

WILMETTE PUBLIC LIBRARY DISTRICT

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30710
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0584
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Wilmette Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	1242 Wilmette Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Wilmette
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60091
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1242 Wilmette Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Wilmette
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60091
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	847-256-5025
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	847-256-6911
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.wilmettelibrary.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Anthony Auston
1.15 Title	Director
1.16 Library Director's E-mail	aauston@wilmettelibrary.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please

enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	28,180
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0	0
2.1b Total number of branch libraries [PLSC 210]	0	0
2.2a Are any of the branch libraries a combined public and school library?	No	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
WILMETTE P.L.D.	WILMETTE PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
WILMETTE P.L.D.	30710	3071000

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
WILMETTE P.L.D.	1242 WILMETTE AVENUE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
WILMETTE P.L.D.	Cook		847-256-5025	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
WILMETTE P.L.D.	70,166		

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
WILMETTE P.L.D.	3,489 2,300	50 37	156,720 102,463	0 15	0 37

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2021	07/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2022	06/30/2021
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Anthony Auston	Anthony Auston
3.5 Telephone Number of Person Preparing Report	847-256-6924	847-256-6924
3.6 FAX Number	847-256-6911	847-256-6911
3.7 E-Mail Address	aauston@wilmettelibrary.info	aauston@wilmettelibrary.info

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No No
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CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7 7
5.2 Total number of vacant board seats	0 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 Yes

First Member

First member

5.5 Name	Patricia Nealon
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	847-212-4272
5.9 E-mail Address	tnealon@wilmettelibrary.info
5.10 Home Address	518 Linden Avenue
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Second member

5.5 Name	Fina Riddle
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-256-2112
5.9 E-mail Address	friddle@wilmettelibrary.info
5.10 Home Address	2112 Thornwood
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Third member

5.5 Name	Tracy Sommer
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	847-372-1231
5.9 E-mail Address	tsommer@wilmettelibrary.info
5.10 Home Address	812 Oakwood Avenue
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Fourth member

5.5 Name	Lisa McDonald
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-853-0237
5.9 E-mail Address	lmcDonald@wilmettelibrary.info
5.10 Home Address	1111 New Trier Court
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Fifth member

5.5 Name	Stuart Wolf
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-920-9653

5.9 E-mail Address	swolf@wilmettelibrary.info
5.10 Home Address	2342 Greenwood Avenue
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Sixth member

5.5 Name	Joan Fishman
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-533-4907
5.9 E-mail Address	jfishman@wilmettelibrary.info
5.10 Home Address	2020 Central Ave.
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Seventh member

5.5 Name	MaryAnne O'Keefe
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	773-255-5613
5.9 E-mail Address	mokeefe@wilmettelibrary.info
5.10 Home Address	132 Lawndale Avenue
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes Yes
6.1b If so, please describe	LED lighting, reduced clutter in public spaces, open spaces where appropriate, neutral/non-stimulating colors, carpeting throughout to reduce noise,
6.2 Total Number of Meeting Rooms	3 3
6.2b Total number of times meeting room(s) used by the public	0 0

during the fiscal year		
6.3 Total Number of Study Rooms	4	7
6.3b Total number of times study room(s) used by the public during the fiscal year	285	0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$14,962,740	\$14,962,740
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No	No

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reason(s) for the fiscal accumulations.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Library conducted a 20 year Capital Reserve Study in August 2020, outlining the work needed to maintain the building. The Library incorporated 1

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No No
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OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

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

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$5,550,344	\$4,950,411
8.1a 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.]?	Yes	
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0	\$-1

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$39,953	\$33,859
8.3 Equalization aid grant	\$0	\$0
8.4 Personal property replacement tax	\$153,118	\$70,246
8.5 Other State Government funds received	\$0	\$0
8.6 If Other, please specify	-1	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$193,071	\$104,105

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0	\$0
8.9 E-Rate funds received	\$0	\$0
8.10 Other federal funds received	\$0	\$0
8.11 If Other, please specify	-1	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$133,799	\$39,572
8.14 Other receipts intended to be used for operating expenditures	\$287,179	\$315,497
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$420,978	\$355,069
8.16 Other non-capital receipts placed in reserve funds	\$0	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$6,164,393	\$5,409,585
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Certificate.pdf <input type="button" value="Choose File"/> No file chosen	
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$3,000,000	\$3,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "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.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$3,064,820	\$2,868,222
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,162,012	\$1,132,406
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$4,226,832	\$4,000,628

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for 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.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$355,445	\$394,198
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$687,950	\$677,346
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$106,199	\$90,625
10.3b Please provide an explanation of the other types of material expenditures.	media, equipment, Library of Things	media, equipment, Library of Things
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$1,149,594	\$1,162,169

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$799,162	\$754,624
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$6,175,588	\$5,917,421

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period 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.

12.1a Local Government: Capital Income from Bond Sales	\$0	\$0
12.1b Local Government: Other	\$0	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0	\$0
12.2 State Government [PLSC 401]	\$0	\$0
12.3 Federal Government [PLSC 402]	\$0	\$0
12.4 Other Capital Revenue [PLSC 403]	\$33,295	\$67,287
12.5 If Other, please specify	investment interest	investment interest
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$33,295	\$67,287

Capital Expenditures

Include funds expended during the fiscal year report period 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 expenditures 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.

12.7 Total Capital Expenditures [PLSC 405]	\$1,555,790	\$516,576
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PERSONNEL (13.1 - 13.46)

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

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

33	33	\$1,063.72	827.50	
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director	\$71.08	37.50	X
Assistant Director	Assistant Library Director	\$43.49	37.50	X
Technical Services Manager	Automation/Technology/Systems	\$32.70	37.50	X
Technical Services Assistant	Automation/Technology/Systems	\$28.97	37.50	X
Cataloging Librarian	Cataloging	\$22.00	37.50	X
Digital Services Manager	Other Type of Librarian	\$33.33	37.50	X
Adult Services Manager	Adult Services	\$35.06	37.50	X
Adult Services Assistant Mar	Adult Services	\$32.38	37.50	X
Business Librarian	Adult Services	\$26.83	37.50	X
Genealogy & Local History L	Adult Services	\$27.55	37.50	X
Teen Librarian	Adult Services	\$29.04	37.50	X
Adult Services Librarian	Adult Services	\$32.18	26.00	X
Adult Services Librarian	Adult Services	\$24.25	25.00	X
Adult Services Librarian	Adult Services	\$37.41	17.00	X
Adult Services Librarian	Adult Services	\$27.31	12.00	X
Adult Services Librarian	Adult Services	\$36.20	10.00	X
Adult Services Librarian	Adult Services	\$29.68	10.00	X
Adult Services Librarian	Adult Services	\$28.45	5.00	X
Adult Services Librarian	Adult Services	\$29.87	2.00	X
Adult Services Librarian	Adult Services	\$27.33	2.00	X
Adult Services Librarian	Adult Services	\$27.61	1.00	X
Youth Services Manager	Children's Services	\$38.16	37.50	X
Youth Services Assistant Ma	Children's Services	\$35.23	37.50	X
Youth Services Maker Librari	Children's Services	\$33.29	37.50	X
Youth Services Librarian	Children's Services	\$36.74	37.50	X
Youth Services Librarian	Children's Services	\$29.05	37.50	X
Youth Services Librarian	Children's Services	\$25.00	37.50	X
Youth Services Librarian	Children's Services	\$33.36	21.00	X
Youth Services Librarian	Children's Services	\$32.32	20.00	X
Youth Services Librarian	Children's Services	\$29.28	14.00	X
Youth Services Librarian	Children's Services	\$27.28	8.00	X

Youth Services Librarian	Children's Services	\$28.45	5.00	X
Adult Services Librarian	Adult Services	\$32.84	12.00	X
				X

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	20.69	15.96
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) 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. Another row will automatically appear once data is entered in the current row.

13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
					X

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)		0.60
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	20.69	16.56

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	991.50	955.00
13.14 Minimum hourly rate actually paid	\$13.00	\$13.25
13.15 Maximum hourly rate actually paid	\$46.50	\$44.86
13.16 Total FTE Group C employees (13.13 / 40)	24.79	23.88

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	140.50	140.00
13.18 Minimum hourly rate actually paid	\$14.71	\$12.37
13.19 Maximum hourly rate actually paid	\$28.02	\$19.77
13.20 Total FTE Group D employees (13.17 / 40)	3.51	3.50

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	244.00	259.00
13.22 Minimum hourly rate actually paid	\$15.91	\$14.11
13.23 Maximum hourly rate actually paid	\$39.07	\$38.82
13.24 Total FTE Group E employees (13.21 / 40)	6.10	6.48
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	34.40	33.85
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	55.09	50.41

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. Another row will automatically appear once data is entered in the current row.

13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	156,720	102,463
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count	

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	<u>15.1 Synchronous Programs (All Group Programs by Age)</u>		<u>15.2 Attendance</u>		<u>15.3 Self Directed Activities</u>		<u>15.4 Self Directed Activity Participants</u>	
Children (0-5)	208		3,578		14		5,040	
Children (6-11)	113		1,965		8		2,600	
Children's Total	321		5,543		22		7,640	
Young Adults (12-18)	68	54	526	445	13	2	39	43
Adults (19 and older)	190		4,809		8		106	
General Interest	0	113	0	5,282	12	3	2,400	119
Total	579	423	10,878	11,923	55	124	10,185	8,628

Onsite, Offsite and Virtual (All Group Programs by Type)

	<u>15.29 Program Sessions</u>	<u>15.30 Program Attendance</u>
Synchronous In-Person Onsite Program Sessions	246	5,190
Synchronous In-Person Offsite Program Sessions	70	2,607
Synchronous Virtual Program Sessions	308	5,355
Total	624	13,152

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	-1	Unknown
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	-1	Unknown

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes Yes
15.39b Please describe the programming provided.	Staff are trained to be flexible and accommodate any child who needs to move or vocalize during a program. Our K9 Reading Buddies program, where chil

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	14,518	14,602
16.2a Total Number of Unexpired Non-resident Cards	0	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0	0



16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	14,518	14,602
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	189,800	188,209
17.2 Current Print Serial Subscriptions	369	378
17.3 Total Print Materials (17.1+17.2)	190,169	188,587
17.4 E-books Held at end of the fiscal year [PLSC 451] ²	 846,234	136,228
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	27,183	29,324
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] ³	 580,203	74,773
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	22,195	20,885
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	34,039	16,504
17.6c Other Circulating Physical Items [PLSC 462]	690	
17.6d Total Physical Items in Collection [PLSC 461]	239,868	

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	78	75
17.8 State (state government or state library) [PLSC 457]	16	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	94	91

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	264,837	241,975
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18.2 Number of young adult materials loaned	10,453	10,277
18.3 Number of children's materials loaned [PLSC 551]	341,546	304,799
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	616,836	557,051

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	503,863	448,674
18.6 Videos/DVDs- Physical	55,402	59,866
18.7 Audios (include music)- Physical	32,710	31,329
18.8 Magazines/Periodicals- Physical	9,135	6,088
18.9 Other Items- Physical [PLSC 561]	15,726	11,094
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	616,836	557,051
18.11 Use of Electronic Materials [PLSC 552]	174,186	160,116
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	791,022	717,167
18.13 Successful Retrieval of Electronic Information [PLSC 554]	93,777	55,714
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	267,963	215,830
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	884,799	772,881
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	36,926	42,187
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	37,075	45,483

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	49,173	44,584
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count	

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	200	
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	165	163
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	86	86
20.3 Is your library's catalog automated?	Yes	Yes
20.4 Is your library's catalog accessible via the web?	Yes	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more 45 Mbps or more
21.2b If Other, please specify	300 Mbps 300 MPS
21.3 What is the monthly cost of the library's internet access?	\$1,580 \$1,500
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	28 28
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	11,705 36,769
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLSC 652]	1,182,768 758,136
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	181,189 181,181

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No No
22.3 If NO, why did your library NOT participate in the E-rate program?	library does not filter internet access

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$26,900 \$21,220
23.2 Does the above amount include travel expenses?	Yes Yes
23.3 How many hours of training did employees receive this year?	1,849.00 1,517.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes Yes
23.5 Would you like to receive autism training at your library?	Yes Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	Yes

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

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

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	MaryAnne O'Keefe
25.4 Second board member completing the audit	Patricia Nealon
25.5 Date the Secretary's Audit was completed	08/11/2022

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

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

	<u>Electronic Signature</u>	<u>Date</u>
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
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 the "Submit/Lock" button at the top of the page.

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. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 2.12 Regular public service hours resumed July 5, 2021 following a modified operating schedule for the pandemic in FY20-21 (0-2022-08-10)

², 17.4 Previous calculation of this figure did not include all available holdings for all e-platforms (0-2022-08-10)

³, 17.5b Previous calculation of this figure did not include all available holdings for all e-platforms (0-2022-08-10)