

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.	
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.	
1.6a	Facility City [PLSC 154]	DeKalb
1.6b	If this locked question's answer has changed, then enter the updated answer here.	
1.7a	Facility Zip [PLSC 155]	60115
1.7b	If this locked question's answer has changed, then enter the updated answer here.	
1.8a	Facility Zip +4 [PLSC 156]	3369
1.8b	If this locked question's answer has changed, then enter the updated answer here.	
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.	
1.10a	Mailing City [PLSC 158]	DeKalb
1.10b	If this locked question's answer has changed, then enter the updated answer here.	
1.11a	Mailing Zip [PLSC 159]	60115
1.11b	If this locked question's answer has changed, then enter the updated answer here.	
1.12a	Mailing Zip +4 [PLSC 160]	3369

1.12b	If this locked question's answer has changed, then enter the updated answer here.	
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.	
1.14a	Library FAX Number	815-756-7837
1.14b	If this locked question's answer has changed, then enter the updated answer here.	
1.15	WWW Home Page [PLSC 163]	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	City
1.19b	If this locked question's answer has changed, then enter the updated answer here.	
1.19c	Legal Basis Code [PLSC 201]	Municipal (city, town or village)
1.19d	Geographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly)
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)	1
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.	Not in a Metropolitan Area
1.23c	Metropolitan Status Code [PLSC 710]	
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	
1.26a	Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	43,862
1.26b	If this locked question's answer has changed, then enter the updated answer here.	44,030
1.27	If the population has changed from the prior year's answer, then indicate the reason.	
1.28a	This library is currently a member of what Illinois library system?	RAILS
1.28b	If this locked question's answer has changed, then enter the updated answer here.	

Member of a Federation or Cooperative

1.28c Interlibrary Relationship Code [PLSC 200]

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]	Central Library

Administrative Entity with a Single Direct Service Outlet

1.37 Administrative Structure Code [PLSC 202]

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)

If applicable, questions 2.3a-2.18 will be dynamically generated and added to the end of this file.

2.1	Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.2	Total number of branch libraries [PLSC 210]	0

ANNUAL REPORT DATA (3.1 - 3.7)

3.1	Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2011
3.2	Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2012
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 FY2011/2012? No

Include each type of referendum presented to the voters below:

4.2 Referendum Type _____
 4.3 If Other, what was the referendum type? -1
 4.4 Referendum Date (mm/dd/year) _____
 4.5 Passed or Failed? _____
 4.6 Effective Date (mm/dd/year) -1

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) -1
 4.8 Annexation - Effective Date (mm/dd/year) -1
 4.9 Other (please specify) -1
 4.10 Other - Effective Date (mm/dd/year) -1
 4.11 Other (please specify) -1
 4.12 Other - Effective Date (mm/dd/year) -1

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 _____
 Members
 5.5 Name Susan Richter
 5.6 Trustee Position Secretary/Treasurer
 5.7 Present Term Ends (mm/year) 06/2014
 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	IL
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Clarence Casella
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2013
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	IL
5.13	Zip	60178
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	IL
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Wendell Johnson
5.6	Trustee Position	Other
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	IL
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	IL
5.13	Zip	60115
5.14	Zip +4	3369

5.5	Name	Carolyn Massey
5.6	Trustee Position	Other
5.7	Present Term Ends (mm/year)	06/2012
5.8	Telephone Number	815-756-8341
5.9	E-mail Address	carolyn_m_massey@yahoo.com
5.10	Home Address	3118 Fairway Oaks Drive
5.11	City	DeKalb
5.12	State	IL
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Clark Neher
5.6	Trustee Position	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	IL
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	IL
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	Virginia Cassidy
5.6	Trustee Position	Vice-President
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	IL
5.13	Zip	60115
5.14	Zip +4	3369
5.5	Name	
5.6	Trustee Position	
5.7	Present Term Ends (mm/year)	
5.8	Telephone Number	

5.9	E-mail Address	_____
5.10	Home Address	_____
5.11	City	_____
5.12	State	_____
5.13	Zip	_____
5.14	Zip +4	_____
5.5	Name	_____
5.6	Trustee Position	_____
5.7	Present Term Ends (mm/year)	_____
5.8	Telephone Number	_____
5.9	E-mail Address	_____
5.10	Home Address	_____
5.11	City	_____
5.12	State	_____
5.13	Zip	_____
5.14	Zip +4	_____
5.5	Name	_____
5.6	Trustee Position	_____
5.7	Present Term Ends (mm/year)	_____
5.8	Telephone Number	_____
5.9	E-mail Address	_____
5.10	Home Address	_____
5.11	City	_____
5.12	State	_____
5.13	Zip	_____
5.14	Zip +4	_____
5.5	Name	_____
5.6	Trustee Position	_____
5.7	Present Term Ends (mm/year)	_____
5.8	Telephone Number	_____
5.9	E-mail Address	_____
5.10	Home Address	_____
5.11	City	_____
5.12	State	_____
5.13	Zip	_____
5.14	Zip +4	_____
5.5	Name	_____
5.6	Trustee Position	_____
5.7	Present Term Ends (mm/year)	_____
5.8	Telephone Number	_____
5.9	E-mail Address	_____
5.10	Home Address	_____
5.11	City	_____
5.12	State	_____

5.13	Zip	_____
5.14	Zip +4	_____
5.5	Name	_____
5.6	Trustee Position	_____
5.7	Present Term Ends (mm/year)	_____
5.8	Telephone Number	_____
5.9	E-mail Address	_____
5.10	Home Address	_____
5.11	City	_____
5.12	State	_____
5.13	Zip	_____
5.14	Zip +4	_____

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.	_____
7.1c	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	_____
7.2	Total square footage of the branch library building(s), if applicable	-3
7.2b	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	_____

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.)?	\$5,801,637
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)]	Yes

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

8.3	Purchase	\$1,548,210
8.4	Legacy	0
8.5	Gift	0
8.6	Other	0

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? \$3,262,269

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)]

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)] Yes

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)] \$1,000,000

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)	\$1,760,288
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STATE GOVERNMENT - Exclude: Federal funds distributed by the State of Illinois

9.2	Per capita grant	\$44,980
9.3	Equalization aid grant	\$0
9.4	Personal property replacement tax	\$28,143
9.5	Educate and Automate grants (an IL State Library grant)	\$0
9.6	Other	\$0
9.7	If Other, please specify	
9.8	Total State Government Funds (9.2+9.3+9.4+9.5+9.6) [PLSC 301]	\$73,123

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	\$17,400
9.12	If Other, please specify	
9.13	Total Federal Government Funds (9.9+9.10+9.11) [PLSC 302]	\$17,400

OTHER INCOME

9.14	Bill and Melinda Gates Foundation grant monies received	\$0
9.15a	Other receipts intended to be used for operating expenditures	\$212,060
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]	\$212,060

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]	\$2,062,871
9.18	The library safeguards its funds using which option?	Surety Bond

Per 75 ILCS 5/4-9 and 75 ILCS 16/30-45(e), "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

9.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$970,000
9.20a	Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	No
9.20b	Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	
9.21	The designated custodian of the library's funds is:	Library Treasurer

9.22 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.]? Do not know

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]	\$856,840
10.2	Fringe benefits, for all library staff, paid for from either the library's or the "municipal corporate authority's" appropriation [PLSC 351]	\$256,322
10.3	Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$1,113,162
10.4	If this library answered question 10.2 as "zero" or "N/A" then choose an answer from the drop-down.	

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]	\$170,919
11.2	Electronic Materials [PLSC 354]	\$52,945
11.3	Other Materials [PLSC 355]	\$17,680
11.4	TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$241,544

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]	\$599,969
12.2	TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$1,954,675
12.3	Children's Materials Expenditures	\$63,944

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]	\$1,548,210
13.5	If Other, please specify	<i>Loan from Bond for Land</i>
13.6	Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$1,548,210

CAPITAL EXPENDITURES

13.7	Total Capital Expenditures [PLSC 405]	<i>Gain for Land Acquisitions</i> \$1,548,210
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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]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	37.50
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	37.50
14.1	Position Title	Young Adult Services
14.2	Primary Work Area Code	YAS
14.3	Secondary Work Area Code [OPTIONAL]	REF
14.4	Education Code	MLS
14.5	Sex	M
14.6	Hourly Rate	
14.7	Total Hours/Week	37.50
14.1	Position Title	Youth Services Manager
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	37.50
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F

14.6	Hourly Rate	
14.7	Total Hours/Week	8.00
14.1	Position Title	Reference
14.2	Primary Work Area Code	REF
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	
14.7	Total Hours/Week	8.00
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 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	37.50
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	37.50
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	37.50
14.9	Position Title	IT Manager
14.10	Primary Work Area Code	AUTO
14.11	Secondary Work Area Code [OPTIONAL]	
14.12	Education Code	HS
14.13	Sex	M
14.14	Hourly Rate	
14.15	Total Hours/Week	37.50
14.9	Position Title	
14.10	Primary Work Area Code	

14.11	Secondary Work Area Code [OPTIONAL]	_____
14.12	Education Code	_____
14.13	Sex	_____
14.14	Hourly Rate	_____
14.15	Total Hours/Week	_____
14.9	Position Title	_____
14.10	Primary Work Area Code	_____
14.11	Secondary Work Area Code [OPTIONAL]	_____
14.12	Education Code	_____
14.13	Sex	_____
14.14	Hourly Rate	_____
14.15	Total Hours/Week	_____
14.16	Total Group B: FTE Other Librarians (14.15 / 40)	2.81
14.17	Total FTE Librarians (14.8 + 14.16) [PLSC 251]	7.44

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	1,002.00
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)	25.05

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

14.22	Total hours worked in a typical week by all Group D employees	120.00
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)	3.00

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	98.00
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)	2.45
14.30	Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	30.50
14.31	Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	37.94

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	
14.33	Primary Work Area Code	
14.34	Education Code	
14.35	Total Hours/Week	0.00
14.36	Number of Weeks Vacant during FY2011/12	0
14.37a	Annual Salary Range Minimum	\$0.00
14.37b	Annual Salary Range Maximum	\$0.00
14.32	Position Title	
14.33	Primary Work Area Code	
14.34	Education Code	
14.35	Total Hours/Week	
14.36	Number of Weeks Vacant during FY2011/12	
14.37a	Annual Salary Range Minimum	
14.37b	Annual Salary Range Maximum	

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2011/2012.

14.38	Position Title	
14.39	Primary Work Area Code	
14.40	Education Code	
14.41	Total Hours/Week	0.00
14.42	Current Status: Filled or Unfilled	
14.43	Date Filled (mm/year, if applicable)	
14.38	Position Title	
14.39	Primary Work Area Code	
14.40	Education Code	
14.41	Total Hours/Week	
14.42	Current Status: Filled or Unfilled	
14.43	Date Filled (mm/year, if applicable)	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2010/11 but was not in the budget for FY2011/12.

14.44	Position Title	
14.45	Primary Work Area Code	
14.46	Education Code	
14.47	Total Hours/Week	0.00
14.48	Date Eliminated (mm/year)	
14.49	Last Annual Salary Paid	\$0
14.50	Reason Eliminated (i.e. lack of funds or need, etc.)	
14.44	Position Title	
14.45	Primary Work Area Code	

14.46	Education Code	_____
14.47	Total Hours/Week	_____
14.48	Date Eliminated (mm/year)	_____
14.49	Last Annual Salary Paid	_____
14.50	Reason Eliminated (i.e. lack of funds or need, etc.)	_____

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

Monday

15.1	Open?	Yes
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
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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]	0
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]	321,035
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	47
16.2	Adult Program Attendance	21,449
16.3	Total Number of Young Adult Programs [PLSC 602]	70
16.4	Young Adult Program Attendance [PLSC 605]	1,836
16.5	Total Number of Children's Programs [PLSC 601]	682
16.6	Children's Program Attendance [PLSC 604]	10,775
16.7	Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	799
16.8	Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	34,060

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 card from your library. Do NOT include reciprocal borrowers.	15,392
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.	36

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?	\$3,056.00
17.3	Total number of registered borrowers as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	15,428
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 FY2011/12 [PLSC 450]	141,409
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Back Files (Retrospective Holdings): Newspapers (Print format only)

18.2	Held at end of FY2011/12	2
------	--------------------------	---

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 FY2011/12	3
------	--------------------------	---

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

18.6	Total Print Materials (18.1 + 18.2 + 18.4)	141,414
------	--	---------

[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 FY2011/12 [PLSC 460]	237
------	-------------------------------------	-----

E-books

18.8	Held at end of FY2011/11 [PLSC 451]	11,427
------	-------------------------------------	--------

Audio Recordings: Physical Units

18.9a	Held at end of FY2011/12 [PLSC 452]	5,650
-------	-------------------------------------	-------

Audio Recordings: Downloadable Titles

18.9b	Held at end of FY2011/12 [PLSC 453]	1,830
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DVDs/Videos: Physical Units

18.10a	Held at end of FY2011/12 [PLSC 454]	4,325
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[75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]

DVDs/Videos: Downloadable Titles

18.10b	Held at end of FY2011/12 [PLSC 455]	0
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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]	23
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]	1
18.14	Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 459]	46
Children's Holdings		
18.15	Children's Holdings	52,040

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	218,462
19.2	Number of children's materials loaned [PLSC 551]	146,952
19.3	Total number of materials loaned (19.1 + 19.2) [PLSC 550]	365,414

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

19.4	Books	271,407
19.5	Videos/DVDs	56,778
19.6	Audios (include music)	31,330
19.7	Magazines/Periodicals	5,853
19.8	Other Formats	46
19.9	TOTAL (Sum of 19.4-19.8)	365,414

19.10	Number of interlibrary loans loaned to other libraries [PLSC 552]	26,676
19.11	Number of interlibrary loans borrowed from other libraries [PLSC 553]	30,952
19.12	Does your library participate in reciprocal borrowing?	Yes
19.13	IF YES, report the number of materials loaned	-1

REFERENCE QUESTIONS (20.1 - 20.3)

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

20.1	Adult Department	20,075
20.2	Children's Department	13,870
20.3	TOTAL (20.1 + 20.2) [PLSC 502]	33,945

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	92
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)	
22.4	Other	Yes
22.5	If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	Receive free/low cost Internet
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	
	Cable	Yes
	Wireless	
	Satellite	
	Fiber	Yes
	Leased Line	
	Network (State, Regional, Municipal)	
	Dial-up	
	Don't Know	
	Other	
	N/A	
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 & 6.0 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]	15
22.11	Report the number of in-library users of public Internet computers in a year [PLSC 651]	32,208
22.12	Report the annual number of views of your library's homepage	166,695

22.13	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
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	
22.16b	Staff - Some	Yes
22.17a	Public - All	
22.17b	Public - Some	Yes
22.18a	Children - All	Yes
22.18b	Children - Some	
22.19a	Young adult - All	
22.19b	Young adult - Some	
22.20a	Adult - All	
22.20b	Adult - Some	Yes

E-RATE (23.1 - 23.3)

23.1	Did your library apply directly for E-rate (telecommunications discounts) for FY2011/112?	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 FY2011/12?	\$5,093
23.3	Why did your library NOT participate in the E-rate program?	

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.)	\$8,000
24.2	Does this include travel expenses?	Yes
24.3	How many hours of training did employees receive this year?	461.00

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?

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 FY2011/12."

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.

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
2. Review the form and resolve any required fields or edit checks, they will be highlighted in red. In the case of Edit Checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select Submit/Lock NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information.

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]	_____ \$0
27.5b	EAV in \$1,000 (27.5a / 1,000) [ISL]	_____ \$0
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]

0

Notes

1.27 If the population has changed from the prior year's answer, then indicate the reason.

Received official letter from the Director U.S. Census Bureau. Revised 2010 Census population and housing counts, including corrections made through March 6, 2012 for the City of DeKalb, Illinois. The revised counts as of April 1, 2010 for City of DeKalb are Population: 44,030, Housing Units - 16,573. Letter from United States Department of Commerce March 15, 2012.--2012-09-18

8.7 Provide a general description of the property acquired.

Purchased vacant land. Bought 4 lots: 09-23-153-006 Parcel 1, 08-23-156-002 Parcel 2, 08-23-156-001 Parcel 3, 08-23-153-007 Parcel 4--2012-09-18

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)]

- 1) 4 Endowed Funds totaling \$230,147.77. These are non-spendable and can use the interest only.
 - 2) Gift Fund totalin \$689.54. Gifts to the library for purpose of Capital Projects.
 - 3) TIF Surplus Fund of \$194,304.86. This fund will be used to pay installment loans for purchase of land.
 - 4) Non Property Tax Reserves totalling \$699,468.53. Surplus funds not including property taxes can be used for Capital Projects.
 - 5)Boiler Fund currently at \$87,405.57. Comes from 1 cent additional tax granted in 2008.
 - 6) Special Reserve Fund 75 ILCS 5/5-8 holds \$143,113.32. This is a Capital Project Fund.
- Amounts given are for Fiscal Year ending 2012.--2012-09-18

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)]

Installment Loan Payment Schedule: Nine(9) Debt Certificates due on July 1, 2012, 2013,2014,2015,2016,2017, 2018, 2019, 2020. Each one if \$111,111,011 plus interest. Payment number one has been fulfilled.--2012-09-18

9.12 If Other, please specify

National Endowment for the Arts and Digital Divide.--2012-09-22

13.4 Other [PLSC 403]

Loan from Bank for Land Acquisition.--2012-09-18

Installment loan from Castle Bank--2012-09-18

13.5 If Other, please specify

Installment Loan from Castle Bank.--2012-09-22

13.7 Total Capital Expenditures [PLSC 405]

Paid for land acquisition.--2012-09-18

Paid for land acquisition.--2012-09-18

18.8 E-books Held at end of FY2011/12 [PLSC 451]

Last year was a wrong figure. We belong to a consortium so all libraries own all ebooks.--2012-09-22

18.13 Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [PLSC 458]

Actually, the figure went down from 3 to 1.--2012-09-22

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)
CERTIFICATION PAGE
FISCAL YEAR 2011/12

Name of Community: DeKalb
Name of Library: DeKalb Public Library
Fiscal Year Start Date: 07/01/2011
Fiscal Year End Date: 06/30/2012

INSTRUCTIONS

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, a copy of the completed IPLAR, and all other required attachments directly to the Illinois State Library.

Certification:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with **75 ILCS 5/4-10** (municipal libraries) or **75 ILCS 16/30-65** (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

<u><i>Dee Caem</i></u> Library Director	<u><i>Sept 24, 2012</i></u> Date
<u><i>Clark D. Meher</i></u> President	<u><i>Sept 25, 2012</i></u> Date
<u><i>Susan Richter</i></u> Secretary	<u><i>September 25, 2012</i></u> Date