

DeKalb Public Library

2010 - 2011 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

IDENTIFICATION (1.1 - 1.37)



As Secretary of State and State Librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians throughout the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

1.1	ISL Control # [PLSC 151, PLSC 701]	30224
1.2	ISL Branch # [PLSC 151, PLSC 701]	00
1.3a	FSCS ID [PLSC 150, PLSC 700]	IL0135
1.3b	FSCS_SEQ [PLSC 700]	002
1.4a	Legal Name of Library [PLSC 152]	DeKalb Public Library
1.4b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.5a	Facility Street Address [PLSC 153]	309 Oak Street
1.5b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.6a	Facility City [PLSC 154]	DeKalb
1.6b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.7a	Facility Zip [PLSC 155]	60115
1.7b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.8a	Facility Zip +4 [PLSC 156]	3369

1.8b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.9a	Mailing Address [PLSC 157]	309 Oak Street
1.9b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.10a	Mailing City [PLSC 158]	DeKalb
1.10b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.11a	Mailing Zip [PLSC 159]	60115
1.11b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.12a	Mailing Zip +4 [PLSC 160]	3369
1.12b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.13a	Library Telephone Number [PLSC 162]	815-756-9568
1.13b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.14a	Library FAX Number	815-756-7837
1.14b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.15	WWW Home Page [PLSC 163]	http://www.dkpl.org
Library Director's Information		
1.16	Name	Dee Coover
1.17	Title	Director
1.18	Library Director's E-mail	deec@dkpl.org
1.19a	Type of library	CI - City
1.19b	If this locked question's answer has changed, then enter the updated answer here.	CI - City
1.19c	Legal Basis Code [PLSC 201]	CI
1.19d	Geographic Code [PLSC 204]	CI1
1.20	Is your library a combined public and school library?	No

1.21	Does your library contract with another library to RECEIVE ALL your library services?	No
1.22	IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	N/A
1.23a	County in which the administrative entity is located [PLSC 161]	DeKalb
1.23b	If this locked question's answer has changed, then enter the updated answer here.	DeKalb
1.23c	Metropolitan Status Code [PLSC 710]	NO
1.24	Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.25	IF YES, indicate the reason for the boundary change	N/A
1.26a	Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	42,579
1.26b	If this locked question's answer has changed, then enter the updated answer here.	N/A
1.27	If the population has changed from the prior year's answer, then indicate the reason.	N/A
1.28a	Library system to which your library belonged as of January 1, 2010	PALS
1.28b	If this locked question's answer has changed, then enter the updated answer here.	
1.28c	Interlibrary Relationship Code [PLSC 200]	ME
1.29	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30	Does this library have paid staff?	Yes

1.31	Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33	Is this library supported in whole or in part with public funds?	Yes
1.34	Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] (If you answered YES to each question 1.29 -1.33, then answer this question Yes. If you answered NO to any question 1.29 -1.33, then answer this question No.)	Yes
1.35	Number of Central Libraries [PLSC 209]	1
1.36	Outlet Type Code [PLSC 709]	CE
1.37	Administrative Structure Code [PLSC 202]	SO

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)

2.1	Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.2	Total number of branch libraries [PLSC 210]	0
NOTE: For questions 2.3 through 2.16, ONLY INCLUDE branch libraries and bookmobile outlets. DO NOT include the main/central library.		
2.3a	Branch or Bookmobile Legal Name [PLSC 702]	N/A
2.3b	If this locked question's answer has changed, then enter the updated answer here.	N/A
2.4	ISL Control # [PLSC 701]	N/A
2.5	ISL Branch # [PLSC 701]	N/A
2.6a	Street Address [PLSC 703]	N/A
2.6b	If this locked question's answer has changed, then enter the updated answer here.	N/A
2.7a	City [PLSC 704]	N/A
2.7b	If this locked question's answer has changed, then enter the updated answer here.	N/A

2.8a	Zip [PLSC 705]	N/A
2.8b	If this locked question's answer has changed, then enter the updated answer here.	N/A
2.9a	Zip +4 [PLSC 706]	N/A
2.9b	If this locked question's answer has changed, then enter the updated answer here.	N/A
2.10a	County [PLSC 707]	
2.10b	If this locked question's answer has changed, then enter the updated answer here.	
2.11a	Telephone [PLSC 708]	N/A
2.11b	If this locked question's answer has changed, then enter the updated answer here.	N/A
2.12a	Square Footage [PLSC 711]	N/A
2.12b	If this locked question's answer has changed, then enter the updated answer here.	N/A
2.12c	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	N/A
2.13	Outlet Type Code [PLSC 709]	
2.14	Metropolitan Status Code [PLSC 710]	
2.15	FSCS ID [PLSC 700]	N/A
2.16	FSCS_SEQ [PLSC 700]	
2.17	Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	0
2.18	Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	0

ANNUAL REPORT DATA (3.1 - 3.7)

3.1	Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2010
3.2	Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2011
3.3	Number of months in this fiscal year	12

3.4	Name of person preparing this annual report	Patricia Adamkiewicz
3.5	Telephone Number	815-756-9568
3.6	FAX Number	815-756-7837
3.7	E-Mail Address	pata@dkpl.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2010/2011? No

Include each type of referendum presented to the voters below:

4.2	Referendum Type	N/A
4.3	If Other, what was the referendum type?	N/A
4.4	Referendum Date (mm/dd/year)	N/A
4.5	Passed or Failed?	N/A
4.6	Effective Date (mm/dd/year)	N/A

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7	Conversion - Effective Date (mm/dd/year)	N/A
4.8	Annexation - Effective Date (mm/dd/year)	N/A
4.9	Other (please specify)	N/A
4.10	Other - Effective Date (mm/dd/year)	N/A
4.11	Other (please specify)	N/A
4.12	Other - Effective Date (mm/dd/year)	N/A

CURRENT LIBRARY BOARD (5.1 - 5.14)

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

5.1	Total number of board seats	9
5.2	Total number of vacant board seats	0
5.3	In accordance with current Illinois Library Laws, subject to the type of public library, this public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4	IF NO, please explain	N/A

Members

5.5	Name	Clarence Casella
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	07/2013
5.8	Telephone Number	815-758-1661
5.9	E-mail Address	clarence.casella@comcast.net
5.10	Home Address	739 N. 10th Street
5.11	City	DeKalb
5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Alan Genis
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2013
5.8	Telephone Number	815-758-7185
5.9	E-mail Address	agenis@niu.edu
5.10	Home Address	15 Cari Court
5.11	City	DeKalb
5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Wendell Johnson
5.6	Trustee Position	President
5.7	Present Term Ends (mm/year)	06/2014
5.8	Telephone Number	815-756-8279
5.9	E-mail Address	wendelljohnson2005@yahoo.com
5.10	Home Address	112 Pooler Avenue
5.11	City	DeKalb
5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Imelda Ruiz
5.6	Trustee Position	Treasurer
5.7	Present Term Ends (mm/year)	06/2012
5.8	Telephone Number	815-748-4360
5.9	E-mail Address	imelda1213@gmail.com
5.10	Home Address	513 Lucerne Lane
5.11	City	DeKalb
5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Susan Richter
5.6	Trustee Position	Secretary/Treasurer
5.7	Present Term Ends (mm/year)	06/2012

5.8	Telephone Number	815-758-7182
5.9	E-mail Address	susanrichter@juno.com
5.10	Home Address	318 Sycamore Road
5.11	City	DeKalb
5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Virginia Cassidy
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2014
5.8	Telephone Number	815-756-5426
5.9	E-mail Address	vcassidy@niu.edu
5.10	Home Address	212 Laurel Lane
5.11	City	DeKalb
5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Lara Luetkehans
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2012
5.8	Telephone Number	815-501-3986
5.9	E-mail Address	luetke@niu.edu
5.10	Home Address	364 Rolfe Road
5.11	City	DeKalb
5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Janis Kirts
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2014
5.8	Telephone Number	815-758-6489
5.9	E-mail Address	jak72tek@aol.com
5.10	Home Address	7 Sylvan Lane
5.11	City	DeKalb
5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Clark Neher
5.6	Trustee Position	Vice-President
5.7	Present Term Ends (mm/year)	06/2012
5.8	Telephone Number	815-748-4513
5.9	E-mail Address	cneher@niu.edu
5.10	Home Address	2917 Greenwood Acres
5.11	City	DeKalb

5.12	State	Illinois
5.13	Zip	60115
5.14	Zip +4	3369

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

6.1	Does your library have a "friends" group?	Yes
6.2	Does your library have a library foundation?	No

FACILITY/FACILITIES (7.1 - 7.2)

7.1a	Total square footage of the main library building [PLSC 711]	19,786
7.1b	If this locked question's answer has changed, then enter the updated answer here.	N/A
7.1c	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	N/A
7.2	Total square footage of the branch library building(s), if applicable	N/A
7.2b	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	N/A

ASSETS AND LIABILITIES (8.1 - 8.13)

PROPERTY

8.1	What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$5,635,285
8.2	During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No

IF YES, how was the property acquired? (Check all that apply)

8.3	Purchase	No
8.4	Legacy	No
8.5	Gift	No
8.6	Other	No

- 8.7 Provide a general description of the property acquired.
- 8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles? \$3,127,713

FISCAL ACCUMULATIONS

- 8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] Yes
- 8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7) , 75 ILCS 16/30-65(a)(4)]
 DeKalb Public Library Accumulation of Funds 1. The Library has received or is to receive five bequests totaling \$273,155.53. The most recent is a bequest from Susan Soderquist. This bequest is not yet final but we anticipate the final amount will be around \$60,000. The bequest of Ms. Soderquist is unrestricted by the donor and is planned to be used for non-operational expenses. The principal of the other bequests has been preserved and the interest is used for the purchase of library materials. These funds are in Castle Bank. 2. The DeKalb County Community Foundation holds a fund for the Library of \$60,771.92. Only the interest is used and it is used for Library materials. 3. National Bank and Trust holds in trust for the Library, Certificates of Deposit worth \$301,859.23. These certificates were purchased in 2008. These funds constitute a Library Reserve Fund and are from non-property tax monies such as fines, fees, and sales. The Library's restricted use is for non-operational expenses. 4. The Library's "boiler fund" is composed of the proceeds from a 1 cent levy that was enacted in 2008. The planned use is for a new HVAC system. The most current architectural and engineering estimate is \$600,000. The "boiler fund" total will be approximately \$69,000 in 2011. This fund is in Castle Bank. 5. A Library Special Reserve Fund has been previously established. The present total of the fund is \$301,701.71. The uses of the Fund are restricted by statute to non-operational purposes. 6. The checking account (technically a sweep account) holds all revenue that comes to the library including property tax funds, TIF monies, replacement personal property taxes, fines, fees, sales and other small gifts to the library. All operational expenses have been taken from this account. At the end of the year, there have remained carry-over funds. This account is in Castle Bank. In the interests of clarity, for the next fiscal year, a separate checking account has been established for property taxes only. Also, a non-property tax reserve fund has been established

LIABILITIES

- 8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] No
- 8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] 0

- 8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]

OPERATING RECEIPTS BY SOURCE (9.1 - 9.21)

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

LOCAL GOVERNMENT

- 9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only) \$1,796,093

STATE GOVERNMENT - Exclude: Federal funds distributed by the State of Illinois

- 9.2 Per capita grant \$43,572
 9.3 Equalization aid grant \$0
 9.4 Personal property replacement tax \$37,855
 9.5 Educate and Automate grants (an IL State Library grant) \$0
 9.6 Other \$30,800
 9.7 If Other, please specify Digital Divide/Severns
 9.8 Total State Government Funds (9.2+9.3+9.4+9.5+9.6) [PLSC 301] \$112,227

FEDERAL GOVERNMENT - Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library)

- 9.9 LSTA funds received 0
 9.10 E-Rate funds received 0
 9.11 Other federal funds received \$17,050
 9.12 If Other, please specify NEA Grant
 9.13 Total Federal Government Funds (9.9+9.10+9.11) [PLSC 302] \$17,050

OTHER INCOME

- 9.14 Bill and Melinda Gates Foundation grant monies received 0
 9.15a Other receipts intended to be used for operating expenditures \$477,904

9.15b	Other non-capital receipts placed in "reserve funds"	0
9.16	TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$477,904

TOTAL OPERATING RECEIPTS

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17	TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$2,403,274
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9.18	Amount of surety bond	\$970,000
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9.19	Is the amount of the surety bond in compliance with library law? (The amount of the bond shall be based upon a minimum of 50% of the total funds received by the library in the last/previous fiscal year.) [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
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9.20	The designated custodian of the library's funds is:	Library Treasurer
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9.21	Is this library's annual tax levy/fiscal appropriation subject to "tax caps" [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
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OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

10.1	Salaries and wages for all library staff [PLSC 350]	\$762,863
10.2	Fringe benefits, for all library staff, paid for from either the library's or the "municipal corporate authority's" appropriation [PLSC 351]	\$253,715
10.3	Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$1,016,578
10.4	If this library answered question 10.2 as "zero" or "N/A" then choose an answer from the drop-down.	N/A

MATERIALS EXPENDITURES (11.1 - 11.4)

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

11.1	Printed Materials [PLSC 353]	\$198,594
11.2	Electronic Materials [PLSC 354]	\$57,140
11.3	Other Materials [PLSC 355]	\$25,228
11.4	TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$280,962

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

12.1	All other operating expenditures not included above [PLSC 357]	\$702,573
12.2	TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$2,000,113
12.3	Children's Materials Expenditures	\$70,733

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

[75 ILCS 5/4-10(1)&(2), 75 ILCS 16/30-65(a)(6)]

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

CAPITAL REVENUE

13.1a	Local Government: Capital Income from Bond Sales	\$0
13.1b	Local Government: Other	\$0
13.1c	Total Local Government (13.1a + 13.1b) [PLSC 400]	\$0

13.2	State Government [PLSC 401]	\$0
13.3	Federal Government [PLSC 402]	\$0
13.4	Other [PLSC 403]	\$0
13.5	If Other, please specify	N/A
13.6	Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$0

CAPITAL EXPENDITURES

13.7	Total Capital Expenditures [PLSC 405]	\$0
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PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A: Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1	Position Title	Director
14.2	Primary Work Area Code	LDIR
14.3	Secondary Work Area Code [OPTIONAL]	N/A
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	37.5
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	N/A
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	37.5
14.1	Position Title	Young Adult Services
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	YAS
14.4	Education Code	MLS
14.5	Sex	M

14.6	Hourly Rate	
14.7	Total Hours/Week	37.5
14.1	Position Title	Youth Services Manager
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	N/A
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	37.5
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	N/A
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	8
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	N/A
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	27
14.8	Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	4.63

Group B: Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9	Position Title	Assistant to the Director
14.10	Primary Work Area Code	ADIR
14.11	Secondary Work Area Code [OPTIONAL]	CAT
14.12	Education Code	LTA
14.13	Sex	F
14.14	Hourly Rate	
14.15	Total Hours/Week	37.5
14.9	Position Title	IT Manager
14.10	Primary Work Area Code	AUTO
14.11	Secondary Work Area Code [OPTIONAL]	N/A
14.12	Education Code	HS
14.13	Sex	M
14.14	Hourly Rate	
14.15	Total Hours/Week	37.5

14.9	Position Title	Assistant Cataloguer
14.10	Primary Work Area Code	CAT
14.11	Secondary Work Area Code [OPTIONAL]	REF
14.12	Education Code	LTA
14.13	Sex	F
14.14	Hourly Rate	
14.15	Total Hours/Week	37.5
14.9	Position Title	Head of Circulation
14.10	Primary Work Area Code	CIR
14.11	Secondary Work Area Code [OPTIONAL]	ILL
14.12	Education Code	HS
14.13	Sex	M
14.14	Hourly Rate	
14.15	Total Hours/Week	37.5
14.16	Total Group B: FTE Other Librarians (14.15 / 40)	3.75
14.17	Total FTE Librarians (14.8 + 14.16) [PLSC 251]	8.38

OTHER PAID EMPLOYEES WHO PERFORM OTHER TYPES OF LIBRARY WORK

Group C: Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18	Total hours worked in a typical week by all Group C employees	1,306
14.19	Minimum hourly rate actually paid (convert annual salary to hourly rate)	
14.20	Maximum hourly rate actually paid (convert annual salary to hourly rate)	
14.21	Total FTE Group C employees (14.18 / 40)	32.65

Group D: Full-time/part-time pages or shelvers

14.22	Total hours worked in a typical week by all Group D employees	240
14.23	Minimum hourly rate actually paid (convert annual salary to hourly rate)	
14.24	Maximum hourly rate actually paid (convert annual salary to hourly rate)	
14.25	Total FTE Group D employees (14.22 / 40)	6.00

Group E: Full-time/part-time building maintenance, security or plant operation employees

14.26	Total hours worked in a typical week by all Group E employees	180
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14.27	Minimum hourly rate actually paid (convert annual salary to hourly rate)	
14.28	Maximum hourly rate actually paid (convert annual salary to hourly rate)	
14.29	Total FTE Group E employees (14.26 / 40)	4.50
14.30	Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	43.15
14.31	Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	51.53

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32	Position Title	N/A
14.33	Primary Work Area Code	N/A
14.34	Education Code	N/A
14.35	Total Hours/Week	0
14.36	Number of Weeks Vacant during FY2010/11	0
14.37a	Annual Salary Range Minimum	0
14.37b	Annual Salary Range Maximum	0

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2010/2011.

14.38	Position Title	N/A
14.39	Primary Work Area Code	N/A
14.40	Education Code	N/A
14.41	Total Hours/Week	0
14.42	Current Status: Filled or Unfilled	N/A
14.43	Date Filled (mm/year, if applicable)	N/A

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2009/10 but was not in the budget for FY2010/11.

14.44	Position Title	N/A
14.45	Primary Work Area Code	N/A
14.46	Education Code	N/A
14.47	Total Hours/Week	0
14.48	Date Eliminated (mm/year)	N/A
14.49	Last Annual Salary Paid	0
14.50	Reason Eliminated (i.e. lack of funds or need, etc.)	N/A

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

Monday

15.1	Open?	Yes
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15.2	Based on a typical Monday, how many hours was the library open on this day?	12.00
Tuesday		
15.3	Open?	Yes
15.4	Based on a typical Tuesday, how many hours was the library open on this day?	12.00
Wednesday		
15.5	Open?	Yes
15.6	Based on a typical Wednesday, how many hours was the library open on this day?	12.00
Thursday		
15.7	Open?	Yes
15.8	Based on a typical Thursday, how many hours was the library open on this day?	12.00
Friday		
15.9	Open?	Yes
15.10	Based on a typical Friday, how many hours was the library open on this day?	9.00
Saturday		
15.11	Open?	Yes
15.12	Based on a typical Saturday, how many hours was the library open on this day?	8.00
Sunday		
15.13	Open?	Yes
15.14	Based on a typical Sunday, how many hours was the library open on this day?	4.00
15.15	Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6
15.16	Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7.00
15.17	Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	4
15.18a	Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,588

15.18b	Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	N/A
15.18c	Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	3,588
15.19	Total annual visits/attendance in the library [PLSC 501]	325,555
15.20	Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1	Total Number of Adult Programs	77
16.2	Adult Program Attendance	12,509
16.3	Total Number of Young Adult Programs [PLSC 602]	43
16.4	Young Adult Program Attendance [PLSC 605]	1,383
16.5	Total Number of Children's Programs [PLSC 601]	595
16.6	Children's Program Attendance [PLSC 604]	12,515
16.7	Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	715
16.8	Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	26,407

REGISTERED BORROWERS (17.1 - 17.4)

17.1	Total number of resident borrower's cards in force as of the last day of the fiscal year. A resident borrower is a citizen who resides within your library's legal service area and/or is taxed for (or owns property within) library service within your library's taxing boundaries which entitles that citizen to hold a resident borrower's	16,588
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card from your library. Do NOT include reciprocal borrowers.

17.2a

Total number of non-resident borrower's cards in force as of the last day of the fiscal year. A non-resident borrower is a citizen who does not reside within your library's legal service area and is not taxed for library service within your library's taxing boundaries. Instead that citizen pays a fee directly to your library for library use and services. Do NOT include reciprocal borrowers.

46

17.2b

What was the total amount of the fees collected from the sale of non-resident borrower's cards during the past fiscal year?

\$3769

17.3

Total number of registered borrowers as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]

16,634

17.4

Is your library's registered borrower/patron file purged a minimum of one time every three years?

Yes

RESOURCES OWNED (18.1 - 18.15)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

Books

18.1 Held at end of FY2010/11 142,477

Back Files (Retrospective Holdings): Newspapers (Print format only)

18.2 Held at end of FY2010/11 7

18.3 Are these counts a volume count OR a title count Title

Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only)

18.4 Held at end of FY2010/11 10

18.5 Are these counts a volume count OR a title count Title

18.6 Total Print Materials (18.1 + 18.2 + 18.4) [PLSC 450] 142,494

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only)

18.7	Held at end of FY2010/11 [PLSC 460]	240
E-books		
18.8	Held at end of FY2010/11 [PLSC 451]	328
Audio Recordings: Physical Units		
18.9a	Held at end of FY2010/11 [PLSC 452]	5,746
Audio Recordings: Downloadable Titles		
18.9b	Held at end of FY2010/11 [PLSC 453]	724
DVDs/Videos: Physical Units		
18.10a	Held at end of FY2010/11 [PLSC 454]	4,445
[75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]		
DVDs/Videos: Downloadable Titles		
18.10b	Held at end of FY2010/11 [PLSC 455]	0
Licensed Databases		

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11	Local License negotiated by the local library [PLSC 456]	18
18.12	State License negotiated by the Illinois State Library [PLSC 457]	22
18.13	Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [PLSC 458]	3
18.14	Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 459]	43
Children's Holdings		
18.15	Children's Holdings	54,426

USE OF RESOURCES (19.1 - 19.13)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year

19.1	Number of adult materials loaned	215,224
19.2	Number of children's materials loaned [PLSC 551]	158,579
19.3	Total number of materials loaned (19.1 + 19.2) [PLSC 550]	373,803

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4	Books	259,535
19.5	Videos/DVDs	72,066
19.6	Audios (include music)	31,976
19.7	Magazines/Periodicals	9,972
19.8	Other Formats	254
19.9	TOTAL (Sum of 19.4-19.8)	373,803
19.10	Number of interlibrary loans loaned to other libraries [PLSC 552]	25,367
19.11	Number of interlibrary loans borrowed from other libraries [PLSC 553]	35,929
19.12	Does your library participate in reciprocal borrowing?	Yes
19.13	IF YES, report the number of materials loaned	N/A

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked at the _____ department. [PLSC 502]

20.1	Adult Department	19,188
20.2	Children's Department	6,396
20.3	TOTAL (20.1 + 20.2) [PLSC 502]	25,584

AUTOMATION (21.1 - 21.5)

How many of the following does your library have?
Windows/PC Compatible Computers

21.1	Total number of ALL computers in the library	86
21.2	Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	35
21.3	Is your library's catalog automated?	Yes
21.4	Is your library's catalog accessible via the web?	Yes
21.5	Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (22.1 - 22.20)

22.1	Does your library have Internet access?	Yes
22.2	Does your library have wireless Internet access?	Yes

What Internet provider(s) does your library use? (Check all that apply)

22.3	Illinois Century Network (ICN)	No
22.4	Other	Yes
22.5	If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	Other

22.6 What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

If you need help, call your Internet service provider (ISP).

DSL	No
Cable	Yes
Wireless	No
Satellite	No
Fiber	Yes
Leased Line	No
Network (State, Regional, Municipal)	No
Dial-up	No
Don't Know	No
Other	No
N/A	No

22.7	What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
22.8	If Other, please specify	9.0 mb up and 6.0 mb down
22.9	Has your library board adopted an Internet public access policy?	Yes
22.10	How many Internet computers does your library have available for public use? [PLSC 650]	16
22.11	Report the number of in-library users of public Internet computers in a year [PLSC 651]	22,270
22.12	Report the annual number of views of your library's homepage	70,858
22.13	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	No
22.14	Does your library utilize Internet filters?	Yes
22.15	IF YES, when did your library start using filters? (mm/year)	12/2009

IF YES, which Internet stations have filters? (Check all that apply)

22.16a	Staff - All	No
22.16b	Staff - Some	No

22.17a	Public - All	No
22.17b	Public - Some	No
22.18a	Children - All	Yes
22.18b	Children - Some	No
22.19a	Young adult - All	No
22.19b	Young adult - Some	No
22.20a	Adult - All	No
22.20b	Adult - Some	No

E-RATE (23.1 - 23.3)

23.1	Did your library apply directly for E-rate (telecommunications discounts) for FY2010/11?	Yes
23.2	IF YES, what is the dollar amount (either as discounts/credits on your telecommunications bills or as direct payments to your library) that your library was awarded for FY2010/11?	5,093
23.3	Why did your library NOT participate in the E-rate program?	N/A

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1	How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$2,500
24.2	Does this include travel expenses?	Yes
24.3	How many hours of training did employees receive this year?	24

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1	What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?
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PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)

[75 ILCS 16/30-65(a)(1),(c)(d)]

26.1 Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the Secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY2010/11."

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

CERTIFICATION PAGE

Click [here](#) to print certification form.

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Click on the Status tab.
2. Click on the Unanswered Questions tab which defaults to View Required Unanswered Questions. Supply answers for these required questions.
3. Click on the Edit Checks tab and resolve edit checks. Explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
4. Click on the Submit Survey tab and click on the green Submit Survey button NOTE: All required unanswered questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit.

IL STATE LIBRARY WILL COMPLETE

27.1	EAV 1 [ISL]	
27.2	EAV 2 [ISL]	
27.3	EAV 3 [ISL]	
27.4	EAV 4 [ISL]	
27.5a	EAV TOTAL (27.1 + 27.2 + 27.3 + 27.4) [ISL]	\$645,860,800.00
27.5b	EAV in \$1,000 (27.5a / 1,000) [ISL]	\$645,860.80
27.6	Tax Rate 1 [ISL]	
27.7	Tax Rate 2 [ISL]	
27.8	Tax Rate 3 [ISL]	
27.9	Tax Rate 4 [ISL]	
27.10	Average Tax Rate [ISL]	