


2009 - 2010 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 ELI Control # [PLSC 151] _____
- 1.2 ELI Branch # _____
- 1.3a PLSC ID# [PLSC 150] _____
- 1.3b PLSC_SEQ _____
- 1.4a Legal Name of Library [PLSC 152] _____
- 1.4b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.5a Facility Street Address [PLSC 153] _____
- 1.5b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.6a Facility City [PLSC 154] _____
- 1.6b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.7a Facility Zip [PLSC 155] _____
- 1.7b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.8a Facility Zip +4 [PLSC 156] _____
- 1.8b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.9a Mailing Address [PLSC 157] _____
- 1.9b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.10a Mailing City [PLSC 158] _____
- 1.10b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.11a Mailing Zip [PLSC 159] _____
- 1.11b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.12a Mailing Zip +4 [PLSC 160] _____
- 1.12b If this locked question's answer has changed, then enter the updated answer here. _____

- 1.13a Library Telephone Number [PLSC 162] _____
- 1.13b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.14a Library FAX Number _____
- 1.14b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.15 WWW Home Page [PLSC 163] _____
- Library Director's Information
- 1.16 Name _____
- 1.17 Title _____
- 1.18 Library Director's E-mail _____
- 1.19a Type of library _____
- 1.19b If this locked question's answer has changed, then enter the updated answer here. _____
- 1.19c Legal Basis Code [PLSC 201] _____
- 1.19d Geographic Code [PLSC 204] _____
- 1.20 Is your library a combined public and school library? _____
- 1.21 Does your library contract with another library to **RECEIVE ALL** your library services? _____
- 1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field) _____
- 1.23a County in which the administrative entity is located [PLSC 161] _____
- 1.23b If this locked question's answer has changed, then enter the updated answer here. _____
- 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] _____
- 1.25 IF YES, indicate the reason for the boundary change _____
- 1.26 Population residing in tax base (Use the latest official federal census figure) [PLSC 208] _____
- 1.27 If the population has changed from the prior year's answer, then indicate the reason. _____
- 1.28a Library system to which your library belonged as of January 1, 2009 _____
- 1.28b If this locked question's answer has changed, then enter the updated answer here. _____
- 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? _____
- 1.30 Does this library have paid staff? _____
- 1.31 Does this library have an established schedule in which services of the staff are available to the public? _____
- 1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule? _____
- 1.33 Is this library supported in whole or in part with public funds? _____
- Does this public library meet ALL the criteria of the PLSC _____

- 1.34 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.) _____
- 1.35 Number of Central Libraries [PLSC 209] _____
- 1.36 Outlet Type Code [PLSC 709] _____
- 1.37 Administrative Structure Code [PLSC 202] _____

BRANCHES/OUTLETS (2.1 - 2.17)

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

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/Outlet Legal Name [PLSC 702] _____
- 2.3b If this locked question's answer has changed, then enter the updated answer here. _____
- 2.4 ELI Control # [PLSC 701] _____
- 2.5 ELI Branch # _____
- 2.6a Street Address [PLSC 703] _____
- 2.6b If this locked question's answer has changed, then enter the updated answer here. _____
- 2.7a City [PLSC 704] _____
- 2.7b If this locked question's answer has changed, then enter the updated answer here. _____
- 2.8a Zip [PLSC 705] _____
- 2.8b If this locked question's answer has changed, then enter the updated answer here. _____
- 2.9a Zip +4 [PLSC 706] _____
- 2.9b If this locked question's answer has changed, then enter the updated answer here. _____
- 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] _____
- 2.11b If this locked question's answer has changed, then enter the updated answer here. _____
- 2.12a Square Footage [PLSC 711] _____
- 2.12b If this locked question's answer has changed, then enter the updated answer here. _____
- 2.12c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. _____
- 2.13 Outlet Type Code [PLSC 709] _____
- 2.14 Metropolitan Status Code [PLSC 710] _____
- 2.15 PLSC [PLSC 700] _____
- 2.16 PLSC SEQ _____
- 2.17 Total Public Service Hours **PER YEAR** for this Outlet [PLSC] _____
- 2.3a Branch/Outlet Legal Name [PLSC 702] _____

- 2.3b If this locked question's answer has changed, then enter the updated answer here.

- 2.4 ELI Control # [PLSC 701]

- 2.5 ELI Branch #

- 2.6a Street Address [PLSC 703]

- 2.6b If this locked question's answer has changed, then enter the updated answer here.

- 2.7a City [PLSC 704]

- 2.7b If this locked question's answer has changed, then enter the updated answer here.

- 2.8a Zip [PLSC 705]

- 2.8b If this locked question's answer has changed, then enter the updated answer here.

- 2.9a Zip +4 [PLSC 706]

- 2.9b If this locked question's answer has changed, then enter the updated answer here.

- 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]

- 2.11b If this locked question's answer has changed, then enter the updated answer here.

- 2.12a Square Footage [PLSC 711]

- 2.12b If this locked question's answer has changed, then enter the updated answer here.

- 2.12c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.

- 2.13 Outlet Type Code [PLSC 709]

- 2.14 Metropolitan Status Code [PLSC 710]

- 2.15 PLSC [PLSC 700]

- 2.16 PLSC SEQ

- 2.17 Total Public Service Hours **PER YEAR** for this Outlet [PLSC]

- 2.3a Branch/Outlet Legal Name [PLSC 702]

- 2.3b If this locked question's answer has changed, then enter the updated answer here.

- 2.4 ELI Control # [PLSC 701]

- 2.5 ELI Branch #

- 2.6a Street Address [PLSC 703]

- 2.6b If this locked question's answer has changed, then enter the updated answer here.

- 2.7a City [PLSC 704]

- 2.7b If this locked question's answer has changed, then enter the updated answer here.

- 2.8a Zip [PLSC 705]

- 2.8b If this locked question's answer has changed, then enter the updated answer here.

- 2.9a Zip +4 [PLSC 706]

- 2.9b If this locked question's answer has changed, then enter the updated answer here.

- 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] _____
- 2.11b If this locked question's answer has changed, then enter the updated answer here. _____
- 2.12a Square Footage [PLSC 711] _____
- 2.12b If this locked question's answer has changed, then enter the updated answer here. _____
- 2.12c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. _____
- 2.13 Outlet Type Code [PLSC 709] _____
- 2.14 Metropolitan Status Code [PLSC 710] _____
- 2.15 PLSC [PLSC 700] _____
- 2.16 PLSC SEQ _____
- 2.17 Total Public Service Hours **PER YEAR** for this Outlet [PLSC] _____

ANNUAL REPORT DATA (3.1 - 3.7)

- 3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206] _____
- 3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207] _____
- 3.3 Number of months in this fiscal year _____
- 3.4 Name of person preparing this annual report _____
- 3.5 Telephone Number _____
- 3.6 FAX Number _____
- 3.7 E-Mail Address _____

REFERENDA (4.1 - 4.12)

- 4.1 Was your library involved in a referendum in FY2009/2010? _____
- Include each type of referendum presented to the voters below:
- 4.2 Referendum Type _____
- 4.3 If Other, what was the referendum type? _____
- 4.4 Referendum Date (mm/dd/year) _____
- 4.5 Passed or Failed? _____
- 4.6 Effective Date (mm/dd/year) _____

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 (Illinois Compiled Statutes) 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS (Illinois Compiled Statutes) 16/15-5 through 15-45]; 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.

- 5.1 Total number of board seats _____
 - 5.2 Total number of vacant board seats _____
 - 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. _____
 - 5.4 IF NO, please explain _____
- Members
- 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 - 6.4)

- 6.1 Does your library have a "friends" group? _____
- 6.2 Does your library have a library foundation? _____

FACILITY/FACILITIES (7.1 - 7.2)

- 7.1a Total square footage of the main library building [PLSC 711] _____
- 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. _____

REPLACEMENT COSTS (8.1 - 8.2)

- 8.1 What is the current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? _____
- 8.2 What is the replacement cost for the library's furniture, equipment and vehicles? _____

OPERATING RECEIPTS BY SOURCE (9.1 - 9.21)

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) _____

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

9.2 Per capita grant _____

9.3 Equalization aid grant _____

9.4 Personal property replacement tax _____

9.5 Educate and Automate grants (an IL State Library grant) _____

9.6 Other _____

9.7 If Other, please specify _____

9.8 **Total State Government Funds (9.2+9.3+9.4+9.5+9.6) [PLSC 301]** _____

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 _____

9.10 E-Rate funds received _____

9.11 Other federal funds received _____

9.12 If Other, please specify _____

9.13 **Total Federal Government Funds (9.9+9.10+9.11) [PLSC 302]** _____

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received _____

9.15a Other receipts intended to be used for operating expenditures _____

9.15b Other non-capital receipts placed in "reserve funds" _____

9.16 **TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]** _____

TOTAL OPERATING RECEIPTS

9.17 **TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]** _____

9.18 Amount of surety bond _____

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.) _____

9.20 The designated custodian of the library's funds is: _____

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.)? _____

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.5)

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] _____
- 10.2 Fringe benefits, for all library staff, paid for from either the library's or the "municipal corporate authority's" appropriation [PLSC 351] _____
- 10.3 **Total Staff Expenditures (10.1 + 10.2) [PLSC 352]** _____
- 10.4 If this library answered question 10.2 as "zero" or "N/A" then choose an answer from the drop-down. _____
- 10.5 If the answer to question 10.4 was other, please explain. _____

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.

NOTE: Round answers to the nearest whole dollar.

- 11.1 Printed Materials [PLSC 353] _____
- 11.2 Electronic Materials [PLSC 354] _____
- 11.3 Other Materials [PLSC 355] _____
- 11.4 **TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]** _____

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.

- 12.1 All other operating expenditures not included above [PLSC 357] _____
- 12.2 **TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]** _____
- 12.3 Children's Materials Expenditures _____

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).

NOTE: Round answers to the nearest whole dollar.

CAPITAL REVENUE

13.1a	Local Government: Capital Income from Bond Sales	_____
13.1b	Local Government: Other	_____
13.1c	Total Local Government (13.1a + 13.1b) [PLSC 400]	_____
13.2	State Government [PLSC 401]	_____
13.3	Federal Government [PLSC 402]	_____
13.4	Other [PLSC 403]	_____
13.5	If Other, please specify	_____
13.6	Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	_____
CAPITAL EXPENDITURES		
13.7	Total Capital Expenditures [PLSC 405]	_____

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. 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	_____
14.2	Primary Work Area Code	_____
14.3	Secondary Work Area Code [OPTIONAL]	_____
14.4	Education Code	_____
14.5	Sex	_____
14.6	Hourly Rate	_____
14.7	Total Hours/Week	_____
14.8	Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	_____

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	_____
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)	_____
14.17	Total FTE Librarians (14.8 + 14.16) [PLSC 251]	_____

OTHER PAID EMPLOYEES

Group C: Full-time/part-time technical and clerical employees

NOTE: Include business managers here.

Total hours worked in a typical week by all Group C

- 14.18 employees _____
- 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)** _____

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

- 14.22 Total hours worked in a typical week by all Group D employees _____
- 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)** _____

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 _____
- 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)** _____

14.30 **Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]** _____

14.31 **Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]** _____

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 _____
- 14.36 Number of Weeks Vacant during FY2009/10 _____
- 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 FY2009/10.

- 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 FY2008/09 but was not in the budget for FY2009/10.

- 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 - 15.19)

Monday		
15.1	Open?	_____
15.2	Based on a typical Monday, how many hours was the library open on this day?	_____
Tuesday		
15.3	Open?	_____
15.4	Based on a typical Tuesday, how many hours was the library open on this day?	_____
Wednesday		
15.5	Open?	_____
15.6	Based on a typical Wednesday, how many hours was the library open on this day?	_____
Thursday		
15.7	Open?	_____
15.8	Based on a typical Thursday, how many hours was the library open on this day?	_____
Friday		
15.9	Open?	_____
15.10	Based on a typical Friday, how many hours was the library open on this day?	_____
Saturday		
15.11	Open?	_____
15.12	Based on a typical Saturday, how many hours was the library open on this day?	_____
Sunday		
15.13	Open?	_____
15.14	Based on a typical Sunday, how many hours was the library open on this day?	_____
15.15	Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	_____
15.16	Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	_____
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.)?	_____
15.18a	Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC]	_____
15.18b	Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	_____
15.18c	Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	_____
15.19	Total annual visits/attendance in the library [PLSC 501]	_____

PROGRAMS & ATTENDANCE (16.1 - 16.6)

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	_____
16.2	Adult Program Attendance	_____
16.3	Total Number of Young Adult Programs [PLSC 602]	_____
16.4	Young Adult Program Attendance [PLSC 605]	_____
16.5	Total Number of Children's Programs [PLSC 601]	_____
16.6	Children's Program Attendance [PLSC 604]	_____
16.7	Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	_____
16.8	Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	_____

REGISTERED BORROWERS (17.1 - 17.5)

17.1	Total number of resident borrower's cards in force as of the last day of the fiscal year	_____
17.2	How often are resident borrower's card records purged from your database?	_____
17.3	Total number of non-resident borrower's cards sold during the past fiscal year	_____
17.4	Total amount of fees collected for non-resident borrower's cards in the past fiscal year	_____
17.5	Number of registered borrowers as of the last day of the fiscal year [PLSC 503]	_____

RESOURCES OWNED (18.1 - 18.16)

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 FY2009/10	_____
------	--------------------------	-------

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

18.2	Held at end of FY2009/10	_____
------	--------------------------	-------

18.3	Are these counts a volume count OR a title count	_____
------	--	-------

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

18.4	Held at end of FY2009/10	_____
------	--------------------------	-------

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

18.6	Total Print Materials (18.1 + 18.2 + 18.4) [PLSC 450]	_____
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Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only)

18.7	Held at end of FY2009/10 [PLSC 458]	_____
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Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Electronic/Digital formats only)

18.8	Held at end of FY2009/10 [PLSC 459]	_____
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E-books

18.9	Held at end of FY2009/10 [PLSC 451]	_____
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Audio recordings

18.10	Held at end of FY2009/10 [PLSC 452]	_____
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DVD/Videos

18.11	Held at end of FY2009/10 [PLSC 453]	_____
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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.

- 18.12 Local License negotiated by the local library [PLSC 454] _____
- 18.13 State License negotiated by the Illinois State Library [PLSC 455] _____
- 18.14 Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [PLSC 456] _____
- 18.15 **Total Licensed Databases (18.12 + 18.13 + 18.14) [PLSC 457]** _____
- Children's Holdings
- 18.16 Children's Holdings _____

USE OF RESOURCES (19.1 - 19.25)

Report for the library's entire fiscal year

- 19.1 Number of adult materials loaned _____
- 19.2 Number of children's materials loaned [PLSC 551] _____
- 19.3 **Total number of materials loaned (19.1 + 19.2) [PLSC 550]** _____

Circulation, including renewals, by type of material

ADULT

- 19.4 Fiction Books _____
- 19.5 Nonfiction Books _____
- 19.6 Fiction Videos & DVD _____
- 19.7 Nonfiction Videos & DVD _____
- 19.8 Fiction Audios _____
- 19.9 Nonfiction Audios (include music) _____
- 19.10 Magazines/Periodicals _____
- 19.11 Other Formats _____
- 19.12 **TOTAL (Sum of 19.4-19.11) (Total should = answer to question 19.1)** _____

CHILDREN

- 19.13 Fiction Books _____
- 19.14 Nonfiction Books _____
- 19.15 Fiction Videos & DVD _____
- 19.16 Nonfiction Videos & DVD _____
- 19.17 Fiction Audios _____
- 19.18 Nonfiction Audios (include music) _____
- 19.19 Magazines/Periodicals _____
- 19.20 Other Formats _____
- 19.21 **TOTAL (Sum of 19.13-19.20) (Total should = answer to question 19.2)** _____
- 19.22 Number of interlibrary loans loaned to other libraries [PLSC 552] _____
- Number of interlibrary loans borrowed from other libraries _____

- 19.23 [PLSC 553] _____
- 19.24 Does your library participate in reciprocal borrowing? _____
- 19.25 IF YES, report the number of materials loaned _____

REFERENCE QUESTIONS (20.1 - 20.3)

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

- 20.1 Adult Department _____
- 20.2 Children's Department _____
- 20.3 **TOTAL (20.1 + 20.2) [PLSC 502]** _____

AUTOMATION (21.1 - 21.13)

How many of the following does your library have?

Windows/PC Compatible Computers

- 21.1 Total Number in Library _____
- 21.2 Number Available for Public Use _____

Macintosh Computers

- 21.3 Total Number in Library _____
- 21.4 Number Available for Public Use _____

Printers

- 21.5 Total Number in Library _____
- 21.6 Number Available for Public Use _____

21.7 Does your library have public access computers that contain general software applications (e.g., wordprocessors, spreadsheets, databases)? _____

21.8 Are your library's catalog records part of an automated or web-based public access catalog (OPAC)? _____

21.9 IF YES, is the catalog available online? _____

21.10 IF YES, what is the Internet address of the OPAC? _____

21.11 Does your library have a telecommunications device for the deaf (TDD)? _____

21.12 IF YES, how many TDDs are in your library? _____

21.13 Are any TDDs available for public use? _____

INTERNET (22.1 - 22.26)

22.1 Does your library have Internet access? _____

22.2 If your library does NOT have Internet access, please explain why in 75 words or less. _____

22.3 How can patrons access/use the Internet within the library? _____

22.4 Does your library have wireless Internet access? _____

22.5 IF YES, is it for patron use so patrons can access the Internet while in your library using their own personal computers? _____

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

22.6 Illinois Century Network (ICN) _____

22.7 Other _____

22.8 If Other, please specify _____

22.9 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why: _____

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

If you need help, contact your Internet service provider (ISP) or regional library system.

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

22.11 If Other, please specify _____

22.12 What is the maximum speed of your library's Internet connection? (Select one) _____

22.13 If Other, please specify _____

22.14 Has your library board adopted an Internet public access policy? _____

22.15 How many Internet computers does your library have available for public use? [PLSC 650] _____

22.16 Report the number of in-library users of public Internet computers in a year [PLSC 651] _____

22.17 Report the annual number of views of your library's homepage _____

22.18 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? _____

22.19 Does your library utilize Internet filters? _____

22.20 IF YES, when did your library start using filters? (mm/year) _____

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

22.21 All staff stations _____

22.22 All public stations _____

22.23 Public children's stations only _____

22.24 Public adult stations only _____

22.25 Other _____

22.26 If Other, please specify _____

E-RATE (23.1 - 23.4)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for FY2009/10? _____

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 FY2009/10? _____

23.3 Why did your library NOT participate in the E-rate program? _____

23.4 If Other, please explain _____

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

How much money did your library spend on staff

- 24.1 development and training this fiscal year? **(Round answer to the nearest whole dollar.)** _____
- 24.2 Does this include travel expenses? _____
- 24.3 How many hours of training did employees receive this year? _____

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? _____

DISTRICT SUPPLEMENT (26.1-26.12)

**Public Library Districts: Required IPLAR Supplemental Reports
Fiscal Year 2009/10**

- 26.1 During the last fiscal year, did the district acquire property (real property, i.e. building(s) or land)? _____
- IF YES, how was the property acquired? (Check all that apply)
- 26.2 Purchase _____
- 26.3 Legacy _____
- 26.4 Gift _____
- 26.5 Other _____
- 26.6 Provide a general description of the property acquired. _____
- 26.7 Does your library have any outstanding liabilities, including bonds? _____
- 26.8 IF YES, what is the amount of outstanding liabilities, including bonds? _____
- 26.9 Include a description of all outstanding liabilities. _____
- 26.10 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? _____
- 26.11 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. _____
- 26.12 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 FY2009/10."
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. Scroll to the lower right corner of the page 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]	
27.5b	EAV in \$1,000 (27.5a / 1,000) [ISL]	
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]	