-14-1.5
Meeting
in the
sunshine***

- Any meeting of a public library board in Indiana is subject to the Indiana Open Door law. Exceptions to the definition of a meeting are "social or chance gatherings not intended to avoid" the statute. Library board training is considered a meeting and must be posted. IC 5-14-1.5-2(c)

- With a few notable exceptions, meetings of public agencies must be open to the public. Meetings closed to the public or "executive sessions" may only be held: IC 5-14-1.5-6.1

- 1) where authorized by federal or state law
- 2) for discussion of strategy with respect to collective bargaining, initiation of litigation or litigation which is either pending or has been threatened specifically in writing, the implementation of security systems, or the purchase of real property up to the time a contract or option to purchase or lease is executed by the parties; however, all such strategy discussions must be necessary for competitive or bargaining reasons.
- 3) interviews with industrial or commercial prospects or their agents.
- 4) interviews with prospective employees.
- 5) with respect to any individual over whom the governing body has jurisdiction, to receive information concerning the individual's alleged misconduct, and to discuss, prior to any determination, that individual's status as employee, student, or independent contractor.
- 6) for discussion of records classified as confidential by state or federal statute.
- 7) to discuss any placement decision of an individual employee's abilities, past performance, and behavior.

***Some
Specifics
of the
Indiana Open
Door law***



8) to discuss the job performance evaluation of an individual employee.

- **Closed meetings cannot result in a final decision** and must comply with the notice and memorandum sections of the law. All voting must be done in open session. IC 5-14-1.5-6.1(c)

- The law does not mandate that agendas be used. It does require that if a written agenda is used, it must be posted on the door of the meeting room. There is no requirement to send an agenda along with the meeting notice to the media, nor to post the agenda forty-eight hours in advance.

- If you use a meeting agenda, your agendas should inform and guide the public and the library board in the conduct of the meeting. Deviations that are consistent with those purposes and are not disorderly are not in conflict with the intent of the Open Door Law.

• Minutes are to be kept of each meeting and closed session. This written record must include:

- 1) Date, time, and place of the meeting
- 2) Library board members present and Absent
- 3) General substance of all matters proposed or discussed

Although "reasonable" is subject to some interpretation, the practice of not releasing the minutes until they are accepted and approved by the board at the next regular meeting is not acceptable.

To avoid duplication of effort and still comply with the law, prepare the minutes of each meeting and make them available within a day or two of the meeting. The minutes must include the items mentioned above but could also include any other details desired by the board. There is no requirement to mail the minutes to the media.

- Unless otherwise provided by law, every citizen of the state has the right to inspect the public records of public libraries during their

regular business hours, and to copy from the records so inspected. Reasonable charges may be made for photocopying such records.

The term "public records" applies to any writing in existence as a result of any statute or regulation of any administrative body or agency of the state, including libraries. This right to inspect does not apply to public records which are declared to be confidential under existing laws. Personnel files are generally not public record.

It is somewhat difficult for board members to conduct a meeting and speak candidly with the public or media representatives watching and listening. Board members often feel they must be overly responsive to those listening, and the result can be deliberation that seems aimed more at the audience than at the rest of the board team -- speeches rather than deliberations. Some board members may be so intimidated by an audience that they don't speak at all and all sides of the issue are not considered.

*IC 5-14-1.5
Learn to live
comfortably
with the
Open Door law*

The Open Door law can generate conflict and confrontation between a board that finds it hard to be candid in public and public members suspicious of a board that shuts them out of a closed session.

Attempting to circumvent the Open Door law is dangerous, and unnecessary. Your board can function well in the open and within the law if you learn to control the situation. Here are a few important considerations to make living with the Open Door law easier:

1) Keep in mind that you have been chosen to represent a large number of people. The people who show up at a board meeting usually represent a very small percentage of your constituents and should not have an undue influence on your actions.

2) Your board should have a clear policy about regulating the activity of outsiders who attend your board meetings. If you have a public forum section on the agenda, it should be short and follow strict rules for those who speak to the board. Board policy should state that the board will listen, but will not respond, to those who speak during the open forum.

This is a time for listening, not uncontrolled debate. If there is need for response from the board, it should come at a later time when

the board has had time to deliberate the issue, to seek more information, or to take recommendations from the director.

3) Understand that your board meeting is a meeting conducted in public, not a public meeting. In other words, the public is there to watch the board work, not to participate in the board meeting.

IC 5-14-1.5-2(j)
The media
and the
Open Door
law

Be aware that newspaper and other non-print media reporters will be very knowledgeable about the Open Door law and how it applies to your board. Keep in mind that media representatives have no more rights under the law than any other citizen, but they will be much more knowledgeable about the law than most.

Cooperation rather than conflict with media representatives and understanding clearly what your board's obligation is under the law is the key to dealing with the media.



The board evaluates its meetings

The outcome of any meeting depends heavily on the process. A well-organized and well-managed meeting produces good results. A disorganized meeting produces frustration and anger and does nothing for your library.

Just as you pay careful attention to maintenance of your car so it will continue to get you where you want to go, you must also pay careful attention to the maintenance of your meeting process so it will get the board where it wants to go.

The following questions will help you assess your board or committee meeting process and suggest some ways to improve that process. All members of the board team--board members and director--should complete the form individually and then discuss the results as a team. Use the evaluation form several times per year and compare the results with the previous evaluation results.

Circle the response that best describes your meetings:

- | | | | |
|--|-----|----|-----------|
| 1) Do meetings begin and end on time? | YES | NO | SOMETIMES |
| 2) Do meetings have a positive tone? | YES | NO | SOMETIMES |
| 3) Does the board chairperson lead the meetings? | YES | NO | SOMETIMES |
| 4) Does everyone come prepared? | YES | NO | SOMETIMES |
| 5) Do board members stick to the agenda? | YES | NO | SOMETIMES |
| 6) Does the board work for consensus? | YES | NO | SOMETIMES |
| 7) Do all members participate in discussions? | YES | NO | SOMETIMES |
| 8) Are meetings completed in less than two hours? | YES | NO | SOMETIMES |
| 9) Is the director encouraged to participate? | YES | NO | SOMETIMES |
| 10) Is the meeting room comfortable? | YES | NO | SOMETIMES |
| 11) Has the board agreed on a parliamentary resource such as Roberts Rules of Order? | YES | NO | SOMETIMES |
| 12) Does the board have enough information to make decisions about agenda items? | YES | NO | SOMETIMES |

13) Do at least 90-95% of the members attend?	YES	NO	SOMETIMES
14) Does the agenda focus on policy issues rather than management issues?	YES	NO	SOMETIMES
15) Are board members equal in the discussions and not dominated by one or two members?	YES	NO	SOMETIMES
16) Do board committees demonstrate that they are working and producing results?	YES	NO	SOMETIMES
17) Is discussion cordial and does it avoid personal attack?	YES	NO	SOMETIMES
18) Do board members feel free to express even dissenting viewpoints?	YES	NO	SOMETIMES
19) Do board members leave the meeting still feeling like a team?	YES	NO	SOMETIMES
20) Do board members leave the meeting with a feeling of accomplishment?	YES	NO	SOMETIMES

Evaluation followup:

If you circled any "NO" or "SOMETIMES" responses, list below the actions you will take to correct the problem so your meetings will run better and produce better results.

Our next meeting review will be _____.

The Decision-Making Process

Your board team will have to make dozens of decisions all the way from deciding meeting times to deciding to build a new building.

Politics, special interests and personal bias are realities that always come into play when a board attempts to make a team decision, but with a well-understood and followed decision-making process, those elements can be controlled and the board team can make good decisions.

You can't deliberate an issue by the numbers, but each deliberation with the rest of your board team should have some common elements, including:

1) Define the issue clearly. First make sure that all members of the board team are on the same channel. You could deliberate for hours an issue that deserves only a few minutes if all board members aren't clear about what the issue really is. The best way to avoid that is to get a motion on the table right away so everyone can focus on that specific motion. The chairperson should make it clear to all what a positive or a negative vote means. If you are not clear about the intent or meaning of the motion, ask the maker of the motion to clarify.

2) Look at the information. Good information is the only way a board team can understand enough about the issues to make good decisions. Your experience is a prime source of valuable information. Other board members will have valuable information and insights.

But board members are not on the front line with the daily business of the library and probably have limited expertise in library management. That means you have to rely on information from a variety of other people. The director and committee reports are standard sources for information about the issues that come before the board. Call on outside experts when necessary.

Board members aren't appointed for their expertise and experience in running a library, but rather their ability to ask the right questions, draw upon their experience and leadership skills and make good, informed decisions for the good of the library and community.

3) Consider the alternatives. Approach every issue with an open mind, believing that there is more than one side to every issue. What seems obvious at first glance may prove to have serious consequences down the road. Play the "devil's advocate," ask the tough questions and encourage other members of the team to voice opinions even though they may not agree with the majority.



Even a strong recommendation from the director or a board committee must not be accepted without a hard look at the possible alternatives. The director and committees should be expected to deliver a list of alternatives they have considered in arriving at their final recommendation.

4) Seek assistance. You should expect a recommendation from your director on all issues before the board. Never be afraid to seek help from outside the board from attorneys and other specialists who can help you make the decision. Just remember that no matter who recommends what or who advises you how to vote, the board has the ultimate responsibility and liability for the decisions they make. You can't blame others for your poor decisions.

5) Bounce the issue off your mission and long-range goals. All that you do should be in line with the mission of the library. Every decision the board makes should be in line with the long-range plan of the library and somehow advance the mission. You should also be able to say that every decision is for the greatest good of those who use the library.

6) Project the consequences. This is where the board member's vision comes in. A board decision cannot be made in isolation from all other things going on in the library. You must consider how this

decision will affect people, programs and plans. How will the community be affected by your decision? Are there possible legal problems with this decision? Will a decision to spend money in one area mean that less money will be available for other areas?

A decision today could well have consequences for years to come. For example, a decision to build a new building would be very short-sighted if it did not take into consideration the cost of upkeep and maintenance for the life of the building.

7) Vote. IC 5-14-1.5-3. This is where you put it all together and voice your own individual decision on the issue. Set aside personal bias and emotions and cast the vote for what you think is the best decision for the library.

No matter how carefully you make your decision, the other board members' decisions may not agree with yours. Just as you are obligated to make your best individual decision, you also have a strong obligation to accept the decision of the majority of the board team no matter how you voted.

You and your board will not always make the best decisions because there are roadblocks waiting for you. Understanding the roadblocks will help you make more good decisions than bad ones.

Avoiding poor decisions

Poor information is a major cause of poor board decisions. Not asking the right questions, listening to the wrong people or simply letting your ego lead you to believe you know all you need to know about the issue, can lead quickly to a poor decision. Plenty of good information is your first line of defense against poor decisions.

Not allowing time for good deliberation of an issue will result in a poor decision. Items put on the agenda at the last minute should be a red flag that says there is danger of a poor decision here. Cutting off debate before all board members have a good opportunity to discuss the issue may deprive the board of insights needed for a good decision.

Pressure from individuals or special interest groups often results in poor decisions from board members who simply want to get out from under the pressure--no matter the cost. The key to removing

this roadblock is a policy that says we listen to all segments and then make all decisions based on what's best for all who use the library.

Emotions often trip up trustees and lead to poor decisions. At some time most boards will have heated debate over an issue. But board members must recognize when debate has gone beyond spirited discussion and fallen into a personal attack, anger and argument. When that happens, it's time to break or table the issue until all cool down. Voting on an issue when board members have forgotten the facts and are operating on emotions will result in a poor decision.

***Working for
consensus
of the board
team***

Many of the decisions your board team makes will be done by consensus. Consensus simply means that all board members accept a decision on an issue even though each board member may not completely agree with the decision.

To reach consensus, an issue is discussed until agreement among all board members is reached. This is a more time-consuming and difficult method of decision making, but it has very great advantages over the majority vote. Consensus avoids conflict and splits among board members. Coming to consensus also forces a board to discuss an issue more thoroughly to bring all members into line.

Compromise is at the heart of arriving at consensus on any issue. Although the decision is not the one you would make if it were yours alone, it should be a decision that you can live with, knowing that none of the board members has won or lost, but all have compromised.

A formal vote may follow the consensus agreement to be recorded in the meeting minutes, or the minutes may simply say that consensus of all board members was reached on the issue. (Caution: Some issues **require** a formal vote.)

Simple issues, such as taking a recess during the meeting or setting the next meeting date, might easily be done by consensus. Sometimes more difficult issues can be handled by consensus.



It is not possible to arrive at consensus on all issues, but all board decisions will be better decisions if board members at least use the process of attempting to arrive at consensus on all issues.

***Committees
are accountable
to the full
board***

If your committee system is well defined and controlled, (board bylaws should describe this) and the committees are being held properly accountable, you should receive regular reports from each committee. The committee reports should explain what the committee has been doing for the board and make recommendations for board action.

Board members not on the committee should feel free to ask questions and get clarification from committee members, but avoid repeating work the committee has done. The purpose of the committee is to save time for the board. If the full board repeats the committee discussions after the committee reports to the board, the board has not saved time but rather doubled the time spent on the issue.

***Types of
committees***

Your board may already have standing or permanent committees that are described in the bylaws of the library and function year round. As certain important issues arise, the board may also appoint temporary or "ad hoc" committees to study those issues for the board.

At certain times, the board may meet as a committee of the whole. The difference between a meeting of the board as a committee of the whole and a regular board meeting is that the board in committee is focusing on one subject and does not take final action.

Regular board meetings do not allow time for extensive discussion of one issue, so the board meets as a committee of the whole to give itself that time for in-depth discussion. The issue is then presented as a committee report at the regular board meeting and formal action is taken there.

Your board may also have an executive committee. This committee is usually composed of the board officers and the director. It often has limited powers to act for the board in emergencies, but must have all actions ratified by the board at the next regular meeting.

***Your
responsibility
as a
committee
member***

You should approach committee meetings as seriously as you do the regular board meetings. Prepare for the meetings, attend the meetings and take part in the discussions. If you have an assignment from the committee, complete it in a timely manner. Remember, committees are an extension of the board.

When you are appointed to a committee, it is your responsibility to learn the mission of the committee, when and where the committee meets and the names of other members of the committee. You should also examine the history of the committee and the minutes of their meetings for at least the past year so that you are up and running with the committee as soon as possible.

Help your committee stay focused on its responsibility and accountability to the full board. Although committee meetings are usually not as formal as a full board meeting, they should have a distinct structure, agenda and goals. When the committee completes its meeting, there should be a clear result of the meeting that can be reported to the full board.

Committees are a valuable extension of the board, but only if they work in an orderly and accountable fashion.

2) Know your board policies well and follow them. Failure to have a policy when you should have one or failure to abide by the policies you have approved is often a source of litigation.

3) Use common sense in taking action as a board member. No one has to tell you that some issues such as potential employment discrimination or manipulating funds are dangerous and will very possibly land you in court.

4) Seek legal counsel when a question of legality arises. Board members often approve major contracts for the library. It should be standard procedure to have contracts reviewed by an attorney before the board gives approval.

5) Check your board's Directors and Officers (Errors and Omissions) insurance policy to know what it covers and what it does not cover. Most homeowner's liability policies do not cover your liability as a board member, so your board should consider additional coverage for the board through the library's insurance package. See the *Accounting and Uniform Compliance Guidelines Manual for Libraries* for limitations on general liability insurance.

6) Take preventative measures. Request that your library legal counsel discuss liability risks with the full board. Many insurance companies also provide risk management programs for organizations like the library. Ask your insurance carrier to provide such a program for your board.

7) Do only what the law says your board can do. The general rule for staying legal for most organizations is that if the law does not prohibit something then it is permitted. However, under Indiana law, library boards may not do anything but what is spelled out in the Indiana library law. Libraries in Indiana do not have "home rule".

8) Ask your library director to explain how your library assures compliance with the following:

- intellectual freedom
- Family Medical Leave Act
- affirmative action
- equal employment laws
- Americans with Disabilities Act
- drug-free workplace
- federal privacy laws
- copyright laws
- sexual harassment policy

Noncompliance with those laws could result in legal action against the board.



- refer complaints about the library to the proper level on the chain of command.
 - recognize that the board member's job is to ensure that the library is well-managed, not to manage the library.
 - vote to hire the best possible person to manage our library.
 - represent the whole community to the library and not a particular area or group.
 - do my best to ensure that the library is well maintained, financially secure, growing and always operating in the best interests of the community.
 - always work to learn more about the board member's job and how to do the job better.
 - declare any conflict of interests between my personal life and my position on the library board and avoid voting on issues that appear to be a conflict of interests. Uniform Conflict of Interest, Form 236 State Board of Accounts, <http://www.in.gov/sboa/2416.htm>
See also Chapter 7, http://www.in.gov/sboa/files/lib2010_007.pdf
 - abide by the ethics and conflict of interest statements in the board by-laws, as required in 590 IAC 6-1-4(g), <http://www.in.gov/legislative/iac/T05900/A00060.PDF?>
 -
- As a member of the library board I will not:***
- be critical, in or outside of the board meeting, of fellow board members or their opinions.
 - use any part of the library for my personal advantage or the personal advantage of my friends or relatives.
 - discuss the confidential proceedings of the board outside the board meeting.

prom-
i s e
prior
to a
meet-
i n g
how I
will
vote
o n
a n y
issue
in the
meet-
ing.

- promise prior to a meeting how I will vote on any issue in the meeting
- interfere with the duties of the director or undermine the director's authority.

economical or available in other libraries of the state; to encourage and support the development of the library profession; and to strengthen services of all types of publicly and privately supported special, school, academic and public libraries.

The Indiana Library and Historical Board governs the State Library and is empowered to receive and administer state and federal aid for the improvement and development of library and historical services in Indiana. Planning authority is also vested in the Indiana Library and Historical Board, subject to final approval by the governor.

The Indiana State Library (ISL) is composed of eleven divisions:

- Administrative Division
- Catalog Division
- Circulation Support
- Genealogy
- Indiana Division
- Library Development Office
- Management Information Service
- Manuscripts/Rare Books
- Professional Development Office
- Reference & Government Services
- Talking Books & Braille Library

ISLAC

The Indiana State Library Advisory Council (ISLAC) (IC 4-23-7.1-1(1); IC 4-23-7.1-39) is appointed by the Indiana Library and Historical Board to advise the board about development, administration, and evaluation of a state plan for libraries in Indiana, and to review applications and make recommendations about the use of federal Library Services Technology Act funds.

The Indiana Library Federation (ILF) promotes library and information services in the State of Indiana, including but not limited to public awareness and policy formulation, governance, continuing education, recognition, communication, legislative advocacy, professional and technical support, planning, professional development, networking and coalitions, and intellectual freedom.

ILF
941 E. 86th Street
Indianapolis, IN 46220
(317) 257-2040
www.ilfonline.org

The Indiana Library Trustee Association (ILTA) is an association for public library board members, within the Indiana Library Federation. Board members are automatically members of ILTA when their library pays dues to ILTA. The purpose of ILTA is to help board members promote libraries and library services and provide continuing education to library board members so they can do their job better.

ILTA
941 E. 86th Street
Indianapolis, IN 46220
(317) 257-2040
www.ilfonline.org

The American Library Association (ALA) is a membership organization comprised of libraries, librarians, library board members, and other interested persons from every state and many other countries. The association promotes high-quality library and information services in the United States. The ALA also supports the Office for Intellectual Freedom which will assist local libraries fighting censorship.

ALA
50 East Huron Street
Chicago, IL 60611
(312) 944-6780
(800) 545-2433
www.ala.org

United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations is a division of ALA. United for Libraries has the specific responsibility for educating through a continuing and comprehensive program for Library Trustees to enable them to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent. Trustee members of United for Libraries must be members of ALA.

United for Libraries
50 East Huron Street
Chicago, IL 60611
(312) 280-2161
(800) 545-2433
www.ala.org/unity

Friends of the Library

Friends of the Library are volunteer organizations formed in local communities by citizens who wish to assist the local library. Typical functions of Friends of the Library groups include:

- economic aid to the library--fund raising or purchase of materials for the library.
- volunteers to assist library staff.
- grass roots support for political action in support of the library, and
- assistance in fighting attempts at censorship of library materials.

FOIL
c/o ILF

941 E. 86th Street
Indianapolis, IN 46220
(317) 257-2040
www.ilfonline.org

Friends of Indiana Libraries (FOIL) is an organization operating as a clearinghouse of information about the activities of local Friends of the Library groups. FOIL can also help local communities establish a Friends of the Library group and coordinate a network of volunteers working for passage of library legislation. Individuals and local Friends groups may become members of FOIL.



Notes:

IHC - Indiana Humanities Council
IHETS - Indiana Higher Education Telecommunications System
IHSLA - Indiana Health Science Librarians Association
ILCC - Indiana Literacy Coordinating Committee
ILF - Indiana Library Federation
ILHB - Indiana Library and Historical Board
ILTA - Indiana Library Trustee Association
IMCPL - Indianapolis-Marion County Public Library
IMLS - Institute of Museums & Library Services
INDICO.NET - Indiana Digital County Network
INPRS - Indiana Public Retirement System
INSPIRE - Indiana Spectrum of Information Resources
INTERNET - International Education and Research Network
IOLUG - Indiana Online Users Group
I IPL –The Indianapolis Public Library
IPLA - Indiana Public Library Association
ISL - Indiana State Library
ISLAC - Indiana State Library Advisory Council
IVIN - Indiana Video Information Network
IYRIN - Indiana Youth Resources Information Network

LC - Library of Congress
LDO - Library Development Office; Indiana State Library
LEU - Library Education Unit
LSTA - Library Services and Technology Act
LVA - Literacy Volunteers of America

MARC - Machine Readable Cataloging, LC
MCLS - Midwest Collaborative for Library Services
MEDLARS - Medical Literature Analysis and Retrieval System
MEDLINE - Medical Information Data Base
NEA - National Endowment for the Arts
NEH - National Endowment for the Humanities
NICCL - Northern Indiana Computer Consortium for Libraries
NILART - Northern Indiana Library Administrators Roundtable
NLM - National Library of Medicine

NLS - National Library Service for the Blind and Physically Handicapped
NLW - National Library Week
NREN - National Research and Education Network

OCLC - Online Computer Library Center, Inc.
OPAC - Online Public Access Catalog

PAC - Public Access Catalog
PALNI - Private Academic Library Network of Indiana
PDO - Professional Development Office, Indiana State Library
PERF - Public Employees Retirement Fund
PLA - Public Library Association
PLAC - Public Library Access Card

RASD - Reference and Adult Services Division, ALA
RB - Reciprocal Borrowing
RLIN - Research Library Information Network

SLA - Special Library Association
SLC - School and Libraries Corporation
SLIS - School of Library and Information Science, Indiana University
STATIS - Statistical Information System
SULAN - State University Libraries Automation Network

TBBL - Indiana Talking Book and Braille Library, Indiana State Library

USDOE - U.S. Department of Education
USF - Universal Service Fund

WHCLIST - White House Conference on Libraries and Information Services Task Force
WLN - Washington (State) Library Network

Index

- Annexation**.....G-2
Appeals, Levy Excess (see Levy Excess Appeals)
Blind and physically handicapped, services for.....G-4
Bond Issues.....G-6
Budget Classifications.....H-2
Budget Glossary.....H-6—H-8
Budget Schedule.....H-2—H-3
By-laws vs. Policy.....C-2
Chain of Command.....F-1
Charitable contributions.....G-5
Consensus.....K-4
Construction (see Library Capital Projects Fund)
County Adjusted Gross Income Tax...G-4
County Option Income Tax.....G-4
Director (part of the board team).....D-1
Duties.....B-1
Executive Session (see Open Door Law)
Finance Glossary.....H-6—H-8
Fines and fees (see Miscellaneous Revenue)
Friends of the Library.....G-5, O-4
General Obligation Bonds (see Bond Issues)
Interest on cash (see Miscellaneous Revenue)
Lease/Financing Rental.....G-6
Legal Liability.....M-2
Levy Excess Appeals.....G-2
Library Capital Projects Fund.....G-5
Library Services and Technology Act.G-4
Long Range Plans.....E-1—E-6
Making Motions.....J-7—J-8
Meeting Evaluation.....J-13—J14
Miscellaneous Revenue.....G-4
Miscellaneous Taxes.....G-3
Officers (see President, Vice-President, Secretary, or Treasurer)
Open Door Law.....J-9
Orientation (documents to ask for).....A-4
Orientation (questions to be answered).....A-3
Parliamentary Procedures.....J-4—J-5
Physically handicapped and blind, services for (see Blind and physically handicapped services for)
Policies (how to develop).....C-3—C-4
Policies (required by law).....C-5—C-6
Policies (where to find).....C-3
Property Tax Replacement Credit.....G-3
Property Taxes (funding source).....G-1
President, Board.....I-1
Public Library Access Card.....G-5
Quorum.....J-3
Remodeling (see Library Capital Projects Fund)
Robert’s Rules of Order (see Parliamentary Procedures)
Secretary, Board.....I-3
State funds for public libraries.....G-4
Statewide Library Card (see Public Library Access Card)
Sunshine Law (see Open Door Law)
Tasks.....B-1
Taxes (see Property Taxes)
Treasurer, Board.....I-3
Vice-President, Board.....I-2
Voting.....J-8

IC 36-12

ARTICLE 12. LIBRARIES

IC 36-12-1

Chapter 1. Definitions and General Provisions

IC 36-12-1-1

Application of definitions

Sec. 1. The definitions in this chapter apply throughout this article.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-2

"Indiana library and historical board"

Sec. 2. "Indiana library and historical board" refers to the Indiana library and historical board established by IC 4-23-7-2.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-3

"Library board"

Sec. 3. "Library board" means the fiscal and administrative body of a public library.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-4

"Library district"

Sec. 4. "Library district" means the territory within the corporate boundaries of a public library.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-5

"Public library"

Sec. 5. "Public library" means a municipal corporation that:

- (1) provides library services; and
- (2) is organized under:
 - (A) IC 36-12-2;
 - (B) IC 36-12-4;
 - (C) IC 36-12-5;
 - (D) IC 36-12-6; or
 - (E) IC 36-12-7.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-6

"School board"

Sec. 6. "School board" means the governing body as set forth in IC 20-18-2-5.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-7

"School corporation"

Sec. 7. "School corporation" has the meaning set forth in IC 20-33-5-1.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-8

Policy; services

Sec. 8. (a) The state shall encourage the establishment, maintenance, and development of public libraries throughout Indiana as part of the provision for public education of Indiana.

(b) Public libraries provide free library services in order to meet the educational, informational, and recreational interests and needs of the public.

(c) Library services include:

- (1) collecting and organizing books and other library materials; and
- (2) providing reference, loan, and related services to library patrons.

(d) Library services are provided by public libraries supported by public funds.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.19.

IC 36-12-1-9

Classification of public libraries

Sec. 9. Public libraries are classified as either:

(1) Class 1 libraries, which comprise:

- (A) all public libraries established after March 13, 1947; and
- (B) all public libraries established before March 14, 1947, that have filed a resolution of conversion under section 10 of this chapter; or

(2) Class 2 public libraries, which comprise all public libraries established before March 14, 1947, that have not filed a resolution of conversion under section 10 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-10

Conversion of Class 2 library to Class 1 library; procedure; appointment of library board; tax levies

Sec. 10. (a) A Class 2 library may convert to Class 1 status if the Class 2 library board passes the following resolution of conversion:

" _____ Public Library, by action of its library board, resolves to convert to a Class 1 library district subject to IC 36-12-2.".

(b) The resolution of conversion:

- (1) must describe the territory included in the library district; and
- (2) is irrevocable.

(c) The resolution of conversion must be signed by a majority of library board members. Not later than five (5) days after approving the resolution of conversion, the library board shall file a copy of the resolution of conversion:

(1) in the office of the county recorder in the county where the administrative office of the public library is located; and

(2) with the Indiana state library.

(d) The library board shall give notice of the resolution of conversion to all officials who have appointive powers under IC 36-12-2.

(e) The officials under subsection (d) shall appoint a library board for the public library. Members of the old library board shall continue to serve as library board members until:

(1) a majority of the new library board has been appointed; and

(2) the new appointees have taken an oath of office to serve on the library board.

(f) Upon the:

(1) filing of the resolution of conversion;

(2) appointments under IC 36-12-2; and

(3) oath of office of the new library board under IC 36-12-2-19; any current tax levies continue under authority granted to the Class 2 library until the next succeeding calendar year, at which time the tax provisions for Class 1 libraries under IC 36-12-3-12 apply.

(g) The obligation of a political subdivision to levy and collect taxes for library purposes remains effective after the conversion.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-11

Class 2 libraries; operation under IC 36-12-7; election to adopt other provisions

Sec. 11. (a) Class 2 libraries shall operate under the applicable provisions of IC 36-12-7.

(b) The library boards of Class 2 libraries may elect to adopt:

(1) IC 36-12-2-22;

(2) IC 36-12-2-24;

(3) IC 36-12-2-25; and

(4) IC 36-12-3.

(c) Class 2 libraries that elect only the sections set forth in subsection (b) retain the status of Class 2 libraries.

(d) The library board of the Class 2 libraries that elect only the sections set forth in subsection (b) shall file with the Indiana state library a copy of the part of the library board's minutes showing passage of the board's resolution to elect:

(1) IC 36-12-2-22;

(2) IC 36-12-2-24;

(3) IC 36-12-2-25; and

(4) IC 36-12-3.

(e) The election of IC 36-12-2-22, IC 36-12-2-24, IC 36-12-2-25, and IC 36-12-3 is irrevocable.

As added by P.L.1-2005, SEC.49.

IC 36-12-1-12

Policy for Internet or other computer network use

Sec. 12. (a) This section applies to a board of a public library that

allows library patrons to use library software to access the Internet or other computer network.

(b) As used in this section, "computer network" has the meaning set forth in IC 35-43-2-3.

(c) The board of a public library shall adopt a policy concerning the appropriate use of the Internet or other computer network by library patrons in all areas of the library.

(d) The board shall make the policy adopted under subsection (c) readily available to all library patrons.

(e) The board of a public library shall annually review the policy adopted under subsection (c).

As added by P.L.1-2005, SEC.49.

IC 36-12-1-13

Township trustees of certain counties paying cost of resident's library card

Sec. 13. A township trustee of a township that is:

(1) located in a county having a population of more than thirty-four thousand three hundred (34,300) but less than thirty-five thousand (35,000); and

(2) not served by a public library;

may pay the cost of a library card at the nearest library for a resident of the township upon request of the resident.

As added by P.L.1-2005, SEC.49. Amended by P.L.119-2012, SEC.247.

IC 36-12-2

Chapter 2. Class 1 Public Libraries: Organization and Board Members

IC 36-12-2-1

Application of chapter

Sec. 1. This chapter applies only to Class 1 public libraries.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-2

Municipal corporation; taxing unit

Sec. 2. (a) A Class 1 public library is a municipal corporation, known as _____ Public Library.

(b) In the name of the Class 1 public library under subsection (a), the public library may:

- (1) contract and be contracted with; and
- (2) sue and be sued in court.

(c) Each public library constitutes an independent taxing unit for purposes of IC 6-1.1-1-21.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-3

Corporate boundaries; annexation

Sec. 3. (a) The corporate boundaries of the public library must be described in the resolution of establishment, conversion, transfer, or merger filed:

- (1) in the office of the county recorder in the county where the administrative office of the public library is located; and
- (2) with the Indiana state library.

(b) If the corporate boundaries of a unit and a Class 1 public library are coextensive, territory annexed by the unit becomes part of the library district if the annexed territory is not already part of another library district. Whenever a public library annexes territory under this subsection, the library board shall file a statement describing the annexed territory:

- (1) in the office of the county recorder in the county where the administrative office of the public library is located; and
- (2) with the Indiana state library.

If the territory annexed by a unit is already a part of another library district, the territory remains a part of the other library district unless the library boards of both public libraries pass a resolution of transfer under section 4 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-4

Transfer of territory; procedure

Sec. 4. One (1) public library may transfer a part of the territory of the library to another public library according to the following procedure:

- (1) The library boards of each public library must pass a

resolution of transfer signed by a majority of the entire membership of each library board agreeing to the transfer.

(2) The library boards of each public library must include a description of the transferred territory in the respective resolutions of each public library.

(3) Each of the library boards must file a copy of the resolution of transfer:

(A) in the office of the county recorder in the county where the administrative office of the respective public library is located; and

(B) with the Indiana state library.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-5

Establishment of library; authorization; petition or remonstrance; procedure; duties of clerk of circuit court

Sec. 5. (a) The legislative body of a municipality, township, county, or part of a county, any of which is not already taxed for public library purposes, that has:

(1) a population of at least ten thousand (10,000); or

(2) an assessed valuation that is at least as high as the median of the most recent certified assessed valuation of the ten (10) library taxing districts closest in population to ten thousand (10,000);

may establish a public library for the residents of the municipality, township, county, or part of the county.

(b) The establishment of the public library may be initiated either by:

(1) the legislative body passing a written resolution; or

(2) filing a petition with the legislative body that has been signed by at least twenty percent (20%) of the registered voters of the municipality, township, county, or part of a county, as determined by the last preceding general election.

(c) Not later than ten (10) days after a petition is filed under subsection (b)(2), the municipality, township, county, or part of a county shall give notice of the filing of the petition in two (2) newspapers of general circulation in the county, one (1) of which is published in the municipality where the library is to be located, if a newspaper is published in the municipality.

(d) Not later than ten (10) days after the publication of the petition under subsection (c), a registered voter in the municipality, township, county, or part of a county where the public library is proposed to be established may file with the respective municipality, township, or county a remonstrance that:

(1) is signed by registered voters in the municipality, township, county, or part of the county where the public library is proposed to be established; and

(2) states that the registered voters who have signed the remonstrance are opposed to the establishment of the public library.

- (e) The following apply to a petition that is filed under subsection (b)(2) or a remonstrance that is filed under subsection (d):
- (1) The petition or remonstrance must show the following:
 - (A) The date on which each individual signed the petition or remonstrance.
 - (B) The residence of each individual on the date the individual signed the petition or remonstrance.
 - (2) The petition or remonstrance must include an affidavit of the individual circulating the petition or remonstrance stating that each signature on the petition or remonstrance:
 - (A) was affixed in the individual's presence; and
 - (B) is the true signature of the individual who signed the petition or remonstrance.
 - (3) Several copies of the petition or remonstrance may be executed. The total of the copies constitute a petition or remonstrance. A copy must include an affidavit as described in subdivision (2). An individual who signed the petition, remonstrance, or copy may file the petition, the remonstrance, or a copy. All copies constituting a petition or remonstrance must be filed on the same day.
 - (4) The clerk of the circuit court in the county where the municipality, township, county, or part of a county where the public library that is proposed to be established is located shall do the following:
 - (A) If a name appears more than one (1) time on a petition or on a remonstrance, the clerk shall strike any duplicates of the name until the name appears only one (1) time on a petition or a remonstrance, or both, if the individual signed both a petition and a remonstrance.
 - (B) Strike the name from either the petition or the remonstrance of an individual who:
 - (i) signed both the petition and the remonstrance; and
 - (ii) personally, in the clerk's office, makes a voluntary written and signed request for the clerk to strike the individual's name from the petition or the remonstrance.
 - (C) Not more than fifteen (15) days after a petition or remonstrance is filed, certify the number of signatures on the petition or remonstrance that:
 - (i) are not duplicates; and
 - (ii) represent individuals who are registered voters in the municipality, township, county, or part of a county where the public library is proposed to be established, on the day the individuals signed the petition or remonstrance.
 - (D) Establish a record of the clerk's certification in the clerk's office and file:
 - (i) the original petition;
 - (ii) the original remonstrance, if any; and
 - (iii) a copy of the clerk's certification;with the legislative body of the municipality, township, or county.

The clerk of the circuit court may only strike an individual's name from a petition or remonstrance as set forth in clauses (A) and (B).

(f) At the first meeting of the legislative body held at least ten (10) days after the publication of the petition, the legislative body shall compare the petition and any remonstrance. Whenever:

- (1) a remonstrance has not been filed; or
- (2) a greater number of voters have signed the petition than have signed the remonstrance against the establishment of the public library;

the legislative body shall establish by written resolution the public library with a library district coextensive with the boundaries of the unit or part of a county, whichever is applicable.

(g) The establishment of the public library is effective as of the date the written resolution is passed. The legislative body shall file a copy of the resolution not later than five (5) days after the resolution is passed:

- (1) with the county recorder in the county where the administrative office of the public library is located; and
- (2) with the Indiana state library.

(h) The legislative body shall give notice to the officials who have the power to appoint members of the library board for the new public library under section 9 of this chapter. The officials shall appoint the library board for the new public library under section 9 of this chapter as soon as possible after the officials are notified.

(i) When the number of registered voters who have signed a remonstrance against the establishment of the public library is equal to or greater than the number who have signed the petition in favor of the establishment of the public library, the legislative body shall dismiss the petition. Another petition to establish a public library may not be initiated until one (1) year after the date the legislative body dismissed the latest unsuccessful petition.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-5.5

Repealed

(Repealed by P.L.84-2012, SEC.20.)

IC 36-12-2-6

Establishment of library; petition or remonstrance; affidavit; duties of clerk of circuit court

Sec. 6. (a) The following apply to a petition or remonstrance filed under section 5 of this chapter:

- (1) The petition or remonstrance must show the following:
 - (A) The date on which each individual signed the petition or remonstrance.
 - (B) The residence of each individual on the date the individual signed the petition or remonstrance.
- (2) The petition or remonstrance must include an affidavit of the individual circulating the petition or remonstrance stating

that each signature on the petition or remonstrance:

(A) was affixed in the individual's presence; and

(B) is the true signature of the individual who signed the petition or remonstrance.

(3) The clerk of the circuit court or the board of registration shall do the following:

(A) Strike all names appearing more than one (1) time on the petition or remonstrance.

(B) Certify the number of signatures on the petition or remonstrance that:

(i) are not duplicates; and

(ii) represent individuals who are registered voters in the county, the part of the county, or the municipality.

(b) The clerk of the circuit court shall complete the certification required by subsection (a) not later than fifteen (15) days after the petition or remonstrance is filed.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-7

Library board appointee; residency

Sec. 7. (a) Except as provided in subsection (b), an appointee to a library board must:

(1) reside in the library district during the time the appointee is on the library board; and

(2) have resided in the library district served by the public library for at least the two (2) years immediately preceding the appointee's appointment to the library board.

(b) This subsection does not apply to a public library established by a county. If part or all of one (1) or more townships are contracting for service from a public library under IC 36-12-3-7, the appointing authority, in making an appointment under section 9(4) of this chapter, may name a resident of one (1) township to serve on the library board as the appointment of the appointing authority. However, the township appointee ceases to be a member of the library board if the township in which the appointee resides fails to renew the township's contract for library service.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-8

Limitation on terms of service; consecutive terms; computation; exception for certain library districts

Sec. 8. (a) Except as provided in subsection (b), an appointee to a library board may not serve more than four (4) consecutive terms on the library board. An unexpired term of two (2) years or less that an individual serves in filling a vacancy on the library board may not be counted in computing consecutive terms for purposes of this subsection. The consecutive terms are computed without regard to a change in the appointing authority that appointed the member. If:

(1) a member's term is interrupted due to the merger of at least two (2) public libraries under IC 36-12-4; and

(2) the member is reappointed to the merged public library board;

the term that was interrupted may not be considered in determining the number of consecutive terms a member may serve on a library board. An appointee who has served four (4) consecutive terms may be reappointed to the board at least four (4) years after the date the appointee's most recent term ended.

(b) This subsection applies to a library board for a library district having a population of less than three thousand (3,000). If an appointing authority conducts a diligent but unsuccessful search for a qualified individual who wishes to be appointed to serve on the library board:

(1) the appointing authority may reappoint a board member who has served four (4) or more consecutive terms; and

(2) state funds may not be withheld from distribution to the library.

The appointing authority shall file with the library board a written description of the search that was conducted under this subsection. The record becomes a part of the official records of the library board. *As added by P.L.1-2005, SEC.49. Amended by P.L.113-2010, SEC.158.*

IC 36-12-2-9

Appointments to library board; membership

Sec. 9. Except as provided in section 15 of this chapter and subject to section 16 of this chapter, seven (7) members of a library board shall be appointed as follows:

(1) One (1) member appointed by the executive of the county in which the library district is located, or if the district is located in more than one (1) county, jointly by the executives of the respective counties.

(2) One (1) member appointed by the fiscal body of the county in which the library district is located, or if the district is located in more than one (1) county, jointly by the fiscal bodies of the respective counties.

(3) Three (3) members appointed by the school board of the school corporation serving the library district. However, if there is more than one (1) school corporation serving the library district:

(A) two (2) members shall be appointed by the school board of the school corporation in which the principal administrative offices of the public library are located; and

(B) one (1) member shall be appointed by a majority vote of the presidents of the school boards of the other school corporations.

(4) One (1) member appointed under section 10(1), 11(b)(1), 12(1), 13(1), or 14(1) of this chapter, as applicable.

(5) One (1) member appointed under section 10(2), 11(b)(2), 12(2), 13(2), or 14(2) of this chapter, as applicable.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-10

Library board serving district located in more than one county; appointments

Sec. 10. This section applies to the appointment of members to the library board of a public library serving a library district that is located in more than one (1) county and is not entirely located within the boundaries of one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:

- (1) One (1) member appointed jointly by the executive of the respective counties.
- (2) One (1) member appointed jointly by the fiscal bodies of the respective counties.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-11

Library board serving district created in one county; appointments

Sec. 11. (a) This section applies to the appointment of members to the library board of a public library serving a library district that is located in one (1) county and:

- (1) has been established by a county or merged into a county public library;
- (2) results from the merger of a public library into a county public library under IC 36-12-4;
- (3) is located in part or all of two (2) or more townships and is not entirely located within the boundaries of one (1) municipality; or
- (4) is located in part or all of two (2) or more municipalities.

(b) Subject to subsection (c), in a public library described in subsection (a), the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:

- (1) One (1) member appointed by the executive of the county in which the library district is located.
- (2) One (1) member appointed by the fiscal body of the county in which the library district is located.

(c) This subsection applies to a county containing only two (2) Class 1 public libraries and having a population of more than one hundred twenty-five thousand (125,000) but less than one hundred thirty-five thousand (135,000), or more than one hundred fifty thousand (150,000) but less than one hundred seventy thousand (170,000). In a public library that is the result of a merger occurring after December 31, 1979, between a public library and a county contractual public library, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:

- (1) One (1) member appointed by the executive of the municipality in which the principal administrative offices of the public library are located.
- (2) One (1) member appointed by the legislative body of the municipality in which the principal administrative offices of the public library are located.

As added by P.L.1-2005, SEC.49. Amended by P.L.119-2012, SEC.248.

IC 36-12-2-12

Library board serving district located in unincorporated areas of township; appointments

Sec. 12. This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located in the unincorporated areas of the township. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:

- (1) One (1) member appointed by the executive of the township in which the library district is located.
- (2) One (1) member appointed by the legislative body of the township in which the library district is located.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-13

Library board serving district located in one township; appointments

Sec. 13. This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located in one (1) township and includes part or all of only one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:

- (1) One (1) member appointed by the legislative body of the township in which the library district is located.
- (2) One (1) member appointed by the legislative body of the municipality in which the library district is located.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-14

Library board serving district located in one municipality; appointments

Sec. 14. This section applies to the appointment of members to the library board of a public library serving a library district that is entirely located within the boundaries of one (1) municipality. For a public library under this section, the appointments under section 9(4) and 9(5) of this chapter shall be made as follows:

- (1) One (1) member appointed by the executive of the municipality in which the library district is located.
- (2) One (1) member appointed by the legislative body of the municipality in which the library district is located.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-15

Library board serving district in certain counties; appointments

Sec. 15. (a) This section applies to the library board of a library district:

- (1) located in a county having a population of more than seventy thousand (70,000) but less than seventy thousand fifty (70,050); and
- (2) containing all or part of the territory of each school corporation in the county.

(b) Notwithstanding section 9 of this chapter, the library board has the following members:

- (1) One (1) member appointed by the executive of the county in which the library district is located and who is not a member of the county executive.
- (2) One (1) member appointed by the fiscal body of the county in which the library district is located and who is not a member of the county fiscal body.
- (3) One (1) member appointed by the legislative body of the most populous city in the library district and who is not a member of the city legislative body.
- (4) One (1) member appointed by the school board of each school corporation having territory in the library district and who is not a member of a governing body of a school corporation.

(c) An individual who is appointed under subsection (b) to serve as a member of a library board must, before March 1 of each year, report to the member's appointing authority concerning the work of the library board and finances of the library during the preceding calendar year, including the rate of taxation determined under IC 36-12-3-12.

As added by P.L.1-2005, SEC.49. Amended by P.L.119-2012, SEC.249.

IC 36-12-2-16

Library board serving district located partly or fully within consolidated city within one county; appointments

Sec. 16. (a) This section applies to the appointment of members to a library board of a public library serving a library district that is:

- (1) partly or fully within the boundaries of a consolidated city; and
- (2) fully within the boundaries of one (1) county.

(b) Seven (7) members of a library board shall be appointed in the following order as the terms of previously appointed members expire:

- (1) One (1) member appointed by the board of county commissioners of the county in which the library district is located.
- (2) One (1) member appointed by the fiscal body of the county in which the library district is located.
- (3) One (1) member appointed by the board of county commissioners of the county in which the library district is located.
- (4) Two (2) members appointed by the school board of the school corporation in which the principal administrative offices

of the public library are located.

(5) One (1) member appointed by the board of county commissioners of the county in which the library district is located.

(6) One (1) member appointed by the fiscal body of the county in which the library district is located.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-17

Additional members of county contractual library board; appointments

Sec. 17. The four (4) additional members of a county contractual library board required by IC 36-12-6-2 shall be appointed as follows:

(1) Two (2) members appointed by the executive of the county in which the county contractual library district is located.

(2) Two (2) members appointed by the county superintendent of schools, or if there is no county superintendent of schools, by the county auditor of the county in which the library district is located.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-18

Term of library board member

Sec. 18. (a) Subject to subsection (b), the term of a library board member is four (4) years. A member may continue to serve on a library board after the member's term expires until the member's successor is qualified under section 19 of this chapter. The term of the member's successor is not extended by the time that has elapsed before the successor's appointment and qualification. If a member is appointed to fill a vacancy on a library board, the member's term is the unexpired term of the member being replaced.

(b) Except for a library board whose membership is established under section 15 of this chapter, for purposes of establishing staggered terms for the members of a library board, the initial members shall serve the following terms:

(1) One (1) year for one (1) member appointed under section 9(1), 9(5), 16(b)(1), 16(b)(2), or 17(1) of this chapter.

(2) Two (2) years for one (1) member appointed under section 9(3)(A), 9(4), 16(b)(3), 16(b)(4), or 17(2) of this chapter.

(3) Three (3) years for one (1) member appointed under section 9(2), 9(3)(A), 16(b)(4), 16(b)(5), or 17(1) of this chapter.

(4) Four (4) years for one (1) member appointed under section 9(3)(B), 16(b)(6), or 17(2) of this chapter.

(c) When an appointing authority appoints members to terms of different length under subsection (b), the appointing authority shall designate which member serves each term.

(d) A member may not serve more than four (4) consecutive terms as provided in section 8 of this chapter.

As added by P.L.1-2005, SEC.49. Amended by P.L.113-2010, SEC.159.

IC 36-12-2-19**Certificate of appointment; oath of office**

Sec. 19. (a) An appointing authority under this chapter shall issue to each appointee to a library board a signed certificate of appointment.

(b) Not more than ten (10) days after the receipt of the certificate of appointment, the appointee shall take an oath of office, before an individual authorized by law to administer the oath, to the effect that the appointee will faithfully discharge the appointee's duties to the best of the appointee's ability.

(c) The appointee shall file the certificate of appointment and the endorsed oath with the records of the public library, which shall be preserved as a public record.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-20**Removal of member; vacancy**

Sec. 20. (a) A library board member may be removed at any time by the appointing authority, after public hearing, for any cause:

(1) that interferes with the proper discharge of the member's duties as a member of the board; or

(2) that jeopardizes public confidence in the member.

(b) A vacancy occurs whenever a member is absent from six (6) consecutive regular board meetings for any cause other than illness. The appointing authority shall be notified by the secretary of the board of a vacancy.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-21**Compensation**

Sec. 21. A member of a library board shall serve without compensation. A board member may not serve as a paid employee of the public library, except the treasurer as provided in section 22 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-22**Treasurer; election; powers and duties; removal; vacancy; surety bond**

Sec. 22. (a) The library board shall annually elect a treasurer of the public library. The treasurer may be either:

(1) a member of the library board; or

(2) an employee of the library.

However, the library director appointed under section 24 of this chapter may not also be treasurer.

(b) The library board may fix the rate of compensation for the services of the treasurer.

(c) The treasurer:

(1) is the official custodian of all library funds;

(2) is responsible for the proper safeguarding and accounting of

all library funds;

(3) shall issue warrants approved by the library board in payment of expenses lawfully incurred in behalf of the public library; and

(4) shall make financial reports of library funds and present the reports to the library board every month.

(d) The library board may prescribe the powers and duties of the treasurer consistent with this chapter.

(e) The treasurer may be removed by the board at any regular or special meeting by a majority vote of the entire membership of the board.

(f) The board may elect a successor treasurer if a vacancy occurs in the office.

(g) The treasurer shall give a surety bond for the faithful performance of the treasurer's duty and for the accurate accounting of all money coming into the treasurer's custody. The bond must be:

(1) written by an insurance company licensed to do business in Indiana;

(2) for the term of office of the treasurer;

(3) in an amount determined by the library board;

(4) paid for with the money from the library fund;

(5) payable to the state of Indiana;

(6) approved by the library board; and

(7) deposited in the office of the recorder of the county in which the library district is located.

As added by P.L.1-2005, SEC.49.

IC 36-12-2-23

Library board; meetings; election of officers; quorum

Sec. 23. (a) Upon the creation of a new public library, the library board shall meet not later than ten (10) days after a majority of the appointees have taken an oath of office. The organizational meeting may be called by any two (2) members. At the meeting, the board shall:

(1) elect from the members of the board a president, a vice president, a secretary, and other officers that the board determines are necessary; and

(2) adopt bylaws for the board's procedure and management and for the management of the public library.

Officers of the board shall be elected annually.

(b) Four (4) library board members, who are present in person, constitute a quorum for the transaction of business. However, for a county contractual library board under section 17 of this chapter, a quorum consists of six (6) members. The library board shall meet:

(1) at least monthly; and

(2) at any other time a meeting is necessary.

Meetings may be called by the president or any two (2) board members. All meetings of the board, except necessary executive sessions of the officers, are open to the public.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.21.

IC 36-12-2-24

Selection of director; employment and discharge of librarians; reimbursement of interviewing and moving expenses; severance pay

Sec. 24. (a) The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library.

(b) The library board shall employ and discharge librarians and other individuals that are necessary in the administration of the affairs of the library. The board shall:

- (1) fix and pay the compensation;
- (2) classify and adopt schedules of salaries; and
- (3) determine the number and prescribe the duties;

of the librarians and other individuals, with the advice and recommendations of the library director.

(c) In exercising the powers of the library board under this section, the library board may reimburse:

- (1) candidates for employment for expenses reasonably incurred while interviewing; and
- (2) new employees for the reasonable moving expenses of the employees.

If the library board exercises authority under this subsection, the board shall establish reasonable levels of reimbursement for the purposes of this subsection.

(d) A library board may provide severance pay to a library employee who is involuntarily separated from employment with the library.

(e) A library board may provide severance pay to a library employee who is voluntarily separated from employment with the library if the library board makes the following findings in a public meeting:

- (1) The library is subject to financial difficulties and revenue shortfall.
- (2) The library:
 - (A) will not hire an individual to perform the duties of the employee separating from employment at the same or comparable compensation and benefits for at least one (1) year after the date the employee separates from employment with the library;
 - (B) will hire a permanent or temporary employee for less compensation and benefits to perform the duties of the employee separating from employment; or
 - (C) will satisfy both the conditions in clauses (A) and (B).
- (3) The library will pay the separating employee a stated amount of severance pay.
- (4) The library will reduce its expenditures by:

- (A) paying the severance pay stated under subdivision (3) to the employee separating from employment; and
- (B) fulfilling one (1) or more of the conditions set forth in subdivision (2).

As added by P.L.1-2005, SEC.49. Amended by P.L.63-2011, SEC.1.

IC 36-12-2-25

Local library cards; fees; penalties for loss or damage of library property

Sec. 25. (a) The residents or real property taxpayers of the library district taxed for the support of the library may use the facilities and services of the public library without charge for library or related purposes. However, the library board may:

- (1) fix and collect fees and rental charges; and
- (2) assess fines, penalties, and damages for the:
 - (A) loss of;
 - (B) injury to; or
 - (C) failure to return;

any library property or material.

(b) A library board may issue local library cards to:

- (1) residents and real property taxpayers of the library district;
- (2) Indiana residents who are not residents of the library district; and
- (3) individuals who reside out of state and who are being served through an agreement under IC 36-12-13.

(c) Except as provided in subsection (d), a library board must set and charge a fee for a local library card issued under subsection (b)(2) and (b)(3). The minimum fee that the board may set under this subsection is the greater of the following:

- (1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries".
- (2) Twenty-five dollars (\$25).

(d) A library board may issue a local library card without charge or for a reduced fee to an individual who is not a resident of the library district and who is:

- (1) a student enrolled in or a teacher in a public school corporation or nonpublic school:
 - (A) that is located at least in part in the library district; and
 - (B) in which students in any grade preschool through grade 12 are educated; or
- (2) a library employee of the district;

if the board adopts a resolution that is approved by an affirmative vote of a majority of the members appointed to the library board.

(e) A library card issued under subsection (b)(2), (b)(3), or (d) expires one (1) year after issuance of the card.

As added by P.L.1-2005, SEC.49. Amended by P.L.91-2009, SEC.1; P.L.113-2010, SEC.160; P.L.84-2012, SEC.22.

IC 36-12-2-26

Dissolution

Sec. 26. (a) Dissolution of a library district is initiated when the legislative body of each municipality, township, or county that is a part of the district and library board of the district adopt identical resolutions proposing to dissolve the district by an affirmative vote of a majority of the voting members of each legislative body and library board.

(b) Copies of the resolutions adopted under subsection (a) shall be filed not later than ten (10) days after the resolution is adopted with:

- (1) the state library; and
- (2) the county recorder of each county in which the library district is located.

(c) A dissolution does not take effect until:

- (1) all legal and fiscal obligations of the library district have been satisfied;
- (2) the assets of the district have been distributed; and
- (3) a notice is filed with the agencies listed in subsection (b), indicating that the actions described in subdivisions (1) and (2) have been completed and the dissolution is final.

As added by P.L.113-2010, SEC.161.

IC 36-12-3

Chapter 3. Powers and Duties of Class 1 Public Libraries

IC 36-12-3-1

Application of chapter

Sec. 1. This chapter applies only to Class 1 public libraries.
As added by P.L.1-2005, SEC.49.

IC 36-12-3-2

Board compliance with and participation in statewide library card program; reciprocal borrowing agreement

Sec. 2. The library board shall comply with and participate in the statewide library card program described in IC 4-23-7.1-5.1. However, the library board may enter into a reciprocal borrowing agreement with another library board under section 7 of this chapter or IC 36-1-7 to:

- (1) provide to; or
- (2) receive from;

the other library board library service.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-3

Authority of library board

Sec. 3. The library board shall govern and set policy for all the affairs of the public library. The library board may:

- (1) make rules for the discharge of the library board's responsibilities; and
- (2) manage and insure all real and personal property belonging to the public library.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-4

Establishment of libraries, branches, or stations; museum

Sec. 4. (a) The library board may establish a sufficient number of:

- (1) libraries;
- (2) branch libraries; or
- (3) stations;

that are conveniently located to serve the residents of the library district within the resources available.

(b) The library board may provide suitable rooms, structures, facilities, furniture, apparatus, and other articles necessary for the thorough organization and efficient management of the libraries.

(c) The library board may provide for the establishment and operation of a museum to serve the residents of the library district.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-5

Real or personal property; acquisition; disposal

Sec. 5. (a) The library board may:

- (1) acquire real or personal property by purchase, devise, lease,

condemnation, or otherwise; and

(2) own any real or personal property for purposes of the public library.

(b) The library board may:

(1) sell;

(2) exchange; or

(3) otherwise dispose of;

real and personal property no longer needed for library purposes in accordance with IC 36-1-11 and IC 5-22.

(c) The library board may transfer personal property no longer needed for library purposes for no compensation or a nominal fee to an Indiana nonprofit library organization that is:

(1) tax exempt; and

(2) organized and operated for the exclusive benefit of the library disposing of the property;

without complying with IC 36-1-11 or IC 5-22.

(d) The library board may:

(1) accept gifts of real or personal property; and

(2) hold, mortgage, lease, or sell the property as directed by the terms of the grant, gift, bequest, or devise;

when the action is in the interest of the public library.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.23.

IC 36-12-3-6

Purchase and loan of books; dissemination of information

Sec. 6. The library board may provide for the:

(1) purchase and loan of books and other media of communication; and

(2) dissemination of information to the residents of the library district in any manner.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-7

Contracts for library service; tax levy

Sec. 7. (a) A library board may contract to provide or receive library service from the following municipal corporations:

(1) Another public library.

(2) Any unit.

(b) A contract for library service between a public library and another municipal corporation must outline the:

(1) manner and extent of library service; and

(2) amount of compensation for the extension of library service.

(c) This subsection does not apply to municipal corporations described in section 8 of this chapter. A municipal corporation receiving library service shall:

(1) levy a tax sufficient to meet the amount of compensation agreed upon under the contract; and

(2) expend all funds received under a contract for library services chargeable to the contract.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-8

Municipal corporations in certain counties; contracts for library services; tax levy or revenue from other tax

Sec. 8. (a) This section applies to municipal corporations located in a county having a population of more than thirty-five thousand (35,000) but less than thirty-seven thousand (37,000).

(b) A municipal corporation receiving library service under section 7 of this chapter shall:

(1) levy a tax sufficient to meet the amount of compensation agreed on under the contract; or

(2) make the contract payments with revenue derived from a tax being imposed before the contract is approved by the municipal corporation, including the part of local income tax revenue that is not required to be dedicated to providing property tax relief.

(c) A library board providing service shall expend all funds received under a contract for library services chargeable to the contract.

As added by P.L.1-2005, SEC.49. Amended by P.L.119-2012, SEC.250.

IC 36-12-3-9

Bonds; issuance; procedure; liability for indebtedness; tax exemption

Sec. 9. (a) A library board may, by resolution, issue bonds for one (1) or more of the following purposes:

(1) The acquisition or improvement of library sites.

(2) The acquisition, construction, extension, alteration, or improvement of structures and equipment necessary for the proper operation of a library.

(3) To refund outstanding bonds and matured interest coupons and to issue and sell refunding bonds for that purpose.

(b) The library board shall advertise and sell bonds in compliance with IC 5-1-11 at any interest rate. The bonds are payable at the time the board fixes in the authorizing resolution, but all bonds must be payable within a period of not more than twenty (20) years from the date the bonds are issued.

(c) Bonds issued under this section do not constitute a corporate obligation or indebtedness of any other political subdivision. Bonds issued under this section constitute an indebtedness of the library district only. Bonds issued under this chapter, and the interest, are tax exempt. The board shall apply the proceeds from the sale of bonds only:

(1) for the purpose for which the bonds were issued; and

(2) to the extent necessary.

Any remaining balance shall be placed in a sinking fund for the payment of the bonds and the interest on the bonds.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-10

Finances; powers

Sec. 10. The library board may do the following:

(1) Adopt a resolution to make loans or issue notes to refund the loans in anticipation of revenues of the library that are expected to be levied and collected during the term of the loans. The term of a loan made under this subdivision may not be more than five (5) years. Loans under this subdivision must be made in the following manner:

(A) The resolution authorizing the loans must appropriate and pledge to payment of the loans a sufficient amount of the revenues in anticipation of which the loans are issued and out of which the loans are payable.

(B) The loans must be evidenced by warrants or tax anticipation notes of the library in terms designating:

(i) the nature of the consideration;

(ii) the time and place payable; and

(iii) the revenues in anticipation of which the loans are issued and out of which the loans are payable.

(2) Borrow money from other persons.

(3) Issue, negotiate, and sell negotiable notes and bonds of the public library.

(4) Levy, assess, and collect, at the same time and in the same manner as other taxes of the public library are levied, assessed, and collected, a special tax in addition to the tax authorized by section 12 of this chapter, sufficient to pay all yearly interest on the bonded and note indebtedness of the public library.

(5) Provide a sinking fund for the liquidation of the principal of the bond when the principal of the bond becomes due.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-11

Certain funds; establishment

Sec. 11. (a) A library board shall establish funds to keep money and securities of the public library as follows:

(1) All money collected from tax levies, interest on investments, fees, fines, rentals, and other revenues:

(A) shall be deposited into the library operating fund, except as otherwise provided in this section; and

(B) must be budgeted and expended in the manner required by law.

(2) All money received from the sale of bonds or other evidences of indebtedness for the purpose of construction, reconstruction, or alteration of library buildings, except the premium and accrued interest on the bonds, shall be deposited into the construction fund. The money shall be appropriated and expended solely for the purpose for which the indebtedness is created.

(3) All money derived from the taxes levied for the purpose of retiring bonds or other evidence of indebtedness, and any premium or accrued interest that may be received, shall be deposited into the bond and interest redemption fund. The fund

shall be used for no other purpose than the repayment of indebtedness.

(4) Money or securities may be accumulated in any library improvement reserve fund to anticipate necessary future capital expenditures, such as:

- (A) the purchase of land;
- (B) the purchase and construction of buildings or structures;
- (C) the construction of additions or improvements to existing structures;
- (D) the purchase of equipment; and
- (E) all repairs or replacement of buildings or equipment.

(5) Money or securities accepted and received by the library board as a grant, a gift, a donation, an endowment, a bequest, or a trust may be:

- (A) set aside in a separate fund or funds and shall be expended, without appropriation, in accordance with the conditions and purposes specified by the donor; or
- (B) set aside in an account with a nonprofit corporation established for the sole purpose of building permanent endowments within a community (referred to as a "community foundation"). The earnings on the funds in the account, either:

- (i) deposited by the library; or
- (ii) accepted by the community foundation on behalf of the library;

may be distributed back to the library for expenditure, without appropriation, in accordance with the conditions and purposes specified by the donor. A community foundation that distributes earnings under this clause is not required to make more than one (1) distribution of earnings in a calendar year.

(6) All money received in payment for library services or for library purchases made or to be made under the terms of a contract between two (2) or more public libraries under section 7 of this chapter shall be deposited into the contractual service fund. This money shall be:

- (A) expended solely for the purposes specified in the contract; and
- (B) disbursed without further appropriation.

(b) The library board may invest excess funds in accordance with IC 5-13-9.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-12

Determination of tax rate; continuation of prior appropriation and levy upon failure to meet certain requirements

Sec. 12. (a) The library board shall determine the rate of taxation for the library district that is necessary for the proper operation of the library. The library board shall certify the rate to the county auditor. The county auditor shall certify the tax rate to the county tax

adjustment board in the manner provided in IC 6-1.1. An additional rate may be levied under section 10(4) of this chapter.

(b) If the library board fails to:

(1) give:

(A) a first published notice to the board's taxpayers of the board's proposed budget and tax levy for the ensuing year at least ten (10) days before the public hearing required under IC 6-1.1-17-3; and

(B) a second published notice to the board's taxpayers of the board's proposed budget and tax levy for the ensuing year at least three (3) days before the public hearing required under IC 6-1.1-17-3; or

(2) finally adopt the budget and fix the tax levy not later than September 30;

the last preceding annual appropriation made for the public library is renewed for the ensuing year, and the last preceding annual tax levy is continued. Under this subsection, the treasurer of the library board shall report the continued tax levy to the county auditor not later than September 30.

As added by P.L.1-2005, SEC.49. Amended by P.L.219-2007, SEC.148.

IC 36-12-3-13

Authorization of appropriations by units; deposit of funds

Sec. 13. A township may appropriate general revenue sharing funds that the township receives under the federal State and Local Fiscal Assistance Act of 1972, as amended, to a Class 1 public library. Other units have authority under IC 36-10-2-4 to aid public libraries through any means available. Any general revenue sharing funds received by a public library shall be deposited in any of the funds outlined in section 11 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-14

Absence of library board member or employee; authorization; expenses

Sec. 14. When required by the interests of the library, the library board may authorize a member of the library board or an individual employed by the library to be absent from the public library. The library board may pay out of the library's funds the necessary hotel and board bills and transportation expenses of the member or individual while absent in the interest of the public library.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-15

Funds for membership in certain associations; authority to appropriate

Sec. 15. The library board may appropriate funds necessary to provide membership of:

(1) the public library; and

(2) library employees;
in local, state, and national associations of a civic, an educational, a professional, or a governmental nature that have as their purpose the betterment and improvement of library operations.

As added by P.L. 1-2005, SEC. 49. Amended by P.L. 63-2011, SEC. 2.

IC 36-12-3-16

Authorization of disbursements; purchases

Sec. 16. (a) The library board may adopt a resolution allowing money to be disbursed under this section for lawful library purposes, including advertising and promoting the programs and services of the library.

(b) With the prior written approval of the library board and if the library board has adopted a resolution under subsection (a), claim payments may be made in advance of library board allowance for any of the following types of expenses:

(1) Property or services purchased or leased from the federal government or the federal government's agencies and the state, the state's agencies, or the state's political subdivisions.

(2) Dues, subscriptions, and publications.

(3) License or permit fees.

(4) Insurance premiums.

(5) Utility payments or connection charges.

(6) Federal grant programs where:

(A) advance funding is not prohibited; and

(B) the contracting party posts sufficient security to cover the amount advanced.

(7) Grants of state funds authorized by statute.

(8) Maintenance and service agreements.

(9) Legal retainer fees.

(10) Conference fees.

(11) Expenses related to the educational or professional development of an individual employed by the library board, including:

(A) inservice training;

(B) attending seminars or other special courses of instruction; and

(C) tuition reimbursement;

if the library board determines that the expenditures under this subdivision directly benefit the library.

(12) Leases or rental agreements.

(13) Bond or coupon payments.

(14) Payroll costs.

(15) State, federal, or county taxes.

(16) Expenses that must be paid because of emergency circumstances.

(17) Expenses incurred to advertise and promote the programs and services of the library.

(18) Other expenses described in a library board resolution.

The library board shall review and allow the claim at the library

board's first regular or special meeting following the payment of a claim under this section.

(c) Each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director shall certify to the library board before payment that each claim for payment is true and correct. The certification must be on a form prescribed by the state board of accounts.

(d) Purchases of books, magazines, pamphlets, films, filmstrips, microforms, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials are exempt from the restrictions imposed by IC 5-22.

(e) The purchase of library automation systems must meet the standards established by the Indiana library and historical board under IC 4-23-7.1-11(b).

As added by P.L.1-2005, SEC.49. Amended by P.L.130-2007, SEC.3; P.L.84-2012, SEC.24.

IC 36-12-3-16.5

Electronic funds transfer

Sec. 16.5. (a) As used in this section, "electronic funds transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, that is initiated through an electronic terminal, telephone, or computer or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account.

(b) A library board may adopt a resolution to authorize an electronic funds transfer method of payment of claims. If a library board adopts a resolution under this subsection, the public library may pay money from its funds by electronic funds transfer.

(c) A public library that pays a claim by electronic funds transfer shall comply with all other requirements for the payment of claims by the public library.

As added by P.L.113-2010, SEC.162.

IC 36-12-3-17

Other powers not limited

Sec. 17. This chapter does not limit other powers granted by any other law not in conflict with this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-3-18

Collections and claims

Sec. 18. (a) A library board or a person designated in writing by the library board may:

- (1) collect money or library property; or
- (2) compromise the amount of money;

that is owed to the library.

(b) A library board:

(1) shall determine the costs of collecting money or library property under this section; and

(2) may add the costs of collection, including reasonable attorney's fees, to money or library property that is owed and collected under this section.

(c) A library board or the library board's agent that collects money under this section shall deposit the money, less the costs of collection, in the account required by law.

(d) A library board may compromise claims made against the library.

As added by P.L.1-2005, SEC.49. Amended by P.L.113-2010, SEC.163.

IC 36-12-4

Chapter 4. Merger of Class 1 Public Libraries

IC 36-12-4-1

Application of chapter

Sec. 1. This chapter applies only to Class 1 public libraries.
As added by P.L.1-2005, SEC.49.

IC 36-12-4-2

Authorization to merge; resolution

Sec. 2. (a) A public library may merge with any other public library.

(b) The merger of at least two (2) public libraries must be initiated by a majority of the entire membership of each library board signing a resolution initiating the planning of a merger.

As added by P.L.1-2005, SEC.49.

IC 36-12-4-3

Planning committee; plan for merger; adoption

Sec. 3. (a) Not more than thirty (30) days after a resolution calling for the planning of a merger is signed under section 2 of this chapter, each library board seeking to merge under this chapter shall appoint three (3) individuals to serve on a planning committee to develop a plan for the merger of the libraries.

(b) The plan for the merger must include the following information:

- (1) A designation of the primary library that:
 - (A) is one (1) of the libraries seeking to merge; and
 - (B) will continue to exist as a legal entity following the merger.
- (2) A description of the services to be offered by the merged library.
- (3) The terms and conditions upon which the transfer of property among the merging libraries will be achieved.
- (4) A schedule for the merger process to begin and conclude.
- (5) Any other pertinent matter.

(c) The plan must be completed not later than one (1) year from the date that the resolution calling for the planning of the merger is signed.

(d) Upon completion of the plan described in subsection (b), the plan shall be presented to the library board of each merging library for adoption.

(e) A merger is not considered final unless a majority of the membership of each library board adopts the plan by written resolution.

As added by P.L.1-2005, SEC.49.

IC 36-12-4-4

Filing resolution; interim board; combination of budgets; new budget and tax levy

Sec. 4. (a) A copy of the resolution adopting the merger described in section 3(e) of this chapter must be filed with:

- (1) the county recorder in each county in which merging library districts are located; and
- (2) the Indiana state library.

(b) After the resolution adopting the merger is filed, each library board that is not the board of the primary library shall appoint four (4) members to serve with the primary library board on an interim board.

(c) The interim board has the same duties and powers of a public library board under IC 36-12-3.

(d) After the resolution adopting the merger is filed, the budgets of the merging libraries shall be:

- (1) combined for the remainder of the current year; and
- (2) administered by the interim board.

(e) The interim board described in subsection (b) is dissolved on December 31 of the year in which the merger takes place.

(f) The members of a merged library board shall be appointed under IC 36-12-2, and the terms of office for the members of the merged library board begin January 1 following the dissolution of the interim board.

(g) If a merger takes place after December 31 but before July 1 of the ensuing year, the interim library board described in subsection (b) shall present a new budget and tax rate to the department of local government finance to receive a new tax levy for the merged library district.

(h) If a merger takes place after June 30 but before January 1 of the ensuing year, the merged library board described in subsection (f) shall present a new budget and tax rate to the department of local government finance to receive a new tax levy for the merged library district.

As added by P.L.1-2005, SEC.49.

IC 36-12-4-5

Repealed

(Repealed by P.L.84-2012, SEC.25.)

IC 36-12-5

Chapter 5. Expansion of Class 1 Public Libraries

IC 36-12-5-1

Application of chapter

Sec. 1. (a) Sections 2, 3, and 4 of this chapter apply only to Class 1 public libraries that seek to expand into not more than one (1) township of a county.

(b) Sections 5 through 12 of this chapter apply to Class 1 public libraries that seek to expand into more than one (1) township of a county by an alternative method to the method under sections 2 through 4 of this chapter.

(c) The expansion of a library district may occur by:

- (1) the legislative body passing a resolution; or
- (2) the petition and remonstrance process;

as provided in this chapter.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.26.

IC 36-12-5-2

Proposal of expansion; filing

Sec. 2. (a) The library board of a public library may file a proposed expansion with the township trustee and legislative body of the township. The proposal must state that the public library seeks to combine with a certain township or any part of a township not being taxed for public library service to form a single library district.

(b) When a township trustee and legislative body receive a proposal of expansion under this section, the legislative body may agree to the expansion proposal by written resolution.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.27.

IC 36-12-5-3

Proposal of expansion; intent to file petition for acceptance; notice; petition or remonstrance; procedure; affidavit; duties of clerk of circuit court

Sec. 3. (a) The library board of a public library may file with the township trustee and legislative body with a proposal of expansion and an intent to file a petition for acceptance of the proposal of expansion. Not later than ten (10) days after the filing, the township trustee shall publish notice of the proposal of expansion in the manner provided in IC 5-3-1 in a newspaper of general circulation in the township. Beginning the first day after the notice is published, and during the period that ends sixty (60) days after the date of the publication of the notice, an individual who is a registered voter of the affected township or part of the affected township subject to expansion may sign one (1) or both of the following:

- (1) A petition for acceptance of the proposal of expansion that states that the registered voter is in favor of the establishment of an expanded library district.
- (2) A remonstrance in opposition to the proposal of expansion that states that the registered voter is opposed to the

establishment of an expanded library district.

(b) A registered voter of the township or part of the township may file a petition or a remonstrance, if any, with the clerk of the circuit court in the county where the township is located. A petition for acceptance of the proposal of expansion must be signed by at least twenty percent (20%) of the registered voters of the township, or part of the township, as determined by the most recent general election.

(c) The following apply to a petition that is filed under this section or a remonstrance that is filed under subsection (b):

(1) The petition or remonstrance must show the following:

(A) The date on which each individual signed the petition or remonstrance.

(B) The residence of each individual on the date the individual signed the petition or remonstrance.

(2) The petition or remonstrance must include an affidavit of the individual circulating the petition or remonstrance, stating that each signature on the petition or remonstrance:

(A) was affixed in the individual's presence; and

(B) is the true signature of the individual who signed the petition or remonstrance.

(3) Several copies of the petition or remonstrance may be executed. The total of the copies constitute a petition or remonstrance. A copy must include an affidavit described in subdivision (2). A signer may file the petition or remonstrance, or a copy of the petition or remonstrance. All copies constituting a petition or remonstrance must be filed on the same day.

(4) The clerk of the circuit court in the county in which the township is located shall do the following:

(A) If a name appears more than one (1) time on a petition or on a remonstrance, the clerk must strike any duplicates of the name until the name appears only one (1) time on a petition or a remonstrance, or both, if the individual signed both a petition and a remonstrance.

(B) Strike the name from either the petition or the remonstrance of an individual who:

(i) signed both the petition and the remonstrance; and

(ii) personally, in the clerk's office, makes a voluntary written and signed request for the clerk to strike the individual's name from the petition or the remonstrance.

(C) Certify the number of signatures on the petition and on any remonstrance that:

(i) are not duplicates; and

(ii) represent individuals who are registered voters in the township or the part of the township on the day the individuals signed the petition or remonstrance.

The clerk of the circuit court may only strike an individual's name from a petition or a remonstrance as set forth in clauses (A) and (B).

(d) The clerk of the circuit court shall complete the certification

required under subsection (c) not more than fifteen (15) days after the petition or remonstrance is filed. The clerk shall:

- (1) establish a record of certification in the clerk's office; and
- (2) file the original petition, the original remonstrance, if any, and a copy of the clerk's certification with the legislative body.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.28.

IC 36-12-5-4

Comparison of petition and remonstrance; acceptance or rejection of expansion

Sec. 4. (a) Not more than forty (40) days after the certification of a petition and a remonstrance, if any, under section 3 of this chapter, the township legislative body shall compare the petition and any remonstrance.

(b) If a remonstrance has not been filed or a greater number of voters have signed the petition than have signed the remonstrance, the legislative body shall agree to the expansion by written resolution. Not more than ten (10) days after the written resolution establishing an expanded library district is adopted, the legislative body shall submit a copy of the resolution for filing:

- (1) in the office of the county recorder in the county where the administrative office of the public library is located; and
- (2) with the Indiana state library.

The expansion is effective as of the date the written resolution is filed.

(c) When an equal or greater number of registered voters have signed a remonstrance against the establishment of an expanded library district than the number who have signed the petition in favor of the expansion, the legislative body shall dismiss the petition. Another petition to establish the expanded library district may not be initiated until one (1) year after the date the legislative body dismissed the latest unsuccessful petition.

As added by P.L.1-2005, SEC.49.

IC 36-12-5-5

Proposal of expansion; filing

Sec. 5. (a) The library board of a public library may file a proposed expansion with the legislative body of the county. The proposal must state that the public library seeks to combine with more than one (1) township or parts of more than one (1) township not being taxed for public library service to form a single library district.

(b) Whenever the legislative body of a county receives a proposal of expansion under this section, the legislative body may agree to the expansion proposal by written resolution.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.29.

IC 36-12-5-6

Proposal of expansion; intent to file petition for acceptance; notice; petition or remonstrance

Sec. 6. (a) The library board of a public library may file with the legislative body of a county with a proposal of expansion and an intent to file a petition for acceptance of the proposal of expansion. Not later than ten (10) days after the intent is filed, the county auditor shall publish notice in the manner provided in IC 5-3-1 of the proposal of expansion in a newspaper of general circulation in the county. Beginning the first day after the notice is published, and during the period that ends sixty (60) days after the date of the publication of the notice, an individual who is a registered voter of an affected township or an affected part of a township subject to the expansion may sign one (1) or both of the following:

- (1) A petition for acceptance of the proposal of expansion.
- (2) A remonstrance petition in opposition to the proposal of expansion.

(b) Registered voters shall file a petition or a remonstrance, if any, with the clerk of the circuit court in the county where the townships are located. A petition for acceptance of the proposal of expansion must be signed by at least twenty percent (20%) of the registered voters of the townships or parts of townships, as determined by the most recent general election.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.30.

IC 36-12-5-7

Petition or remonstrance; procedure; affidavit; duties of clerk of circuit court

Sec. 7. (a) The following apply to a petition or remonstrance that is filed under section 6 of this chapter:

- (1) The petition or remonstrance must show the following:
 - (A) The date on which each individual signed the petition or remonstrance.
 - (B) The residence of each individual on the date the individual signed the petition or remonstrance.
- (2) The petition or remonstrance must include an affidavit of the individual circulating the petition or remonstrance, stating that each signature on the petition or remonstrance:
 - (A) was affixed in the individual's presence; and
 - (B) is the true signature of the individual who signed the petition or remonstrance.
- (3) Several copies of the petition or remonstrance may be executed. The total of the copies constitutes a petition or remonstrance. A copy must include an affidavit described in subdivision (2). A signer may file a petition or remonstrance, or a copy of a petition or remonstrance. All copies constituting a petition or remonstrance must be filed on the same day.
- (4) The clerk of the circuit court of the county containing the townships or parts of townships shall do the following:
 - (A) If a name appears more than one (1) time on a petition or on a remonstrance, the clerk must strike any duplicates of the name until the name appears only one (1) time on a petition or a remonstrance, or both, if the individual signed

both a petition and a remonstrance.

(B) Strike the name from a petition or remonstrance of an individual who personally, in the clerk's office, makes a written and signed request for the clerk to strike the individual's name.

(C) Certify the number of signatures on the petition and remonstrance, if any, that:

(i) are not duplicates; and

(ii) represent individuals who are registered voters in the townships or parts of townships on the day the individuals signed the petition or remonstrance.

The clerk of the circuit court may only strike an individual's name from a petition or a remonstrance as set forth in clauses (A) and (B).

(b) The clerk of the circuit court shall complete the certification required under subsection (a) not more than fifteen (15) days after the petition or remonstrance is filed.

As added by P.L.1-2005, SEC.49.

IC 36-12-5-8

Duties of clerk of circuit court; record of certification

Sec. 8. The clerk of the circuit court shall establish a record of the clerk's certification in the clerk's office and shall file the original petition, the original remonstrance, if any, and a copy of the certification with the legislative body.

As added by P.L.1-2005, SEC.49.

IC 36-12-5-9

Remonstrance; filing

Sec. 9. A registered voter may file with the clerk of the circuit court a remonstrance that:

(1) is signed by registered voters in townships or parts of townships not already taxed for library purposes; and

(2) states that registered voters who have signed the remonstrance are opposed to the establishment of the expanded library district.

As added by P.L.1-2005, SEC.49.

IC 36-12-5-10

Comparison of petition and remonstrance; acceptance or rejection of expansion

Sec. 10. (a) Not more than forty (40) days after the certification of a petition and remonstrance under section 7 of this chapter, the county legislative body shall compare the petition and any remonstrance.

(b) If:

(1) a remonstrance has not been filed; or

(2) a greater number of registered voters have signed the petition than have signed the remonstrance;

the county legislative body shall agree to the expansion by written

resolution. The expansion is effective on the date the written resolution is filed.

(c) If the number of registered voters who have signed a remonstrance against the establishment of an expanded library district is equal to or greater than the number who have signed the petition in favor of the expansion, the legislative body shall dismiss the petition. Another petition to establish the expanded library district may not be initiated until one (1) year after the date the legislative body dismissed the latest unsuccessful petition.

As added by P.L.1-2005, SEC.49.

IC 36-12-5-11

Filing copy of resolution establishing expanded district

Sec. 11. Not more than ten (10) days after a written resolution establishing an expanded library district is adopted, the legislative body shall send a copy of the resolution to be filed:

(1) in the office of the county recorder in each county where the library district is located; and

(2) with the Indiana state library.

As added by P.L.1-2005, SEC.49.

IC 36-12-5-12

Library board; appointments from townships; expiration of prior term

Sec. 12. (a) If not more than two (2) townships or parts of not more than two (2) townships are added to a library taxing district, at least one (1) of the initial appointments made to the library board by the county commissioners or the county council must be from one (1) of the townships.

(b) If more than two (2) townships or parts of more than two (2) townships are added to a library district, at least two (2) of the initial appointments made to the library board by the county commissioners or the county council must be from the townships that are added to the library district.

(c) An appointment under this section may not be made before the expiration of a term in effect at the time the expansion is final.

As added by P.L.1-2005, SEC.49.

IC 36-12-6

Chapter 6. County Contractual Libraries

IC 36-12-6-1

Application of chapter; name of library established

Sec. 1. (a) This chapter applies only to Class 1 public libraries that have been established as county contractual libraries before July 1, 1992.

(b) A county contractual library established under this chapter shall operate under the name of _____ County Contractual Public Library.

As added by P.L.1-2005, SEC.49.

IC 36-12-6-2

Library board; appointment; residency; powers and duties

Sec. 2. Four (4) citizens who have resided at least two (2) years in the county contractual library district shall be appointed to a library board under IC 36-12-2-17. The four (4) members, and the members of the library board of the public library extending service, comprise a separate library board that shall exercise all powers and duties pertaining to library service. The library board of the county contractual public library shall be known and designated as the Board of Trustees of _____ County Contractual Public Library. The members of the library board of the public library extending service to the county shall continue:

- (1) as a separate board; and
- (2) to exercise all powers and duties pertaining to library service to the board's original library district.

As added by P.L.1-2005, SEC.49.

IC 36-12-6-3

Powers and duties of library boards

Sec. 3. The county contractual library board has all the powers and duties of other library boards under IC 36-12-3.

As added by P.L.1-2005, SEC.49. Amended by P.L.130-2007, SEC.4.

IC 36-12-6-4

Township contracting with county contractual library; tax levies

Sec. 4. (a) If a township or part of a township is contracting with a library that is extending service through a county contractual library, the township or part of a township:

- (1) shall cease to levy a separate tax for library purposes; and
- (2) becomes a part of the county contractual library district.

(b) The tax levy for county contractual library purposes shall then be levied in the township or part of a township that has become part of the county contractual library district.

(c) A township that ceases to levy a tax for public library purposes in any year becomes a part of the township's county library district or county contractual library district, if either library district exists at the time the township levy is discontinued. The county library or

county contractual library tax shall then be levied in the townships.
As added by P.L.1-2005, SEC.49.

IC 36-12-7

Chapter 7. Class 2 Public Libraries

IC 36-12-7-1

Application of chapter

Sec. 1. This chapter applies only to Class 2 public libraries.
As added by P.L.1-2005, SEC.49.

IC 36-12-7-2

Board compliance with and participation in statewide library card program; reciprocal borrowing agreement

Sec. 2. The library board shall:

- (1) comply with; and
- (2) participate in;

the statewide library card program described in IC 4-23-7.1-5.1. However, the library board may enter into a reciprocal borrowing agreement with another library board under IC 36-1-7 or IC 36-12-3-7 to provide to or receive from the other library board library service.

As added by P.L.1-2005, SEC.49.

IC 36-12-7-3

Use of local library; fees; fines

Sec. 3. (a) The residents or real property taxpayers of the library district taxed for the support of the library may use the facilities and services of the public library without charge for library or related purposes. However, the library board may:

- (1) fix and collect fees and rental charges; and
- (2) assess fines, penalties, and damages for the:
 - (A) loss of;
 - (B) injury to; or
 - (C) failure to return;

any library property or material.

(b) A library board may issue local library cards to:

- (1) residents and real property taxpayers of the library district;
- (2) Indiana residents who are not residents of the library district; and
- (3) individuals who reside out of state and who are being served through an agreement under IC 36-12-13.

(c) Except as provided in subsection (d), a library board must set and charge a fee for a local library card issued under subsection (b)(2) and (b)(3). The minimum fee that the board may set under this subsection is the greater of the following:

- (1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries".
- (2) Twenty-five dollars (\$25).

(d) A library board may issue a local library card without charge or for a reduced fee to an individual who is not a resident of the

library district and who is:

(1) a student enrolled in or a teacher in a public school corporation or nonpublic school:

(A) that is located at least in part in the library district; and

(B) in which students in any grade preschool through grade 12 are educated; or

(2) a library employee of the district;

if the board adopts a resolution that is approved by an affirmative vote of a majority of the members appointed to the library board.

(e) A library card issued under subsection (b)(2), (b)(3), or (d) expires one (1) year after issuance of the card.

As added by P.L.1-2005, SEC.49. Amended by P.L.113-2010, SEC.164; P.L.84-2012, SEC.31.

IC 36-12-7-4

Board of 1901 city or town library; residency; appointment of members; vacancy; certificates of appointment; oath; free use; report

Sec. 4. (a) The library board of any public library established as a 1901 city or town library consists of qualified and experienced individuals at least eighteen (18) years of age who have been residents of the municipality where the library is located for at least two (2) years immediately preceding the appointment of the individual. The members shall be appointed for two (2) year terms as follows:

(1) The board of commissioners of the county where the library is located shall appoint one (1) member.

(2) The fiscal body of the county where the library is located shall appoint one (1) member.

(3) The municipal executive shall appoint one (1) member.

(4) The municipal legislative body shall appoint one (1) member.

(5) The school board of the school corporation where the library is located shall appoint three (3) members, who may be members of the school board.

(b) If a vacancy occurs on the library board for any cause, the appointing authority shall fill the vacancy. The appointing authority may at any time, for cause shown, remove a member of the library board and appoint a new member to fill the vacancy caused by the removal.

(c) The library board members shall serve without compensation.

(d) All appointments to membership on the library board must be evidenced by certificates of appointment signed by the appointing authority. Certificates of appointment shall be:

(1) handed to; or

(2) mailed to the address of;

the appointee. Not later than ten (10) days after receiving the certificates of appointment, an appointee shall take an oath of office, before the clerk of the circuit court, that the appointee will faithfully discharge the appointee's duties as a member of the library board to

the best of the appointee's ability. The appointee shall file the certificate, with the oath endorsed on it, with the clerk of the circuit court of the county in which the library is located.

(e) Not later than five (5) days after all the members of the library board have been appointed and have taken the oath of office, the members shall meet and organize by electing one (1) member as president, one (1) member as vice president, and one (1) member as secretary. The members shall also select committees or an executive board to carry on the work of the board if the members determine that committees or an executive board is necessary.

(f) The facilities of a public library established as a 1901 city or town library are open and free for the use and benefit of all of the residents of the library district.

(g) The fiscal officer of the municipality operating a public library under this section shall prepare and file with the municipal legislative body, before January 16 each year, an itemized statement, under oath, of all the receipts and disbursements of the library board for the year ending December 31 immediately preceding the preparing and filing of the report. The report must contain an itemized statement of:

- (1) the sources of all receipts;
- (2) all disbursements made; and
- (3) the purpose for which each was made.

The annual report may be inspected by the citizens of the municipality and township in which the library is located.

As added by P.L.1-2005, SEC.49.

IC 36-12-7-5

1881 city or county incorporation libraries; corporate existence and powers; tax exemption; art gallery; reading rooms; public park

Sec. 5. (a) A public library established as an 1881 city or county incorporation library that has filed the appropriate incorporation instrument in the proper recorder's office is a corporation and possesses all the rights, powers, and privileges given to corporations by common law to:

- (1) sue and be sued;
- (2) borrow money and secure the payment of the money by notes, mortgages, bonds, or deeds of trust upon the personal or real property of the public library;
- (3) purchase, rent, lease, hold, sell, and convey real estate for the benefit of the corporation, and to erect and maintain suitable buildings to accomplish library purposes; and
- (4) receive and accept donations, either of money or real estate, either by gift or devise, and to hold, use, mortgage, sell, and convey these donations for the benefit of the corporation, in the manner provided in the deed of gift or devise.

(b) The real and personal property of the corporation that is established as an 1881 city or county incorporation public library:

- (1) is exempt from taxation for state, county, and municipal

purposes; and

(2) remains exempt so long as the public library is used exclusively for the general benefit of the inhabitants of the city or county in which the library is located.

(c) The corporation may establish and maintain a gallery of art and public reading rooms in connection with the corporation's library. The corporation may also maintain a public park either in connection with the corporation's library building or separate from the library building.

As added by P.L.1-2005, SEC.49.

IC 36-12-7-6

1852 subscription libraries; corporate existence and powers; organization; tax levy

Sec. 6. (a) A public library established as an 1852 subscription library is a municipal corporation and possesses the power to:

(1) sue and be sued; and

(2) receive by donation books, money, paper, or other real or personal property for the library.

(b) The shareholders of the 1852 subscription library are the inhabitants of the municipality who have subscribed money for the establishment of the library. The shareholders shall annually elect seven (7) directors on the first Monday in January. However, if an annual election is omitted, the directors remain in office until the next annual election and until successors are chosen.

(c) The directors shall appoint one (1) director to be president at the meetings. The president may vote only in case of a tie vote. A majority of the directors constitutes a quorum. If a vacancy occurs among the directors, the remaining directors shall elect a new director to fill the vacancy, and the new director shall serve until the next annual election.

(d) The 1852 subscription library is governed by bylaws adopted by the directors of the public library.

(e) The directors may adopt a common seal.

(f) The directors may levy a tax on the shareholders not to exceed one dollar (\$1) on each share during one (1) year. In addition, at the annual meeting, the shareholders may increase the tax to a sum not to exceed five dollars (\$5) on each share during one (1) year.

(g) The shareholders may:

(1) appoint a treasurer and a librarian; or

(2) remove the treasurer or librarian;

at the pleasure of the shareholders.

As added by P.L.1-2005, SEC.49.

IC 36-12-7-7

Board of 1899 township library; appointment of members; powers and duties; tax levy; free use

Sec. 7. (a) The library board of a library established as an 1899 township library consists of the school township trustee in the township where the library is located and two (2) residents of the

township who are appointed by the board of commissioners of the county where the library is located. Appointments are for a term of four (4) years. Members of the library board serve without compensation.

(b) The library board:

- (1) shall control the purchase of books and the management of the library;
- (2) shall possess and retain custody of any books remaining in the old township library in the township where the library is located;
- (3) may receive donations, bequests, and legacies on behalf of the library; and
- (4) may receive copies of all documents of the state available for distribution from the director of the state library.

(c) The 1899 township library is the property of the school township. The school township trustee is responsible for the safe preservation of the township library.

(d) Two (2) or more adjacent townships may unite to maintain a township library. The library is controlled by either:

- (1) a combined library board, which consists of each of the uniting township boards appointed under subsection (a); or
- (2) the one (1) township library board appointed under subsection (a) of the uniting townships that receives funding for the operation of the uniting township library.

(e) The legislative body of any township that contains a library established as an 1899 township library may levy a tax annually of not more than three and thirty-three hundredths cents (\$0.0333) on each one hundred dollars (\$100) of taxable property assessed for taxation in the township. If the legislative body does not levy the tax, a petition signed by at least the number of registered voters required under IC 3-8-6-3 to place a candidate on the ballot may be filed with the circuit court clerk, who:

- (1) shall determine if an adequate number of voters have signed the petition; and
- (2) if an adequate number of voters have signed the petition, shall certify the public question to the county election board under IC 3-10-9-3. The county election board shall then cause to be printed on the ballot for the township the following question in the form prescribed by IC 3-10-9-4: "Shall a township library tax be levied?"

If a majority of the votes cast on the question in subdivision (2) are in the affirmative, the township trustee shall annually levy a tax of not less than one and sixty-seven hundredths cents (\$0.0167) and not more than three and thirty-three hundredths cents (\$0.0333) on each one hundred dollars (\$100) of taxable property in the township for the establishment and support of a township library. The township tax shall be levied, assessed, collected, and paid according to the procedure outlined in IC 6-1.1.

(f) The tax levy under subsection (e) shall be discontinued when the question of discontinuing the levy has been submitted to a vote

according to the procedure provided in subsection (e) and the majority of the votes cast on the question is in the negative.

(g) If a public library that is open for the use of all the residents of the township is located in the township, the proceeds of the tax collected under subsection (e) shall be paid to that public library.

(h) In a township outside a city that contains a library:

(1) established by private donations of the value of at least ten thousand dollars (\$10,000), including the real estate and buildings used for the library; and

(2) used for the benefit of all the inhabitants of the township; the township trustee of the township shall annually levy and collect not more than two cents (\$0.02) on each one hundred dollars (\$100) upon the taxable property within the limits of the township. The money shall be paid to the trustees of the library, to be applied by the trustees for the purchase of books and the payment of the maintenance costs for the library. When it becomes necessary to purchase additional ground for the extension or protection of library buildings already established by private donation, the trustee, with the consent of the county legislative body, may annually levy and collect not more than one and sixty-seven hundredths cents (\$0.0167) on each one hundred dollars (\$100) of taxable property of the township for not more than three (3) years successively, to be expended by the trustees for the purchase of property and the construction and enlargement of library buildings.

(i) The 1899 township library is free to all the residents of the township.

As added by P.L.1-2005, SEC.49.

IC 36-12-7-8

Certain libraries established by private donation; tax levy; report

Sec. 8. (a) As used in this section:

(1) "county fiscal body" means the fiscal body of a county in which a private donation library is located;

(2) "library board" means a library board established under IC 20-14 (before its repeal) or this article in a county in which a private donation library is located; and

(3) "private donation library" means a public library:

(A) established by private donation;

(B) located in a city having a population of more than one hundred ten thousand (110,000) but less than one hundred fifty thousand (150,000);

(C) that contains at least twenty-five thousand (25,000) volumes;

(D) that has real property valued at at least one hundred thousand dollars (\$100,000); and

(E) that is open and free to the residents of the city.

(b) The library board shall:

(1) levy a tax under IC 6-1.1 in an amount not less than sixty-seven hundredths of one cent (\$0.0067) and not more than one and sixty-seven hundredths cents (\$0.0167) on each one

hundred dollars (\$100) of the assessed valuation of all the real and personal property in the county;

(2) keep the tax levied under subdivision (1) separate from all other funds of the library board; and

(3) use the tax levied under subdivision (1):

(A) if the membership of the trustees of the private donation library includes at least one (1) member or appointee of the library board and at least one (1) appointee of the county fiscal body, for distributions of the full amounts of the tax received to the trustees of the private donation library at the time the tax is received by the library board; or

(B) if the membership of the trustees of the private donation library does not include at least one (1) member or appointee of the library board and at least one (1) appointee of the county fiscal body, at the discretion of the library board for:

(i) library board purposes; or

(ii) quarterly distributions to the trustees of the private donation library.

(c) If requested by the trustees of the private donation library, the library board shall designate a member of the library board or appoint an individual to serve as a trustee of the private donation library. If requested by the trustees of the private donation library, the county fiscal body shall appoint an individual to serve as a trustee of the private donation library.

(d) The trustees of the private donation library shall annually submit a budget to the library board.

(e) The trustees of the private donation library shall expend amounts received under subsection (b)(3)(A) or (b)(3)(B)(ii) for the support, operation, and maintenance of the private donation library.

The trustees shall:

(1) keep the money separate from all other funds;

(2) record:

(A) the amount of money received;

(B) to whom and when the money is paid out; and

(C) for what purpose the money is used;

in a book kept by the trustees; and

(3) make an annual report of the matters referred to in subdivision (2) to the library board.

(f) For purposes of the property tax levy limits under IC 6-1.1-18.5, the tax levied by the library board under subsection (b)(1) is not included in the calculation of the maximum permissible property tax levy for the public library.

As added by P.L.1-2005, SEC.49. Amended by P.L.214-2005, SEC.76; P.L.1-2010, SEC.155; P.L.119-2012, SEC.251.

IC 36-12-7-9

Dissolution

Sec. 9. (a) Dissolution of a library district is initiated when the legislative body of each municipality, township, or county that is a part of the district and library board of the district adopt identical

resolutions proposing to dissolve the district by an affirmative vote of a majority of the voting members of each legislative body and library board.

(b) Copies of the resolutions adopted under subsection (a) shall be filed not later than ten (10) days after the resolution is adopted with:

- (1) the state library; and
- (2) the county recorder of each county in which the library district is located.

(c) A dissolution does not take effect until:

- (1) all legal and fiscal obligations of the library district have been satisfied;
- (2) the assets of the district have been distributed; and
- (3) a notice is filed with the agencies listed in subsection (b), indicating that the actions described in subdivisions (1) and (2) have been completed and the dissolution is final.

As added by P.L.113-2010, SEC.165.

IC 36-12-7-10

Electronic funds transfer

Sec. 10. (a) As used in this section, "electronic funds transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, that is initiated through an electronic terminal, telephone, or computer or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account.

(b) A library board may adopt a resolution to authorize an electronic funds transfer method of payment of claims. If a library board adopts a resolution under this subsection, the public library may pay money from its funds by electronic funds transfer.

(c) A public library that pays a claim by electronic funds transfer shall comply with all other requirements for the payment of claims by the public library.

As added by P.L.113-2010, SEC.166.

IC 36-12-7-11

Collection

Sec. 11. (a) A library board or a person designated in writing by the library board may:

- (1) collect money or library property; or
- (2) compromise the amount of money;

that is owed to the library.

(b) A library board:

- (1) shall determine the costs of collecting money or library property under this section; and
- (2) may add the costs of collection, including reasonable attorney's fees, to money or library property that is owed and collected under this section.

(c) A library board or the library board's agent that collects money under this section shall deposit the money, less the costs of collection, in the account required by law.

(d) A library board may compromise claims made against the library.

As added by P.L.113-2010, SEC.167.

IC 36-12-7-12

Severance pay

Sec. 12. (a) A library board may provide severance pay to a library employee who is involuntarily separated from employment with the library.

(b) A library board may provide severance pay to a library employee who is voluntarily separated from employment with the library if the library board makes the following findings in a public meeting:

(1) The library is subject to financial difficulties and revenue shortfall.

(2) The library:

(A) will not hire an individual to perform the duties of the employee separating from employment at the same or comparable compensation and benefits for at least one (1) year after the date the employee separates from employment with the library;

(B) will hire a permanent or temporary employee for less compensation and benefits to perform the duties of the employee separating from employment; or

(C) will satisfy both the conditions in clauses (A) and (B).

(3) The library will pay the separating employee a stated amount of severance pay.

(4) The library will reduce its expenditures by:

(A) paying the severance pay stated under subdivision (3) to the employee separating from employment; and

(B) fulfilling one (1) or more of the conditions set forth in subdivision (2).

As added by P.L.63-2011, SEC.3.

IC 36-12-7-13

Funds for membership in certain associations; authority to appropriate

Sec. 13. A library board may appropriate funds necessary to provide membership of:

(1) the public library; and

(2) library employees;

in local, state, and national associations of a civic, an educational, a professional, or a governmental nature that have as their purpose the betterment and improvement of library operations.

As added by P.L.63-2011, SEC.4.

IC 36-12-8.5

Repealed

(Repealed by P.L.84-2012, SEC.33.)

IC 36-12-8

Repealed

(Repealed by P.L.84-2012, SEC.32.)

IC 36-12-9

Repealed

(Repealed by P.L.84-2012, SEC.34.)

IC 36-12-10

Chapter 10. Leasing of Library Property

IC 36-12-10-1

Application of chapter

Sec. 1. This chapter applies to the following public corporations:

- (1) A municipal corporation that operates and maintains library facilities.
- (2) Any other public corporation, established by statute, that operates and maintains library facilities.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-2

Power to lease library buildings; conditions; joint lease contracts

Sec. 2. (a) A public corporation may lease a library building or buildings for the use of the public corporation or of any joint or consolidated public corporation of which the public corporation is a part or to which the public corporation contributes, under the following conditions:

- (1) A lease may not be entered into for a period of more than forty (40) years.
- (2) Before a lease is entered into, there must first be filed with the governing authority of the public corporation a petition signed by fifty (50) or more resident taxpayers of the public corporation.
- (3) After investigation, the governing authority must determine that a need exists for the library building or buildings.
- (4) The governing authority must determine that the public corporation cannot provide the necessary funds to pay the cost or the public corporation's proportionate share of the cost of the library building or buildings required to meet the present needs.

(b) If two (2) or more public corporations propose to enter into a lease jointly, joint meetings of the governing authority of the corporations may be held. Action taken is binding on a public corporation only if the action is approved by the public corporation's governing authority. A lease executed by two (2) or more public corporations as joint lessees must set out the amount of the total lease rental agreed upon to be paid by each. A lessee is entitled to occupancy only if the total rental is paid as stipulated in the lease. All rights of joint lessees under the lease must be proportionate to the amount of lease rental paid by each.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-3

Authorized purposes of leases; limitations on profit; disposition of excess funds

Sec. 3. (a) A public corporation may enter into a lease under this chapter only with a nonprofit corporation organized under Indiana law for the sole purpose of:

- (1) acquiring real property;

- (2) building, improving, constructing, or renovating a suitable library building or buildings, including the necessary equipment and appurtenances;
- (3) leasing the library facilities to the public corporation or corporations; and
- (4) collecting the rentals and applying the proceeds from the rentals in the manner provided in this chapter.

(b) The lessor corporation shall act entirely without profit to the corporation and the corporation's officers, directors, and members but is entitled to the return of capital actually invested, which includes:

- (1) incorporation and organization expenses;
- (2) financing costs;
- (3) carrying charges;
- (4) legal, contractors', and architects' fees; and
- (5) any other capital cost.

The lessor corporation is also entitled to sums sufficient to pay interest on outstanding securities or loans, and the cost of maintaining the corporation's existence and keeping the corporation's property free of encumbrance.

(c) Upon receipt of any amount of lease rental by the lessor corporation above the amount necessary to meet incidental corporate expenses and to pay interest on corporate securities or loans, the excess funds shall be applied to the redemption and cancellation of the corporation's outstanding securities or loans as soon as this may be done.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-4

Provisions of lease

Sec. 4. (a) All contracts of lease must provide that:

- (1) the public corporation or corporations have an option to renew the lease for a further term, with like conditions; or
- (2) the property covered by the lease may be purchased after six (6) years from the execution of the lease and before the expiration of the term of the lease, on the date or dates in each year that are fixed, at a price equal to the amount required to enable the lessor corporation owning the site to:
 - (A) liquidate by paying all indebtedness, with accrued and unpaid interest; and
 - (B) recover the expenses and charges of liquidation.

(b) However, the purchase price prescribed by subsection (a)(2) may not exceed the capital actually invested in the property by the lessor corporation represented by outstanding securities or indebtedness plus the cost of transferring the property and liquidating the lessor corporation.

(c) A lease may not provide that any public corporation is under an obligation to purchase the leased library facilities or under an obligation in respect to the creditors, members, or other security holders of the lessor corporation.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-5

Submission of plans and specifications to certain state agencies; approval

Sec. 5. (a) The lessor corporation proposing to provide a library building or buildings, including necessary equipment and appurtenances, shall submit to the lessee or lessees, before the execution of a lease, preliminary plans, specifications, and estimates for the building or buildings.

(b) The final plans and specifications shall be submitted to the state department of health, state fire marshal, and any other agencies that are designated by law to pass on plans and specifications for library buildings. The final plans and specifications must be approved by these agencies and the lessee or lessees in writing before the construction of the building or buildings.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-6

Authorized provisions of lease; payment of taxes, insurance, and repairs

Sec. 6. The lease may provide that, as a part of the lease rental for the library building or buildings, the lessee or lessees shall agree to:

- (1) pay all taxes and assessments levied against or on account of the leased property;
- (2) maintain insurance on the property for the benefit of the lessor corporation; and
- (3) assume all responsibilities for repair and alterations with regard to the building or buildings during the term of the lease.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-7

Leases in anticipation of completion of building; bond

Sec. 7. (a) The public corporation or corporations may, in anticipation of the acquisition of real property and any necessary construction of a library building or buildings, including the necessary equipment and appurtenances, enter into a lease with the lessor corporation before actual acquisition of real property and any construction of the building or buildings. However, the lease may not provide for the payment of lease rental by the lessee or lessees until the building or buildings are complete and ready for occupancy, at which time the stipulated lease rental payments may begin.

(b) The contractor must be required under the lease to furnish to the lessor corporation a bond satisfactory to the corporation conditioned upon the final completion of the building or buildings within a period that may be provided in the contract.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-8

Notice and hearing on terms and conditions of proposed lease

Sec. 8. (a) When the lessor corporation and the public corporation or corporations have agreed upon the terms and conditions of a lease proposed to be entered into under this chapter and before the final execution of the lease, notice of a hearing shall be given by publication to all interested persons. The hearing shall be held before the governing authority, on a day not earlier than ten (10) days after the publication of the notice.

(b) The notice of the hearing shall be published one (1) time in a newspaper of general circulation printed in the English language in the district of the public corporation or in each public corporation district if the proposed lease is a joint lease. If a newspaper is not published in the district, the notice shall be published in any newspaper of general circulation published in the county. The notice must name the date, place, and time of the hearing and set forth a brief summary of the principal terms of the lease agreed upon, including:

- (1) the location;
- (2) the name of the proposed lessor corporation and character of the property to be leased;
- (3) the rental to be paid; and
- (4) the number of years the contract is to be in effect.

The proposed lease, drawings, plans, specifications, and estimates for the library building or buildings must be available for inspection by the public during the ten (10) day period under subsection (a) and at the meeting. All interested persons are entitled to be heard at the hearing regarding the necessity for the execution of the lease, and whether the rental provided for in the lease to be paid to the lessor corporation is a fair and reasonable rental for the proposed building or buildings. The hearing may be adjourned to a later date or dates, and following the hearing, the governing authority may either authorize the execution of the lease as originally agreed upon or may make modifications that have been agreed upon by the lessor corporation. The lease rentals as set out in the published notice may not be increased. The cost of the publication of the notice shall be paid by the lessor corporation.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-9

Notice of lease signing; appeal to department of local government finance; limitation on actions to contest validity of lease

Sec. 9. (a) If the execution of the lease as originally agreed upon, or as modified by agreement, is authorized by the library board, the library board shall give notice of the signing of the lease by publication one (1) time in a newspaper of general circulation printed in the English language in the district of the public corporation or in each public corporation district if the proposed lease is a joint lease. If a newspaper is not published in the district, the notice shall be published in any newspaper of general circulation published in the county.

(b) Fifty (50) or more taxpayers in the public corporation or

corporations who will be affected by the proposed lease and who are of the opinion that the execution of the lease is not necessary or that the proposed rental is not a fair and reasonable rental may file a petition in the office of the county auditor of the county in which the public corporation or corporations are located. The petition must be filed not later than thirty (30) days after the publication of notice of the execution of the lease and must set forth objections and facts showing that the execution of the lease is unnecessary or unwise or that the lease rental is not fair and reasonable, as the case may be.

(c) Upon the filing of a petition, the county auditor shall immediately certify to the department of local government finance a copy of the petition, together with other data that may be necessary to present the questions involved. Upon receipt of the certified petition and information, the department of local government finance shall fix a time and place for a hearing of the matter not less than five (5) or more than thirty (30) days after the department's receipt of the petition and information. The hearing shall be held in the public corporation or corporations or in the county where the public corporations are located.

(d) Notice of the hearing shall be given by the department of local government finance to the members of the library board and to the first ten (10) taxpayer petitioners on the petition by a letter signed by the department of local government finance. The postage of the notice shall be prepaid, and the notice shall be addressed to the persons at their usual place of residence and mailed at least five (5) days before the date of the hearing. The decision of the department of local government finance on the appeal regarding the necessity for the execution of the lease and whether the rental is fair and reasonable is final. A lease may be amended by the parties by following the procedure under this chapter.

(e) An action to contest the validity of the lease or an amendment to the lease or to enjoin the performance of any of the terms and conditions of the lease must be brought not later than thirty (30) days after publication of notice of the execution of the lease or an amendment to the lease by the library board of the public corporation or corporations. If an appeal has been taken to the department of local government finance, action must be brought not later than thirty (30) days after the decision of the department.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-10

Title to real property; sale; procedure

Sec. 10. (a) The lessor corporation shall hold in fee simple the real property on which the library building or buildings exists or will be constructed. A public corporation or corporations proposing to lease the library building or buildings, either alone or jointly with another public corporation that owns the property, may sell the property to the lessor corporation in fee simple.

(b) Before a sale under this section may take place, the governing authority of the public corporation shall file a petition with the

circuit court of the county in which the public corporation is located requesting the appointment of:

(1) one (1) disinterested freeholder of the public corporation as an appraiser; and

(2) two (2) disinterested appraisers licensed under IC 25-34.1; who are residents of Indiana to determine the fair market value of the real property. One (1) of the appraisers described under subdivision (2) must reside not more than fifty (50) miles from the property. Upon their appointment, the three (3) appraisers shall fix the fair market value of the real property and report this amount to the circuit court not later than two (2) weeks from the date of their appointment. The public corporation may then sell the real property to the lessor corporation for an amount not less than the amount fixed as the fair market value by the appraisers. The amount shall be paid in cash upon delivery of the deed by the public corporation to the lessor corporation.

As added by P.L.1-2005, SEC.49. Amended by P.L.113-2006, SEC.24.

IC 36-12-10-11

Authority of lessor corporation to issue stocks, bonds, and other securities; sale procedure

Sec. 11. (a) A corporation qualifying as a lessor corporation under this chapter may, in furtherance of the corporation's purposes, issue and sell bonds and other securities. Mortgage bonds issued by a lessor corporation that are a first lien on the leased property are legal and proper investments for state banks and trust companies, insurance companies, and fiduciaries. The bonds may be callable, with or without premiums, with accrued and unpaid interest upon notice provided in the mortgage indenture.

(b) All bonds and other securities issued by the lessor corporation must be advertised and sold in accordance with IC 5-1-11 at any interest rate.

(c) The approval of the securities division of the secretary of state is not required in connection with the issuance and sale of bonds or other securities of a public corporation.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-12

General obligation bonds

Sec. 12. A public corporation may issue the corporation's general obligation bonds to procure funds to pay the cost of acquisition of real property. The bonds must be authorized, issued, and sold in accordance with IC 6-1.1-20.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-13

Tax levy to pay lease rentals

Sec. 13. A public corporation that executes a lease under this chapter shall annually levy a special tax, in addition to other taxes

authorized by law, sufficient to produce each year the necessary funds with which to pay the lease rental stipulated to be paid by the public corporation under the lease. A levy under this section shall be reviewed in accordance with IC 6-1.1-17. The first tax levy shall be made at the first annual tax levy period following the date of the execution of the lease. The first annual levy must be sufficient to pay the estimated amount of the first annual lease rental payment to be made under the lease.

As added by P.L.1-2005, SEC.49.

IC 36-12-10-14

Tax exemptions

Sec. 14. All property owned by a lessor corporation contracting with a public corporation or corporations under this chapter and all stock and other securities, including the interest or dividends issued by a lessor corporation, are exempt from all state, county, and other taxes, excluding the financial institutions tax and the inheritance taxes.

As added by P.L.1-2005, SEC.49.

IC 36-12-11

Chapter 11. Library Certification Board

IC 36-12-11-1

Application of chapter

Sec. 1. This chapter applies to both Class 1 and Class 2 libraries.
As added by P.L.1-2005, SEC.49.

IC 36-12-11-2

"Board"

Sec. 2. As used in this chapter, "board" refers to the Indiana library and historical board established by IC 4-23-7-2.
As added by P.L.1-2005, SEC.49.

IC 36-12-11-3

"Director"

Sec. 3. As used in this chapter, "director" refers to the director of the Indiana state library appointed under IC 4-23-7.1-37.
As added by P.L.1-2005, SEC.49.

IC 36-12-11-4

"Practitioner"

Sec. 4. As used in this chapter, "practitioner" means an individual certified under this chapter.
As added by P.L.1-2005, SEC.49.

IC 36-12-11-5

Powers and duties of board

Sec. 5. The board shall do the following:

- (1) Prescribe and define grades of public library service and prescribe the qualifications that individuals must possess who are employed in each of the grades of public library service, giving due consideration to the population served and the income and salary schedule of each library.
- (2) Make available the requirements for certification of all grades upon request and without charge to all prospective applicants.
- (3) Issue certificates to candidates who apply for certificates and who, by reason of their academic or technical training and experience, are found to be suitable individuals to certify.
- (4) Prescribe and define the qualifications of a library director, a head of a department or branch, or a professional assistant of a public library.
- (5) Adopt rules under IC 4-22-2 that the board determines are necessary to administer this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-6

Certification requirements

Sec. 6. All library directors, library department or branch heads,

and professional assistants, except those who are employed at school libraries or libraries of educational institutions, must hold a certificate under section 7 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-7

Public library service; application for certification

Sec. 7. (a) An individual who:

- (1) desires to be certified as a librarian in a designated division, grade, or type of public library service; and
- (2) possesses the qualifications prescribed in the rules of the board as essential to enable an individual to apply for a certificate;

may apply to the board for a certificate in any grade or grades of public library service.

(b) The application must be:

- (1) made on a form prescribed and supplied by the board; and
- (2) accompanied by the fee set by the board under section 11 of this chapter.

(c) If the application is found to be satisfactory, the applicant is entitled to a certificate in the grade or grades of public library service for which the applicant applied.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-8

Private or school library service; application for certification

Sec. 8. (a) An individual who is actively engaged or expects to engage actively in:

- (1) a grade or class of private library service; or
- (2) the library service of a school or another educational institution;

whether the individual is or expects to be a library director, or the head of a department or branch of a private library or of the library of a school or an educational institution, may apply for a certificate of a grade or class.

(b) If an individual is found to be competent and qualified, the individual shall be granted the certificate applied for in the same manner and subject to the same conditions as are provided for the certification of librarians in public libraries under section 7 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-9

Reciprocity with other states

Sec. 9. To prevent unjust and arbitrary exclusions by other states of certified librarians who have complied with the requirements of Indiana law, the board may adopt rules necessary for the reciprocal recognition of certificates for librarians issued by other states whose qualifications for library service are at least as high as the qualifications in Indiana. To effect this section, the board shall

consider the recommendations of the American Library Association.
As added by P.L.1-2005, SEC.49.

IC 36-12-11-10

Library certification account

Sec. 10. All fees collected under this chapter constitute a separate account of the state general fund, known as the library certification account, which shall be used to defray expenses incurred in the administration of this chapter. The balance in this account at the end of any fiscal year does not revert to the state general fund but is carried forward and available for the succeeding fiscal year.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-11

Fees

Sec. 11. (a) The board shall adopt rules under IC 4-22-2 to set fees to be paid by an individual who applies for certification under section 7 of this chapter. If the board has not set a fee by rule for a particular type of application, the fee is one dollar (\$1).

(b) Payment of fees set under this section may be made by any of the following:

- (1) Cash.
- (2) A draft.
- (3) A money order.
- (4) A cashier's check.
- (5) A certified check.
- (6) A personal check.

If an individual pays a fee with an uncertified personal check and the check does not clear the bank, the board may void the certificate for which the check was received.

(c) Unless specified by the rules of the board, a fee is not refundable or transferable.

(d) Fees shall be paid to the library certification account established under section 10 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-12

Repealed

(Repealed by P.L.84-2012, SEC.35.)

IC 36-12-11-13

Repealed

(Repealed by P.L.84-2012, SEC.36.)

IC 36-12-11-14

Complaints; form; filing

Sec. 14. All complaints concerning a practitioner must be written, signed by the complainant, and initially filed with the director. Except for an employee of the attorney general's office acting in an official capacity, a complaint may be filed by any individual,

including a member of the board.
As added by P.L.1-2005, SEC.49.

IC 36-12-11-15

Director; duties and powers; complaints

Sec. 15. The director has the following duties and powers:

- (1) The director may investigate any written complaint against a practitioner. The director shall limit the investigation to aspects of the practitioner's activities that appear to violate this chapter or rules adopted under this chapter.
- (2) The director shall notify the practitioner of the:
 - (A) nature and ramifications of the complaint; and
 - (B) duty of the director to investigate and attempt to resolve the complaint through negotiation.
- (3) The director may:
 - (A) subpoena witnesses; or
 - (B) send for and compel the production of books, records, papers, and documents;in relation to an investigation under this chapter. The circuit or superior court located in the county where a subpoena is to be issued shall enforce the subpoena.
- (4) If, after investigating, the director determines the complaint has merit, the director shall notify the complainant, practitioner, and the board. The director has forty-five (45) days to attempt to resolve the complaint through negotiation.
- (5) If, after investigating, the director determines the complaint has no merit, the director shall notify the complainant, practitioner, and the board that the complaint has been dismissed.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.37.

IC 36-12-11-16

Complaints; resolution; dismissal; board determination

Sec. 16. (a) If the director is unable to satisfactorily resolve a complaint that the director has determined to have merit under section 15 of this chapter, the director shall notify the board, which shall take jurisdiction of the complaint.

(b) If a complaint is dismissed by the director under section 15 of this chapter, the complainant may file a written appeal with the board within thirty (30) days after the date of dismissal. The board shall then take jurisdiction of the complaint.

(c) During the forty-five (45) days after the board receives notification or appeal under subsection (a) or (b), the director shall not conduct an investigation or take any action, unless requested by the board. When the forty-five (45) day period has elapsed, the board shall make the determination whether:

- (1) the complaint should be:
 - (A) dismissed;
 - (B) prosecuted; or
 - (C) investigated further; or

(2) a resolution to the complaint should be negotiated.
If the board determines that further investigation or negotiation is warranted, the board may, at a later date, prosecute or dismiss the complaint.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.38.

IC 36-12-11-17

Repealed

(Repealed by P.L.84-2012, SEC.39.)

IC 36-12-11-18

Repealed

(Repealed by P.L.84-2012, SEC.40.)

IC 36-12-11-19

Repealed

(Repealed by P.L.84-2012, SEC.41.)

IC 36-12-11-20

Attorney General; investigation and prosecution

Sec. 20. If the board requests, the attorney general shall investigate and prosecute the matter before the board on behalf of the state.

As added by P.L.1-2005, SEC.49. Amended by P.L.84-2012, SEC.42.

IC 36-12-11-21

Disciplinary proceedings; ultimate authority

Sec. 21. (a) IC 4-21.5 applies to proceedings to discipline a practitioner under this chapter.

(b) The board is the ultimate authority under IC 4-21.5.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-22

Confidentiality of complaint; disclosure of information

Sec. 22. (a) A complaint and information pertaining to the complaint are confidential until the attorney general files notice with the board of intent to prosecute the practitioner.

(b) Unless required to do so under law or in furtherance of an investigation, an individual employed by the office of the attorney general, the board, or the director may not disclose or further the disclosure of information concerning a complaint.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-23

Disciplinary actions; conditions

Sec. 23. A practitioner may be disciplined under section 26 of this chapter if after a hearing the board finds any of the following:

(1) The practitioner has:

(A) employed or knowingly cooperated in fraud or material deception in order to obtain a certificate issued under this

- chapter;
- (B) engaged in fraud or material deception in the course of professional services or activities; or
 - (C) advertised services in a false or misleading manner.
- (2) The practitioner has been convicted of a crime that has a direct bearing on the practitioner's ability to practice competently.
- (3) The practitioner has knowingly violated a rule adopted by the board.
- (4) The practitioner has continued to practice although the practitioner has become unfit to practice due to:
- (A) professional incompetence;
 - (B) failure to keep abreast of current professional theory or practice;
 - (C) physical or mental disability; or
 - (D) addiction or severe dependency upon alcohol or other drugs that endangers the public by impairing a practitioner's ability to practice safely.
- (5) The practitioner has engaged in a course of lewd or immoral conduct in connection with the practitioner's practice.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-24

Physical and mental examination

Sec. 24. The board may order a practitioner to submit to a reasonable physical or mental examination if the practitioner's physical or mental capacity to practice safely is at issue in a disciplinary proceeding.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-25

Failure to comply with order to submit to physical or mental examination; suspension

Sec. 25. Failure of a practitioner to comply with a board order to submit to a physical or mental examination renders the practitioner liable to the summary suspension procedures under section 27 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-26

Sanctions

Sec. 26. The board may impose any of the following sanctions, singly or in combination, if the board finds a practitioner has committed an offense under section 23 of this chapter:

- (1) Permanently revoke the practitioner's certificate.
- (2) Suspend the practitioner's certificate.
- (3) Censure the practitioner.
- (4) Issue a letter of reprimand.
- (5) Place the practitioner on probation status and require the practitioner to:

- (A) report regularly to the board upon the matters that are the basis of the probation;
- (B) limit practice to those areas prescribed by the board; or
- (C) continue or renew professional education under a practitioner approved by the board until a satisfactory degree of skill has been attained in those areas that are the basis of the probation.

The board may withdraw the probation if the board finds that the deficiency that required disciplinary action has been remedied.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-27

Suspension of certificate; renewal

Sec. 27. The board may summarily suspend a practitioner's certificate for ninety (90) days in advance of final adjudication or during the appeals process if the board finds that the practitioner represents a clear and immediate danger to the public health and safety if the practitioner is allowed to continue to practice. The summary suspension may be renewed upon a hearing before the board, and each renewal may be for ninety (90) days or less.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-28

Reinstatement of certificate

Sec. 28. The board may reinstate a certificate that has been suspended under this chapter if after a hearing the board is satisfied that the applicant is able to practice with reasonable skill and safety. As a condition of reinstatement, the board may impose disciplinary or corrective measures authorized under this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-11-29

Consistency in application of sanctions; reliance on precedent

Sec. 29. The board shall seek to achieve consistency in the application of sanctions authorized in this chapter, and significant departures from prior decisions involving similar conduct shall be explained in the board's findings or orders.

As added by P.L.1-2005, SEC.49.

IC 36-12-12

Chapter 12. Library Capital Projects Fund

IC 36-12-12-0.2

Application of prior statute

Sec. 0.2. The addition of IC 20-14-13 (before its repeal, now codified in this chapter) by P.L.343-1989(ss) applies to property taxes first due and payable after December 31, 1989.

As added by P.L.220-2011, SEC.688.

IC 36-12-12-1

"Emergency"

Sec. 1. As used in this chapter, "emergency" means:

- (1) when used with respect to repair or replacement, a fire, flood, windstorm, mechanical failure of any part of a structure, or other unforeseeable circumstance; and
- (2) when used with respect to site acquisition, the unforeseeable availability of real property for purchase.

As added by P.L.1-2005, SEC.49.

IC 36-12-12-2

Capital projects fund

Sec. 2. (a) A library district may establish a capital projects fund.

(b) With respect to a facility used or to be used by the library district, the fund may be used to pay for the following:

- (1) Planned construction, repair, replacement, or remodeling.
- (2) Site acquisition.
- (3) Site development.
- (4) Repair, replacement, or site acquisition that is necessitated by an emergency.

(c) Money in the fund may be used to pay for the purchase, lease, or repair of equipment to be used by the library district.

(d) The fund may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

As added by P.L.1-2005, SEC.49.

IC 36-12-12-3

Plan of revenues and expenditures; hearing; notice

Sec. 3. (a) Before a library board may collect property taxes for a capital projects fund in a particular year, the library board must, after January 1 and before May 15 of the immediately preceding year, hold a public hearing on a proposed plan, pass a resolution to adopt a plan, and submit the plan for approval or rejection by the fiscal body designated in section 4 of this chapter.

(b) The department of local government finance shall prescribe the format of the plan. A plan must apply to at least the three (3) years immediately following the year the plan is adopted. A plan must estimate for each year to which the plan applies the nature and amount of proposed expenditures from the capital projects fund. A plan must estimate:

(1) the source of all revenue to be dedicated to the proposed expenditures in the upcoming budget year; and

(2) the amount of property taxes to be collected in that year and retained in the fund for expenditures proposed for a later year.

(c) If a hearing is scheduled under subsection (a), the governing body shall publish the proposed plan and a notice of the hearing in accordance with IC 5-3-1-2(b).

As added by P.L.1-2005, SEC.49.

IC 36-12-12-4

Approval or rejection of plan by appropriate fiscal body; hearing

Sec. 4. (a) If the library board passes a resolution under section 3 of this chapter, not later than ten (10) days after passing the resolution the board shall transmit a certified copy of the plan to the appropriate fiscal body or fiscal bodies, whichever applies. The appropriate fiscal body is determined as follows:

(1) If the library district is located entirely within the corporate boundaries of a municipality, the appropriate fiscal body is the fiscal body of the municipality.

(2) If the library district is not described by subdivision (1) and the district is located entirely within the boundaries of a township, the appropriate fiscal body is the fiscal body of the township.

(3) If the library district is not described by subdivision (1) or (2), the appropriate fiscal body is the fiscal body of each county in which the library district is located.

(b) The appropriate fiscal body shall hold a public hearing on the plan not later than thirty (30) days after receiving a certified copy of the plan and either reject or approve the plan before August 1 of the year that the plan is received.

As added by P.L.1-2005, SEC.49.

IC 36-12-12-5

Notice; petition of objection by taxpayers

Sec. 5. (a) If the library board passes a resolution under section 3 of this chapter and the appropriate fiscal body or bodies approve the plan, the library board shall publish notice of adoption in accordance with IC 5-3-1-2(i).

(b) Ten (10) or more taxpayers who will be affected by the adopted plan may file a petition with the county auditor of a county in which the library district is located not later than ten (10) days after the publication of the notice of adoption required by subsection (a), setting forth the taxpayers' objections to the proposed plan. The county auditor shall immediately certify the petition to the department of local government finance.

As added by P.L.1-2005, SEC.49. Amended by P.L.137-2012, SEC.124.

IC 36-12-12-6

Notice and hearing; petition of objection by taxpayers

Sec. 6. The department of local government finance shall, within a reasonable time, fix a date for a hearing on the petition filed under section 5(b) of this chapter. The hearing shall be held in a county in which the library district is located. The department of local government finance shall notify:

- (1) the library board; and
- (2) the first ten (10) taxpayers whose names appear on the petition;

at least five (5) days before the date fixed for the hearing.

As added by P.L.1-2005, SEC.49.

IC 36-12-12-7

Department of local government finance action; appeal

Sec. 7. (a) After a hearing upon the petition under section 6 of this chapter, the department of local government finance shall certify the department's approval, disapproval, or modification of the plan to the library board and the auditor of the county.

(b) A:

- (1) taxpayer who signed a petition filed under section 5 of this chapter; or
- (2) library district against which a petition under section 5 of this chapter is filed;

may petition for judicial review of the final determination of the department of local government finance under subsection (a). The petition must be filed in the tax court not more than forty-five (45) days after the department certifies the department's action under subsection (a).

As added by P.L.1-2005, SEC.49.

IC 36-12-12-8

Appropriations; conform to plan

Sec. 8. Notwithstanding IC 6-1.1-17, the department of local government finance may approve appropriations from the capital projects fund only if the appropriations conform to a plan that has been adopted and approved in compliance with this chapter.

As added by P.L.1-2005, SEC.49. Amended by P.L.1-2006, SEC.587.

IC 36-12-12-9

Amending plan; emergencies; increasing tax rate and borrowing funds

Sec. 9. (a) A library board may amend an adopted and approved plan to:

- (1) provide money for the purposes described in section 2(b)(4) of this chapter; or
- (2) supplement money accumulated in the capital projects fund for those purposes.

(b) If an emergency arises that results in costs that exceed the amount accumulated in the fund for the purposes described in section 2(b)(4) of this chapter, the library board must immediately apply to the department of local government finance for a determination that

an emergency exists. If the department of local government finance determines that an emergency exists, the library board may adopt a resolution to amend the plan. The amendment is not subject to the deadline and the procedures for adoption described in section 3 of this chapter. However, the amendment is subject to modification by the department of local government finance.

(c) An amendment adopted under this section may require the payment of eligible emergency costs from:

- (1) money accumulated in the capital projects fund for other purposes; or
- (2) money to be borrowed from other funds of the library board or from a financial institution.

The amendment may also provide for an increase in the property tax rate for the capital projects fund to restore money to the fund or to pay principal and interest on a loan. However, before the property tax rate for the fund may be increased, the library board must submit and obtain the approval of the appropriate fiscal body or bodies, as provided in section 4 of this chapter. An increase to the property tax rate for the capital projects fund is effective for property taxes first due and payable for the year next certified by the department of local government finance under IC 6-1.1-17-16. However, the property tax rate may not exceed the maximum rate established under section 10 of this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-12-10

Tax rate; limit and advertisement

Sec. 10. To provide for the capital projects fund, the library board may, for each year in which a plan adopted under section 3 of this chapter is in effect, impose a property tax rate that does not exceed one and sixty-seven hundredths cents (\$0.0167) on each one hundred dollars (\$100) of assessed valuation of the library district. This rate must be advertised in the same manner as other property tax rates.

As added by P.L.1-2005, SEC.49.

IC 36-12-12-11

Interest

Sec. 11. Interest on the capital projects fund, including the fund's pro rata share of interest earned on the investment of total money on deposit, shall be deposited in the fund. The library board may allocate the interest among the accounts within the fund.

As added by P.L.1-2005, SEC.49.

IC 36-12-12-12

Administrative rules

Sec. 12. The department of local government finance may adopt rules under IC 4-22-2 to implement this chapter.

As added by P.L.1-2005, SEC.49.

IC 36-12-13

Chapter 13. Interstate Library Compact

IC 36-12-13-1

Application of chapter

Sec. 1. This chapter applies to Indiana and any state bordering Indiana that joins in the interstate library compact.

As added by P.L.1-2005, SEC.49.

IC 36-12-13-2

Authorization to enter into agreements under compact; procedure

Sec. 2. (a) The appropriate officials and agencies of the party states or a political subdivision as defined in IC 36-1-2-13 may, on behalf of the party states or political subdivision, enter into agreements under the interstate library compact for cooperative or joint conduct of library services if the party states or political subdivision finds that the distribution of population makes the provision of library service on an interstate basis the most effective way to provide adequate and efficient services.

(b) Agreements under the interstate library compact entered into on behalf of the state shall be made by the compact administrator.

(c) Agreements under the interstate library compact entered into on behalf of one of the state's political subdivisions shall be made after giving notice to the compact administrator and after consulting with the compact administrator about the agreement.

As added by P.L.1-2005, SEC.49.

IC 36-12-13-3

Compact administrator; duties

Sec. 3. The director of the Indiana state library, ex officio, is the compact administrator. The compact administrator shall:

- (1) receive copies of all agreements entered into by the state or a political subdivision of the state and other party states or political subdivisions;
- (2) consult with, advise, and aid the political subdivisions in the formulation of interstate library compact agreements;
- (3) make recommendations to the governor, the general assembly, governmental agencies, and political subdivisions that are desirable to effectuate the purposes of this compact; and
- (4) consult and cooperate with the compact administrators of other party states.

As added by P.L.1-2005, SEC.49.

IC 36-12-13-4

Contents of agreement

Sec. 4. An interstate library compact agreement must:

- (1) detail the specific nature of the services, facilities, properties, or personnel to which the compact is applicable;
- (2) provide for the allocation of costs and other financial responsibilities;

(3) specify the respective rights, duties, obligations, and liabilities; and

(4) stipulate the terms and conditions for duration, renewal, termination, abrogation, disposal of joint or common property, if any, and all other matters that may be appropriate to the proper effectuation and performance of the agreement.

As added by P.L.1-2005, SEC.49.

IC 36-12-13-5

Effect of compact after notice of repeal

Sec. 5. A compact continues in force and remains binding on each party state until six (6) months after a state has given notice of repeal by the legislature. The repeal of an interstate library compact chapter does not relieve any party to an interstate library compact agreement from the obligation of that agreement before the end of the compact's stipulated period of duration.

As added by P.L.1-2005, SEC.49.

IC 36-12-13-6

Enforcement of compact

Sec. 6. The agencies and officers of this state and political subdivisions of the state shall enforce the compact and do all things appropriate within their power to effect the compact's purpose and intent.

As added by P.L.1-2005, SEC.49.

IC 36-12-14

Repealed

(Repealed by P.L.146-2008, SEC.815.)

IC 36-12-15

Chapter 15. Free Public Use of School Libraries

IC 36-12-15-1

"Governing body"

Sec. 1. As used in this chapter, "governing body" has the meaning set forth in IC 20-26-2-2.

As added by P.L.2-2006, SEC.198.

IC 36-12-15-2

Power; city; town; library in connection with schools

Sec. 2. In cities and incorporated towns, a governing body may establish a free public library in connection with the common schools for:

- (1) the care, protection, and operation of the library;
- (2) the care of books and other materials; and
- (3) borrowing and returning books and other materials and penalties for any violations.

However, in any city or incorporated town where there is established a library open to all the people, a tax may not be levied.

As added by P.L.2-2006, SEC.198.

IC 36-12-15-3

Power; levy

Sec. 3. The governing body may levy a tax of not more than one-tenth cent (\$0.001) on each one dollar (\$1) of taxable property assessed for taxation in a city or incorporated town in each year. The tax shall be placed on the tax duplicate of the city or incorporated town and collected in the same manner as other taxes. The taxes shall be paid to the governing body for the support and maintenance of the public library. The governing body may use tax revenues received under this section and gifts, devises, and grants to:

- (1) provide suitable facilities for the library;
- (2) purchase books and other materials; and
- (3) hire necessary personnel.

As added by P.L.2-2006, SEC.198.

IC 36-12-15-4

Acquisition of property by gift, grant, or devise

Sec. 4. A city or incorporated town in which a free public library is established under this chapter may acquire by purchase or take and hold by gift, grant, or devise any real estate necessary for, or that is donated or devised for, the library. Any revenue derived from the real property shall be used for the library.

As added by P.L.2-2006, SEC.198.

ARTICLE 6. GENERAL PROVISIONS

Rule 1. Standards of Eligibility to Receive State Funds

590 IAC 6-1-1 Purpose of rule

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24

Affected: IC 4-23-7.1

Sec. 1. Standards for public libraries are established to:

- (1) encourage libraries to maintain a minimum level of service; and
- (2) establish criteria for eligibility to receive state and federal appropriations.

(Indiana Library and Historical Board; 590 IAC 6-1-1; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff. Jan 1, 2011)

590 IAC 6-1-2 Definitions

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24

Affected: IC 4-23-7

Sec. 2. The following definitions apply throughout this article:

- (1) "Bylaws" means the rules adopted by the library board for the:
 - (A) government of its members; and
 - (B) regulation of its affairs.
- (2) "Class A" means libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999).
- (3) "Class B" means libraries serving a population of at least ten thousand one (10,001) but fewer than forty thousand (40,000).
- (4) "Class C" means libraries serving a population of ten thousand (10,000) or less.
- (5) "Collection expenditures" means items that are purchased with operating funds and made available to patrons by the library for loan and reference including:
 - (A) books;
 - (B) audiovisual materials;
 - (C) electronic media devices; and
 - (D) databases.
- (6) "Continuing education" means an approach to education that encourages dynamic and continuous learning.
- (7) "Director" means the librarian who is:
 - (A) the administrative head of the library; and
 - (B) responsible to the library board for the operation and management of the library.
- (8) "Electronic media devices" means devices used by the public to directly access information, excluding peripherals and connectivity.
- (9) "Evening hours" means the hours the library is open after 6:00 p.m.
- (10) "Fixed location" means each main location, branch, or campus of a library district.
- (11) "Full-time" means that the director is paid for:
 - (A) at least thirty-five (35) hours per week; or
 - (B) if the library is open fewer than thirty-five (35) hours per week, the number of hours that the library is open.
- (12) "INSPIRE" means the virtual library composed of multiple on-line databases available to residents of Indiana.
- (13) "Integrated library system" means software used to track:
 - (A) items owned;
 - (B) circulation; and
 - (C) patron records.
- (14) "Library board" means the fiscal and administrative body of a public library.
- (15) "Library sponsored program" means a workshop, program, seminar, or outreach program sponsored by the library, in which the library's staff plays a significant role, including, but not limited to, technology, informational literacy, early literacy, children's, cultural programming, and other programming offered for the community.
- (16) "Population served" means residents of the library district taxed for the support of the library.
- (17) "Public access computer" means each computer connected to the Internet available to patrons and each workstation with software available to patrons, for example, word processing and spreadsheets, or specialized children's programs. Each fixed

GENERAL PROVISIONS

service location with wireless access to the library's public Internet shall be computed as ten (10) public access computers.

(18) "Special services" means library service for people who are:

- (A) blind;
- (B) deaf, or
- (C) physically disabled.

(19) "Weekend day" means the library is open four (4) hours per day on Saturday or Sunday.

(20) "Young adult" means the age group defined by the American Library Association's Young Adult Library Services Association.

(Indiana Library and Historical Board; 590 IAC 6-1-2; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

590 IAC 6-1-3 Eligibility to receive state funds; determination

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1-11; IC 36-12-11

Sec. 3. The eligibility of a public library to receive state or federal funds and services under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

- (1) Compliance with any requirements that may be set forth in state legislation providing for such funds.
- (2) Compliance with Indiana law.
- (3) Compliance with the standards promulgated by the Indiana library and historical board.

(Indiana Library and Historical Board; 590 IAC 6-1-3; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

590 IAC 6-1-4 Minimum standards for public libraries

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24

Affected: IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5; IC 36-12

Sec. 4. (a) The library must operate in compliance with Indiana laws, including the following:

- (1) The Public Library Law under IC 36-12.
- (2) The Indiana Library and Historical Department Law under IC 4-23-7.
- (3) Other Indiana laws that affect municipal corporations.
- (b) The library board is responsible for hiring a full-time library director with the education and experience required by the librarian certification rules under 590 IAC 5.

(c) The library board and director shall maintain their separate functions as follows:

- (1) The board is responsible for governance and policy.
- (2) The director is responsible for administration, operation, and management of the library.
- (d) With the advice and recommendations of the library director, the library board shall adopt the following:
 - (1) An annual classification of employees.
 - (2) Schedules of salaries.
 - (3) The proposed library budget.
 - (4) Library policies.

(e) The library must comply with federal laws affecting employment practice. The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

- (1) Employment practices, such as the following:
 - (A) Recruitment.
 - (B) Selection.
 - (C) Appointment.
- (2) Personnel actions.
- (3) Salary administration.
- (4) Employee benefits.
- (5) Conditions of work.
- (6) Leaves.
- (f) The Indiana state library will provide orientation materials to new library board trustees and training materials to all library

GENERAL PROVISIONS

trustees and directors annually. The library board shall adhere to the principles discussed in approved and current Indiana state library publications for library trustees.

(g) The library shall have written bylaws that state its purpose and its operational procedures. The bylaws shall specifically state rules governing conflicts of interest issues and nepotism. The bylaws shall be reviewed by the board of trustees at least every three (3) years. A copy of the bylaws shall be submitted to the Indiana state library within 60 days of their adoption. All amendments to the bylaws that have been adopted by the board in each year shall be submitted with the library's annual report.

(h) With the advice and recommendation of the library director, the library board shall adopt the following written plans and policies:

- (1) Collection development.
- (2) Principles of access to all library materials and services.
- (3) A long-range plan of service for between three (3) to five (5) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:
 - (A) A statement of community needs and goals.
 - (B) Measurable objectives and service responses to the community's needs and goals.
 - (C) An assessment of facilities, services, technology, and operations.
 - (D) An ongoing annual evaluation process.
 - (E) Financial resources and sustainability.
 - (F) Collaboration with other:
 - (i) public libraries; and
 - (ii) community partners.
- (4) A technology plan of service for three (3) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:
 - (A) Goals and realistic strategy for using telecommunications and information technology.
 - (B) A professional development strategy.
 - (C) An assessment of telecommunication services, hardware, software, and other services needed.
 - (D) An equipment replacement schedule.
 - (E) Financial resources and sustainability.
 - (F) An ongoing annual evaluation process.
 - (G) An automation plan that conforms to national cataloging standards.
- (i) All newly constructed and existing library facilities must be in compliance with local, state, and federal building and health and safety codes.
- (j) The library must comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone.
- (k) The library shall provide the following minimum services:
 - (1) Acquisition, organization, and loan of print, audiovisual, digital, and other collections.
 - (2) Availability of general collections to the public during regular library hours of operation.
 - (3) A library expending at least seven and five-tenths percent (7.5%) of its operating fund expenditures for library collections shall meet basic standards for collection expenditures. A library expending the equivalent of fifteen percent (15%) of its operating expenditures, which includes operating, gift, and related funds, for library collections shall meet enhanced standards for collection expenditures. A library expending the equivalent of twenty percent (20%) of its operating expenditures, which includes operating, gift, and related funds, for library collections shall meet exceptional standards for collection expenditures.
- (4) The library shall provide the following means of communication with the public:
 - (A) A telephone listed in the library's name.
 - (B) An answering machine, voice mail, or other similar technology to provide operating hours of the library.
 - (C) An e-mail address or a means of electronic contact for the library listed on the library's website.
 - (D) A means to provide copies to the public at each location. A fee may be charged not to exceed a fee established by Indiana state law.
 - (E) Technology available to transmit documents electronically or through phone lines, for example, a fax machine.
- (5) A website that must include the following:
 - (A) Hours of operation, physical address or addresses, a map for each fixed service location, phone number, and e-mail address.

GENERAL PROVISIONS

- (B) Electronic resources provided free of charge to the citizens of Indiana by the state of Indiana, for example, INSPIRE.
- (C) Public service policies including, but not limited to, circulation policies, fees, and Internet use, adopted by the library board.
- (D) The library's online public access catalog.
- (E) A calendar of events and programs, which shall be updated at least monthly.
- (6) Interlibrary loan is free of charge within Indiana (other than reimbursement for actual direct photocopy and postage costs), and each public library shall lend materials through at least one (1) of the following:
 - (A) Statewide reciprocal borrowing program.
 - (B) OCLC Resource Sharing.
 - (C) Evergreen Indiana.
 - (D) Local reciprocal borrowing with at least one (1) other public library district within the library district's county or an adjacent county.
- (7) Participate in the statewide delivery service provided by the Indiana state library with the following frequency from a single fixed location within the library district:

	Basic	Enhanced	Exceptional
Class A Library	Three (3) days/week	Four (4) days/week	Five (5) days/week
Class B Library	Two (2) days/week	Three (3) days/week	Four (4) days/week
Class C Library	One (1) day/week	Two (2) days/week	Three (3) days/week

- (8) Adult services that include the following:
 - (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.
 - (B) Knowledge of and access to reference materials, including INSPIRE.
 - (C) A collection of materials for adults.
 - (D) Space designated in the library for adult services.
 - (E) To achieve an enhanced level of service, a library shall designate one (1) 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.
 - (F) To achieve an exceptional level of service, a library shall designate one (1) full-time equivalent staff member designated as an adult services librarian by a qualified individual holding the appropriate librarian certificate at each fixed location.
- (9) Young adult services that include the following:
 - (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.
 - (B) Knowledge of and access to reference materials, including INSPIRE.
 - (C) A collection of materials for young adults.
 - (D) Space designated in the library for young adult services.
 - (E) To achieve an enhanced level of service, a library shall designate one (1) 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.
 - (F) To achieve an exceptional level of service, a library shall designate one (1) 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.
- (10) Children's services that include the following:
 - (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.
 - (B) A collection of materials for children, parents, and caregivers in each fixed location.
 - (C) Space in each fixed location designated in the library for children's services.
 - (D) An annual summer reading program for a minimum of six (6) weeks at each fixed location.
 - (E) To achieve an enhanced level of service, a library shall designate one (1) 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.
 - (F) To achieve an exceptional level of service, a library shall designate one (1) 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.
- (11) Library sponsored programming shall be provided with the following minimum frequency within each library district:

GENERAL PROVISIONS

	Basic	Enhanced	Exceptional
All Public Libraries	Five (5) library programs for every one thousand (1,000) people served per year, with a minimum of twelve (12) library programs per year regardless of population served.	At least ten (10) library programs for every one thousand (1,000) people served per year, with a minimum of twelve (12) library programs per year regardless of population served.	At least fifteen (15) library programs for every one thousand (1,000) people served per year, with a minimum of twelve (12) library programs per year regardless of population served.

(12) 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.

(13) An integrated library system with an online public access catalog available on the library's website.

(14) The library shall provide public access computers with a minimum Internet connection speed of one and five-tenths megabits per second (1.5 Mbps) per fixed service location. Computers shall be provided for the free use of 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.

(15) The library shall have a base level of technology consisting of at least one (1) staff computer with office software and operating systems, connected to the Internet and a printer. Public access computers shall be connected to the Internet and printers as detailed as follows:

	Basic	Enhanced	Exceptional
Class A or B Public Library	One (1) public access computer connected to the Internet per two thousand (2,000) served. Wireless Internet access for patrons in at least one (1) location.	One (1) public access computer connected to the Internet per one thousand (1,000) served or a minimum of two (2), whichever is greater. Wireless Internet access in at least one (1) location and a scanner for patrons.	One (1) public access computer connected to the Internet per five hundred (500) served or a minimum of two (2), whichever is greater. Wireless Internet access in all public locations and a scanner for patrons.
Class C Public Library	One (1) public access computer connected to the Internet per two thousand (2,000) served or a minimum of two (2), whichever is greater.		

(16) The library shall purge or mark inactive unused library patron cards at least once every three (3) years, deleting those patrons who have not used the card in the last three (3) years and do not owe materials, fines, or fees to the library.

(1) Hours of service shall be provided to allow the greatest possible access for the community as follows for each public library system. Using the definitions provided in section 2 of this rule, hours open is calculated by taking the total unique hours the district is open for regular public service for the majority of the year. The standards for hours and service days are as follows:

	Basic	Enhanced	Exceptional
Class A Libraries	Fifty-five (55) hours per week, including six (6) evening hours and one (1) weekend day	Sixty (60) hours per week, eight (8) evening hours, and one (1) weekend day; or sixty (60) hours per week, six (6) evening hours, and two (2) weekend days	Sixty-five (65) hours per week, eight (8) evening hours, two (2) weekend days; or sixty-five (65) hours per week, ten (10) evening hours, and one (1) weekend day
Class B Libraries	Forty (40) hours per week, including four (4) evening hours and one (1) weekend day	Fifty (50) hours per week, four (4) evening hours, and one (1) weekend day	Fifty-five (55) hours per week, six (6) evening hours, two (2) weekend days; or fifty-five (55) hours per week, eight (8) evening hours, and one (1) weekend day
Class C Libraries	Twenty (20) hours per week, including two (2) evening hours and one (1) weekend day	Thirty (30) hours per week, including two (2) evening hours and one (1) weekend day	Forty (40) hours per week, including four (4) evening hours and two (2) weekend days; or forty (40) hours per week, six (6) evening hours, and one (1) weekend day

(m) The library shall provide support for continuing education for staff and trustees.

GENERAL PROVISIONS

(n) A library district located within another library district serving an overlapping population shall be considered a branch of the larger library district for purposes of meeting public library standards.

(o) The library shall file with the Indiana state library by February 1 of each year an annual report for the preceding calendar year, in the form prescribed by the Indiana state library. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. The report shall include a statement from the director and board president or their designee certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time.

(p) The Indiana library and historical board may provide a temporary waiver, not to exceed one (1) year at a time, for a public library to be exempt from one (1) or multiple public library standards under the following conditions:

(A) The public library is deemed to be out of compliance with one (1) or more standards.

(B) The public library submits an appeal to the Indiana state library seeking a waiver and stipulating the reason or reasons for a temporary or one (1) year waiver to be granted.

(C) The request for a waiver illustrates unusual, unforeseen, or extreme circumstances beyond the library's control.

(Indiana Library and Historical Board; 590 IAC 6-1-4; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; errata filed Mar 31, 2010, 10:21 a.m.: 20100414-IR-590100185ACA)

Rule 2. Indiana Document Depository Libraries

590 IAC 6-2-1 Selection of depository documents by state library

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1

Sec. 1. Selection of documents to be sent to depository libraries shall be:

(1) made by the Indiana state library; and

(2) determined by the availability and general interest of the document.

(Indiana Library and Historical Board; 590 IAC 6-2-1; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

590 IAC 6-2-2 Exemptions from depository program

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1

Sec. 2. Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desires the publication. *(Indiana Library and Historical Board; 590 IAC 6-2-2; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)*

590 IAC 6-2-3 Interlibrary loan and reference services required

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1

Sec. 3. Depository libraries must:

(1) provide interlibrary loan and reference service in connection with Indiana state documents to the libraries and to citizens in their respective regions; and

(2) make every effort to:

(A) see that depository documents are available to the general public; and

(B) promote their reference use.

(Indiana Library and Historical Board; 590 IAC 6-2-3; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011)

590 IAC 6-2-4 Retention of depository documents

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1

GENERAL PROVISIONS

Sec. 4. All depository documents must be retained at least five (5) years by the depository library. (*Indiana Library and Historical Board; 590 IAC 6-2-4; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011*)

590 IAC 6-2-5 Disposal of documents by university depository libraries

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1

Sec. 5. The university depository libraries must request the approval of the Indiana state library before disposing of depository documents retained five (5) years or longer. (*Indiana Library and Historical Board; 590 IAC 6-2-5; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011*)

590 IAC 6-2-6 Disposal of documents by secondary depository libraries

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1

Sec. 6. Secondary depository libraries may, at their own discretion, dispose of documents retained five (5) years or longer, unless the Indiana state library has given advance notice that certain documents are needed for the Indiana state library's collection. (*Indiana Library and Historical Board; 590 IAC 6-2-6; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011*)

590 IAC 6-2-7 Termination as depository library by request or for cause

Authority: IC 4-23-7-5; IC 4-23-7.1-24

Affected: IC 4-23-7.1

Sec. 7. (a) Any depository library has the right to relinquish its privilege at any time by addressing a letter to the director of the Indiana state library stating that the library no longer wishes to be a depository for Indiana state documents.

(b) The privilege may also be taken away by the director of the Indiana state library for failure of the library to adhere to the rules for Indiana document depository libraries.

(c) Upon termination of the depository privilege, either by request or for cause, the library shall request of the director of the Indiana state library instructions concerning disposition to be made of the depository publications of the library. (*Indiana Library and Historical Board; 590 IAC 6-2-7; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011*)

*

**NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
DISASTER AND SAFETY MANUAL**

TELEPHONE NUMBERS FOR EMERGENCIES

**For Fire, Police, Sheriff, Emergency Medical Service,
State Highway Patrol dial: 9-1-1**

Non-Emergency/Administrative Numbers:

All of the following are in the 574 area code

POLICE – 654-3544

FIRE DEPT– 654-3211

New Carlisle Town Hall – 654-3733

Library Director 654-3224 or cell # 261-0034

Assistant Director at 654-7676 cell # 274-8536

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Table of Contents

Introduction	3
ACCIDENTS AND INJURIES	3
ACCIDENT FORM	At end of Manual
AUTOMOBILES	3
BEHAVIOR BY PATRONS	3
Blood Spills	5
BOMB THREAT PROCEDURES	6
BURGLARY/ARMED ROBBERY	8
CHEMICALS	8
CLOSING PROCEDURES	8
COORDINATORS FOR EMERGENCIES	9
DIGITAL DISASTERS	10
EARTHQUAKE	10
ERGONOMICS	10
EVACUATION	11
FIRE	11
FIRST AID	13
MEDICAL EMERGENCIES	14
PHYSICALLY CHALLENGED VISITORS TO THE LIBRARY	15
SECURITY SYSTEM	15
TELEPHONE CALLS	15
TORNADO	16
WATER LEAKS	16

August 27, 2009
U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

INTRODUCTION

The New Carlisle Public Library places great emphasis on the safety and health of all its employees, patrons and other visitors. Every effort has been made to provide an environment as free of hazards as possible

Good housekeeping is one way to maintain pleasant and efficient working conditions. The majority of injuries occur as a result of the unsafe activities of employees/visitors. Some of the hazards created by people include materials on floors, loose telephone and electric cords, open drawers and attempts to lift or move heavy objects incorrectly or without help.

It is important that we develop safety awareness and periodically check our work areas for potential hazards and that we correct unsafe work practices. Report any unsafe conditions to your supervisor immediately. In the event you are injured at work you must report the details to your supervisor immediately.

ACCIDENTS AND INJURIES

In the event of an accident or any injury to any staff member or visitor of THE LIBRARY, all participants in the accident and any injured party must submit an "Accident/Injury Report" to a senior staff member. (see accident form below).

AUTOMOBILES

If you are in an automobile accident while on library business, contact the Library Director immediately if you can. The library carries special insurance for just this type of situation.

BEHAVIOR –

Below is the Library's policy on behavior, below this section are statements regarding how to handle some general situations.

1. Persons who visit the Library with a child or children who disturb or interfere with other Library users or who become disruptive by screaming, shouting or crying, climbing or playing on furniture, stairs or railings, or other similar conduct, or who abuse or misuse Library books and materials, computers, or other equipment will be asked to control the child or children. If the person fails or refuses to control the child or children, or is unable to do so, the person and the child or children will be required to leave the Library.
2. Unsupervised children who are disruptive or whose behavior interferes with other Library users could be required to leave the Library. The parent/guardian or assigned caregiver for the child or children will be required to remove the child or children from the Library.
3. The New Carlisle - Olive Township Public Library welcomes children to use its facilities and services. Responsibility, however, for the care and safety of the children using the Library rests

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Page 3

with the parents/guardian or assigned caregiver, not with Library staff.

4. Young children (those too young to travel the streets alone) may not be left unattended in the Library by parent/guardian or assigned caregiver. The parent/ guardian or assigned caregiver will be required to remove any unattended child or children from the Library.

5. **No child** shall be left alone outside the Library at closing time. The parent/guardian or assigned caregiver is responsible for picking up the child prior to or promptly at Library closing. Children who are still in the library at closing time will be asked for a number where their parents can be reached. If no parent or responsible party can be reached staff are requested to contact the New Carlisle Police Department. **UNDER NO CIRCUMSTANCES SHOULD STAFF MEMBERS OFFER TO GIVE CHILDREN A RIDE HOME**

6. Persons who willfully follow (stalk) library patrons or staff members either in the library or on library property will be reported immediately to the police.

7. Patrons who become: disruptive or conduct themselves in a manner not in keeping with proper behavior in a public place, willfully disrupt or threaten another library patron should not be in the library.

WHAT YOU SHOULD DO

If you notice an individual in or around the LIBRARY behaving in an unusual, disorderly, intoxicated, or suspicious manner or if you observe someone damaging LIBRARY property.

- Contact your supervisor
- Contact 911
- Be prepared to describe the person and location. Follow the advice given by the officer.
- Keep a safe distance from the person. Observe the situation if it is safe to do so.
- Do not attempt to talk with or remove the individual yourself.

To avoid being in a vulnerable or unsafe position:

- Be observant and aware of your surroundings at all times. If you feel uneasy about a strange person or noise, Contact 654-3544 or Emergency # 911
- Close your door and lock filing cabinets, desk, etc. when you leave your workspace.
- Keep valuables (purse, briefcase, portable computer, radio, cellular phone, etc.) out of sight.
- When leaving the building after hours and you notice suspicious behavior Contact 654-3544 for New Carlisle Police Department for an escort.

Blood Spills/Vomit –Custodial services WILL BE RESPONSIBLE FOR BEING SURE THAT WE HAVE THE SUPPLIES NECESSARY FOR THIS SECTION

It is important to remember that any human blood with which you may come in contact could be infected with Hepatitis B (HBV), HIV or other bloodborne pathogens, at times without the knowledge of the victim. It is therefore very important that you protect yourself from any blood that is not your own. OSHA requires that personnel who handle human blood be offered vaccination against HBV, trained under the OSHA standard, and follow the regime specified in the standard. Most spills or splatters will be small, the result of injuries.

PREPARATION:

- 1) Put on gloves and lab coat.
- 2) Gather materials:
 - Freshly prepared 10% bleach solution, Lysol or other germicide
 - Biohazard bag
 - Paper towels
 - (Forceps and sharps container if there is broken glass)
 - (Use eye and face protection if there may be splashing)
 - (Wear shoe covers if the amount of blood is great)

CLEANING:

- 1) Alert people in the immediate area about the spill.
- 2) Put on protective clothing.
- 3) Cover spill with paper towels or other absorbant material.
- 4) Carefully, without splashing, pour freshly prepared bleach (see above) solution around the edges, then into the middle of the spill. Allow 30 minute contact period.
- 5) Use forceps or tongs to pick up any sharp objects. Never pick up sharps with your hands!
- 6) Wipe the area and absorb the liquid with paper towels.
- 7) Apply another fresh solution of bleach or wipe area with fresh paper towels soaked in bleach.
- 8) Wipe the area with clean towels and air dry.
- 9) Discard all used paper towels and other waste in the biohazard bag.
- 10) Remove gloves in a manner that will not contaminate your skin. Dispose of gloves in the biohazard bag.

If the spill is in a washroom, the staff member should lock the door and put an "out of order" sign on it. If the spill is in another public area, then the staff member should cordon off the spill area so that

it is not disturbed until it is cleaned up and contact a senior staff member.

BOMB THREAT PROCEDURES

- 1) KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE AND RECORD ACCURATELY THE TIME OF THE CALL AND EVERYTHING SAID BY THE CALLER.
- 2) IF THE LOCATION OF THE BOMB OR THE TIME OF DETONATION IS NOT GIVEN, ATTEMPT TO OBTAIN THIS INFORMATION.
- 3) PAY PARTICULAR ATTENTION TO THE CALLER'S VOICE AND NOTE ANY ACCENT, IMPEDIMENTS OR ANY DISTINCTIVE BACKGROUND NOISES.
- 4) IF POSSIBLE INFORM THE CALLER THAT A BOMB EXPLOSION COULD RESULT IN THE DEATH OR INJURY TO INNOCENT PEOPLE.

CALLER'S IDENTITY

Male	Adult	Estimated Age
Female	Juvenile	

ORIGIN OF CALL

Local	Long Distance	Booth	On Campus
-------	---------------	-------	-----------

VOICE

Loud	Soft	High Pitch	Deep
Raspy	Pleasant	Intoxicated	Other

SPEECH

Slow	Fast	Distorted	Distinct	Other
Stutter	Lisp	Nasal	Slurred	

LANGUAGE

Exc.	Good	Fair	Poor	Foul	Other
------	------	------	------	------	-------

ACCENT

Local	Not Local	Foreign	Race
-------	-----------	---------	------

MANNER

Calm	Rational	Coherent	Deliberate	Righteous
Angry	Irrational	Incoherent	Emotional	Laughing

BACKGROUND NOISES

Factory	Trains	Bedlam	Animals
Music	PA System	Quiet	Office Noise
Voices	Names	Mixed	Airplanes
Street Noise	Party Noise	Other	

<p align="center">Did the caller appear familiar with the building or area by his description and remarks?</p>

BURGLARY/ARMED ROBBERY

Try to stay calm.

Don't make any sudden movements to upset the robber.

Do exactly as you are told. DO NOT RESIST!

Tell the robber about anything that might surprise him, such as someone who is expected to arrive soon.

If you have to move or reach, tell the robber what you are going to do and why.

Try to get a good look at the robber so you can describe him later.

Don't be a hero. It's better to lose your money than your life.

Give the robber time to leave. Not the direction of travel when he leaves.

Try to get a description of his vehicle only if you can do so without exposing yourself to harm.

CHEMICALS

Read instructions prior to working with any chemicals (for example, cleaning agents, paint, or solvents). You need to know if there are any hazards associated with their use. If you do not feel confident that you are using a chemical safely, do not use it.

A Material Safety Data Sheet is available in the Custodian's Room.

CLOSING PROCEDURES

Never transport the day's receipts while the doors are open and patrons are in the building. Be sure all patrons etc. are out of the building prior to final closing.

Lock day's receipts in safe

Be sure stoves/ovens/coffee makers are off

Do not turn off any other computers unless specifically asked to do so.

Be sure all lights are off

Engage security system

You may only have immediate family members or the person who is giving you a ride inside the library while closing. You may not have friends or anyone else wait for you inside the building while you are closing. This is for your own personal safety.

It is best to never leave the building alone. Always leave with other employees for safety reasons. During inclement weather, wait until the other person has started their automobile prior to leaving.

If you work late hours, arrange to leave at the same time as a co-worker. Try to avoid parking far away from your worksite. Be aware of your surroundings at all times by making eye contact with passersby and glancing occasionally behind you. This type of "body language" will make you less attractive to a

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Page 8

prospective mugger. If you sense that you are being followed, change direction or cross the street. If the person persists, run to the nearest place where you'll find people.

DON'T: allow a stranger to follow you to your doorstep. Go to a public place where you can call the police whenever you feel threatened. When fleeing from danger alert others as well as the person posing a threat. Yell "Fire...Fire...Fire!" or activate an alarm device such as an aerosol shriek alarm. This device is a hand held noisemaker that, when carried, may dissuade a crook from choosing you in the first place.

Drivers: Avoid fumbling for your keys; have them in your hand as you approach your car. Always check the back seat for uninvited guests before getting inside. Keep enough gas in the tank so you won't get stranded. Keep all doors locked and windows rolled up most of the way. Stay on well-traveled, well-lighted roads. If you are being followed by another car, drive into an open gas station, stay in your car, and ask the attendant to call the police. Better yet, drive straight to the nearest police station for assistance. Park only in well-lighted areas at night. Check for strangers who might be "casing" the area before you exit your car. Honk your horn and drive away if such a person advances toward you.

If you are "rear-ended" by another vehicle, motion for the driver to follow you to a public place. "Bump and rob" artists stage such accidents to lure unsuspecting drivers out of their cars to rob them of their wallet or purse. If a driver won't follow you, obtain as thorough a description as you can and report the incident to the police.

If your car breaks down, seek a phone or call box only if safe to do so. Place a "Call Police" banner in your rear window and raise the hood. If a "good Samaritan" approaches, crack a window and ask them to call the police or your tow company.

COORDINATORS FOR EMERGENCIES

Contact the Director, Assistant Director or your senior staff member

The emergency coordinators are responsible for assisting the staff and visitors in the event of an emergency. Our primary goal is ensuring the safety of staff and visitors.

This includes:

- Calling 911 at the earliest time to report an emergency (or assigning the first person out of the building to do so)
- Warning all building occupants of emergency situations
- Leading staff and visitors to alternate exit if the main exit is blocked
- Helping with exit via windows and the roof if necessary
- Ensuring that the building is completely evacuated in the event of an emergency
- Working with fire extinguishers for minor fires after calling 911 and ordering building evacuation
- Assemble behind library outside of staff entrance.

DIGITAL DISASTERS

A separate manual is being created for this section.

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Page 9

EARTHQUAKE

If you are inside:

- Stay inside. Watch for falling objects.
- Crawl under a table or desk and hold on. If not possible, get against an interior wall and protect your head and neck with your arms. Do not go into a doorway.
- Stay near the center of the building, away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside:

- Stay outside. Move to an open area away from buildings, trees, and power lines.
- If forced to stand near a building, watch for falling objects.

If you are in a car:

- Stop your vehicle in the nearest open area. Do not stop under bridges, overpasses, or overhead wires.
- Stay in the vehicle until the shaking stops.

After an earthquake:

- Be prepared for aftershocks.
- Do not move seriously injured people unless they are in immediate danger from fire, building collapse, etc.
- Open doors carefully. Watch for falling objects.
- Do not use matches or lighters.
- Replace telephone handsets on cradles to free up phone lines for emergency use.
- Discourage the spreading of rumors which can cause confusion and panic.

ERGONOMICS

THE LIBRARY must provide a safe ergonomic work space for all staff members. If you need an equipment or furniture upgrade to prevent injury or provide better working conditions, request it.

Rules of good ergonomics:

- Adapt the job to your body--don't force the body to fit the job.
- Be prepared to change positions and movements to reduce the risk of ergonomic injury.

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Page 10

- Keep hands, wrists, and forearms straight and parallel to floor while working with elbows at 90 degree angle.
- Take breaks periodically to stretch, shake out hands.

EVACUATION IN AN EMERGENCY – emergency map is at end of document

In the event of fire, smoke, or another emergency that requires building evacuation, please follow the following instructions:

Before evacuating staff and patrons, be sure that it isn't a false alarm.

For a true fire emergency – 2 STAFF MEMBERS

Step 1	One staff member should make an announcement over the LIBRARY intercom (or set off an alarm), and staff members working in each wing will determine that their section is evacuated. Note that the intercom may not work in an emergency.
Step 2	Another staff member should dial 9-1-1
Step 3	Staff will check all offices and bathrooms to determine that all areas are evacuated. NOTE THAT YOU SHOULD NEVER STAY BEHIND TO MAKE SURE THAT THE BUILDING IS EMPTY, THAT IS THE JOB OF THE FIREFIGHTERS.
Step 4	STAFF AND PATRONS SHOULD GATHER SOUTH OF THE SIGN IN-FRONT-OF THE BUILDING

If it is a false alarm (Pull Station activated by “accident” and you are sure it is a false alarm):

Step 1	Determine if alarm is from Fire Exit Door or if the fire detection system is in alarm.
Step 2	If a Fire Exit Door has been opened by accident, simply use a master key (normally at front desk) and reset alarm by turning key in key slot.
Step 3	If fire detection system is in alarm One Staff member should go to Mechanical Room. The fire alarm box is immediately to the left of the door. Push ACKNOWLEDGE, then SILENCE then RESET. Reset pull station using key # 32 in the key box in the staff work area
Step 4	Another staff member should contact alarm monitoring company and notify them of the false alarm. # 1-800-827-3624, Acct# M02813, Pass code # 111.

FIRE INFORMATION

The building is equipped with a fire/smoke detection system throughout the building including all furnace rooms. Pull stations for notifying building occupants of a fire are located at most exits, but the locations are:

Front Door: cross pavement to sign.	Meeting Room exit to front porch: cross pavement to sign	Mechanical room exterior door: turn left and proceed to sign.
Emergency Door at Multi Media: turn left and proceed to sign	Emergency door in Reference Dept.: turn right follow building perimeter and go to sign.	Children's department exit to front porch: cross pavement and meet at sign
Staff entrance: follow building perimeter to south and meet at sign.	staff lounge exterior door: turn left and follow building perimeter to sign	Children's program room exit to front porch: cross pavement to sign

To activate fire alarm, simply pull down on lever. Small glass bar will break and system will go into alarm.

Be aware of the location of all fire extinguishers and pull stations.

Do not break windows.

Never allow the fire to get between you and the nearest exit.

If there is smoke or fire in an area, close the door(s) to that area and inform another staff member or supervisor and call 911 .

Stay low to the ground to avoid smoke.

If you have visitors, escort them out of the building meet south of the sign in the front yard. If you have visitors, you are responsible for taking the headcount. Therefore, you must be aware of how many there are.

FIRE OR SMOKE

1. Call the emergency phone number 9-1-1. You should remain in communication with the person who answers the emergency number until they tell you to hang up.
2. Fire extinguishers are located in the following areas:

Across from the multi-media desk.
Near window in Café.
Near sinks in Children's Program Room.
Near kitchenette in Adult Program Room.
On wall across from Reference Desk
Staff kitchenette
Across from water coolers near public restrooms
Immediately inside door to mechanical room

3. Instructions for fire extinguisher

The building is being evacuated (fire alarm is pulled)

The fire department is being called (**dial 911**).

The fire is small, contained and not spreading beyond its starting point.

The exit is clear, there is no imminent peril and you can fight the fire with your back to the exit.

You can stay low and avoid smoke.

The proper extinguisher is immediately at hand.

You have read the instructions and know how to use the extinguisher

IF ANY OF THESE CONDITIONS HAVE NOT BEEN MET, DON'T FIGHT THE FIRE YOURSELF. CALL FOR HELP, PULL THE FIRE ALARM AND LEAVE THE AREA.

Whenever possible, use the "Buddy System" to have someone back you up when using a fire extinguisher. If you have any doubt about your personal safety, or if you can not extinguish a fire, leave immediately and close off the area (close the doors, but DO NOT lock them). Leave the building but contact a firefighter to relay whatever information you have about the fire.

Pull the pin on the fire extinguisher.

Stand several feet from the fire, depress the handle and sweep back and forth towards the fire.

Note:

Do not walk on an area that you have "extinguished" in case the fire reignites or the extinguisher runs out! Remember: you usually can't expect more than 10 full seconds of extinguishing power on a typical unit and this could be significantly less if the extinguisher was not properly maintained or partially discharged.

The metal parts of CO₂ extinguishers tend to get dangerously cold -- practice using one beforehand or have someone show you the proper way to hold one.

Again, proper training is usually required by state or federal [OSHA!](#)

Direct the extinguisher at the base of the flames until the fire is completely out.

Recharge any discharged extinguisher **immediately** after use. If you discharge an extinguisher (even just a tiny bit) or pull the pin for any reason, call your campus or corporate Fire Marshal's office to arrange a replacement.

FIRST AID PROCEDURE WHILE WAITING FOR FIRST AID ATTENDANT OR AMBULANCE

- a) Breathing stopped – if you know how to perform CPR
 - if no neck injury is suspected, tilt the head back to open the airway; if a neck injury is suspected, open the airway by lifting the lower jaw;
 place the person on his/her back;
 - remove any obstruction from the respiratory tract;
 -
 - pinch the nostrils and blow into the casualty's mouth so that the chest expands.
 - if the chest does not expand, check again whether the respiratory tract is clear, tilt the head a little further back and blow again into the mouth;
 - let the victim exhale and then repeat the operation at 4 to 5 second intervals.

- b) Bleeding
 - apply pressure on the injury using a clean cloth;
 - lay the person down in such a way that the wound is at a higher level than the heart;
 - cover the victim to prevent shock.

- c) Unconsciousness
 - continually ensure that air passages are clear and that the victim is breathing;
 - loosen clothing about the neck, chest and waist.

- d) Ingestion of Chemicals
 - determine the exact nature of the ingested substance;
 - check label or Material Safety Data Sheet (MSDS) for treatment;
 - call the Poison Control Centre).

- e) Falls
 - Since there may be serious unseen injuries, do not move the patient unless there is a life-threatening situation. Keep the patient warm.

- f) Chemical Splashes Over a Large Area of the Body
 - IMMEDIATELY FLUSH WITH COOL WATER FOR AT LEAST 20 MINUTES AND REMOVE CONTAMINATED CLOTHES AS QUICKLY AS POSSIBLE;
 - while removing clothing, avoid further contamination of other parts of the body, especially the face and eyes;
 - never use chemical neutralizing agents, ointments, creams, lotions or salves.

- g) Chemical Splashes Over a Small Area of the Body
 - rinse with cold water for at least 20 minutes, then wash with soap and water;
 - remove jewelry and contaminated clothing to assure the removal of all traces of chemicals.

- h) Accidental Injection and Contaminated Cut
 - wash surface with water;
 - apply pressure using a clean cloth;
 - put affected part on ice;
 - keep body part below level of heart. Inform medical staff which chemicals and/or solvents were injected.

- i) Chemical Splashes into the Eyes
 - if contact lenses are worn, remove them immediately;
 - flush the eye with clean water for at least 20 minutes (use fountain, eyewash station, or tap water). While flushing the eye, keep it open, and roll it constantly to wash the mucous membranes of the eyelids.

MEDICAL EMERGENCIES

Call for Emergency Medical Service if appropriate at 911 and/or a staff member knowledgeable in first aid.

Do not attempt to move an injured person if it can be avoided.

Avoid any uneasy conversation about the incident or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurances.

OLIVE ELEMENTARY – LIBRARY AS EVACUATION SITE FOR

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Page 15

The library is the evacuation site for Olive Township Elementary. In the event that the school children must be brought here, please follow these guidelines.

Children will probably exit OTE via the school's east doors, cross Bray Street and enter through the library's front doors. Teachers, students or library staff can hold doors open. The Director, Asst. Director or Children's Coordinator will direct "traffic".

Kindergarten – to Children's program room
Grades 1-3 to Main Meeting Room
Grades 4 to Children's Department
Grades 5-6 to Adult Department

Mrs. Bailey and Mrs. DeLaurentis are to be provided every necessity including portable phones from the Director's and Assistant Director's offices.

Buses will enter from the Dunn road entrance and begin a line up at the Bray Street entrance.

OTHER EMERGENCIES

Report emergencies to a senior staff member. If the building must be evacuated, do so via the intercom, and follow emergency evacuation procedures.

PHYSICALLY CHALLENGED VISITORS TO THE LIBRARY

If library patrons are physically challenged, i.e. wheel chair or other assistance device, be sure that there are capable and competent staff members available at all times to evacuate that person in such an event. If there is an emergency and the library must be evacuated, contact 911 and note that there is a person on the premises who needs assistance in exiting the library.

REPORTING SAFETY HAZARDS AND ISSUES

Report all safety hazards to your supervisor.

Safety hazards/issues include:

- wet floors
- broken glass
- sharp edges on furniture
- any other situation which could be hazardous
- torn carpet

If in doubt, ask your supervisor.

SECURITY SYSTEM

The building is wired for an internal building security system. To deactivate the security system during normal working hours punch in your pre-approved security code and hit the off button.

If the system is in alarm mode and there is no emergency, i.e. opened door and forgot to

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Page 16

disarm security system, punch in your security code and hit the off button. Immediately after deactivating the system you MUST contact the Monitoring Service at 1-800-827-3624. You will also need to give them the library's account number. Write that # in this manual for future reference

The security system has a special ambush mode that is activated by adding one to the first number to your security code. If your number is 4444 and you are being threatened while engaging or disarming the security system, punch in 5444. The system will go into silent alarm and contact local authorities. Try to remain calm, help is on the way.

TELEPHONE CALLS – PRANK AND OBSCENE

- Hang up.
- If caller was threatening you in any way contact police at the non-emergency number of 654-3544 or 911 **if** necessary.

TELEPHONE NUMBERS FOR EMERGENCIES

For Fire, Police, Sheriff, Emergency Medical Service, State Highway Patrol dial: 9-1-1

Non-Emergency/Administrative Numbers:

POLICE – 654-3544

FIRE DEPT– 654-3211

TORNADO

Step 1	Announce over the intercom: "This is a tornado emergency, all staff and patrons must report to the <u>main circulation desk</u> ."
Step 2	In the event of a tornado or a tornado warning, close all doors to offices with windows, ensuring that no one is in them.
Step 3	Children's department, Multi-Media and Children's Program room: GO TO family toilet room, and public restrooms Adult Department, main meeting room, conference rooms, tutor rooms: GO TO staff restrooms, hallway by staff restrooms,

SEVERE THUNDERSTORM WATCH = Conditions are favorable for the formation of severe storms.

SEVERE THUNDERSTORM WARNING = Severe thunderstorm is moving into the area or close to the area. Large hail and damaging winds are possible.

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Page 17

TORNADO WATCH = Conditions are favorable for tornadoes to form.

TORNADO WARNING = A tornado has actually been sighted. Conditions will include heavy thunderstorms, hail, a dark green or black sky and look for jagged cloud edges hanging down rotating in a counter clockwise directions.

We have a weather radio in the Director's office that will sound for severe watches and warnings. To silence the radio, simply push two times (2 times) on the round button on the right hand side of the top panel.

During a watch you simply need to be aware of what is going on outside. Just ask the patrons when they come in the front door (this is also a good way to greet the patrons!)

If a severe thunderstorm is moving into the area, it might be a good idea to drop the blinds on the windows (generally the windows to the west). If one of the windows becomes broken the blind will help keep glass from flying further into the building.

When a severe thunderstorm is moving in, please recommend to patrons that they stay away from the windows (same for staff). We can only encourage adults to stay away from the windows, but I prefer to be more stern with the kids.

EMERGENCY EQUIPMENT

Be aware where flashlights and first-aid kits are located. Keep your (if you have one) cell phone on your person. Be aware where battery powered radios are located (due to the metal structure of the building, reception is quite poor in the building).

STAFF

Follow normal hierarchy as for standard decisions. Staff in the Children's and Adult wings should be sure that no patrons are left unattended. (Remember, we can't force adults to move if they do not wish to.)

SAFE PLACES

The point is to put as many walls between yourself and the storm. Best places are family toilet, men's room, staff toilet rooms. Underneath the circulation desks are also a good places.

AFTER THE STORM HAS PASSED

Staff are required to peruse the building for damage (do not worry about the outside yet.) If windows/doors are broken, contact the Director or Assistant Director and relay relevant information. Director / Assistant Director will contact the responsible parties for building repair.

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

Page 18

FOR EMERGENCY REPAIRS

The Director or Asst. Direction will contact Bill Cauffman at 1st Choice Fire and Water restoration at (574) 217-1343. Remember that only the Director/Assistant Director can contact the company.

WATER LEAKS

In the event of a leak, stay away from all electrical equipment which may have become wet. You could be electrocuted! All faucets/fountains etc have shut off valves. The key to turn them off is in the key cabinet in the staff work area.

Contact Library Director immediately at 654-3224 or cell # 261-0034 or the Assistant Director at 654-7676 cell # 339-2586.

TURN OFF ELECTRICITY USING BREAKERS IN MECHANICAL ROOM.

WIRES AND CABLES

Do not run wires and/or cables across a floor area where someone may walk.

- If you must run a cable across the floor, use a cable protector which attaches the cable to the floor and eliminates the hazard of tripping.
- When using vacuum cleaners, be sure to use orange extension cords. Be sure that plugs are in good shape and that no bare wires are exposed throughout the chord.

LIBRARY Accident/Injury or Incident Report

All accidents, injuries or incidents on LIBRARY property involving LIBRARY staff, patrons or other people in the library must be reported immediately to the Library Director, Assistant Director or Supervisory Staff Member. Failure to make a report, in writing or by phone, in a timely fashion (usually within two hours of the accident or injury) could result in disciplinary action (including dismissal). One circumstance which would preclude reporting within two hours is a medical emergency. If you cannot make a timely report, report it as soon as possible.

Reported by (If not by staff member, put the person reporting the incident here) : _____

Name: _____

Address: _____

Phone: _____

Parties involved:

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

List additional parties on extra page.

Date of incident: _____ Time of incident: _____

Location of incident: _____

Witness/s to incident

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Describe incident in detail (use extra sheet(s) if necessary)

Signature of person making report: _____ Date: _____

Full Name:

Address:

Phone:

August 27, 2009

U:\DISASTER EMERGENCY\2003 disaster manual update.wpd

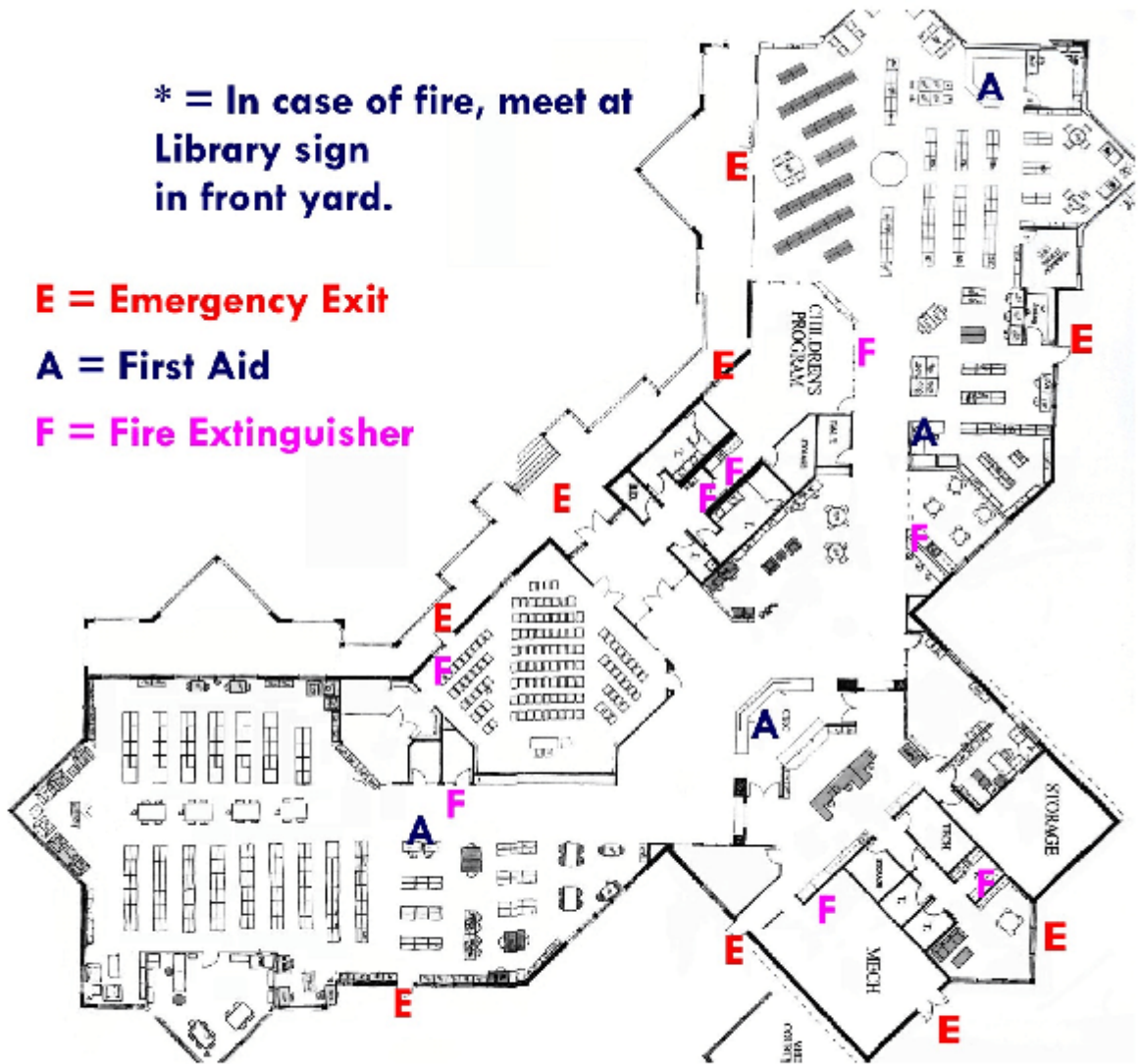
Page 20

*** = In case of fire, meet at
Library sign
in front yard.**

E = Emergency Exit

A = First Aid

F = Fire Extinguisher



Do not cross staff parking lot during a fire

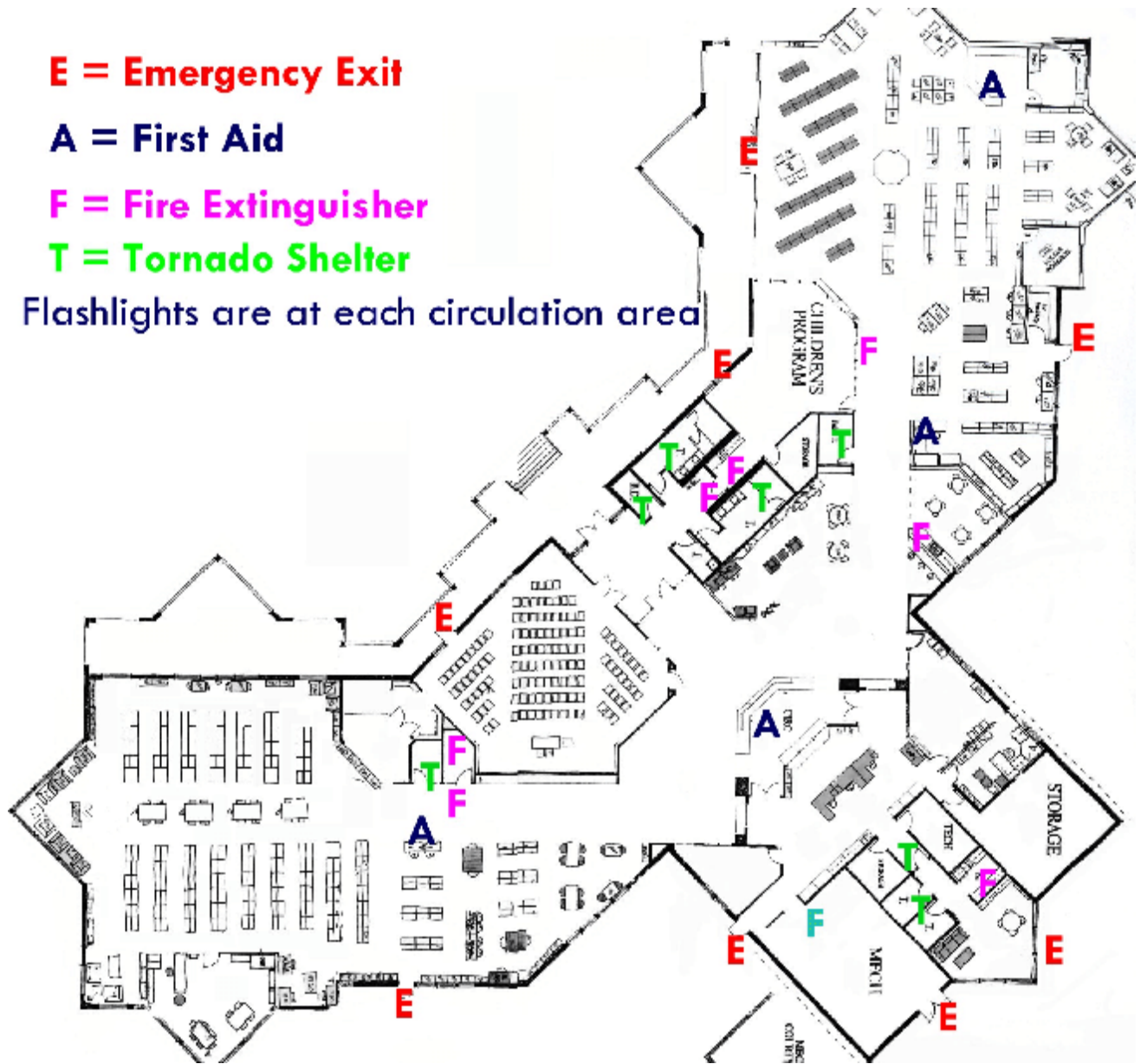
E = Emergency Exit

A = First Aid

F = Fire Extinguisher

T = Tornado Shelter

Flashlights are at each circulation area



NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
408 S. BRAY ST., BOX 837
NEW CARLISLE, IN 46552 USA
(574) 654-3046
www.ncpl.lib.in.us

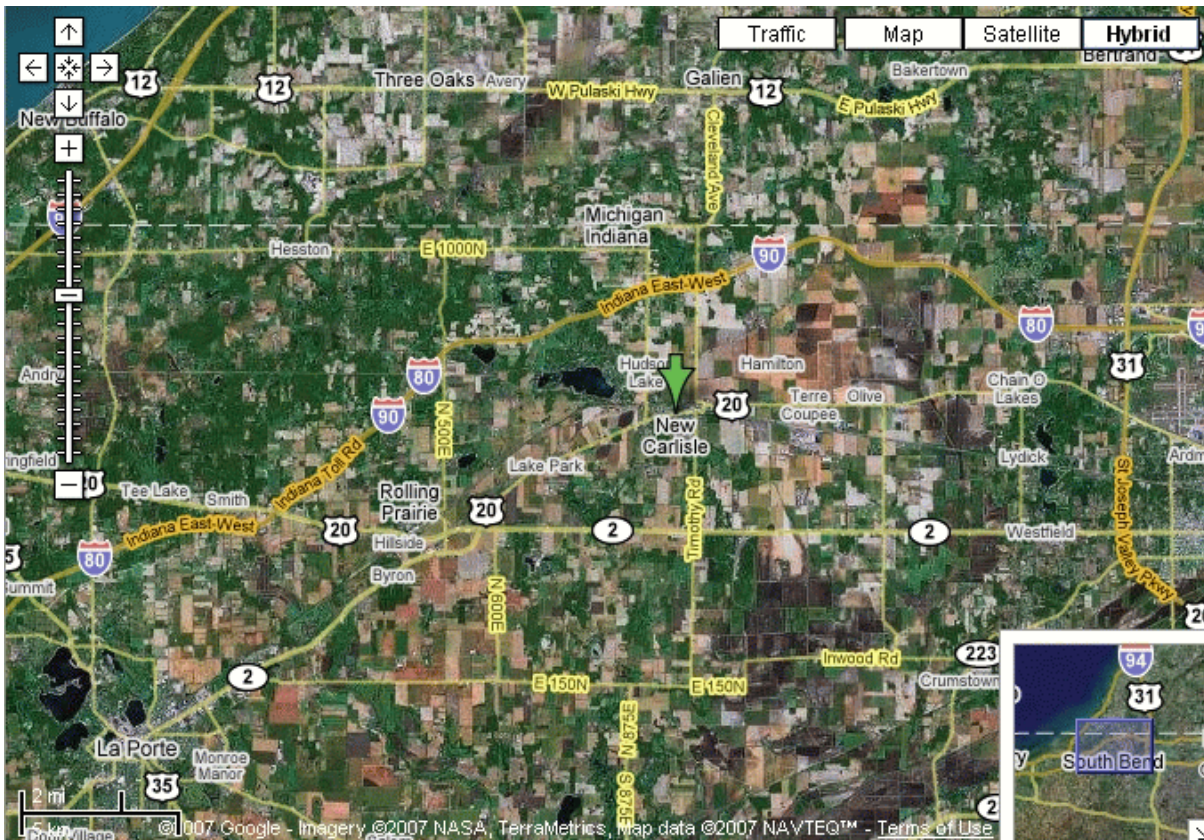


LONG RANGE PLAN

2013 - 2015

I. DESCRIPTION OF THE LIBRARY SERVICE AREA

- A. New Carlisle, Indiana is located in north central Indiana, 12 miles west of South Bend and 10 miles east of LaPorte. The New Carlisle - Olive Township Public Library serves residents in New Carlisle and Olive Township in St. Joseph County Indiana. Service is extended to LaPorte County residents via a reciprocal borrowing agreement maintained with the LaPorte County Public Library in 1968.
- B. The legal service boundaries are Warren Township to the East, Lincoln Township to the South, LaPorte County on the East and the State of Michigan to the North.
- C. New Carlisle is very fortunate to be served by a variety of roadways. Via U.S. Highway 20 which runs through the downtown section of New Carlisle, Highway 2 which runs to the south of the town, South Shore Railway (has a stop a Hudson Lake and at the Regional Transportation Center in South Bend),



Indiana 80/90 Tollway (use exit 49 at LaPorte or 72 at South Bend). Air, bus and train service is very easily reached at the Michiana Regional Transportation Center in South Bend.

Data pulled from the following site: <http://www.city-data.com/city/New-Carlisle-Indiana.html>

St. Joseph County

Population in 2010: 1,861. Population change since 2000: +23.7%

Males: 891 (47.9%)

Females: 970 (52.1%)

Median resident age: 36.1 years

Indiana median age: 39.9 years

Zip codes: 46552.

Estimated median household income in 2009: \$50,702 (it was \$36,542 in 2000)

New Carlisle: \$50,702

Indiana: \$45,424

Estimated per capita income in 2009: \$20,128

New Carlisle town income, earnings, and wages data

Estimated median house or condo value in 2009: \$142,126 (it was \$80,400 in 2000)

New Carlisle: \$142,126

Indiana: \$123,100

Mean prices in 2009: All housing units: \$142,578; Detached houses: \$144,144; Townhouses or other attached units: \$8,328; In 2-unit structures: \$141,578; Mobile homes: \$58,297

Median gross rent in 2009: \$681.

Read more: <http://www.city-data.com/city/New-Carlisle-Indiana.html#ixzz2EmjDmj6N>

LOCAL HISTORY

The Town of New Carlisle was settled by Richard Carlisle and platted in 1835. Currently the town is undergoing an organized and logical annexation plan and has recently sold bonds for infrastructure improvements. In 1999 the Town completed a project of replacing the outdated streetlamps with those that were more historically correct for the area and repaved a majority of the sidewalks in the downtown area.

The Town is governed by a 5 member elected board, but the library also serves all of Olive Township in St. Joseph County.

MISSION STATEMENT *(Taken from Long Range Plan dated 1980)*

The New Carlisle-Olive Township Public Library was founded in 1921 to be an integral part of the community. The Library is to serve as a focal point of educational, informational and recreational activities as well as being a center of the community.

VISION STATEMENT *(Taken from Long Range Plan dated 1980)*

The Town itself and local businesses have been upgrading the physical appearance of the downtown section as well as improving essential community services. Local groups have started programs to revitalize the community parks and to provide activities and services to draw the people of the community together.

This document is being prepared by the Library Board of Trustees, the Library Staff and community to assist in planning the direction the Library shall take over the next several years. It designed to provide guidelines for long range planning to enable the library to be a focal point of community growth rather than be a fringe element reacting to “what do we have to do now.”

The Library Board of Trustee, Staff (and now the Friends of the Library as well) are committed to providing quality services to the community. It is our intent to offer basic, well-supported programs while investigating and investing in new trends and programs that will enable the Library to meet the needs of the community. It is also intended to involve the community through solicitation of input to develop plans and guidelines for future activities and offerings.

PREVIOUS GOAL ATTAINMENT

1. Reshelving fiction (adult) section to genre. Still evaluating whether or not the change has been well received or not.
2. More aggressive marketing using additional face-outs and timely displays. Ongoing.
3. Better turnaround time between receipt of materials and when they are place for circulation.
4. More online marketing using html based e-mail and Facebook.
5. Began offering programs at Rolling Prairie Elementary including the traveling Almanac Training Program.
6. New and better orientation manual for Trustees and Appointing Authorities.
7. Purchase and placement of two AED units.

8. Began a very successful GED program.

COMMUNITY CENTRIC GOALS

I. TO CONSISTENTLY ENSURE THAT LIBRARY'S MISSION STATEMENT IS PERTINENT TO THE LIBRARY'S SERVICE AREA AND ITS SERVICES.

- A. Create a community focus group to gather community information for review of the Library's mission and its plan.
 - 1. Gather up-to-date information about the Library's service area through in-person meetings, online meetings and other effective avenues which enable community input.
 - a. Community focus group could consist of people from:
 - (1) Teachers at local schools
 - (2) Students from local schools especially the Middle School and High School.
 - (3) Community groups i.e.: Lions Club, Business Association, Discover New Carlisle et. al.
 - b. Output from this/these meeting/s:
 - (1) Broad scope of what is needed in community
 - (2) What is currently being done to meet needs referenced in (1) above.
 - (3) Identify areas where Library would be the logical organization responsible for these identified needs.
 - c. Timeline. Target meeting date Mid-March 2013.
 - 2. From these meetings will be developed a thorough list of community needs to ensure that the Library's services and resources reflect what is required by the community.
 - 3. Form a Planning Committee consisting of members from: the Library Board, Staff, Friends and volunteers of the community group.
 - a. Review and narrow items from above that pertain to the Library and that do not duplicate services from other agencies.
 - b. Formulate a list of objectives and actions that begin the process of meeting the needs.

- c. Timeline. Target date. April 2013
 - 4. Planning Committee to evaluate the Library's current Mission Statement for relevancy in our 21st century community and begin revisions/updates.
 - a. Submit to Library Trustees for review and adoption.
 - b. Timeline. Target date: May 2013
- B. Planning Committee formulate objectives in response to needs assessment and revise the existing Long Range Plan and Technology Plan.
 - 1. Outstanding items from the existing plan will be evaluated for inclusion in the updated plan.
 - 2. Planning Committee to create action plans that will provide avenues to successfully achieve objectives listed previously.
 - 3. Timeline. Target date: July 2013.
 - 4. Budget. Staff time
 - 5. Evaluation:
 - a. Ability to convene an adequate number of community members to form committee.
 - b. Were meetings held near the target date?
 - c. Was scheduling of target dates realistic?
- C. Note: As information is compiled from the community focus group, considerable changes could potentially be required to this plan.

II. TO CREATE AND MAINTAIN AN ENHANCED AWARENESS OF LIBRARY SERVICES FOR EXISTING AND FUTURE USERS.

A. Creation of marketing objectives.

1. Create a list of practical and effective marketing schemes that support information from the focus groups.
 - a. Assign sections of this list to appropriate staff members who can then create action plans that can help market the Library's resources and offerings.
 - b. Timeline. Target date: Begin March 2014.
 - c. Budget. Staff Time
 - d. Evaluation:
 - (1) A determination will need to be made on how to best analyze the success of the marketing schemes derived from the objectives.
 - (2) Statistics entered into the Indiana State Library annual report will be helpful.

B. Create user guides/maps for new Library patrons.

1. Guides (print and non-print) to be created for patrons that assist in utilizing services/resources that are offered.
 - a. Online Public Access Catalog (OPAC), (using basic and advanced features).
 - (1) Printed guides.
 - (2) Short video tutorial.
 - b. Online resources
 - (1) Note that most are available from home
 - (2) Print and non-print guides
 - c. Map/plan of building with locations marked.
 - (1) Internal signage (both standard and electronic)
 - (2) General signs

- (3) Shelf "talkers."
 - d. Timeline. Target start date April 2014
 - e. Budget: @\$600.00 for screen recording software and \$100 for video editing software.
 - f. Evaluation:
 - (1) Through personal conversations with users, determine effectiveness of final guides.
 - (2) Request information from staff members about questions they receive regarding the information covered in the guides:
 - (a) Were patrons able to understand information contained in the guides?
 - (b) Were guides available (adequate numbers created).
- C. Study ways in which the Library can be more visible and better represented in the community.
1. Investigate cost/installation of banners at the corner of Michigan and Bray Streets and/ in the Library's parking lot on the light poles.
 2. Participate in local Community Calendar hosted by local newspaper.
 3. Look to non-standard (meaning what hasn't been tried at NCPL yet):
 - a. inserts in church bulletins,
 - b. participatory advertising with local stores (mention in their weekly ads etc.).
 4. Timeline. In place by festival weekend at the end of July 2014.
 5. Budget. Potentially \$3,000 for banners and printing costs for flyers and insterts.
 6. Evaluation:
 - a. Were the objectives achievable?
 - b. Was there adequate staff to proceed with the objective?

III. TO OFFER PROGRAMS THAT ARE OF CONSEQUENCE AND INTEREST TO THE COMMUNITY.

A. Create programming that supports the Library’s mission statement using the needs assessment information derived from the community focus group as an initial guide.

1. Bringing new audiences to the library.
 - a. Example: Potentially coordinate a program with the local historical society, Town Council and Township Trustee and area businesses that showcases where New Carlisle and Olive Township has been and where it could be potentially headed.
2. Program planning must meet the current needs of the public and be offered at times convenient for the target audience.
3. Partnership for program offerings will be of great importance. The area has a great number of colleges and universities from which to secure presenters for a vast array of programs.
4. Timeline. Target date to begin programming plan: end of February 2015 after submission of annual report to the Indiana State Library.
 - a. Will utilize statistics from annual report to assist in determining previous programs that were well attended and to evaluate why some other programs were not so well attended.
 - b. Budget. Staff Time
 - c. Evaluation:
 - (1) Did the previous programs offered deliver to the attendees the information they were expecting?
 - (2) Are Library sponsored program offerings centered too much to a select group?
 - (a) Review listing of programs offered in the previous 12 months.
 - d. Are too many private groups using the areas available and impeding the number of library sponsored events?

IV. MATERIALS SELECTION AND COLLECTION DEVELOPMENT.

- A. From the focus group, ensure Library patrons are aware of their ability to request materials via inter-library loan or library purchase.
1. Investigate additional avenues or strengthen the avenues by which patrons request materials both for purchase and inter-library loan?
 - a. Are we using our available technology to provide more patron input into the Library's collection?
 - (1) Text messaging for material requests
 - (2) Fill-in forms from the Library's website that can be submitted.
 - (3) E-mail, Facebook etc.
 - b. Be sure forms used for patron requests adequate for the task?
 2. Minimize the turn-around time from when the materials are received to when the patrons are contacted to pick up their materials.
 3. Timeline. Target date to begin February 2014
 4. Budget. Funds for Library owned cell phone (Library use only), potential outsourcing costs, additional staffing costs.
 5. Evaluation. Using various means, determine patron satisfaction with the materials they received:
 - (1) Online survey, casual questions while materials are being returned, questionnaire as bookmark and placed in each book that patron checks out.
 - (2) Evaluate time material waits for cataloging/processing.
 - (3) Is outsourcing an option?
 - (4) Additional staffing?
- B. Return of Library materials.
1. Securing the return overdue materials is becoming an extreme burden on available staff.

2. Consider non-standard measures to lessen the amount of staff time needed for management of overdue materials.
 - a. Investigate ability of current circulation system to:
 - (1) generate e-mail reminders to patrons regarding the return of materials.
 - (2) send text messages to patrons who have overdue materials.
 - b. Potentially lengthen the loan time of materials.
 - c. Utilize collection agency. (Tried once and was not successful, but that was quite a few years ago).
 - d. Forward relevant information to Library Attorney for action.
 - e. Submit information to Credit Bureau.
 - f. Additional Staff to contact patrons and remind them of overdue materials.
 3. Timeline. Target date for beginning plan June 2014
 4. Budget. Collection agency fees, Attorney, Credit Bureau fees costs for new staff position determined by needs analysis.
 5. Evaluation.
 - a. For various systems employed, was there an increase in the number of items returned?
 - b. Was the current circulation able to accommodate additional means of item retrieval?
 - c. Was it finally necessary to increase staffing?
- C. Determine minimum amount of materials budget that should be allocated in the annual budget. State standards require a minimum expenditure of 7.5% of the Library's budget.
1. 7.5% may not be adequate to satisfy the community's needs.
 2. Funding may not be available to exceed the 7.5% minimum
 - a. Investigate current contract amounts with existing book jobbers.
 - b. Would using non-traditional book vendor (Amazon, Ebay, Buy.com) increase the Library's buying power.
 - c. Could Indiana State Library and/or MCLS (Library consortia) create additional opportunities for strengthening the Library's buying power?
- D. Timeline. Target date to begin analysis January 2015.

E. Budget. Much will depend on stability of local tax base and future legislation.

F. Evaluation.

1. Is 7.5% of expenditures for materials adequate?
 - a. Too much?
 - b. Too little?
2. Was eventual funding for materials adequate for the budget year?
3. Are other avenues available for collection development that are not dependent upon the Library's annual operating budget?

LIBRARY CENTRIC SECTION

V. TO BETTER ASSESS THE FACILITY FOR CONTINUED SERVICE TO THE COMMUNITY

- A. Determine if building is still in compliance with current A.D.A. rules (Library built in 2002).
 - 1. Hire firm with qualified experience in the A.D.A. and provide recommendations not only pertaining to the physical structure, but machinery (power chairs etc.) that can help a person physically maneuver around the library.
 - 2. Timeline. Target date to begin: March 2015
 - 3. Budget. \$5,000 (potential consultant fees)
 - 4. Evaluation. If consultant hired, was this person able to consider library's funding ability while making recommendations?
- B. Offer NCPL as host site during evacuation/disaster.
 - 1. The Library is already designated as the evacuation site for Olive Elementary. Much thought was put into the location of the building to provide minimal transit time and maximum safety for the kids.
 - a. Trial of this evacuation has not been performed.
 - 2. The Library cannot be a full evacuation site due to a natural disaster since shower facilities are not available. The Library can, though, be a host site which can enable people protection from the elements, contact loved ones, and contact insurance carriers etc.
 - 3. Installing a backup generator would be an asset if the Library were called upon to be a host site during a disaster/emergency when electric service is not available for a few days.
 - a. Even if Library were not being used as a host site, a generator could enable basic power to maintain minimal heat to guard against frozen and eventually broken pipes (simple care of taxpayer property) in the event of a power outage during a severe winter storm.
 - b. Hire a qualified company with experience in commercial level generators to investigate the viability of such an investment.

- (1) Generator should make as little noise as possible.
- 4. Participate with local agencies in disaster planning to see where the Library can best contribute.
- 5. Timeline. Target Date/s:
 - a. September 2012 for participation with other local agencies on disaster plan.
 - b. September 2012 to begin receiving pricing information on generator.
 - c. Potential installation first half of 2013 depending on funding.
- 6. Budget.
 - a. Cost associated with purchase and installation of generator approximately \$25,000.
 - b. Yearly maintenance costs/fees: unknown
- 7. Evaluation.
 - a. Are there other buildings in the area that are equipped with a generator to assist with people in need during a power outage resulting from a disaster/emergency?
 - b. What is the life expectancy of such units?
- C. Building structure and mechanicals maintenance/repair/replacement
 - a. Perform annual inspection of roof and other exterior parts of the building that would benefit from maintenance and inspection.
 - (1) Roof inspection is \$1,000 per year.
 - (a) Per estimate cost for roof replacement (shingles only, \$95,000).
 - b. Building equipment (primarily HVAC)
 - (1) Maintain service contracts for all hvac and plumbing equipment.
 - (2) Current maintenance plan cost is \$12,000 per year.
 - (a) Replacement costs:
 - i) boilers (2 on site) /each cost \$10,000
 - ii) chiller replacement (2 on site) /each cost \$40,000
 - iii) air handler/each cost (27 on site) \$5,000
 - c. Lighting, including emergency lights, to be changed and maintained to keep electric costs as low as possible and maintain top level safety.

- (1) Consider retrofitting public area lighting with sensors that would detect levels of natural light and turn off unnecessary lighting fixtures when possible.
 - (2) Re-wire public areas to enable more control over lighting fixtures (turn off perimeter lighting near windows etc.)
 - (3) Consider installing motion detection units to turn off lights in public washrooms when possible.
 - (4) Investigate installation of more ceiling fans in public areas that could assist in air movement to cut down heating and cooling costs.
- d. Maintain to as high a level of maintenance as possible for all flooring and floor covering for both looks and safety.
- (1) Currently only vacuuming (daily) and steam cleaning (2x per year).
 - (2) Listing of carpet/flooring repair professionals is currently needed.
- e. Annually inspect furniture such as sofas, chairs etc. for wear and tear and adequately budget for maintenance/replacement.
- f. Budget annually, as possible, funds for large maintenance/repair items, remodeling and/or future expansion.

D. Timeline.

- 1. Ongoing for maintenance.
- 2. Major maintenance/remodeling/expansion to be evaluated in April 2015 for future budgeting.

E. Budget.

- 1. Maintenance approximate cost is \$25,000 per year including exterior/interior and mechanicals.
- 2. Remodeling and/or future expansion up to \$3,500,000.00 using \$200.00/sq. ft as a regional average for commercial structures (public buildings i.e. schools tend to be more expensive on a square footage basis).

F. Evaluation.

- 1. Is the facility and its equipment still meeting the needs for which it was designed/built in 2002?

2. Has the useful life of some of the equipment/furnishings been met to where the return on investment costs are more than what would be the replacement cost for the item/s?

VI. TO ATTAIN AND MAINTAIN THE HIGHEST POSSIBLE STANDARD FOR STAFF COMPETENCY AND ABILITY.

- A. Full staff input regarding Library services is essential to begin determining what the competencies and abilities should be.
 - 1. Through any practical and practicable means, what are the thoughts/cares/considerations of the Library staff.
 - a. How do the staff feel in regard to how they are perceived by the Administration/Trustees.
 - b. Perform a detailed audit of the job description per position compared to what duties are actually performed.
 - (1) Revise the job descriptions to adequately reflect the requirements of the position.
 - (2) Revise duties as necessary and/or redistribute the workload/tasks/responsibilities.
 - 2. Timeline. Target date to begin section: November 2013
 - 3. Budget. Staff time with consideration of additional/less staffing as determined by audit.
- B. Provide additional staff training that supports the Library's mission in a changing and challenging environment.
 - 1. Annually budget for and encourage staff to attend continuing education seminars and professional conferences and webinars.
 - 2. Secure outside authorities for in-house training/workshops.
 - 3. Consider Library hours and the potential necessity of having a day when the Library will open late to enable the training/workshops.
 - 4. Establish a training plan to potentially precede/follow staff meetings and maintain a consistent training calendar.
 - 5. Determine staff who would benefit most and adjust staffing accordingly depending on the training topic to ensure adequate staffing levels during training.

- C. The Library has been extremely fortunate to be able to retain staff and have very minimal turnover. In the event of transitions, a general staff manual and a department specific training manual needs to be created.
- D. Have staff members create listings of duties/responsibilities
- E. Utilizing the information in “D” create an up-to-date listing of job descriptions for each staff position.
- F. Create an up-to-date staff manual that better describes rules, regulations and staff rights.
- G. Critical to this section will be communication between the staff/administration and Trustees.
- H. Could a consultant be more efficient and effective at assisting in the creation of the job descriptions and manuals?
- I. Timeline.
 - 1. Target date for training plan/calendar: January 2013.
 - 2. June 2013 attempt to adequately budget for training in the subsequent years funding request.
- J. Budget. Anticipate \$5,000 annually to cover workshop fees, travel, hotel, meals and outside speakers/consultants.
- K. Evaluation.
 - 1. Attempt to determine the staff’s thoughts in regard to the additional training.
 - 2. Did staff feel the time spent was worthwhile?
 - 3. Was adequate time devoted to the training session or did the participants feel rushed?

VII. TO ENHANCE VOLUNTEERISM IN THE LIBRARY

- A. Volunteer opportunities for teenagers.
 - 1. During the school year, develop volunteer opportunities for members of the Teen Advisory Group (TAG)
 - a. Volunteers could assist elementary and middle school students with reading/math/science homework and projects.
 - 2. Timeline. Target date for plan development no later than July 2013 for the 2013 - 2014 school term.
 - 3. Budget. Staff time.
 - 4. Evaluation.
 - a. Will need to consult with parents to determine whether or not the program had the hoped for results.
 - b. What was the feeling of the participants from TAG? What was their impression of helping younger children with homework and projects.
- B. Volunteer opportunities for other age groups including the Friends of the Library group.
 - 1. For volunteers who will have direct interaction with children a background check will be required.
 - 2. Due to privacy of patron information, volunteers are restricted from utilizing the full circulation system, but they can use the "remote" function of the system to assist in checking-out materials for example during staff meetings and/or staff in-house workshops.
 - 3. Volunteers would be extremely beneficial in Children's Department during programs where there is a large number of attendees; same for adult oriented programs.
 - 4. Recognition of volunteers on an annual basis is of considerable importance.
 - 5. Timeline. Target date to begin section: February 2013 due to planning for Summer Reading program etc.
 - 6. Budget. Staff time.
 - 7. Evaluation.

- a. Was the utilization of volunteers, including training time etc., worth the investment of staff time?
- b. Were other volunteer opportunities discovered during the process?

VIII. TO CREATE AND/OR STRENGTHEN EXISTING AND FUTURE PARTNERSHIPS AND PROMOTE NEW COLLABORATIVE EVENTS WITH SCHOOLS, CHURCHES, BUSINESSES AND COMMUNITY ORGANIZATIONS

- A. Continue to provide existing programs with Olive Township Elementary, but consider extending similar programs to other elementary schools.
 - 1. Programs currently offered and cooperative ventures:
 - a. School / Library joint participation during enhanced training sessions for crafting, research and future job skills.
 - b. Participation in Junior Achievement program with Olive Elementary Parent Teacher Organization. Frequently simultaneous participation in two or more grades.
 - c. Almanac training program area elementary schools.
 - d. Assistance with cataloging at Olive Elementary due to identical circulation systems at New Prairie Schools and New Carlisle Public Library.
 - e. Two monthly programs for three 2nd grade classes and three 5th grade classes.
 - f. Booktalks to elementary schools and middle school.
 - 2. Communicate with educators in as practical manner as possible to coordinate library displays and reserve shelves that support the current curriculum.
 - 3. Timeline. Ongoing, but frequently coordinating dates begins a few weeks after school starts.
 - 4. Budget.
 - a. Staffing costs
 - 5. Evaluation.
 - a. What was the opinion of educators in regard to the Library's programming offerings to schools?
 - b. What was the response from students in regard to how the program was presented?
- B. Investigate the viability of collaborative historical programs in partnership with the local historical society that would compliment history fair programs at local elementary schools.
 - 1. Timeline. Target to begin planning in January 2013 for the 2013 - 2014 school year.
 - 2. Budget. Staffing and publicity materials.
 - 3. Evaluation. Was coordination and communication between Library, Historical Society and educators able to successfully bring program to school?
- C. Potential of collaborative programs with local senior care facilities.

1. The Library is extremely fortunate to have purchased “Bi-Folkal Remotivation Kits” that contain packaged programs that are designed for programming opportunities at senior centers and senior care facilities.
 - a. Assign a staff member to begin to build upon these packaged programs and take these programs “on the road” along with current multi-media holdings that would compliment the packaged programs.
2. Timeline. Target date to begin planning in January 2013 eventual offering of program later in 2013.
3. Budget. Staffing and publicity materials <\$100.00.
4. Evaluation.
 - a. Was coordination and communication between Library and senior centers able to successfully bring a successful program?
 - b. Responses from staff and attendees.
 - c. Could such a program be offered to multi-generational audiences?

IX. FUNDING

- A. A plan needs to be created by which funds are deposited into the Library Improvement Reserve Fund (L.I.R.F) to defray costs in the long term. LIRF funds can be used toward building maintenance, equipment maintenance and purchase of replacement and new equipment. Expenditures must be budgeted just as for the general fund.
1. Timeline. Target date to begin with the creation of the 2014 budget year depending on funding.
 2. Budget. Dependent upon receipt of funds and cashflow.
 3. Evaluation.
 - a. Funding is always an issue, but better than average maintenance will have a considerable return on monies invested.
 - b. Are there (or could there be) collaborative opportunities between area Libraries where group purchasing for service contracts and/or maintenance fees could be sought?

X. TRUSTEES

- A. At this time there are the following standing committees (as currently listed in the by-laws):
1. Finance Committee: It shall consist of two (2) board members and the treasurer. It shall prepare, in cooperation with the Director and the Bookkeeper, the annual budget of expenditures, and recommend to the Board at it's July meeting the rate of taxation that will be necessary to maintain the library.
 2. Building and Maintenance Committee: It shall consist of two (2) board members. It shall have general supervision of all matters pertaining to the care of the building and grounds.
 3. Review Committee: It shall consist of three (3) board members. It shall have the duty of hearing complaints regarding the selection and withdrawal of library materials and shall make a recommendation to the board.
 4. In lieu of having the entire Board review policies etc. during regular meetings creating a Policy Committee has potential to be a more effective avenue for the review and update of these items while maintaining efficient use of available time during regular monthly business meetings.
 - a. The Policy Committee could:
 - b. Create a review calendar and create a date by when particular policies etc. should be reviewed and report their findings to the Board for review/action.
 - c. Review and be aware of Library laws, standards and legislation and update Trustees as to changes that will affect the Library.
- B. Bi-annual retreats/workshops have been found to extremely helpful to explain various Library issues that require more in-depth discussion.
1. Previous retreat/workshops have been held with the assistance of staff from the Indiana State Library traveling here to lead discussions etc.
 2. While securing a time that will work for everyone, dates/times should be scheduled many months in advance to ensure full participation.
- C. Timeline. Target date to begin discussion on forming a Policy Committee and scheduling the

next retreat – October 2013.

D. Budget. Presentation materials, travel etc. for State Library staff or other presenter.
<\$1,000.00.

E. Evaluation.

1. Did Trustees find using the Policy Committee and/or retreat was a beneficial use of their time.
2. Were topics covered that were of benefit to Trustees (retreat)?
3. Were discussions during retreat reveal other areas where Trustees felt they were in need of additional information?

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
408 S. BRAY ST., BOX 837
NEW CARLISLE, IN 46552 USA
(574) 654-3046
www.ncpl.lib.in.us

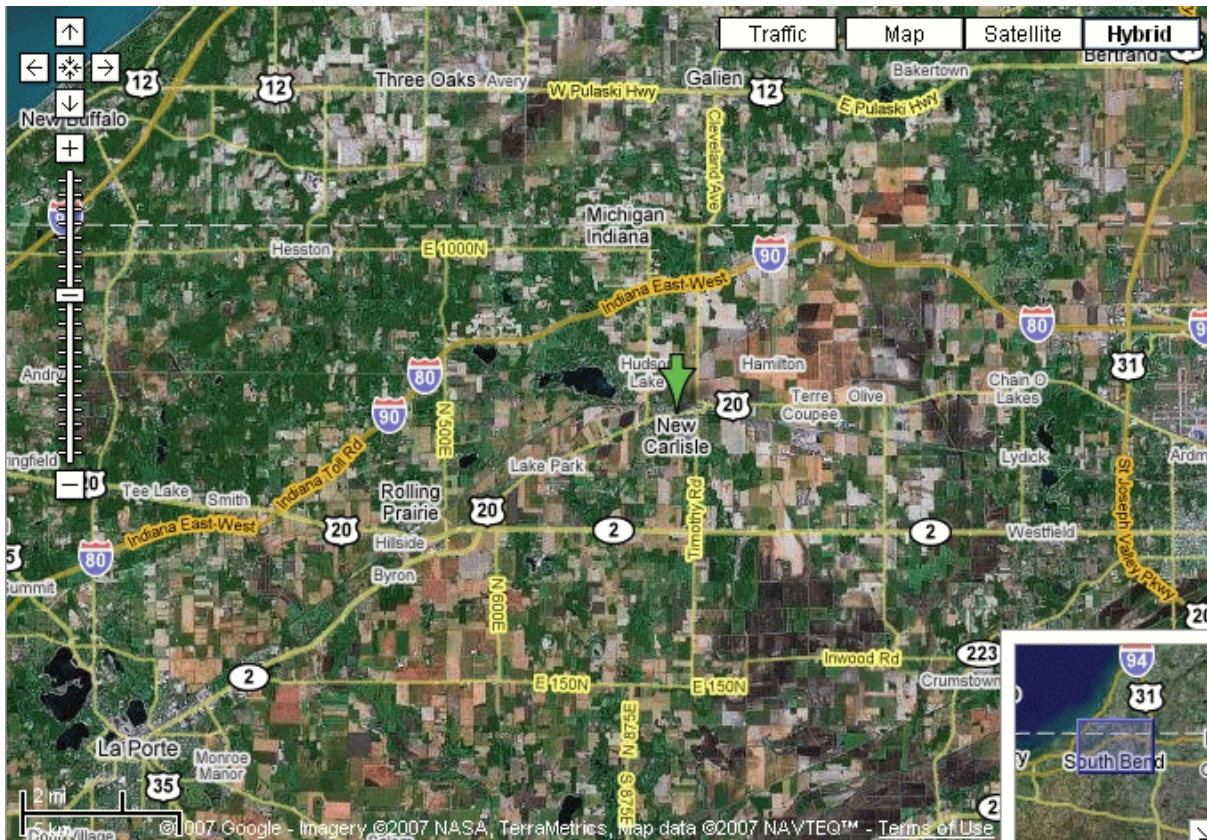


TECHNOLOGY PLAN

2013 - 2015

I. DESCRIPTION OF THE LIBRARY SERVICE AREA

- A. New Carlisle, Indiana is located in north central Indiana, 12 miles west of South Bend and 10 miles east of LaPorte. The New Carlisle - Olive Township Public Library serves residents in New Carlisle and Olive Township in St. Joseph County Indiana. Service is extended to LaPorte County residents via a reciprocal borrowing agreement maintained with the LaPorte County Public Library in 1968.
- B. The legal service boundaries are Warren Township to the East, Lincoln Township to the South, LaPorte County on the East and the State of Michigan to the North.
- C. New Carlisle is very fortunate to be served by a variety of roadways. Via U.S. Highway 20 which runs through the downtown section of New Carlisle, Highway 2 which runs to



the south of the town, South Shore Railway (has a stop a Hudson Lake and at the Regional Transportation Center in South Bend), Indiana 80/90 Tollway (use exit 49 at LaPorte or 72 at South Bend). Air, bus and train service is very easily reached at the Michiana Regional Transportation Center in South Bend.

Data pulled from the following site:
<http://www.city-data.com/city/New-Carlisle-Indiana.html>

St. Joseph County

Population in 2010: 1,861. Population change since 2000: +23.7%
Males: 891 (47.9%)
Females: 970 (52.1%)

Median resident age: 36.1 years
Indiana median age: 39.9 years
Zip codes: 46552.

Estimated median household income in 2009: \$50,702 (it was \$36,542 in 2000)

New Carlisle: \$50,702
Indiana: \$45,424

Estimated per capita income in 2009: \$20,128

New Carlisle town income, earnings, and wages data

Estimated median house or condo value in 2009: \$142,126 (it was \$80,400 in 2000)
New Carlisle: \$142,126
Indiana: \$123,100

Mean prices in 2009: All housing units: \$142,578; Detached houses: \$144,144;
Townhouses or other attached units: \$8,328; In 2-unit structures: \$141,578; Mobile homes: \$58,297

Median gross rent in 2009: \$681.

Read more: <http://www.city-data.com/city/New-Carlisle-Indiana.html#ixzz2EmjDmj6N>

LOCAL HISTORY

The Town of New Carlisle was settled by Richard Carlisle and platted in 1835. Currently the town is undergoing an organized and logical annexation plan and has recently sold bonds for infrastructure improvements. In 1999 the Town completed a project of replacing the outdated streetlamps with those that were more historically correct for the area and repaved a majority of the sidewalks in the downtown area.

The Town is governed by a 5 member elected board, but the library also serves all of Olive Township in St. Joseph County.

MISSION STATEMENT *(Taken from Long Range Plan dated 1980)*

The New Carlisle-Olive Township Public Library was founded in 1921 to be an integral part of the community. The Library is to serve as a focal point of educational, informational and recreational activities as well as being a center of the community.

VISION STATEMENT *(Taken from Long Range Plan dated 1980)*

The Town itself and local businesses have been upgrading the physical appearance of the downtown section as well as improving essential community services. Local groups have started programs to revitalize the community parks and to provide activities and services to draw the people of the community together.

This document is being prepared by the Library Board of Trustees, the Library Staff and community to assist in planning the direction the Library shall take over the next several years. It designed to provide guidelines for long range planning to enable the library to be a focal point of community growth rather than be a fringe element reacting to “what do we have to do now.”

The Library Board of Trustee, Staff (and now the Friends of the Library as well) are committed to providing quality services to the community. It is our intent to offer basic, well-supported programs while investigating and investing in new trends and programs that will enable the Library to meet the needs of the community. It is also intended to involve the community through solicitation of input to develop plans and guidelines for future activities and offerings.

GOALS ATTAINED OR IN PROCESS FROM PREVIOUS PLAN

Upgrade to fiber Internet connection at 10Mb. Completed.

Wireless Internet access for public use along building perimeter. Completed.

Online meeting room software through Evanced Solutions. Completed.

Digitization of local history records. In-process and ongoing.

Upgraded video surveillance system. Completed.

E-book collection. Ongoing.

Electronic databases. Ongoing.

Document scanning for patrons. Completed and ongoing.

Accessible website and ILS via mobile devices. Completed and ongoing.

Presence on social media such as FaceBook. Completed and ongoing.

Electronic newsletter for patrons. Completed and ongoing.

Wireless printing for patrons without installing device drivers onto a patron's personal laptop. Completed. Created a "printing" e-mail address by which patrons can e-mail print jobs from either in the library or from home.

Laptop for overnight (or longer) loan. Completed.

Webcam. Completed.

Cloud based ILS. Completed.

TECHNOLOGY INVENTORY

Items	Count	Planned de-acquisition during plan period (only if unit is unrepairable)	Planned acquisition (as replacement) during plan period
Internet Connection	1 Fiber Internet connection 10Mb down/up; ENA 1 DSL. Use CenturyLink, 3Mb circuit as backup Internet connection	0	0
Servers	11	5	5
Desktop Computers	Staff: 10 Patron Workstations: 24 OPAC: 5	15	15
Laptop Computers	24	10	10
Network switches	10	5	5
Wireless Access Points	9	3	3
Cisco PIX firewall	1	1	1
Video Projector	2	1	1
Camcorder	1	0	0
Digital camera	1	0	0
Portable Hard Drives (various sizes)	5	2	2

Items	Count	Planned de-acquisition during plan period (only if unit is unrepairable)	Planned acquisition (as replacement) during plan period
Video surveillance system	28 cameras between inside and outside of building	0	0
Webcam (we are one of the few Libraries that have a webcam!)	1 (runs 24/7)	0	0
Printers (including networked units). Some of the above are all-in-one units and are used as scanners for both staff and patrons.	12	5	5
Uninterruptable Power Supply (UPS) units	10	4	4

Items	Count	Planned de-acquisition during plan period (only if unit is unreparable)	Planned acquisition (as replacement) during plan period
Software:	<p>Only software for which there is a cost is included in this list.</p> <p>Word Perfect x 5 (5 licenses) Foxit Phantom PDF Creator (5 licenses) Software Information for Windows (SIW) Technician Version Game Drive (creates virtual drives) (for 5 stations) Corel Video Creator (1 license) Microsoft Office 2010 (TechSoup site license) Microsoft Windows 7 Enterprise (TechSoup site license) Websense (filter) (site license) SecondCopy (backup software) (3 licenses)</p>		
Telephone system	Avaya Partner System	1	1
Telephone Connection	5 lines	0	0
Follett Destiny ILS (hosted by Follett)	1	0	0
Monitors, keyboards, mice etc. are not included in this inventory.			

THE PLAN

- I. **To expand the scope of and increase patron access to digital archives of historical interest.**
 - A. To date over 4,100 items have been digitally preserved and catalogued. Patron access to these materials is through the Library's online catalogue.
 - B. To further increase the depth of this digital collection another plan is being created to partner with the local historical society, Historic New Carlisle. The scope of this plan is to copy by whatever logical means items held by Historic New Carlisle for inclusion in the Library's digital archive.
 - C. Another scope of the historical archive is to begin a video record of the history of the Town of New Carlisle and Olive Township.
 1. Video recordings of interviews with townspeople will add considerable depth and personalization to the archive by people revealing their own thoughts and memories of life in the area from years past.
- II. **To investigate an Integrated Library System (ILS) that has that has abilities beyond what are currently available in the existing ILS system.**
 - A. In the very near future the ILS needs to lend itself to utilization of e-mail and text messaging from within the system.
 1. Necessary is:
 - a. Sending text messages or e-mail to patrons (with their permission) notifying them of reserve materials now available to be picked-up.
 - b. Sending text messages or e-mail notifying patrons of overdue materials (just the fact of overdue materials, not a listing of the materials that are overdue). Patron can then access their online account to see which materials are overdue.
 - c. Easier custom report generator.
 - d. Photograph of Library patron not only in system, but ability to print photograph on patron's card.
 - e. Patron self check-out.

- f. Ability of patron to pay fines/fees online.
 - g. Ability of patron to tag or enter a review of a title/series.
 - h. System should integrate with the Library's computer registration system to enable current cardholders in good standing to simply walk up to a public workstation and login without having to register to use it at the front desk. If the patron has fines/fees the system will alert the user to the situation and direct them to visit the front desk.
- 2. Regardless of upgrading the ILS is the necessity of updating/creating a "Name Authority File" in the system as well as "See" and "See Also" references.
 - 3. Regardless of upgrading the ILS is the necessity of cleaning up the subject file listings.

III. To secure a more stable and user friendly patron computer registration system.

- A. The existing PC COP system is no longer under development/support and is creating considerable downtime, staff intervention and patron frustration.
CONSIDER THIS PLAN ELEMENT AS PRIORITY NUMBER ONE.
- B. System is required to:
 - 1. Integrate with existing and future ILS.
 - 2. Support wireless connections.
 - 3. Maintain statistics necessary for the annual report.
 - 4. Support multiple network printers.
 - 5. Have support during business hours.
 - 6. Support: Windows, Mac and Linux operating systems.

IV. To ensure a web presence that can enables effective usership regardless of device or ability.

- A. The existing website is effectively setup for web 1.0 (minimal user interaction). In future the site should be web 2.0 compliant enabling users to:

1. Submit (securely) library card applications
2. Pay fines/fees via the ILS with a credit card.
3. Reserve computer time.

B. Ongoing maintenance of the website:

1. Ensure all links are active and link to the intended target and that the link or site has not been hijacked.
2. Site must load as quickly as possible even from a dial-up connection, therefore minimal graphics intensive pages using Java or Flash.
3. Pull statistics from Google Analytics to see which browsers and connection type was used to access the site. Maintain these statistics while keeping in mind these statistics.
4. Be sure site loads appropriately on all types of connections and appliances (desktop, laptop, tablet, smartphone).

V. **Maintain a high quality, user friendly telephone system.**

A. Any future telephone system should:

1. Integrate with desktop computers to announce voice mail.
2. User must be able to easily update message.
3. Change number of rings before voice mail system engages (i.e. 4 rings during business hours, 2 rings after hours and on weekends).
4. Easily adaptable to headset use.
5. System to support portable handsets (helps when speaking to patrons when not at desk or discussing computer issues with technical support).
6. Monitor stations (for security purposes) while unable to be attended by staff members (audio surveillance; understanding that patrons must be made aware that audio surveillance is being used).

VI. Maintain and consistently support staff continuing education in regard to technology available at the Library.

- A. Maintain a training program to enable staff to effectively perform their jobs on their own with minimal assistance from IT staff and to help patrons with basic requests.
- B. Encourage staff to stay current with LEU and TLEUs as required by the Indiana State Library.
- C. Due to recent staff changes some staff members are unaware of the abilities of the technology at their disposal. Existing staff members would also greatly benefit from additional training. The final goal of this training is not just for staff members, but for the patrons. For many years the library concentrated on what was then unavailable to us. It is now time to use the technology that we now have to aggressively become more user-centric in our thinking and actions.
 - a. All staff members will need to have a basic level of understanding regarding technology which includes, but not limited to:
 - (1) What is a USB/Flash drive, how is it used and where such are kept for sale.
 - (2) Utilization of the library's new Destiny automated circulation and it's capabilities including WebPath
 - (3) How to register patrons for computer use and how to use the printing kiosk.
 - (4) Use of the library's paid online resources
 - (5) Basic troubleshooting techniques for staff and patron computers.
 - (6) What is actually available on the library's website
 - b. Utilize Webjunction.org more effectively to enhance professional development.

VII. Aggressively maintain the Library's desktop and laptop computers for both staff and patrons.

- A. Determine a basic level of functionality for 2012 and beyond including potential upgradeability

1. All future machines purchased will be required to have a minimum of:
 - a. 4 Gb RAM (high speed)
 - b. 17" or better flat panel display
 - c. Intel i5 or compatible CPU
 - d. Processor speed of 2.0 GHz or better
 - e. 500 Gb hard drive space
 - f. USB 2.0 or better port in keyboard and in-front-of machine
2. Imac units should also be included for purchase consideration due to their proliferation in schools.

VIII. Items for potential inclusion during plan years.

- A. Subscription to Overdrive for digital materials including e-books and/or downloadable digital audio-books.
 1. Cost is currently prohibitive if not in consortium.
 2. If item is checked out to another patron in the consortium, our patron will have to wait for a potentially considerable length of time for access.

IX. ADOPTED BUDGET FOR 2013

- A. The table below denotes the budget as adopted by the Library Board of Trustees. Technology repair and maintenance is charged to Services and Charges while purchasing of technology items comes from Capital Outlays.
- B. It is important to note that due to the change in legislation for Library Capital Project Funds the Library no longer has the ability to raise separate monies for capital items such as service/maintenance agreements or technology related items. Funds for these now must be budgeted for in the budget for the general operating fund.

Category	Amount
Personal Services	\$514,982.00
Supplies	\$24,200
Services and Charges	\$152,559.00
Capital Outlays	\$142,197.00
Total	\$833,938.00

ITEM	POTENTIAL BUDGET/COST	TIMELINE
To expand the scope of and increase patron access to digital archives of historical interest.		Digitizing of local archives has already begun. Grant/s of potentially \$15k could be secured to allow for professional archivist for duration of project. See that plan for specifics.
To investigate an Integrated Library System (ILS) that has that has abilities beyond what are currently available in the existing ILS system.	\$15k to \$65k	2014
To secure a more stable and user friendly patron computer registration/time management system.	Less than \$5k	January 2013 or sooner. IMPERATIVE
To ensure a web presence that can enables effective usership regardless of device or ability.	Web editing software has already been purchased. Additional software for server will be necessary as well as service fees for online credit card usage. Largest cost could be if it is decided to contract out for website creation.	2014
Maintain a higher quality, user friendly telephone system.	Depending upon options and abilities less than \$12k.	2015

ITEM	POTENTIAL BUDGET/COST	TIMELINE
Maintain and consistently support staff continuing education in regard to technology available at the Library.	In annual budget	Ongoing
Aggressively maintain the Library's desktop and laptop computers for both staff and patrons.	Budget annually from both Operating and Construction Fund. \$15k	Ongoing
Items for potential inclusion during plan years.		
Overdrive	\$15k + yearly subscription fees.	Not slated.

EVALUATION OF PLAN GOALS AND OBJECTIVES

Evaluation of plan items/elements will be performed as each is begun and will be examined at the beginning and end of each section. Objective and quantifiable measures will be used on the plan with the following being the basis with additional evaluation items as required:

1. Is original objective (plan item) still relevant and reasonable.
2. Is the planned timeline still adequate.
3. Is project on or above budget. If above, why.
4. Are more staff necessary to successfully complete the project.

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

EXAMINATION REPORT
OF
NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
ST. JOSEPH COUNTY, INDIANA
January 1, 2007 to December 31, 2009



FILED
10/27/2010

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report.....	3
Financial Information:	
Schedules of Receipts, Disbursements, and Cash and Investment Balances	4
Notes to Financial Information	5-6
Supplementary Information:	
Schedule of Capital Assets.....	7
Schedule of Long-Term Debt	8
Examination Result and Comment:	
Deposits.....	9
Exit Conference.....	10

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Stephen Boggs	01-01-07 to 12-31-10
Treasurer	Karla Scott Wendy Glon	01-01-07 to 12-31-08 01-01-09 to 12-31-10
President of the Board	Tom Pietrzak Lori Kimmel	01-01-07 to 12-31-08 01-01-09 to 12-31-10



INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE NEW CARLISLE-OLIVE TOWNSHIP
PUBLIC LIBRARY, ST. JOSEPH COUNTY, INDIANA

We have examined the financial information presented herein of New Carlisle-Olive Township Public Library (Library), for the period of January 1, 2007 to December 31, 2009. The Library's management is responsible for the financial information presented herein. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the financial information presented herein and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the financial information referred to above presents fairly, in all material respects, the financial information of the Library for the years ended December 31, 2007, 2008 and 2009, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Capital Assets and Schedule of Long-Term Debt, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the basic financial information. They have not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on them.

STATE BOARD OF ACCOUNTS

August 4, 2010

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2007, 2008 And 2009

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 861,213	\$ 732,891	\$ 643,526	\$ 950,578
Gift	6,822	5,754	8,523	4,053
Rainy Day	80,258	64,205	-	144,463
Café Gift	4,569	13,598	12,584	5,583
Levy Excess	5,584	-	5,584	-
Bond and Interest Redemption	316,985	389,585	424,568	282,002
Library Improvement Reserve	11,498	357	-	11,855
Library Capital Projects	57,857	40,239	60,684	37,412
Debt Service Reserve	442,600	19,034	-	461,634
Fiduciary Funds:				
Friends of the Library	2,349	1,338	100	3,587
Payroll Withholdings	-	61,114	61,114	-
Totals	\$ 1,789,735	\$ 1,328,115	\$ 1,216,683	\$ 1,901,167
	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 950,578	\$ 336,162	\$ 680,584	\$ 606,156
Gift	4,053	2,364	2,493	3,924
Rainy Day	144,463	104,491	86,744	162,210
Café Gift	5,583	18,220	20,243	3,560
Bond and Interest Redemption	282,002	129,558	354,432	57,128
Library Improvement Reserve	11,855	236	-	12,091
Library Capital Projects	37,412	13,366	38,566	12,202
Debt Service Reserve	461,634	6,842	-	468,476
Fiduciary Funds:				
Friends of the Library	3,587	1,539	2,846	2,280
Payroll Withholdings	-	64,276	64,276	-
Totals	\$ 1,901,167	\$ 677,044	\$ 1,250,184	\$ 1,328,027
	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
General	\$ 606,156	\$ 1,198,893	\$ 629,657	\$ 1,175,392
Gift	3,924	2,684	2,028	4,580
Rainy Day	162,210	228,625	134,506	256,329
Café Gift	3,560	16,007	17,193	2,374
Bond and Interest Redemption	57,128	972,838	840,569	189,397
Library Improvement Reserve	12,091	93	-	12,184
Library Capital Projects	12,202	40,987	30,572	22,617
Debt Service Reserve	468,476	225	-	468,701
Fiduciary Funds:				
Friends of the Library	2,280	1,919	145	4,054
Payroll Withholdings	-	65,055	65,055	-
PLAC	-	30	30	-
Totals	\$ 1,328,027	\$ 2,527,356	\$ 1,719,755	\$ 2,135,628

The accompanying notes are an integral part of the financial information.

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The Library was established under the laws of the State of Indiana. The Library provides the following services: culture and recreation, and general administrative services.

Note 2. Fund Accounting

The Library uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are received are subject to final approval by the Indiana Department of Local Government Finance.

Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the Library in June and December. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100% of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which become delinquent if not paid by May 10 and November 10, respectively. All property taxes collected by the County Treasurer and available for distribution were distributed to the Library on or prior to December 31 of the year collected.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statute (IC 5-13-9) authorizes the Library to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Library contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system, and give the Library authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Public Employees' Retirement Fund
Harrison Building, Room 800
143 West Market Street
Indianapolis, IN 46204
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

Note 7. Subsequent Event

On April 14, 2010, the Library refinanced \$3,600,000 of the First Mortgage Refunding Bonds issued May 31, 2001. Over the life of the refunding bonds, the Library will realize a savings of approximately \$150,000.

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS
 As of December 31, 2009

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

<u>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 168,000
Buildings	3,093,626
Machinery and equipment	<u>1,475,494</u>
 Total governmental activities, capital assets not being depreciated	 <u>\$ 4,737,120</u>

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LONG-TERM DEBT
 December 31, 2009

The Library has entered into the following debt:

Description of Asset	Ending Balance	Principal And Interest Due Within One Year
Governmental activities:		
Capital lease:		
Library Building Capital Lease	\$ 3,600,000	\$ 220,130

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
EXAMINATION RESULT AND COMMENT

DEPOSITS

The Library did not maintain copies of the deposit tickets and did not document the type of funds received on receipt forms used; therefore, we could not determine if funds were deposited in the same form received.

IC 5-13-6-1 (c) states in part:

". . . all local officers . . . who collect public funds of their respective political subdivisions, shall deposit funds not later than the business day following the receipt of funds on business days of the depository in the depository or depositories selected by the several local boards of finance that have jurisdiction of the funds. Public funds deposited under this subsection shall be deposited in the same form in which they were received."

NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on August 4, 2010, with Stephen Boggs, Director; and Amy Schrock, Assistant Director. The officials concurred with our finding.

NEW CARLISLE & OLIVE TOWNSHIP PUBLIC LIBRARY

Indiana Public Library Annual Report 2012

CURRENT YEAR

PREVIOUS YEAR

Part 1 - General Information

Questions relating to standards are in bolded blue font

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

01-001	Library Code	IN0066	2711
01-002	Library Name	NEW CARLISLE & OLIVE TOWNSHIP PUBLIC LIBRARY	<i>New Carlisle Public Library</i>
01-003	Library Director	STEPHEN BOGGS	<i>Stephen Boggs</i>
01-004	Street Address	408 S. Bray St.	<i>408 S. Bray St.</i>
01-005	City	New Carlisle	<i>New Carlisle</i>
01-006	State	IN	<i>IN</i>
01-007	ZIP+4	46552-0837	<i>46552-0837</i>
01-008	Mailing Address	46552-0837	<i>46552-0837</i>
01-009	Mailing City	New Carlisle	<i>New Carlisle</i>
01-010	State	IN	<i>IN</i>
01-011	Mailing ZIP+4	46552-0837	<i>46552-0837</i>
01-012	Phone	(574) 654-3046	<i>(574) 654-3046</i>
01-013	FAX	(574) 654-8260	<i>(574) 654-8260</i>
01-014	TDD	no	<i>no</i>
01-015	Congressional District #	2	<i>2</i>
01-016	Public Library E-Mail Address, or a means of electronic contact listed on the library's website	sboggs@ncpl.lib.in.us	<i>sboggs@ncpl.lib.in.us</i>
01-017	Library URL	www.ncpl.lib.in.us	<i>www.ncpl.lib.in.us</i>
01-018	What Day of the Month is the Regular Library Board Meeting?	3rd Tuesday	
01-019	What is the time of the Regular Library Board Meeting?	7 pm	<i>3rd tuesday 7 pm</i>
01-020	Does your library have a Friends of the Library Group?	Yes	<i>No</i>
01-021	If yes, has your Friends group received a 501(c)3 designation from the IRS? Yes or No	No	<i>No</i>
01-022	Name of the person preparing this report	Stephen Boggs	<i>Stephen Boggs</i>
01-023	Preparer's phone number	(574) 654-3046	<i>(574) 654-3046</i>
01-024	Time zone in which library district headquarters is located.	Eastern Time	<i>Eastern Time</i>

Building Questions

01-025	The year the current central building was built	2002	2002
01-026	Date of most recent structural addition or alteration to current central building	N/A	N/A
01-027	What is the square footage of the central building?	25,920	25,920
01-028	Total Central Library hours Open per week winter schedule	64	

01-029 **Click [here](#) to complete Central Library daily hours.**

Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

01-030	Total Hours Central Library Open after 6:00 p.m. Each Week	8	8
01-031	Total Hours Central Library Open Saturday and Sunday Each Week	12	
01-032	Total Central Library Hours Open per Year	3,248.00	
01-033	Total weekly Winter hours	64	64
01-034	# of weeks on the Winter schedule	32	32
01-035	Total weekly Summer hours	60	60
01-036	# of weeks on the Summer schedule	20	20
01-037	Total System Public Service Hours per Year	3,248.00	3,248.00
01-038	How many Sundays was your Library System Open Last Year?	40	40

Internet Access

01-039	Internet Access	Yes	Yes
01-040	Type of Internet Access	Fiber Optic	Fiber Optic
01-041	Speed of Internet Access	10Mb	100mb
01-042	Does the central building have a wireless hub?	Yes	Yes

ISL Use Only

01-043	PLSCKEY	IN0066	
01-044	PLSC_SEQ	2	
01-045	LIBID	2711	
01-046	Outlet Type Code	CE	
01-047	Metropolitan Status Code	NC	

Branch Information

01-049	Total Number of Branches	N/A	N/A
--------	--------------------------	-----	-----

Individual Branch Information

01-052a	Branch Name	N/A	N/A
01-052b	Street Address	N/A	n/a
01-052c	City	N/A	n/a
01-052d	County	N/A	
01-052e	State	N/A	n/a
01-052f	Zip+4	N/A	n/a
01-052g	Mail Address	N/A	n/a
01-052h	Total Square Footage	N/A	n/a
01-052i	Year Built	N/A	n/a
01-052j	Year of Addition or Alteration	N/A	n/a
01-052k	Phone	N/A	N/A
01-052l	Fax	N/A	N/A
01-052m	Total hours open per week	N/A	N/A
01-052n	Number of Weeks per Year Individual Branch is Open	N/A	N/A
01-052o	Internet access	No	No
01-052p	Type of Internet Access	N/A	Other
01-052q	Speed of Internet Access	N/A	n/a

01-052r	Does this branch have a wireless hub?	No	No
01-052s	Does the branch have a separate webpage?	No	
01-052t	URL?	No	
01-053a	Monday opening time	N/A	
01-053b	Monday closing time	N/A	
01-053c	Tuesday opening time	N/A	
01-053d	Tuesday closing time	N/A	
01-053e	Wednesday opening time	N/A	
01-053f	Wednesday closing time	N/A	
01-053g	Thursday opening time	N/A	
01-053h	Thursday closing time	N/A	
01-053i	Friday opening time	N/A	
01-053j	Friday closing time	N/A	
01-053k	Saturday opening time	N/A	
01-053l	Saturday closing time	N/A	
01-053m	Sunday opening time	N/A	
01-053n	Sunday closing time	N/A	
01-055b	Total Winter Branch hours per week	N/A	N/A
01-055c	# of weeks on the Winter schedule (Branch)	N/A	N/A
01-055d	Total Summer Branch hours per week	N/A	N/A
01-055e	# of weeks on the Summer schedule (Branch)	N/A	N/A
01-056a	Branch PLSCKEY	N/A	
01-056b	Branch PLSC_SEQ	N/A	
01-056c	Branch LIBID	N/A	
01-056d	Branch Outlet Type Code	N/A	
01-056e	Branch Metropolitan Status Code	N/A	
01-056	Total Annual Hours of All Branches ***NOTE - Must provide answers for 01-055b - 01-055e even if answer is 0 or N/A.	0.00	0.00

Bookmobile Information

01-058	Total Number of Bookmobiles	N/A	N/A
--------	-----------------------------	-----	-----

Individual Bookmobile Information

01-059a	Bookmobile Name	N/A	o
01-059b	Street Address	N/A	n/a
01-059c	City	N/A	n/a
01-059d	County	N/A	
01-059e	State	N/A	n/a
01-059f	Zip+4	N/A	n/a
01-059g	Mail Address	N/A	n/a
01-059h	Phone	N/A	N/A
01-059i	Fax	N/A	N/A
01-059j	Total hours per week	N/A	N/A
01-059k	Number of Weeks Bookmobile is Open	N/A	0.00
01-059l	Internet Access	No	No
01-059m	Type of Internet Access	Other	Other
01-060a	Total Weekly Winter Hours Bookmobile Open	N/A	N/A
01-060b	# of Weeks Bookmobile Open at Winter Hours Schedule	N/A	N/A

01-060c	Total Weekly Summer Hours Bookmobile Open	N/A	N/A
01-060d	# of Weeks Bookmobile Open at Summer Hours Schedule	N/A	N/A
01-062a	Bookmobile PLSCKEY	N/A	
01-062b	Bookmobile PLSC_SEQ	N/A	
01-062c	Bookmobile LIBID	N/A	
01-062d	Bookmobile Outlet Type Code	N/A	
01-062e	Bookmobile Metropolitan Status Code	N/A	
01-061	Total Annual Hours of All Bookmobiles **NOTE - Must provide answers for 01-060a - 01-060d even if answer is 0 or N/A.	0.00	0.00

Part 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 Individual Resident Registered Users	4,533	4,257
02-002	Total Number of Users from Contracting Areas	0	0
02-003	Total Number of Individual Non-Resident (non-taxed) Registered Users	3,524	3,307
02-004	Total Number of Reciprocal Users	3,524	3,307
02-005	Total Number of PLAC Users	2	0
02-006	Total Number of Non-Resident Cards Issued to Student Users	N/A	N/A
02-007	Total Number of Non-Resident Cards Issued to School Employees	0	0
02-008	Total Number of Non-Resident Cards Issued to Library Employees	0	0
02-009	Amount of Individual Non-Resident Fee	\$199.99	\$199.99
02-010	Date Library Board adopted this fee	2009	2009
02-011	Does your library purge or mark inactive patron files at least every three years?	Yes	2001

Part 3 - Libraries & Political Subdivisions

Questions relating to standards are in bolded blue font

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

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

2010 Census figures are used for all calculations

03-001	County Name of Primary County	ST JOSEPH	<i>St Joseph</i>
03-002	Total Assessed Valuation for Library District	\$274,688,304	\$279,060,131
03-003	Operating Tax Rate	.0029	.2281
03-004	Source year for data	2012	
03-005	BIRF/Lease Rental Tax Rate	.1330	.1046
03-006	LCPF Tax Rate	0	.0

03-007	Did your library roll the LCPF into the operating tax rate?	No	No
03-008	County Name of Additional County or County Contractual (Leave blank if the library district does not cross into another county and it is not a county contractual)	n/a	n/a
03-009	Total Assessed Valuation for Library District	N/A	N/A
03-010	Operating Tax Rate	N/A	N/A
03-011	Source year for data	n/a	
03-012	BIRF/Lease Rental Tax Rate	N/A	N/A
03-013	LCPF Tax Rate	N/A	N/A
03-014	Total district population without contract	4,704	3,914
03-015	Total district population with contracts	0	0
03-016	Political Subdivision Name	New Carlisle-Olive Township	<i>New Carlisle-Olive Township</i>
03-017	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	9	9
03-018	Population <u>2010 Census</u> (Taxed & Served)	4,704	3,914
03-019	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	N/A	n/a
03-020	Population <u>2010 Census</u> (Served by Contract)	0	n/a

Part 4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

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

Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	\$7,984	\$604,673
04-002	CAGIT Property Tax Replacement Credit	N/A	N/A
04-003	CAGIT Certified Shares	N/A	N/A
04-004	CAGIT Special Fund	N/A	N/A
04-005	County Option Income Tax (COIT)	\$116,983	\$109,420
04-006	Contractual Revenue Received for Service	N/A	N/A
04-007	Local Option Income Tax (LOIT)	N/A	N/A
04-008	Total Local Operating Fund Income	\$124,967	\$714,093

State Government Operating Fund Income

04-009	Financial Institutions Tax (FIT)	\$34	\$948
04-010	License Vehicle Excise Tax	\$304	\$23,775
04-011	Commercial Vehicle Excise Tax (CVET)	\$22	
04-012	Other State Operating Fund Income	N/A	N/A
04-013	Source(s):	n/a	n/a
04-014	Total State Operating Fund Income	\$360	\$24,723

Federal Government Operating Fund Income

04-015	LSTA Grants	N/A	N/A
04-016	Name of Non-Operating Fund	n/a	n/a
04-017	Amount of LSTA grant placed in Non-Operating Fund	N/A	N/A

04-018	Other Federal Grants Operating Fund Income	N/A	N/A
04-019	List Source	n/a	n/a
04-020	Total Federal Operating Fund Income	\$0	\$0
<u>Other Operating Fund Income</u>			
04-021	PLAC Reimbursement	N/A	
04-022	Fines and Fees	\$9,725	\$10,066
04-023	Interest on Investments	\$1,692	\$686
04-024	Gift Receipts Operating Fund Income	N/A	N/A
04-025	Private and Public Foundation Grants Operating Fund Income	N/A	N/A
04-026	Miscellaneous Operating Fund Income	\$8,349	\$30,624
04-027	Source(s)	Copies, fax, patron cards, other, erate...	<i>Copies, fax, patron cards, other, erate, trans. from levy excess</i>
04-028	Total Other Operating Fund Income	\$19,766	\$41,376
04-029	TOTAL OPERATING FUND INCOME	\$145,093	\$780,192
04-030	Total Public and Private Foundation Grants Income (deposited into any fund)	N/A	N/A

Part 5 - Expenditure Data

[Questions relating to standards are in bolded blue font](#)

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

Operating Fund Expenditures

05-001	Salaries/Wages of All Library Staff	\$370,560	\$359,266
05-002	Employee benefits	\$67,957	\$62,085
05-003	Other Personal Services	\$27,369	\$26,607
05-004	Total Personal Services	\$465,886	\$447,958
05-005	Total Staff Expenditures	\$438,517	\$421,351
05-006	Total Supplies	\$16,265	\$16,130
05-007	Professional Services, i.e.-ADP, webDewey, etc.	\$7,807	\$747
05-009	Communication and Transportation	\$30,856	\$29,647
05-010	Printing and Advertising	\$261	\$418
05-011	Insurance	\$437	\$18,765
05-012	Utility Services	\$55,709	\$57,200
05-013	Repairs and Maintenance	\$20,648	\$53,110
05-014	Rentals	N/A	N/A
05-015	Debt Service (Operating Expenditures only)	N/A	N/A
05-016	Lease Rental (Operating Expenditures only)	N/A	N/A
05-017	Other (exclude LIRF and Rainy Day)	\$1,329	\$1,154
05-018	Total Other Services and Charges	\$117,047	\$170,321
05-019	Land	N/A	N/A
05-020	Buildings	N/A	N/A
05-021	Improvements Other Than Buildings	N/A	N/A
05-022	Furniture and Equipment	\$4,849	\$5,402

05-023	Public Access Computers, electronic reading and electronic media devices DO NOT REPORT in Q05-022	\$0	\$15,000
--------	--	-----	----------

Operating Fund Expenditure Data

05-024	Books (include Book Lease)	\$40,834	\$58,687
05-025	Periodicals and Newspapers	\$4,059	\$4,594
05-026	Nonprinted (Physical) Materials, Microforms & AV, not Electronic	\$25,502	\$24,268
05-008	Electronic database licensing/purchase/lease expenditures. (DO NOT REPORT in 05-007).	\$7,140	\$9,280
05-027	Electronic Physical Format, including playaways and Ebook readers) (Do not report database licenses or Ebook subscriptions here. Report those in Q05-008)	\$0	\$0
05-028	Print Materials Expenditures	\$44,893	\$63,281
05-029	Electronic Materials Expenditures	\$7,140	\$9,280
05-030	Other Materials Expenditures	\$25,502	\$24,268
05-031	Total Collection Expenditures	\$77,535	\$96,829
05-032	Total Operating Fund Capital Outlays	\$75,244	\$107,951

Non-Operating Fund Library Materials Expenditure Data

05-033	Books (Include Book Lease) - From non-operating fund expenditures	\$0	\$0
05-034	Periodicals and Newspapers - From non-operating fund expenditures	\$0	\$0
05-035	Nonprinted (Physical) Materials, Microforms & AV, not Electronic - From non-operating fund expenditures	\$0	\$0
05-036	Public Access Electronic Physical Format (pulled out from Nonprinted Materials and reported separately) - From non-operating fund expenditures	\$0	N/A
05-037	Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format. PUBLIC ACCESS DATABASES	\$0	N/A
05-038	Operating Expenditure Fund Collection Development	\$77,535	\$111,829
05-039	Total Non-Operating Fund Collection Expenditures	\$0	\$0
05-040	Public Access Computers, electronic reading and electronic media devices from all funds except operating	N/A	N/A
05-041	TOTAL OPERATING FUND EXPENDITURES	\$681,582	\$742,360
05-042	Other Operating Expenditures	\$138,161	\$191,853
05-043	Total Operating Expenditures	\$654,213	\$710,033
05-044	Total Collection Expenditure	\$77,535	\$96,829
05-045	Operating Expenditures per capita (=SUM(Q05-041/Q03-014). Expressed in dollars/cents \$____.____)	\$144.89	\$189.67
05-046	Difference between OE per capita minus Non-Resident fee (=SUM(Q05-045-Q02-009).	\$-55.10	
05-047	Collection Development Expenditure AS % Operating Expenditure (=SUM(Q05-038/Q05-041	11.3%	15.0%

05-048 Total Capital Fund Expenditures N/A

Part 6 - Capital Revenue

[Questions relating to standards are in bolded blue font](#)

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

06-001	Local government capital revenue	\$0	\$0
06-002	State government capital revenue	\$0	\$0
06-003	Federal government capital revenue	N/A	N/A
06-004	Other capital revenue	N/A	N/A
06-005	Total capital revenue	\$0	\$0

Part 7 - Employment Data

[Questions relating to standards are in bolded blue font](#)

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

07-001	Total Number of ALL Librarians with an ALA-MLS	0.00	0.00
07-002	Total Hours Paid Per Week For ALL ALA-MLS Librarians	0	0
07-003	FTE for ALL Librarians with an ALA-MLS	0.00	0.00
07-004	Total Number of ALL Librarians, including ALA-MLS Librarians	6.00	6.00
07-005	Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	225	225
07-006	FTE for ALL Librarians	5.63	5.63
07-007	Total Number of ALL OTHER PAID STAFF	13.00	13.00
07-008	Total Hours Paid Per Week For ALL OTHER PAID STAFF	325	325
07-009	FTE for ALL OTHER PAID STAFF	8.13	8.13
07-010	Total Number of ALL PAID STAFF	19.00	19.00
07-011	Total Hours Paid per week for ALL PAID STAFF	550.00	550.00
07-012	FTE for ALL PAID STAFF	13.75	13.75
07-013	Number of hours per week considered to be full-time employment in your library.	37.5	37.5

Part 8 - Library Service and Technology

[Questions relating to standards are in bolded blue font](#)

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

Interlibrary Loans

08-001	Provided To Other Libraries	0	0
08-002	Received From Other Libraries	568	649

Annual Local Library Service

08-003	# Children's Programs in Library (0-14 yrs)	118	120
08-004	# Children's Programs Outside Library (0-14 yrs) (outreach)	29	80

08-005	Total # of Children's Programs (-14) yrs	147	200
08-006	# Young Adult Programs in Library (15-17 yrs)	43	26
08-007	# Young Adult Programs Outside Library (15-17 yrs) (outreach)	0	0
08-008	Total # of Young Adult Programs	43	
08-009	# Adult Programs in Library (18+ yrs)	800	910
08-010	# Adult Programs Outside Library (18+ yrs) (outreach)	0	191
08-011	# General Programs in Library (All age groups)	800	932
08-012	# General Programs Outside Library (All Age Groups) (outreach)	0	249
08-013	Total # of Programs (Children, YA, Adult and General: in library & outreach)	1,790	2,508
08-014	# of Non-Library Sponsored Programs/meetings/events	250	486
08-015	How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?	6	8

Attendance

08-017	Children's Program Attendance in library	4,427	2,691
08-018	Children's Program Attendance Outside library (outreach)	456	2,254
08-020	Young Adult Program Attendance in library	882	310
08-021	Young Adult Program Attendance Outside library (outreach)	0	0
08-023	Adult Program Attendance in library (18+ yrs)	19,010	18,975
08-024	Adult Program Attendance Outside library (18+ yrs) (outreach)	5,000	6,160
08-025	General Program Attendance in library (All age groups)	15,000	16,798
08-026	General Program Attendance Outside library (outreach) (All age groups)	3,000	8,430
08-028	Total Non-Library Sponsored Programs/meetings/events Attendance	574	634
08-029	Total Visits In Library Per Year (If you don't have an annual figure, multiply a typical week count by 52)	105,107	83,148
08-030	Total Reference Transactions Per year (If you don't have an annual figure, multiply typical week count by 52)	9,464	83,148
08-019	Total Children's Program Attendance	4,883	4,945
08-022	Total Young Adult Program Attendance	882	
08-027	Total Program Attendance	47,775	55,618

Electronic Services

08-031	# of State Licensed Databases (INSPIRE databases)	62	58
08-032	# of Local/Other Licensed Databases (Not INSPIRE) (Report ebooks, downloadable audio and downloadable video in Part 9).	8	8
08-033	Total Licensed Databases	70	66

Database Usage Measure

08-034	# of Searches of Databases to which the Library subscribes. (Do not include INSPIRE searches).	2,499	1,834
08-035	# of Sessions of Databases to which the Library subscribes (Do not include INSPIRE searches).	N/A	N/A
08-036	Name(s) of Public Use/Commercial Databases to which the Library subscribes	Novelist, Ancestry.com, World Book, Chilton, USLegal	<i>Response has been entered.</i>
08-037	Subject(s) of Public Use Databases which the Library Both Developed and Owns (NO LICENSE PURCHASED)	n/a	n/a

Public Computer Usage

08-038	Uses of Public Internet Computers per Year (if you don't have an annual figure, multiply a typical week count by 52)	19,823	19,318
08-039	# of Users of Wireless Internet Connections in Building (or Outside) per Year	3,196	1,368

Internet

08-040	Total # of Page Views on All Web Pages in the Library's Domain	n/a	n/a
08-041	Total # of Page Views on the Library's Home Page	1664	1664
08-042	Total # of Hits or Page Views on the Library's Public Access Catalog	n/a	n/a
08-043	Number Computer Terminals System-wide Used by General Public Connected to Internet and a Printer	24	24
08-044	Number of Scanners for the General Public System-wide	2	2
08-045	Number of Computer Terminals used <u>by Staff</u> with office software and operating system, connected to the Internet System and a printer.	11	11
08-046	Does Your Library Have Voice over IP?	No	No

Library System Bookkeeping and Circulation

08-047	Does Your Library Have an Automated Bookkeeping System?	Yes	Yes
08-048	Name of Bookkeeping System	LAP	LAP
08-049	Name of Integrated Library System	Destiny by Follett	<i>Destiny by Follett</i>
08-050	Is the Library Catalog Available Online?	Yes	Yes

Part 9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

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

09-001	TOTAL Circulation of All Materials	139,744	131,900
09-002	Circulation of All Children's Materials (0-14yrs)	27,819	25,751
09-003	Total In-house Usage of Materials	N/A	N/A
09-004	Did Your Library Circulate Laptops?	Yes	Yes
09-005	Number of Annual Circulations of Laptops	250	615
09-006	Did your library circulate Ebook readers or music devices (i.e.-Kindles, Playaways, MP3 players, etc.)	Yes	Yes

09-007	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	5	5
09-008	Number of Annual Circulations of Book Reading or Music Playing Devices	20	43
09-009	Did Your Library Circulate Other Equipment?	Yes	Yes
09-010	Number of Annual Circulations of Other Equipment	1,728	1,755

Selected Holdings (not including INSPIRE)

09-011	Books	40,809	40,474
09-012	Video Materials - Physical Units	8,729	8,107
09-013	Video Materials - Downloadable Titles (*NEW* Whether cataloged in your ILS or not)	0	0
09-014	Audio Materials - Physical Units	8,479	5,862
09-015	Audio Materials - Downloadable Titles (*NEW* Whether cataloged in your ILS or not)	0	0
09-016	Electronic (Physical) Format	0	0
09-017	Electronic books (E-books) (*NEW* Whether cataloged in your ILS or not))	0	0
09-018	Current Serial Subscriptions	116	122
09-019	Holdings	n/a	
09-020	Specify Type(s) of Holdings:	n/a	
09-021	Does the library belong to an Ebook consortium?	No	
09-022	Name of Consortium	n/a	
09-023	Total # of titles available in Consortium	n/a	

Part 10 - Library Board

Questions relating to standards are in bolded blue font

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

List all county contractual board members, if appropriate.

10-001	Position	Secretary	<i>Secretary</i>
10-002	First Name	Cathy	<i>Cathy</i>
10-003	Middle Initial/Name	n/a	<i>n/a</i>
10-004	Last Name	Henning	<i>Henning</i>
10-005	Home address	613 S. Bray St.	<i>613 S. Bray St.</i>
10-006	City	New Carlisle	<i>New Carlisle</i>
10-007	Zip Code	46552	<i>46552</i>
10-008	E-mail address	henning_james@hotmail.com	<i>henning_james@hotmail.com</i>
10-009	Appointing Authority	School Board	<i>School Board</i>
10-010	Date Term Expires	12/31/2014	<i>12/31/2014</i>
10-011	Number of Consecutive Terms	1	<i>1</i>
10-012	Date Initially Appointed	12/13/2010	<i>01/01/2010</i>
10-001	Position	Vice President	<i>Vice President</i>
10-002	First Name	Lori	<i>Nancy</i>
10-003	Middle Initial/Name		
10-004	Last Name	Kimmel	<i>Niespodziany</i>
10-005	Home address	52510 N. Timothy Rd.	<i>29401 Johnson Rd.</i>
10-006	City	New Carlisle	<i>North Liberty</i>

10-007	Zip Code	46552	46554
10-008	E-mail address	lakimmel@earthlink.net	nniespodziany@npusc.k12.in.us
10-009	Appointing Authority	School Board	County Council
10-010	Date Term Expires	12/31/2014	12/31/2013
10-011	Number of Consecutive Terms	2	1
10-012	Date Initially Appointed	01/10/2007	01/01/2006
10-001	Position	Member	Treasurer
10-002	First Name	Juliane	Wendy
10-003	Middle Initial/Name		
10-004	Last Name	Lusk	Glou
10-005	Home address	111 Lynn Dee Court	57417 Tulip Rd.
10-006	City	New Carlisle	New Carlisle
10-007	Zip Code	46552	46552
10-008	E-mail address	julianelusk@gmail.com	wendyglou@embarqmail.com
10-009	Appointing Authority	County Commissioners	School Board
10-010	Date Term Expires	12/31/2015	12/31/2011
10-011	Number of Consecutive Terms	1	4
10-012	Date Initially Appointed	12/20/2010	01/01/1996
10-001	Position	President	President
10-002	First Name	Steve	Lori
10-003	Middle Initial/Name		
10-004	Last Name	Vojtko	Kimmel
10-005	Home address	238 Zigler St.	52510 N. Timothy Rd.
10-006	City	New Carlisle	New Carlisle
10-007	Zip Code	46552	46552
10-008	E-mail address	sevojtko@csinet.net	lakimmel@earthlink.net
10-009	Appointing Authority	Town Board	School Board
10-010	Date Term Expires	12/31/2014	12/31/2014
10-011	Number of Consecutive Terms	1	1
10-012	Date Initially Appointed	1/1/2011	01/10/2007
10-001	Position	Member	Member
10-002	First Name	Diane	Juliane
10-003	Middle Initial/Name		
10-004	Last Name	Miko	Lusk
10-005	Home address	534 Front Street	111 Lynn Dee Court
10-006	City	New Carlisle	New Carlisle
10-007	Zip Code	46552	46552
10-008	E-mail address		julianelusk@gmail.com
10-009	Appointing Authority	County Council	County Commissioners
10-010	Date Term Expires	12/31/2013	12/31/2011
10-011	Number of Consecutive Terms	1	1
10-012	Date Initially Appointed	11/15/2011	04/05/2008
10-001	Position	Member	Member
10-002	First Name	Barb	Steve
10-003	Middle Initial/Name		
10-004	Last Name	Davis	Vojtko
10-005	Home address	32932 Chicago Tr.	238 Zigler St.
10-006	City	New Carlisle	New Carlisle

10-007	Zip Code	46552	46552
10-008	E-mail address		<i>sevojtko@csinet.net</i>
10-009	Appointing Authority	Township Trustee	<i>Town Board</i>
10-010	Date Term Expires	12/31/2014	<i>12/31/2013</i>
10-011	Number of Consecutive Terms	1	<i>1</i>
10-012	Date Initially Appointed	06/18/2012	<i>1/1/2010</i>
10-001	Position	Treasurer	<i>Member</i>
10-002	First Name	Val	<i>Paul</i>
10-003	Middle Initial/Name		
10-004	Last Name	Seemiller	<i>Lawson</i>
10-005	Home address	217 W. Chestnut St	<i>32751 Nature View Drive</i>
10-006	City	New Carlisle	<i>New Carlisle</i>
10-007	Zip Code	46552	<i>46552</i>
10-008	E-mail address		<i>paullawson1959@gmail.com</i>
10-009	Appointing Authority	School Board	<i>Township Trustee</i>
10-010	Date Term Expires	12/31/15	<i>12/31/2010</i>
10-011	Number of Consecutive Terms	1	<i>1</i>
10-012	Date Initially Appointed	11/28/2011	<i>09/17/2007</i>

Part 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	Director annual salary	\$66,761	<i>\$64,195</i>
11-002	Director contract	No	<i>Yes</i>
11-003	Director certification	lc4	<i>lc4</i>
11-004	Job Title	Assistant/Associate Director	<i>Assistant/Associate Director</i>
11-005	Certification	LC 5	<i>LC 5</i>
11-006	Minimum Hourly Wage	\$22.89	<i>\$22.01</i>
11-007	Maximum Hourly Wage	\$22.89	<i>\$22.01</i>
11-004	Job Title	@Children's Librarian	<i>Department Head, Manager or Supervisor</i>
11-005	Certification	LC 5	<i>LC 5</i>
11-006	Minimum Hourly Wage	\$17.60	<i>\$13.00</i>
11-007	Maximum Hourly Wage	\$17.60	<i>\$16.92</i>
11-004	Job Title	Cataloging or Technical Services Librarian	<i>Clerical or Aide</i>
11-005	Certification	LC 5	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$13.95	<i>\$7.25</i>
11-007	Maximum Hourly Wage	\$13.95	<i>\$10.00</i>
11-004	Job Title	@General Reference or Adult Librarian	<i>Maintenance, Custodian, Janitor, Housekeeper</i>
11-005	Certification	LC 5	<i>Not Applicable</i>
11-006	Minimum Hourly Wage	\$13.52	<i>\$7.25</i>
11-007	Maximum Hourly Wage	\$13.52	<i>\$15.38</i>
11-004	Job Title	Library Technicians (including Computer)	<i>Security</i>
11-005	Certification	Not Applicable	<i>Not Applicable</i>

11-006	Minimum Hourly Wage	\$31.73	\$10.00
11-007	Maximum Hourly Wage	\$31.73	\$10.00
11-004	Job Title	Clerical or Aide	Automation/Network/System Manager
11-005	Certification	Not Applicable	Not Applicable
11-006	Minimum Hourly Wage	\$10.40	\$7.87
11-007	Maximum Hourly Wage	\$7.40	\$30.39
11-004	Job Title	Page, Intern or Student Assistant	
11-005	Certification	Not Applicable	
11-006	Minimum Hourly Wage	\$8.36	
11-007	Maximum Hourly Wage	\$8.00	
11-004	Job Title	Maintenance, Custodian, Janitor, Housekeeper	
11-005	Certification	Not Applicable	
11-006	Minimum Hourly Wage	\$15.69	
11-007	Maximum Hourly Wage	\$8.00	
11-004	Job Title	Security	
11-005	Certification	Not Applicable	
11-006	Minimum Hourly Wage	\$10.00	
11-007	Maximum Hourly Wage	\$10.00	
11-008	Other (list) Job Title:		n/a
11-009	Other: Certification Level		Not Applicable
11-010	Other: Minimum Hourly Wage		N/A
11-011	Other: Maximum Hourly Wage		N/A

Employee Fringe Benefit Information - Full-time Employees

11-012	PERF	Yes	PERF
11-013	Deferred Compensation	No	
11-014	Health Insurance	Yes	
11-015	Health Savings Account (HSA)	No	
11-016	Dental Insurance	No	
11-017	Life Insurance	Yes	
11-018	Vision Insurance	No	
11-019	Disability	Yes	
11-020	Paid Time off for Continuing Education	Yes	
11-021	Reimbursement for Continuing Education	Yes	
11-022	Other1 (specify)	n/a	
11-023	Other2 (specify)	n/a	

Employee Fringe Benefit Information - Part-time Employees

11-024	PERF	No	
11-025	Deferred Compensation	No	
11-026	Health Insurance	No	
11-027	Health Savings Account (HSA)	No	
11-028	Dental Insurance	No	
11-029	Life Insurance	No	
11-030	Vision Insurance	No	
11-031	Disability	No	
11-032	Paid Time off for Continuing Education	No	

11-033	Reimbursement for Continuing Education	No	
11-034	Other1 (specify)	n/a	
11-035	Other2 (specify)	n/a	
<u>Paid days off per year - Full-time Librarian</u>			
11-036	Number of Vacation Days	25	25
11-037	Number of Sick Days	12	12
11-038	Number of Personal Days	3	3
11-039	Holidays	12	12
11-040	Funeral/Bereavement	5	5
11-041	Other Days (specify)	1	1
<u>Paid days off per year - Part-Time Librarian</u>			
11-042	Number of Vacation Days	n/a	n/a
11-043	Number of Sick Days	n/a	n/a
11-044	Number of Personal Days	n/a	1.5
11-045	Holidays	n/a	6
11-046	Funeral/Bereavement	n/a	2.5
11-047	Other Days	n/a	0
<u>Paid days off per year - Full-Time Support Staff</u>			
11-049	Number of Vacation Days	10	10
11-050	Number of Sick Days	12	12
11-051	Number of Personal Days	3	3
11-052	Holidays	12	12
11-053	Funeral/Bereavement	5	5
11-054	Other Days	1	1
<u>Paid days off per year - Part-Time Support Staff</u>			
11-055	Number of Vacation Days	5	5
11-056	Number of Sick Days	6	6
11-057	Number of Personal Days	1.5	1.5
11-058	Holidays	6	6
11-059	Funeral/Bereavement	2.5	2.5
11-060	Other Days	0	0

Part 12 - PLAC Loans

Questions relating to standards are in bolded blue font

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

Report the # of PLAC loans your library made to a home patron of the following library(ies)

DO NOT report any loans made to your own library

12-001	Did your library make any PLAC loans?	No	0
12-002	Adams Public Library System IN0249		
12-003	Akron Carnegie Public Library IN0127		
12-004	Alexandria-Monroe Public Library IN0157		
12-005	Alexandrian Public Library IN0018		
12-006	Allen County Public Library IN0073		
12-007	Anderson Public Library IN0158		
12-008	Andrews-Dallas Township Public Library IN0078		

12-216	Walkerton-Lincoln Township Public Library IN0067		
12-217	Walton & Tipton Township Public Library IN0124		
12-218	Wanatah Public Library IN0035		
12-219	Warren Public Library IN0082		
12-220	Warsaw Community Public Library IN0057		
12-221	Washington Carnegie Public Library IN0001		
12-222	Washington Township Public Library IN0162		
12-223	Waterloo-Grant Township Public Library IN0076		
12-224	Waveland-Brown Township Public Library IN0110		
12-225	Wells County Public Library IN0090		
12-226	West Lafayette Public Library IN0114		
12-227	West Lebanon-Pike Township Public Library IN0116		
12-228	Westchester Public Library IN0044		
12-229	Westfield-Washington Public Library IN0194		
12-230	Westville-New Durham Township Public Library IN0034		
12-231	Whiting Public Library IN0026		
12-232	Willard Library Of Evansville IN0021		
12-233	Williamsport-Washington Township Public Library IN0117		
12-234	Winchester Community Public Library IN0161		
12-235	Wolcott Community Public Library IN0118		
12-236	Worthington Jefferson Township Public Library IN0176		
12-237	York Township Public Library IN0094		
12-238	Yorktown Public Library IN0245		
12-239	TOTAL PLAC Loans	0	0

Part 13 - Compliance with Standards for Public Libraries

Questions relating to standards are in bolded blue font

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

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

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

Do not skip any questions.

Does your library:

13-001	Comply with Public Library Law under IC 36-12?	Yes	Yes
13-002	Comply with the Indiana Library and Historical Department Law under IC 4-23-7?	Yes	Yes
13-003	Comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-004	Comply with all federal laws affecting employment practice?	Yes	Yes

13-005	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes.?	Yes	Yes
13-006	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes

Do the library board and director maintain separate functions as follows:

13-007	The board is responsible for governance and policy.	Yes	Yes
13-008	The director Is responsible for administration, operation and management of the library.	Yes	Yes

Does the director:

13-009	Work full-time?	Yes	Yes
13-010	Have the required librarian certification rules under 590 IAC 5? (Check https://mylicense.in.gov/EVerification/Search.aspx if any question occurs)	Yes	

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

13-011	An annual classification of employees	Yes	Yes
13-012	Schedules of salaries	Yes	Yes
13-013	A proposed library budget	Yes	
13-014	Library policies	Yes	Yes

Employment practices, including:

13-016	Recruitment	Yes	Yes
13-017	Selection	Yes	Yes
13-018	Appointment	Yes	Yes
13-019	Personnel actions	Yes	Yes
13-020	Salary administration	Yes	Yes
13-021	Employee benefits	Yes	Yes
13-022	Conditions of work	Yes	Yes
13-023	Leaves	Yes	Yes
13-024	Does the library board adhere to the principles discussed in approved and current Indiana state library publications for library trustees?	Yes	Yes
13-025	Does the library have written bylaws that state its purpose and its operational procedures?	Yes	
13-026	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	
13-027	Do the library bylaws specifically state rules governing Nepotism?	Yes	
13-028	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	
13-029	Has a copy of the current version of the bylaws been submitted to the Indiana State Library?	Yes	
13-030	Have all amendments to the bylaws been adopted by the board and have they been submitted to the Indiana State Library with the annual report?	Yes	

Does Your Library Have:

13-031	A Collection Development Plan?	Yes	Yes
--------	--------------------------------	-----	-----

13-032	Written principle of access to all library materials and services?	Yes	Yes
13-033	Does the library have a long-range plan of service?	Yes	
13-034	Which years are covered by the plan?	2013-2015	
13-035	Has the long-range plan been updated in the last three (3) years?	Yes	
13-036	Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?	Yes	
Does your long-range plan include:			
13-037	A statement of community needs and goals?	Yes	
13-038	Measurable objectives and service responses to the community's needs and goals?	Yes	
13-039	An assessment of facilities, services, technology, and operations?	Yes	
13-040	An ongoing annual evaluation process?	Yes	
13-041	Financial resources and sustainability?	Yes	
13-042	Collaboration with other public libraries?	Yes	
13-043	Collaboration with other community partners?	Yes	
13-044	Does the library have a technology plan?	Yes	
13-045	Which years are covered by the plan?	2013-2015	
13-046	Has the technology plan been updated in the last three (3) years?	Yes	
13-047	Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?	Yes	
Does your technology plan include:			
13-048	Goals and realistic strategy for using telecommunications and information technology?	Yes	
13-049	A professional development strategy?	Yes	
13-050	An assessment of telecommunication services, hardware, software, and other services needed?	Yes	
13-051	An equipment replacement schedule?	Yes	
13-052	Financial resources and sustainability?	Yes	
13-053	An ongoing annual evaluation process?	Yes	
13-054	An automation plan that conforms to national cataloging standards?	Yes	
13-055	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana (other than reimbursement for actual direct photocopy and postage costs).	Yes	Yes
The library lends materials			
13-056	via Statewide reciprocal borrowing program?	N/A	
13-057	via the Evergreen consortium?	N/A	
13-058	Using OCLC Resource Sharing?	Yes	
13-059	Using a local reciprocal borrowing agreement with at least one (1) other public library district within the library district's county or an adjacent county?	Yes	Yes
13-060	How many days per week does your library subscribe to InfoEXPRESS?	2	

Does the library provide adult services that include the following?

13-061	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate?	Yes	Yes
13-062	Knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-063	A collection of materials for adults?	Yes	Yes
13-064	Space designated in the library for adult services?	Yes	Yes

An enhanced level of service is achieved when a library designates:

13-065	One (1) or more staff to serve at least part time, with appropriate certification, as an adult services librarian, at each fixed location?	Yes	Yes
--------	--	-----	-----

An exceptional level of service is achieved when a library designates:

13-066	One (1) full-time equivalent, with appropriate certification, as an adult services librarian, at each fixed location?	Yes	Yes
--------	---	-----	-----

Does the library provide young adult services that include the following?

13-067	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.	Yes	Yes
13-068	Knowledge of and access to reference materials, including INSPIRE.	Yes	Yes
13-069	A collection of materials for young adults.	Yes	Yes
13-070	Space designated in the library for young adult services.	Yes	Yes

An enhanced level of service is achieved when a library designates:

13-071	One (1) or more staff to serve at least part time, with appropriate certification, as a young adult services librarian, at each fixed location?	Yes	Yes
--------	---	-----	-----

An exceptional level of service is achieved when a library designates:

13-072	One (1) full-time equivalent, with appropriate certification, as a young adult services librarian, at each fixed location?	Yes	Yes
--------	--	-----	-----

Does the library provide children's services that include the following?

13-073	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.	Yes	Yes
13-074	A collection of materials for children, parents, and caregivers in each fixed location.	Yes	Yes
13-075	Space in each fixed location designated in the library for children's services.	Yes	Yes

An enhanced level of service is achieved when a library designates:

13-076	One (1) or more staff to serve at least part time, with appropriate certification, as a children's services librarian, at each fixed location?	Yes	Yes
--------	--	-----	-----

An exceptional level of service is achieved when a library designates:

13-077	One (1) full-time equivalent, with appropriate certification, as a children's services librarian, at each fixed location?	Yes	Yes
13-078	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media?	Yes	Yes

13-079	Does the library provide computers for the free use of 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	Yes	Yes
--------	--	-----	-----

13-080	Does the library provide support for continuing education for staff and trustees?	Yes	Yes
--------	---	-----	-----

Does your library provide the following means of communicating with the public:

13-081	An answering machine, voice mail or other similar technology to provide operating hours of the library?	Yes	
--------	---	-----	--

13-082	Does your library provide a means to provide copies to the public at each location. (A fee may be charged not to exceed a fee established by Indiana State Law?)	Yes	Yes
--------	--	-----	-----

Does your library webpage include:

13-083	Hours of operation?	Yes	
--------	---------------------	-----	--

13-084	A physical address for your library?	Yes	
--------	--------------------------------------	-----	--

13-085	A map for each fixed location?	Yes	
--------	--------------------------------	-----	--

13-086	A telephone number?	Yes	
--------	---------------------	-----	--

13-087	An e-mail address or means of electronic contact?	Yes	
--------	---	-----	--

13-088	A link to free electronic resources, for example INSPIRE?	Yes	
--------	---	-----	--

13-089	Publicly posted policies adopted by the library board, including, but not limited to, circulation policies, fees, and internet use policies?	Yes	
--------	--	-----	--

13-090	A link to the library's online public access catalog?	Yes	
--------	---	-----	--

13-091	A calendar of events and programs which is updated at least monthly?	Yes	
--------	--	-----	--

13-092	Has your Internet Policy been reviewed by the board in the last year?	Yes	
--------	---	-----	--

Part 14 - Statement of Intent to Comply with Standards

14-001	Please explain any NO answers given in Part 13.		<i>Response has been entered.</i>
--------	---	--	-----------------------------------

Part 15 - Supplement

Questions relating to standards are in bolded blue font

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

15-001	Does Your Library Have a Foundation?	No	
--------	--------------------------------------	----	--

15-002	Is Your Foundation Separate From Your Friends Group?	No	
--------	--	----	--

15-003	Does Your Library Participate in a Community Foundation?	No	
--------	--	----	--

15-004	If Yes, What Is Its Name?	n/a	
--------	---------------------------	-----	--

15-005	Does Your Library Have a Separate Public Computer Lab?	No	
--------	--	----	--

15-006	# of Computers Available in the Lab?	N/A	
--------	--------------------------------------	-----	--

15-007	Does Your Library Have a Mobile / Portable Computer Lab?	No
15-008	Has Your Library Received Any Grants During This Period, Other Than LSTA Grants?	No
15-009	If Yes, What Is the Name of the Funder?	n/a
15-010	How Much Was the Grant for?	N/A
15-011	What Was the Purpose of the Grant?	n/a
15-012	Does Your Library Have a Grant Consultant or a Staff Person Overseeing Grants?	No
15-013	Has Your Library Hired a Consultant?	No
15-014	What Project Did They Work On?	n/a
15-015	Name:	n/a
15-016	Address	n/a
15-017	Email	n/a
15-018	Phone	N/A
15-019	Is Your Library Involved in Community Outreach, Such As Fairs And Festivals?	Yes
15-020	# Events	2
15-021	Attendance	n/a
15-022	Does Your Library Use Social Media?	Yes
Which Ones Do You Use? (check all that apply)		
15-023	Facebook	Yes
15-024	Twitter	No
15-025	Pinterest	No
15-026	Flickr	Yes
15-027	Other	No
15-028	Does Your Library Have Book Club Sets?	Yes
15-029	# of Titles	
15-030	# Copies Each Title	
15-031	Name of Contact Person in Charge of Program	
15-032	Email:	
15-033	Does Your Library Participate in a One Book / One City Program?	Yes
15-034	Does Your Library Use Any Open Source Software?	Yes
15-035	List:	OpenOffice,
15-036	Does Your Library Provide Assistive Technology?	Yes
If Yes, How Is It Provided:		
15-037	# of Separate Assistive Technology Workstations	N/A
15-038	# of Mainstreamed Workstations With Assistive Technology	1
15-039	Do You Have Assistive Technology Available for Checkout?	No
15-040	List:	

Complete broadband survey at <http://in-polis-app21.ads.iu.edu/BroadbandService/default.aspx>

**2012 ANNUAL REPORT FOR THE
NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY**

Trustee Edition

New Carlisle - Olive Township Public Library
408 S. Bray Street, P.O. Box Q
New Carlisle, IN 46552 USA
(574) 654-3046
(574) 654-8260 fax
www.ncpl.info

MISSION STATEMENT

To assemble, preserve, and administer in organized collections, information in a variety of formats to serve the educational and recreational needs of the community. To promote and stimulate the communication of ideas, fostering enlightened citizenship, and enrich personal lives. To encourage and provide all citizens the opportunity and resources for lifelong learning.

**New Carlisle - Olive Township Public Library
Officers and Members
(members during 2012)**

<p>PRESIDENT</p> <p>Stephen Vojtko 238 Zigler St New Carlisle, IN 46552 574-654-8307 Home</p> <p>269-461-6977 office Eau Claire Fruit Exchange 269-461-6978 Fax 269-325-2009 cell</p> <p>sevojtko@csinet.net Home steve@ecfruitexchange.com Work</p> <p>Appointed by: Town Board Term Expires: December 31, 2014</p>	<p>VICE-PRESIDENT</p> <p>Lori Kimmel 52510 Timothy Rd. New Carlisle, IN 46552 (574) 654-8612</p> <p>lakimmel@embarqmail.com</p> <p>School Board, December 31, 2014</p>
<p>TREASURER</p> <p>Valerie Seemiller 217 W. Chestnut St, Box 608 New Carlisle, IN 46552 574-654-7476 balihai44@yahoo.com</p> <p>School Board December 31, 2015</p>	<p>Secretary</p> <p>Cathy Henning 613 S. Bray St. New Carlisle, IN 46552 574-654-0350</p> <p>Appointed by: School Board Term Expires: December 31, 2014</p> <p>E-mail (home): henning_james@hotmail.com</p>
<p>Diane Miko 534 Front St, Bx 948 New Carlisle IN 46552 (574) 654-3933 mikojdcb@aol.com</p> <p>County Council December 31, 2015</p>	<p>Juliane Lusk 111 Lynn Dee Court New Carlisle, IN 46552 574-654-9141 574-309-3644 alternate #</p> <p>Appointed by: County Commissioners Term Expires: December 31, 2015 E-mail: julianelusk@gmail.com</p>
<p>Barb Davis 32932 Chicago Trl New Carlisle, IN 46552-8101 (574) 654-9191 whistle1stop@embarqmail.com</p> <p>Appointed by: Township Trustee Term Expires: December 31, 2014</p>	<p>DIRECTOR</p> <p>Stephen Boggs 33767 Early Road New Carlisle, IN 46552 Home phone: 654-3224 Cell phone: 261-0034</p> <p>E-mail (home): sbatncpl@gmail.com E-mail (work): sboggs@ncpl.lib.in.us</p>

**New Carlisle - Olive Township Public Library
Officers and Members
2013 (tentative)**

<p>PRESIDENT</p> <p>Stephen Vojtko 238 Zigler St New Carlisle, IN 46552 574-654-8307 Home</p> <p>269-461-6977 office Eau Claire Fruit Exchange 269-461-6978 Fax 269-325-2009 cell</p> <p>sevojtko@csinet.net Home steve@ecfruitexchange.com Work</p> <p>Appointed by: Town Board Term Expires: December 31, 2014</p>	<p>VICE-PRESIDENT</p> <p>Lori Kimmel 52510 Timothy Rd. New Carlisle, IN 46552 (574) 654-8612</p> <p>lakimmel@embarqmail.com</p> <p>School Board, December 31, 2014</p>
<p>TREASURER</p> <p>Valerie Seemiller 217 W. Chestnut St, Box 608 New Carlisle, IN 46552 574-654-7476 balihai44@yahoo.com</p> <p>School Board December 31, 2015</p>	<p>Secretary</p> <p>Lisa Mills 213 E. Ben St. PO Box 674 New Carlisle, IN 46552 574-654-8664 lmills@npusc.k12.in.us</p> <p>County Council December 31, 2013</p>
<p>Renee Millar 407 S. Race St. Box 106 New Carlisle, IN 46552 (574) 654-7749 reneemillar@embarqmail.com</p> <p>Appointed by: School Board Term Expires: December 31, 2014</p>	<p>Robert Elkins 417 E. Dunn Road New Carlisle, IN 46552 (574) 654-7487 elkins_rob@hotmail.com</p> <p>Appointed by: County Commissioners Term Expires: December 31, 2015</p>
<p>Barb Davis 32932 Chicago Trl New Carlisle, IN 46552-8101 (574) 654-9191 whistle1stop@embarqmail.com</p> <p>Appointed by: Township Trustee Term Expires: December 31, 2014</p>	<p>DIRECTOR</p> <p>Stephen Boggs 33767 Early Road New Carlisle, IN 46552 Home phone: 654-3224 Cell phone: 261-0034</p> <p>E-mail (home): sbatncpl@gmail.com E-mail (work): sboggs@ncpl.lib.in.us</p>

New Carlisle - Olive Township Public Library
 Staff List February 1, 2013

Name	Position	E-mail address
Stephen Boggs	Director	sboggs@ncpl.lib.in.us sbatncpl@gmail.com
Amy Schrock	Associate Director	aschrock@ncpl.lib.in.us
Sara Smigielski	Children's Librarian	sara@ncpl.lib.in.us
Julie Shelton	Adult Services	kipperjul@yahoo.com
Becky Jose	Program Coordinator	becky@ncpl.lib.in.us
Gladys Morse	Local History Clerk	
Arleen Bruck	Inter-Library Loan Clerk	arleen@ncpl.lib.in.us
Roanna Hooton	Reference Clerk	rhooton@ncpl.lib.in.us
Riley Thompson	Shelver	rilezz13@yahoo.com
Nancy Carr	Custodian	nancy@ncpl.lib.in.us
Tracy Shelton	Shelver	serene85@yahoo.com
Christy Carlisle	Multi-Media Clerk	ccarlisle@ncpl.lib.in.us
Prentist Qualls	Shelver	kendo1243@gmail.com
Justin Frey	Shelver	grizzbear1990@yahoo.com
Annette Good	Front Desk Clerk	agood@ncpl.info
Tyler Nelson	IT Clerk	tnelson@ncpl.lib.in.us
Jake Depoy	IT Coordinator	hdepoy@iusb.edu
Richard Freestone	Maintenance	
Library Phone (574) 654-3046 Fax (574) 654-8260		
	New Carlisle Public Library 408 S. Bray Street, P.O. Box Q New Carlisle, IN 46552 www.ncpl.lib.in.us Or www.ncpl.info	

Overall Circulation and Usage Summary

Circulation:

Adult Circulation	36,627
Child Circulation	28,320

Total Print Circulation	64,947
--------------------------------	---------------

Other Circulation Items

Media Circulation	73,504
Room Usage	2,036
Attendance – in-house and outreach	25,189
Door Count	105,107
Other	36,473

Total Other Circulation Items	242,309
--------------------------------------	----------------

Overall Total	307,256
----------------------	----------------

Financial

Operating

Beginning Balance	\$1,243,752.37
-------------------	----------------

Income	\$156,892.38
Expenses	\$681,582.48

Income - Expenses	-\$524,690.10
-------------------	---------------

Ending Balance	\$719,062.27
----------------	--------------

**New Carlisle - Olive Township Public Library
2011 to 2012**

RECEIPTS	Approved Levy		Approved Levy		increase/decrease
	2011	\$636,536.00	2012	\$7,966.00	from previous year in %age
Property Taxes	\$604,673.00		\$7,983.81		-7890.66%
Financial Inst. Tax	\$948.00		\$34.00		-7473.74%
License and Excise tax	\$23,061.40		\$304.17		-2688.24%
COIT	\$109,420.35		\$116,983.08		-7481.75%
CVET	\$714.00		\$22.00		6.46%
Other	\$0.00		\$0.00		-3145.45%
State Lib	\$0.00		\$0.00		
Copies	\$2,530.87		\$2,769.96		8.63%
Other Chgs	\$0.00		\$335.50		
Fines and Fees	\$10,066.48		\$9,725.07		-3.51%
Interest	\$685.77		\$1,691.54		59.46%
Misc Revenue	\$7,964.29		\$0.00		
E-Rate	\$15,083.00		\$12,073.79		-24.92%
Fax	\$2,139.65		\$2,113.60		-1.23%
Video	\$0.00		\$0.00		
Reimb From LIRF	\$0.00		\$0.00		
Transfer/rental/other	\$2,906.18		\$2,855.86		-1.76%
Total Receipts	\$780,192.99		\$156,892.38		-397.28%

Expenditures					increase/decrease
	2011		2012		from previous year in %age
Personal Services	\$447,957.23		\$465,886.23		3.85%
Supplies	\$16,130.33		\$16,264.59		0.83%
Other Services & Chgs	\$170,320.98		\$124,187.39		-37.15%
Capital Outlays	\$107,952.17		\$75,244.27		-43.47%
Other Expenditures					
Transfers					
Total Expenditures	\$742,360.71		\$681,582.48		-8.92%
Add cash balance on Jan. 1	\$1,205,919.20		\$1,243,752.37		
Balance after Expenditures	\$1,243,751.48		\$719,062.27		

Lease Rental Fund

RECEIPTS				
Property Taxes	\$277,974.08		\$366,153.81	24.08%
Financial Inst. Tax	\$10,594.10		\$1,517.00	-598.36%
Excise Tax	\$764.00		\$13,949.67	94.52%
CVET			\$1,022.00	100.00%
Interest/transfer/other	\$70,255.21		\$0.00	
COIT				
Total Receipts	\$359,587.39		\$382,642.48	6.03%
Expenditures -- lease payments	\$663,610.76		\$432,675.00	
Add cash balance on January 1	\$361,418.19		\$57,394.82	
Balance after expenditures	\$57,394.82		\$7,362.30	

New Carlisle - Olive Township Public Library
2012 Budget Performance Report

		Budgeted for 2012	Disbursed in 2012	Percentage of Total Expenditures	Unexpended balance	% Balance Unexpended	
100s Personal Services							100s Personal Services
100.10.101	Director	\$67,404.75	\$66,761.76		\$642.99		100.10.101
100.10.102	Assistants	\$309,972.50	\$280,760.57		\$29,211.93		100.10.102
100.10.103	Salary of Janitors	\$31,605.00	\$18,097.79		\$13,507.21		100.10.103
100.10.104	Group Health Insurance	\$39,062.50	\$41,548.02		(\$2,485.52)		100.10.104
100.10.105	Retirement	\$25,000.00	\$26,409.38		(\$1,409.38)		100.10.105
100.10.106	Security	\$6,500.00	\$4,940.00		\$1,560.00		100.10.106
100.10.110	Other Employee Benefits	\$26,500.00	\$27,368.71		(\$868.71)		100.10.110
Total Personal Services		\$506,044.75	\$465,886.23	68.35%	\$40,158.52	7.94%	Total Personal Services
200s SUPPLIES							200s SUPPLIES
100.20.101	Office Supplies	\$6,000.00	\$2,525.27		\$3,474.73		100.20.101
100.20.102	Operating Supplies	\$6,000.00	\$4,409.15		\$1,590.85		100.20.102
100.20.103	Repair & Maintenance Supplies	\$6,000.00	\$5,131.68		\$868.32		100.20.103
100.20.104	Child Programming	\$4,000.00	\$2,320.38		\$1,679.62		100.20.104
100.20.105	Adult Programming	\$2,200.00	\$1,878.11		\$321.89		100.20.105
Total Supplies		\$24,200.00	\$16,264.59	2.39%	\$7,935.41	32.79%	Total Supplies
300'S OTHER SERVS & CHGS							300'S OTHER SERVS & CHGS
100.30.101	Professional Services	\$8,205.00	\$7,807.04		\$397.96		100.30.101
100.30.102	Comm: Phone	\$5,512.50	\$4,231.03		\$1,281.47		100.30.102
100.30.103	Comm: Postage	\$4,410.00	\$1,556.54		\$2,853.46		100.30.103
100.30.104	Comm: Travel	\$1,575.00	\$682.22		\$892.78		100.30.104
100.30.105	Comm: Professional Mtgs.	\$2,205.00	\$670.00		\$1,535.00		100.30.105
100.30.106	Communication: Online Services	\$29,000.00	\$30,855.61		(\$1,855.61)		100.30.106
100.30.107	Communication: Online Backup	\$3,825.00	\$0.00		\$3,825.00		100.30.107
100.30.111	Utilities: Gas	\$7,000.00	\$4,547.28		\$2,452.72		100.30.111
100.30.112	Utilities: Electric, Water, etc.	\$53,750.00	\$49,000.85		\$4,749.15		100.30.112
100.30.113	Utilities: Waste Disposal	\$1,984.50	\$2,161.31		(\$176.81)		100.30.113
100.30.114	Printing & Advertising	\$1,653.75	\$261.47		\$1,392.28		100.30.114
100.30.115	Bonds & Insurance	\$8,000.00	\$437.00		\$7,563.00		100.30.115
100.30.116	Repair & Maint.	\$21,500.00	\$20,648.04		\$851.96		100.30.116
100.30.117	Professional Dues & Interest	\$2,205.00	\$1,329.00		\$876.00		100.30.117
100.30.118	Transfer to LIRF	\$0.00	\$0.00		\$0.00		100.30.118
Total Other Services & Charges		\$150,825.75	\$124,187.39	18.22%	\$26,638.36	17.66%	Total Other Services & Charges

		Budgeted for 2012	Disbursed in 2012	Percentage of Total Expenditures	Unexpended balance	% Balance Unexpended	
400'S CAPITAL OUTLAYS							400'S CAPITAL OUTLAYS
100.40.101	Land, Building & Improvement	\$0.00					100.40.101
100.40.102	Furniture and Equip.	\$5,100.00	\$4,849.14		\$250.86		100.40.102
100.40.103	Books--Adult	\$74,175.00	\$31,812.42		\$42,362.58		100.40.103
100.40.104	Books--Children	\$10,000.00	\$9,021.80		\$978.20		100.40.104
100.40.105	Magazines & Newspapers	\$5,717.50	\$4,058.66		\$1,658.84		100.40.105
100.40.107	Non-Print: Books on CD	\$10,000.00	\$5,402.47		\$4,597.53		100.40.107
100.40.108	Non-Print: Software	\$3,150.00	\$832.46		\$2,317.54		100.40.108
100.40.109	Non-Print: CD	\$6,000.00	\$1,762.60		\$4,237.40		100.40.109
100.40.110	Non-Print: DVD	\$26,053.65	\$16,479.40		\$9,574.25		100.40.110
100.40.111	Non-Print: CD-ROM	\$0.00	\$0.00		\$0.00		100.40.111
100.40.112	Non-Print: Other	\$2,000.35	\$1,025.32		\$975.03		100.40.112
Total Capital Outlays		\$142,196.50	\$75,244.27	11.04%	\$66,952.23	47.08%	Total Capital Outlays
Budget Total		\$823,267.00	\$681,582.48	0.00%	\$141,684.52	17.21%	Budget Total

New Carlisle - Olive Township Public Library				
Circulation Statistics 2012	Item Count	Section Total	Subtotal	Total
Adult Department				
Adult Non-Fiction	14,199			
Magazines	3,153			
Reference Books	6			
Biographies	979			
Indiana History	41			
Total Adult Non-Fiction Circulation		18,378		
Adult Fiction				
Adult Fiction	1,461			
Large Print	872			
Mystery	3,494			
Inspirational	4,248			
Romance	1,895			
Historical	428			
Graphic Novels	592			
Suspense	2,084			
Horror	708			
Classics + Cliffs	428			
Fantasy	494			
Adventure	379			
Other	24			
Science Fiction	247			
Temporary + Comic	674			
Westerns	221			
Total Adult Fiction Circulation		18,249		
Total Adult Print Circulation			36,627	
Children's Department				
Juvenile Fiction	3,685			
Picture Books	8,533			
Child LP	31			

Circulation Statistics 2012	Item Count	Section Total	Subtotal	Total
Child SF				
Bag Sets	768			
Pre School	806			
Easy Reading	3,953			
Toys	9			
Teen	3,304			
Comic	51			
SJ	10			
Beginning	1,734			
Total Child Fiction Circulation		22,884		
Child Non-Fiction	5,045			
Child Reference	10			
Child Biographies	381			
Total Child Non-Fiction Circulation		5,436		
Total Child Print Circulation			28,320	
Total Print Circulation				64,947
Multi-Media				
Audio Books	33			
Music CDs	7,001			
Playaways	62			
Book on CD	5,034			
CDR/CLI	2			
DVD/DVR	60,315			
VID/VIR	6			
J AUDIO BOOKS	400			
EBC/EBD	482			
J Music CDs	163			
Rosetta Stone	2			
mp3	4			
Total Multi Media Circulation		73,504		
TOTAL MATERIAL CIRCULATION				138,451

Circulation Statistics 2012	Item Count	Section Total	Subtotal	Total
Computers and Other Usage				
Computer Usage & kids comps	19,823			
Wireless usage	3,196			
Laptop usage	300			
Accucut	394			
Play Station	6			
Nintendo	2			
Xbox	407			
Wii	900			
Ps2	3			
Television	70			
Game	125			
Equipment	262			
E-reader	20			
Tents	9			
General Reference Questions	9,464			
Interlibrary-Loan requests	624			
New library card issued	868			
Total Other		36,473		
Miscellaneous Usage				
Adult Attendance and outreach	19,010			
Study Room usage	414			
Child Attendance and Outreach	5,765			
Total attendance / outreach		25,189		
Total				200,113
Room usage (# of uses):				
Conference room usage	206			
Main meeting room usage	1,456			
Children's program room usage	374			

Circulation Statistics 2012	Item Count	Section Total	Subtotal	Total
Total number of times rooms used		2,036		
Door Count		105,107		
Room Usage and Door Count			107,143	
Overall Usage				307,256

New Carlisle - Olive Township Public Library

Circulation Statistics

Adult Department

	2010		2011		+/-	2012	+/-	
Adult Non-Fiction	13,614		14061			14199		
Magazines	2,800		3203			3153		
Reference Books	48		11			47		
Biographies	956		1051			979		
Total Adult Non-Fiction Circulation		17,418		18,326	4.95%		18,378	0.28%
Adult Fiction	2,040		2061			1461		
Large Print	1,030		998			872		
Mystery	3,970		3792			3494		
Inspirational	4,790		4335			4248		
Romance	3,154		2528			1895		
Historical	685		477			428		
Graphic Novels	351		587			592		
Suspense	2,385		2291			2084		
Horror	1,121		942			708		
Classics + Cliffs	304		342			428		
Fantasy	784		633			494		
Adventure	292		281			379		
Other			0			24		
Science Fiction	279		328			247		
Temporary + Comic	755		869			674		
Westerns	378		320			221		
Total Adult Fiction Circulation		22,318		20,784	-7.38%		18,249	-13.89%
Total Adult Print Circulation		39,736		39,110	-1.60%		36,627	-6.78%
Children's Department								
J, SJ	3,118		3408			3695		
PICTURE BOOKS, Beginning	8,603		9369			10267		
Child LP	48		44			31		
Child SF								
Bag Sets	394		550			768		
Pre School	549		662			806		
EASY READING	3,094		3246			3953		
Toys	64		25			9		
TEEN, Comic	2,231		3109			3355		
Total Child Fiction Circulation		18,101		20,413	11.33%		22,884	10.80%
Child Non-Fiction	4,323		4334			5045		
Child Reference	71		9			10		
Child Biographies	554		566			381		
YP NF								

	2010		2011		+/-	2012	+/-
Total Child Non-Fiction Circulation		4,948		4,909	-0.79%	5,436	9.69%
Total Child Print Circulation		23,049		25,322	8.98%	28,320	10.59%
Total Print Circulation		62,785		64,432	2.56%	64,947	0.79%
Multi-Media							
Audio Books (Phonics program)	217		123			33	
Music CDs	9,712		8765			7001	
Playaways	231		114			62	
Book on CD	5,606		5165			5034	
CDR/CLI			5			2	
DVD/DVR	54,398		49285			60315	
VID/VIR	960		444			6	
J AUDIO BOOKS	382		386			400	
EBC/EBD	480		426			482	
J Music CDs	180		102			163	
Rosetta Stone	22					2	
mp3			12			4	
Total Multi Media Circulation		72,188		64,827	-11.35%	73,504	11.80%
TOTAL MATERIAL CIRCULATION		134,973		129,259	-4.42%	138,451	6.64%
Other Statistics							
Computer Usage & kids comps	21,902		19318			19823	
Laptop usage	234		198			300	
Accucut	742		245			394	
Play Station	235		214			6	
Nintendo	295		264			2	
Xbox	239		303			407	
Wii	152		515			900	
Ps2						9	
Interlibrary-Loan requests	586		681			624	
Conference room usage	948		2165			1008	
Study Room usage	338		346			414	
Main meeting room attendance	3,694		12380			6704	
Children's program room attendance			4020			4488	
Commons						230	
Adult Programming	8,822		18975			19010	
Adult Outreach	5,535		6160			3000	
Children Programming							
Funday Monday	797		667			733	
Summer Reading			876			789	
Story Time	1,080		888			933	
Lapsit	145		0			0	

	2010		2011		+/-	2012	+/-	
Teen Advisory Group (TAG)	664		310			340		
School Visits	125		2182			1446		
Outreach	2,889		2254			680		
Teen Gaming		Included with TAG				50		
GED	214		463			71		
Other items i.e. tents, projectors, equipment etc.	548		1755			469		
Door Count	100,029	New for 2010	83148			105107		
New library card issued	1,001		1223			868		
Total Other Statistics		151,214		159,550	5.22%		168,805	5.48%
GROSS USAGE		286,187		288,809	0.91%		307,256	6.00%

Items of Note for 2012
New Carlisle - Olive Township Public Library

Technology Petting Zoo

Meeting room software installation and use

Moved to Follett Destiny hosted circulation system

Four events for our 10 year anniversary

Webcam installed

Information manual for Trustees and Appointing Authorities

E-books from Baker & Taylor's Axis 360

Tree project for south side of Library

**New Carlisle Public Library, St. Joseph County, Indiana
Unit Questions 2012**

Please answer all of the questions below by clicking Yes or No as appropriate. Please make sure you answer the questions correctly as they will determine the information required for you to complete your annual report.

<p>1. Has your unit received or disbursed any money from grants? The amount of Federal funding that is received or disbursed during the year affects the type of engagement that you are required to have performed by the State Board of Accounts as well as the format and content of the Financial Statements. Click below for more information on grants.</p>	No
<p>2. Did your unit disburse money for financial assistance to non-governmental entities? Examples include Volunteer Fire Departments, 4H, YMCA, Youth Leagues, Senior Citizen Centers, etc. Do not consider amounts you paid for goods or services in answering this question.</p>	No
<p>3. Does your unit have any Utilities or other Enterprises? Governmental units often provide services that are operated like a business and charge fees to external users for goods or services rather than receiving tax dollars. These activities are called Enterprises. The most common Enterprises are utilities such as Water and Wastewater. Other types of Enterprises could include Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.</p>	No
<p>4. Does your unit departmentalize? Departments are areas of responsibility within a unit that do not act like enterprises. Examples of departments include: Auditor, Sheriff, Mayor.</p>	No
<p>5. Does your unit have any outstanding debt? Debt can be in the form of bonds, notes, loans, or judgments payable over more than one year. Leases are considered separately (see question 6 below).</p>	Yes
<p>6. Does your unit have any outstanding leases? A contract by which one party conveys land, property, services, etc., to another for a specified time, usually in return for a periodic payment.</p>	Yes
<p>7. Do you maintain records listing the types and values of assets owned by the unit? Assets include land, buildings, infrastructure, vehicles, equipment, etc.</p>	Yes
<p>8. Do you have data files from your accounting system to upload your beginning fund balances, receipts and disbursements? You must get these files from your vendor's accounting system. If you have questions on how to get these files, please contact your vendor.</p>	No



[Home \(../selectpath.aspx\)](#)
 [About \(../about.aspx\)](#)
 [Account Settings \(../Account_Settings.aspx\)](#)
 [Select Unit and Year \(Units_List.aspx\) >](#)
[Help \(../help.aspx\)](#)
[Logout \(../logout.aspx\)](#)
[AFR Main Menu \(SBOA_Menu.aspx\) > Submit Annual Report](#)

Submit Annual Report

County: **St. Joseph County**
 Unit: **New Carlisle Public Library**
 Year: **2012**

This Annual Report for New Carlisle Public Library was submitted to the State Board of Accounts on 1/28/2013 3:49:00 PM. You may print a copy of this page for your records.

[Return to the AFR Main Menu \(SBOA_Menu.aspx\)](#)

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [State Board of Accounts \(http://www.in.gov/sboa/\)](http://www.in.gov/sboa/). It is maintained by the [Indiana Business Research Center \(http://www.ibrc.indiana.edu/\)](http://www.ibrc.indiana.edu/) as part of the Information for Indiana Initiative.

Email

- [Technical Issues \(mailto:ibrctech@iupui.edu\)](mailto:ibrctech@iupui.edu)
- [SBOA \(mailto:AnnualReport@sboa.in.gov\)](mailto:AnnualReport@sboa.in.gov)

[\(http://ifionline.org/\)](http://ifionline.org/)



**New Carlisle Public Library, St. Joseph County, Indiana
Capital Assets 2012**

Government or Enterprise	Land	Infrastructure	Building	Improvements Other Than Buildings	Machinery, Equipment, and Vehicles	Construction in Progress	Books and Other	Total
Governmental Activities (General)	\$168,000.00	\$8,800.00	\$6,093,626.03	\$0.00	\$803,905.38	\$0.00	\$3,093,626.03	\$10,167,957.44
TOTAL	\$168,000.00	\$8,800.00	\$6,093,626.03	\$0.00	\$803,905.38	\$0.00	\$3,093,626.03	\$10,167,957.44

**New Carlisle Public Library, St. Joseph County,
Indiana
Cash & Investments Combined Statement - 2012**

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan 1, 2012	Receipts	Disbursement	End Cash & Inv Bal Dec 31, 2012
Governmental Activities	100	Operating Fund	\$1,243,752.37	\$156,892.38	\$681,582.48	\$719,062.27
	200	Payroll	\$0.00	\$82,986.44	\$82,986.44	\$0.00
	300	Gift Fund	\$1,535.55	\$1,521.00	\$2,083.33	\$973.22
	310	Friends Of The Library	\$6,619.86	\$2,523.55	\$3,785.26	\$5,358.15
	350	Cafe	\$3,819.71	\$11,318.20	\$10,834.07	\$4,303.84
	400	Lirf	\$12,234.02	\$14.19	\$0.00	\$12,248.21
	900	Birf	\$57,394.82	\$559,911.01	\$617,305.83	\$0.00
	940	Rainy Day Fun	\$417,188.68	\$174,805.83	\$177,268.53	\$414,725.98
	960	Wells Fargo Construction Fund	\$356,152.35	\$25.54	\$57,463.29	\$298,714.60
	999	Transfers	\$0.00	\$404,939.09	\$404,939.09	\$0.00
	GRAND TOTAL			\$2,098,697.36	\$1,394,937.23	\$2,038,248.32

**New Carlisle Public Library, St. Joseph County,
Indiana
Cash Fund Statement - 2012**

Governmental Activities	Local Fund Number	Local Fund Name	Beg Cash Bal Jan 1, 2012	Receipts	Disbursements	End Cash Bal Dec 31, 2012
	100	Operating Fund	\$1,043,752.37	\$356,892.38	\$681,582.48	\$719,062.27
	200	Payroll	\$0.00	\$82,986.44	\$82,986.44	\$0.00
	300	Gift Fund	\$1,535.55	\$1,521.00	\$2,083.33	\$973.22
	310	Friends Of The Library	\$6,619.86	\$2,523.55	\$3,785.26	\$5,358.15
	350	Cafe	\$3,819.71	\$11,318.20	\$10,834.07	\$4,303.84
	400	Lirf	\$12,234.02	\$14.19	\$0.00	\$12,248.21
	900	Birf	\$57,394.82	\$559,911.01	\$617,305.83	\$0.00
	940	Rainy Day Fun	\$417,188.68	\$174,805.83	\$177,268.53	\$414,725.98
	960	Wells Fargo Construction Fund	\$356,152.35	\$25.54	\$57,463.29	\$298,714.60
	999	Transfers	\$0.00	\$404,939.09	\$404,939.09	\$0.00
GRAND TOTAL			\$1,898,697.36	\$1,594,937.23	\$2,038,248.32	\$1,455,386.27

**New Carlisle Public Library, St. Joseph County, Indiana
Unit Questions 2012**

Please answer all of the questions below by clicking Yes or No as appropriate. Please make sure you answer the questions correctly as they will determine the information required for you to complete your annual report.

<p>1. Has your unit received or disbursed any money from grants? The amount of Federal funding that is received or disbursed during the year affects the type of engagement that you are required to have performed by the State Board of Accounts as well as the format and content of the Financial Statements. Click below for more information on grants.</p>	No
<p>2. Did your unit disburse money for financial assistance to non-governmental entities? Examples include Volunteer Fire Departments, 4H, YMCA, Youth Leagues, Senior Citizen Centers, etc. Do not consider amounts you paid for goods or services in answering this question.</p>	No
<p>3. Does your unit have any Utilities or other Enterprises? Governmental units often provide services that are operated like a business and charge fees to external users for goods or services rather than receiving tax dollars. These activities are called Enterprises. The most common Enterprises are utilities such as Water and Wastewater. Other types of Enterprises could include Public Transportation, Convention Centers, Parking Garages, Airports, Internet Services, etc.</p>	No
<p>4. Does your unit departmentalize? Departments are areas of responsibility within a unit that do not act like enterprises. Examples of departments include: Auditor, Sheriff, Mayor.</p>	No
<p>5. Does your unit have any outstanding debt? Debt can be in the form of bonds, notes, loans, or judgments payable over more than one year. Leases are considered separately (see question 6 below).</p>	Yes
<p>6. Does your unit have any outstanding leases? A contract by which one party conveys land, property, services, etc., to another for a specified time, usually in return for a periodic payment.</p>	Yes
<p>7. Do you maintain records listing the types and values of assets owned by the unit? Assets include land, buildings, infrastructure, vehicles, equipment, etc.</p>	Yes
<p>8. Do you have data files from your accounting system to upload your beginning fund balances, receipts and disbursements? You must get these files from your vendor's accounting system. If you have questions on how to get these files, please contact your vendor.</p>	No

New Carlisle Public Library, St. Joseph County, Indiana
Custom Funds 2012

Unit's Fund Number	Unit's Fund Name	Enterprise Name
200	Payroll	Governmental Activities
300	Gift Fund	Governmental Activities
310	Friends Of The Library	Governmental Activities
350	Cafe	Governmental Activities
900	Birf	Governmental Activities
960	Wells Fargo Construction Fund	Governmental Activities
999	Transfers	Governmental Activities

**New Carlisle Public Library, St. Joseph County, Indiana
Debt Statement - 2012**

	Debt Class	Description or Purpose	Ending Principal Balance - Current Year	Principal and Interest Due the Following Year
Governmental Activities	General Obligation Bonds	New building in 2001, Leasing Corporation sold bonds	\$3,370,000.00	\$436,225.00
		SubTotal	\$3,370,000.00	\$436,225.00
GRAND TOTAL			\$3,370,000.00	\$436,225.00

**New Carlisle Public Library, St. Joseph County, Indiana
Detailed Receipts 2012**

Governmental Activities	Operating Fund	General Property Taxes	\$7,983.81
		County Option Income Tax (COIT)	\$116,983.08
		Financial Institution Tax distribution	\$34.00
		Motor Vehicle/Aircraft Excise Tax Distribution	\$304.17
		Other Taxes/100.50.111 - CVET	\$22.00
		Total Taxes and Intergovernmental	\$125,327.06
		Document and Copy Fees	\$2,769.96
		Federal, State, and Local Reimbursement for Services	\$12,073.79
		Total Charges for Services	\$14,843.75
		Other Fines and Forfeitures/100.50.101 - Fines & Fees	\$9,725.07
		Other Fines and Forfeitures/100.50.104 - Fax	\$2,113.60
		Other Fines and Forfeitures/100.50.106 - Patron Cards	\$335.50
		Other Fines and Forfeitures/100.50.107 - Other Revenue	\$2,855.86
		Total Fines, Forfeitures, and Fees	\$15,030.03
		Sale of Investments	\$200,000.00
		Earnings on Investments and Deposits	\$1,691.54
		Total Other Receipts	\$201,691.54
		Total Operating Fund	\$356,892.38
	Payroll	Payroll Fund and Clearing Account Receipts	\$82,986.44
		Total Other Receipts	\$82,986.44
		Total Payroll	\$82,986.44
	Gift Fund	Other Receipts/300 - Gift Fund	\$1,521.00
		Total Other Receipts	\$1,521.00
		Total Gift Fund	\$1,521.00
	Friends Of The Library	Other Receipts/310 - Friends of the Library	\$2,523.55
		Total Other Receipts	\$2,523.55
		Total Friends Of The Library	\$2,523.55

**New Carlisle Public Library, St. Joseph County, Indiana
Detailed Receipts 2012**

Governmental Activities	Cafe	Other Receipts/350 - Cafe	\$11,318.20
	Total Other Receipts		\$11,318.20
	Total Cafe		\$11,318.20
	Lirf	Earnings on Investments and Deposits	\$14.19
	Total Other Receipts		\$14.19
	Total Lirf		\$14.19
	Birf	General Property Taxes	\$366,153.81
		Financial Institution Tax distribution	\$1,517.00
		Motor Vehicle/Aircraft Excise Tax Distribution	\$13,949.67
		Other Taxes/900.50.110 - cvet	\$1,022.00
	Total Taxes and Intergovernmental		\$382,642.48
		Interfund Loans - Borrowed from Another Fund	\$177,268.53
	Total Other Receipts		\$177,268.53
	Total Birf		\$559,911.01
	Rainy Day Fun	Interfund Loans - Repayment from Another Fund	\$174,805.83
	Total Other Receipts		\$174,805.83
	Total Rainy Day Fun		\$174,805.83
	Wells Fargo Construction Fund	Earnings on Investments and Deposits	\$25.54
	Total Other Receipts		\$25.54
	Total Wells Fargo Construction Fund		\$25.54
	Transfers	Other Receipts/999 - Transfers between banks	\$404,939.09
	Total Other Receipts		\$404,939.09
	Total Transfers		\$404,939.09
Total Governmental Activities			\$1,594,937.23

**New Carlisle Public Library, St. Joseph County, Indiana
Detailed Disbursements for all Funds 2012**

Governmental Activities	Operating Fund	Salaries and Wages	\$370,560.12	
		Other Personal Services	\$27,368.71	
		Employee Benefits	\$67,957.40	
		Total Personal Services	\$465,886.23	

		Office Supplies	\$2,525.27	
		Operating Supplies	\$4,409.15	
		Repair and Maintenance Supplies	\$5,131.68	
		Other Supplies	\$4,198.49	
		Total Supplies	\$16,264.59	

		Professional Services	\$7,807.04	
		Communication and Transportation	\$37,995.40	
		Printing and Advertising	\$261.47	
		Insurance	\$437.00	
		Utility Services	\$55,709.44	
		Repairs and Maintenance	\$20,648.04	
		Other Services and Charges	\$1,329.00	
		Total Services and Charges	\$124,187.39	

Machinery, Equipment, and Vehicles	\$4,849.14			
Books and Other Media	\$70,395.13			
Total Capital Outlays	\$75,244.27			

Total Operating Fund		\$681,582.48		

Payroll	Payment of Taxes and Other Payroll Withholdings	\$82,986.44		
	Total Other Disbursements	\$82,986.44		

Total Payroll		\$82,986.44		

Gift Fund	Other Disbursements	\$2,083.33		
	Total Other Disbursements	\$2,083.33		

Total Gift Fund		\$2,083.33		

**New Carlisle Public Library, St. Joseph County, Indiana
Detailed Disbursements for all Funds 2012**

Governmental Activities	Friends Of The Library	Other Disbursements	\$3,785.26
		Total Other Disbursements	\$3,785.26
Total Friends Of The Library			\$3,785.26
	Cafe	Other Disbursements	\$10,834.07
		Total Other Disbursements	\$10,834.07
Total Cafe			\$10,834.07
	Birf	Payments on Bonds and Other Debt Principal	\$330,000.00
		Payments on Bonds and Other Debt Interest	\$102,675.00
		Total Debt service - principal and interest	\$432,675.00
		Interfund Loan - Repaid To Another Fund	\$184,630.83
Total Other Disbursements			\$184,630.83
Total Birf			\$617,305.83
	Rainy Day Fun	Interfund Loan - Loaned To Another Fund	\$177,268.53
		Total Other Disbursements	\$177,268.53
Total Rainy Day Fun			\$177,268.53
	Wells Fargo Construction Fund	Repairs and Maintenance	\$48,345.33
		Total Services and Charges	\$48,345.33
		Machinery, Equipment, and Vehicles	\$6,555.32
		Other Capital Outlays	\$2,562.64
		Total Capital Outlays	\$9,117.96
Total Wells Fargo Construction Fund			\$57,463.29

**New Carlisle Public Library, St. Joseph County, Indiana
Detailed Disbursements for all Funds 2012**

Governmental Activities	Transfers	Other Disbursements	\$404,939.09
		Total Other Disbursements	\$404,939.09
	Total Transfers		\$404,939.09
Total Governmental Activities			\$2,038,248.32

**New Carlisle Public Library, St. Joseph County, Indiana
Investments Statement - 2012**

	Local Fund Number	Local Fund Name	Beg Inv Bal Jan 1, 2012	Purchased	Sold	End Inv Bal Dec 31, 2012
Governmental Activities	100	Operating Fund	\$200,000.00	\$0.00	\$200,000.00	\$0.00
		GRAND TOTAL	\$200,000.00	\$0.00	\$200,000.00	\$0.00

**New Carlisle Public Library, St. Joseph County, Indiana
Leases 2012**

	Lessor	Description or Purpose	Annual Lease Payment	Lease Begining Date	Lease Ending Date
Governmental Activities (General)	GE Capital	Copier	\$2,347.20	04/26/2011	04/01/2016
	Total Governmental Activities (General) \$2,347.20				
	GRAND TOTAL \$2,347.20				

Schedule of Officials, 2012
New Carlisle Public Library, St. Joseph County, Indiana

Name of Library	NEW CARLISLE PUBLIC LIBRARY
Legal Name of County	St. Joseph
Primary Contact Person	Stephen Boggs
Office Address	408 S. Bray St., Box 837
Office Phone	574-654-3046
Fax	574-654-8260
Email Address	sboggs@ncpl.lib.in.us
OFFICIALS: Please complete the following with names, dates and addresses of officials. Make sure to include the entire term for elected officials. Others will be on an annual basis.	
Treasurer (Name)	Val Seemiller
Current Term Begin Date	01/01/2012
Current Term End Date	12/31/2015
Current Home Address	217 W. Chestnut, Box 608, New Carlisle, IN 46552
Email	
<i>Please list prior Treasurer, if person held position since prior audit.</i>	
Name	Wendy Glon
Term	01/31/2011
Current Home Address	57417 Tulip Rd., New Carlisle, IN 46552
Email	
Director (Name)	Lori Kimmel, Vice President
Current Term Begin Date	1/1/2011 12:00:00 AM
Current Term End Date	12/31/2014 12:00:00 AM
Current Home Address	52510 Timothy Rd., New Carlisle, IN 46552
Email	
<i>Please list prior Director, if person held position since prior audit.</i>	
Name	Tom Pietrzak
Term	12/31/2010
Current Home Address	501 S. Bray St., New Carlisle, IN 46552
Email	
Other (Name)	Cathy Henning, Secretary
Current Term Begin Date	1/1/2011 12:00:00 AM
Current Term End Date	12/1/2014 12:00:00 AM
Current Home Address	613 S. Bray St., New Carlisle, IN 46552

Email	
<i>Please list prior person, if person held position since prior audit.</i>	
Name	
Term	
Current Home Address	
Email	
President of Library Board (Name)	
	Steve Vojtko
Current Term Begin Date	1/1/2011 12:00:00 AM
Current Term End Date	12/31/2014 12:00:00 AM
Current Home Address	238 Zigler St., New Carlisle, IN 46552
Email	
<i>Please list prior President, if person held position since prior audit.</i>	
Name	
Term	
Current Home Address	
Email	
<p>The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). Please make sure to include all DUNS numbers assigned to the unit. The Federal government requires that all applicants for Federal grants and cooperative agreements have a DUNS number. To verify that you have a DUNS number or to take the steps necessary to obtain one call D&B using the toll-free number, 1-866-705-5711.</p>	
DUNS Number	169493582
DUNS Number	
DUNS Number	
<p>Federal Employer Identification Number (EIN) is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. Please make sure to include all ID numbers assigned to the unit.</p>	
Federal EIN Number	35-6001958
Federal EIN Number	
Federal EIN Number	

**New Carlisle Public Library, St. Joseph County, Indiana
Transfer Report**

Transfers Out (Disbursements)		Transfers In (Receipts)	
Fund	Amount	Fund	Amount
Total Transfers Out		Payroll	\$0.00
		Birf	\$0.00
		Total Transfers In	\$0.00

BUDGET ESTIMATE FOR

Selected Year: 2013
Selected County: 71 - St. Joseph County
Selected Unit: 0204 - NEW CARLISLE PUBLIC LIBRARY
Selected Fund: 0101 - GENERAL
Selected Department: 0000 - NO DEPARTMENT

1. Personal Services

Salaries and Wages			
Line Item Code	Description	Published Amount	Adopted Amount
	Salary of Librarian	\$67,405	\$67,405
	Salary of Assistants	\$309,972	\$309,972
	Wages of Janitors	\$31,605	\$31,605
	Wages for Security	\$6,500	\$6,500
	Salary of Treasurer		
Totals		\$415,482	\$415,482

Employee Benefits			
Line Item Code	Description	Published Amount	Adopted Amount
	Employer's Contribution-PERF	\$30,000	\$30,000
	Employer's Contribution-Group Insurance	\$43,000	\$43,000
	Other Employee Benefits		
	Sick Pay		
	Employer's Share-FICA	\$26,500	\$26,500
	Unemployment Compensation		
Totals		\$99,500	\$99,500

Personal Services Totals		\$514,982	\$514,982
---------------------------------	--	------------------	------------------

2. Supplies

Office Supplies			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Records	\$6,000	\$6,000
	Stationery and Printing		
	Other Office Supplies		
Programming 1	programming supplies	\$4,200	\$4,200
programming 2	programming supplies	\$2,000	\$2,000
Totals		\$12,200	\$12,200

Operating Supplies			
Line Item Code	Description	Published Amount	Adopted Amount
	Other Operating Supplies	\$6,000	\$6,000
	Cleaning and Sanitation Supplies		
	Fuel, Oil and Lubricants		
Totals		\$6,000	\$6,000

Repair and Maintenance Supplies			
Line Item Code	Description	Published Amount	Adopted Amount
	Building Materials and Supplies		
	Paint and Painting Supplies		
	Repair Parts		
	Other Repair and Maintenance Supplies	\$6,000	\$6,000
Totals		\$6,000	\$6,000

Supplies Totals		\$24,200	\$24,200
------------------------	--	-----------------	-----------------

3. Services and Charges

Professional Services			
Line Item Code	Description	Published Amount	Adopted Amount
	Other Professional Services	\$2,205	\$2,205
	Consulting Services		
	Engineering and Architectural Services		
	Legal Services		
online backup	offsite backup	\$6,825	\$6,825
Totals		\$9,030	\$9,030

Communication and Transportation			
Line Item Code	Description	Published Amount	Adopted Amount
	Telephone and Internet	\$5,513	\$5,513
	Postage	\$4,410	\$4,410
	Traveling Expense	\$1,575	\$1,575
	Professional Meetings	\$2,205	\$2,205
	Internet Fees	\$26,000	\$26,000
	Freight and Express		
Totals		\$39,703	\$39,703

Printing and Advertising			
Line Item Code	Description	Published Amount	Adopted Amount
	Printing (Other than Office Supplies)	\$1,654	\$1,654
	Advertising and Publication of Notices		
Totals		\$1,654	\$1,654

Insurance

Line Item Code	Description	Published Amount	Adopted Amount
	Other Insurance	\$10,000	\$10,000
	Official Bonds		
Totals		\$10,000	\$10,000

Utility Services

Line Item Code	Description	Published Amount	Adopted Amount
	Gas	\$7,000	\$7,000
	Electricity	\$59,483	\$59,483
	Waste Disposal Services	\$1,984	\$1,984
	Water		
Totals		\$68,467	\$68,467

Repairs and Maintenance

Line Item Code	Description	Published Amount	Adopted Amount
	Buildings and Structures		
	Equipment	\$21,500	\$21,500
Totals		\$21,500	\$21,500

Rentals

Line Item Code	Description	Published Amount	Adopted Amount
	Real Estate		
	Equipment		
Totals			

Debt Service

Line Item Code	Description	Published Amount	Adopted Amount
	Principal of Bonds		
	Interest Bonds		
Totals			

Other Services and Charges

Line Item Code	Description	Published Amount	Adopted Amount
	Dues	\$2,205	\$2,205
	Interest on Temporary Loans		
	Taxes and Assessments		
	Transfer to Library Improvement Reserve Fund		
Totals		\$2,205	\$2,205

Services and Charges Totals

\$152,559 **\$152,559**

4. Capital Outlays

Machinery, Furniture and Equipment

Line Item Code	Description	Published Amount	Adopted Amount
	Furniture and Equipment	\$2,100	\$2,100
Totals		\$2,100	\$2,100

Other Capital Outlays

Line Item Code	Description	Published Amount	Adopted Amount
	Books	\$85,175	\$85,175
	Periodicals and Newspapers	\$7,718	\$7,718
	Nonprinted Materials (Microforms and Audio-Visuals)	\$47,204	\$47,204
Totals		\$140,097	\$140,097

Capital Outlays Totals

Capital Outlays Totals		\$142,197	\$142,197
-------------------------------	--	------------------	------------------

Dept. by Fund Total

Dept. by Fund Total		\$833,938	\$833,938
----------------------------	--	------------------	------------------

Form 1 Totals	\$833,938	\$833,938
Totals by Unit	\$1,277,938	\$1,277,938

Form Signature

This form was electronically signed by **stephen boggs, director**, on **10/16/2012**.

BUDGET ESTIMATE FOR

Selected Year: 2013
Selected County: 71 - St. Joseph County
Selected Unit: 0204 - NEW CARLISLE PUBLIC LIBRARY
Selected Fund: 0286 - LEASE RENTAL PAYMENT EXEMPT FROM CIRCUIT BREAKERS
Selected Department: 0000 - NO DEPARTMENT

1. Personal Services

Salaries and Wages			
Line Item Code	Description	Published Amount	Adopted Amount
	Salary of Librarian		
	Salary of Assistants		
	Salary of Treasurer		
	Wages of Janitors		
Totals			

Employee Benefits			
Line Item Code	Description	Published Amount	Adopted Amount
	Employer's Share-FICA		
	Unemployment Compensation		
	Employer's Contribution-PERF		
	Employer's Contribution-Group Insurance		
	Sick Pay		
	Other Employee Benefits		
Totals			

Personal Services Totals		\$0	\$0
---------------------------------	--	------------	------------

2. Supplies

Office Supplies			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Records		
	Stationery and Printing		
	Other Office Supplies		
Totals			

Operating Supplies			
Line Item Code	Description	Published Amount	Adopted Amount
	Cleaning and Sanitation Supplies		
	Fuel, Oil and Lubricants		
	Other Operating Supplies		
Totals			

Repair and Maintenance Supplies			
Line Item Code	Description	Published Amount	Adopted Amount
	Building Materials and Supplies		
	Paint and Painting Supplies		
	Repair Parts		
	Other Repair and Maintenance Supplies		
Totals			

Supplies Totals		\$0	\$0
------------------------	--	------------	------------

3. Services and Charges

Professional Services			
Line Item Code	Description	Published Amount	Adopted Amount
	Other Professional Services	\$3,000	\$3,000
	Consulting Services		
	Engineering and Architectural Services		
	Legal Services		
Totals		\$3,000	\$3,000

Communication and Transportation			
Line Item Code	Description	Published Amount	Adopted Amount
	Telephone and Internet		
	Postage		
	Traveling Expense		
	Professional Meetings		
	Freight and Express		
Totals			

Printing and Advertising			
Line Item Code	Description	Published Amount	Adopted Amount
	Advertising and Publication of Notices		
	Printing (Other than Office Supplies)		
Totals			

Insurance			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Bonds		
	Other Insurance		
Totals			

Utility Services			
Line Item Code	Description	Published Amount	Adopted Amount
	Gas		
	Electricity		

	Water		
	Waste Disposal Services		
Totals			

Repairs and Maintenance			
Line Item Code	Description	Published Amount	Adopted Amount
	Buildings and Structures		
	Equipment		
Totals			

Rentals			
Line Item Code	Description	Published Amount	Adopted Amount
	Real Estate		
	Equipment		
Totals			

Debt Service			
Line Item Code	Description	Published Amount	Adopted Amount
	Principal of Bonds	\$340,000	\$340,000
	Interest Bonds	\$101,000	\$101,000
Totals		\$441,000	\$441,000

Other Services and Charges			
Line Item Code	Description	Published Amount	Adopted Amount
	Dues		
	Interest on Temporary Loans		
	Taxes and Assessments		
	Transfer to Library Improvement Reserve Fund		
Totals			

Services and Charges Totals		\$444,000	\$444,000
------------------------------------	--	------------------	------------------

4. Capital Outlays

Other Capital Outlays			
Line Item Code	Description	Published Amount	Adopted Amount
	Books		
	Periodicals and Newspapers		
	Nonprinted Materials (Microforms and Audio-Visuals)		
Totals			

Capital Outlays Totals		\$0	\$0
-------------------------------	--	------------	------------

Dept. by Fund Total		\$444,000	\$444,000
----------------------------	--	------------------	------------------

Form 1 Totals	\$444,000	\$444,000
Totals by Unit	\$1,277,938	\$1,277,938

Form Signature

This form was electronically signed by **stephen boggs, director**, on **10/16/2012**.