

**WESTFIELD WASHINGTON PUBLIC LIBRARY
BOARD MEETING AGENDA
WEDNESDAY FEBRUARY 8, 2012
REGULAR MEETING: 7:00 PM**

Regular Meeting Agenda

1. Call to order
2. Motion for approval of the January 11, 2012 regular board meeting and Board of Finance meeting minutes
3. Treasurer's Report
4. Communications
5. Unfinished business
 - a. Director's Report
 - i. Librarian's Reports
 - ii. Building Report
 - b. Personnel Committee Report
 - i. No report
 - c. Building and Grounds Committee Report
 - i. Motion for approval of January 21, 2012 work session minutes
 - ii. Report and Discussion on Library Board Work Session held on January 21, 2012.
 - iii. Proposal from Building and Grounds Committee
 - d. Policy Committee Report
 - i. No Report
 - e. Other
6. New business
 - a. Resolution to Temporarily Transfer funds to the Operating Fund
 - b. 2011 State Library Annual Report
 - c. Hamilton County Legislative Breakfast – February 13 7:30 – 9:00 am @ Mansion at Oak Hill.
 - d. Other
7. Audience to the Public
8. Adjournment

Bank Balances

Westfield Washington Public Library

Report as of: **2/8/2012**

Bank

1	Community Bank - Checking	\$140,596.96
2	Community Bank - Money Market	\$493,123.43
5	M&I/BMO HARRIS Bank CD	\$0.00
7	PNC Bank	\$1,500.00

Total all banks =* **\$635.220.39*

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Financial Report
Westfield Washington Public Library

Report Dates = 1/12/2012 to 2/8/2012

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
100 OPERATING FUND	\$3,611.10	\$75,446.55	\$98,988.99	\$36,113.41	\$70,473.01	(\$24,904.88)
Subtotal	\$3,611.10	\$75,446.55	\$98,988.99	\$36,113.41	\$70,473.01	(\$24,904.88)
2. Main Funds						
120.01 LIRF RESERVE CASH FUND	\$31,528.44	\$0.00	\$0.00	\$0.00	\$0.00	\$31,528.44
125 RAINY DAY FUND	\$415,297.66	\$0.00	\$0.00	\$151.05	\$151.05	\$415,448.71
128 TECHNOLOGY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
140 LEASE RENTAL FUND	\$42,720.27	\$1,802.00	\$1,802.00	\$0.00	\$0.00	\$40,918.27
142 CONSTRUCTION FUND	\$61,567.46	\$0.00	\$0.00	\$26.89	\$26.89	\$61,594.35
150 TRANSFER FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
190 PUB. LIB. ACCESS CARD	\$0.00	\$0.00	\$0.00	\$50.00	\$100.00	\$100.00
Subtotal	\$551,113.83	\$1,802.00	\$1,802.00	\$227.94	\$277.94	\$549,589.77
3. Sumner Fund						
110.01 SUMNER CASH FUND	\$254.93	\$0.00	\$0.00	\$0.11	\$0.11	\$255.04
110.02 SUMNER INVESTMENT FUND	\$52,017.92	\$52,017.92	\$52,017.92	\$52,019.35	\$52,019.35	\$52,019.35
Subtotal	\$52,272.85	\$52,017.92	\$52,017.92	\$52,019.46	\$52,019.46	\$52,274.39
4. Gift Fund						
130.01 GIFT FUND-CHILDREN'S	\$196.73	\$0.00	\$0.00	\$0.00	\$0.00	\$196.73
130.02 GIFT FUND	\$11,956.00	\$1,827.55	\$1,827.55	\$7,331.95	\$7,342.95	\$17,471.40
130.03 GIFT FUND-HEDBACK	\$7,133.90	\$0.00	\$0.00	\$3.12	\$3.12	\$7,137.02
130.04 GIFT FUND - BETTY OVERMAN	\$3,069.70	\$0.00	\$0.00	\$0.00	\$0.00	\$3,069.70
130.05 GIFT FUND-MTG RMS/BLDNG	\$15,227.18	\$0.00	\$0.00	\$6.65	\$6.65	\$15,233.83
130.06 GIFT FUND	\$9,792.11	\$0.00	\$0.00	\$4.28	\$4.28	\$9,796.39
130.07 GIFT FUND-ESL	\$933.52	\$293.72	\$293.72	\$200.00	\$200.00	\$839.80
Subtotal	\$48,309.14	\$2,121.27	\$2,121.27	\$7,546.00	\$7,557.00	\$53,744.87
5. Investments						
160.01 LEVY EXCESS FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
160.02 GENERAL INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Mendenhall						
170.01 MENDENHALL CASH FUND	\$1,147.08	\$0.00	\$0.00	\$0.50	\$0.50	\$1,147.58
170.02 MENDENHALL INV. FUND	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Subtotal	\$2,647.08	\$0.00	\$0.00	\$0.50	\$0.50	\$2,647.58
8. Withholdings						
180.01 FEDERAL WITHHOLDING	\$0.00	\$3,890.96	\$4,863.93	\$3,890.96	\$4,863.93	\$0.00
180.02 F.I.C.A.	\$0.00	\$2,670.48	\$3,375.69	\$2,670.48	\$3,375.69	\$0.00
180.03 STATE/COUNTY TAX	\$0.00	\$1,520.56	\$1,520.56	\$2,010.60	\$2,537.99	\$1,017.43
180.04 H.S.A.	\$0.00	\$280.00	\$420.00	\$280.00	\$420.00	\$0.00
180.05 RETIREMENT	\$0.00	\$3,218.00	\$4,503.00	\$3,218.00	\$4,503.00	\$0.00
180.06 MEDICAL/DENTAL	\$0.00	\$1,313.02	\$1,313.02	\$1,323.60	\$1,995.98	\$682.96
180.07 VISION	\$0.00	\$18.60	\$18.60	\$15.50	\$26.35	\$7.75
180.08 AFLAC	\$0.00	\$226.24	\$226.24	\$204.64	\$317.76	\$91.52

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
180.09 UNITED WAY	\$0.00	\$0.00	\$0.00	\$46.00	\$69.00	\$69.00
Subtotal	<i>\$0.00</i>	<i>\$13,137.86</i>	<i>\$16,241.04</i>	<i>\$13,659.78</i>	<i>\$18,109.70</i>	<i>\$1,868.66</i>
Grand Total	\$657,954.00	\$144,525.60	\$171,171.22	\$109,567.09	\$148,437.61	\$635,220.39

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Voucher List

Westfield Washington Public Library

Report Date: From 1/12/2012 To 2/8/2012

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	22	Payroll Checks	1/25/2012	PAYROLL	\$24,387.46
13614	23	COMMUNITY BANK - H.S.A.	1/25/2012	HSA EMPLOYEE WITHHELD	\$140.00
0	24	COMMUNITY BANK	1/25/2012	FEDERAL TAX DEPOSIT	\$5,030.00
13615	25	HARTFORD LIFE INS COMPAN	1/25/2012	EMPLOYEE WITHHELD, EMPLOYEE BENEFIT	\$1,812.00
13613	26	ANTHEM BCBS IN GROUP	1/25/2012	HEALTH INS	\$4,376.61
13616	27	VISION SERVICE PLAN - (IN)	1/25/2012	VISION INSURANCE	\$62.10
13617	28	AFLAC	2/8/2012	EMPLOYEE WITHHELD	\$226.24
13618	29	ALLESTEK, INC.	2/8/2012	SERVICE AGREEMENT/EQUIPMENT	\$806.99
13619	31	ANTHEM LIFE INSURANCE CO	2/8/2012	EMPLOYEE BENEFIT	\$160.00
13620	32	AVC CORPORATION	2/8/2012	CONTRACT SERVICES	\$230.00
13622	33	BAKER & TAYLOR - L0248692	2/8/2012	ADULT/YA BOOKS/AUDIO	\$3,752.52
13621	34	BAKER & TAYLOR - L0012562	2/8/2012	CHILDREN'S BOOKS	\$52.80
13624	35	BAKER & TAYLOR - L4131352	2/8/2012	YA BOOKS	\$52.21
13623	36	BAKER & TAYLOR - L3736302	2/8/2012	CHILDREN'S BOOKS	\$308.32
13645	37	NUTRITION ACTION	2/8/2012	MAGAZINE SUBSCRIPTION	\$10.00
13633	38	EBONY MAGAZINE	2/8/2012	MAGAZINE RENEWALS	\$14.97
13653	39	ROMANTIC HOMES	2/8/2012	MAGAZINE RENEWALS	\$19.95
13661	40	U.S. KIDS	2/8/2012	MAGAZINE RENEWALS	\$12.98
13639	41	KIDS DISCOVER	2/8/2012	MAGAZINE RENEWALS	\$19.95
13657	42	STATE BY STATE GARDENING	2/8/2012	MAGAZINE RENEWALS	\$16.95
13625	43	CAVE & COMPANY PRINTING I	2/8/2012	OFFICE SUPPLIES	\$185.00
13627	44	CLARK, GEORGE N.	2/8/2012	BUILDING MANAGER	\$615.00
13629	45	CONVENIENT TAPE & SUPPLI	2/8/2012	LIBRARY SUPPLIES	\$62.50
13634	46	EBSCO RECEPTION ROOM SU	2/8/2012	MAGAZINE RENEWALS	\$331.53
13635	47	FRONTIER	2/8/2012	TELEPHONE BILL	\$334.05
13636	48	GALE	2/8/2012	ADULT BOOKS	\$352.16
13644	50	NEOPOST INC	2/8/2012	OFFICE SUPPLIES	\$105.99
13638	51	INDIANA DEPARTMENT OF RE	2/8/2012	STATE AND COUNTY TAXES	\$1,520.56
13643	52	MIDWEST TAPE	2/8/2012	DVD/AUDIO	\$453.76
13646	53	OVERNITE ELECTRIC SUPPLY	2/8/2012	OPERATING SUPPLIES	\$74.28
13647	54	PENWORTHY COMPANY	2/8/2012	CHILDREN'S BOOKS	\$409.94
13648	55	PNC BANK	2/8/2012	GIFT CARDS	\$3,676.93
13649	56	QUILL CORPORATION	2/8/2012	OFFICE SUPPLIES	\$422.89
13654	57	SODEXO, INC & AFFILIATES	2/8/2012	CLEANING SERVICES/REPAIRS	\$2,062.50
13659	58	TARGET BANK	2/8/2012	DVDS/CDS	\$325.64
13665	59	WESTFIELD WASHINGTON SC	2/8/2012	OFFICE SUPPLIES	\$99.96
0	60	SUMNER INV M & I	1/30/2012	FUNDS DEPOSITED INTO COMMUNITY MM	\$52,017.92
0	61	COMMUNITY BANK - fees	1/30/2012	PAYROLL PROCESSING FEES	\$25.00
13658	62	SWAIM, BARBARA	2/8/2012	MILEAGE REIMBURSEMENT	\$22.20
13655	63	SOLLARS, SHERYL A	2/8/2012	MILEAGE REIMBURSEMENT	\$86.59
13641	64	LESANDRINI, SHELLEY	2/8/2012	MILEAGE REIMBURSEMENT	\$32.19
13662	65	VOGUE	2/8/2012	MAGAZINE RENEWALS	\$21.00
13652	66	REPUBLIC SERVICES	2/8/2012	TRASH COLLECTION	\$59.51
13664	67	WESTFIELD PUBLIC WORKS	2/8/2012	WATER/SEWER BILL/FIRE PROTECTION	\$184.89
13651	68	RECORDED BOOKS INC	2/8/2012	DVD'S/CHILDREN'S AUDIO	\$589.50
13650	69	RANDOM HOUSE, INC.	2/8/2012	ADULT AUDIO	\$455.95
13632	70	EASY ENGLISH NEWS	2/8/2012	ADULT PROGRAMMING	\$280.00
13663	71	WESTFIELD CHAMBER OF CO	2/8/2012	MEMBERSHIP	\$100.00
13640	72	LEE, NANCY	2/8/2012	REIMBURSEMENT - ESL SUPPLIES	\$13.72

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
13626	73	CITIZENS GAS OF WESTFIELD	2/8/2012	GAS BILL	\$760.74
13631	74	DUKE ENERGY	2/8/2012	ELECTRIC BILL	\$3,155.83
0	75	Payroll Checks	2/8/2012	PAYROLL	\$24,701.84
0	76	COMMUNITY BANK	2/8/2012	FEDERAL TAX DEPOSIT	\$5,147.24
13642	77	MIDWEST COLLABORATIVEFO	2/8/2012	CHILDREN'S AUDIO	\$157.11
13656	78	SONITROL OF INDIANAPOLIS,	2/8/2012	SERVICE AGREEMENT	\$396.00
13660	79	THE BANK OF NEW YORK MEL	2/8/2012	PROFESSIONAL SERVICES	\$1,802.00
13630	80	DEMCO	2/8/2012	LIBRARY SUPPLIES	\$197.35
0	81	COMMUNITY BANK - fees	2/6/2012	CREDIT/DEBIT CARD FEES	\$58.28
13628	82	COMMUNITY BANK - H.S.A.	2/8/2012	EMPLOYEE WITHHELD	\$140.00
13637	83	HARTFORD LIFE INS COMPAN	2/8/2012	EMPLOYEE WITHHELD/BENEFIT	\$1,596.00
Total Amount of Claims					\$144,525.60

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, February 07, 2012

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Receipt Listing

Westfield Washington Public Library

Report Date: From 1/12/2012 To 2/8/2012

Receipt #	Date	Name	Explanation	Bank	Total
18	1/12/2012	DAILY RECEIPTS	BK/VID/CPY/repfees/IRSPRT/donation/maggift	1	\$121.72
19	1/12/2012	CR/DB CARD DAILY RECEI	BK FINES/COPIERS	1	\$14.35
20	1/12/2012	LSTA GRANT REIMBURSE	REIMBURSEMENT OF GRANT 2011 PURCHASE	1	\$7,200.00
21	1/12/2012	DAILY RECEIPTS-01-11	BK/VID/CPY/reprcd donation/IRSPRT	1	\$207.45
22	1/12/2012	CR/DB CARD DAILY RECEI	VIDEO FINES/plac/reprcd	1	\$60.75
23	1/13/2012	DAILY RECEIPTS	BK/VID/CPY/repIRSPRT/donation	1	\$116.00
24	1/13/2012	CR/DB CARD DAILY RECEI	BOOK REPLACEMENT	1	\$45.87
25	1/17/2012	DAILY RECEIPTS-01/13	BK & VID FINES/COPIERS/irsprt	1	\$38.55
26	1/17/2012	CR/DB CARD DAILY RECEI	BKFINES	1	\$160.40
27	1/17/2012	DAILY RECEIPTS 01/14	BK/VID/CPY/repfeecrd/IRSPRT	1	\$192.39
28	1/17/2012	CR/DB CARD DAILY RECEI	BK & VIDEO FINES	1	\$20.00
29	1/18/2012	DAILY RECEIPTS 01/17/12	BK/VID/CPY/reprcd/IRSPRT	1	\$93.21
30	1/18/2012	CR/DB CARD DAILY RECEI	BK & VIDEO FINES	1	\$3.75
31	1/19/2012	DAILY RECEIPTS 01/18	BK/VID/CPY/FAX/IRSPRT/repfee/donation	1	\$181.18
32	1/19/2012	CR/DB CARD DAILY RECEI	VID FINES/COPIERS	1	\$7.10
33	1/20/2012	DAILY RECEIPTS	BK/VID/CPY/donation/IRSPRT	1	\$46.45
34	1/20/2012	CR/DB CARD DAILY RECEI	video	1	\$3.75
35	1/23/2012	DAILY RECEIPTS 01/20	BK/VID/CPY/repfees/lam/IRSPRT	1	\$84.20
36	1/23/2012	CR/DB CARD DAILY RECEI	BK & VIDEO FINES	1	\$42.50
37	1/23/2012	DAILY RECEIPTS 01/21	BK/VID/CPY/IRSPRT	1	\$72.35
38	1/23/2012	CR/DB CARD DAILY RECEI	VIDEO FINES	1	\$10.50
39	1/25/2012	PAYROLL		1	\$6,890.79
40	1/24/2012	DAILY RECEIPTS 1/23	BK/VID/CPY/lam/IRSPRT/donation	1	\$92.15
41	1/24/2012	CR/DB CARD DAILY RECEI	BK FINES/lam	1	\$28.80
42	1/25/2012	DAILY RECEIPTS 01/24	BK/VID/CPY/IRSPRT	1	\$146.95
43	1/25/2012	CR/DB CARD DAILY RECEI	BK FINES/repfees	1	\$44.20
44	1/26/2012	DAILY RECEIPTS 01/25	BK/VID/CPY/repcard/IRSPRT	1	\$70.38
45	1/26/2012	CR/DB CARD DAILY RECEI	BK & VIDEO FINES	1	\$46.75
46	1/27/2012	DAILY RECEIPTS 01/26	BK/VID/CPY/iIRSPRT	1	\$46.65
47	1/27/2012	CR/DB CARD DAILY RECEI	BK & VIDEO FINES	1	\$11.25
48	1/30/2012	SUMNER INV. FUND	DEPOSIT TO COMMUNITY MM ACCOUNT	2	\$52,017.92
49	1/30/2012	DAILY RECEIPTS - 01/27	BK/VID/CPY/FAX/IRSPRT/REPFFEE/LAM	1	\$88.10
50	1/30/2012	CR/DB CARD DAILY RECEI	BK FINES	1	\$6.75

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
51	1/30/2012	DAILY RECEIPTS 01/28	BK/VID/CPY/IRSPRT	1	\$50.35
52	1/30/2012	CR/DB CARD DAILY RECEI	BK & VIDEO FINES	1	\$7.00
53	1/31/2012	DAILY RECEIPTS 01/30	BK/VID/CPY/donation/IRSPRT	1	\$77.70
54	2/1/2012	CR/DB CARD DAILY RECEI	BK & VID FINES/COPIERS	1	\$39.25
55	2/1/2012	DAILY RECEIPTS - 01-31	BK/VID/CPY/repocrd/IRSPRT	1	\$109.20
56	2/1/2012	CR/DB CARD DAILY RECEI	BK FINES	1	\$12.25
57	1/31/2012	INTEREST	INTEREST	1	\$32.40
58	1/31/2012	INTEREST	INTEREST	2	\$194.03
59	2/2/2012	GIFT ESL	GIFT - ESL	1	\$200.00
60	2/2/2012	DAILY RECEIPTS 02/01	BK/VID/CPY/REPFEEES/RSPRT	1	\$125.85
61	2/2/2012	CR/DB CARD DAILY RECEI	BK & VID FINES/COPIERS	1	\$28.75
62	2/3/2012	DAILY RECEIPTS 02/02	BK/VID/CPY/lam/IRSPRT	1	\$57.27
63	2/3/2012	CR/DB CARD DAILY RECEI	BK & repfee FINES	1	\$59.25
64	2/6/2012	DAILY RECEIPTS - 02/03/12	BK/VID/CPY/IRSPRT	1	\$61.95
65	2/6/2012	CR/DB CARD DAILY RECEI	BK & VIDEO FINES	1	\$9.50
66	2/6/2012	DAILY RECEIPTS - 02/04	BK/VID/CPY/repocrd/IRSPRT/repfees	1	\$115.15
67	2/6/2012	CR/DB CARD DAILY RECEI	BK & VIDEO FINES/repocrd	1	\$128.86
68	2/8/2012	PAYROLL		1	\$6,768.99
69	2/8/2012	COIT	COIT	1	\$33,129.58
70	2/7/2012	DAILY RECEIPTS 02/06	BK/VID/CPY/DONATION/IRSPRT	1	\$120.10
71	2/7/2012	CR/DB CARD DAILY RECEI	BK FINES/REPFEEES	1	\$26.50

Total All Receipts

\$109,567.09

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.

Appropriation Report for 100 OPERATING FUND

Westfield Washington Public Library

Report Date: From 1/12/2012 To 2/8/2012

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF DIRECTOR	\$70,200.00	\$0.00	\$70,200.00	\$5,396.62	\$8,094.93	\$62,105.07	11.5
1.12 ASST. DIR./ADMIN. ASST.	\$60,000.00	\$0.00	\$60,000.00	\$4,770.00	\$5,962.50	\$54,037.50	9.9
1.13 ADULT/TECH. SERVICES	\$176,000.00	\$0.00	\$176,000.00	\$14,159.52	\$17,775.12	\$158,224.88	10.1
1.14 YOUTH SERVICES	\$114,000.00	\$0.00	\$114,000.00	\$8,405.94	\$10,382.62	\$103,617.38	9.1
1.15 LIBRARY CLERKS	\$206,000.00	\$0.00	\$206,000.00	\$15,117.47	\$18,798.31	\$187,201.69	9.1
1.16 LIBRARY PAGES	\$17,000.00	\$0.00	\$17,000.00	\$1,239.75	\$1,493.50	\$15,506.50	8.8
1.17 JANITOR/SUBSTITUTE	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
1.21 EMPLOYMENT BENEFITS	\$47,500.00	\$0.00	\$47,500.00	\$3,615.80	\$4,570.65	\$42,929.35	9.6
1.22 P.E.R.F.	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
1.23 UNEMPLMNT COMPENSATION	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
1.24 GROUP INSURANCE	\$47,000.00	\$0.00	\$47,000.00	\$3,457.09	\$3,552.09	\$43,447.91	7.6
Subtotal	\$747,900.00		\$747,900.00	\$56,162.19	\$70,629.72	\$677,270.28	9.4
<i>2. Supplies</i>							
2.1 OFFICE/LIBRARY SUPP.	\$10,100.00	\$0.00	\$10,100.00	\$1,534.40	\$2,128.42	\$7,971.58	21.1
2.2 ADULT PROGRAMMING	\$1,650.00	\$0.00	\$1,650.00	\$0.00	\$0.00	\$1,650.00	0.0
2.21 YA PROGRAMMING	\$1,000.00	\$0.00	\$1,000.00	\$36.00	\$36.00	\$964.00	3.6
2.3 CHILDREN'S PROGRAMMING	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
2.4 OPERATING SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$74.28	\$74.28	\$3,925.72	1.9
Subtotal	\$19,750.00		\$19,750.00	\$1,644.68	\$2,238.70	\$17,511.30	11.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.1 PROFESSIONAL SERVICES	\$11,000.00	\$0.00	\$11,000.00	\$615.00	\$795.00	\$10,205.00	7.2
3.21 TELEPHONE SERVICE & INTERNET	\$4,500.00	\$0.00	\$4,500.00	\$334.05	\$334.05	\$4,165.95	7.4
3.22 POSTAGE/UPS	\$3,500.00	\$0.00	\$3,500.00	\$54.39	\$67.29	\$3,432.71	1.9
3.23 TRAVELING EXPENSE	\$2,000.00	\$0.00	\$2,000.00	\$140.98	\$140.98	\$1,859.02	7.0
3.24 PROFESSIONAL MEETINGS	\$3,500.00	\$0.00	\$3,500.00	\$675.00	\$675.00	\$2,825.00	19.3
3.3 PRINTING & ADVERTISING	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
3.4 INSURANCE	\$12,200.00	\$0.00	\$12,200.00	\$0.00	\$0.00	\$12,200.00	0.0
3.41 OFFICIAL BONDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
3.51 GAS	\$8,000.00	\$0.00	\$8,000.00	\$760.74	\$1,383.86	\$6,616.14	17.3
3.52 ELECTRICITY	\$45,000.00	\$0.00	\$45,000.00	\$3,155.83	\$6,624.69	\$38,375.31	14.7
3.53 WATER/SEWER	\$2,000.00	\$0.00	\$2,000.00	\$119.03	\$119.03	\$1,880.97	6.0
3.54 WASTE DISPOSAL SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$59.51	\$119.02	\$880.98	11.9
3.55 FIRE PROTECTION	\$1,000.00	\$0.00	\$1,000.00	\$65.86	\$65.86	\$934.14	6.6
3.6 REPAIRS & MAINTENANCE	\$40,000.00	\$0.00	\$40,000.00	\$2,062.50	\$4,087.50	\$35,912.50	10.2
3.61 SERVICE CONTRACTS	\$18,750.00	\$0.00	\$18,750.00	\$1,276.00	\$1,926.00	\$16,824.00	10.3
3.62 BANK FEES AND CREDIT CARD FEES	\$1,250.00	\$0.00	\$1,250.00	\$83.28	\$137.60	\$1,112.40	11.0
3.7 RENTALS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.0
3.91 DUES	\$500.00	\$0.00	\$500.00	\$100.00	\$100.00	\$400.00	20.0
3.93 TAXES & ASSESSMENTS	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$164,450.00		\$164,450.00	\$9,502.17	\$16,575.88	\$147,874.12	10.1
<i>4. Capitol Outlays</i>							
4.3 LAND AND BUILDINGS	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.4 FURNITURE & EQUIPMENT	\$1,000.00	\$0.00	\$1,000.00	\$156.99	\$156.99	\$843.01	15.7
4.51 BOOKS-ADULT	\$35,000.00	\$0.00	\$35,000.00	\$3,398.29	\$4,510.38	\$30,489.62	12.9
4.53 BOOKS-JUVENILE	\$23,000.00	\$0.00	\$23,000.00	\$767.39	\$780.90	\$22,219.10	3.4
4.56 BOOKS -YA	\$3,500.00	\$0.00	\$3,500.00	\$588.06	\$594.05	\$2,905.95	17.0
4.6 NEWSPAPERS & PERIODICALS	\$5,600.00	\$0.00	\$5,600.00	\$430.38	\$681.29	\$4,918.71	12.2
4.71 VIDEO TAPES/DVD	\$10,000.00	\$0.00	\$10,000.00	\$1,814.58	\$1,814.58	\$8,185.42	18.1
4.72 ADULT AUDIO	\$8,000.00	\$0.00	\$8,000.00	\$561.27	\$585.95	\$7,414.05	7.3
4.74 JUVENILE AUDIO	\$3,500.00	\$0.00	\$3,500.00	\$411.11	\$411.11	\$3,088.89	11.7
4.75 SOFTWARE	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
4.76 INTERACTIVE SOFTWARE	\$1,000.00	\$0.00	\$1,000.00	\$9.44	\$9.44	\$990.56	0.9
4.78 YA AUDIO	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
4.79 ELECTRONIC BOOKS	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.0
4.91 2011 ENCUMBERANCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$104,200.00		\$104,200.00	\$8,137.51	\$9,544.69	\$94,655.31	9.2
Grand Total	\$1,036,300.00	\$0.00	\$1,036,300.00	\$75,446.55	\$98,988.99	\$937,311.01	9.6

Approved by the State Board Of Accounts for Westfield Washington Public Library on 1/1/1998.



**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 11, 2012**

1. CALL TO ORDER

The meeting was called to order at 7:00 PM by President Mike Thomas in the Sumner Room of the Westfield Washington Public Library. Those in attendance were: David Weiss, Paul Catlin, Nancy Knochel, Mic Mead and Carolyn Wheeler. Absent was Ken Christiansen. Director Sheryl Sollars and Assistant Director Sandy Rowland were also present.

2. MINUTES

Mike asked for a motion to approve the minutes of the December 14th regular meeting. Nancy so moved. Carolyn seconded the motion. The motion was approved unanimously. Mic moved to accept the minutes of the year-end meeting. David seconded. The motion was approved unanimously. Nancy moved to approve the minutes of the December 14th executive session. David seconded. The minutes were approved unanimously.

3. TREASURER'S REPORT

- a. Paul read the treasurer's report. The total of all banks was \$670,178.90.
- b. Nancy made a motion to approve payment of the bills in the amount of \$26,645.62. David seconded the motion. The motion was approved unanimously.
- c. Items of note
 - i) No claims out of the ordinary.
 - ii) Claims #10 - #21 were the additional claims since the packet was sent out.
- d. Receipts of note:
 - i) Receipt #17 of \$33,129.58 is our January COIT payment. It is \$1,434.00 more a month than last year.
- e. In the appropriation report Reference books/Sumner books and adult books have been combined under adult books. Also a new category has been added -- 4.79 Electronic Books.

4. COMMUNICATIONS

- i) Ken Christensen sent an email to Sheryl and Mike that he is resigning from the library board effective immediately due to work commitments out of state. Sheryl will notify the city council tomorrow.
- ii) The library board received thank you notes from staff members Rhonda McPeake and Sandy Rowland.

5. UNFINISHED BUSINESS

a. Director's report

- i) Librarian's Report
 - Added to the reports since the packet was sent were: p. 15b - patron summary, p.15a - collection summary and p. 29 - transit items sent to WWPL
 - Circulation for the month of December was 30,259 items. Reciprocal Borrowers checked out 1,390 items.
 - Self-check usage was 99 in December due to a problem with the receipt printer not printing receipts. 65 items were checked out to non WWPL Evergreen patrons.
 - We sent 458 items to other EI libraries.
 - We issued 116 new library cards, 14 of which were to Reciprocal Borrowers.
- ii) Building Report
 - Jean, the cleaning person who cleaned in the morning, has been reassigned. The 3rd shift is now cleaning at a time when no one is here to give feedback.
- iii) Technology Report
 - Evergreen Indiana was upgraded and created a problem with the receipt printer for the self-check out machine so there were very few statistics.
 - We should receive \$5.40 in commission from the fax machine for the past month.

--- The 2012 – 2014 Technology plan was submitted to the State Library.

b. **Personnel Committee Report** – no report

c. **Building and Grounds Report**

--- Mike passed out an agenda for the library board work session on January 21, 2012 at 10 AM. Paul Ewer will attend the meeting to answer specific questions. Currently there is no project and whether there will be a project and what it would look like will be discussed at the meeting.

--- Mike gave his periodic update to at the school board meeting on January 10th.

--- Mike and Sheryl met with Mayor Andy Cook last Friday January 6th. He considers the library as adding value to the community.

--- Copies of the floor plan will be available at the January 21st work session.

--- Sheryl will provide the board members with the minutes that have led the board to the January 21st Meeting – July 2010 through December 2011.

--- The library will provide lunch since the meeting is anticipated to last until 2 PM.

d. **Policy Committee Report** -- none

e. **Corrections to the December 30, 2011 appropriation resolutions**

1) The Operating Fund resolution has a typo for the category of library clerks. It should be 1.15 not 1.13.

2) The Rainy Day Fund resolution had an omission of \$29.00 for professional meetings which changes the total. The \$29.00 goes into category 3.24 and the total is now \$28,261.88. David moved to accept the library appropriation resolution for the Rainy Day Fund in the amount of \$28,261.88. Mic seconded the motion. The motion was approved unanimously.

f. **Other**

The 2011 statistics for the year will be sent out in the next two weeks.

6. **NEW BUSINESS**

a. **Resolution to establish Non-Resident Fee**

The Non-Resident fee is established by taking the 2011 Operating Fund and dividing it by the library district population (as per 2000 census). The fee will now be \$63.00. David moved to approve the resolution establishing the 2012 non-resident fee at \$63.00. Carolyn seconded. The motion was approved unanimously.

b. **Resolution to pay bills with prior approval.**

Nancy moved to approve the resolution to approve bills with prior approval. David seconded the motion. The motion was approved unanimously.

c. **City Connection**

The City Connection will be January 17th at the Westfield High School Cafeteria.

d. **Other** – none

10. **AUDIENCE TO THE PUBLIC -- none**

11. **ADJOURNMENT**

Carolyn moved to adjourn the meeting. Nancy seconded the motion. The meeting was adjourned at 7:45 PM by President Mike Thomas.

Respectfully submitted,

**WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF FINANCE
MEETING MINUTES
January 11, 2012**

1. CALL TO ORDER

The meeting was called to order at 7:46 by President Mike Thomas in the Sumner Room of the Westfield Washington Public Library. Those in attendance were: Paul Catlin, Mic Mead, David Weiss, Carolyn Wheeler and Nancy Knochel. Absent was: Ken Christiansen. Director Sheryl Sollars and Assistant Director Sandy Rowland were also present.

2. ELECTION OF OFFICERS

Mike moved to accept the same slate of officers on the Board of Finance as those on the Library Board of Trustees. Carolyn seconded the motion. The motion was approved unanimously.

3. REVIEW OF REGISTER OF INVESTMENTS FOR 2011

The register of investments for 2011 was reviewed. The interest from the Mendenhall CD goes into a cash fund to be used.

4. REVIEW OF FINANCE POLICY

There were no changes to the finance policy for 2012.

5. ADJOURNMENT

Carolyn made a motion to adjourn at 7:53 PM. David seconded the motion. The meeting was adjourned at 7:53 PM.

Respectfully submitted,

Mike Thomas, President

Mic Mead, Secretary

**WESTFIELD WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES WORK SESSION
SATURDAY, JANUARY 21, 2012
MINUTES**

1. CALL TO ORDER

A work session of the Board of Trustees of Westfield Washington Public Library was called to order by President, Mike Thomas at 10:15 AM. Present were: Mic Mead, David Weiss, Paul Catlin, Nancy Knochel and Carolyn Wheeler. Also present were Director Sheryl Sollars and Assistant Director Sandy Rowland. Available to answer questions were Paul Ewer and Lindsey Fernandez of Quantum Architecture.

2. STATE OF THE FACILITIES

- 2010 library statistics were discussed and it was mentioned that Hamilton County is the fastest growing county in the state and 10th fastest growing county in the country.
- Board members stated that it was helpful to go through the past minutes.
- A tour of the facilities was previously taken by all board members.
- The carpet has had nothing done to it since 1995 except for being cleaned.
- One reason for the decline in visits per weeks from other comparable libraries could be because of the proximity of a major mid library (Carmel) and that they are closer to the southwest portion of the township.
- The atmosphere and invitingness of Carmel's facility draws people.
- We should be attractive enough to those who pay taxes for the library want to use it.
- The lack of parking spaces is a problem.
- It was asked if the school would allow a sign to be put up in their parking lot that overflow library parking can park there.
- The structural soundness of the building appears fine. It appears well maintained.
- We need to use the money wisely and get the best "bang for the buck".
- For our size we are on the top of circulation, but not visits.
- Non-library sponsored events are fewer than other libraries but we don't have anywhere to have the meetings.

3. SOLUTIONS

- The upstairs would only give us a few hundred feet and would require an elevator. It is not cost feasible.
- Renovation would take about 3-4 months. Renovation and expansion would take about 6 months. Areas of work would be phased in so that the building would be able to be fully operational during the whole time. If the expansion is done it would be built first.
- It will take a couple of months to produce the design documents and 30 – 90 days to get the state release. The total project from start to finish would take 9 months to a year.
- US 31 is slated to be done by the end of 2014.
- There will not be a direct access to WWPL from 31. An exit at SR 32 or 191st Street would have to be used. It could have an impact. It will create new traffic patterns.
- The brochure for the sports complex should have a map showing how to get to WWPL.

The scope of the work is divided into 8 areas. Some are independent, while others are dependent on other areas being done. The study rooms, children's and the rest rooms are independent. If we cut down the renovations we are limited to #1, #2, #3 and #5.

What is our purpose for doing it? What is our goal? To refurbish or make the facility handle the influx of usage for the next 10-15 years.

We first started the project in 2004, 8 years ago. If we do nothing are we fine having the amenities done for the Westfield patrons by Carmel and Noblesville? When does an amenity become a necessity to provide for the community? We don't think the meeting rooms meet the community's needs now, much less in the future. There followed a discussion of the original building and the add-on in 1995.

The question was put out "What do we need to include not only for now but for the next 20 years?" There is a possibility of a new building sometime in the future, but what do we need to do here now?

It was asked about what timeline there is for downtown and the Grand Junction. The city is buying property now. In the plan for the park the only building planned for is the stage. The timeline is 10 – 15 years, maybe closer to 20 years. Mic's vision is to have a building next to the Grand Junction to house the city administration, the library and the education administration. The building would share an entrance, HVAC, conference rooms and parking etc..

Mic didn't think we had the funds to manage the extra space. It was pointed out that the new configuration would require the same or fewer staff, particularly in circulation.

Then followed dialogue about the library, city and schools working together or not working together depending on who was talking.

Mike's position was that we are the smallest of the 3 entities and moving to the Grand Junction will only work if the other two entities ask us, not if we start it. We need to follow (or be a part of) the city's lead.

Mic asked that the board work with the greater community (schools and city). He doesn't feel that the board is working with the city. Neither the city nor the schools have committed to a building at the Grand Junction. The city has committed some expense to engineering and drainage issues though.

Mike indicated that the board responded to the Mayor's suggestions about the building in the Grand Junction. He also said they the board worked on possibilities for the city.

Carolyn believes that Mic only wants to do superficial things to the building. She would like to provide the best possible service to the community now. She believes that the patrons want more than they have now. We deserve a better, more efficient design with one circulation area, not two. She believes that to do all or part of the project is essential.

Mic asked if the board were just to approve using the \$61,000.00 what could be done.

It was explained that an assessment of the building in our current location was made with the idea of making it more efficient. Priorities came from the long range plan: study rooms, a computer lab, staff more consolidated. The existing layout was looked at considering the underutilized space and the fact that the bathrooms had maintenance issues. The long range plan ideas of having a separate teen area and expanding the children's programs were not within the ability of being in our current 4 walls so an addition was suggested.

It was asked if \$1.5 million (\$150,000 a year) for a 10 year period is worth it for the community. Paul Ewer said he was very conscientious about being conservative in spending the taxpayer's money.

If just the renovation is being done it will be handled by Quantum Architecture. If the expansion is done along with the renovation it will be handled by Quantum Architecture and Halstead Architects, who had worked on a number of libraries.

No places are known in Indiana where there is a combination of a library with another entity except for the Glendale Mall branch which was a lease situation.

There is a concern that with the tax caps we won't have the funds to be able to pay to staff the additional building. It was pointed out that additional staff would not be needed. It was designed not to need additional staff. For example, the computer lab would also be Sara's office and is designed that training sessions could also be in there. The structure is not changing but being utilized as much as possible.

Mike has met with Mayor Cook and Dr. Keen. Mayor Cook keeps asking what does the board think? That the board is in charge of the library, what does the board want to do? They are looking for decision making from the board.

Mic reminded everyone that he was removed as the Grand Junction liaison. He kept the idea on the table of the hope that the library would be a part of the Grand Junction. He said he has always been a champion of including the library in the Grand Junction. He thinks we should all work together toward a shared community vision that includes a community center with the Library as a significant part. (The city has a vision of City Hall being in the Grand Junction in 20 years).

It was pointed out that in deciding what to do over the next 10 years the decision does not have to be unanimous. It was also noted that it will be harder to build a new building in the future if we have lost a number of our people to Carmel.

We are expecting growth and expecting more business – population expansion in the next 10 years and we are already at capacity. What do we do to address that problem? Decisions have to be made now.

4. FINANCING

If the expense goes beyond the \$60,000.00 it will require bonding. We had a presentation by Umbaugh on how we could do it with a current bond falling off.

Fundraising for a specific project is more successful than an overall fundraising.

So the decision is to bond or not bond, and if we bond what the size of the bond should be.

We can do quite a bit and remain revenue neutral with no fundraising.

If we sunset our bond and don't use it the revenue will be picked up by someone else who will not give it up at a later date. It would be taking it away from someone else. The amount is one-tenth of one percent.

A refresher: \$2 million to \$12 million is a petition remonstrance, over \$12 million is a mandatory referendum, anything over \$2 million can go to a referendum if so desired.

We cannot commit to a library in the Grand Junction. However it is possible to have a vision of the library in the Grand Junction. Nancy stated if Mic wants a vision he should come up with a plan, put it on the agenda, have the board discuss it and then move on it.

The question is: are we going to do some kind of capital upgrade that will require a bond? Then what should the size of the bond be? Then what part of the project should we do.

The proposal is that the building committee meet and analyze what has been heard and discussed and then make a proposal to the board.

It was mentioned that we should set limits on the cost of the estimates.

No matter what is decided we should have a public meeting to let the people know whether there is a project or no project and to talk about our vision of the future and then fundraising. What kind of funds can we put into a project if there is a project?

5. FOUNDATION

Danny Dean, from IMCPL, has volunteered to meet with the fundraising committee free of charge. Questions are how to create a foundation, the initial purpose of the foundation and how it would expand.

A capital campaign would be a reason that could be built into a foundation board.

Creating a foundation and doing it simultaneously would be a great bonus. It is a good opportunity.

6. ADJOURNMENT

Mike asked for a motion to adjourn at 12:23 PM. David so moved. Carolyn seconded the motion. The meeting was then adjourned by President, Mike Thomas at 12:23 PM.

Mike Thomas, President

Mic Mead, Secretary

smr

Westfield Public Library
Circulation Summary
January

Print materials	Circulation		In-house	
	2012	2011	2012	2011
14-day loan	469	434	3	3
Adult books	5,810	6,400	286	493
Juv. books	10,270	9,332	1,014	1,439
YA books	561	659	91	106
Magazines	746	782	131	109
Print Total	17,856	17,607	1,525	2,150
AV materials				
Audio books	1,302	1,200	20	11
CD-ROMs	37	68	0	0
DVDs	11,547	13,339	286	0
Multimedia	1	12	0	0
CDs	1,783	897	19	3
VHS	465	1,186	40	0
Gaming software (Wii)	170	88	0	0
Overdrive downloads	892	348	n/a	n/a
A/V Totals	16,197	17,118	365	14
Material Totals	34,053	34,725	1,890	2,164

January 2012 total circ 35,943

January 2011 total circ 39,889

Westfield Public Library
 Patron Summary
 January 2012

Circulation by user profiles

Resident	30,591		
Non-Resident	47		
Outreach	169		
PLAC	270		
Staff	1,006		
Student	166		
RB	1,777		
		(Carmel	454)
		(Hamilton East	794)
		(Sheridan	491)
		(?	38)
Overdrive users	201		
Other	6		
Total	<u>34,233</u>		

New adult cards	103
New children's cards	33
New cards with PLAC	1
Replacement cards	3
Student	5
Other	1
Reciprocal Borrowers	
Carmel	12
Hamilton East	8
Sheridan	4
Total	170

Self-check usage 560

CIRCULATION BY HOUR														2011															
2011 January																													
	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Total	Avg/hr	
	1/1	1/3	1/4	1/5	1/6	1/7	1/8	1/10	1/11	1/12	1/13	1/14	1/15	1/17	1/18	1/19	1/20	1/21	1/22	1/24	1/25	1/26	1/27	1/28	1/29	1/31	Total		
9:00					2				3	1					3		1		2	3	3					18			
10:00	x	80	87	62	29	114	55	72	53	54	72	115	99	x	202	123	80	53	111	80	29	73	72	5	133	1	1854	77	
11:00	x	206	131	66	107	185	147	206	65	172	78	176	128	x	146	163	130	116	260	177	214	132	173	69	240	155	3642	151.8	
12:00	x	175	221	61	68	71	134	218	79	117	55	140	271	x	143	172	90	59	256	98	93	111	166	127	400	262	3587	149.5	
1:00	x	214	126	108	133	110	119	104	38	86	70	82	174	x	202	84	91	100	215	99	144	114	67	96	262	233	3071	128	
2:00	x	108	119	164	202	89	178	230	75	103	162	120	205	x	229	109	29	123	243	164	142	148	80	93	264	239	3618	150.8	
3:00	x	239	97	118	72	157	161	131	80	91	111	127	260	x	203	154	64	126	171	96	171	99	78	86	273	369	3534	147.3	
4:00	x	246	229	127	109	121	243	234	97	69	160	109	227	x	244	268	54	285	266	202	56	158	94	154	272	199	4223	176	
5:00	x	265	158	115	166	204	5	228	142	127	176	223	24	x	211	247	57	193	2	177	134	213	187	131	31	447	3863	161	
6:00	x	308	121	133	142	15		219	100	76	111	1		x	264	187	88			156	175	152	136	264		386	3034	151.7	
7:00	x	247	81	88	94			292	52	116	102			x	169	105	76			222	181	190	167	15		141	2338	146.1	
8:00	x	6	6	13	4			26	12	5	20			x	18	20				14	11	6				138	299		
	Hol	2094	1376	1055	1128	1066	1042	1960	796	1017	1117	1093	1388	Hol	2031	1635	759	1056	1524	1487	1353	1399	1220	1040	1875	2570	33081		
Avg/hr		209	138	106	113	133	149	196	79.6	102	112	137	198		203	164	75.9	132	218	149	135	140	122	130	268	257		144.0	
2011 February																													
	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Total	Avg/hr	
			2/1	2/2	2/3	2/4	2/5	2/7	2/8	2/9	2/10	2/11	2/12	2/14	2/15	2/16	2/17	2/18	2/19	2/21	2/22	2/23	2/24	2/25	2/26	2/28	Total		
9:00									14		1					2	1				1	1		2		22			
10:00			x	x	205	84	130	59	49	68	36	67	94	84	79	36	93	66	164	53	98	41	59	22	116	55	1758	84	
11:00			x	x	224	126	223	228	178	159	84	131	194	126	130	161	131	125	163	91	213	122	192	109	226	174	3510	167.1	
12:00			x	x	159	125	130	108	147	116	108	144	152	81	129	93	126	126	208	105	140	129	86	92	189	112	2805	133.6	
1:00			x	x	104	162	134	162	114	102	108	140	177	152	128	80	62	74	139	105	125	124	137	135	180	88	2732	130.1	
2:00			x	x	151	216	145	187	84	135	114	105	341	94	102	101	80	97	275	131	159	93	83	132	232	160	3217	153.2	
3:00			x	x	223	137	157	144	190	103	92	131	257	129	165	135	106	100	269	115	123	142	101	159	252	99	3329	158.5	
4:00			x	x	150	200	160	213	134	121	135	148	307	215	130	225	126	207	252	201	135	159	121	163	354	165	4021	191.5	
5:00			x	x	234	192	9	276	143	223	160	227	20	226	166	160	135	203	11	125	184	120	131	195	20	243	3403	162	
6:00			x	x	137	52		211	84	122	89	20		202	135	109	157	26		60	136	129	262	7		266	2204	130	
7:00			x	x	127			190	103	123	129			239	153	99	127			199	176	128	132			125	2050	158	
8:00			x	x	11			20	18	8	1			4	33	1	8				8	19	1				132		
			Ice	Ice	1725	1294	1088	1798	1258	1280	1057	1113	1542	1552	1350	1202	1152	1024	1481	1185	1498	1207	1305	1016	1569	1487	29183		
Avg/hr					173	162	155	180	126	128	106	139	220	155	135	120	115	128	212	119	150	121	131	127	224	149		147	

2011 July																																
	Fri	Sat	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Total			Avg/Hr			
	7/1	7/2	7/5	7/6	7/7	7/8	7/9	7/11	7/12	7/13	7/14	7/15	7/16	7/18	7/19	7/20	7/21	7/22	7/23	7/25	7/26	7/27	7/28	7/29	7/30							
9:00			2			3		1	3	1			1			4			6		4	1							26			
10:00	102	68	148	106	104	134	129	196	149	213	121	100	91	94	132	58	124	132	72	186	120	119	80	73	107	2958			114.2			
11:00	159	209	210	306	142	100	150	234	233	213	124	176	144	281	269	225	298	172	186	252	184	251	224	112	148	5002			193.7			
12:00	232	113	250	169	180	99	139	162	262	286	151	157	184	166	234	254	257	103	185	142	175	190	118	81	134	4423			167.6			
1:00	195	99	205	235	177	100	122	150	169	232	89	112	159	213	224	112	62	164	214	193	180	95	136	81	68	3786			143.6			
2:00	158	135	288	177	156	108	170	111	141	112	134	128	172	165	148	181	208	114	153	288	92	132	117	166	166	3920			150.5			
3:00	196	158	286	182	214	180	192	98	178	100	135	84	177	208	179	174	125	139	129	226	192	175	155	242	189	4313			164.7			
4:00	166	223	267	154	166	186	283	121	160	232	150	180	116	221	196	169	112	179	170	137	182	143	167	190	245	4515			174.0			
5:00	166	14	237	228	76	202	2	199	239	164	87	135	8	236	121	216	152	168	1	224	151	85	216	184	9	3520			167.7			
6:00	12		282	192	124	9		206	187	172	114	20		180	167	173	118	3		175	186	123	114			2557			169.7			
7:00			239	123	118			204	238	132	189			204	153	158	206			266	279	164	107			2780			185.3			
8:00			48	1	16					11	5			5	14	5	5			30	18	7	19			184						
	1386	1019	2462	1873	1473	1121	1187	1682	1959	1868	1299	1092	1052	1973	1837	1729	1667	1174	1116	2119	1763	1485	1453	1129	1066	37984						
Avg/h	173	146	246	187	147	140	170	168	196	187	130	137	150	197	184	173	167	147	159	212	176	149	145	141	152				167.2			
2011 August																																
		Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Total			Avg/hr
		8/1	8/2	8/3	8/4	8/5	8/6	8/8	8/9	8/10	8/11	8/12	8/13	8/15	8/16	8/17	8/18	8/19	8/20	8/22	8/23	8/24	8/25	8/26	8/27	8/29	8/30	8/31				
9:00			5	3	6	1		2		1	1					16												35				
10:00		216	112	95	128	49	81	135	87	147	68	83	107	117	142	135	45	79	107	130	141	97	173	136	126	91	3	133	2963		109.7	
11:00		232	219	191	123	116	156	228	237	105	139	186	152	142	115	164	147	112	157	241	147	98	93	129	170	188	73	87	4147		153.6	
12:00		245	247	149	128	185	204	159	160	188	60	121	179	132	92	179	107	115	58	97	81	85	88	114	187	178	113	126	3777		139.9	
1:00		130	177	175	145	131	158	164	155	162	106	100	120	182	154	183	82	71	143	151	98	92	88	92	221	113	141	99	3633		134.6	
2:00		134	267	106	132	140	92	248	211	164	182	135	133	151	130	104	146	83	98	174	94	69	145	141	166	135	57	127	3764		139.4	
3:00		177	189	225	185	218	228	126	194	168	118	151	241	143	96	104	90	169	161	180	119	141	41	224	180	108	31	94	4101		151.9	
4:00		173	192	167	108	112	215	317	146	180	64	239	225	188	125	91	198	195	174	187	190	110	57	201	148	198	119	92	4411		163.4	
5:00		141	206	119	172	155	6	198	121	133	83	104	4	173	121	100	147	225	8	135	132	155	68	243	16	132	239	134	3470		150.9	
6:00		131	142	90	176			205	203	167	106	2		204	78	118	132	1		198	106	120	171			251	97	233	2931		154.3	
7:00		161	178	196	93			282	230	112	166			222	168	121	208			148	135	129	138			237	188	284	3396		178.7	
8:00		12	10	5	9			17	29		28			15	17		7			22	5	2				2	159		339			
								7																			4		11			
		1752	1944	1521	1405	1107	1140	2088	1773	1527	1121	1121	1161	1669	1238	1315	1309	1050	906	1663	1248	1098	1062	1280	1214	1633	1224	1409	36978			
Avg/hr		175	194	152	141	138	163	209	177	153	112	140	166	167	124	132	131	131	129	166	125	110	106	160	173	163	122	141			148.2	

2012	January																												Total	Avg/hr
	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tues	Wed	Thur	Fri	Sat	Mon	Tue			Total	Avg/hr						
	1/2	1/3	1/4	1/5	1/6	1/7	1/9	1/10	1/11	1/12	1/13	1/14	1/16	1/17	1/18	1/19	1/20	1/21	1/23	1/24	1/25	1/26	1/27	1/28	1/30	1/31				
9:00	HOL	7	4	1				1	1		2		HOL	6	2					1	2	3	1		4	5			40	
10:00		130	45	82	45	83	41	117	21	113	50	43		121	66	28	124	116	86	83	80	81	63	77	108	96	1899	79.1		
11:00		229	104	69	56	221	172	125	201	84	37	159		123	129	103	153	198	129	140	162	124	88	122	181	225	3334	138.9		
12:00		280	102	103	44	122	103	171	79	130	47	205		139	116	112	132	176	140	119	164	63	141	198	125	68	3079	128.3		
1:00		279	93	144	164	217	60	101	88	116	46	169		112	93	76	75	117	118	175	63	42	78	147	109	85	2767	115.3		
2:00		140	186	99	72	217	47	71	146	221	103	261		209	142	48	150	169	97	230	173	65	100	235	188	133	3502	145.9		
3:00		247	134	84	128	150	118	71	134	84	103	229		224	76	104	91	131	111	146	85	97	117	233	143	113	3153	131.4		
4:00		283	125	116	154	235	205	200	131	93	158	241		262	146	122	191	297	159	124	212	196	179	246	181	221	4477	186.5		
5:00		212	174	153	218	24	278	214	150	98	208			263	210	129	143	4	181	233	146	132	153	15	155	134	3627	181.4		
6:00		240	165	114	31		144	281	182	130	4			224	201	74			104	200	119	135	3		96	93	2540	158.8		
7:00		156	204	82			171	113	114	127				229	173	107			112	176	128	62			143	165	2262	141.4		
8:00		26	27	5			9	3	4	10				6	4	4			9	2	3				4	3	119			
		2229	1363	1052	912	1269	1348	1468	1251	1206	758	1307		1918	1358	907	1059	1208	1246	1629	1337	1000	923	1273	1437	1341	30799			
Avg/hr		223	136	105	114	181	135	147	125	121	95	187		192	136	91	132	173	125	163	134	100	115	182	144	134		140.7		

Reciprocal Borrower Circulation 1/11 through 1/12

Jan. 11	Feb. 11	Mar. 11	Apr. 11	May-11	Jun. 11	July. 11	Aug. 11	Sep. 11	Oct. 11	Nov. 11	Dec. 11	Jan. 12
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CARMEL

Children print	82	73	69	40	77	139	52	98	74	43	52	69	99
Children A/V	15	11	21	11	18	50	39	12	7	11	5	5	13
Adult print	98	75	86	109	73	51	90	83	52	69	89	86	128
Adult A/V	168	171	153	272	154	163	156	207	106	138	162	131	228
Total	363	330	329	432	322	403	337	400	239	261	308	291	468

HEPL

Children print	500	397	718	549	344	445	385	409	362	228	387	216	303
Children A/V	66	87	151	143	150	98	85	108	63	58	75	44	76
Adult print	148	115	185	143	148	195	243	173	179	146	173	144	207
Adult A/V	316	189	184	289	248	203	274	360	325	281	272	210	227
Total	1030	788	1238	1124	890	941	987	1050	929	713	907	614	813

HNPL

Children print	76	71	58	31	22	18	73	34	27	19	4	35	15
Children A/V	27	28	24	7	18	4	27	19	3	2	1	2	2
Adult print	24	35	53	71	69	34	51	75	153	58	59	16	66
Adult A/V	157	192	149	74	86	44	118	129	27	67	91	104	104
Total	284	326	284	183	195	100	269	257	210	146	155	157	187

SHERIDAN

Children print	146	105	69	56	56	85	35	104	107	142	196	133	146
Children A/V	24	21	22	21	20	40	28	25	4	76	62	30	60
Adult print	98	47	111	66	59	49	87	129	104	97	64	74	106
Adult A/V	254	212	298	314	130	165	206	237	208	184	269	228	179
Total	522	385	500	457	265	339	356	495	423	499	591	465	491

Grand Total	2199	1829	2351	2196	1672	1783	1949	2202	1801	1619	1961	1527	1959
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Computer Usage Report January 2012

Application Usage

	2012	2011	2010
Usage Days	24	24	25
Application Access*	3,798	3,024	3,901
Application Access Average	158	126	156

*# of different computer programs used by all logins

Database Access Totals

	This Month	2012 YTD
Chilton	20	20
Inspire	17	17
Novelist	4	4
Reference USA	78	78

Book News E-Resource Center

	YTD	
~Newsletter Viewings		0
~E-mail Sign-ups		0
~Book viewings in catalog		0
~Times Online Book Clubs Accessed		0
~Individual Members (+/- LM)*		304

*Member Number is an ongoing Grand Total

Patron Logins

	2012	2011	2010
Usage days	24	24	25
Total Logins*	1,525	1,444	2,082
Avg. Logins/Day	64	60	83

*# of logins each day summed.

New Cards w/ Internet privileges

Non-Res Internet Only Cards:	3
Reciprocal Borrowers:	21
Resident (Adult & Juv)	109
Other:	6
Total:	139
Non-Resident Guests:	21

Wireless Network Users

	2012	2011	2010
	233	104	80

Social Media

	2012	2011
Facebook - Fans	362	177

Westfield Public Library
Collection Summary
January 2012

Print materials

	<u>Total collection</u>	<u>added</u>	<u>deleted</u>
Books	128,439	519	923
Magazines	1,095	201	2,035
Total print	124,534	720	2,958

AV materials

Audio books	5,931	23	1
CD-ROMs	404	0	65
DVDs	8,240	149	20
Multimedia	80	0	0
Music cds & cassettes	5,801	8	0
VHS	3,835	0	3
Gaming Software	37	0	0
Total AV	24,328	180	89

	<u>Total collection</u>	<u>added</u>	<u>deleted</u>
January 2012 total	148,862	900	3,047

MARC records for Overdrive added 25

Mis-merged items fixed 36

Evergreen Library users (not WWPL) January 2011 to January 2012

Jan.11	Feb.11	Mar. 11	Apr. 11	May. 11	Jun. 11	July. 11	Aug. 11	Sep. 11	Oct. 11	Nov. 11	Dec. 11	Jan. 12
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APLSD

Adult print												
Adult A/V												1
Total												1

BPLB

Adult print								6				
Adult A/V								0				
Total								6	0	0	0	

CPLSCA

Children print								10		2		6
Children A/V								7	7	0		0
Adult print										1		0
Adult A/V									2	10		0
Total		0	0	0	0	0	0	17	9	13	0	6

GCLG

Children print												3	
Children A/V												2	
Adult print												0	
Adult A/V												6	
Total												11	0

GDCPLG

Adult print								1				
Adult A/V												
Total		0	0	0	0	0	0	1	0	0	0	0

HMMPL

Children print		1	1	4	33	11	5	9	36	6	16	7	19	10
Children A/V		0	0	0	9	5	6	5	0	2	5	6	0	3
Adult print		16	8	11	21	10	14	21	8	3	13	12	1	6
Adult A/V		0	125	40	41	165	46	23	33	19	35	68	23	51
Total		17	134	55	104	191	71	58	77	30	69	93	43	70

ISLI

Children print					3									
Children A/V														
Total					3	0	0	0	0	0	0	0	0	0

JYCPLP

Adult print				0					0	0		0		
Adult A/V				6					8	10		9		
Total		0	0	6	0	0	0	0	8	10	0	9	0	

KKPLK

Children print						0								
Children A/V						2								
Adult print						1								
Adult A/V						1			1					2
Total						4	0	0	1	0	0	0	0	2

Jan.11	Feb.11	Mar. 11	Apr. 11	May. 11	Jun. 11	July. 11	Aug. 11	Sep.11	Oct. 11	Nov. 11	Dec. 11	Jan. 12
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LBPLL

Children print	0	0	6		0	0							
Children A/V	3	0	1		0	0							
Adult print	0	14	0		0	2		19	1				
Adult A/V	4	12	6		5	0		9	10	1	3	4	
Total	7	26	13	0	5	2	0	9	29	2	0	3	4

LGCPLL

Adult print							1			1			
Adult A/V							5					3	
Total	0	0	0	0	0	0	6	0	0	1	0	0	3

MCPLMV

Adult print												0	
Adult A/V												11	34
Total												11	34

MFCPLS

Adult print			2									
Adult A/V			1									
Total	0	0	3	0	0	0	0	0	0	0	0	0

PLFDP

Children print						0	0					
Children A/V						0	0					
Adult print						3	3					
Adult A/V						0	1					
Total	0	0	0	0	0	3	4	0	0	0	0	0

STCPLS

Adult print	0	0	0	0	1	0	0	0	0	0	0	0	
Adult A/V	2	1	2	1	4	2	5	4	5	3	2	2	4
Total	2	1	2	1	5	2	5	4	5	3	2	2	4

TTPLT

Adult A/V									3			
Children A/V									1			
Total	0	0	0	0	0	0	0	0	4	0	0	0

WLPLW

Children print	0		0		0	0						
Children A/V	0		0		0	0						
Adult print	1		0		1	1						
Adult A/V	0		2		0	0						
Total	1	0	2	0	1	1	0	0	0	0	0	0

ZLP

Children print												
Children A/V										4		
Adult print												
Adult A/V										2		
Total										6	0	

Grand Total	27	161	81	108	206	79	73	117	93	88	121	65	118
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ITEMS SENT FROM OUR LIBRARY TO OTHER LIBRARIES.

January 2011 to January 2012

2011 2011 2011 2011 2011 2011 2011 2011 2011 2011 2011 2011 2011 2012

Type	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.
Adult Nonfiction Items													
000 - Comp.sci./gen. works	5	3	6	3	4	6	2	3	3	6	6	6	5
100 - Philosophy/psychology	14	3	14	14	5	9	9	7	13	9	5	12	11
200 - Religion	27	20	20	13	13	12	12	22	15	22	17	13	15
300 - Social sciences	30	21	24	21	19	26	33	24	20	18	25	15	18
400 - Language	1	3	0	3	0	0	0	1	1	0	0	0	1
500 - Math/science	2	1	3	3	6	3	1	3	4	3	3	2	0
600 - Technology/App. Sci.	48	36	42	48	46	43	48	50	40	43	45	28	35
700 - Arts/recreation	26	20	16	25	17	18	18	31	31	18	24	7	16
800 - Literature	14	7	4	5	5	5	2	7	4	4	4	2	2
900 - History/geography	18	11	7	9	6	8	11	13	11	12	13	5	16
- Biography	14	14	23	17	16	11	18	20	22	18	13	14	15
Adult Fiction Items													
General Fiction	66	69	90	100	91	89	97	146	99	92	82	58	58
Mysteries	26	31	18	32	20	28	29	34	37	33	21	25	18
Religious	17	17	23	24	13	31	43	40	34	35	29	32	24
Science Fiction/Fantasy	24	17	12	20	14	34	24	22	19	14	12	15	16
Large Print	8	18	12	22	31	25	29	32	19	19	27	10	13
Westerns	0	0	0	1	0	0	3	1	0	1	1	1	
Romance	89	50	86	69	77	86	71	94	90	61	82	50	54
Foreign Language	0	3	0	1	0	2	0	2	0			0	
Juvenile Items													
Nonfiction	56	38	46	29	32	42	0	35	53	36	45	14	34
Fiction	64	64	69	68	62	63	113	89	66	71	68	41	50
jAudio- books on CD/cassette	3	5	13	6	11	11	18	21	7	8	11	11	7
Young Adult Items													
YA Fiction	39	42	34	49	46	73	80	79	39	48	63	47	39
YA Nonfiction	9	7	7	8	3	11	8	6	6	1	6	4	3
YA B-CD (book on CD)	5	2	2	4	2	8	5	8	6	7		1	5
Audio Visual Items**													
Playaways	2	1	3	4	1	3	1	5	2	4	3	2	3
B-Cass (Book on cassette)	4	4	7	1	4	4	2	7	6	9	8	1	4
B-CD fiction (book on CD)	22	18	24	34	23	27	36	32	32	41	29	27	23
B-CD nonfiction (book on CD)	20	14	12	21	4	21	12	13	17	10	14	8	14
Belonging to other libraries	22	21	27	15	3	20	30	6	15	11	21	10	25
Total	675	560	644	669	574	719	755	853	711	654	677	461	524

**DVDs, CDs, and VHS do not transit to other libraries

ITEMS SENT TO WWPL FROM OTHER LIBRARIES. January 2011 to January 2012

Type	Jan.11	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.12
Adult Nonfiction Items													
000 - Comp.sci./gen. works	1	3	1	0	0	5	1	1	3	2	0	3	6
100 - Philosophy/psychology	8	10	7	6	7	7	4	3	9	5	4	4	13
200 - Religion	21	14	15	15	13	20	11	17	30	15	7	13	15
300 - Social sciences	12	18	14	22	21	19	19	21	29	24	13	10	15
400 - Language	1	2	2	0	1	1	2	1	0	0	3	0	1
500 - Math/science	3	3	2	1	4	0	7	2	2	3	3	2	2
600 - Technology/App. Sci.	45	38	35	40	51	46	58	50	45	57	39	30	48
700 - Arts/recreation	18	9	10	10	20	9	14	10	11	10	10	8	13
800 - Literature	3	9	2	4	2	7	9	1	6	4	1	2	7
900 - History/geography	28	15	27	15	12	15	24	31	18	19	31	13	22
- Biography	10	5	7	18	6	10	4	6	5	13	8	5	12
Adult Fiction Items**													
General Fiction	191	168	163	167	157	178	220	235	218	191	205	141	233
Mysteries	13	6	10	4	13	17	14	25	9	9	31	12	30
Religious	6	1	8	12	7	2	10	16	8	9	5	5	16
Science Fiction/Fantasy	0	2	2	3	10	12	18	8	9	7	16	4	5
Large Print	27	25	21	22	24	27	7	21	19	20	25	11	22
Westerns	7	5	0	3	1	10	1	0	9	3	4	1	6
Romance	22	4	13	12	10	10	8	12	16	26	22	13	19
Juvenile Items													
Nonfiction	54	10	26	47	24	17	7	22	31	26	13	11	19
Fiction	119	61	88	67	55	172	140	163	114	130	110	76	102
jAudio --audiobooks	9	4	2	3	7	1	8	2	1	5	3	4	6
Young Adult Items													
YA Fiction	73	113	79	79	63	142	164	132	78	66	78	58	102
YA Nonfiction	12	2	5	3	6	2	4	0	1	2	6	9	2
YA Audio	5		3	6	7	4	4	10	3	10	6	6	8
Audio Visual Items****													
B-Audio fiction	31	21	36	30	33	10	25	38	58	41	37	41	45
B-Audio nonfiction	16	7	6	7	4	1	9	11	4	10	7	15	18
Other	17	57	27	19	27	8	4	11	4	4	5	2	4
Total	752	612	611	615	585	752	796	849	740	711	692	499	791

**Not all libraries break fiction into the various genres

****DVDs, CDs, and VHS do not transit to other libraries

Circulation by WWPL patrons at other Evergreen Libraries							January 2011 to January 2012						
	Jan. 11	Feb. 11	Mar. 11	Apr. 11	May. 11	June. 11	July. 11	Aug. 11	Sep. 11	Oct. 11	Nov. 11	DEC. 11	JAN. 12
APLA											2	8	
AMPLA							2	17					
BTPLB							5						
CUTPLC					1	23	18	12	1				
FCPLR						6	12						
GWPLG				3			11			76			
HMMPL	103	70	143	184	120	205	78	51	138	84	126	91	114
HNPL	45	39	58	74	116	85	92	66	82	58	39	33	18
JCPLS											1		
JFCPL	5		4	2	4	9							
KKPLK					1	1	1	3	5	1		1	
LBPLL	16	21	4	1	2	60	12	7	13		10	3	7
MFCPLM							3						
MLPLM							12	9					
NWCLN													1
PAOPLP			4										
PLFDP	3						5		5				1
PTPLP					2								
STCPLS	2		2					2	2			1	1
TTPLT					5								
WJTPLW							9	6	9				
WLPLW	6	4	4	16	27	7	4	35	8	5	3	6	2
Total	180	134	219	280	278	396	264	208	263	224	181	143	144

WESTFIELD WASHINGTON PUBLIC LIBRARY

DIRECTOR'S REPORT

SHERYL A. SOLLARS

JANUARY 2012

Meetings:

January 4	WWPL Managers Meeting
January 6	Meeting with Mayor Cook
January 11	WWPL Board Meeting
January 17	Evergreen Indiana Circulation Committee Meeting City Connection
January 19	Met with Cindy Olsen, President of Rotary Club of Westfield
January 21	Library Board Work Session
January 26	WWPL Building Committee Meeting
January 27	District IV Library Director's Meeting
January 31	Hamilton County Directors Meeting

Library Board Working Session

I prepared for the working session, contacted Paul Ewer and asked him to be present to answer any questions the board may need answers too. I prepared statistics of other Indiana libraries with similar population sizes as the current Westfield Population. I also prepared statistics for the board showing services from 1995-2011.

Indiana State Library Annual Report

I worked with Sandy on the preparation of the annual report for the state library. The report was submitted on January 26, 2012. I have included a copy of the report in your board packets.

Debt Management and Library Financial Report

We now have to submit a report to the Department of Local Government Finance concerning the library's indebtedness. We have had to do this for a number of years but it now has to be submitted via the Gateway. I needed to show a history so I had to input information from the 1994 bonds, 1998 bonds and the 2003 bonds. I submitted this report on January 30, 2012.

I've also been working on the 2011 Financial Annual Report which is submitted to the State Board of Accounts. This report is also on the Gateway so there are some differences from how it has been done in the past. This report is due by March 1, 2012. I hope to have it completed by the end of next week.

2011 Statistics

I prepared charts showing comparisons of some of the library's statistics from 2000-2011. I created charts to be included in the February Library Newsletter. Paula and I decided to change the format of the annual report for the newsletter this year to more of a chart format than narrative. We thought this would be a clearer representation of the statistics.

Donations

The Rotary Club of Westfield is going to begin donating 3 books each month in honor of their monthly speakers. For this year the club has already purchased the books, but in year's to come we will be submitting a wish list to them and then they will purchase the books off the wish list.

We also received a donation of Japanese watercolor prints. I'm looking into applying for a grant to possibly frame the pictures and hang them in the Children's Area. It was a very generous and beautiful donation.

District IV Library Director's Meeting

I attended the district IV library director's meeting at the Plainfield Library. The Plainfield library has currently done a space reallocation project. They increased the public space and consolidated the staff space. The Johnson County Public Library board is putting a \$29M bond on a referendum in the May primary. I believe it will be the first library building referendum in the state since the law change. It will be interesting to see how what the outcome will be.

Evergreen Circulation Committee Meeting

We discussed the payment pilot progress; it seems to be going well. They hope to implement it throughout the entire consortium at the latest this summer.

Evergreen International Conference will be held April 25-28. Shelley, Carly, Sara, Sandy and I are registered to attend. This is a great opportunity for us to learn what other Evergreen Libraries systems are doing throughout the country and even outside of the US.



**Assistant Director's Report
Sandra M. Rowland
January, 2012**

MEETINGS

January 4 Management Team Meeting
January 11 Library Board of Trustees meeting
January 18 Staff meeting
January 18 Meeting with Janet Richardson of United Way
January 21 Library Board Work Session

INTERVIEWS AND ORIENTATIONS

none

USUAL MONTHLY ACTIVITIES:

Met with Sheryl often, as needed.

Met with Nancy, Vicki, Laurie, and Rita over different issues as needed.

Worked the Circulation, and IRS desks when needed

Reviewed 10 journals and ordered a Science Fiction/Fantasy cart

Created and ran 4 requested reports in addition to regular reports

Typed minutes of the January Board meeting and work session

Typed the minutes of the January management team meeting and staff meeting

Ordered 8 Baker and Taylor carts of books

Responsible for compiling reports for: Circ by hour, Transits both to and from WWPL, Hamilton County

Circ statistics, Circulation on non WWPL EI patrons, and WWPL patron to other EI libraries.

Compiled weekly statistics for the A/V supervisor, and detailed circ statistics for IRS, YA and Childrens.

Responded to 1 new application.

Ordered magazine renewals from Ebsco and direct by mail.

Worked on the annual report

OTHER STATISTICS

There were 74 uses of meeting rooms for library related activities and 9 uses by library patrons.

OTHER ACTIVITIES

*We added one new volunteer, Amber, who will be here for one hour on Mondays. We also lost one of book repair volunteers as she moved to Arizona.

* A lot of time this month working on the annual report, compiling and entering statistics into the web based report. It was submitted on January 26th.

*4 subscription were renewed using Coke rewards (renewals were free).

*The CD-ROMS were weeded and 64 items that have not circulated in over 1 year discarded.

*I met with each of our volunteers individually in January to make sure they were happy doing what they were doing and to see if they had any concerns.

*I also deleted expired computer users.

*I am in correspondence with Popular Subscription Services to see if I can get any of our magazines renewals at a less expensive rate.

IRS Dept January Report 2012

Nancy Lee

Highlights This Month

Compiled year-end statistics and submitted them to Sandy & Sheryl.

Registered people for AARP Tax Aide, February sessions are fully-booked

Collection Development and Maintenance

Sent to order one cart of fiction, nonfiction, SF/Fan and two carts of mass market romance paperbacks as well as forty requested titles this month.

Weeded romance paperbacks, adult fiction, & continued weeding in nonfiction 300s; purging dated materials on businesses table & newspaper this month,

The Dept has accepted, sorted 611 donation titles & added some to collection this month.

Programs & Services Provided at the Library This Month

genealogy		water-color class (2)	computer class (4)	pottery class	ESL class (20)	play Euchre (2)	book discussion (2)	total (32)
12		13	27	9	65	22	16	164

English as a Second Language (ESL)

Eleven new applications for classes were received & placed this month. Nancy worked on and submitted CDBG year-end reimbursement report and progress report this month.

We received some ESL books with tapes donated by the Grace Community church.

The CDBG grant contract for \$4,320 for 2012 has arrived.

Other Activities Performed by IRS Dept. This Month

# of Titles on Daily Holds List Found	# of Meeting Room Use Scheduled	# of Donation Received/ Processed	# of Non-resident computer use card	# of Exams Proctored		Money Collected For copies/headphone
370	96	611	21	0		\$168.86/@2.00*

*Sold one headphone this month.

Posted 8 posts on the library blog this month.

Submitting to Paula new book titles & adult programs for library newsletter.

Updated various booklist newsletters on BookNews E-Resources Center this month.

Cleaned public use computers twice weekly

Evergreen & Interlibrary Loan (ILL) Service This Month

# of Titles Came in from Other Libraries	# of Titles Returned to Other Libraries	# of ILL Requests via Ishare	# of Returns of Materials to Other Libraries	Total
1436	1142	9	11	2598

Outreach Service

Outreach Items	Patrons Visited	Materials Loaned	Materials Returned	Materials Renewed	Patrons Lost	Patrons Gained
Sander's Glen	10	51	44	30	0	0
Maple Park Village	9	22	35	17	0	0
Homebound	2	8	12	0	0	0
Total	21	81	91	47	0	0

Reference Desk Interaction & Statistics

Reference Desk statistics for this month –see attached sheet.

Library Displays

Lose Weight, Eat Wise, Exercise material display

Self-help and motivation

Winnie-the-Pooh material display in honor of AA Milne's birthday

Elvis display

Overlooked and Under-read Last Chance material display - Ongoing

Dr. Djo Bi Simon Irie – Ivorian Drummer Rotation Display

Programs & Activities Scheduled for the Following Month

Mystery Book Discussion, Feb 1 @ 1 pm

Genealogy Club, Feb 4 @ 10:15 am

Play Euchre, Feb 8 and Feb 22 @ 5:30 pm

Fiction Book Discussion, Feb 15 @ 1 pm

Watercolor Painting, Feb 16 @10:15 am

MS-Publisher class, Feb 16 & Feb 20 @ 6:30 pm

Facebook Fundamentals, Feb 23 @ 3:00 pm

Email Basics, Feb 28 @ 6:30 pm

AARP tax aide on Feb 10, 17 & 24 at 10:30 am- February is fully booked.

Meetings & Staff Development

Nancy attended managers' meeting on Jan 4.

Everyone except Rex attended staff mt on Jan 18.

Nancy met dept staff as needed.

**January 2012
Reference Desk Tally**

w/o 1/3/12 w/o 1/9/12 w/o 1/16/12 w/o 1/23/12 w/o 1/30/12 **Mo. Totals**

Non-Reference	91	113	133	129	0	466
Tech. Asst.	160	207	134	122	0	623
Reference	203	252	188	204	0	847
Wkly. Totals	454	572	455	455	0	1936

w/o 1/3/12 w/o 1/9/12 w/o 1/16/12 w/o 1/23/12 w/o 1/30/12 **Mo. Totals**

Monday	CLOSED	139	CLOSED	97	0	236
Tuesday	119	123	161	79	0	482
Wednesday	84	101	112	63	0	360
Thursday	94	84	62	97	0	337
Friday	89	80	52	66	0	287
Saturday	68	45	68	53	0	234
TOTALS	454	572	455	455	0	1936

Question of the Week:

Ebooks-how to select & download titles? What criteria does library use in selecting ebook titles?

Submitted technology statistics for Annual Report. Started to document which statistics the IT Dept needs to provide each year, where those numbers can be found, and what was submitted in previous years (for comparison).

One of the new Sony Google TVs purchased by the Friends was installed next to the Circulation Desk in the lobby. An identical model will be mounted in the Children's Department. These TVs can display web pages so I designed a basic page that will rotate library information. It is a nice alternative to the USB picture slideshow (like the original TV in the lobby, now in Reference) because when I alter the webpage it changes automatically on both TVs.

The self check station was out of order for a while after the upgrade to Evergreen 2.1 because it would no longer auto-print receipts. I made temporary directions for printing manually until the helpdesk found a solution. They actually designed a new self-check module which has more features than the original design. In addition to checking items out, this version allows patrons to see what items they have checked out, what they have on hold, and what fines they owe. The Adult Services Department is responsible for turning this station on every morning so I also had to make a new standard operating procedure document for their opening checklist.

We decided to turn off the wireless authentication because the support time needed to help some patrons login was increasing. This is due to a variety of factors including additional types of equipment (laptops, phones, ereaders), multiple operating systems (XP, Vista, Win7) and security software (Norton, McAfee, TrendMicro) used by patrons. Now all someone has to do is put in the initial password once and, from then on, their device will automatically join the network when they walk into the building. I also think that now that the process is easier, people are more willing to use the wifi network because they don't have to go ask for a new password everyday. For example, I used to just leave my phone on its cellular network because I hated logging in everyday but now I just let it use the wireless because it switches without me doing anything. This has increased our wireless statistics because devices automatically renew their IP address lease when they enter the building even if they aren't actively using the network. In the first week we had 103 address leases up from an average of about 30 logins a week. Before, I couldn't easily keep track of individual users because all I got was a list of the patron login names we provided (different everyday). However, now I can see each individual device names and MAC address. For the 103 leases given, I counted 51 unique users.

We also decided to switch to a new backup system. Instead of creating an entirely new image of our server every night onto a physical tape, an online service will check the server every hour or two and copy any changes. This eliminates most of the human element (remembering to change the tape) and is overall more efficient.

2012 January Children's Services Report WWPL

Vicki JM Parker

Children's Services Manager

The American Girls Club attendees made handkerchief dolls and yarn dolls this month. All of the materials used came from Freecycle. Several new girls attended this month, so the group is growing again.

COLLECTION DEVELOPMENT AND MANAGEMENT

- *Sorted 256 donated items. Added 56 of the items to the collection.
- *Checked in 81 new J & YA items.
- *Changed 38 items to their permanent home locations.
- *Changed 64 items to a different location.
- *Investigated & ordered 3 request carts from B&T.
- *Ordered 4 carts from B&T.
- *Ordered popular fiction from Penworthy Rep on the phone
- *Ordered additional copies of the 2012 Caldecott and Newbery winners.
- *Contacted by book Rep Larry Birky and Diana Hall. Will meet with them later in the year.
- *Viewed online eSebc books offered by rep Steve Dailey. The mostly non-fiction ebooks are not what we are currently focusing on for the Children's Collection. The rep dropped off information when he was in the area.
- *Searched for 47 New Books from the monthly report and changed their status.
- *Investigated items on the temp/unavailable and damaged lists for January and changed to proper locations.
- *Rectified 13 problem items.
- *Processed 30 items on Daily Holds list for Evergreen libraries.
- *Weeded and Discarded 216 items. The JEs have all been weeded. The J Magazines are almost weeded.
- *Circulation of all hanging bag cassettes reported 37 titles have a circ count of 0. These titles will be weeded.
- *Investigated and created a B&T cart for the 2012-2013 YHBA Nominees to order in May.

JANUARY PROGRAMMING

This Month: Baby Love; and Storytimes—Let It Snow and Snowmen.

TEENS: TAG (Teen Advisory Group) meeting; Impromptu Gaming.

CLUBS MEETINGS: American Girls'; Anime Manga; E.M.O.; and Yu-Gi-Oh/Pokemon.

*Set up reading programs at Carey Ridge Elementary Media Center on the last Wednesday of the month beginning in February for Will in the morning and Vicki in the afternoon.

*Vicki was contacted by Darlene Bell from Shamrock Springs Elementary to set up the annual Little Shamrocks presentation in March.

*Ordered Teen Tech Week poster and Hunger Games Read poster from ALA.

*Purchased drinks and food for YA programs.

*Submitted a programming wish list to Sheryl for possible Lions Club funding.

WINTER CLASSES

*Processed \$3823 in class payments, without a single registration error! Invoiced instructor payments.

*Homeschool Day continues to connect new homeschoolers & seasoned homeschoolers with the library.

*Confirmed winter schedule for Paws and Read; verified contact information.

*Added a Spanish class that had been informally meeting in Zionsville library and wished to hold the class in Westfield.

*Read-a-loud/Sing-a-long class was cancelled. The former Japanese teacher taught this class.

SPRING CLASS PLANNING

*Pottery, Chess and a math Pentathlon Camp is being considered for Spring Break. Mother's Day Gifts, Make-it Take-it is planned.

SUMMER READING 2012

*Began work on donation request letters for Summer Reading Program.

JANUARY CHILDREN'S PROGRAM STATISTICS

Offered		Attendance
3	Infants	60
14	Preschoolers	489
17	School Age	163
16	Teen	116
3	All Ages	34
53	Jan Programs	862

SERVICES

- *Fourth grade Black History Month project: pulled 51 African-American biographies for Oak Trace teacher.
- *Sent out (Dora) genealogy emails; did agenda & minutes; attended the Genealogy Meeting; and pulled obits from newspapers.
- *On February 10, Will is presenting a program for Super Saturday at Shamrock Springs Elementary.

OUTREACH

- Jan 11 Carey Ridge Elementary Special Needs PS 2 Storytimes for am and pm classes.
- Jan 18 TOTS & PS Maple Glenn Outreach Storytimes.
- Jan 18 TOTS & PS Monon Trails Outreach Storytimes.

JANUARY REFERENCE STATISTICS

Reference Questions

657	reference questions were answered in Children's Services.
6	reference questions were answered in IRS.
16	reference questions were answered in both children's and IRS.
31	reference questions were answered in YA.
83	computer assistance and on-line reference questions answered.
793	Total Reference Questions recorded

Directional Questions

30	computer problems were resolved regarding the children's computers—mostly rebooting.
17	AR List requests
141	questions regarding programming and activities recorded
3	Mini-tours were given to new card holders and residents.
191	Total Directional Questions recorded

AccuCut Public Use this month: 10 times TumbleBook Full Views: 78

GRANTS AND PROJECTS

- *Compiled the 2011 program statistics and sent them to Sheryl & Sandy. A total of 788 programs were presented with an attendance of 20607 in 2011. This includes both in-house and outreach programs.
- *Compiled 2011 reference statistics, sent to Sandy & Sheryl. The children's department recorded 9280 reference questions answered in 2011 and 4266 directional questions.
- *Completed and faxed former employee Tricia Dickson's Disabilities Application form to the Disability Determination Bureau, Indiana Disability Determination Service for Social Security Disability Claims.
- *Quarterly Children's Staff Meeting: Created the agenda; typed minutes; e-mailed to Sheryl, Sandy & Children's Staff.
- *Continued grant research and compilation of WWPL statistics for future grant applications. Added to preliminary list of grants.
- *Continued organizing all work spaces in the Children's area. Started straightening craft room spaces.
- *Continued archiving or deleting 2011 files.

INHOUSE DISPLAYS, ACTIVITIES INFORMATION AND PROMOTIONS

- *Special themed displays: Pulled 86 books about Valentine's Day for monthly collection display & changed their location. Returned 339 Holiday & other display books to their home location. Pulled 35 books about snow for In the News: Snow display.
- *Display in Children's flat case—Snowy village.
- *Maintained YA book display themed: *Out in the Cold*. Changed 11 YA books from display to their home location that were on the display list.
- *Added new YA book titles to online bookbag.
- *Completed winter activities guide, sent to Paula and Sara.
- *Proofed February calendar programs and dates. Updated brochure. Working on Spring brochure.
- *Blogged on YA book blog.
- *Submitted program information for inclusion in the WMS & WHS announcements.
- *Selected and replaced new books, slanted table books and shelf top books.

PROFESSIONAL DEVELOPMENT

- 01/04 Vicki attended the Managers Meeting.
- 01/18 Vicki, Will, Tammy, Dora, Ricke & Rebecca attended the quarterly Staff Meeting and the Quarterly Children's Department Meeting. Ricke attended the IRS departmental meeting.

DATE	WORK PREFORMED	TIME	HOURS	VENDORS
1/2/12	opened, emptied bookdrop - full, checked E&C	0645 to 0815	1.5	
1/3/12	opened, emptied bookdrop, replaced battery in clock, checked E&C	0700 to 0830	1.5	
1/4/12	opened, emptied bookdrop, took down and stored some of the Christmas decorations, checked E&C	0645 to 0800	1.25	
1/5/12	opened, emptied bookdrop, relamped, checked E&C reset No.1 boiler, sent e-mail to cleaning supervisor asking for lady we had to come back due to present people not vacuuming or cleaning properly	0830 to 0930	1	
1/6/12	opened, emptied bookdrop, checked E&C, relamped	0645 to 0800	1.25	
1/9/12	opened, emptied bookdrop, checked E&C, relamped	0645 to 0800	1.25	
1/10/12	opened, emptied bookdrop, took out trash, checked E&C, stored most of Christmas decorations in North storage room	0645 to 0830	1.75	
1/11/12	opened, worked on break room door latch sticking, emptied bookdrop, checked E&C	0700 to 0815	1.25	
1/12/12	opened, checked E&C, emptied bookdrop, large semi tractor parked in front of bookdrop - called Waite elevator to see what was going on they will find out and have moved, gathered snow shovels and ice melt for pending storm	0645 to 0800	1.25	
1/13/12	opened, emptied bookdrop, checked E&C refilled empty toilet paper dispensers - picked up books left in restrooms -worked on staff room door latch again working much better	0700 to 0815	1.25	
1/16/12	opened, emptied bookdrop, checked E&C	0700 to 0800	1	
1/18/12	opened, checked E&C, emptied bookdrop, relamped	0700 to 0815	1.25	
1/19/12	opened, emptied bookdrop, checked E&C, picked up a pile of books in the East restroom	0645 to 0800	1.25	
1/20/12	opened, emptied bookdrop, checked E&C - front hall and restrooms not wet mopped - sent e-mail to school about not complete cleaning	0700 to 0815	1.25	
1/21/12	shoveled back porch and steps and front of bookdrop, spread ice melt, emptied bookdrop	0800 to 0900	1	
1/23/12	opened, took out trash, emptied bookdrop, relamped went to Overnite to get more bulbs, checked E&C	0645 to 0845	2	
1/24/12	emptied bookdrop, checked E&C, took newspapers to recycle	0730 to 0830	1	
1/25/12	opened, emptied bookdrop, checked E&C, relamped sent work order to school for bad ballast in Fiction	0645 to 0815	1.5	

1/26/12	opened, emptied bookdrop, checked E&C, took out trash, tightened all swinging gates at counters	0700 to 0830	1.5	
1/27/12	opened, emptied bookdrop, checked E&C, hung TV monitor by Circ desk	0630 to 0830	2	
1/28/12	got call from Sonatrol that building alarm was still off, went in and checked all doors closed and reset alarm	0730 to 0830	1	
1/30/12	opened, emptied bookdrop, gathered up lots of plastic bags out front of bookdrop and in bookdrop, took out trash, reattached soap dispenser to wall in Children's south restroom, checked E&C	0645 to 0815	1.5	
1/31/12	opened, checked E&C, emptied bookdrop, checked automatic door operation, stored last of Christmas decorations, sent e-mail to school about poor cleaning job done last evening	0645 to 0800	1.25	
		TOTAL	30.75	

RESOLUTION TO TEMPORARILY TRANSFER FUNDS TO THE OPERATING FUND

WHEREAS, it has been shown that the funds in 125 – Rainy Day Fund need to be temporarily transferred to the 100 – Library Operation Fund.

We the library board of the Westfield Washington Public Library, do resolve that the following transfers be made.

Transfer from 125 - Rainy Day Fund	\$100,000.00
Transfer to 100 – Operating Fund	\$100,000.00

Presented to the Westfield Washington Public Library Board of Trustees, read in full and adopted this 8th day of February 2012, by the following aye and nay vote.

AYE

NAY

ATTEST: _____
Secretary of the Westfield
Washington Public Library

**WESTFIELD WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
INFORMATIONAL DATA
REVISED FEBRUARY 2012**

PAUL CATLIN

19601 Horton Road, Westfield, IN 46074 [867-0115] [440-3010 cell];
pcatlin@omnicityusa.com; PCatlin46@gmail.com
Appointed August 2001
Appointing Authority: County Commissioners; 3rd Term Expires December 2012
Offices held: Treasurer; 2003-2012.

MIKE THOMAS

118 East Columbine Lane, Westfield, IN 46074 [846-1967];
michael.thomas118@yahoo.com
Appointed August 2006
Appointing Authority: School Board; 2nd Term Expires August 2014
Offices Held: Vice President 2008-2009, President 2010-2012

DAVID WEISS

103 South Union ST, Westfield, IN 46074 [896-3477 home] [896-9378 work] [896-2731 fax];
dave@westfieldpharmacy.net
Appointed July 2009
Appointing Authority: School Board; 1st Term Expires June 2013

NANCY KNOCHEL

1115 Liberty Dr., Westfield, IN 46074 [669-8045] [317-446-9369 cell];
nancyknochel@yahoo.com
Appointed June 2011
Appointing Authority: School Board; 1st Term Expires November 2014

CAROLYN J. WHEELER

419 Worth CT, Carmel, IN 46032 [848-1463] ; wheelercj@hotmail.com
Appointed January 2005
Appointing Authority: Hamilton County Council; 2nd Term Expires December 2012
Offices held: Vice President 2006-2007, President 2008-2009, Vice President 2010-2012

MIC MEAD

15466 Oak Road, Carmel, IN 46033 [846-6257] [402-5799 Cell] ; micmead1@aol.com
Appointed January 2009
Appointing Authority: Washington Township Board and Trustee; 1st Term Expires
December 2012
Offices Held: Secretary 2011-2012.

WESTFIELD-WASHINGTON PUBLIC LIBRARY

Indiana Public Library Annual Report 2011

CURRENT YEAR

PREVIOUS YEAR

Part 1 - General Information

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

@ indicates question is related to standards

Respondent Identification

A*	Library Code	8292	8292
B*	Library Director	SHERYL A. SOLLARS	<i>SHERYL A. SOLLARS</i>
C*	Library Name	WESTFIELD WASHINGTON PUBLIC LIBRARY	<i>WESTFIELD WASHINGTON PUBLIC LIBRARY</i>
D*	Street Address	333 W. HOOVER ST.	<i>333 W. HOOVER ST.</i>
E*	Street City	WESTFIELD	<i>WESTFIELD</i>
F*	State	IN	<i>IN</i>
G*	ZIP+4	46074-9283	<i>46074-9283</i>
H*	Mailing Address	N/A	<i>N/A</i>
I*	Mailing City	N/A	<i>N/A</i>
J*	State	N/A	<i>N/A</i>
K*	Mailing ZIP+4	N/A	<i>N/A</i>
@L*	Phone	(317) 896-9391	<i>(317) 896-9391</i>
@M*	FAX	(317) 896-3702	<i>(317) 896-3702</i>
N*	TDD	N/A	<i>N/A</i>
O*	Dial-In Access Number	N/A	<i>N/A</i>
P*	Congressional District #	6	<i>6</i>
@Q*	Public Library E-Mail Address	librarian@wwpl.lib.in.us	<i>librarian@wwpl.lib.in.us</i>
@R*	World Wide Web Address	www.wwpl.lib.in.us	<i>www.wwpl.lib.in.us</i>
S*	Time and Day of the Month of Regular Library Board Meetings	2nd Wednesday 7:00PM	<i>2nd Wednesday 7:00PM</i>
T*	Does your library have a Friends of the Library Group?	Yes	<i>Yes</i>
U*	If yes, has your Friends group received a 501(c)3 designation from the IRS? Yes or No	Yes	<i>Yes</i>
V*	Person Preparing Report	Sandra M. Rowland	<i>Sandra M. Rowland</i>
W*	Phone	(317) 896-9391	<i>(317) 896-9391</i>
X*	Time zone in which library district headquarters is located.	Eastern Time	<i>Eastern Time</i>
1a	The year the current central building was built	1983	<i>1983</i>
1b	Date of most recent structural addition or alteration to current central building	1995	<i>1995</i>

2	What is the square footage of the central building?	26,535	26,535
3	Are you currently involved in a new building construction project, an addition to an existing building, or remodeling a building?	No	No

Answer question 4 only if question 3 was checked YES

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

Daily Schedule for Central Library Only

5a	Monday Open	10:00 AM	10:00 AM
5b	Monday Close	8:00 PM	8:00 PM
5c	Tuesday Open	10:00 AM	10:00 AM
5d	Tuesday Close	8:00 PM	8:00 PM
5e	Wednesday Open	10:00 AM	10:00 AM
5f	Wednesday Close	8:00 PM	8:00 PM
5g	Thursday Open	10:00 AM	10:00 AM
5h	Thursday Close	8:00 PM	8:00 PM
5i	Friday Open	10:00 AM	10:00 AM
5j	Friday Close	6:00 PM	6:00 PM
5k	Saturday Open	10:00 AM	10:00 AM
5l	Saturday Close	5:00 PM	5:00 PM
5m	Sunday Open	CLOSED	CLOSED
5n	Sunday Close	CLOSED	CLOSED

5x	Total Public Service Hours per Year PLSC	2,860.00	2,860.00
----	---	----------	----------

5xa	Total weekly winter hours central library	55	55.00
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5xb	# of weeks for winter hours schedule central library	52	52
-----	--	----	----

5xwce	Winter hours schedule central library	2,860.00	
-------	--	----------	--

5xc	Total weekly summer hours central library	N/A	0
-----	---	-----	---

5xd	# of weeks for summer hours schedule central library	N/A	0
-----	--	-----	---

5xsce	Summer hours schedule central library	0.00	
-------	--	------	--

@6	Total Hours Open after 6:00 p.m. Each Week	8	4
----	--	---	---

7	How many Sundays was your library open last year?	0	0
---	---	---	---

Branch Information

AA	Does Your Library have a Branch? Yes or No	No	No
----	--	----	----

If yes, please enter branch information, it is required. If no please enter "0" in 8aa.

8c	Has Your Library System Closed a Branch or Branches?	No	No
8cc	If Yes, List Name(s) of Branch(es) Closed	0	
A*	Branch Name	N/A	N/A
B*	Street Address	N/A	N/A
C*	City	N/A	N/A
D*	State	N/A	N/A
E*	Zip+4	N/A	N/A
F*	Mail Address	N/A	N/A
G*	Square Footage	n/a	n/a
H*	Year Built	N/A	N/A
I	Year of Addition or Alteration	N/A	N/A
J*	Phone	N/A	N/A
K*	Fax	N/A	N/A
L*	Total hours open per week	N/A	N/A
@M*	Internet access	No	No
N*	Type of Internet Access		Other
@O*	Speed of Internet Access	N/A	N/A
@P*	Does this branch have a wireless hub?	No	No
Q*	Number of Weeks Branch is Open	0	0
R*	Total Weekly Winter Hours Branch Open (Choice is Number or N/A)	N/A	N/A
S*	# of Weeks Branch Open at Winter Hours Schedule (Choice is Number or N/A)	N/A	N/A
T*	Total Weekly Summer Hours Branch Open (Choice is Number or N/A)	N/A	N/A
U*	# of Weeks Branch Open at Summer Hours Schedule (Choice is Number or N/A)	N/A	N/A
8aa	Total Number of Branches	0	0
8b	Total Annual Hours of Branches	0.00	0.00
8bb*	Number of Weeks Branch is Open	0.00	
Bookmobile Information			
BB	Do you have a bookmobile? Yes or No	No	No
If yes, please enter bookmobile information, it is required. If no please enter "0" in 9aa.			
A*	Bookmobile Name	N/A	N/A
B*	Street Address	N/A	N/A
C*	City	N/A	N/A
D*	State	N/A	N/A
E*	Zip+4	N/A	N/A
F*	Mail Address	N/A	N/A
G*	Phone	N/A	N/A
H*	Fax	N/A	N/A
I*	Total hours per week	N/A	N/A

J*	Number of Weeks Bookmobile is Open	N/A	N/A
K*	Internet Access	No	No
L*	Type of Internet Access	Other	Other
M*	Total Weekly Winter Hours Bookmobile Open (Choice is Number or N/A)	N/A	0
N*	# of Weeks Bookmobile Open at Winter Hours Schedule (Choice is Number or N/A)	N/A	0
O*	Total Weekly Summer Hours Bookmobile Open (Choice is Number or N/A)	N/A	0
P*	# of Weeks Bookmobile Open at Summer Hours Schedule (Choice is Number or N/A)	N/A	N/A
9aa	Total Number of Bookmobiles	0	0
9b	Total Annual Hours of Bookmobiles	0.00	0.00
9bb*	Number of Weeks Bookmobiles are Open	0.00	

Part 2 - Registrations

10a	Total Number of Individual Resident Registered Borrowers	18,581	16,759
10b	Total Number of Borrowers from Contracting Areas	0	
11	Total Number of Individual Non-Resident (non-taxed) Registered Borrowers	120	33
12	Total Number of Reciprocal Borrowers	613	374
12a	Total Number of PLAC Borrowers	30	51
13a	Total Number of Non-Resident Cards Issued to Student Borrowers	78	66
13b	Total Number of Non-Resident Cards Issued to School Employees	4	3
13c	Total Number of Non-Resident Cards Issued to Library Employees	5	0
@14a	Individual Non-Resident Fee (required by law)	\$65.00	\$65.00
14b	Date Library Board adopted this fee	January 12, 2011	January 19, 2010
@15	Most Recent Year Patron File was Weeded	2011	2009
@16	On What Time Table is Patron File Weeded?	Annual	Annual

Part 3 - Libraries & Political Subdivisions

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

17a	County Name of Primary County	HAMILTON	HAMILTON
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17b	Total Assessed Valuation for Library District	\$1,920,293,399	\$2,015,834,585
17c	Operating Tax Rate	.0304	.0239
17d	BIRF/Lease Rental Tax Rate	.0174	.0111
17e	LCPF Tax Rate	0	0
17f	Did you roll the LCPF into the operating tax rate?	N/A	N/A
18a	County Name of Additional County or County Contractual (May leave blank if there is not another county in the library district and it is not a county contractual)	N/A	N/A
18b	Total Assessed Valuation for Library District	\$0	\$0
18c	Operating Tax Rate	0	0
18d	BIRF/Lease Rental Tax Rate	0	0
18e	LCPF Tax Rate	0	0
19	Total population without contract	18,358	18,358
19a	Total population with contracts	0	0

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY

20a	Political Subdivision Name	WASHINGTON TOWNSHIP	WASHINGTON TOWNSHIP
20b	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	9	9
20c	Population 2000 Census (Units in 20b Only)	18,358	18,358
20d	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	N/A	N/A
20e	Population 2000 Census (Units served by contract in 20d Only)	N/A	N/A

Part 4 - Library Operating Fund Income

Local Government Operating Fund Income

28a	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	\$420,072	\$427,793
28b	CAGIT Property Tax Replacement Credit	\$0	\$0
28c	CAGIT Certified Shares	\$0	\$0
28d	CAGIT Special Fund	\$0	\$0
28e	County Option Income Tax (COIT)	\$380,347	\$506,821
28f	Contractual Revenue Received for Service	\$0	\$0
28g	Local Option Income Tax (LOIT)	\$0	\$0
28	Total Local Operating Fund Income	\$800,419	\$934,614

State Government Operating Fund Income

29a	Financial Institutions Tax (FIT)	\$4	\$119
29b	License Excise and Commercial Vehicle Excise Tax (CVET)	\$37,494	\$52,437
29c	Other State Operating Fund Income	\$0	\$0
29d	Source(s):	N/A	N/A

29	Total State Operating Fund Income	\$37,498	\$52,556
Federal Government Operating Fund Income			
30a	LSTA Grants	\$0	\$0
30b	Name of Non-Operating Fund	N/A	N/A
30c	Amount of LSTA grant placed in Non-Operating Fund	\$0	\$0
30d	Other Federal Grants Operating Fund Income	\$0	\$0
30e	List Source	N/A	N/A
30	Total Federal Operating Fund Income	\$0	\$0
Other Operating Fund Income			
31a	Fines and Fees	\$48,695	\$47,581
31b	Interest on Investments	\$480	\$1,428
31c	Gift Receipts Operating Fund Income	\$0	\$0
31d	Private and Public Foundation Grants Operating Fund Income	\$0	\$0
31e	Miscellaneous Operating Fund Income	\$2,340	\$42
31f	Source(s)	Levy Excess	Refund
31	Total Other Operating Fund Income	\$51,515	\$49,051
31d1	Total Public and Private Foundation Grants Income (deposited into any fund)	\$0	\$3,290
32	TOTAL OPERATING FUND INCOME	\$889,432	\$1,036,221

Part 5 - Expenditure Data

Personal Services

33a	Salaries/Wages of All Library Staff	\$594,342	\$671,304
33b	Employee benefits	\$90,221	\$96,171
33c	Other Personal Services	\$0	\$0
33	Total Personal Services IN	\$684,563	\$767,475
33x	Total Staff Expenditures PLSC	\$684,563	\$767,475
34	Total Supplies	\$15,630	\$20,054

Other Services and Charges

35a	Professional Services	\$12,737	\$10,428
35aa	Public access electronic database licensing/purchase/lease expenditures	\$5,966	\$4,238
DO NOT REPORT in 35a.			
35b	Communication and Transportation	\$10,270	\$12,798
35c	Printing and Advertising	\$750	\$612
35d	Insurance	\$12,690	\$12,559
35e	Utility Services	\$55,327	\$56,540
35f	Repairs and Maintenance	\$59,848	\$58,688
35g	Rentals	\$5,729	\$8,856
35h	Debt Service (Operating Expenditures only)	\$0	\$0
35i	Lease Rental (Operating Expenditures only)	\$0	\$0

35j	Other (exclude LIRF)	\$0	\$493
35	Total Other Services and Charges	\$163,317	\$160,974
Capital Outlays - Operating Fund Expenditures			
36a	Land	\$0	\$0
36b	Buildings	\$0	\$0
36c	Improvements Other Than Buildings	\$0	\$0
36d	Furniture and Equipment	\$791	\$0
36d1	Public Access Computers, electronic reading and electronic media devices	\$0	
	DO NOT REPORT in 36d		
@36e	Books (include Book Lease)	\$48,842	\$24,877
@36f	Periodicals and Newspapers	\$5,000	\$3,560
@36g	Nonprinted Materials, Microforms & AV, not Electronic	\$10,760	\$16,075
@36h	Public Access Physical Electronic/Computer Format (pulled out from Nonprinted Materials and reported separately) DO NOT REPORT DATABASE LICENSES HERE, REPORT IN 35aa	\$373	\$945
@36x	Print Materials Expenditures PLSC	\$69,404	\$84,502
@36xx	Electronic Materials Expenditures PLSC	\$11,480	\$7,640
@36xxx	Other Materials Expenditures PLSC	\$29,008	\$38,345
@36xxxx	Total Collection Expenditures PLSC	\$109,892	\$130,487
36	Total Capital Outlays - Operating Fund	\$65,766	\$45,457
36.5	Other Operating Expenditures PLSC	\$179,738	\$181,028
Non-Operating Fund Collection Expenditures (from gift, grant, any other funds) PLSC			
@36.1a	Books (Include Book Lease)	\$15,488	\$53,255
@36.1b	Periodicals and Newspapers	\$74	\$2,810
@36.1c	Nonprinted Materials, Microforms & AV, not Electronic	\$18,248	\$22,270
@36.1d	Public Access Physical Electronic/Computer Format (pulled out from Nonprinted Materials and reported separately)	\$0	\$0
@36.1e	Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format	\$5,141	\$6,695
@36-CD IN	Operating Expenditure Fund Collection Development IN Basic	\$70,941	
@36.1	Total Non-Operating Fund Collection Expenditures	\$38,951	
@361.590.6	Public Access Computers, electronic reading and electronic media devices from all funds except operating	\$0	
37	TOTAL OPERATING FUND EXPENDITURES IN	\$929,276	\$993,960
37a	Operating Expenditures per capita (=37/19). Expressed in dollars/cents \$____.____	\$50.62	\$54.14

37aa	Collection Development Expenditure % Operating Expenditure	7.6%	
37x	Total Operating Expenditures PLSC	\$974,193	\$1,078,990
37.590-6	Total Collection Expenditure IN 590-6	\$109,892	
Other Specific/Special Expenditures (May Include Operating Fund)			
38a	Total Capital Fund Expenditures	\$15,274	\$3,710

Part 6 - Capital Revenue

39a	Local government capital revenue	\$0	\$79,224
39b	State government capital revenue	N/A	N/A
39c	Federal government capital revenue	N/A	N/A
39d	Other capital revenue	N/A	N/A
39	Total capital revenue	\$0	\$79,224

Part 7 - Employment Data

40a	Total Number of ALL Librarians with an ALA-MLS	8.00	8.00
40b	Total Hours Paid Per Week For ALL ALA-MLS Librarians	255.2	258.48
40c	FTE for ALL Librarians with an ALA-MLS	6.38	6.46
41a	Total Number of ALL Librarians, including ALA-MLS Librarians	9.00	9.00
41b	Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	290.9	294
41c	FTE for ALL Librarians	7.27	7.35
42a	Total Number of ALL OTHER PAID STAFF	27.00	28.00
42b	Total Hours Paid Per Week For ALL OTHER PAID STAFF	589.3	682.01
42c	FTE for ALL OTHER PAID STAFF	14.73	17.05
43a	Total Number of ALL PAID STAFF	36.00	37.00
43b	Total Hours Paid per week for ALL PAID STAFF	880.20	976.01
43c	FTE for ALL PAID STAFF	22.01	24.40
44	Number of hours per week considered to be full-time employment in your library.	30	30

Part 8 - Library Service and Technology

Inter-Library Loans

45a	Provided To Other Libraries	7,913	1
45b	Received From Other Libraries	8,283	142

Annual Local Library Service

@46a	# Children's Programs in Library	545	570
@46aa	# Children's Programs Outside Library (outreach)	69	50
		614	620

@46aaa	Total # of Children's programs		
@46b	# Young Adult Programs in Library	153	184
@46bb	# Young Adult Programs Outside Library (outreach)	6	9
@46c	# Adult Programs in Library (18+)	367	409
@46cc	# Adult Programs Outside Library (18+) (outreach)	44	24
@46d	# General Programs in Library (All age groups)	13	11
@46dd	# General Programs Outside Library (All Age Groups) (outreach)	5	6
@46	Total # of Programs	1,202	1,263
46.11	How Many Weeks was Summer Reading Program for Children at Each Fixed Location?	10	Yes
46.a1	# of Non-Library Sponsored Programs/meetings/events	229	244
47a	Children's Program Attendance in library	10,165	11,068
47aa	Children's Program Attendance Outside library (outreach)	4,763	2,338
47aaa	Total Children's Program Attendance	14,928	13,406
47b	Young Adult Program Attendance in library	1,317	1,650
47bb	Young Adult Program Attendance Outside library (outreach)	2,667	3,587
47c	Adult Program Attendance in library (18+)	2,091	2,048
47cc	Adult Program Attendance Outside library (outreach) (18+)	290	256
47d	General Program Attendance in library (All age groups)	1,411	1,003
47dd	General Program Attendance Outside library (outreach) (All age groups)	427	1,304
47	Total Program Attendance	23,131	23,254
47.a1	Total Non-Library Sponsored Programs/meetings/events Attendance	1,728	1,584
48	Total Visits In Library Per Year (Multiply typical week count by 52, if you don't have annual figure)	150,020	166,036
@49	Total Reference Transactions Per year (Multiply typical week count by 52, if you don't have annual figure)	19,897	18,561
Electronic Services			
50a	# Local Licensed Databases (source of access)	8	8
50b	# State Licensed Databases (source of access)	58	58
50c	# Other Licensed Databases (source of access)	0	0
50d	Total Licensed Databases	66	66

Database Usage Measure

50e	# Searches of Databases to which the Library Subscribes or N/A	1,169	1,143
50ee	# Sessions of Databases to which the Library Subscribes or N/A	N/A	N/A
50f	Name(s) of Public Use/Commercial Databases to which the Library Subscribes or N/A	Chilton Novelist Reference USA Online Book Club Tumblebooks ESequels Salem Health Ed2Go	<i>Response has been entered.</i>
50g	Subject(s) of Public Use Databases which the Library Both Developed and Owns (NO LICENSE PURCHASED) or N/A	N/A	N/A
51a	Users of Public Internet Computers per Year (Multiply typical week count by 52, if you don't have annual figure)	16,924	19,470
51a1	# of Users of Wireless Internet Connections in Building (or Outside) per Year	1,296	1,374
51b	# of Hours Public Internet Computers Used per Year	10,881	14,197

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

51c	Total # of Page Views on All Web Pages in the Library's Domain AND/OR	198,068	183,884
51d	Total # of Page Views on the Library's Home Page AND/OR	115,836	107,941
51e	Total # of Hits or Page Views on the Library's Public Access Catalog	33,389	19,513
@52a	Internet Access	Yes	Yes
52b	Type of Internet Access in Central Building ONLY (If central building does have two types of Internet access, they must choose the higher speed)	T1	T1
52c	Specify Other	Share the Westfield Washington Schools internet line	<i>Share the Westfield Washington Schools internet line</i>
@52d	Speed of Internet Access in Central Building ONLY (if two types of access, choose higher speed):	35Mb/s	35Mb/s
@53a	Number Computer Terminals Used by General Public and Connected to Internet System-wide	37	20
@53aa	Number of Printers Connected to Computer Terminals Used by the General Public System-wide	1	1
@53aaa	Number of Scanners for the General Public System-wide	1	1
@53b	Number of Computer Terminals Used by Staff with Office Software and Connected to the Internet System-wide	26	26

@53bb	Is there a Printer for Staff Computer Use?	Yes	Yes
@54a	Is there a Wireless Hub in the Central Building?	Yes	Yes
54b	Voice over IP?	No	No
Library System Bookkeeping and Circulation			
55a	Does Your Library Have an Automated Bookkeeping System?	Yes	Yes
55b	Name of System	AVC	AVC
@56a	Does Your Library Use an integrated Library System?	Yes	Yes
56b	Name of System	Evergreen Indiana	EVERGREEN INDIANA
56c	Is the Library Catalog Online?	Yes	Yes

Part 9 - Circulation and Holdings

Circulation

57a	TOTAL Circulation of All Materials	437,670	475,199
57b	Circulation of All Children's (0-14 years) Materials	159,918	168,299
57c	Total In-house Usage of Materials	28,615	22,910
57d	Did Your Library Circulate Laptops?	No	No
57e	Number of Annual Circulations of Laptops	N/A	N/A
57f	Did Your Library Circulate Kindles, Playaways, MP3s or Other Electronic Book Reading or Music Playing Devices	Yes	Yes
57f1	Number of Electronic Book Reading Devices Owned by the Library	1	
57g	Number of Annual Circulations of Book Reading or Music Playing Devices	633	297
57h	Did Your Library Circulate Other Equipment?	No	No
57i	Number of Annual Circulations of Other Equipment	N/A	N/A

Selected Holdings

58	Books	128,312	123,650
58c	Video Materials - Physical Units	11,556	12,687
58cc	Video Materials - Downloadable Titles	87	84
58d	Audio Materials - Physical Units	11,099	11,721
58dd	Audio Materials - Downloadable Titles	3,636	1,796
58e	Electronic Format	468	493
58f	Electronic books (E-books)	5,836	1,259
58g	Current Serial Subscriptions	223	225

Part 10 - Library Board

Please enter the most current information available.

List all county contractual board members, if appropriate.

PLEASE CHECK TO MAKE SURE YOUR DATA IS FILLED IN ACCURATELY

59a	Position	President	<i>President</i>
59b	First Name	J.	<i>J.</i>
59c	Middle Initial/Name	Michael	<i>Michael</i>
59d	Last Name	Thomas	<i>Thomas</i>
59e	Home address	118 East Columbine Lane	<i>118 East Columbine Lane</i>
59f	City	Westfield	<i>Westfield</i>
59g	Zip Code	46074	<i>46074</i>
59h	E-mail address	michael.thomas118@yahoo.com	<i>jmtnrf@pol.net</i>
59i	Appointing Authority	School Board	<i>School Board</i>
59j	Date Term Expires	August 2014	<i>August 2014</i>
59k	Number of Consecutive Terms	2	<i>2</i>
59l	Date Initially Appointed	August 2006	<i>August 2006</i>
59a	Position	Vice President	<i>Vice President</i>
59b	First Name	Carolyn	<i>Carolyn</i>
59c	Middle Initial/Name	J.	<i>J.</i>
59d	Last Name	Wheeler	<i>Wheeler</i>
59e	Home address	419 Worth Court	<i>419 Worth Court</i>
59f	City	Carmel	<i>Carmel</i>
59g	Zip Code	46032	<i>46032</i>
59h	E-mail address	wheelercj@hotmail.com	<i>wheelercj@hotmail.com</i>
59i	Appointing Authority	Hamilton County Council	<i>Hamilton County Council</i>
59j	Date Term Expires	December 2012	<i>December 2012</i>
59k	Number of Consecutive Terms	2	<i>2</i>
59l	Date Initially Appointed	January 2005	<i>January 2005</i>
59a	Position	Secretary	<i>Secretary</i>
59b	First Name	Mic	<i>Mic</i>
59c	Middle Initial/Name	n/a	<i>n/a</i>
59d	Last Name	Mead	<i>Mead</i>
59e	Home address	15466 Oak road	<i>15466 Oak road</i>
59f	City	Carmel	<i>Carmel</i>
59g	Zip Code	46033	<i>46033</i>
59h	E-mail address	micmead1@aol.com	<i>micmead1@aol.com</i>
59i	Appointing Authority	Washington Township Board and Trustee	<i>Washington Township Board and Trustee</i>
59j	Date Term Expires	December 2012	<i>December 2012</i>
59k	Number of Consecutive Terms	1	<i>1</i>
59l	Date Initially Appointed	January 2009	<i>January 2009</i>
59a	Position	Treasurer	<i>Treasurer</i>
59b	First Name	Paul	<i>Paul</i>
59c	Middle Initial/Name	D.	<i>R.</i>
59d	Last Name	Catlin	<i>Catlin</i>
59e	Home address	19601 Horton Road	<i>19601 Horton Road</i>
59f	City	Westfield	<i>Westfield</i>
59g	Zip Code	46074	<i>46074</i>
59h	E-mail address	PCatlin46@gmail.com	<i>PCatlin46@gmail.com</i>

59i	Appointing Authority	County Commissioners	<i>County Commissioners</i>
59j	Date Term Expires	December 2012	<i>December 2012</i>
59k	Number of Consecutive Terms	3	<i>3</i>
59l	Date Initially Appointed	August 2001	<i>August 2001</i>
59a	Position	Member	<i>Member</i>
59b	First Name	David	<i>Nedra</i>
59c	Middle Initial/Name	L.	<i>n/a</i>
59d	Last Name	Weiss	<i>Hoard</i>
59e	Home address	103 South Union Street	<i>433 South Union Street</i>
59f	City	Westfield	<i>Westfield</i>
59g	Zip Code	46074	<i>46074</i>
59h	E-mail address	dave@westfieldpharmacy.net	<i>nedrahoard@comcast.net</i>
59i	Appointing Authority	School Board	<i>City Council</i>
59j	Date Term Expires	June 2013	<i>September 2011</i>
59k	Number of Consecutive Terms	1	<i>4</i>
59l	Date Initially Appointed	July 2009	<i>August 1997</i>
59a	Position	Member	<i>Member</i>
59b	First Name	Nancy	<i>David</i>
59c	Middle Initial/Name	N/A	<i>M.</i>
59d	Last Name	Knochel	<i>Weiss</i>
59e	Home address	1115 Liberty Dr.	<i>103 South Union Street</i>
59f	City	Westfield	<i>Westfield</i>
59g	Zip Code	46074	<i>46074</i>
59h	E-mail address	nancyknochel@yahoo.com	<i>dweissrph@sbcglobal.net</i>
59i	Appointing Authority	School Board	<i>School Board</i>
59j	Date Term Expires	November 2014	<i>June 2013</i>
59k	Number of Consecutive Terms	1	<i>1</i>
59l	Date Initially Appointed	June 2011	<i>July 2009</i>

Part 11 - Salary Section

Director

74a	Director's Annual Salary	\$70,200	<i>\$70,200</i>
74b	Does the director have a contract?	No	<i>No</i>
74c	Director's Certification Level	LC1	<i>LC1</i>
Complete minimum hourly rate and maximum hourly rate, using dollars and cents.			
75	Job Title	Assistant/Associate Director	<i>Assistant/Associate Director</i>
75a	Also indicate certification level for each position (not person)	LC 1	<i>LC 1</i>
75b	Minimum Hourly Rate	\$24.00	<i>\$24.00</i>
75c	Maximum Hourly Rate	\$36.00	<i>\$36.00</i>
75	Job Title	Department Head, Manager or Supervisor	<i>Department Head, Manager or Supervisor</i>
75a	Also indicate certification level for each position (not person)	LC 2	<i>LC 2</i>
75b	Minimum Hourly Rate	\$20.50	<i>\$20.50</i>
75c	Maximum Hourly Rate	\$30.75	<i>\$30.75</i>
		Cataloging or Technical Services	<i>Cataloging or Technical</i>

75	Job Title	Librarian	<i>Services Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 2	<i>LC 2</i>
75b	Minimum Hourly Rate	\$20.50	<i>\$20.50</i>
75c	Maximum Hourly Rate	\$30.75	<i>\$30.75</i>
75	Job Title	@General Reference or Adult Librarian	<i>@General Reference or Adult Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>LC 3</i>
75b	Minimum Hourly Rate	\$17.00	<i>\$17.00</i>
75c	Maximum Hourly Rate	\$25.50	<i>\$25.50</i>
75	Job Title	@Children's Librarian	<i>@Children's Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>LC 3</i>
75b	Minimum Hourly Rate	\$17.00	<i>\$17.00</i>
75c	Maximum Hourly Rate	\$25.50	<i>\$25.50</i>
75	Job Title	@Young Adult Librarian	<i>@Young Adult Librarian</i>
75a	Also indicate certification level for each position (not person)	LC 3	<i>LC 3</i>
75b	Minimum Hourly Rate	\$17.00	<i>\$17.00</i>
75c	Maximum Hourly Rate	\$25.50	<i>\$25.50</i>
75	Job Title	Library Assistant	<i>Library Assistant</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$10.00	<i>\$10.00</i>
75c	Maximum Hourly Rate	\$18.00	<i>\$18.00</i>
75	Job Title	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$14.00	<i>\$14.00</i>
75c	Maximum Hourly Rate	\$21.50	<i>\$21.50</i>
75	Job Title	Clerical or Aide	<i>Clerical or Aide</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$8.50	<i>\$8.50</i>
75c	Maximum Hourly Rate	\$13.50	<i>\$13.50</i>
75	Job Title	Page, Intern or Student Assistant	<i>Page, Intern or Student Assistant</i>
75a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
75b	Minimum Hourly Rate	\$7.25	<i>\$7.25</i>
75c	Maximum Hourly Rate	\$7.25	<i>\$7.25</i>
Job Titles not listed above			
100	Job Title	Information Technology Manager	<i>Information Technology Manager</i>
100a	Also indicate certification level for each position (not person)	Not Applicable	<i>Not Applicable</i>
100b	Minimum Hourly Rate	\$13.00	<i>\$13.00</i>
100c	Maximum Hourly Rate	\$19.50	<i>\$19.50</i>

Employee Fringe Benefit Information

101	Benefit	Health Savings Account (HSA)	<i>Health Savings Account (HSA)</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Health Insurance	<i>Health Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Dental Insurance	<i>Dental Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Life Insurance	<i>Life Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Vision Insurance	<i>Vision Insurance</i>
101a	Full Time Employees	Yes	<i>Yes</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	PERF	<i>PERF</i>
101a	Full Time Employees	No	<i>No</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Deferred Compensation	<i>Deferred Compensation</i>
101a	Full Time Employees	No	<i>No</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Disability	<i>Disability</i>
101a	Full Time Employees	No	<i>No</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Paid time off for continuing education	<i>Paid time off for continuing education</i>
101a	Full Time Employees	No	<i>No</i>
101b	Part Time Employees	No	<i>No</i>
101	Benefit	Continuing Education	<i>Continuing Education</i>
101a	Full Time Employees	No	<i>No</i>
101b	Part Time Employees	No	<i>No</i>
Other			
109a	Other Benefit (specify)	Paid Birthday off	
109b	Full Time Employees	Yes	
109c	Part Time Employees	Yes	
Paid Days Off per Year			
Number of Vacation Days			
111a	Full Time Librarian	10	<i>10</i>
111b	Part Time Librarian	10 prorated	<i>10 prorated</i>
111c	Full Time Support Staff	5	<i>5</i>
111d	Part Time Support Staff	5 prorated	<i>5 prorated</i>
Number of Sick Days			
112a	Full Time Librarian	12	<i>12</i>
112b	Part Time Librarian	12 prorated	<i>12 prorated</i>
112c	Full Time Support Staff	12	<i>12</i>

112d	Part Time Support Staff	12 prorated	<i>12 prorated</i>
Number of Personal Days			
113a	Full Time Librarian	2	2
113b	Part Time Librarian	2 prorated	<i>2 prorated</i>
113c	Full Time Support Staff	2	2
113d	Part Time Support Staff	2 prorated	<i>2 prorated</i>
Number of Holidays			
114a	Full Time Librarian	9.4	<i>8.4</i>
114b	Part Time Librarian	9.4 prorated	<i>8.4 prorated</i>
114c	Full Time Support Staff	9.4	<i>8.4</i>
114d	Part Time Support Staff	9.4 prorated	<i>8.4 prorated</i>
Number of Funeral/Bereavement Days			
115a	Full Time Librarian	5	5
115b	Part Time Librarian	5	5
115c	Full Time Support Staff	5	5
115d	Part Time Support Staff	5	5
Other Days			
116a	Full Time Librarian	N/A	<i>1</i>
116b	Part Time Librarian	N/A	<i>1</i>
116c	Full Time Support Staff	N/A	<i>1</i>
116d	Part Time Support Staff	N/A	<i>1</i>

Part 12 - PLAC Loans

of PLAC Loans

117aa	If you made no PLAC loans, enter "0" in this box	2399	<i>5403</i>
117a	Home library of patron using a PLAC card to borrow materials	Anderson	<i>Jackson County</i>
117b	How many loans?	13	<i>361</i>
117a	Home library of patron using a PLAC card to borrow materials	Carmel Clay	<i>Anderson</i>
117b	How many loans?	525	<i>1,613</i>
117a	Home library of patron using a PLAC card to borrow materials	Hamilton East	<i>Indianapolis-Marion County</i>
117b	How many loans?	849	<i>1,178</i>
117a	Home library of patron using a PLAC card to borrow materials	Hussey-Mayfield Memorial	<i>Pendleton Community Library</i>
117b	How many loans?	35	<i>10</i>
117a	Home library of patron using a PLAC card to borrow materials	Jackson County	<i>Peru</i>
117b	How many loans?	357	<i>13</i>
117a	Home library of patron using a PLAC card to borrow materials	Indianapolis-Marion County	<i>Tipton County</i>
117b	How many loans?	106	<i>338</i>
117a	Home library of patron using a PLAC card to borrow materials	Pendleton Community Library	<i>New Castle-Henry County</i>
117b	How many loans?	16	<i>60</i>
117a	Home library of patron using a PLAC card to borrow materials	Peru	<i>Crawford County</i>

117b	How many loans?	3	1
117a	Home library of patron using a PLAC card to borrow materials	Sheridan	Hamilton East
117b	How many loans?	35	1,144
117a	Home library of patron using a PLAC card to borrow materials	Tipton County	Sheridan
117b	How many loans?	460	307
117	TOTAL Loans	2,399	5,403

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

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, and DO NOT skip a question.

118. Is your library in compliance with:

- | | | |
|-----|--|-----|
| (a) | The Public Library Law under IC 36-12 | Yes |
| (b) | The Indiana Library and Historical Department Law under IC 4-23-7. | Yes |
| (c) | Other Indiana laws that affect municipal corporations. | Yes |

119. The library board and director maintain their separate functions as follows:

- | | | |
|-----|---|-----|
| (a) | The board is responsible for governance and policy. | Yes |
| (b) | The director is responsible for administration, operation, and management of the library. | Yes |

120. The library board has hired:

- | | | |
|-----|------------------------------|-----|
| (a) | a full-time library director | Yes |
|-----|------------------------------|-----|

121. With the advice and recommendations of the library director, the library board has adopted the following policies and procedures:

- | | | |
|------|--|-----|
| (1) | An annual classification of employees | Yes |
| (2) | Schedules of salaries | Yes |
| (3) | Library policies | Yes |
| (4) | Employment practices, including | |
| (A) | Recruitment | Yes |
| (B) | Selection | Yes |
| (C) | Appointment | Yes |
| (5) | Personnel actions | Yes |
| (6) | Salary administration | Yes |
| (7) | Employee benefits | Yes |
| (8) | Conditions of work | Yes |
| (9) | Leaves | Yes |
| (10) | Collection development | Yes |
| (11) | Principles of access to all library materials and services | Yes |

- | | | |
|------|---|-----|
| 122. | The library complies with federal laws affecting employment practice. | Yes |
|------|---|-----|

123. The library board adheres to the principles discussed in approved and current Indiana state library publications for library trustees. Yes
124. All newly constructed and existing library facilities are in compliance with local, state, and federal building and health and safety codes. Yes
125. The library complies with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone. Yes
- 126.
- (a) The library makes available a means to provide copies to the public at each location. Yes
- (b) A fee may be charged not to exceed a fee established by Indiana state law. Yes
127. Interlibrary loan is free of charge within Indiana (other than reimbursement for actual direct photocopy and postage costs. Yes
128. The library lends materials 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. **Send signed local reciprocal borrowing agreement(s) to the Library Development Office, Indiana State Library.** Yes
129. The library provides adult services that include the following:
- (A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate. Yes
- (B) Knowledge of and access to reference materials, including INSPIRE. Yes
- (C) A collection of materials for adults. Yes
- (D) Space designated in the library for adult services. Yes
- (E) An enhanced level of service is achieved when a library designates:
- (i) one (1) or more staff to serve at least part time
- (ii) a staff member as an adult services librarian by a qualified individual holding the appropriate librarian certificate
- (iii) at each fixed location
- (F) An exceptional level of service is achieved when a library designates:
- (i) one (1) full-time equivalent Yes

(ii) a staff member as an adult services librarian by a qualified individual holding the appropriate librarian certificate Yes

(iii) at each fixed location Yes

130. The library provides young adult services that include the following:

(A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate. Yes

(B) Knowledge of and access to reference materials, including INSPIRE. Yes

(C) A collection of materials for young adults. Yes

(D) Space designated in the library for young adult services. Yes

(E) An enhanced level of service is achieved when a library designates:

(i) one (1) or more staff to serve at least part time Yes

(ii) a staff member as an young adult services librarian by a qualified individual holding the appropriate librarian certificate Yes

(iii) at each fixed location Yes

(F) An exceptional level of service is achieved when a library designates:

(i) one (1) full-time equivalent staff member

(ii) a staff member as an young adult services librarian by a qualified individual holding the appropriate librarian certificate

(iii) at each fixed location

131. The library provides children's services that include the following:

(A) Programs and reference services offered by a qualified individual holding the appropriate librarian certificate. Yes

(B) A collection of materials for @children, parents, and caregivers in each fixed location. Yes

(C) Space in each fixed location designated in the library for children's services. Yes

(D) An enhanced level of service is achieved when a library designates:

(i) one (1) or more staff to serve at least part time

(ii) a staff member as an children's services librarian by a qualified individual holding the appropriate librarian certificate

(iii) at each fixed location

(E) An exceptional level of service is achieved when a library designates:

- | | | |
|-------|---|-----|
| (i) | one (1) full-time equivalent staff member | Yes |
| (ii) | a staff member as an children's services librarian by a qualified individual holding the appropriate librarian certificate | Yes |
| (iii) | at each fixed location. | Yes |
| 132. | Patrons who are unable to read regular print, because of a visual or a physical disability are provided access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media. | Yes |
| 133. | The library provides 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 owed to the library or violations of library policies. | Yes |
| 134. | The library provides support for continuing education for trustees. | Yes |

Part 14 - Statement of Intent

135. Details for NO answers in part 13, Statement of Compliance with Current Standards for Public Libraries.

Part 15 - Supplement

(Please answer with a response as indicated.)

NEW 136. Rotating or shared collections (for libraries with branches/bookmobiles)

a. Does your library system (libraries with branches and/or bookmobiles) use

- | | | |
|------|---|-----|
| (i) | rotating | No |
| (ii) | or shared collections | No |
| b. | Is there a schedule for rotation? | N/A |
| c. | What items are not shared? | N/A |
| d. | Are all locations within the system included in rotating/shared collection? Respond with Yes, No or # of locations. | N/A |

NEW 137. Outreach

a. What methods of outreach to individuals or organizations does your library system employ?

- | | | |
|-------|--------------------|-----|
| (i) | Delivery system | No |
| (ii) | Homebound services | Yes |
| (iii) | Programs | Yes |
| | Other (List) | N/A |

b. What kind of staffing do you use

- (i) Paid staff Yes
- (ii) Volunteer No
- Other (List) N/A

c. Cost?

- (i) Salaries \$ _____ or N/A \$2,723
- (ii) Transportation (excluding Bookmobile) \$ _____ or N/A \$0
- (iii) Bookmobile \$ _____ or N/A N/A
- (iv) Supplies/Materials \$ _____ or N/A \$0
- (v) Dedicated collection \$ _____ or N/A N/A
- (vi) Offset by grants, donations \$ _____ or N/A \$0

NEW 138. Proctoring

- a. Do you provide proctoring services? Yes
- b. If yes, is it free to the public? Yes
- c. If not free, what do you charge? _____ or N/A N/A
- d. Average number of proctoring requests per month _____ or N/A 4
- e. Are there barriers or difficulties with proctoring? No
List

NEW 139. E-government Services

- (a) Do you track patrons' use of e-government services? No
- (b) If yes, how?
- (c) # of public access computers dedicated to use of e-government services _____ OR 2
- (d) % of public access computer use dedicated to use of e-government services N/A

(e) Staff involvement in helping patrons use e-government services

- (i) None (yes or no) Yes
- (ii) Limited, up to 5 hours a week Yes
- (iii) Moderate; 5 - 20 hours a week No
- (iv) Extensive; more than 20 hours a week No

(f) Other remarks

- 140. How much did you spend in 2011 for annual licensing and/or contractual support costs for your Integrated Library System (ILS)? \$0