

DEKALB PUBLIC LIBRARY 2013

IDENTIFICATION (1.1 - 1.37)

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	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

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Library Information

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

Contract for Services

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	
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Administrative Information

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.	
1.23c Metropolitan Status Code [PLSC 710]	Not in a Metropolitan Area
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
1.26a 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.	
1.28c Interlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
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]	Yes
1.35 Number of Central Libraries [PLSC 209]	1
1.36 Outlet Type Code [PLSC 709]	Central Library
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with a Single Direct Service Outlet

DEKALB PUBLIC LIBRARY 2013**BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)**

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

ANNUAL REPORT DATA (3.1 - 3.7)

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2012
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2013
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	815-756-7838
3.7 E-Mail Address	pata@dkpl.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2012/2013?	No
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Referenda dates

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

CURRENT LIBRARY BOARD (5.1 - 5.14)

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.

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

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.3 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	

DEKALB PUBLIC LIBRARY 2013**Members**

5.5 Name	Susan Richter
5.6 Trustee Position	Secretary/Treasurer
5.7 Present Term Ends (mm/year)	06/2016
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

Second member

5.5 Name	Clarence Casella
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2016
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

Third member

5.5 Name	Alan Genis
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2016
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

Fourth member

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

DEKALB PUBLIC LIBRARY 2013**Fifth member**

5.5 Name	Imelda Koehler
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2015
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

Sixth member

5.5 Name	Carolyn Massey
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2015
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

Seventh member

5.5 Name	Clark Neher
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2015
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

Eighth member

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

DEKALB PUBLIC LIBRARY 2013**Ninth member**

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

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	
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.)?	\$5,879,256
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

DEKALB PUBLIC LIBRARY 2013**ESTIMATED REPLACEMENT COST**

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$3,479,139
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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)]	The Library has the following Endowed Accounts: DeKalb County Community Foundation \$64,892.02, Elis Fund \$10,511.73, Nelson Fund \$63,256.37, Baird Fund \$62,609.72, Newsham Fund \$90,934.06, Reserve Fund \$86,002.73, TIF Surplus \$19,832.96, Non Property Tax \$45,478.70, Expansion Fund \$11,076.29, Boiler Fund \$52,986.98. Commercial Checking Account (New) for Expansion \$12, 482,734.25 and Philanthropy (New) for donations \$216,297.58.

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)]	\$3,577,000
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)]	\$2,800,000 is loan from banks for our Expansion Project. \$777,000.00 left on Loan Repayment for Land Purchase.

OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

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.

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

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$1,767,397
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STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$45,247
9.3 Equalization aid grant	\$0
9.4 Personal property replacement tax	\$35,337
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]	\$80,584

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	\$25,500
9.12 If Other, please specify	NEA Grant/Muslim Grant/Back to Books
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$25,500

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	\$0
9.15a Other receipts intended to be used for operating expenditures	\$182,787
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]	\$182,787

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]	\$2,056,268
9.18 The library safeguards its funds using which option?	Surety Bond
9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,022,000
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)]	Yes
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)]	Yes
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.]?	No

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OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

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.

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

10.1 Salaries and wages for all library staff [PLSC 350]	\$963,755
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$321,767
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$1,285,522
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)

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.

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

11.1 Printed Materials [PLSC 353]	\$178,590
11.2 Electronic Materials [PLSC 354]	\$60,011
11.3 Other Materials [PLSC 355]	\$17,612
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$256,213

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

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

NOTE: Round answers to the nearest whole dollar.

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

12.1 All other operating expenditures not included above [PLSC 357]	\$503,233
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$2,044,968
12.3 Children's Materials Expenditures	\$56,412

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CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

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).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1a Local Government: Capital Income from Bond Sales	\$6,500,000
13.1b Local Government: Other	\$2,000,000
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	\$8,500,000
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	
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$8,500,000

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	Library Director
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	
14.7 Total Hours/Week	37.50

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14.1 Position Title	Reference
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	
14.7 Total Hours/Week	37.50
14.1 Position Title	Young Adult Services-Teens
14.2 Primary Work Area Code	Young Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	Reference
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	
14.7 Total Hours/Week	37.50
14.1 Position Title	Youth Services Manager
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	
14.7 Total Hours/Week	37.50
14.1 Position Title	Reference
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	
14.7 Total Hours/Week	37.50
14.1 Position Title	Reference
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	
14.7 Total Hours/Week	37.50
14.1 Position Title	Reference
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	
14.7 Total Hours/Week	8.00
14.1 Position Title	Reference
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	
14.7 Total Hours/Week	8.00
14.1 Position Title	Reference
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	
14.7 Total Hours/Week	8.00

Group A Total

14.8 Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	5.29
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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	Deputy Administrator
14.10 Primary Work Area Code	Assistant Librarian
14.11 Secondary Work Area Code [OPTIONAL]	Cataloging
14.12 Education Code	Less than a Bachelor's degree with LTA
14.13 Sex	Female
14.14 Hourly Rate	
14.15 Total Hours/Week	37.50
14.9 Position Title	Head of Circulation
14.10 Primary Work Area Code	Circulation
14.11 Secondary Work Area Code [OPTIONAL]	Interlibrary Loan/Document Delivery
14.12 Education Code	Less than a Bachelor's degree
14.13 Sex	Male
14.14 Hourly Rate	
14.15 Total Hours/Week	37.50
14.9 Position Title	IT Manager
14.10 Primary Work Area Code	Automation/Technology/Systems
14.11 Secondary Work Area Code [OPTIONAL]	
14.12 Education Code	Less than a Bachelor's degree
14.13 Sex	Male
14.14 Hourly Rate	
14.15 Total Hours/Week	37.50
14.9 Position Title	Assistant Cataloguer
14.10 Primary Work Area Code	Cataloging
14.11 Secondary Work Area Code [OPTIONAL]	Reference
14.12 Education Code	Less than a Bachelor's degree with LTA
14.13 Sex	Female
14.14 Hourly Rate	
14.15 Total Hours/Week	37.50
14.9 Position Title	Assistant Youth Services Manager
14.10 Primary Work Area Code	Children's Services
14.11 Secondary Work Area Code [OPTIONAL]	
14.12 Education Code	Bachelor's Degree: No library science
14.13 Sex	Female
14.14 Hourly Rate	
14.15 Total Hours/Week	37.50

Group B Total

14.16 Total Group B: FTE Other Librarians (14.15/40)	4.69
14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]	9.98

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	600.00
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)	15.00

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Group D

Full-time/part-time pages or shelvers.

14.22 Total hours worked in a typical week by all Group D employees	75.00
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)	1.88

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	86.00
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)	2.15
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	19.03
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	29.00

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	0
14.33 Primary Work Area Code	
14.34 Education Code	
14.35 Total Hours/Week	
14.36 Number of Weeks Vacant during FY2012/13	
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 FY2012/2013.

14.38 Position Title	0
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 FY2011/12 but was not in the budget for FY2012/13.

14.44 Position Title	0
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)

15.1 Monday Open?	Yes
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	Yes
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00
15.5 Wednesday Open?	Yes
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	Yes
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	Yes
15.10 Based on a typical Friday, how many hours was the library open on this day?	9.00
15.11 Saturday Open?	Yes
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00
15.13 Sunday 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
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]	301,661
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

DEKALB PUBLIC LIBRARY 2013

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	369
16.2 Adult Program Attendance	2,039
16.3 Total Number of Young Adult Programs [PLSC 602]	43
16.4 Young Adult Program Attendance	568
16.5 Total Number of Children's Programs [PLSC 601]	835
16.6 Children's Program Attendance [PLSC 604]	15,886
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	1,247
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	18,493

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	17,158
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	34
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$2,722.00
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	17,192
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

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RESOURCES OWNED (18.1 - 18.15)

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.

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

18.1 Books Held at end of FY2012/13 [PLSC 450]	145,075
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of FY2012/13	3
18.3 Are these counts a volume count OR a title count	Title
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13	1
18.5 Are these counts a volume count OR a title count	Title
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	145,079
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13 [PLSC 460]	247
18.8 E-books Held at end of FY2012/13 [PLSC 451]	11,071
18.9a Audio Recordings: Physical Units Held at end of FY2012/13 [PLSC 452]	5,211
18.9b Audio Recordings: Downloadable Titles Held at end of FY2012/13 [PLSC 453]	5,548
18.10a DVDs/Videos: Physical Units Held at end of FY2012/13 [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	3,765
18.10b DVDs/Videos: Downloadable Titles Held at end of FY2012/13 [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	26
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22
18.13 Other consortia within the state or region	0
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	48

Children's Holdings

18.15 Children's Holdings	53,275
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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	193,594
19.2 Number of children's materials loaned [PLSC 551]	131,498
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	325,092

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

19.4 Books	235,595
19.5 Videos/DVDs	52,553
19.6 Audios (include music)	26,231
19.7 Magazines/Periodicals	8,443
19.8 Other Formats	12,070
19.9 TOTAL (Sum of 19.4-19.8)	334,892
19.10 Number of interlibrary loans loaned to other libraries [PLSC 552]	29,622
19.11 Number of interlibrary loans borrowed from other libraries [PLSC 553]	28,586
19.12 Does your library participate in reciprocal borrowing?	Yes
19.13 IF YES, report the number of materials loaned	66,468

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1 Adult Department	34,996
20.2 Children's Department	21,944
20.3 TOTAL (20.1 + 20.2) [PLSC 502]	56,940

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	102
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	41
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

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

22.6 DSL	
22.6 Cable	Yes
22.6 Wireless	Yes
22.6 Satellite	
22.6 Fiber	Yes
22.6 Leased Line	
22.6 Network (State, Regional, Municipal)	
22.6 Dial-up	
22.6 Don't know	
22.6 Other	
22.6 N/A	

Internet

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]	29,462
22.12 Report the annual number of views of your library's homepage	166,691
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?

	All	Some
Staff		X
Public		X
Children	X	
Young Adult	X	
Adult		X

E-RATE (23.1 - 23.3)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for FY2012/13?	Yes
23.2 IF YES, what is the dollar amount that your library was awarded for FY2012/13?	\$5,234
23.3 Why did your library NOT participate in the E-rate program?	

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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.)	\$1,200
24.2 Does this include travel expenses?	Yes
24.3 How many hours of training did employees receive this year?	100.00

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?	
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PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (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 fiscal year FY2012/2013."
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.

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

CERTIFICATION PAGE

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)
CERTIFICATION PAGE
FISCAL YEAR 2012/3

INSTRUCTIONS:

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

http://il.countingopinions.com/docs/il/IPLAR_Certification_copy.pdf

Name of Community	DeKalb
Name of Library	DeKalb Public Library
Fiscal Year State Date:	07/01/2012
Fiscal Year End Date:	06/30/2013

DEKALB PUBLIC LIBRARY 2013

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; 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.):

	Signature	Date
Library Director		
President		
Secretary		

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.

Capital revenue funding is for future construction project. Funds received from bond sales and TIFF money.(3022400-2013-08-26)

29462(3022400-2013-07-08)