

# 2008 - 2009 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

## IDENTIFICATION (1.1 - 1.35)



**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 # [FSCS 151]
  - 1.2 ELI Branch #
  - 1.3 FSCS ID# [FSCS 150]
  - 1.4a Legal Name of Library [FSCS 152]
  - 1.4b If this locked question's answer has changed, then enter the updated answer here.
  - 1.5a Facility Street Address [FSCS 153]
  - 1.5b If this locked question's answer has changed, then enter the updated answer here.
  - 1.6a Facility City [FSCS 154]
  - 1.6b If this locked question's answer has changed, then enter the updated answer here.
  - 1.7a Facility Zip [FSCS 155]
  - 1.7b If this locked question's answer has changed, then enter the updated answer here.
  - 1.8a Facility Zip +4 [FSCS 156]
  - 1.8b If this locked question's answer has changed, then enter the updated answer here.
  - 1.9a Mailing Address [FSCS 157]
  - 1.9b If this locked question's answer has changed, then enter the updated answer here.
  - 1.10a Mailing City [FSCS 158]
  - 1.10b If this locked question's answer has changed, then enter the updated answer here.
  - 1.11a Mailing Zip [FSCS 159]
  - 1.11b If this locked question's answer has changed, then enter the updated answer here.
  - 1.12a Mailing Zip +4 [FSCS 160]
  - 1.12b If this locked question's answer has changed, then enter the updated answer here.
  - 1.13a Library Telephone Number [FSCS 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 [FSCS 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.
- 1.20 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 [FSCS 161]
- 1.23b If this locked question's answer has changed, then enter the updated answer here.
- 1.24 Did the administrative entity's legal service area boundaries change during the past year? [FSCS 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) [FSCS 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, 2008
- 1.28b If this locked question's answer has changed, then enter the updated answer here.
- 1.29 Administrative Entity: Select ONLY ONE that most nearly describes your library as an administrative entity. [FSCS 202]
- 1.30 Does this library have an organized collection of printed or other library materials, or a combination thereof ?
- 1.31 Does this library have paid staff?
- 1.32 Does this library have an established schedule in which services of the staff are available to the public?
- 1.33 Does the library have the facilities necessary to support such a collection, staff, and schedule?
- 1.34 Is this library supported in whole or in part with public funds?
- 1.35 Does this public library meet ALL the criteria of the FSCS public library definition? [FSCS 203] (If you answered YES to each question 1.30 -1.34, then answer this question Yes. If you answered NO to any question 1.30 -1.34, then answer this question No.)

## **BRANCHES/OUTLETS (2.1 - 2.16)**

- 2.1 Total number of bookmobiles [FSCS 211]
  - 2.2 Total number of branch libraries [FSCS 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 [FSCS 702]
  - 2.3b If this locked question's answer has changed, then enter the updated answer here.
  - 2.4 ELI Control # [FSCS 701]
  - 2.5 ELI Branch #
  - 2.6a Street Address [FSCS 703]
  - 2.6b If this locked question's answer has changed, then enter the updated answer here.
  - 2.7a City [FSCS 704]
  - 2.7b If this locked question's answer has changed, then enter the updated answer here.
  - 2.8a Zip [FSCS 705]
  - 2.8b If this locked question's answer has changed, then enter the updated answer here.
  - 2.9a Zip +4 [FSCS 706]
  - 2.9b If this locked question's answer has changed, then enter the updated answer here.
  - 2.10a County [FSCS 707]
  - 2.10b If this locked question's answer has changed, then enter the updated answer here.
  - 2.11a Telephone [FSCS 708]
  - 2.11b If this locked question's answer has changed, then enter the updated answer here.
  - 2.12a Square Footage [FSCS 711]

- 2.12b If this locked question's answer has changed, then enter the updated answer here.
- 2.13 Outlet Type Code [FSCS 709]
- 2.14 Metropolitan Status Code [FSCS 710]
- 2.15 FSCS ID [FSCS 700]
- 2.16 FSCS SEQ
- 2.3a Branch/Outlet Legal Name [FSCS 702]
- 2.3b If this locked question's answer has changed, then enter the updated answer here.
- 2.4 ELI Control # [FSCS 701]
- 2.5 ELI Branch #
- 2.6a Street Address [FSCS 703]
- 2.6b If this locked question's answer has changed, then enter the updated answer here.
- 2.7a City [FSCS 704]
- 2.7b If this locked question's answer has changed, then enter the updated answer here.
- 2.8a Zip [FSCS 705]
- 2.8b If this locked question's answer has changed, then enter the updated answer here.
- 2.9a Zip +4 [FSCS 706]
- 2.9b If this locked question's answer has changed, then enter the updated answer here.
- 2.10a County [FSCS 707]
- 2.10b If this locked question's answer has changed, then enter the updated answer here.
- 2.11a Telephone [FSCS 708]
- 2.11b If this locked question's answer has changed, then enter the updated answer here.
- 2.12a Square Footage [FSCS 711]
- 2.12b If this locked question's answer has changed, then enter the updated answer here.
- 2.13 Outlet Type Code [FSCS 709]
- 2.14 Metropolitan Status Code [FSCS 710]
- 2.15 FSCS ID [FSCS 700]
- 2.16 FSCS SEQ
- 2.3a Branch/Outlet Legal Name [FSCS 702]
- 2.3b If this locked question's answer has changed, then enter the updated answer here.
- 2.4 ELI Control # [FSCS 701]
- 2.5 ELI Branch #
- 2.6a Street Address [FSCS 703]
- 2.6b If this locked question's answer has changed, then enter the updated answer here.
- 2.7a City [FSCS 704]
- 2.7b If this locked question's answer has changed, then enter the updated answer here.
- 2.8a Zip [FSCS 705]
- 2.8b If this locked question's answer has changed, then enter the updated answer here.
- 2.9a Zip +4 [FSCS 706]
- 2.9b If this locked question's answer has changed, then enter the updated answer here.
- 2.10a County [FSCS 707]
- 2.10b If this locked question's answer has changed, then enter the updated answer here.
- 2.11a Telephone [FSCS 708]
- 2.11b If this locked question's answer has changed, then enter the updated answer here.
- 2.12a Square Footage [FSCS 711]
- 2.12b If this locked question's answer has changed, then enter the updated answer here.
- 2.13 Outlet Type Code [FSCS 709]
- 2.14 Metropolitan Status Code [FSCS 710]
- 2.15 FSCS ID [FSCS 700]

**ANNUAL REPORT DATA (3.1 - 3.7)**

- 3.1 Fiscal Year Start Date (mm/dd/year) [FSCS 206]
- 3.2 Fiscal Year End Date (mm/dd/year) [FSCS 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 FY2008/09?

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 (P)assed or (F)ailed?
- 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 [FSCS 711]
- 7.1b If this locked question's answer has changed, then enter the updated answer here.
- 7.2 Total square footage of the branch library building(s), if applicable

### **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)**

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 [FSCS 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
- 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) [FSCS 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) [FSCS 302]**

#### **OTHER INCOME**

- 9.14 Bill and Melinda Gates Foundation grant monies received
- 9.15 All other receipts
- 9.16 **TOTAL all other receipts (9.14 + 9.15) [FSCS 303]**
- 9.17 **TOTAL receipts ( 9.1 + 9.8 + 9.13 + 9.16) [FSCS 304]**
- 9.18 Amount of surety bond

Is the amount of the surety bond in compliance with library law? (The amount of the bond shall be based upon a

- 9.19 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 [FSCS 350] dollar
- 10.2 Fringe benefits, for all library staff, paid for from either the library's or the "municipal corporate authority's" appropriation [FSCS 351]
- 10.3 **Total Staff Expenditures (10.1 + 10.2) [FSCS 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 [FSCS 353]
- 11.2 Electronic Materials [FSCS 354]
- 11.3 Other Materials [FSCS 355]
- 11.4 **TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [FSCS 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 [FSCS 357]
- 12.2 **TOTAL operating expenditures (10.4 + 11.4 + 12.1) [FSCS 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) [FSCS 400]**
- 13.2 State Government [FSCS 401]
- 13.3 Federal Government [FSCS 402]
- 13.4 Other [FSCS 403]
- 13.5 If Other, please specify
- 13.6 **Total Capital Revenue [FSCS 404] (13.1c+13.2+13.3+13.4)**

#### CAPITAL EXPENDITURES

- 13.7 Total Capital Expenditures [FSCS 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/FSCS 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. [FSCS 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 [FSCS 250] (14.7 / 40)**

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) [FSCS 251]

OTHER PAID EMPLOYEES

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

NOTE: Include business managers here.

- 14.18 Total hours worked in a typical week by all Group C 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) [FSCS 252]
- 14.31 Total FTE Paid Employees (14.17 + 14.30) [FSCS 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 FY2008/09
- 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 FY2008/09.

- 14.38 Position Title
- 14.39 Primary Work Area Code
- 14.40 Education Code
- 14.41 Total Hours/Week
- 14.42 Current Status (F)illed/(U)nfilled
- 14.43 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2007/08 but was not in the budget for FY2008/09.

- 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.)?
  - 15.18 Total scheduled public service hours per year for all service outlets [FSCS 500]
  - 15.19 Total annual visits/attendance in the library [FSCS 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 Children's Programs [FSCS 601]
- 16.4 Children's Program Attendance [FSCS 603]
- 16.5 Total Number of Library Programs (16.1 + 16.3) [FSCS 600]
- 16.6 Total Library Program Attendance (16.2 + 16.4) [FSCS 602]

### **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 [FSCS 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 FY2008/09

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

18.2 Held at end of FY2008/09

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 FY2008/09

18.5 Are these counts a volume count OR a title count

18.6 **Total Print Materials (18.1 + 18.2 + 18.4) [FSCS 450]**

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

18.7 Held at end of FY2008/09 [FSCS458]

Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Electronic/Digital formats only)

18.8 Held at end of FY2008/09 [FSCS459]

### Number of e-books

18.9 Held at end of FY2008/09 [FSCS 451]

### Audio recordings

18.10 Held at end of FY2008/09 [FSCS 452]

### DVD/Videos

18.11 Held at end of FY2008/09 [FSCS 453]

### 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 [FSCS 454]

18.13 State License negotiated by the Illinois State Library [FSCS 455]

18.14 Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [FSCS 456]

18.15 **Total Licensed Databases (18.12 + 18.13 + 18.14) [FSCS 457]**

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 [FSCS 551]

19.3 **Total number of materials loaned (19.1 + 19.2) [FSCS 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 [FSCS 552]
- 19.23 Number of interlibrary loans borrowed from other libraries [FSCS 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. [FSCS 502]

- 20.1 Adult Department
- 20.2 Children's Department
- 20.3 **TOTAL (20.1 + 20.2) [FSCS 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)

DSL

Cable

Wireless

Satellite

Fiber

Leased Line

Network (State, Regional, Municipal)

Dial-up

Don't Know

Other (specify)

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? [FSCS 650]

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

22.17 Report the annual number of views of your library's homepage [FSCS]

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 FY2008/09?

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 FY2008/09?

- 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)**

- 24.1 How much money did your library spend on staff 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 (26.1-26.11)**

#### **Public Library Districts: Required IPLAR Supplemental Reports Fiscal Year 2008/09**

- 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.

#### **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 FY2008/09."

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.

### **IL STATE LIBRARY WILL COMPLETE**

- 27.1 Interlibrary Relationship Code (ISL) [FSCS 200]
- 27.2 Legal Basis Code (ISL) [FSCS 201]
- 27.3 Geographic Code (ISL) [FSCS 204]
- 27.4 Number of Central Libraries (ISL) [FSCS 209]
- 27.5 Outlet File: Number of Bookmobiles (ISL) [FSCS 712]
- 27.6 EAV 1 (ISL)
- 27.7 EAV 2 (ISL)
- 27.8 EAV 3 (ISL)

- 27.9 EAV 4 (ISL)
- 27.10 SUM of EAV in \$1,000 (ISL)
- 27.11 Tax Rate 1 (ISL)
- 27.12 Tax Rate 2 (ISL)
- 27.13 Tax Rate 3 (ISL)
- 27.14 Tax Rate 4 (ISL)
- 27.15 Average Tax Rate (ISL)