

LEAGUE OF WOMEN VOTERS[®] OF GREATER LAFAYETTE

Library Services in Tippecanoe County Study Committee Report

December 2011

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Introduction

For more than seventy years, the League of Women Voters of Indiana (LWVIN) has been interested in the relationship between local government entities and their service to their citizens. In 2007, Governor Mitch Daniels appointed a Blue Ribbon Panel on Local Government Reform "to develop recommendations to reform and restructure local government in Indiana in order to increase efficiency and effectiveness of its operation and reduce its costs to Hoosier taxpayers." The Commission's report, "*Streamlining Local Government*," often referred to as the *Kernan-Shepard Report* was issued in December of 2007 and included specific ideas for reforms in twenty-seven areas, public libraries among them. To date no reforms have been passed.

In response to media attention, citizen interest and proposed reforms in the General Assembly, the 2009 LWVIN Convention approved a state wide study to focus on three recommendations of the *Kernan-Shepard Report*:

5. Create a countywide body to oversee all public safety services.

9. Transfer the responsibilities for administering the duties of township government for assessment, poor relief (township assistance), fire protection, emergency medical services (EMS), cemeteries and any other remaining responsibilities to the county executive. Establish a countywide poor relief levy.

18. Reorganize library systems by county and provide permanent library services for all citizens, including a countywide levy for library services.

Local Leagues are using the LWVIN's current local government position which focuses on principles rather than structure as a basis for their current study.

LWVIN supports the following principles of local government:

Representative and participatory: *LWVIN supports strategies that promote diversity of representation and civic participation, information that is complete, clearly presented and accessible; services that are accessible; and citizen input and review of all policy making.*

Efficient and effective: *LWVIN supports local government organization and processes that direct dollars to the improvement of services instead of excess administration. Intergovernmental cooperation should be an essential element of governmental processes.*

Transparent, accessible and accountable: *LWVIN supports local government that is transparent and with elected and appointed officials accessible to the public. Officials*

who make policy and levy taxes should be accountable to the voters. Officials who administer policy are accountable to the elected officials who appoint them.

Flexible: *LWVIN supports choices for counties, cities, and towns in the ways they organize and administer their structures and functions within guidelines set by the state.*

Fair and equitable: *LWVIN supports fair and equitable processes and services.*

Continuous improvement: *LWVIN supports provisions for the continuous improvement of governmental processes including, but not limited to: technical assistance, qualifications for and training of personnel, standards, evaluation, reporting, data collection, and research.*

At their annual meeting in April of 2009, The League of Women Voters of Greater Lafayette (LWVGL) approved a study of Tippecanoe County Governance and subsequently agreed to participate in the LWVIN's statewide study. The study of Township Government in Tippecanoe County was completed in 2010. This report focuses solely on public libraries in Tippecanoe County.

There are 248 public libraries in Indiana. Tippecanoe County Public Library is the 9th largest and the West Lafayette Public Library is the 48th largest. All property owners in our county pay for library service although there are three levies: one for property in the West Lafayette Library District and the second includes most of the other properties in the county and constitute the Tippecanoe County Public Library District. The third library taxing district is for Tippecanoe County residents who live in Otterbein. The town of Otterbein includes land in both Tippecanoe and Benton counties. The Otterbein Public Library is in Benton County but all Otterbein town residents (both counties) pay taxes to support the Otterbein library. According to the 2010 census there are 192,780 people living in Tippecanoe County, 349 in the Otterbein Public Library district. This study does not include the Otterbein Public Library.

The goal of this study is to understand the services and operations of our two public library systems, to try to determine the possible effects of a merger between the two, and to share this information with our local community. These insights are of particular interest and importance because of the impact new technologies have on all aspects of library service - both now and in the future.

The LWVGL Local Government Reform Committee began its work on public libraries in the summer of 2010. In the course of the study, Committee members met with the directors of both the Tippecanoe County Public Library and the West Lafayette Public

Library, talked with the assistant director of the Tippecanoe County Library, and received input from some library board members. The committee prepared a questionnaire about local library services and both directors were cooperative and completed it. The past and present heads of the Ivy Tech Library, Lafayette, were interviewed requesting insights into possible future changes in public library service. Both library's 2009 and 2010 annual reports to the Indiana State Library, the State Board of Accounts and the Department of Local Government Finance were studied for information about costs and services. State codes dealing with public libraries were consulted. Contact was made with our County Assessor's office and the County Auditor's office. Finally, various internet sites were visited to gain insights into public libraries policies, practices and future developments. After gathering, reviewing and discussing this information, the committee prepared the following report.

Library Histories

West Lafayette Public Library (WLPL)

In 1921 the League of Women Voters called a public meeting of West Lafayette residents to discuss the need for a public library. The meeting was open, all were invited to attend, and it ended with a resolution and the appointment of a committee to proceed. The founding document of the WLPL indicated that the library was created due to the interest of a large number of West Lafayette residents.

The first library was located in a room above the Town Hall located at 114 North Chauncey, and opened in May of 1923. The Town Hall building was purchased by the library in 1925, and by 1930 the library occupied both floors. A branch library was established in Burtfield School in 1956. Beginning in 1957 the League of Women Voters again stepped in to build support for expansion of the library on the land that had been purchased in 1946 at the corner of Chauncey and Columbia in West Lafayette. In 1962 a town library was built on that site and an addition was added in the 1980's. The current library building was constructed on the same location and a parking garage erected across Columbia Street; both facilities opened in 2004.

Tippecanoe County Public Library (TCPL)

The Lafayette Public Library began in 1882 with a donation of \$10,000 from James Perrin to the Lafayette School Board for the purchase of books for a public library. The collection initially shared space with the public school offices located at the corner of North Sixth and Columbia Streets. For two years the library was located in the old post

office at Fourth and Ferry Streets until the library was moved into a new combination school and library building at Sixth and Columbia, a site chosen to encourage use by students. In 1901 Mrs. F. W. Reynolds donated her home which occupied the entire block at Fifth and South Streets. In 1927 Dr. Albert A. Wells donated a building and land at Seventh and North Streets for the use of the public library.

In 1963, the Lafayette School Corporation turned over control of the library to an independent library board, and in the same year a mobile library began operation. Through a contract with the Wells Library, a Tippecanoe County Contractual Library was established in 1971 to serve county residents. In 1983, these two merged to form a single library district, known as the Tippecanoe County Public Library. Through a bond issue in 1988 the present facility was built at the corner of South and Seventh Streets and opened in 1989. A branch library on Creasy Lane was opened in cooperation with Ivy Tech in 2002 and a branch on Klondike Road opened in 2007.

Financial comments on libraries

Tippecanoe County Public Library is the 9th largest in the state in terms of size of population served, very close to Monroe County, with a 2000 census population of almost 120,000. West Lafayette is 48th of 248 in the state, with a 2000 census population served one fourth the size of the County library, at about 28,000. However, the assessed value of the County library is 8 times the assessed value for the West Lafayette library. The property tax rate for the West Lafayette library in 2009 was .1982 per \$100 of assessed value, or about \$232 for a home assessed at \$117,000, compared to .0646 for the County library, or \$76 for the same home value. If there were one county wide library district and the same level of property tax revenue was raised, the blended rate would be about .0800 per \$100.

Although both library directors provided financial information for this study and were helpful in answering questions, there is the same lack of transparency in finances as we found in other units of local government. In the case of libraries, not only is there a discrepancy in accounting practices and categories between budgets provided to the Department of Local Government Finance and the annual reports provided to the State Board of Accounts, but there is also a report with yet another set of financial categories and definitions provided to the State Library. In addition, libraries have many funds with specified purposes including gift funds. These funds are supplemented by funds from separate non-profit groups which spend funds on behalf of libraries but which are not part of the library accounts. Further complicating the financial picture in 2009 was the delayed distribution of property tax revenues, which required various forms of borrowing

to meet payrolls and financial obligations. It would be extremely difficult for a private citizen to have a comprehensive picture of library finances from public reports alone – and this is due to confusing reports and accounting documentation required by state agencies, not the local library districts.

The annual revenue and expenditures for the West Lafayette Library is on the order of \$2 million dollars annually, compared to about \$5.5 million for the County. Neither library carries forward large balances – less than one-half of the annual budgets. Property tax revenues account for about 70-75% of the total revenues for both, with other sources such as fees and fines and donations accounting for 6-10%, and the balance coming from other tax revenues such as County Option Income Tax, Auto Excise, etc. The private non-profit “Friends” group raises about \$45,000 annually for the WLPL, while the similar group for the TCPL raises \$80-90,000 annually. The WLPL Foundation has assets of about \$480,000 and the TCPL Foundation has just under \$1,000,000.

On the expenditure side, staff salaries and benefits account for 30% of the West Lafayette Library’s expenditures and over 50% of the County Library’s. The actual dollar amounts are about \$600,000 for West Lafayette and almost \$3 million for the County. Ivy Tech shares the operating cost for the branch located at Ivy Tech, paying for utilities, maintenance, security, and staff serving their students. Capital expenditures include everything from computers and library materials to the payments on indebtedness for new buildings. West Lafayette Library pays for most of its materials from gift funds, whereas the County Library uses about 20% of the operating budget, so comparisons are difficult. TCPL has outstanding debt on the construction of the Klondike branch and the Ivy Tech branch, and is saving for renovations that will allow expansion of services downtown. Ivy Tech paid part of the initial cost for the Ivy Tech branch building and parking. The WLPL is paying off the indebtedness for the new library and parking garage. The loan payment for TCPL is about \$700,000 annually or 13% of total expenditures, whereas it is about half of the total expenditures for WLPL at about \$975,000 annually. The County Library’s debt will be paid off by 2018 and West Lafayette Library’s debt in 2021.

Tippecanoe County Public Library (TCPL) Services and Resources

Tippecanoe County Public Library's Mission: *To be our community's leader in encouraging and promoting reading, literacy and lifelong learning.*

Vision statement: *At your Tippecanoe County Public Library, explore and enjoy excellent resources that enrich your life and our community's life, today and tomorrow.*

Values include *respect for all, service, integrity, fiscal accountability, confidentiality, parental responsibility, and professional growth.*

TCPL has three sites and a mobile library: the downtown branch is the largest and is the place where library materials are ordered and processed and has the most extensive reference collection; the Klondike branch on the west side of the county; and the Ivy Tech/ TCPL shared facility located on the southeast side of the county that houses both the collections and services for Lafayette Ivy Tech students and materials and services for county residents. Operating from the downtown branch, the mobile library visits 36 sites twice a month (2/2011). TCPL is Indiana's ninth largest public library.

Leadership and Management Structure

The TCPL has a seven member board of directors that is responsible for governing the library. Members serve staggered four-year terms and are appointed: 2 by the Lafayette School Corporation, and 1 each by the Tippecanoe County School Corporation, the mayor of Lafayette, Lafayette City Council, Tippecanoe County Council, and Tippecanoe County Commissioners. The board hires the library director, oversees library finances, develops strategic long-term plans, and approves operating policies. While it sets the annual budget, capital expenses including issuing bonds must be approved by the Tippecanoe County Council. The library director is responsible for day-to-day TCPL operations.

The library employs a total of 77.7 full-time equivalent staff, 23.8 of them are librarians having master's degrees in library and information science (MLS). Those with masters degrees must be certified by the state of Indiana and receive continuing education annually.

There is an active Friends of TCPL group that raises funds to support library programs (summer reading clubs and author visits are examples) and provides scholarships for the library staff. Friends of TCPL have also made generous donations to the construction of the Klondike branch and the renovations to the downtown branch. Annually the Friends raise between \$80,000.00 and \$90,000.00.

The Tippecanoe County Public Library Foundation, a 501(c)3 organization, was established in 1997 primarily to provide resources for large projects. Its board is composed of 5 members: 3 from the public, 1 from the Friends of TCPL and 1 appointed by the TCPL Library Board. The public members of the board are appointed by the Foundation board. The Foundation has assets of nearly one million dollars.

Volunteer opportunities are available. Called V.I.P.S. (Volunteers in Public Service), individuals perform a variety of jobs from processing books to delivering materials to homebound patrons. The Friends of the Library also has opportunities for volunteers. Those jobs often relate to the quarterly Friends book sales or author visits. (Visit the TCPL website for further information: <http://www.tcpl.lib.in.us>)

Financing the Library

In terms of population, TCPL is the ninth largest public library in Indiana with a 2000 population served of almost 120,000. Annual revenue and expenditures come to about \$5.5 million, with property tax revenues accounting for 70-75%, fines, fees and gifts amount to 6-10%, and the balance coming from other tax revenues such as the County Option Income Tax, Auto Excise, etc.

Employee salaries and benefits account for 50% of the expenditures, almost \$3 million. The library's capital expenditures, which include everything from computers to the interest payment on indebtedness for new buildings, are roughly 20% of the operating budget. TCPL's loan payment for the construction of the Ivy Tech and Klondike branches, roughly \$700,000 per year, will be paid off in 2018. Library materials account for another 20%.

Access to the TCPL

Residents of the Tippecanoe County Public Library taxing district can apply for a library card by presenting a photo ID and proof of residency. TCPL is part of the state Reciprocal Library Covenant (RLC) which means that Indiana citizens whose "home" library district is a part of the RLC may use the TCPL collections by presenting their library card, a photo ID and proof of their address if it is not on their photo ID. They would then receive a TCPL card and could use the collections and services without charge.

If an individual lives out-of-county and in a library district that does not have a reciprocal borrowing agreement with the TCPL, that person may purchase a PLAC (Public Library Access Card) for a cost of \$50.00. The PLAC is valid for one year. The individual purchasing a PLAC must show their library card from their "home" library, proof of residency and pay the fee. The person can use PLAC at any public library in Indiana.

PLAC guidelines are located at <http://www.in.gov/library/placrules.htm> . When an individual does not live in an area that has a publicly financed library district he/she can get a non-resident library card commonly referred to as a 'no-tax card'. They must show proof of residency and pay the fee set by the local library board. The fee must be equal to or more than the issuing library's per capita operating expenditure as reported to the State Library. That card may be used only at the library that issues it. In addition, a PLAC card may also be purchased for use in other libraries. For more complete information see:

http://www.in.gov/library/files/Chapter_7_Indiana_SHARE_Program_11working.pdf (Page 17)

Collaborations with other libraries and the community

TCPL's staff members are active in the Indiana Library Association and the American Library Association. Staff members may also participate in local groups that focus on education and literacy, for example, the Family Services Baby Talk program. Locally the leadership of TCPL and WLPL meet annually for dinner and conversation and the two libraries cooperate on our community's *One Great Read* program. In the past, the Children's and Youth departments of the two libraries have shared Summer Reading Club programs and activities. The TCPL's mobile library is often at special community events, for instance, it appears in the Christmas Parade. Its regular schedule brings it to areas where populations are at a distance from a TCPL library and it serves those who are un-served or underserved due to physical, economic, social, geographic or other barrier.

Library Collections and Use

In 2009, TCPL's total collection in all three sites contained over 459,000 items: 380,847 books, 45,608 DVDs and videos, 21,642 audio materials, 612 bound magazines and 3,238 items in electronic formats including 13 public access data bases. The library subscribed to 729 magazines. Circulation totaled 1,688,489, and about 601,000 (35%) of that number were children's materials.

The library's Youth Department has materials for ages new-born through 6th grade. There is also a section in the "adult" area with Young Adult (YA) books, and the Swezey Room is a special area devoted to Indiana history. Both the Youth Room and adult areas of the Downtown branch have sections containing Spanish language materials, and there are staff members who speak Spanish.

Library Patrons and Library Programs

In 2009 the library had a total of 100,058 borrowers with TCPL library cards, and they had access to the libraries a total of 6,370 hours. The downtown branch of the library is

open 74 hours per week, TCPL/Ivy Tech Library is open 68.5 per week and the Klondike branch is open 54 hours per week.

TCPL has numerous programs for all ages. In 2009 there were 817 children's programs, 48 young adult programs, 81 adult programs and 61 programs for all ages. There are summer reading clubs for children, teens and adults, and there are four year-round adult book clubs.

The libraries offer reference and readers' advisory services. There are 89 computers for public use. Free classes in computer and internet use are given. The library's meeting rooms are available without charge for local non-profit groups.

West Lafayette Public Library (WLPL) Services and Resources

West Lafayette Public Library Mission: *The West Lafayette Public Library strives to be our community's center for lifelong learning, the collector of community's written and audio-visual heritage, and the gateway to resources within and beyond the library's walls.*

Leadership and Management Structure

The WLPL is governed by a seven member Board of Trustees. The seven member board is appointed by elected officials in the community. The West Lafayette City Council, Tippecanoe School Corporation, the West Lafayette Mayor, the County Council and the County Commissioners each appoint one member and the West Lafayette School Corporation appoints two members. The Board has been in service since 1922 and is responsible for governing the library. It hires the director, oversees the financial well-being of the library, develops the long-range plan and approves all operating policy. The director is responsible for day-to-day library operations.

Three of the nine full time staff members have a Masters in Library Science (MLS) while a fourth is currently studying to complete the degree at Indiana University - Purdue University in Indianapolis. Part time staff members total seven. New State Library standards require that MLS librarians be state certified and earn continuing education credits annually.

In addition, two volunteer groups assist the library in achieving its stated mission. Both groups are classified as 501(c)3 organizations. The Friends of the West Lafayette Public Library, founded in 1959, raise funds to purchase materials for the library's collection (termed capital expenses by the State Library) and to support programs. Funds are raised from dues, two book fairs, on-line sales of withdrawn library materials

and gifted material donated by the public, a book shop in the library, and gifts from the public. Approximately \$45,000 is raised each year.

The West Lafayette Public Library Foundation, established in 1995, is dedicated to the investment of funds for the support of long-range plans, materials and programs. As of April 2011 the Foundation's worth is about \$480,000. These funds are raised through an annual Gala, gifts, grants and a solicitation by mail. One library staff member writes grants for the Foundation but does not work for the Foundation. The Foundation has a seven member board. One member each is appointed by the Friends of WLPL and the WLPL Board. The Library Director is an appointed member of the Foundation Board. The other four members are nominated and appointed by the Foundation Board itself. These public members serve a three year term and may be appointed to serve a second three year term. The other three members may serve as little as one year.

According to the 2010 WLPL Indiana Public Library Annual Report, the library employs 4 librarians with an ALA-MLS with an FTE of 3. There are 4 additional librarians for total FTE of 6.35 for all librarians. The total number of staff is 24. Total paid staff hours per week are 588. Full time employment is considered 38 hours per week.

Volunteers are always welcome to assist with the many services of the library. Check the website at <http://www.wlaf.lib.in.us/volunteer.php> for detailed information.

Revenue and Expenditures

In terms of the size of the population served, 28,000 per the 2000 census, WLPL ranks 48th of 248 libraries in the state. The property tax rate for WLPL in 2009 was 0.1982 per \$100 of assessed value or about \$232 for a home assessed at \$117,000.

The annual revenue and expenditures for WLPL is on the order of \$2 million dollars. Property tax revenues account for about 70% of the total revenues with other sources such as fees and fines and donations accounting for 7-10% with the balance coming from other tax revenues such as County Option Income Tax, Auto Excise Tax, etc. On the expenditure side, personnel services account for 30% for WLPL with the actual dollar amount about \$600,000.

Capital expenditures include everything from computers and library materials to payments on indebtedness for new buildings. Gift funds are used for purchase of materials. However, beginning in 2011, in order to meet new state standards, some materials expenditures are now being made from the Library's Operating Fund. WLPL is paying off the indebtedness for the new library and parking garage which accounts for 50% of the total expenditures and will be paid off in 2021. All significant capital expenses must be approved by the West Lafayette Common Council. Significant

expenditures are those which refer to the Library's Capital Projects Fund which allows for significant repairs to the library building and parking garage. Computers, books, media, and other electronic services which are part of the Library's collections are not considered to be "significant capital expenses" by this definition.

Evergreen Indiana

In 2010, The West Lafayette Public Library joined Evergreen Indiana which is an open source computer integrated library system in partnership with the Indiana State Library. This service is funded by the Indiana State Library through Library Services and Technology Act grants. The services provided to the member libraries include purchasing and maintaining the central servers, personnel costs in operating the system, training, software development, data conversion and other related expenses.

The Evergreen catalog holds over 3.5 million bibliographic records and provides access to over 5.5 million items. The member libraries are live on the Evergreen system and serve over 795,000 Indiana residents. A resident in West Lafayette can browse the catalog and request an item from any Evergreen Indiana library and have it delivered to the WLPL within the week. The WLPL has deliveries and pick up from the Evergreen System three times a week. The two week lending period for materials was extended to three weeks once WLPL joined Evergreen Indiana.

In 2010, the WLPL loaned to patrons of other Evergreen Indiana libraries 4,600 books/books on CD. The WLPL patrons borrowed 3,800 books /books on CD from other Evergreen Indiana libraries resulting in a total circulation of 8,400 through the Evergreen System.

Advantages of the Evergreen Indiana System include having a larger and varied selection of materials to circulate which allows the participating libraries to be more selective in their own purchasing. In addition, the costs for Evergreen are subsidized by the State Library which includes all the computer technology and software and the processing of overdue materials.

At this point, no disadvantages are evident to being a member of Evergreen Indiana. More information on Evergreen Indiana can be located at <http://www.in.gov/library/evergreen.htm>.

Access to the WLPL

As a resident of the West Lafayette Library taxing district, one can apply for a library card by presenting photo identification and residence verification. WLPL is part of the Reciprocal Library Covenant (RLC) which means they agree to accept library cards

issued by other libraries that are also part of the RLC. "If a non-resident of the WLPL District wishes to use its services and lives in an Indiana Library District that is not part of the RLC, that individual can purchase a PLAC (Public Library Access Card) card for \$50.00 which allows access to all Indiana public libraries. PLAC guidelines are located at <http://www.in.gov/library/placrules.htm> .Those Indiana residents who wish to use WLPL library services and do not live in an area that has a publicly supported library may purchase a non-resident library card commonly referred to as a 'no-tax card'. (\$30/three years). The fee associated with this card is based on the last year's cost of providing library services per resident. Each local library sets its own fee, but it must be \$25 or more. This card is valid for one year only at the issuing library. In addition, a PLAC card may also be purchased for use in other libraries. (See page 11 for a more detailed explanation and link to the State Library web site.)

Collaborations with other libraries and the community

With Evergreen Indiana, WLPL communicates with other member libraries across the state on a regular basis. Locally WLPL and the Tippecanoe Public Library (TCPL) cooperate on a variety of programs, specifically *One Great Read*. In addition, the staffs of each library meet for dinner and professional discussions. The staff of WLPL also attends state professional activities.

WLPL has good relations with Morton Community Center and the Wabash Area Lifetime Learning Association (WALLA). It is hoped that one day the street between the two buildings can be transformed into a pedestrian walk for safety. The library's parking garage is used by the public as long as space is available for the library patrons. The Library has an inter-local agreement with Morton Center so that patrons of either the Library or the Center can use either parking facility at any time.

WLPL delivers books to Westminster, Friendship House and Cumberland Pointe (previously known as George Davis Manor). It is hoped that someday arrangements can be made to extend services to facilities operated by the City of West Lafayette and the West Lafayette Public Schools as the need arises and funding is found.

Additionally, the library director provides weekly book reviews aired by the local public radio station, WBAA.

Library Collections

The West Lafayette Public Library's print collection totals 141,373: 140,481 books and 892 bound magazines. In addition, the collection has 11,722 DVDs and videos, 9,473 audio materials and 3,239 items in electronic formats. Community donations are welcome. If the donations are not retained as library materials, they may be placed in

the Friends Book Store, some go to amazon.com, while others are used for the annual book sale. These are valuable resources whether added to the library's collection or sold using the funds to purchase new items for the collection.

Many historical items are received and preserved for library usage. These collections are increasing because of the Library's initiation, with help from Purdue University faculty and staff from the City of West Lafayette, of the "West Lafayette Memories" collection (blog site: westlafayettmemories.blogspot.com).

Materials donated as a complete set are preserved when possible in the library. Recent collections added to the Library include the Bill Friday CD music collection and the Harold Hooper sheet music and music book collection.

There are significant purchases for the Library's collections made possible by funding from donors. Recent donor collections include the Iva Blagrove nonfiction Children's collection; The Joe Modrey science and imagination children's collection; Leonard Wood Western America collection and several others.

Patrons of the Library

Patrons of the library include families of all ages, retirees, teens and college students. Of particular note is the high circulation of the teens or Young Adult collection. Also the children's area is extensively used by the foreign families. There is a section of children's books in Chinese and Korean.

College students primarily frequent the library for study purposes and circulation of DVDs. Access to WIFI in the library increases patronage and the outside courtyard is used for entertainment bringing the community together.

The reference section has been reduced in size over the years since more and more individuals are using the internet for research. New state computer standards require one computer for every 2000 individuals in the library taxing district. WLPL exceeds this standard especially since the wireless points may also be counted to meet this requirement. According to the 2010 Annual WLPL Report, there are 41 computers, 5 printers and 3 scanners available for public use.

Programs and Services

Programs for all ages include events held in the library and those held at different locations which are considered outreach. Services include the holdings (print and electronic), circulation, computer and database access and more. The physical structure of the library also provides other community organizations with space and

equipment. The following data was reported in the 2010 WLPL Indiana Public Library Report:

Children's Programs – 346 (80 outreach)	Total Attendance	16,011
Young Adult Programs – 29	Total Attendance	462
Adult Programs – 169 (104 outreach)	Total Attendance	1,274
Total attendance for all programs including summer reading		24,872
Printed material holdings	141,373	
Total electronic holdings	25,308	
Total Circulation of all materials	300,799	

Planning and Strategy for the Future

Planning for the future always involves finances. The director and board president agreed that WLPL was very frugal citing their costs at \$29.97 per capita. The greatest expenses for libraries include personnel, facilities and materials. Joining Evergreen Indiana was and continues to be a cost saver and increases materials available to the residents of the WLPL taxing district without spending more money. Two other cost cutting measures were taken in 2007-2008 soon after the new building was completed. The first was bringing in an independent heating and cooling company to fine tune the air systems of the new building; this has saved thousands of dollars. The second was adjusting the health insurance coverage for the staff so that the costs were shared with the staff. Budgets continue to be tight everywhere and the 2011 budget is expected to be reduced even further.

The director suggested that having one insurance policy to cover all library personnel across the state would go a long way in cutting costs for every library. At present each library must provide its own coverage.

It was noted that the library taxing district for West Lafayette does not include all West Lafayette residents. It was explained that the library districts were created some time ago and in order for them to be changed, three libraries would need to agree; West Lafayette Public Library, Tippecanoe County Library and Otterbein Library.

During the 2010 General Assembly, a bill was introduced titled the Indiana Library Coalition Plan with the support of librarians. Its purpose was to:

- Look for alternative restructuring plans that could appeal to the legislature's desire for consolidation but without sacrificing community benefits

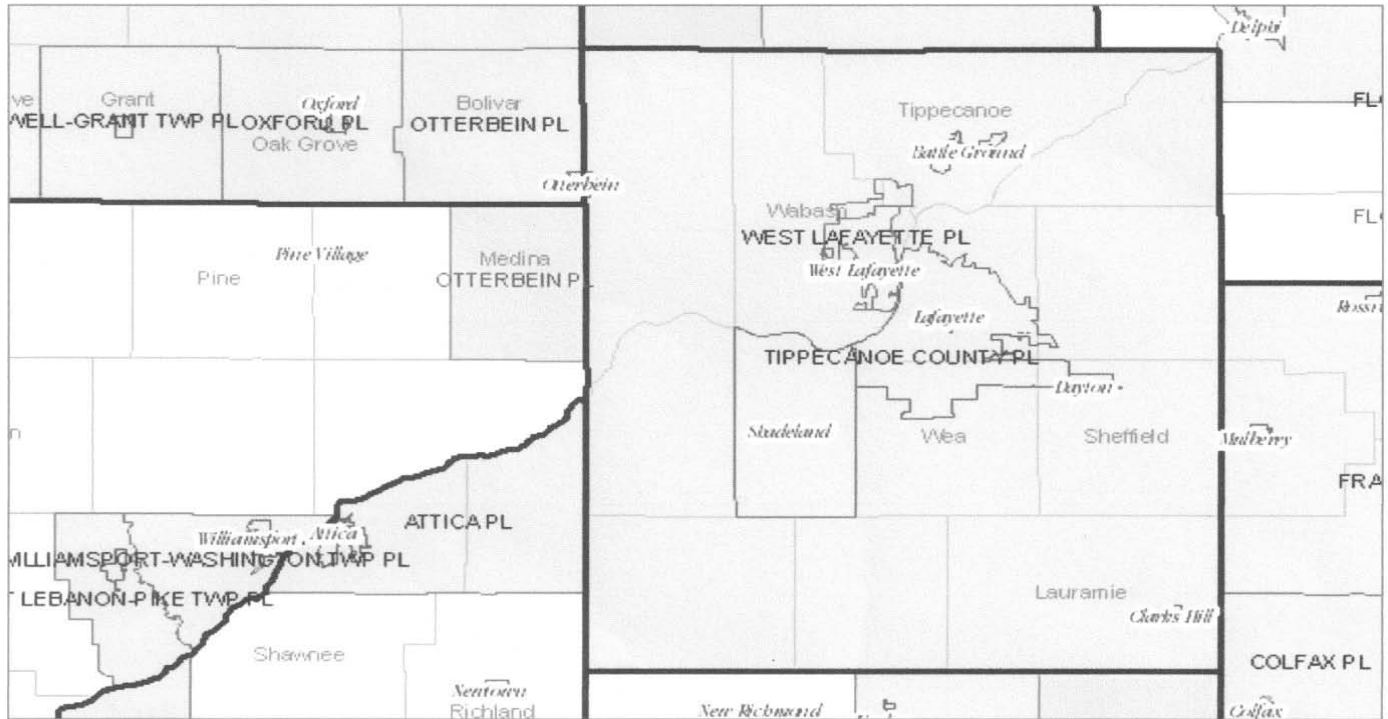
- Take a county-wide perspective and require all libraries in a county to discuss planning and budgeting annually
- Improve service, reduce costs and remove isolated library districts

The bill was amended in many ways and ultimately did not move forward in the legislative process. No similar bill was submitted in the 2011 General Assembly.

The director of the WLPL is in favor of reform as long as it creates positive change. He felt the Kernan-Shepard Report did not receive adequate input from librarians across the state.

Library District Boundaries

Library Districts and Areas Under Contract, 2007



Legend

- Counties
- Townships
- Cities/Towns
- Library Districts
- Library Contract Areas

TCPL District includes all of Tippecanoe County except for the portion of the city of Otterbein which is partially within Tippecanoe County and the West Lafayette Library District which is delineated below.

WLPL District Boundary Description per Nick Schenkel, WLPL Director – 8/26/11

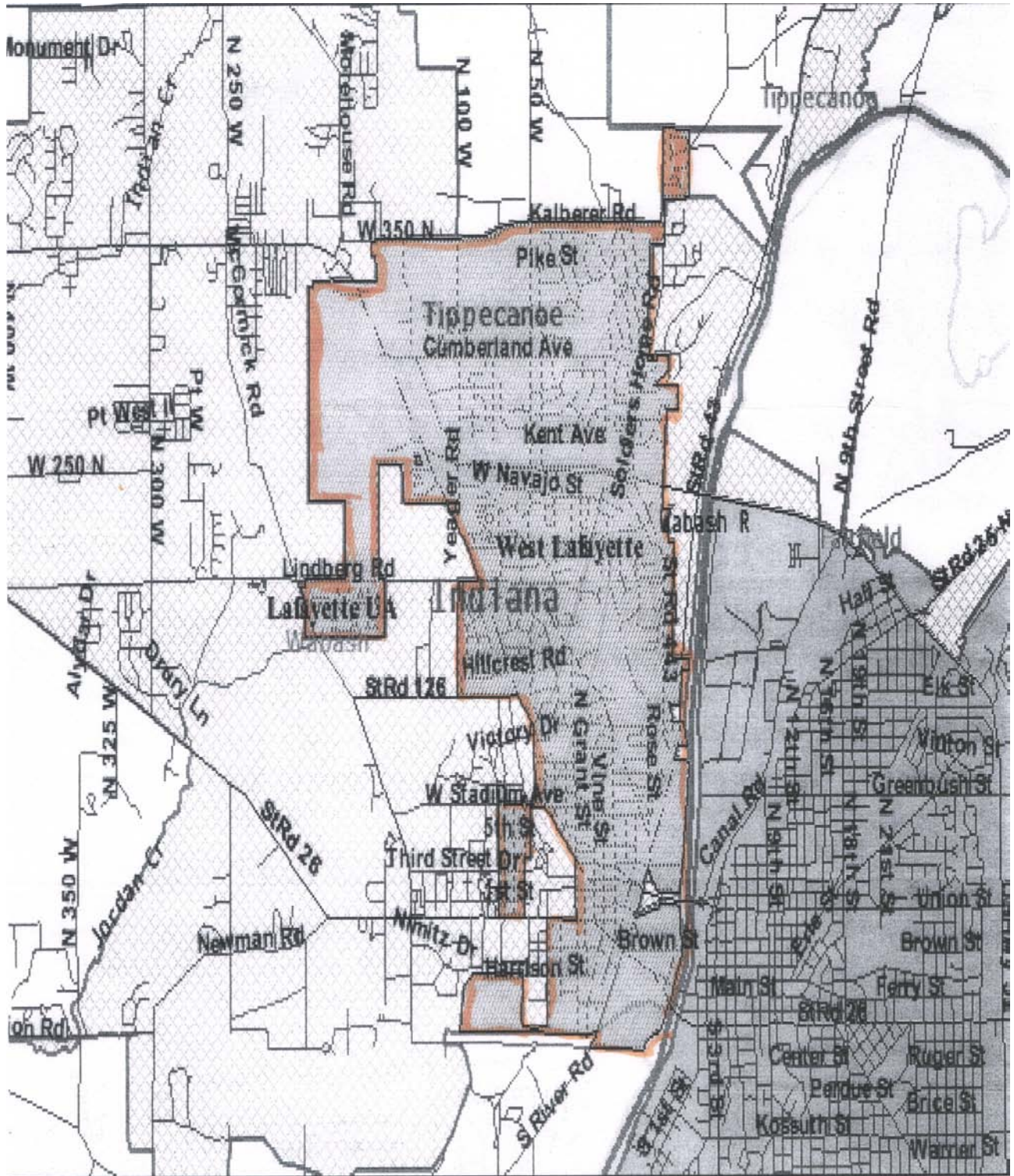
To the North: all of the City of West Lafayette up to and including the area south of Avondale Street to Salisbury Street; then all of the City of West Lafayette up to and including the area south of Cumberland Avenue from Salisbury Street to Northwestern/ US 52.

To the South: follows the City of West Lafayette civil boundaries.

To the East: follows the City of West Lafayette civil boundaries within the boundaries noted above for North.

To the West: follows the City of West Lafayette civil boundaries but does not include the Blackbird Pond/University Place subdivisions.

West Lafayette Public Library District Boundaries per Tippecanoe County Public Library Circulation Desk (date not determined)



Indiana State Library

The Indiana State Library was established in 1825 to provide library services to state governmental officials and employees. Today its responsibilities are much broader:

- Developing and providing library services to state government, its branches, its departments and its officials and employees;
- Providing for the individual citizens of the state those specialized library services not generally appropriate, economical or available in other libraries in the state;
- Encouraging and supporting the development of the library profession;
- Strengthening services of all types of publicly and privately supported special, school, academic, and public libraries.

Each year all Indiana public libraries are required to submit to the State Library an in-depth statistical report on their finances, general library operations, staff, users and collections. The information in the 2009 and 2010 annual reports from the Tippecanoe County and West Lafayette public libraries give a picture of how the libraries use their funds, who they serve, how they are served and the materials and programs that are available to the public.

All professional librarians, those with a master's degree in library science, are required to be certified by the state and to take continuing education classes annually. Both these activities are functions of the State Library.

For more information on the State Library see <http://www.in.gov/library>.

Purdue University Library Services for the General Public

Indiana residents (with proof of residence) may request a library issued patron card from Purdue University Libraries at no charge. In addition, borrowing privileges are available to out-of-town residents including spouses of faculty, staff or students; Purdue continuing education students; Purdue conference attendees; alumni from the West Lafayette campus; and participants of the reciprocal borrowing programs. Requests must be made in person.

These library cards are active for one year and can be renewed upon request by borrowers in good standing. Most items in the general circulation collection can be checked out for three weeks. Other items such as media, reference books and journals may be consulted on site. Materials can be renewed three times online, by phone or in person. Failure to return or renew an item within seven days of its due date will result in a \$15.00 processing fee plus the replacement cost of the item.

The patron card can be requested at any of the 12 libraries on the Purdue West Lafayette campus but the most central would be at the Hicks Undergraduate Library (UGRL), room G849.

For further information email circservices@lib.purdue.edu, call (765) 494-0369 or check out the website <http://www.lib.purdue.edu/access/circserv/policy/visitor/index.html>.

Future Directions

The librarians and library board members the committee met with were all very aware of and sensitive to the fiscal constraints the current economic conditions place and will continue to place on all governmental programs and activities. There were a number of comments pertaining to continued quality of library services, maintenance of the collections and service to the public.

Libraries and the digital age

The availability of computers, data bases and e-books has changed and continues to change the way libraries "do business". Both TCPL and WLPL exceed the state requirement for one computer available to the public per 2000 people in the library district.

The "digital divide" is a real problem in our society. Increasingly businesses and government agencies function as though everyone has computer access and is computer literate. For example, many financial institutions charge a fee to clients who do not bank "on-line" and state government requires citizens to apply for unemployment insurance using computers. The public library is the place where the public has access to computer data bases as well as free classes on using computers and information technology.

Of importance is the access to information that computer data bases provide. Subscribing to computerized data bases is expensive but gives the public the ability to use more information resources, resources that most libraries could not afford if purchasing "hard copies". The number of copies of reference books is reduced, saving space on library shelves. It would be beneficial if cost sharing of data bases could be regionalized or done on a state-wide basis.

E-books are less expensive to buy than hard copies. They also do not need shelf space, do not require time to shelve, and no overdue notices need to be sent. Both TCPL and WLPL own e-books and are expanding their holdings.

When replacing the computers that patrons use, buying laptops rather than PCs would save money and space. A van equipped as a computer lab could also be shared by small libraries, making sure that their populations could gain computer skills.

Special collection development could be divided among many libraries and these resources shared, preferably electronically. Each library would pledge to purchase heavily in targeted areas while still maintaining a "general" collection. Examples might

include vegetarian cooking, American poetry, and graphic novels. These would then become the "go-to" site for that information.

Automation of library systems would increase efficiency and lower cost.

Staff

There are more and more staff functions that can be performed by those with BA degrees (business or IT) rather than those with a MLS (master of library science). Librarians could also get a BA in business or IT and then study for the MLS. In the future, library directors may need to have a MBA as well as a MLS. Supervisory staff also needs training in management skills.

Another possibility is a group of libraries sharing some staff: a person to do marketing or a facilities manager who was expert in lighting, heating/cooling, security, purchasing supplies or making sure that library buildings were 'green.'

Salaries and benefits are the largest expenses libraries have. The cost of health insurance continues to increase. Any way that the cost of this could be reduced while still providing good coverage would be most helpful.

State

Better audits by the state are needed with accountability and more authority towards having libraries meet basic standards.

The Legislature should mandate public library service for all Indiana citizens while offering incentives for regional library cooperation. In order for county-wide or regional library systems to be successful, participants must be willing to cooperate and there must be adequate funding.

The State Library should receive increased funding in order to provide better services and innovative programs to residents. (Examples include the current Evergreen Library and the INSPIRE data base. INSPIRE, a virtual library that contains primarily reports and journal articles is provided free of charge to Indiana citizens. If the information could be expanded to include books, magazines and journals of more general interest this would be an incredible resource.)

Conclusions

The creation of the two public library systems in Tippecanoe County discussed in this report came from community need and extended effort on the part of community members. These libraries continue to be important to the community and serve it well. Many residents use the services of TCPL and WLPL, viewing them as working as one system. The circulation figures, number of card holders, active Friends of the Library groups and funding of both libraries point to wide-spread community support and satisfaction.

It would appear that if the two systems were merged there would be little cost savings in operation and a small impact on property tax bills; slightly lower for those in the West Lafayette Library District and a little higher for all others. Property owners should check their property tax bills to ascertain their library district.

Increased emphasis on electronic services should be encouraged. Continued access to computer resources, including data bases and the latest technology is necessary to keep the library systems relevant to all citizens. In addition, TCPL and WLPL are central for the training of individuals who have no computer access or no instruction in computer literacy.

Both library systems need to continue to reach out to residents who do not use library facilities because they feel intimidated by the building, quantity of choices, arrangement of materials, etc. The un-served person is often the one who could most benefit from library use.

With the current economy, financial viability for libraries is in jeopardy as are many public service institutions. Finding ways to reduce the cost of medical insurance provided to library staff would be helpful. Perhaps medical benefits could be folded into other state-wide, regional or local government health plans. Plans need to be affordable for staff and the library and to offer good medical coverage.

Given the requirement of a master's degree and specialized skill sets, certified librarians' compensation is insufficient. In the future librarians may need additional degrees in business or IT as well as library science. Plans need to be made to provide respectable financial rewards in order to attract and maintain talented individuals.

The appointment of library board members is not a clear process. The boards are not directly elected by citizens' votes, but are appointed by elected officials. The library boards do approve sizeable budgets and only the capital costs including bonding projects must be approved by the Tippecanoe County Council for TCPL and the West Lafayette Common Council for the WLPL. It would be difficult to get citizens to run for office as a library board member since the board receives no compensation or

recognition, yet providing for an open board appointment process would provide greater accountability to the public.

Throughout the research and writing period of this study, members of the committee tried to obtain clear maps of the library districts for West Lafayette and Tippecanoe County. The maps included in the study are the best available. Even though city boundaries change, library districts remain the same, resulting in confusion. It is recommended that all three library districts, Tippecanoe County, West Lafayette and Otterbein, be clearly delineated in map and text form and posted on the Tippecanoe County website as part of the GIS database. With tax revenues based on these boundaries, it is important for the public to understand which library district their taxes support and it would seem fitting that the respective library boards also understand where their revenues are coming from.

On the state level:

Cooperation between the State Board of Accounts, Department of Local Government Finance and the Indiana State Library should lead to the development of a single form for libraries' annual financial reports. The current reporting forms lack transparency and present confusing data to taxpayers.

The Indiana State Library has been given the authority through PL47-2011, which amended IC4-23-7.1-42, establishing a Foundation to support its activities. It is anticipated that these additional resources will be used to expand projects and services as well as to provide interesting and innovative programs.

The Legislature should pass a law requiring all citizens of Indiana to have tax supported public library services while encouraging cooperation between public libraries. This cooperation could be at the county, regional or state levels.

Sources for Tippecanoe County Public Libraries Report

Indiana Commission on Local Government Reform (Kernan-Shepard Report) "Streamlining Local Government"

http://indianalocalgovreform.in.edu/assets/docs/Report_12-10-07.pdf

Individuals

Jos Holman, Director TCPL

Sarah Hicks, President TCPL Board

Amy Paget, Assistant Director TCPL

Adele Needham, Chair Friends of TCPL Book Sales

Melinda Henry, Circulation Leader, TCPL

Nick Schenkel, Director WLPL

Nancy Dunn, President WLPL Board

Marybeth Miller, WLPL Board Member

Dennis Lawson, Past Head Lafayette Ivy Tech Library

Cindy Mitchell, Head Lafayette Ivy Tech Library

Tippecanoe County Auditor's Office

Indiana Code Title 36 (Local Government), Article 12 details the legal powers and duties of Indiana public libraries

Indiana Code specific for issuing library cards, IC-36-12-2-25 or

<http://www.in.gov/legislative/ic/code/title36/ar12/ch2.html>

PLAC card fees Administrative Code Rule at http://www.in.gov/legislative/iac/iac_title?iact=590

Web Sites

Indiana Department of Local Government Finance www.in.gov/dlqf

Indiana State Board of Accounts www.in.gov/sboa

Indiana State Library www.in.gov/lib;

2010 State Library statistics <http://www.in.gov/library/4300.htm>;

Purdue University Library www.lib.purdue.edu

Tippecanoe County Public Library <http://www.tcpl.lib.in.us>

West Lafayette Public Library <http://www.wlaf.lib.in.us>

Articles

Wikipedia - *Public library*

American Library Association, *Public Library Use, Fact Sheet 6*,

<http://www.ala.org/professionalresources>

Institute of Museums and Library Services *2008 Public Libraries Survey*, <http://www.ims.gov>

Ruth A. Wooden, *The future of public libraries in an internet age*, Wiley InterScience 2006,

www.interscience.wiley.com

Carol E. Abell, *History of the West Lafayette Public Library*, 1991