ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)   2015
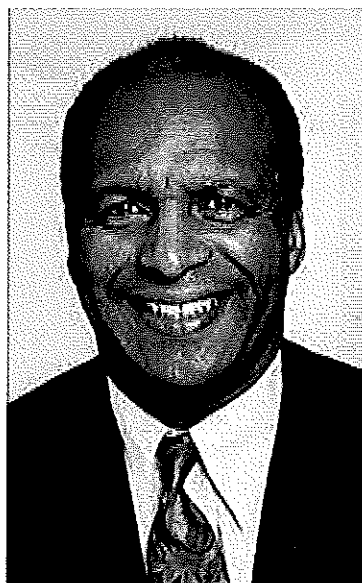ELMHURST PUBLIC LIBRARY

IPLAR

As Secretary of State and State librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians through-out the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

IDENTIFICATION (1.1 - 1.37)

1.1 ISL Control # [PLSC 151, PLSC 701]	30258
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0166
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Elmhurst Public Library
1.4b If this locked question's answer has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	125 South Prospect Avenue
1.5b If this locked question's answer has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Elmhurst
1.6b If this locked question's answer has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60126
1.7b If this locked question's answer has changed, then enter the updated answer here.	
1.8a Facility Zip +4 [PLSC 156]	3245
1.8b If this locked question's answer has changed, then enter the updated answer here.	
1.9a Mailing Address [PLSC 157]	125 South Prospect Avenue
1.9b If this locked question's answer has changed, then enter the updated answer here.	
1.10a Mailing City [PLSC 158]	Elmhurst
1.10b If this locked question's answer has changed, then enter the updated answer here.	
1.11a Mailing Zip [PLSC 159]	60126
1.11b If this locked question's answer has changed, then enter the updated answer here.	
1.12a Mailing Zip +4 [PLSC 160]	3245
1.12b If this locked question's answer has changed, then enter the updated answer here.	
1.13a Library Telephone Number [PLSC 162]	630-279-8696
1.13b If this locked question's answer has changed, then enter the updated answer here.	
1.14a Library FAX Number	630-279-0636
1.14b If this locked question's answer has changed, then enter the updated answer here.	
1.15 WWW Home Page	http:// www.elmhurstpubliclibrary.org ☐ N/A

Library Director's Information

1.16 Name	Mary Beth Campe
1.17 Title	Director
1.18 Library Director's E-mail	marybeth.campe@elmhurst.org

Library Information

1.19a Type of library	City
1.19b If this locked question's answer has changed, then enter the updated answer here.	
1.19c Legal Basis Code [PLSC 201]	Municipal (city, town or village)
1.19d Geographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly)
1.20 Is your library a combined public and school library?	No
1.21 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	☐ **N/A**

Administrative Information

1.23a County in which the administrative entity is located [PLSC 161]	DuPage
1.23b If this locked question's answer has changed, then enter the updated answer here.	
1.23c Metropolitan Status Code [PLSC 710]	Metropolitan Area, but Not Within Central City Limits
1.24 Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	44,121
1.26b If this locked question's answer has changed, then enter the updated answer here.	
1.27 If the population has changed from the prior year's answer, then indicate the reason.	☐ N/A
1.28a This library is currently a member of what Illinois library system?	RAILS
1.28b If this locked question's answer has changed, then enter the updated answer here.	
1.28c Interlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
1.29 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes ☐ N/A
1.30 Does this library have paid staff?	Yes ☐ N/A
1.31 Does this library have an established schedule in which services of the staff are available to the public?	Yes ☐ N/A
1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes ☐ N/A
1.33 Is this library supported in whole or in part with public funds?	Yes ☐ N/A
1.34 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes ☐ N/A
1.35 Number of Central Libraries [PLSC 209]	1 ☐ N/A
1.36 Outlet Type Code [PLSC 709]	Central Library ☐ N/A
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with a Single Direct Service Outlet ☐ N/A

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.17)

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	0 0
2.2 Total number of branch libraries [PLSC 210]	0

ANNUAL REPORT DATA (3.1 - 3.7)

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2014 05/01/2013
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2014 04/30/2014
3.3 Number of months in this fiscal year	12 8
3.4 Name of person preparing this annual report	MarcyRodriguez **Marcy Rodriguez**
3.5 Telephone Number	630-279-8696 630-279-8696
3.6 FAX Number	630-516-1364 630-516-1364 ☐ N/A
3.7 E-Mail Address	marcy.rodriguez@elmhurst.org **marcy.rodriguez@elmhurst.org** ☐ N/A

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2014/2015?	No **No**

Referenda dates

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)	-1 ☐ N/A
4.8 Annexation - Effective Date (mm/dd/year)	-1 ☐ N/A
4.9 Other (please specify)	☐ N/A
4.10 Other - Effective Date (mm/dd/year)	-1 ☐ N/A
4.11 Other (please specify)	☐ N/A
4.12 Other - Effective Date (mm/dd/year)	-1 ☐ N/A

CURRENT LIBRARY BOARD (5.1 - 5.14)

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	9 9 ☐ N/A
5.2 Total number of vacant board seats	0 0 ☐ N/A
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** ☐ N/A
5.4 IF NO, please explain	☐ N/A

Members

5.5 Name	Linda Wheaton
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2017
5.8 Telephone Number	630-834-1061 ☐ N/A
5.9 E-mail Address	eplboard@elmhurst.org ☐ N/A
5.10 Home Address	697 Parkside Ave. ☐ N/A
5.11 City	Elmhurst ☐ N/A
5.12 State	IL ☐ N/A
5.13 Zip	60126 ☐ N/A
5.14 Zip +4	4323 ☐ N/A

Second member

5.5 Name	Marsha Baker
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2016
5.8 Telephone Number	630-833-5654 ☐ N/A
5.9 E-mail Address	eplboard@elmhurst.org ☐ N/A
5.10 Home Address	440 Addison Ave. ☐ N/A
5.11 City	Elmhurst ☐ N/A
5.12 State	IL ☐ N/A
5.13 Zip	60126 ☐ N/A
5.14 Zip +4	2310 ☐ N/A

Third member

5.5 Name	Monica Iacono
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2017
5.8 Telephone Number	630-530-2787
5.9 E-mail Address	eplboard@elmhurst.org ☐ N/A
5.10 Home Address	131 W Adelaide Street, Unit 407
5.11 City	Elmhurst
5.12 State	IL
5.13 Zip	60126
5.14 Zip +4	3394

Fourth member

5.5 Name	Ingrid Becton
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	06/2015
5.8 Telephone Number	630-834-4385
5.9 E-mail Address	eplboard@elmhurst.org ☐ N/A
5.10 Home Address	747 S. Washington
5.11 City	Elmhurst
5.12 State	IL
5.13 Zip	60126
5.14 Zip +4	4348

Fifth member

5.5 Name	Susan P. Thomas-Sadowski
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	06/2015
5.8 Telephone Number	630-832-2913
5.9 E-mail Address	eplboard@elmhurst.org ☐ N/A
5.10 Home Address	419 Hill
5.11 City	Elmhurst
5.12 State	IL
5.13 Zip	60126
5.14 Zip +4	

Sixth member

5.5 Name	Carol Jacobsen
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	06/2016
5.8 Telephone Number	630-832-8132
5.9 E-mail Address	eplboard@elmhurst.org ☐ N/A
5.10 Home Address	340 Maple Street
5.11 City	Elmhurst
5.12 State	IL
5.13 Zip	60126
5.14 Zip +4	2335

Seventh member

5.5 Name	Teresa Menolascino
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	06/2017
5.8 Telephone Number	630-501-0720
5.9 E-mail Address	eplboard@elmhurst.org ☐ N/A
5.10 Home Address	570 W. Comstock Avenue
5.11 City	Elmhurst
5.12 State	IL
5.13 Zip	60126
5.14 Zip +4	1807

Eighth member

5.5 Name	William Ryan
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	06/2015
5.8 Telephone Number	630-833-8876
5.9 E-mail Address	eplboard@elmhurst.org □ N/A
5.10 Home Address	344 N. West Avenue
5.11 City	Elmhurst
5.12 State	IL
5.13 Zip	60126
5.14 Zip +4	2126

Ninth member

5.5 Name	William Shanklin
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	06/2016
5.8 Telephone Number	630-782-6022
5.9 E-mail Address	eplboard@elmhurst.org □ N/A
5.10 Home Address	114 E. Knighton Pl
5.11 City	Elmhurst
5.12 State	IL
5.13 Zip	60126
5.14 Zip +4	

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

6.1 Does your library have a friends group?	Yes **Yes** □ N/A
6.2 Does your library have a library foundation?	No **No** □ N/A

FACILITY/FACILITIES (7.1 - 7.2)

7.a Total square footage of the main library building [PLSC 711]	90,000 **90,000**
7.1b If this locked question's answer has changed, then enter the updated answer here.	
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	**-1** ☐ **N/A**
7.2 Total square footage of the branch library building(s), if applicable	☐ **N/A**
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	**-1** ☐ **N/A**

ASSETS AND LIABILITIES (8.1 - 8.13)

PROPERTY

8.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$27,000,000 **$28,080,000** ☐ **N/A**
8.2 During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No **No** ☐ **N/A**

ESTIMATED REPLACEMENT COST

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	$7,149,010 **$7,312,493** ☐ **N/A**

FISCAL ACCUMULATIONS

8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Yes **Yes** ☐ **N/A**
8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7) , 75 ILCS 16/30-65(a)(4)]	Operating Fund: $4.597,023. Unexpended revenues: Gavin Fund:$64,347. Bequest for visual education. Library Appreciation Fund: $29,801. Used for ☐ **N/A**

LIABILITIES

8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	Yes **Yes** ☐ **N/A**
8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	$13,219,000 **$13,764,000** ☐ **N/A**
8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	$13,219,000. Balance of bonds issued for construction of Library building in 2003. ☐ **N/A**

OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	$5,678,024	$6,819,070	N/A

STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	$59,151	$45,341	N/A
9.3 Equalization aid grant	$0	$0	N/A
9.4 Personal property replacement tax	$222,049	$134,785	N/A
9.5 Educate and Automate grants (an IL State Library grant)	$0	$0	N/A
9.6 Other	$0	$0	N/A
9.7 If Other, please specify		0	N/A
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	$281,200	$180,126	

FEDERAL GOVERNMENT

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	$3,456	$0	N/A
9.10 E-Rate funds received	$6,183	$5,252	N/A
9.11 Other federal funds received	$0	$0	N/A
9.12 If Other, please specify		-1	N/A
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	$9,639	$5,252	

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	$0	$0 ☐ N/A
9.15a Other receipts intended to be used for operating expenditures	$411,791	$458,627 ☐ N/A
9.15b Other non-capital receipts placed in reserve funds	$0	$0 ☐ N/A
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	$411,791	$458,627

TOTAL OPERATING RECEIPTS

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17 TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	$6,380,654	$7,463,075
9.18 The library safeguards its funds using which option?	Surety Bond	Surety Bond ☐ N/A
9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$4,000,000	$4,000,000 ☐ N/A
9.20a Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes	Yes ☐ N/A
9.20b Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes	Yes ☐ N/A
9.21 The designated custodian of the library's funds is:	Municipal Corporate Authority	Municipal Corporate Authority ☐ N/A
9.22 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.]?	No	No ☐ N/A

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

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.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	$3,028,462	$2,104,430 ☐ N/A
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$842,864	$589,771 ☐ N/A
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	$3,871,326	$2,694,201
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.		-1 ☐ N/A

MATERIALS EXPENDITURES (11.1 - 11.4)

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1 Printed Materials [PLSC 353]	$452,059	$335,664	N/A
11.2 Electronic Materials [PLSC 354]	$264,603	$208,765	N/A
11.3 Other Materials [PLSC 355]	$174,672	$110,422	N/A
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	$891,334	$654,851	

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1 All other operating expenditures not included above [PLSC 357]	$1,390,196	$1,035,637	N/A
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	$6,152,856	$4,384,689	
12.3 Children's Materials Expenditures	$171,685	$122,073	N/A

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1a Local Government: Capital Income from Bond Sales	$0	$0 ☐ N/A
13.1b Local Government: Other	$0	$0 ☐ N/A
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	$0	$0
13.2 State Government [PLSC 401]	-1	$0 ☑ N/A
13.3 Federal Government [PLSC 402]	$0	$0 ☐ N/A
13.4 Other [PLSC 403]	-1	-1 ☑ N/A
13.5 If Other, please specify	-1 -1 ☑ N/A	
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	$0	$0

CAPITAL EXPENDITURES

13.7 Total Capital Expenditures [PLSC 405]	$577,253	$340,000 ☐ N/A

PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

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

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1 Position Title	Library Director ☐ N/A
14.2 Primary Work Area Code	Library Director ☐ N/A
14.3 Secondary Work Area Code [OPTIONAL]	☐ N/A
14.4 Education Code	Master's Degree (ALA accredited) ☐ N/A
14.5 Sex	Female ☐ N/A
14.6 Hourly Rate	$65.38 ☐ N/A
14.7 Total Hours/Week	37.50 ☐ N/A
14.1 Position Title	Assistant Library Director ☐ N/A
14.2 Primary Work Area Code	Assistant Library Director ☐ N/A
14.3 Secondary Work Area Code [OPTIONAL]	☐ N/A
14.4 Education Code	Master's Degree (ALA accredited) ☐ N/A
14.5 Sex	Female ☐ N/A
14.6 Hourly Rate	$44.39 ☐ N/A
14.7 Total Hours/Week	37.50 ☐ N/A
14.1 Position Title	Assistant Library Director ☐ N/A
14.2 Primary Work Area Code	Assistant Library Director ☐ N/A
14.3 Secondary Work Area Code [OPTIONAL]	Reference ☐ N/A
14.4 Education Code	Master's Degree (ALA accredited) ☐ N/A
14.5 Sex	Female ☐ N/A
14.6 Hourly Rate	$44.39 ☐ N/A
14.7 Total Hours/Week	37.50 ☐ N/A
14.1 Position Title	Head, Technical Services ☐ N/A
14.2 Primary Work Area Code	Cataloging ☐ N/A
14.3 Secondary Work Area Code [OPTIONAL]	☐ N/A
14.4 Education Code	Master's Degree (ALA accredited) ☐ N/A
14.5 Sex	Female ☐ N/A
14.6 Hourly Rate	$40.04 ☐ N/A
14.7 Total Hours/Week	37.50 ☐ N/A

Group A Total		
14.8 Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	16.61	16.83

Group B

Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9 Position Title	-1 ☑ N/A	
14.10 Primary Work Area Code		☑ N/A
14.11 Secondary Work Area Code [OPTIONAL]		☑ N/A
14.12 Education Code	☑ N/A	
14.13 Sex	☑ N/A	
14.14 Hourly Rate	-1	☑ N/A
14.15 Total Hours/Week	-1	☑ N/A

Group B Total		
14.16 Total Group B: FTE Other Librarians (14.15/40)	0.00	0.00
14.17 Total FTE Librarians (14.8 + 14.16] [PLSC 251]	16.61	16.83

Group C

Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18 Total hours worked in a typical week by all Group C employees	1,482.00	1,434.00 ☐ N/A	
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	$12.36	$12.18 ☐ N/A	
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	$41.35	$40.74 ☐ N/A	
14.21 Total FTE Group C employees (14.18 / 40)	37.05	35.85	

Group D

Full-time/part-time pages or shelvers.

14.22 Total hours worked in a typical week by all Group D employees	600.00	600.00 ☐ N/A
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	$9.57	$9.43 ☐ N/A
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	$12.93	$12.73 ☐ N/A
14.25 Total FTE Group D employees (14.22 / 40)	15.00	15.00

Group E

Full-time/part-time building maintenance, security or plant operation employees.

14.26 Total hours worked in a typical week by all Group E employees	136.00	136.00 ☐ N/A
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	$10.96	$10.80 ☐ N/A
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	25.51	37.30 ☐ N/A
14.29 Total FTE Group E employees (14.26 / 40)	3.40	3.40
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	55.45	54.25
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	72.06	71.08

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32 Position Title	☐ N/A
14.33 Primary Work Area Code	☐ N/A
14.34 Education Code	☐ N/A
14.35 Total Hours/Week	☐ N/A
14.36 Number of Weeks Vacant during FY2014/15	☐ N/A
14.37a Annual Salary Range Minimum	☐ N/A
14.37b Annual Salary Range Maximum	☐ N/A

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2014/2015.

14.38 Position Title	☐ N/A
14.39 Primary Work Area Code	☐ N/A
14.40 Education Code	☐ N/A
14.41 Total Hours/Week	☐ N/A
14.42 Current Status: Filled or Unfilled	☐ N/A
14.43 Date Filled (mm/year, if applicable)	☐ N/A

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2013/14 but was not in the budget for FY2014/15.

14.44 Position Title	☐ N/A
14.45 Primary Work Area Code	☐ N/A
14.46 Education Code	☐ N/A
14.47 Total Hours/Week	☐ N/A
14.48 Date Eliminated (mm/year)	☐ N/A
14.49 Last Annual Salary Paid	☐ N/A
14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	☐ N/A

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

15.1 Monday Open?	Yes **Yes** ☐ N/A
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00 **12.00** ☐ N/A
15.3 Tuesday Open?	Yes **Yes** ☐ N/A
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00 **12.00** ☐ N/A
15.5 Wednesday Open?	Yes **Yes** ☐ N/A
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00 **12.00** ☐ N/A
15.7 Thursday Open?	Yes **Yes** ☐ N/A
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00 **12.00** ☐ N/A
15.9 Friday Open?	Yes **Yes** ☐ N/A
15.10 Based on a typical Friday, how many hours was the library open on this day?	12.00 **12.00** ☐ N/A
15.11 Saturday Open?	Yes **Yes** ☐ N/A
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00 **8.00** ☐ N/A
15.13 Sunday Open?	Yes **Yes** ☐ N/A
15.14 Based on a typical Sunday, how many hours was the library open on this day?	4.00 **4.00** ☐ N/A
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6 **6** ☐ N/A
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7 **7** ☐ N/A
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	5 **5** ☐ N/A
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,656 **2,436** ☐ N/A
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	-1 **-1** ☑ N/A
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	3,656 **2,436**
15.19 Total annual visits/attendance in the library [PLSC 501]	539,958 **378,691** ☐ N/A
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52 **36** ☐ N/A

PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1 Total Number of Adult Programs	472	203 ☐ N/A
16.2 Adult Program Attendance	5,287	2,330 ☐ N/A
16.3 Total Number of Young Adult Programs [PLSC 602]	141	88 ☐ N/A
16.4 Young Adult Program Attendance	4,136	4,230 ☐ N/A
16.5 Total Number of Children's Programs [PLSC 601]	906	559 ☐ N/A
16.6 Children's Program Attendance [PLSC 604]	27,651	17,984 ☐ N/A
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	1,519	850
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	37,074	24,544

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	28,789	29,238 ☐ N/A
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	101	117 ☐ N/A
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	$9,909.74	$10,991.25 ☐ N/A
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	28,890	29,355
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes **Yes** ☐ N/A	

RESOURCES OWNED (18.1 - 18.15)

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1 Books Held at end of the fiscal year [PLSC 450]	259,731	285,721 ☐ N/A
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of the fiscal year	40	32 ☐ N/A
18.3 Are these counts a volume count OR a title count	Title	Title ☐ N/A
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals /Serials (Print format only) Held at end of the fiscal year	414	427 ☐ N/A
18.5 Are these counts a volume count OR a title count	Title	Title ☐ N/A
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	260,185	286,180
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals /Serials (Print format only) Held at end of the fiscal year [PLSC 460]	454	459 ☐ N/A
18.8 E-books Held at end of the fiscal year [PLSC 451]	37,048	35,050 ☐ N/A
18.9a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	28,844	28,555 ☐ N/A
18.9b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	39,845	22,877 ☐ N/A
18.10a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	27,852	26,814 ☐ N/A
18.10b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	21,922	113 ☐ N/A

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11 Local License negotiated by the local library	62	64 ☐ N/A
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22	22
18.13 Other consortia within the state or region	0	1 ☐ N/A
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	84	87

Children's Holdings

18.15 Children's Holdings	128,651	131,074 ☐ N/A

USE OF RESOURCES (19.1 - 19.13)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1 Number of adult materials loaned	737,741	510,824 ☐ N/A
19.2 Number of children's materials loaned [PLSC 551]	570,563	423,214 ☐ N/A
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	1,308,304	934,038

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4 Books	759,983	560,553 ☐ N/A
19.5 Videos/DVDs	285,594	201,304 ☐ N/A
19.6 Audios (include music)	139,002	84,419 ☐ N/A
19.7 Magazines/Periodicals	41,392	27,412 ☐ N/A
19.8 Other Formats	82,333	60,350 ☐ N/A
19.9 TOTAL (Sum of 19.4-19.8)	1,308,304	934,038
19.10 Number of interlibrary loans loaned to other libraries [PLSC 553]	12,860	31,624 ☐ N/A
19.11 Number of interlibrary loans borrowed from other libraries [PLSC 554]	19,384	29,535 ☐ N/A
19.12 Does your library participate in reciprocal borrowing?	Yes **Yes** ☐ N/A	
19.13 IF YES, report the number of materials loaned	104,146	84,602 ☐ N/A
19.14 Circulation of Electronic Materials [PLSC 552]	97,231	35,176 ☐ N/A

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1 Adult Department	58,157	43,702 ☐ N/A
20.2 Children's Department	23,779	17,056 ☐ N/A
20.3 TOTAL (20.1 + 20.2) [PLSC 502]	81,936	60,758

AUTOMATION (21.1 - 21.5)

How many of the following does your library have?
Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	166	176 ☐ N/A
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	95	104 ☐ N/A
21.3 Is your library's catalog automated?	Yes **Yes** ☐ N/A	
21.4 Is your library's catalog accessible via the web?	Yes **Yes** ☐ N/A	
21.5 Does your library have a telecommunications messaging device for the hearing imparied?	Yes **Yes** ☐ N/A	

INTERNET (22.1 - 22.20)

22.1 Does your library have Internet access?	Yes **Yes** ☐ **N/A**
22.2 Does your library have wireless Internet access?	Yes **Yes** ☐ **N/A**
22.2a Wireless Sessions Per Year	180,000 ☐ **N/A**

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

22.3 Illinois Century Network (ICN)	☑ **Yes**
22.4 Other	☑ **Yes**
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	**-1** ☐ **N/A**

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

22.6 DSL	☐ **Yes**
22.6 Cable	☑ **Yes**
22.6 Wireless	☑ **Yes**
22.6 Satellite	☐ **Yes**
22.6 Fiber	☐ **Yes**
22.6 Leased Line	☑ **Yes**
22.6 Network (State, Regional, Municipal)	☑ **Yes**
22.6 Dial-up	☐ **Yes**
22.6 Don't know	☐ **Yes**
22.6 Other	☐ **Yes**
22.6 N/A	☐ **Yes**

Internet

22.7 What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more **45 Mbps or more** ☐ **N/A**
22.8 If Other, please specify	**-1**
22.9 Has your library board adopted an Internet public access policy?	Yes **Yes** ☐ **N/A**
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	90 **103** ☐ **N/A**
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	272,000 **144,355** ☐ **N/A**
22.12 Report the annual number of views of your library's homepage	572,078 **342,180** ☐ **N/A**
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes **Yes** ☐ **N/A**
22.14 Does your library utilize Internet filters?	Yes **Yes** ☐ **N/A**
22.15 IF YES, when did your library start using filters? (mm/year)	10/2003 **10/2003** ☐ **N/A**

IF YES, which Internet stations have filters?

	22.16a All	22.16b Some
Staff	☑ Yes	☐ Yes
Public	☑ Yes	☐ Yes
Children	☑ Yes	☐ Yes
Young Adult	☑ Yes	☐ Yes
Adult	☑ Yes	☐ Yes

E-RATE (23.1 - 23.3)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for the fiscal year?	Yes **Yes** ☐ N/A
23.2 IF YES, what is the dollar amount that your library was awarded for FY2014/15?	$12,023 **$5,252** ☐ N/A
23.3 Why did your library NOT participate in the E-rate program?	**-1** ☐ N/A

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$14,992 **$12,690** ☐ N/A
24.2 Does this include travel expenses?	Yes **Yes** ☐ N/A
24.3 How many hours of training did employees receive this year?	1,553.00 **1,419.50** ☐ N/A

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?	☐ N/A

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)

Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:
1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for fiscal year FY2014/2015."
NOTE: If there ARE any errors or discrepancies, please list and explain fully.
3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

[75 ILCS 16/30-65(a)(1),(c)(d)]

CERTIFICATION PAGE

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)
CERTIFICATION PAGE
FISCAL YEAR 2014/15

INSTRUCTIONS:
1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

Certification Form

Name of Community	Elmhurst
Name of Library	Elmhurst Public Library
Fiscal Year State Date:	05/01/2014
Fiscal Year End Date:	04/30/2015

Certification:

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 IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

	Signature	Date
Library Director		
President		
Secretary		