

RIVERSIDE P.L.

**Address**

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

**County & Phone**

Location RIVERSIDE P.L.	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
----------------------------	-----------------------	--	---------------------------	---

**Square Feet**

Location RIVERSIDE P.L.	2.11a Square Footage of Outlet [PLS 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.
----------------------------	--	---	---

**IDS**

**Hours and Attendance**

Location RIVERSIDE P.L.	2.12 Total public service hours for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
----------------------------	---	--	---

**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) [PLS 206]	01/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Janice Foley
3.5 Telephone Number of Person Preparing Report	708-442-6366
3.6 FAX Number	708-442-9462
3.7 E-Mail Address	janicefoley@riversidelibrary.org

**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
4.1b How many referenda was your library involved in?	

**Referendum 1**

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)	4.7 Referendum ballot language documentation
---------------------	---	----------------------------------	-----------------------	---------------------------------	--

**Referendum 2**

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)	4.7 Referendum ballot language documentation
---------------------	---	----------------------------------	-----------------------	---------------------------------	--

**Referendum 3**

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)	4.7 Referendum ballot language documentation
---------------------	---	----------------------------------	-----------------------	---------------------------------	--

**Referendum 4**

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)	4.7 Referendum ballot language documentation
---------------------	---	----------------------------------	-----------------------	---------------------------------	--

**Referendum 5**

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)	4.7 Referendum ballot language documentation
---------------------	---	----------------------------------	-----------------------	---------------------------------	--

**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
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

**First Member**

5.5 Name	Nancy DeFauw
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	708-203-9792
5.9 E-mail Address	nancydefauw@comcast.net
5.10 Home Address	36 Cowley
5.11 City	Riverside
5.12 State	IL
5.13 Zip Code	60546

**Second member**

5.5 Name	Jane Birmingham
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	708-447-7229
5.9 E-mail Address	birmingham388@comcast.net
5.10 Home Address	67 N. Cowley
5.11 City	Riverside
5.12 State	IL

5.13 Zip Code

60546

**Third member**

5.5 Name **Christine Long**  
 5.6 Trustee Position Secretary  
 5.7 Present Term Ends (mm/year) **04/2025**  
 5.8 Telephone Number **708-218-6957**  
 5.9 E-mail Address **speakto13@yahoo.com**  
 5.10 Home Address **568 E. Parkway Road**  
 5.11 City **Riverside**  
 5.12 State **IL**  
 5.13 Zip Code **60546**

**Fourth member**

5.5 Name **Daniel Loucks**  
 5.6 Trustee Position Other  
 5.7 Present Term Ends (mm/year) **04/2027**  
 5.8 Telephone Number **847-894-2125**  
 5.9 E-mail Address **dloucks@gmail.com**  
 5.10 Home Address **361 Nuttall**  
 5.11 City **Riverside**  
 5.12 State **IL**  
 5.13 Zip Code **60546**

**Fifth member**

5.5 Name **Courtney Greve Hack**  
 5.6 Trustee Position Vice-President  
 5.7 Present Term Ends (mm/year) **04/2027**  
 5.8 Telephone Number **708-692-7524**  
 5.9 E-mail Address **courtneygreve@yahoo.com**  
 5.10 Home Address **357 Nuttall Road**  
 5.11 City **Riverside**  
 5.12 State **IL**  
 5.13 Zip Code **60546**

**Sixth member**

5.5 Name **Kenneth Circo**  
 5.6 Trustee Position President  
 5.7 Present Term Ends (mm/year) **04/2027**  
 5.8 Telephone Number **708-447-4419**  
 5.9 E-mail Address **ken@circoarchitects.com**  
 5.10 Home Address **404 Addison Road**  
 5.11 City **Riverside**  
 5.12 State **IL**  
 5.13 Zip Code **60546**

**Seventh member**

5.5 Name **Michael Hagins**  
 5.6 Trustee Position Other  
 5.7 Present Term Ends (mm/year) **04/2025**  
 5.8 Telephone Number **708-522-9273**  
 5.9 E-mail Address **mhagins26@yahoo.com**  
 5.10 Home Address **728 Selborne Road**

5.11 City Riverside  
 5.12 State IL  
 5.13 Zip Code 60546

**Eighth member**

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 Code

**Ninth member**

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 Code

**FACILITY/FACILITIES (6.1-6.3b)**

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

6.1 Total Number of Meeting Rooms 4  
 6.2 Total number of times meeting room(s) used by the public during the fiscal year 168  
 6.3 Total Number of Study Rooms 1  
 6.3b Total number of times study room(s) used by the public during the fiscal year 289

**Capital Needs Assessment**

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

**Age of Facility**

Please indicate the number of buildings in each category below.

Number of Facilities 5 years or less 1 6-10 years 1 11-25 years 1 26-50 years 1 51-100 years 1 100+ years 1

**Type of Work Needed**

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	<u>1</u>	<u>\$180,000</u>	<u>0</u>	<u>\$0</u>
Structural repairs (walls, foundations, etc.)	<u>1</u>	<u>\$30,000</u>	<u>0</u>	<u>\$0</u>
Roof repair/replacement	<u>0</u>	<u>\$0</u>	<u>0</u>	<u>\$0</u>
Heating/ventilation/air conditioning	<u>0</u>	<u>\$0</u>	<u>0</u>	<u>\$0</u>
Electrical systems other than alarms	<u>0</u>	<u>\$0</u>	<u>0</u>	<u>\$0</u>
Plumbing systems	<u>0</u>	<u>\$0</u>	<u>0</u>	<u>\$0</u>

Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	1	\$150,000	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	1	\$6,000	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

**Type of Work in Progress**

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	0	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$30,000	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	0	\$0	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	0	\$0	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$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.)? \$7,154,000

7.2 During the last fiscal year, did the library acquire any real and/or personal property? No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

- 7.3 Purchase
- 7.4 Legacy
- 7.5 Gift
- 7.6 Other

7.7 Provide a general description of the property acquired.

**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 reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?  
 Yes Consolidated Operating Funds: Checking \$91,780.60 Payroll \$21,148 Illinois Funds: Tax/Reserve \$1,000,209.88 Capital Improvement \$48,662.18 Special Reserve \$28,584.29 Working Cash \$273,997.52 Library Bond \$49479.53 Library Gift Fund \$131,937.83 Batko Endowment \$6,600.27 Lower Level Renovation \$56,865.36 General Endowment \$11,073.78 Dardwin \$18,050.78 TOTAL: \$1,738,390.94 We have a 95 year old building so we always want to have money on hand for repairs and replacements. We are fiscally cautious and want to have an emergency back up if necessary.

**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.?  
 7.11 IF YES, what is the total amount of the outstanding liabilities?  
 Yes \$1,319,048  
 7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.  
 We have a bond from our 2020 Referendum. In 2024 we paid 119,000. The debt will go until 2034.

**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 [PLS 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) \$1,315,919  
 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.) \$1,346,065

**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 of state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant \$13,807

8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$24,840
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$38,647

**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 IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$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	\$155
8.14 Other receipts intended to be used for operating expenditures	\$21,415
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$21,570
8.16 Other non-capital receipts placed in reserve funds	\$0

**Total Operating Receipts**

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$1,376,136
--	-------------

**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 10% 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 10% 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 10% 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?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	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 [PLS 350]	\$759,999
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$166,080
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$926,079

**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.) [PLS 353]	\$37,016
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$34,792
10.3a Other Physical Materials Expenditures [PLS 355]	\$4,485
10.3b Please list the types of materials purchased in 10.3a	Learning kits, Maker Space Supplies, DVD's Video games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$76,293

**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.) [PLS 357]	\$402,710
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$1,405,082

**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
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0



12.5 If Other, please specify  
 12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]

0  
\$0

**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] \$0

**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.

6	Summary	6	\$193.32	202.50			
13.1	Position Title	13.2	Primary Work Area	13.3	Hourly Rate	13.4	Total Hours/Week
	Library Director		Library Director		\$51.86		37.50
	Asst, Director		Adult Services		\$35.10		37.50
	CYS Manager		Children's Services		\$32.24		37.50
	IS Librarian/SPOT		Other Type of Librarian		\$25.37		37.50
	CYS Librarian		Children's Services		\$28.15		37.50
	CYS Librarian		Children's Services		\$20.60		15.00

**Group A Total**

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250] 5.06

**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.

4	Summary	4	\$89.16	150.00					
13.6	Position Title	13.7	Primary Work Area	13.8	Education Level	13.9	Hourly Rate	13.10	Total Hours/Week
	Circulation and Computer Services Manager		Circulation						
	IS Desk Assist/Catalog		Cataloging		Less than a Bachelor's degree with LTA		\$30.06		37.50
					Bachelor's Degree: No library science		\$17.00		37.50

IS Desk Assist/Programmer	Reference	Master's Degree: Not in library science	\$20.45	37.50
IS Desk Asst/Webmaster	Reference	Less than a Bachelor's degree	\$21.65	37.50

**Group B Total**

13.11 Total Group B: FTE Other Librarians (13.10/40)	3.75
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	8.81

**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	308.20
13.14 Minimum hourly rate actually paid	\$14.25
13.15 Maximum hourly rate actually paid	\$20.91
13.16 Total FTE Group C employees (13.13 / 40)	7.71

**Group D**

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

13.17 Total hours worked in a typical week by all Group D employees	25.00
13.18 Minimum hourly rate actually paid	\$14.53
13.19 Maximum hourly rate actually paid	\$14.53
13.20 Total FTE Group D employees (13.17 / 40)	0.63

**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	0.00
13.22 Minimum hourly rate actually paid	\$0.00
13.23 Maximum hourly rate actually paid	\$0.00
13.24 Total FTE Group E employees (13.21 / 40)	0.00
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	8.33
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	17.14

**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.

Summary	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.

Summary	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.

Summary	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
<b>LIBRARY VISITS (14.1 - 14.1a)</b>							

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 [PLS 501]	101,653
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

**PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)**

**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 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".

15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	3,338	0	0
Children (6-11)	2,931	0	0
Young Adults (12-18)	432	0	0
Adults (19 and older)	5,116	2	17
General Interest	8,079	0	0
Total	19,896	2	17

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

15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	15,244
Synchronous In-Person Offsite Program Sessions	4,465
Synchronous Virtual Program Sessions	187

963

19,896

**Historic - retired 2021**

- 15.1 Total Number of Children's Programs Retired 2021
- 15.2 Children's Program Attendance Retired 2021
- 15.3 Total Number of Children's Passive Programs Retired 2021
- 15.4 Children's Passive Program Attendance Retired 2021

**Asynchronous Virtual Presentations (Subset of Self-Directed Activities)**

- 15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620] 2
- 15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630] 17

**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 3,885
- 16.2a Total Number of Unexpired Non-resident Cards 0
- 16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued? 0
- 16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued? 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
- 16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503] 3,885
- 16.4 Is your library's registered user/patron file purged a minimum of one time every three years? Yes
- 16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504] No
- 16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18? No

**RESOURCES OWNED (17.1 - 17.25)**

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.

- 17.1 Print Materials [PLS 450] 48,167
- 17.2 Current Print Serial Subscriptions 160
- 17.3 Total Print Materials (17.1+17.2) 48,327
- 17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452] 2,765
- 17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454] 5,689
- 17.6 Other Circulating Physical Items [PLS 462] 650
- 17.7 Total Physical Items in Collection [PLS 461] 57,271

**Electronic Materials and Collections**

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

- 17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525] No
- 17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526] Yes
- 17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527] No

17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	No
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	No
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	No
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	Yes
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	No
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	No
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

**USE OF RESOURCES (18.1 - 18.19)**

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 Circulation of Adult Physical Material	42,921
18.2 Circulation of Young Adult Physical Material	1,466
18.3 Circulation of Children's Physical Material [PLS 549]	56,544
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	100,931

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

18.5 Books- Physical	82,894
18.6 Videos/DVDs- Physical	11,553
18.7 Audios (include music)- Physical	1,916
18.8 Magazines/Periodicals- Physical	828
18.9 Other Items- Physical [PLS 561]	3,789
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	100,980
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	10,655
18.13 e-Serial Circulation [PLS 546]	88
18.14 e-Audio Circulation [PLS 547]	13,150
18.15 e-Video Circulation [PLS 548]	282
18.16 Use of Electronic Materials [PLS 552]	24,175
18.17 Total Circulation of Materials [PLS 550]	125,155
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	11,318
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576] <sup>3</sup>	13,283

**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 [PLS 502]	13,845
19.1a Reference Transactions Reporting Method [PLS 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	20
--	----

**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	53
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	30
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

**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
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$239
21.4 Number of Internet Computers Available for Public Use [PLS 650]	11
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	5,666
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	14,204
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

**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
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	We do not want to filter

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)**

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.)	\$2,036
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	82.00