Chapter Contact Information

**Chapter Name:** Indiana Library Federation

**Address:** 941 E. 86th St., Ste. 260

**City/Town:** Indianapolis

**State/Territory:** IN

**ZIP:** 46240

**Primary E-mail Address:** exec@ilfonline.org

Date Completing This Survey

**Month/Date/Year:** 05/29/2019

Fiscal Year Reporting

**Start Date/End Date:** 1/1/2018-12/31/2018

List contact information for survey respondent who could answer questions from Chapter Relations Office about this survey.

**Survey Respondent:** Lucinda Nord

**E-mail address:** exec@ilfonline.org

**Phone:** 13172572040x101

Page 1: Welcome to the 2016 State of the Chapter Annual Report Survey

Page 2: Report for Fiscal Year

Page 3: Final Budget Totals for Fiscal Year
Q5 5) What is the final revenue and expense total for fiscal year being reported (answer requires a figure rounded to the nearest dollar)

Revenue  562,002
Expenses  463,751
Unrestricted Net Assets  825,912

Page 4: Management and Staffing

Q6 6) Were there changes made to your management or staffing during fiscal year you are reporting on? Yes

Q7 7) If yes, what changes were made to management or staffing?

Shifted a staff member to Member Engagement Manager and hired a new Conference/Events Manager

Q8 8) List the number of FTE or PAID staff (e.g., 0, 1, 2, 3 . . . .) 3.2

Q9 9) List paid staff by title and FTE (e.g., Director FTE 1)

Staff 1
Staff 2
Staff 3
Staff 4
Staff 5
Executive Director FTE 1
Communications Manager FTE 1
Member Engagement Manager FTE .5
Finance Manager FTE .35
Conference/Events Manager FTE .35

Q10 10) List the number of Board Members (whole number only; e.g., 6) 20

Q11 11) Is your Chapter Counselor a Board Member? Official

Q12 12) Is the Chapter Counselor elected or appointed? Elected

Page 5: Membership Information

Q13 13) Were there changes made to your membership categories dues rates during fiscal year? No
Q14 14) If yes, what changes were made to your membership categories dues rates?
Respondent skipped this question

Q15 15) Chapter Membership (renewal period)
Calendar Year Based

Q16 16) Dues Structure for regular personal members
Graduated (fee levels based on salary)

Q17 17) Please list applicable fee or percentage for regular personal members.

Highest graduated fee
120

Lowest graduated fee
40

Q18 18) Please list number of Chapter Members by category (only by categories you use; do not count twice)

Personal
1042

Student
63

Trustee
1057

Library/Institution
151

Total of Any Other Categories
14

Q19 19) Provide the total number of all members (Regular Personal, Institutional, etc.) at end of fiscal year. Totals of all the membership categories listed above should equal total entered here.

2327

Q20 20) Chapter Membership compared to last year
Same

Q21 21) Did membership grow or decline?
Respondent skipped this question

Q22 22) If membership increased or decreased by 2% or more, please explain or surmise cause.

We had double-counted certain categories in prior years and now have more accurate count. Also, the number of School and Academic librarian members have declined.

Q23 23) Which membership management software does your chapter use?

Your Membership
Q24 24) To the best of your ability, please briefly describe the pros and cons of the MMS that you’ve purchased.

Pros - It's what we know; Growing number of members are using self-service with credit cards.
Cons - Communications features are not keeping pace with changes in industry; Group invoicing is not easy.

Q25 25) Which features do you wish your MMS had?

Improved communications features for layout, HTML and newsletter integration.

Page 6: Annual Conference

Q26 26) Please provide the following financial information about your Chapter’s Annual Conference during the reported fiscal year (answer requires a figure rounded to the nearest dollar).

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>221,850</td>
</tr>
<tr>
<td>Expenditures</td>
<td>64,603</td>
</tr>
</tbody>
</table>

Q27 27) Please Provide the Following Non-Financial Information about Your Chapter’s Annual Conference (if not applicable, insert n/a).

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>November</td>
</tr>
<tr>
<td>Location</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>Length of Total Conference (pre- and conference) in Days (whole number only; e.g., 3)</td>
<td>3 days</td>
</tr>
<tr>
<td>Total Number of Attendees</td>
<td>715 attendees; 127 speakers; 70 exhibitors</td>
</tr>
<tr>
<td>$ Conference Registration Rate for Regular Member</td>
<td>195</td>
</tr>
<tr>
<td>$ Conference Registration Rate for Regular Nonmember</td>
<td>295</td>
</tr>
<tr>
<td>Total Booths/Tables of Exhibits</td>
<td>75</td>
</tr>
<tr>
<td>$ Charge for Standard Booth</td>
<td>800</td>
</tr>
<tr>
<td>Total Number of Program Offerings</td>
<td>86</td>
</tr>
</tbody>
</table>

Q28 28) Is there a discounted registration rate for your conference? If so, have you worked with other groups to cover those costs? Please be as specific as possible.

We offer a limited discount for speakers.

Q29 29) Did Your Chapter Meet Its Budget Projections for Its Annual Conference?

Exceeded
**Q30** 30) Did Your Association Try Something New at This Conference? If So, Please Briefly Explain What It Was and What Your Association Hoped to Achieve.

We are trying to offer more year-round vendor sponsorships that include our annual conference, which deepens relationship but makes more difficult to separate out conference element. Additionally, we are focusing on creating the "experience" with more food, snacks and networking (trivia night).

**Q31** 31) Was It Successful?  
Yes

**Q32** 32) Will your association try this again at future conference?  
Yes

**Q33** 33) List Your Association's Most Successful Events Held during Conference.

Trivia night was a hit. We gave "I [heart] Libraries" license plate covers to all attendees with "drive through" installation as people left.

**Q34** 34) Share Outstanding Keynotes or Speakers (include topics, please).

Our theme for the year was Hospitality, so having a researcher on hospitality and tourism and a nonprofit leader who were outstanding speakers was key.

**Page 7: Accomplishments/Concerns**

**Q35** 35) If you have one, how many attendees participate(d) in your State Advocacy/Legislation Day? (whole number only; e.g., 20)

35

**Q36** 33) Did your Chapter use a virtual advocacy tool for State Library Legislative Day?  
No

**Q37** 37) List Major Activities, Accomplishments of Your Association during Fiscal Year (e.g., Library Legislative Day, legislative successes, new strategic plan, trainings, etc.).

Q38 38) List Major Issues Facing Your Association (e.g, budget, membership, structure, systems, competition, etc.).

1) We faced challenges to INSPIRE, our state's virtual library, and other issues which consumed time and resources. 2) We made comprehensive bylaws changes and adopted a strategic vision in 2017 while the world continues to change rapidly...including librarian pipeline issues, rural-to-urban population transfer, economic and technological trends. We simply are not nimble enough yet to respond most effectively.

Q39 39) Is there a separate school library association in your state?  
No

Q40 40) Is there a separate college or academic library association or section in your state?  
Yes