

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

ILLINOIS FUNDS Library Fund: \$39,663.77 (bond) Capital Improvement: \$48,319.88 Special Reserve: \$98,880.88 Gift Fund: \$145,802.69 Tax Reserve: \$416,895.85 Working Cash: \$276,255.92 General Endowment: \$11,566.14 Susan E. Batko Fund: \$6,893.64 Lower Level Reno: \$59,235.13 Ernest Dardwin Endowment: \$18,853.26 All of these fiscal accumulations are done to provide money for future projects and to keep the Library fiscally responsible.

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

ω
∞

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.? Yes

7.11 IF YES, what is the total amount of the outstanding liabilities?

\$1,158,800

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

DEBT SERVICE Beginning Total: \$1,754,200 Paid to date: \$595,400

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)	\$1,369,986
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.)	\$1,409,540

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).

ω

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	\$13,714
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$25,839
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]	\$39,553

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	

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

\$131

8.14 Other receipts intended to be used for operating expenditures

\$13,741

8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]

\$13,872

8.16 Other non-capital receipts placed in reserve funds

\$19,185

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]

\$1,423,411

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 Insurance for Library Funds

SCAN0233.PDF

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.

Note: For the IRS definition of "Fringe Benefits" see here: <https://www.irs.gov/publications/p15b>

9.1 Salaries and wages for all library staff [PLS 350]	\$780,502
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$178,255
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]	\$958,757

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]	\$37,531
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$36,028
10.3a Other Physical Materials Expenditures [PLS 355]	\$4,680
10.3b Please list the types of materials purchased in 10.3a	DVD's Video Games Maker Space Supplies, Learning Kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$78,239

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]	\$386,415
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$1,423,411

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	-1 Not Applicable
12.6	Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$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.

Summary	5	5	55.6100037.4900C	37.5000037.5000C
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Director	Library Director	\$55.61	37.50	
Asst. Director/IS Manager	Adult Services	\$37.49	37.50	
Youth and Teen Manager	Children's Services	\$34.44	37.50	
IS Librarian/SPOT Manager	Other Type of Librarian	\$26.85	37.50	
YTS Librarian	Children's Services	\$28.94		

Group A Total

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

3.75

Group A hidden group hours

43

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.

Summary	2	2	31.0600018.0000C	37.5000037.5000C
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	Less than a Bachelor's degree with LTA	\$31.06	37.50
Youth and Teen Librarian	Children's Services	Bachelor's Degree: No library science	\$18.00	37.50

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)

1.88

13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]

5.63

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

435.30

13.14 Minimum hourly rate actually paid

\$15.00

13.15 Maximum hourly rate actually paid

\$24.58

13.16 Total FTE Group C employees (13.13 / 40)

10.88

Group D

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

13.17 Total hours worked in a typical week by all Group D employees

0.00

13.18 Minimum hourly rate actually paid

\$0.00

13.19 Maximum hourly rate actually paid

\$0.00

13.20 Total FTE Group D employees (13.17 / 40)

0.00

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]

10.88

13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]

16.51

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

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 [PLS 501]	75,809
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

SYNCHRONOUS PROGRAMS

A synchronous 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 that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

SELF-DIRECTED ACTIVITIES

A self-directed (asynchronous or passive) 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. For guidance on Virtual Asynchronous (self-directed) activities and views, please refer to 15.37 Total Number of Asynchronous (Virtual) Program Presentations, and 15.38 Total Views of Asynchronous (Virtual) Program Presentations.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

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)	388	3,503	73	847
Children (6-11)	126	2,195	31	322
Young Adults (12-18)	260	3,742	7	39
Adults (19 and older)	361	5,095	20	470
General Interest	4140	7,549	52	3,581
Total	1,075	19,084	183	5,259

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

15.29 Program Sessions		15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	925	13,899
Synchronous In-Person Offsite Program Sessions	127	5,078
Synchronous Virtual Program Sessions	23	107
Total	1,075	19,084

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]	7
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	16

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	4,100
---	-------

16.2 Total Number of Unexpired Non-resident Cards	0
16.2a Of the total in 16.2, how many Cards for Kids Act cards were issued?	0
16.2b Of the total in 16.2, how many Disabled Veterans cards were issued?	0
16.2c 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 + 16.2) [PLS 503]	4,100
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?	Yes

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]	47,297
17.2 Current Print Serial Subscriptions	90
17.3 Total Print Materials (17.1+17.2)	47,387
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	2,491
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	5,235
17.6 Other Circulating Physical Items [PLS 462]	642
17.7 Total Physical Items In Collection [PLS 461]	55,665

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? [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? [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? [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? [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? [PLS 530]	No

17.14 Did your library provide access to e-Audio purchased solely by the library? [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? [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? [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? [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? [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? [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? [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? [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 library? [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? [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? [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? [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	43,522
18.2 Circulation of Young Adult Physical Material	1,381
18.3 Circulation of Children's Physical Material [PLS 549]	54,919
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	99,822

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

18.5 Books- Physical	81,128
18.6 Videos/DVDs- Physical	11,831
18.7 Audios (include music)- Physical	1,981
18.8 Magazines/Periodicals- Physical	928
18.9 Other Items- Physical [PLS 561]	3,954
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	99,822
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]	11,171
18.13 e-Serial Circulation [PLS 546]	4,494
18.14 e-Audio Circulation [PLS 547]	13,600
18.15 e-Video Circulation [PLS 548]	340
18.16 Use of Electronic Materials [PLS 552]	39,570
18.17 Total Circulation of Materials [PLS 550] ⁵	129,427

18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	11,751
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	13,975
18.20 If your library purchases research databases and online learning platforms, list the total use	9,965

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 information needs.

NOTES:

- (1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).
 - (2) Count Readers Advisory questions as reference transactions.
 - (3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.
 - (4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.
 - (5) If a contact includes both reference and directional services, it should be reported as one reference transaction.
 - (6) Duration should not be an element in determining whether a transaction is a reference transaction.
 - (7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is Susan Smith? Can you help me make a photocopy?"
- If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

19.1 Total Annual Reference Transactions [PLS 502]	9,930
--	-------

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

9

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

54

18

Yes

Yes

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?
- 21.2a What is the maximum speed of your library's Internet connection? (Select one)
- 21.2b If Other, please specify
- 21.3 What is the monthly cost of the library's internet access?
- 21.4 Number of Internet Computers Available for Public Use [PLS 650]
- 21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]
- 21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]
- 21.6 Wireless Sessions Per Year [PLS 652]
- 21.6a Reporting Method for Wireless Sessions [PLS 652a]
- 21.7 Does your library utilize Internet filters on some or all of the public access computers?
- 21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

100-500 Mbs

\$239

11

5,145

Annual Count

15,522

Annual Count

No

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.

If you want to learn more about E-Rate, RAILS Members should contact communications@railslibraries.org IHLS Members should contact membership@illinoisheartland.org

- 22.1 Did your library apply directly for E-rate discounts for the fiscal year?
- 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?

No

Do not want to filter

STAFF AND TRUSTEE DEVELOPMENT & TRAINING (23.1 - 23.3)

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

23.1 How much money did your library spend on staff and trustee development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$2,420
23.2 Does the above amount include travel expenses?	Yes
23.3 How many total hours of training did staff receive this year?	68.00
23.4 How many total hours of training did trustees receive this year? ⁶	0.00

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?	
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?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT

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. For more information, please refer to the Counting Opinions login screen for links to templates and instruction sheets.

Note: While District Libraries are required to complete this Section, all other libraries are encouraged to perform the Secretary's Audit as well.

25.1 Upload Audit report	-1 Not Applicable
--------------------------	-------------------

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.

	Electronic Signature	Date
Library Director	Janice A. Foley	
President	Kenneth Circo	
Secretary	Daniel Loucks	

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 Laura Keyes (IPLAR@ilsos.gov).

- 1, 2.14 Gave wrong number last year. Should have been 76278 (0-2026-01-07)
- 2, 15.5 We have started more programs to meet the demand for teens coming into the library. (0-2026-01-13)
- 3, 15.6 We have a large teen after school population who is participating in events. (0-2026-01-13)
- 4, 15.9 We had more programs this year. (0-2026-01-13)
- 5, 18.17 I am not sure why the addition is not accurate. I cannot change the answer to 18.17 (0-2026-01-19)
- 6, 23.4 No trustee participated in training (0-2026-01-09)



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 1/28/2026
Re: Half day of In-service

Because the January 23 In-service fell on the coldest day in many years, we held a Zoom event that all of the staff were able to attend. We could not cover the Communications session which involves group break out involvement and also the luncheon which was actually our "holiday party". In order to complete the In-Service, I am requesting approval for closing the library from 9 am -1 pm on Friday, April 17 for this purpose. We would open to the public from 1 pm – 5 pm. Thank you for consideration of this request.

We want to thank the Riverside Library
and its staff for hosting our
model train layout last week.

We felt welcome and everything
worked out well!

Bob Olson
Midwest N Pioneer
Model RR Club



How to Create an L2 Account

Find out if you already have an L2 account

1. Go to librarylearning.org and click the "Log In" button at top.
2. Click the "Forgot Your Password?" link.
3. Enter your email address and click "Submit."
4. If you have an account under that address, L2 will send you a password reminder.

Create an L2 account

1. Go to librarylearning.org and click the "Log In" button at top.
2. Click the "Create An Account" link.
3. Enter your name, email, and password and click "Create New Account".
4. Complete and save the "Add Location" form on the next screen.
5. Verify your email address through the link that L2 sends.
6. RAILS will confirm your library affiliation to fully activate your account.



Update your L2 account

1. Go to librarylearning.org and click the "Log In" button at top.
2. Enter your email address and password to log in.
3. In the top menu, select Account > My Dashboard.
4. Use the "Affiliate With A Location" button to add a library affiliation; use the "Edit" link in an existing affiliation box to change or delete.
5. User the "Edit User Account" button to update your email address, password, or first/last name.

Update your library's profile

For directors
and staff with
elevated access
permissions

1. Go to librarylearning.org and click the "Log In" button at top.
2. Enter your email address and password to log in.
3. In the top menu, select Directory.
4. Search the directory to find your library, and click the building name to go to its profile page.
5. On the building's profile page, click the "Edit" tab.

Find additional instructions for managing your account and library profile at librarylearning.org/help.



Quick Start Guide

Creating an L2 Account



Who can have an L2 account?

Any Illinois library staff member or library trustee.

How do I sign up?

1. Visit librarylearning.org
2. Click **Login** → **Create an Account**
3. Fill out your information
4. Add your library affiliation
5. Verify your email address

it's easy!



Need help?

Visit the **L2 Help** section of the website (librarylearning.org/help) to view instructions and FAQs or contact help@librarylearning.org.

Why should I have an L2 account?



Register for webinars, workshops, networking events, and more



Find colleagues at other libraries



View library delivery information, contacts, websites, and more



Get access to exclusive parts of the RAILS website



**Library Directory
& Learning Calendar**

Library Directory & Learning Calendar (L2) is the statewide calendar of library-related events and a directory of Illinois libraries.