

**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)**

1.1ISL Control # [PLSC 151, PLSC 701]	30390
1.2ISL Branch # [PLSC 151, PLSC 701]	00
1.3aFSCS ID [PLSC 150, PLSC 700]	IL0273
1.3bFSCS_SEQ [PLSC 700]	002
1.4aLegal Name of Library [PLSC 152]	La Grange Public Library
1.4bIf this locked question's answer has changed, then enter the updated answer here.	
1.5aFacility Street Address [PLSC 153]	10 West Cossitt Avenue
1.5bIf this locked question's answer has changed, then enter the updated answer here.	
1.6aFacility City [PLSC 154]	La Grange
1.6bIf this locked question's answer has changed, then enter the updated answer here.	
1.7aFacility Zip [PLSC 155]	60525
1.7bIf this locked question's answer has changed, then enter the updated answer here.	
1.8aFacility Zip +4 [PLSC 156]	2391
1.8bIf this locked question's answer has changed, then enter the updated answer here.	
1.9aMailing Address [PLSC 157]	10 West Cossitt Avenue
1.9bIf this locked question's answer has changed, then enter the updated answer here.	
1.10aMailing City [PLSC 158]	La Grange
1.10bIf this locked question's answer has changed, then enter the updated answer here.	
1.11aMailing Zip [PLSC 159]	60525
1.11bIf this locked question's answer has changed, then enter the updated answer here.	
1.12aMailing Zip +4 [PLSC 160]	2391
1.12bIf this locked question's answer has changed, then enter the updated answer here.	
1.13aLibrary Telephone Number [PLSC 162]	708-215-3200
1.13bIf this locked question's answer has changed, then enter the updated answer here.	
1.14aLibrary FAX Number	708-352-1620
1.14bIf this locked question's answer has changed, then enter the updated answer here.	
1.15WWW Home Page	<a href="http://www.lagrangelibrary.org">http://www.lagrangelibrary.org</a>

**Library Director's Information**

1.16Name	Jeannie Dilger
1.17Title	Library Director
1.18Library Director's E-mail	<a href="mailto:dilgerj@lagrangelibrary.org">dilgerj@lagrangelibrary.org</a>

**Library Information**

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

**Contract for Services**

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

1.23aCounty in which the administrative entity is located [PLSC 161]	Cook
1.23bIf this locked question's answer has changed, then enter the updated answer here.	
1.23cMetropolitan Status Code [PLSC 710]	Metropolitan Area, but Not Within Central City Limits
1.24Did 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
1.26aPopulation residing in tax base (Use the latest official federal census figure) [PLSC 208]	15,550
1.26bIf this locked question's answer has changed, then enter the updated answer here.	
1.27If the population has changed from the prior year's answer, then indicate the reason.	
1.28aThis library is currently a member of what Illinois library system?	RAILS
1.28bIf this locked question's answer has changed, then enter the updated answer here.	
1.28cInterlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
1.29Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30Does this library have paid staff?	Yes
1.31Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33Is this library supported in whole or in part with public funds?	Yes
1.34Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes
1.35Number of Central Libraries [PLSC 209]	1
1.36Outlet Type Code [PLSC 709]	Central Library
1.37Administrative Structure Code [PLSC 202]	Administrative Entity with a Single Direct Service Outlet

**BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)**

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	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]	05/01/2013
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2014
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jeannie Dilger
3.5 Telephone Number	708-215-3200
3.6 FAX Number	708-352-1620
3.7 E-Mail Address	dilgerj@lagrangelibrary.org

**REFERENDA (4.1 - 4.12)**

4.1 Was your library involved in a referendum in FY2013/2014?	No
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**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)	
4.8 Annexation - Effective Date (mm/dd/year)	
4.9 Other (please specify)	
4.10 Other - Effective Date (mm/dd/year)	
4.11 Other (please specify)	
4.12 Other - Effective Date (mm/dd/year)	

**CURRENT LIBRARY BOARD (5.1 - 5.14)**

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

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

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

**Members**

5.5Name	Mary Nelson
5.6Trustee Position	Vice-President
5.7Present Term Ends (mm/year)	04/2017
5.8Telephone Number	708-354-8016
5.9E-mail Address	
5.10Home Address	1200 Carriage Lane
5.11City	La Grange
5.12State	IL
5.13Zip	60525
5.14Zip +4	2701

**Second member**

5.5Name	Tim Kelpsas
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	04/2017
5.8Telephone Number	708-927-4682
5.9E-mail Address	timatthelibrary@gmail.com
5.10Home Address	67 North Brainard Avenue
5.11City	La Grange
5.12State	IL
5.13Zip	60525
5.14Zip +4	0

**Third member**

5.5Name	William Coffee
5.6Trustee Position	Treasurer
5.7Present Term Ends (mm/year)	04/2017
5.8Telephone Number	708-354-1337
5.9E-mail Address	bencof@aol.com
5.10Home Address	320 S. Madison Ave.
5.11City	La Grange
5.12State	IL
5.13Zip	60525
5.14Zip +4	0

**Fourth member**

5.5Name	Caroline Coryell
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	04/2015
5.8Telephone Number	708-482-3584
5.9E-mail Address	linacory@hotmail.com
5.10Home Address	115 S. Spring Ave.
5.11City	La Grange
5.12State	IL
5.13Zip	60525
5.14Zip +4	0

**Fifth member**

5.5Name	Bridgette O'Connor
5.6Trustee Position	President
5.7Present Term Ends (mm/year)	04/2015
5.8Telephone Number	708-482-1107
5.9E-mail Address	carriere_99@hotmail.com
5.10Home Address	315 S. Catherine Ave.
5.11City	La Grange
5.12State	IL
5.13Zip	60525
5.14Zip +4	0

**Sixth member**

5.5Name	John Reardon
5.6Trustee Position	Secretary
5.7Present Term Ends (mm/year)	04/2015
5.8Telephone Number	312-560-0369
5.9E-mail Address	avalonjr@ameritech.net
5.10Home Address	115 S. Brainard Ave.
5.11City	La Grange
5.12State	IL
5.13Zip	60525
5.14Zip +4	0

**Seventh member**

5.5Name	Becky Spratford
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	04/2017
5.8Telephone Number	708-588-0535
5.9E-mail Address	bspratford@hotmail.com
5.10Home Address	440 S. Kensington Ave.
5.11City	La Grange
5.12State	IL
5.13Zip	60525
5.14Zip +4	0

**FRIENDS GROUP/FOUNDATION (6.1 - 6.2)**

6.1Does your library have a friends group?	Yes
6.2Does your library have a library foundation?	No

**FACILITY/FACILITIES (7.1 - 7.2)**

7.a Total square footage of the main library building [PLSC 711]	33,500
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.	
7.2 Total square footage of the branch library building(s), if applicable	
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	

**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.)?	\$8,676,040
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

**ESTIMATED REPLACEMENT COST**

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$6,058,679
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**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
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)]	GIFT FUNDS \$60,351 SPECIAL BUILDING FUND \$424,808 WORKING CASH \$154,561

**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
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)]	\$6,868,850
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)]	BOND DEBT

**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)	\$2,665,634
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**STATE GOVERNMENT**

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$15,980
9.3 Equalization aid grant	\$0
9.4 Personal property replacement tax	\$27,344
9.5 Educate and Automate grants (an IL State Library grant)	\$0
9.6 Other	\$50,000
9.7 If Other, please specify	Legislative Initiative Grant
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$93,324

**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	\$0
9.10 E-Rate funds received	\$0
9.11 Other federal funds received	\$0
9.12 If Other, please specify	
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$0

**OTHER INCOME**

9.14 Bill and Melinda Gates Foundation grant monies received	\$0
9.15a Other receipts intended to be used for operating expenditures	\$49,386
9.15b Other non-capital receipts placed in reserve funds	\$0
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$49,386



**TOTAL OPERATING RECEIPTS**

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

9.17TOTAL receipts ( 9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$2,808,344
9.18The library safeguards its funds using which option?	Insurance Policy/Instrument
9.19What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,500,000
9.20aIs the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	-1
9.20bIs 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
9.21The designated custodian of the library's funds is:	Library Treasurer
9.22Is 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

**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)]

10.1Salaries and wages for all library staff [PLSC 350]	\$1,021,033
10.2Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$330,368
10.3Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$1,351,401
10.4If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.	-1

**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)]

11.1Printed Materials [PLSC 353]	\$151,666
11.2Electronic Materials [PLSC 354]	\$49,188
11.3Other Materials [PLSC 355]	\$42,020
11.4TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$242,874

**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]	\$1,035,744
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$2,630,019
12.3 Children's Materials Expenditures	\$54,939

**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
13.1b Local Government: Other	\$0
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	\$0
13.2 State Government [PLSC 401]	\$0
13.3 Federal Government [PLSC 402]	\$0
13.4 Other [PLSC 403]	\$861
13.5 If Other, please specify	Interest & Gifts
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$861

**CAPITAL EXPENDITURES**

13.7 Total Capital Expenditures [PLSC 405]	\$69,054
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**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 LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1Position Title	Library Director
14.2Primary Work Area Code	Library Director
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	37.50
14.1Position Title	Head of Reference and Reader Services
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	Reference
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	37.50
14.1Position Title	Head of Technical Services
14.2Primary Work Area Code	Collection Development Acquisitions
14.3Secondary Work Area Code [OPTIONAL]	Cataloging
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	37.50
14.1Position Title	Head of Youth Services
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	37.50
14.1Position Title	Reference/Programming Librarian
14.2Primary Work Area Code	Reference
14.3Secondary Work Area Code [OPTIONAL]	Adult Services
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	37.50
14.1Position Title	Reference and Reader Services Librarian
14.2Primary Work Area Code	Reference

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14.3Secondary Work Area Code [OPTIONAL]	Adult Services
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	37.50
14.1Position Title	Reference and Reader Services Librarian
14.2Primary Work Area Code	Reference
14.3Secondary Work Area Code [OPTIONAL]	Adult Services
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	
14.7Total Hours/Week	20.00
14.1Position Title	Reference and Reader Services Librarian
14.2Primary Work Area Code	Reference
14.3Secondary Work Area Code [OPTIONAL]	Adult Services
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	25.00
14.1Position Title	Youth Services Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	37.50
14.1Position Title	Young Adult Librarian
14.2Primary Work Area Code	Young Adult Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	37.50
14.1Position Title	Digital Services Librarian
14.2Primary Work Area Code	Automation/Technology/Systems
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	
14.7Total Hours/Week	25.00

**Group A Total**

14.8Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	9.25
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**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.

14.9Position Title	Head of Patron Services
14.10Primary Work Area Code	Circulation
14.11Secondary Work Area Code [OPTIONAL]	
14.12Education Code	Less than a Bachelor's degree with LTA
14.13Sex	Female
14.14Hourly Rate	
14.15Total Hours/Week	37.50
14.9Position Title	Assistant Head of Youth Services
14.10Primary Work Area Code	Children's Services
14.11Secondary Work Area Code [OPTIONAL]	
14.12Education Code	Bachelor's Degree: No library science
14.13Sex	Female
14.14Hourly Rate	
14.15Total Hours/Week	37.50

**Group B Total**

14.16Total Group B: FTE Other Librarians (14.15/40)	1.88
14.17Total FTE Librarians (14.8 + 14.16) [PLSC 251]	11.13

**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.

14.18Total hours worked in a typical week by all Group C employees	516.00
14.19Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.18
14.20Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$21.85
14.21Total FTE Group C employees (14.18 / 40)	12.90

**Group D**

Full-time/part-time pages or shelvers.

14.22Total hours worked in a typical week by all Group D employees	91.00
14.23Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.25
14.24Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$8.96
14.25Total FTE Group D employees (14.22 / 40)	2.28

**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	25.00
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$16.37
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	16.37
14.29 Total FTE Group E employees (14.26 / 40)	0.63
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	15.80
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	26.93

**Librarian Vacancies**

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

14.32 Position Title	
14.33 Primary Work Area Code	
14.34 Education Code	
14.35 Total Hours/Week	
14.36 Number of Weeks Vacant during FY2013/14	
14.37a Annual Salary Range Minimum	
14.37b Annual Salary Range Maximum	

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created in FY2013/2014.

14.38 Position Title	Digital Services Librarian
14.39 Primary Work Area Code	Automation/Technology/Systems
14.40 Education Code	Master's Degree (ALA accredited)
14.41 Total Hours/Week	37.50
14.42 Current Status: Filled or Unfilled	Filled
14.43 Date Filled (mm/year, if applicable)	04/2014

**Eliminated Librarian Positions**

An eliminated librarian position is one that was budgeted for in FY2012/13 but was not in the budget for FY2013/14.

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

**SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)**

15.1 Monday Open?	Yes
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	Yes
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00
15.5 Wednesday Open?	Yes
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	Yes
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	Yes
15.10 Based on a typical Friday, how many hours was the library open on this day?	12.00
15.11 Saturday Open?	Yes
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00
15.13 Sunday Open?	Yes
15.14 Based on a typical Sunday, how many hours was the library open on this day?	4.00
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
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
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
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,544
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	-1
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	3,544
15.19 Total annual visits/attendance in the library [PLSC 501]	195,060
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

**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	169
16.2 Adult Program Attendance	2,213
16.3 Total Number of Young Adult Programs [PLSC 602]	97
16.4 Young Adult Program Attendance	2,056
16.5 Total Number of Children's Programs [PLSC 601]	424
16.6 Children's Program Attendance [PLSC 604]	15,555
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	690
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	19,824

**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.	12,412
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	131
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?	\$3,711.00
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	12,543
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes



**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)]

18.1Books Held at end of the fiscal year [PLSC 450]	96,481
18.2Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of the fiscal year	15
18.3Are these counts a volume count OR a title count	Title
18.4Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year	279
18.5Are these counts a volume count OR a title count	Title
18.6Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	96,775
18.7Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year [PLSC 460]	294
18.8E-books Held at end of the fiscal year [PLSC 451]	20,742
18.9aAudio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	6,054
18.9bAudio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	3,450
18.10aDVDs/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)]	5,402
18.10bDVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	108

**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.

18.11Local License negotiated by the local library	22
18.12State License negotiated by the Illinois State Library [PLSC 457]	22
18.13Other consortia within the state or region	27
18.14Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	71

**Children's Holdings**

18.15Children's Holdings	34,279
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**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.

19.1Number of adult materials loaned	145,663
19.2Number of children's materials loaned [PLSC 551]	125,394
19.3Total number of materials loaned (19.1 + 19.2) [PLSC 550]	271,057

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

19.4Books	165,025
19.5Videos/DVDs	51,635
19.6Audios (include music)	18,063
19.7Magazines/Periodicals	5,622
19.8Other Formats	30,712
19.9TOTAL (Sum of 19.4-19.8)	271,057
19.10Number of interlibrary loans loaned to other libraries [PLSC 553]	29,094
19.11Number of interlibrary loans borrowed from other libraries [PLSC 554]	29,796
19.12Does your library participate in reciprocal borrowing?	Yes
19.13IF YES, report the number of materials loaned	63,437
19.14Circulation of Electronic Materials [PLSC 552]	12,317

**REFERENCE QUESTIONS (20.1 - 20.3)**

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

20.1Adult Department	11,254
20.2Children's Department	12,495
20.3TOTAL (20.1 + 20.2) [PLSC 502]	23,749

**AUTOMATION (21.1 - 21.5)**

How many of the following does your library have?

Windows/PC Compatible Computers

21.1Total number of ALL computers in the library	82
21.2Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	48
21.3Is your library's catalog automated?	Yes
21.4Is your library's catalog accessible via the web?	Yes
21.5Does your library have a telecommunications messaging device for the hearing impaired?	No

**INTERNET (22.1 - 22.20)**

22.1Does your library have Internet access?	Yes
22.2Does your library have wireless Internet access?	Yes

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

22.3Illinois Century Network (ICN)	Yes
22.4Other	Yes
22.5If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	

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

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

Internet

22.7What is the maximum speed of your library's Internet connection? (Select one)	6.4 - 43 Mbps
22.8If Other, please specify	
22.9Has your library board adopted an Internet public access policy?	Yes
22.10How many Internet computers does your library have available for public use? [PLSC 650]	45
22.11Report the number of in-library users of public Internet computers in a year [PLSC 651]	21,196
22.12Report the annual number of views of your library's homepage	234,216
22.13Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	No
22.14Does your library utilize Internet filters?	No
22.15IF YES, when did your library start using filters? (mm/year)	

E-RATE (23.1 - 23.3)

23.1Did your library apply directly for E-rate (telecommunications discounts) for the fiscal year?	No
23.2IF YES, what is the dollar amount that your library was awarded for FY2013/14?	
23.3Why did your library NOT participate in the E-rate program?	Negligible benefit

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$12,608
24.2Does this include travel expenses?	Yes
24.3How many hours of training did employees receive this year?	1,445.00

**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?	Thanks for auto-populating trustees this year from last year. Saved a lot of time. Would help to do the same for personnel, who rarely change year to year.
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**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 FY2013/2014."  
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 2013/14

**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	La Grange
Name of Library	La Grange Public Library
Fiscal Year State Date:	05/01/2013
Fiscal Year End Date:	04/30/2014

**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; 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		

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
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 Submit/Lock 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.

18.8 Purchased a large number of EBooks and added them to our catalog.(3039000-2014-06-10)