

## **ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) OVERVIEW & VITAL INFORMATION**

### **IPLAR PURPOSES**

The collection of Illinois public library information and statistics serves these purposes:

The Illinois State Library, a division of the Illinois Office of the Secretary of State, is the agency charged by the *Illinois Compiled Statutes* [hereinafter referred to as ILCS] to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)].

The Illinois State Library is a participant in the Institute of Museum and Library Services (IMLS) Public Library Statistics Cooperative (PLSC) that requires the collection of a core set of national public library data. All fifty states are participants in this data collection, analysis, and comparison program. PLSC questions are coded using this designation [PLSC ###], where ### indicates the PLSC question number.

Public libraries are encouraged to utilize the collected data, both at the state and federal levels, to compare themselves with their peers at the regional, state, and national levels.

### **IPLAR LEGAL DEADLINES**

The IPLAR deadlines are detailed in the *Illinois Compiled Statutes* [hereinafter referred to as ILCS]:

- For “municipal” (city, town, township, and village) libraries: the deadline is within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For “public library districts”: the deadline is on or before September 1 of each year [75 ILCS 16/30-65].

Non-compliance/non-submission of a web and paper based IPLAR is a violation of Illinois library law and jeopardizes a public library’s receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to: Public Library Per Capita and Equalization Aid, Live and Learn Public Library Construction, and Library Services and Technology Act (LSTA).

### **AUTOMATION VENDOR**

Counting Opinions (SQUIRE) Ltd. is the automation vendor for the IPLAR. The online tool designed to collect the IPLAR data is LibPAS. Approximately 13 of the 50 states use LibPAS to collect and report the public library annual report data.

For more information about using LibPAS select the PDF instructions or Help links. LibPAS is: (1) supported on both Windows and MAC operating systems and (2) best viewed using the most recent version of Chrome, Firefox, Safari, Opera, or Internet Explorer.

## **IPLAR GENERAL INFORMATION**

For the FY2012 IPLAR, the fiscal year must **END** on one day during this timeframe: July 1, 2011 – June 30, 2012.

In LibPAS, read all the information in the Data Input Instructions pdf or Help link (LibPAS information) and the Survey Instructions PDF or Instructions tab (Illinois State Library information) before you start filling out the survey (web IPLAR)!

**Recommendation:** Print a copy of both the Survey Instructions and Data Input Instructions using the PDF links.

Questions about specific topics should be referred as noted below:

- **USERNAME/PASSWORD:** Becky Hunter, [bhunter1@ilsos.net](mailto:bhunter1@ilsos.net), 217-782-7849 or 1-800-665-5576 x1, Illinois State Library;
- **SOFTWARE OR TECHNOLOGY ISSUES:** LibPAS Help Desk, 1-800-521-4930;
- **CONTENT/SUBJECT MATTER:** Robert Jones, [rjones1@ilsos.net](mailto:rjones1@ilsos.net), 217-785-1168 or 1-800-665-5576 x1, Illinois State Library;
- **EDIT CHECKS:** Robert Jones, [rjones1@ilsos.net](mailto:rjones1@ilsos.net), 217-785-1168 or 1-800-665-5576 x1, Illinois State Library.

## **TROUBLESHOOTING TIPS**

Make sure you are using:

- the correct URL: <http://il.countingopinions.com>;
- the correct User Name and Password; and,
- Adobe version 8.0 or above for PDF printing.

## **SURVEY/QUESTION FORMAT**

**Question Format:** The basic format for each question is: Checkbox (flag), Question Number, Question, Notes, and Answer Blank for Current Year Data. The previous year's answers will display to the right of the current year answer.

**Current Year Data Answer Blank:** The answer blank for the current year data may: be pre-populated with data collected by the Illinois State Library or other data; be blank for completion; have drop down menus for appropriate choices; be locked (grayed out) in order to perform mathematical calculations or for ISL to answer specific questions (The user can cursor over these fields, but the user will not be able to input data.); OR, be a repeating group (more explanation of repeating groups is contained in this document).

**Flag a Question:** The user can flag a question as a reminder that the question is incomplete and needs further work or investigation. Check the box next to the question to flag a question.

**Notes/Annotations:** Select the notepad icon associated with the question to add a note. You may be prompted to enter a note if the data entered triggers an edit check.

**Question Notes:** Private or local notes can be added by selecting a question link. These local notes are not shared and can be used to store a local definition or process used to gather the information.

## **HELP INTERPRETING/UNDERSTANDING THE QUESTIONS**

- **Online Help:** The Help link or Data Input Instructions PDF provides instructions on using LibPAS.
- **Instructions:** Online definitions are available in the survey (web IPLAR) by clicking on any question number. All of the information that is available in online help is also accessible and can be printed by clicking on the Instructions link (links are at the top of the LibPAS webpage).

## **EVERY QUESTION MUST BE ANSWERED**

- **Question Not Applicable or Answer Not Known:** For all questions that do not apply (branches, referenda, district supplement if the library type is not a public library district, etc.) **OR** that the answer is not known, the user must enter either a zero or select the N/A checkbox; otherwise the user will NOT be able to electronically submit the IPLAR.
- **Valid Responses to Questions:** Use the guidelines below for supplying appropriate answers to questions:
  - Enter “0” if the appropriate answer is “zero.” (Use zero not alpha “o.”)
  - Enter an estimate when an exact figure is not known—if the estimate can be pragmatically determined.
  - Select "N/A" when the library does NOT know the answer, collect the data, or is unable to supply the data.

## QUESTION TYPES

**Locked Questions/Answer Blanks for ISL to Answer:** These are the questions that are locked (grayed out) for the Illinois State Library to answer.

**“A,” “B,” and “C” Questions:** Some questions have an “a,” “b,” and sometimes a “c” component. If data has been pre-populated, then the “A” component is locked (grayed out). If the answer has changed enter the correct answer in the “B” component. This quickly alerts Illinois State Library staff to changes that must be made or that will need to be fixed before our State’s data is submitted to the federal level. The “C” questions captures the reason why the data varies from one year to another.

**Locked Questions/Answer Blanks that Perform Mathematical Computations:** These questions are locked (grayed out), and the resulting answers are mathematical formula computations.

**Repeating row questions:** Repeating rows are a “group” of repeatable questions that allow the user to add as many rows of the same questions needed. Repeating rows are generated dynamically. IPLAR has the following repeating rows:

- Contract Libraries (Question 1.22)
- Branches (Questions 2.3 – 2.18)
- Referenda (Questions 4.2 – 4.6)
- Board Members (Questions 5.5 – 5.14)
- Librarians: ALA-MLS (Questions 14.1 – 14.7)
- Other Librarians: Non ALA-MLS (Questions 14.9 – 14.15)
- Librarian Vacancies (Questions 14.32 – 14.37b)
- Newly Created Librarian Positions (Questions 14.38 – 14.43)
- Eliminated Librarian Positions (Questions 14.44 – 14.50)

**Narrative Questions:** Narrative questions permit question answers to exceed 250 characters. The IPLAR narrative questions are identified by Input Answer.

## FORMATTING ANSWERS FOR DATES AND PHONE NUMBERS

Format dates and phone/fax numbers as indicated below:

**Dates:** Answer “date” questions using the format indicated at the question’s end: mm/dd/year or mm/year.

**Phone/Fax:** Answer phone/fax questions using the format: xxx-xxx-xxxx.

## CERTIFICATION PAGE

For the Certification Page, data should pre-populate from IPLAR answers for Name of Community, Name of Library, Fiscal Year Start Date, and Fiscal Year End Date when

you select the Print option on the Data Input screen. When you select the Certification Page link on the homepage, the form will be blank.

## **IPLAR COMPLETION AND SUBMISSION PROCESSES: BASIC STEPS**

1. Access the survey (web IPLAR) at this URL: <http://il.countingopinions.com>.
2. In LibPAS, read all the information in the Data Input Instructions or help links (LibPAS information) and the Instructions link (Illinois State Library information).
3. Click and explore the main links at the top of the Data Input screen:
  - Home
  - Print
  - Instructions
  - Help
4. Print an IPLAR Working Copy & all the questions' Help/Instructions:
  - Print the IPLAR worksheet in order to gather data and prepare a working draft by selecting Print on the Data Input screen or the Instructions link on the homepage.
  - Help is available on the homepage and on the help link.
5. Complete a working paper draft, then enter responses into the survey (web IPLAR).
6. When you have completed **all** the data entry into the survey (web IPLAR), then select the verify button to view and resolve:

### **A. EDIT CHECKS**

**NOTE: All edit checks must be answered before the survey (web IPLAR) can be submitted.**

#### **WHAT IS AN EDIT CHECK?**

- An edit check is a data comparison of your previous year's answer to the current year's answer. Edit checks result when a current year answer is EITHER exactly the same as the previous year's answer OR when the answer exceeds or drops below a national ratio (based on data collected from all 50 states). Edit checks are also generated when a question is answered for the current year and the question was not answered in the previous year.
- An edit check does NOT indicate that you have answered the question with a wrong answer. Instead, the purpose of an edit check is for you to explain why your answer is exactly the same as the previous year's OR why the data significantly increased or decreased from the previous year's answer.

## RESOLVING EDIT CHECKS

- Log into LibPAS: <http://il.countingopinions.com>;
- Select the IPLAR FY2012;
- Most edit checks will be triggered when data is entered into the fields. Some edit checks will be flagged when you verify or attempt to submit your data.
- Once the form is complete, select 'Verify';
- The question/edit check will either trigger a notepad icon to appear on the screen which describes why the edit check failed and will ask for an annotation, if an annotation is not provided the data will need to be updated. Submit-time edit checks will be highlighted in red, select the notepad icon associated with the question to add an annotation.

Example:

CURRENT ANSWER IS THE SAME OR DIFFERS FROM THE PREVIOUS YEAR'S ANSWER: Enter a brief, pragmatic explanation why the current answer is the same or differs from the previous year's answer—that is really all an edit check is! Sample responses to edit checks might be: Less money for materials because the staff received raises; No e-books because our library discontinued the service; DVD/video collection was weeded heavily. .

## B. UNANSWERED QUESTIONS

All **REQUIRED** unanswered questions must be resolved before the survey (web IPLAR) can be electronically submitted. These may include questions that you accidentally missed, flagged to return to later, or simply are not applicable and need to be answered with a N/A or a zero.

## C. FLAGGED QUESTIONS

Flagged questions are questions that you have checked to answer/revisit after gathering appropriate information.

Before submitting your report you need to review these questions to make sure they have been answered.

### 7. Submitting the Survey (web IPLAR and Paper): **Preliminary Steps**

Step 1: Resolve all **edit checks** and all **required unanswered questions**.

Step 2: Print 2 copies (one each for the Illinois State Library and your files).

Make sure you have printed your Certification Page.

### 8. Submitting the Survey (web IPLAR): **Electronic Submission**

To electronically submit the survey (web IPLAR):

- click Submit/Lock

**9. Submitting the Survey (IPLAR): Paper Submission**

a. Obtain original signatures for your certification page.

b. Complete, if your library type is a public library district, the Secretary's Audit as a separate paper component.

c. Compile two copies of the completed IPLAR paper components. Each packet, **for all public library types**, should contain:

- the survey (web IPLAR paper copies);
- the signed Certification page (The one with original signatures is for the Illinois State Library. The copies for your files need not contain the original signatures in ink.);
- if applicable, written verification of official population changes certified by the U.S. Census Bureau and filed with the Illinois Office of the Secretary of State Index Department or legal verification for annexations (copies);
- if applicable, each referendum held during the past fiscal year (copies);
- if applicable, in lieu of a surety bond, the library must attach the certificate of insurance per 75 ILCS 5/4-9.

d. In addition to the above components, the **public library district packet** should contain the Secretary's Audit (The one with original signatures in ink is for the Illinois State Library. The copies for your files need not contain the original signatures).

e. Submit the completed paper IPLAR packets, as noted above, per these instructions:

- mail, via the United States Postal Service, one set (with originals or copies as noted above) directly to: Illinois State Library, Gwendolyn Brooks Building, ATTN: IPLAR, 300 South Second Street, Springfield, IL 62701-1796, and
- retain one set for your files.

## DEFINITIONS

- 1.1 ISL Control # [PLSC 151, PLSC 701] This locked question will be answered by the State Data Coordinator. This is the state-assigned identification code for the administrative entity.
- 1.2 ISL Branch # [PLSC 151, PLSC This locked question will be answered by the

	701]	State Data Coordinator. This is the state-assigned branch identification code for the administrative entity's main/central library.
1.3a	FSCS ID # [PLSC 150, PLSC 700]	This locked question will be answered by the State Data Coordinator. This is the identification code assigned at the federal level to the administrative entity.
1.3b	FSCS_SEQ [PLSC 700]	This locked question will be answered by the State Data Coordinator. This is the identification code assigned at the federal level to the administrative entity.
1.4a	Legal Name of Library [PLSC 152]	This is the legal name of the administrative entity. Note: Provide the name of the public library. Do not use acronyms. Do not abbreviate the name.
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.4b	If this locked question's answer has changed, then enter the updated answer here.	
1.5a	Facility Street Address [PLSC 153]	This is the complete street address of the administrative entity. Do not abbreviate. Note: Do not report a post office box or general delivery.
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.5b	If this locked question's answer has changed, then enter the updated answer here.	
1.6a	Facility City [PLSC 154]	This is the city or town in which the administrative entity is located.
		If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
1.6b	If this locked question's answer has changed, then enter the updated answer here.	



- 1.7a Facility Zip [PLSC 155] This is the standard five-digit postal zip code for the street address of the administrative entity. <http://zip4.usps.com/zip4/welcome.jsp>
- If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
- 1.7b If this locked question's answer has changed, then enter the updated answer here.
- 1.8a Facility Zip +4 [PLSC 156] This is the four-digit postal ZIP code extension for the street address of the administrative entity. <http://zip4.usps.com/zip4/welcome.jsp>
- If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
- 1.8b If this locked question's answer has changed, then enter the updated answer here.
- 1.9a Mailing Address [PLSC 157] This is the mailing address of the administrative entity. Do not abbreviate.
- If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
- 1.9b If this locked question's answer has changed, then enter the updated answer here.
- 1.10a Mailing City [PLSC 158] This is the city or town of the mailing address for the administrative entity.
- If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
- 1.10b If this locked question's answer has changed, then enter the updated answer here.
- 1.11a Mailing Zip [PLSC 159] This is the standard five-digit postal ZIP code for the mailing address of the administrative entity. <http://zip4.usps.com/zip4/welcome.jsp>

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

1.11b If this locked question's answer has changed, then enter the updated answer here.

1.12a Mailing Zip +4 [PLSC 160]

This is the four-digit postal ZIP code extension for the mailing address of the administrative entity. <http://zip4.usps.com/zip4/welcome.jsp>

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

1.12b If this locked question's answer has changed, then enter the updated answer here.

1.13a Library Telephone Number [PLSC 162]

This is the telephone number of the administrative entity, including area code. Format the answer with numbers and hyphens only: xxx-xxx-xxxx.

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

1.13b If this locked question's answer has changed, then enter the updated answer here.

1.14a Library FAX Number

This is the fax number of the administrative entity, including area code. Format the answer with numbers and hyphens only: xxx-xxx-xxxx.

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

1.14b If this locked question's answer has changed, then enter the updated answer here.

1.15 WWW Home Page [PLSC 163]

This is the Web address of the administrative entity. http:// Note: If the Administrative Entity has no web address, enter -3 (for Not Applicable).

- 1.16 Name
- 1.17 Title
- 1.18 Library Director's E-mail

1.19a Type of library

- City (CI)
- County (CO)
- District (DI)
- Park (PK)
- Town (TO)
- Township (TS)
- Village (VI)
- Other (OT)

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

1.19b If this locked question's answer has changed, then enter the updated answer here.

1.19c Legal Basis Code [PLSC 201]

This locked question will be answered by the State Data Coordinator.

The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library.

Select one of the following:

CC - City/County.

CI - Municipal (City, Town, Township, Village).

CO - County/Parish.

LD - Library District.

MJ - Multi-jurisdictional.

NL - Native American Tribal Government.

NP - Non-profit Association or Agency.

SD - School District.

OT - Other.

1.19d Geographic Code [PLSC 204] This locked question will be answered by the State Data Coordinator.

Code based on the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue.

CI1 - Municipal (exactly)

CI2 - Municipal (most nearly)

CO1 - County/Parish (exactly)

CO2 - County/Parish (most nearly)

MA1 - Metropolitan Area (exactly)

MA2 - Metropolitan Area (most nearly)

MC1 - Multi-County (exactly)

MC2 - Multi-County (most nearly)

SD1 - School District (exactly)

SD2 - School District (most nearly)

OTH - Other

1.20 Is your library a combined public and school library? Yes  
No

1.21 Does your library contract with another library to **RECEIVE ALL** your library services? Yes  
No

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

1.23a County in which the administrative entity is located [PLSC 161] County in which the administrative entity is located. Answer using the primary county only! Select the appropriate county from the drop down.

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

1.23b If this locked question's answer has changed, then enter the updated answer here.

1.23c Metropolitan Status Code This locked question will be answered by the

[PLSC 710]	State Data Coordinator.
	CC - Central City NC - Metropolitan Area NO - Not Metropolitan
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)]	Answer yes to this question, if there has been any change to the administrative entity's legal service area boundaries during the past year; otherwise answer no.
1.25 IF YES, indicate the reason for the boundary change	Annexation Disconnect Other N/A
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	If the current population is different from the previous year's population, then send the Illinois State Library the LEGAL verification of that population change.
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.	If the current population is different from the previous year's population, then send the Illinois State Library the LEGAL verification of that population change.  Special Census Annexation Disconnect Other N/A
1.28a This library is currently a member of what Illinois library system?	This locked question will be answered by the State Data Coordinator.  Chicago Public (CLS) Illinois Heartland (IHLS) Reaching Across Illinois (RAILS) Not in a library system (NONE)
	If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

- 1.28b If this locked question's answer has changed, then enter the updated answer here.
- 1.28c Interlibrary Relationship Code [PLSC 200] This locked question will be answered by the State Data Coordinator.
- Select one of the following:
- HQ-Headquarters of a Federation or Cooperative.
- ME-Member of a Federation or Cooperative.
- NO-Not a 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  
No  
N/A
- 1.30 Does this library have paid staff? Yes  
No  
N/A
- 1.31 Does this library have an established schedule in which services of the staff are available to the public? Yes  
No  
N/A
- 1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule? Yes  
No  
N/A
- 1.33 Is this library supported in whole or in part with public funds? Yes  
No  
N/A
- 1.34 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] (If you answered YES to each question 1.29 -1.33, then answer this question Yes. If you answered NO to any question 1.29 -1.33, then answer this question No.) Does this public library meet all the criteria of the PLSC public library definition?  
  
A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:  
  
1. An organized collection of printed or other

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

Note: If the library meets all of the requirements of this definition, respond with a Yes. If the library does not meet one or more of the requirements, respond with a No. If the library is a contractual library, respond with a N/A.

1.35 Number of Central Libraries [PLSC 209] This locked question will be answered by the State Data Coordinator.

- 1
- 0
- 1

1.36 Outlet Type Code [PLSC 709] This locked question will be answered by the State Data Coordinator.

- CE - Central
- 1 - Contractual

1.37 Administrative Structure Code [PLSC 202] This locked question will be answered by the State Data Coordinator.

SO: Single Direct Service Outlet: Serves the public directly with ONLY ONE service outlet--EITHER a central library OR a bookmobile OR a books-by-mail program.

MO: Administrative Entity with Multiple Direct Service Outlets: The Administrative Offices are NOT separate. Serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), AND/OR books by mail.

MA: Administrative Entity with Multiple Direct Service Outlets: The Administrative

Offices are located in a separate physical location/facility rather than in the same facility(ies) as the actual library service unit(s). Serves the public directly with two or more service outlets, including some combination of one central library, branch(es), bookmobile(s), AND/OR books by mail.

-1 - Contractual Library.

- |      |   |  |
|------|---|--|
| 2.1  | Total number of bookmobiles [PLSC 211 & PLSC 712]                                 | A bookmobile is at least all of the following: a truck or van that carries an organized collection of library materials; paid staff; and, regularly scheduled hours open to the public. Count the number of vehicles in use, not the number of stops the vehicle makes.  |
| 2.2  | Total number of branch libraries [PLSC 210]                                       | A branch library is an auxiliary unit of an administrative entity which has at least all of the following:<br><br><ol style="list-style-type: none"><li>1. Separate quarters;</li><li>2. An organized collection of library materials;</li><li>3. Paid staff; and</li><li>4. Regularly scheduled hours for being open to the public.</li></ol> |
| 2.3a | Branch or Bookmobile Legal Name [PLSC 702]  | This is the legal name of the outlet. Note: Provide the name of the outlet. Do not use acronyms. Do not abbreviate the name.<br><br>If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.  |
| 2.3b | If this locked question's answer has changed, then enter the updated answer here. |  |
| 2.4  | ISL Control # [PLSC 701]  | This locked question will be answered by the State Data Coordinator. This is the state-assigned identification code for the outlet.  |
| 2.5  | ISL Branch # [PLSC 701]   | This locked question will be answered by the State Data Coordinator. This is the state-assigned branch identification code for each individual branch of the administrative entity.  |
| 2.6a | Street Address [PLSC 703]   | This is the complete street address of the outlet. Do not abbreviate. Note: Do not report a post   |



office box or general delivery.

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

2.6b If this locked question's answer has changed, then enter the updated answer here.

2.7a City [PLSC 704]

This is the city or town in which the outlet is located.

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

2.7b If this locked question's answer has changed, then enter the updated answer here.

2.8a Zip [PLSC 705]

This is the standard five-digit postal ZIP code for the street address of the outlet.

<http://zip4.usps.com/zip4/welcome.jsp>

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

2.8b If this locked question's answer has changed, then enter the updated answer here.

2.9a Zip +4 [PLSC 706]

This is the four-digit postal ZIP code extension for the street address of the outlet.

<http://zip4.usps.com/zip4/welcome.jsp>

If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.

2.9b If this locked question's answer has changed, then enter the updated answer here.

2.10a County [PLSC 707]

This is the county in which the outlet is located. Select the appropriate county from the drop down.

If this locked question's answer has changed,

then enter the updated answer in the “b” component for this question.

2.10b If this locked question's answer has changed, then enter the updated answer here.

2.11a Telephone [PLSC 708]

This is the telephone number of the outlet, including area code. Format the answer with numbers and hyphens only: xxx-xxx-xxxx.

If this locked question’s answer has changed, then enter the updated answer in the “b” component for this question.

2.11b If this locked question's answer has changed, then enter the updated answer here.

2.12a Square Footage [PLSC 711]

Provide the area, in square feet, of the public library. Report the total area in square feet for each library outlet separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

If this locked question’s answer has changed, then enter the updated answer in the “b” component for this question.

2.12b If this locked question's answer has changed, then enter the updated answer here.

2.12c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.

New building  
Temporary facility  
Remodel  
Measured for accuracy  
Other  
N/A

2.13 Outlet Type Code [PLSC 709]

This locked question will be answered by the State Data Coordinator.

An outlet is a unit of an administrative entity that provides direct public library service.

- Select one of the following:  
 BM-Books-by-Mail Only.  
 BR-Branch Library.  
 BS-Bookobile(s).
- 2.14 Metropolitan Status Code [PLSC 710] This locked question will be answered by the State Data Coordinator.
- Select one of the following:  
 CC-Central City.  
 NC-Metropolitan Area, but Not Within Central City Limits  
 NO-Not in a Metropolitan Area.  
 Bookmobiles should report the code which best describes their primary service area.
- 2.15 FSCS ID [PLSC 700] This locked question will be answered by the State Data Coordinator. This is the identification code assigned at the federal level to the administrative entity.
- 2.16 FSCS\_SEQ [PLSC 700] This locked question will be answered by the State Data Coordinator. This is the identification code assigned at the federal level to the administrative entity.
- 2.17 Total public service hours **PER YEAR** for this branch or bookmobile [PLSC 713] For each outlet, calculate the actual **ANNUAL** amount of hours open for **public service**.
- For each bookmobile, count only the hours during which the bookmobile is open to the public.
- Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.
- 2.18 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714] This is the number of weeks during the year that the branch or bookmobile was open to the public. The count should be based on the number of weeks that the branch or bookmobile was open for half or more of its regular scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count.

- 3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206] This is the starting date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted. Answer using month/day/year format: mm/dd/year.
- 3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207] This is the ending date (month, day, and year) for a 12-month period that applies to the administrative entity's data being submitted. Answer using month/day/year format: mm/dd/year.
- 3.3 Number of months in this fiscal year
- 3.4 Name of person preparing this annual report
- 3.5 Telephone Number Include area code. Format the answer with numbers and hyphens only: xxx-xxx-xxxx.
- 3.6 FAX Number Include area code. Format the answer with numbers and hyphens only: xxx-xxx-xxxx.
- 3.7 E-Mail Address
- 4.1 Was your library involved in a referendum in FY2011/2012? IF YES, send the Illinois State Library a copy of the ballot(s) or a statement of the proposition(s) as presented to the voters.
- 4.2 Referendum Type  
Annexation  
Conversion  
District Establishment  
Public Library Establishment  
Bond Issue  
Maintenance Tax  
Tax Increase  
Restoration Tax  
Mortgage Tax  
Working Cash Fund  
Other (specify)  
N/A
- 4.3 If Other, what was the referendum type?
- 4.4 Referendum Date (mm/dd/year) Answer using month/day/year format: mm/dd/year
- 4.5 Passed or Failed?  
Passed  
Failed  
N/A

- 4.6 Effective Date (mm/dd/year) Answer using month/day/year format:  
mm/dd/year
- 4.7 Conversion - Effective Date (mm/dd/year) Answer using month/day/year format:  
mm/dd/year
- 4.8 Annexation - Effective Date (mm/dd/year) Answer using month/day/year format:  
mm/dd/year
- 4.9 Other (please specify)
- 4.10 Other - Effective Date (mm/dd/year) Answer using month/day/year format:  
mm/dd/year
- 4.11 Other (please specify)
- 4.12 Other - Effective Date (mm/dd/year) Answer using month/day/year format:  
mm/dd/year
- 5.1 Total number of board seats
- 5.2 Total number of vacant board seats
- 5.3 In accordance with current Illinois Library Laws, subject to the type of public library, 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  
No
- 5.4 IF NO, please explain
- 5.5 Name
- 5.6 Trustee Position President  
Vice-President  
Secretary  
Treasurer  
Secretary/Treasurer  
Other
- 5.7 Present Term Ends (mm/year) Answer using month and year.
- 5.8 Telephone Number Include area code. Format the answer with numbers and hyphens only: xxx-xxx-xxxx.
- 5.9 E-mail Address
- 5.10 Home Address This is the complete street address. Do not abbreviate.

5.11	City	
5.12	State	
5.13	Zip	This is the standard five-digit postal ZIP code for the mailing address of the trustee. <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a>
5.14	Zip +4	This is the four-digit postal ZIP code extension for the mailing address of the trustee. <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a>
6.1	Does your library have a "friends" group?	Yes No N/A
6.2	Does your library have a library foundation?	Yes No N/A
7.1a	Total square footage of the main library building [PLSC 711]	Report the total square footage of the main library building. Exclude the square footage of any branch library buildings. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.  If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.
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.	New building Temporary facility Remodel Measured for accuracy Other N/A
7.2	Total square footage of the branch library building(s), if applicable	Report the total square footage of the branch library building(s). NOTE: If there is more than one branch library building, report the combined total square footage. Exclude the square footage of the main library building. This is the area on all floors enclosed by the

outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

- |      |   |  |
|------|---|--|
| 7.2b | Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.                 | <ul style="list-style-type: none"> <li>New branches</li> <li>Closed branches</li> <li>Remodeled branches</li> <li>Measured for accuracy</li> <li>Other</li> <li>N/A</li> </ul> |
| 8.1  | What is the <b>estimated</b> current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?       | Answer using your best estimate, appraisal figures, or other resources as appropriate.   |
| 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)]             | <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>N/A</li> </ul>   |
| 8.3  | Purchase  |  |
| 8.4  | Legacy  |  |
| 8.5  | Gift  |  |
| 8.6  | Other   |  |
| 8.7  | Provide a general description of the property acquired.   |  |
| 8.8  | What is the <b>estimated</b> replacement cost for the library's furniture, equipment, and vehicles?   | Replacement costs are what you would have to pay to re-establish the current library today. Do not include the collection(s) in replacement costs.                             |
| 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)]       | <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>N/A</li> </ul>   |
| 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)]

- |      |   |  |
|------|---|--|
| 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<br>No<br>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)]  |  |
| 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)] |  |
| 9.1  | Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)  | 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. |
| 9.2  | Per capita grant  | This is an Illinois specific grant program administered by the Illinois State Library and funded through the Illinois Office of the Secretary of State's budget appropriation.   |
| 9.3  | Equalization aid grant  | This is an Illinois specific grant program administered by the Illinois State Library and funded through the Illinois Office of the Secretary of State's budget appropriation.   |
| 9.4  | Personal property replacement tax   | 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).

9.5 Educate and Automate grants  
(an IL State Library grant)

This is an Illinois specific grant program administered by the Illinois State Library and funded through the Illinois Office of the Secretary of State's budget appropriation.

9.6 Other

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 Tax Increment Financing (TIF) Districts, 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).

9.7 If Other, please specify

9.8 **Total State Government Funds**  
**(9.2+9.3+9.4+9.5+9.6) [PLSC**  
**301]**

This locked question will auto calculate when the Save button is clicked.

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).

9.9 LSTA funds received

9.10 E-Rate funds received

9.11 Other federal funds received

9.12 If Other, please specify

9.13 **Total Federal Government**  
**Funds (9.9+9.10+9.11) [PLSC**  
**302]**

This locked question will auto calculate when the Save button is clicked.

- 9.14 Bill and Melinda Gates Foundation grant monies received
- 9.15a Other receipts intended to be used for operating expenditures
- 9.15b Other non-capital receipts placed in "reserve funds"
- 9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]
- 9.17 TOTAL receipts ( 9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]
- 9.18 The library safeguards its funds using which option?  
Per 75 ILCS 5/4-9 and 75 ILCS 16/30-45(e), "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."
- 9.19 What is the coverage amount of either surety bond **OR** the
- Include:  
- All monetary receipts not reported above  
- Interest  
- Monetary gifts and donations  
- Library fines  
- Fees for service  
- Payments for contractual services  
- Receipts from a library system  
- Receipts from a loan or mortgage
- Exclude:  
-The value of any contributed or in-kind service  
-The value of any non-monetary gifts or donations
- Report monies received that are being held or placed in some type of "reserve funds" for future library services, projects, and/or other initiatives. Examples include significant amounts of money received and placed in endowment funds, savings accounts, etc. Monies received for current or future capital projects should be reported in questions 13.1 - 13.6--DO NOT report those amounts here.
- This locked question will auto calculate when the Save button is clicked.
- This locked question will auto calculate when the Save button is clicked.
- Drop Down:  
Surety Bond  
Insurance Policy/Instrument  
Not Applicable
- For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the

insurance policy/insurance instrument?	bond be "...not less than 50% of the total funds received by the library in the last fiscal year..., " or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."
	For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..., " or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years.
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 No 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)] See new question.	Yes No N/A
9.21 The designated custodian of the library's funds is:	Library Treasurer Municipal Corporate Authority Township Supervisor Other
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.]?	Yes No Do not know
10.1 Salaries and wages for all library staff [PLSC 350]	This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
10.2 Fringe benefits, for all library staff, paid for from either the	These are the benefits outside of salaries and wages paid and accruing to employees

library's or the "municipal corporate authority's" appropriation [PLSC 351]	(including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
10.3 <b>Total Staff Expenditures (10.1 + 10.2) [PLSC 352]</b>	This locked question will auto calculate when the Save button is clicked. This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures.
10.4 If this library answered question 10.2 as "zero" or "N/A" then choose an answer from the drop-down.	Paid by Municipal Corporate Authority No fringe benefits No paid staff Other N/A
11.1 Printed Materials [PLSC 353]	Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.
11.2 Electronic Materials [PLSC 354]	Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]
11.3 Other Materials [PLSC 355]	Report all operating expenditures for other materials, such as microform, audio, video, DVD, and materials in new formats.

- 11.4 **TOTAL Materials Expenditures** (11.1 + 11.2 + 11.3) [PLSC 356] This locked question will auto calculate when the Save button is clicked.  
This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.
- 12.1 All other operating expenditures not included above [PLSC 357] This includes all expenditures other than those reported for Total Staff Expenditures (data element #352) and Total Collection Expenditures (data element #356). Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.
- 12.2 **TOTAL operating expenditures** (10.3 + 11.4 + 12.1) [PLSC 358] This locked question will auto calculate when the Save button is clicked.  
This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357)
- 12.3 Children's Materials Expenditures NOTE: This amount should also have been included in the answers to questions 11.1, 11.2, 11.3 and 11.4. (Report amount spent, NOT BUDGETED, for materials in all formats which were purchased for use by patrons age 14 and younger.)
- 13.1a Local Government: Capital Income from Bond Sales Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
- 13.1b Local Government: Other Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

- 13.1c **Total Local Government (13.1a + 13.1b) [PLSC 400]** This locked question will auto calculate when the Save button is clicked. Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.
- 13.2 **State Government [PLSC 401]** Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.
- 13.3 **Federal Government [PLSC 402]** Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.
- 13.4 **Other [PLSC 403]** Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
- 13.5 **If Other, please specify**
- 13.6 **Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]** This locked question will auto calculate when the Save button is clicked.
- This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400, 401, 402 & 403).
- 13.7 **Total Capital Expenditures [PLSC 405]** Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices,

contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

- 14.1 Position Title The position title created and assigned to this employee by your library.
- 14.2 Primary Work Area Code From the Work Area Codes listed below, select one of the codes that identifies the primary work responsibility for this position; for example, a position title of Reference/Adult Services might be coded as reference if that is the primary focus of the job and adult services could be coded as the secondary responsibility. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus.
- Library Director - LDIR  
Assistant Library Director - ADIR  
Assistant Librarian - ALIB  
Automation/Technology/Systems - AUTO  
Bookmobile - BKMB  
Cataloging - CAT  
Collection Development/Acquisitions - COL  
Circulation - CIR  
Interlibrary Loan/Document Delivery - ILL  
Reference - REF  
Children's Services - CHD  
Young Adult Services - YAS  
Adult Services - ADT  
Other Type of Librarian - OTH  
N/A
- 14.3 Secondary Work Area Code [OPTIONAL] From the Work Area Codes listed below, select one of the codes that identifies the primary work responsibility for this position; for example, a position title of Reference/Adult Services might be coded as reference if that is

the primary focus of the job and adult services could be coded as the secondary responsibility. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus.

Library Director - LDIR  
Assistant Library Director - ADIR  
Assistant Librarian - ALIB  
Automation/Technology/Systems - AUTO  
Bookmobile - BKMB  
Cataloging - CAT  
Collection Development/Acquisitions - COL  
Circulation - CIR  
Interlibrary Loan/Document Delivery - ILL  
Reference - REF  
Children's Services - CHD  
Young Adult Services - YAS  
Adult Services - ADT  
Other Type of Librarian - OTH  
N/A

- 14.4 Education Code  
MLS - Master's Degree (or Doctorate or Certificate of Advanced Study): ALA accredited library school program  
MAN - Master's Degree: Non-ALA library school program  
MAO - Master's Degree: Not in library science  
BAL - Bachelor's Degree: Includes a major or minor in library science  
BAC - Bachelor's Degree: No library science  
LTA - Less than a Bachelor's degree but with an LTA (Library Technical Assistant) or equivalent  
HS - Less than a Bachelor's degree  
N/A
- 14.5 Sex  
M(ale)  
F(emale)  
N/A
- 14.6 Hourly Rate  
If the employee is salaried, convert the annual salary to an hourly rate.
- 14.7 Total Hours/Week  
Number of hours worked per week. If the exact number is not known, supply your best estimate.
- 14.8 **Total Group A: FTE ALA-MLS** This locked question will auto calculate when



(14.7 / 40) [PLSC 250]

the Save button is clicked.

Divide Total Hours/Week by 40 to determine the FTE.

14.9 Position Title

The position title created and assigned to this employee by your library.

14.10 Primary Work Area Code

From the Work Area Codes listed below, select one of the codes that identifies the primary work responsibility for this position; for example, a position title of Reference/Adult Services might be coded as reference if that is the primary focus of the job and adult services could be coded as the secondary responsibility. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus.

Library Director - LDIR  
Assistant Library Director - ADIR  
Assistant Librarian - ALIB  
Automation/Technology/Systems - AUTO  
Bookmobile - BKMB  
Cataloging - CAT  
Collection Development/Acquisitions - COL  
Circulation - CIR  
Interlibrary Loan/Document Delivery - ILL  
Reference - REF  
Children's Services - CHD  
Young Adult Services - YAS  
Adult Services - ADT  
Other Type of Librarian - OTH  
N/A

14.11 Secondary Work Area Code  
[OPTIONAL]

From the Work Area Codes listed below, select one of the codes that identifies the primary work responsibility for this position; for example, a position title of Reference/Adult Services might be coded as reference if that is the primary focus of the job and adult services could be coded as the secondary responsibility. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus.

Library Director - LDIR  
Assistant Library Director - ADIR  
Assistant Librarian - ALIB

	Automation/Technology/Systems - AUTO Bookmobile - BKMB Cataloging - CAT Collection Development/Acquisitions - COL Circulation - CIR Interlibrary Loan/Document Delivery - ILL Reference - REF Children's Services - CHD Young Adult Services - YAS Adult Services - ADT Other Type of Librarian - OTH N/A
14.12 Education Code	MLS - Master's Degree (or Doctorate or Certificate of Advanced Study): ALA accredited library school program MAN - Master's Degree: Non-ALA library school program MAO - Master's Degree: Not in library science BAL - Bachelor's Degree: Includes a major or minor in library science BAC - Bachelor's Degree: No library science LTA - Less than a Bachelor's degree but with an LTA (Library Technical Assistant) or equivalent HS - Less than a Bachelor's degree N/A
14.13 Sex	M(ale) F(emale) N/A
14.14 Hourly Rate	If the employee is salaried, convert the annual salary to an hourly rate.
14.15 Total Hours/Week	Number of hours worked per week. If the exact number is not known, supply your best estimate.
14.16 <b>Total Group B: FTE Other Librarians (14.15 / 40)</b>	This locked question will auto calculate when the Save button is clicked.  Divide Total Hours/Week by 40 to determine the FTE.
14.17 <b>Total FTE Librarians (14.8 + 14.16) [PLSC 251]</b>	This locked question will auto calculate when the Save button is clicked. Persons with the title of librarian who 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 aspect. This data element also includes ALA-MLS (data element #250).

- 14.18 Total hours worked in a typical week by all Group C employees
- 14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)
- 14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)
- 14.21 **Total FTE Group C employees (14.18 / 40)** This locked question will auto calculate when the Save button is clicked.
- 14.22 Total hours worked in a typical week by all Group D employees
- 14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)
- 14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)
- 14.25 **Total FTE Group D employees (14.22 / 40)** This locked question will auto calculate when the Save button is clicked.
- 14.26 Total hours worked in a typical week by all Group E employees
- 14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)
- 14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)
- 14.29 **Total FTE Group E employees (14.26 / 40)** This locked question will auto calculate when the Save button is clicked.
- 14.30 **Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]** This locked question will auto calculate when the Save button is clicked.

- 14.31 **Total FTE Paid Employees**  
(14.17 + 14.30) [PLSC 253]
- This locked question will auto calculate when the Save button is clicked.
- This is the sum of Total Librarians and All Other Paid Staff (data elements #251 and #252).
- 14.32 **Position Title**
- The position title created and assigned to this employee by your library.
- 14.33 **Primary Work Area Code**
- Library Director - LDIR  
 Assistant Library Director - ADIR  
 Assistant Librarian - ALIB  
 Automation/Technology/Systems - AUTO  
 Bookmobile - BKMB  
 Cataloging - CAT  
 Collection Development/Acquisitions - COL  
 Circulation - CIR  
 Interlibrary Loan/Document Delivery - ILL  
 Reference - REF  
 Children's Services - CHD  
 Young Adult Services - YAS  
 Adult Services - ADT  
 Other Type of Librarian - OTH  
 N/A
- 14.34 **Education Code**
- MLS - Master's Degree (or Doctorate or Certificate of Advanced Study): ALA accredited library school program  
 MAN - Master's Degree: Non-ALA library school program  
 MAO - Master's Degree: Not in library science  
 BAL - Bachelor's Degree: Includes a major or minor in library science  
 BAC - Bachelor's Degree: No library science  
 LTA - Less than a Bachelor's degree but with an LTA (Library Technical Assistant) or equivalent  
 HS - Less than a Bachelor's degree  
 N/A
- 14.35 **Total Hours/Week**
- Number of hours worked per week. If the exact number is not known, supply your best estimate.
- 14.36 **Number of Weeks Vacant during FY2010/11**
- 14.37a **Annual Salary Range Minimum**

14.37b	Annual Salary Range Maximum	
14.38	Position Title	The position title created and assigned to this employee by your library.
14.39	Primary Work Area Code	Library Director - LDIR Assistant Library Director - ADIR Assistant Librarian - ALIB Automation/Technology/Systems - AUTO Bookmobile - BKMB Cataloging - CAT Collection Development/Acquisitions - COL Circulation - CIR Interlibrary Loan/Document Delivery - ILL Reference - REF Children's Services - CHD Young Adult Services - YAS Adult Services - ADT Other Type of Librarian - OTH N/A
14.40	Education Code	MLS - Master's Degree (or Doctorate or Certificate of Advanced Study): ALA accredited library school program MAN - Master's Degree: Non-ALA library school program MAO - Master's Degree: Not in library science BAL - Bachelor's Degree: Includes a major or minor in library science BAC - Bachelor's Degree: No library science LTA - Less than a Bachelor's degree but with an LTA (Library Technical Assistant) or equivalent HS - Less than a Bachelor's degree N/A
14.41	Total Hours/Week	Number of hours worked per week. If the exact number is not known, supply your best estimate.
14.42	Current Status: Filled or Unfilled	Filled Unfilled N/A
14.43	Date Filled (mm/year, if applicable)	
14.44	Position Title	The position title created and assigned to this employee by your library.

- 14.45 Primary Work Area Code
- Library Director - LDIR
  - Assistant Library Director - ADIR
  - Assistant Librarian - ALIB
  - Automation/Technology/Systems - AUTO
  - Bookmobile - BKMB
  - Cataloging - CAT
  - Collection Development/Acquisitions - COL
  - Circulation - CIR
  - Interlibrary Loan/Document Delivery - ILL
  - Reference - REF
  - Children's Services - CHD
  - Young Adult Services - YAS
  - Adult Services - ADT
  - Other Type of Librarian - OTH
  - N/A
- 14.46 Education Code
- MLS - Master's Degree (or Doctorate or Certificate of Advanced Study): ALA accredited library school program
  - MAN - Master's Degree: Non-ALA library school program
  - MAO - Master's Degree: Not in library science
  - BAL - Bachelor's Degree: Includes a major or minor in library science
  - BAC - Bachelor's Degree: No library science
  - LTA - Less than a Bachelor's degree but with an LTA (Library Technical Assistant) or equivalent
  - HS - Less than a Bachelor's degree
  - N/A
- 14.47 Total Hours/Week
- Number of hours worked per week. If the exact number is not known, supply your best estimate.
- 14.48 Date Eliminated (mm/year)
- 14.49 Last Annual Salary Paid
- 14.50 Reason Eliminated (i.e. lack of funds or need, etc.)
- 15.1 Open?
- Yes
  - No
  - N/A
- Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.

- 15.2 Based on a typical Monday, how many hours was the library open on this day? Answer for the day only. Do NOT convert the calculation to a monthly or annual amount. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.3 Open? Yes  
No  
N/A  
  
Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.4 Based on a typical Tuesday, how many hours was the library open on this day? Answer for the day only. Do NOT convert the calculation to a monthly or annual amount. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.5 Open? Yes  
No  
N/A  
  
Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.6 Based on a typical Wednesday, how many hours was the library open on this day? Answer for the day only. Do NOT convert the calculation to a monthly or annual amount. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.7 Open? Yes  
No  
N/A  
  
Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.8 Based on a typical Thursday, how many hours was the library open on this day? Answer for the day only. Do NOT convert the calculation to a monthly or annual amount. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.9 Open? Yes  
No

N/A

Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.

- 15.10 Based on a typical Friday, how many hours was the library open on this day? Answer for the day only. Do NOT convert the calculation to a monthly or annual amount. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.11 Open? Yes  
No  
N/A
- Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.12 Based on a typical Saturday, how many hours was the library open on this day? Answer for the day only. Do NOT convert the calculation to a monthly or annual amount. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.13 Open? Yes  
No  
N/A
- Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.14 Based on a typical Sunday, how many hours was the library open on this day? Answer for the day only. Do NOT convert the calculation to a monthly or annual amount. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)? Morning hours are defined as any hours open between Midnight - 11:59 a.m. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)? Afternoon hours are defined as any hours open between Noon - 5:59 p.m. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.



- 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.)? Evening hours are defined as any hours open between 6:00 p.m. - 11:59 p.m. Base the answer on the library's typical operating schedule as opposed to its "summer" or "holiday" schedule.
- 15.18a Total public service hours **PER YEAR FOR THE MAIN/CENTRAL LIBRARY** [PLSC 713] For the main/central library, calculate the actual ANNUAL amount of hours open for public service.  
  
Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.
- 15.18b Total public service hours **PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES** [PLSC] For all branches combined, report the TOTAL actual ANNUAL amount of hours open for public service.  
  
For all bookmobiles combined, report the TOTAL actual ANNUAL amount of hours open for public service.  
  
Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.
- 15.18c Total scheduled public service hours **PER YEAR FOR ALL SERVICE OUTLETS** (15.18a + 15.18b) [PLSC 500] This locked question will auto calculate when the Save button is clicked.  
  
Include the hours open for public service at the main/central library, the branches, and the bookmobile. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and multiply by 52.
- 15.19 Total annual visits/attendance in the library [PLSC 501] This is the total number of persons entering the library for any purpose during the fiscal year including those attending programs and those requiring no staff assistance. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and multiply by 52.
- 15.20 Total number of weeks, during the fiscal year, the This is the number of weeks during the year that the main/central library was open to the

**MAIN/CENTRAL LIBRARY**  
was open for service to the  
public [PLSC 714]

public. The count should be based on the number of weeks the main/central library was open for half or more of its regular scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count.

16.1 Total Number of Adult  
Programs

Report the total number of programs for this fiscal year which have a portion or all of their target market intended for adults. A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover the use of the library, library services, and 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. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight.

16.2 Adult Program Attendance

Report the annual attendance of both adults, young adults, and children at programs which have a portion or all of their target market intended for adults.

16.3 Total Number of Young Adult  
Programs [PLSC 602]

A young adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults or which directly provides information to participants. Young adult programs may cover use of the library, library services, or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Examples of these types of programs include book clubs and summer reading events.

Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: Young Adult age is defined as 12-18 years.

16.4 Young Adult Program Attendance [PLSC 605]

The count of the audience at all programs for which the primary audience is young adults 12 to 18 years. Include adults who attend programs intended primarily for young adults.

Note: Do not count attendance at library activities for young adults that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: Young Adult age is defined as 12-18 years.

16.5 Total Number of Children's Programs [PLSC 601]

A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

Note: Childrens' age is defined as 11 and under.

16.6 Children's Program Attendance  
[PLSC 604]

The count of the audience at all programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children.

Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

16.7 **Total Number of Library  
Programs (16.1 + 16.3 + 16.5)**  
[PLSC 600]

This locked question will auto calculate when the Save button is clicked.

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

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

16.8 **Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]**

This locked question will auto calculate when the Save button is clicked.

This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs, data element #600, for the definition of a library program.)

17.1 Total number of **resident** borrower's cards in force as of the last day of the fiscal year. A **resident borrower** is a citizen who resides within your library's legal service area **and/or** is taxed for (or owns property within) library service within your library's taxing boundaries which entitles that citizen to hold a resident borrower's card from your library. Do **NOT** include reciprocal borrowers.

17.2a Total number of **non-resident** borrower's cards in force as of the last day of the fiscal year. A **non-resident borrower** is a citizen who does not reside within your library's legal service area and is not taxed for library service within your library's taxing boundaries. Instead that citizen pays a fee directly to your library for library use and services. Do **NOT** include reciprocal borrowers.

17.2b	What was the total amount of the fees collected from the sale of non-resident borrower's cards during the past fiscal year?	
17.3	<b>Total number of registered borrowers as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]</b>	This locked question will auto calculate when the Save button is clicked.
17.4	Is your library's registered borrower/patron file purged a minimum of one time every three years?	Yes No N/A
18.1	Held at end of FY2011/12 [PLSC 450]	Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Include government documents arranged by Su Docs classification. Exclude periodicals, books on tape, and microforms. Report the number of different physical volumes, including duplicates, owned (not leased) by your library.
18.2	Held at end of FY2011/12	Report the number of volumes, including duplicates. Count unbound newspapers as a volume when the library has at least half of the issues in the publisher's volume. If volume data is not available, then count the number of titles.
18.3	Are these counts a volume count OR a title count	Volume Title N/A
18.4	Held at end of FY2011/12	Report the number of volumes, including duplicates. Count unbound magazines/periodicals/serials as a volume when the library has at least half of the issues in the publisher's volume. If volume data is not available, then count the number of titles.

18.5	Are these counts a volume count OR a title count	Volume Title N/A
		Report the number of volumes, including duplicates. Count unbound magazines/periodicals/serials as a volume when the library has at least half of the issues in the publisher's volume. If volume data is not available, then count the number of titles.
18.6	Total Print Materials (18.1 + 18.2 + 18.4)	This locked question will auto calculate when the Save button is clicked.
18.7	Held at end of FY2011/12 [PLSC 458]	Report the number of current subscriptions (titles). Include duplicate subscriptions for the same title. This is NOT a count of individual issues. Gift subscriptions and government documents should be included.
18.8	Held at end of FY2011/12 [PLSC 451]	E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Note: Under this category report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).
18.9a	Held at end of FY2011/12 [PLSC 452]	These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio

cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format.

Report the number of units including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

18.9b Held at end of FY2011/12  
[PLSC 453]

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's OPAC (online public access catalog) or through a physical library catalog.

18.10a Held at end of FY2011/12  
[PLSC 454]

These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD, CD-ROM. Do not include downloadable electronic video files.

Report the number of units including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit.

18.10b Held at end of FY2011/12  
[PLSC 455]

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor, or video-enabled mobile device.

Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's OPAC (online public access catalog) or



through a physical library catalog.

18.11 Local License negotiated by the local library [PLSC 456]

These are licensed databases that are both negotiated by and paid for by the local public library.

Databases include but are not limited to:

- \*Direct licenses by the local library with database vendors
- \*Stand-alone web-based public access catalogs
- \*Ask?Away
- \*NoveList, NoveList Plus
- First Search databases purchased by the library
- \*WorldCat Local

Each database should be counted individually.

Exclude: Subscriptions to individual electronic serial titles are not reported in this question. They should be reported in question 18.8.

Report the number of licensed databases [including locally mounted or remote, full-text or not] for which temporary or permanent access rights have been acquired through payment by the library or by formal agreements within the state or region.

A database is a collection of electronically stored data or unit records [facts, bibliographic data, abstracts, texts] with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet.

18.12 State License negotiated by the Illinois State Library [PLSC 457]

This locked question will be answered by the State Data Coordinator.

These are licensed databases that are totally subsidized by the Illinois State Library and provided at no charge to most ILLINET public libraries.

18.13 Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [PLSC 458]

These are licensed databases that are paid for the by local public library, AND the fees ARE NEGOTIATED by regional library system(s), ILSDO, or via some other cooperative/consortial agreement.

Databases include but are not limited to:  
\*Regional library system LLSAPs or other cooperative automation consortia's web-based public access catalogs  
\*My Media Mall  
\*Wilson Select Plus

Each database should be counted individually.

Exclude: Subscriptions to individual electronic serial titles are NOT reported here. They should be reported in question 18.8.

Report the number of licensed databases [including locally mounted or remote, full-text or not] for which temporary or permanent access rights have been acquired through payment by the library or by formal agreements within the state or region.

A database is a collection of electronically stored data or unit records [facts, bibliographic data, abstracts, texts] with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet.

18.14 **Total Licensed Databases**  
(18.11 + 18.12 + 18.13) [PLSC 459]

This locked question will auto calculate when the Save button is clicked.

18.15 Children's Holdings

NOTE: These resources should also have been counted in the answers to questions 18.1, 18.9, 18.10, and 18.11. Report the number of cataloged ITEMS [NOT the number of titles] intended for patrons age 14 and younger.

- Include children's paperbacks and children's cassettes, even if uncataloged. Exclude children's periodicals, whether cataloged or uncataloged.
- 19.1 Number of adult materials loaned
- Report the total annual circulation, including renewals, of all adult materials (age 15 or older) in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile). Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.
- Exclude: Interlibrary loans to another library.
- 19.2 Number of children's materials loaned [PLSC 551]
- Report the total annual circulation, including renewals, of all children's materials (age 14 and younger) in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).
- Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.
- Exclude: Interlibrary loans to another library.
- 19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]
- This locked question will auto calculate when the Save button is clicked.
- The total annual circulation of all library materials of all types, including renewals. Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.
- 19.4 Books
- Report the total annual circulation, including renewals, of all materials in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).

- 19.5 Videos/DVDs
- Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.
- Exclude: Interlibrary loans to another library.
- Report the total annual circulation, including renewals, of all materials in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).
- 19.6 Audios (include music)
- Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.
- Exclude: Interlibrary loans to another library.
- Report the total annual circulation, including renewals, of all materials in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).
- 19.7 Magazines/Periodicals
- Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.
- Exclude: Interlibrary loans to another library.
- Report the total annual circulation, including renewals, of all materials in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).
- Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.
- 19.8 Other Formats
- Exclude: Interlibrary loans to another library.
- Report the total annual circulation, including renewals, of all materials in all formats borrowed from your library by authorized patrons. Include circulation counts from all

service outlets (main library, branches, and bookmobile).

Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.

Exclude: Interlibrary loans to another library.

- 19.9 **TOTAL (Sum of 19.4 - 19.8)** This locked question will auto calculate when the Save button is clicked.
- 19.10 Number of interlibrary loans loaned to other libraries [PLSC 552] These are library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.
- 19.11 Number of interlibrary loans borrowed from other libraries [PLSC 553] These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figure.
- 19.12 Does your library participate in reciprocal borrowing? Yes  
No  
N/A
- Reciprocal borrowing is the loaning of materials directly to card holders from other libraries.
- 19.13 IF YES, report the number of materials loaned
- 20.1 Adult Department A reference question is a request for information or referral by a library patron in contact with a library staff member who facilitates answering the patron's inquiry through the use of information sources e.g., the library's collection, databases, the Internet, other persons, and other agencies. Reference questions are received in person; via fax, e-mail, phone, or virtual/networked reference services.

EXCLUDE: Directional transactions or

questions about library rules/policies; for example, "Where are the children's videos?" or "I'm looking for a book with the call number 811.23." or "What are your hours on Wednesday evenings?"

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

Children are defined as patrons age 14 and under.

20.2 Children's Department

A reference question is a request for information or referral by a library patron in contact with a library staff member who facilitates answering the patron's inquiry through the use of information sources e.g., the library's collection, databases, the Internet, other persons, and other agencies. Reference questions are received in person; via fax, e-mail, phone, or virtual/networked reference services.

EXCLUDE: Directional transactions or questions about library rules/policies; for example, "Where are the children's videos?" or "I'm looking for a book with the call number 811.23." or "What are your hours on Wednesday evenings?"

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

Children are defined as patrons age 14 and under.

20.3 **TOTAL (20.1 + 20.2) [PLSC 502]**

This locked question will auto calculate when the Save button is clicked.

21.1 Total number of **ALL** computers in the library

21.2 Total number of **PUBLIC USE (Internet and non-Internet accessible)** computers in the library

21.3	Is your library's catalog automated?	Yes No N/A
		Include the system wide catalog in which your library's catalog is a part.
21.4	Is your library's catalog accessible via the web?	Yes No N/A
21.5	Does your library have a telecommunications messaging device for the hearing impaired?	Yes No N/A
22.1	Does your library have Internet access?	Yes No N/A
22.2	Does your library have wireless Internet access?	Yes No N/A
22.3	Illinois Century Network (ICN)	<a href="http://www.illinois.net/">http://www.illinois.net/</a>
22.4	Other	
22.5	If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	<a href="http://www.illinois.net/">http://www.illinois.net/</a> Did not know about it Receive free/low cost Internet Too expensive Other N/A
22.6	DSL	If you need help, contact your Internet service provider (ISP).
22.6	Cable	If you need help, contact your Internet service provider (ISP).
22.6	Wireless	If you need help, contact your Internet service provider (ISP).
22.6	Satellite	If you need help, contact your Internet service provider (ISP).
22.6	Fiber	If you need help, contact your Internet service provider (ISP).
22.6	Leased Line	If you need help, contact your Internet service provider (ISP).

22.6	Network (State, Regional, Municipal)	If you need help, contact your Internet service provider (ISP).
22.6	Dial-up	If you need help, contact your Internet service provider (ISP).
22.6	Don't Know	If you need help, contact your Internet service provider (ISP).
22.6	Other	If you need help, contact your Internet service provider (ISP).
22.6	N/A	If you need help, contact your Internet service provider (ISP).
22.7	What is the maximum speed of your library's Internet connection? (Select one)	<p>255 Kbps or less</p> <p>256 - 768 Kbps</p> <p>769 - 1.4 Mbps</p> <p>1.5 Mbps (T-1)</p> <p>1.6 - 6.2 Mbps</p> <p>6.3 Mbps (T-2)</p> <p>6.4 - 43 Mbps</p> <p>44 Mbps (T-3)</p> <p>45 Mbps or more</p> <p>Don't know</p> <p>Other (specify)</p> <p>N/A</p> <p>If you need help, contact your Internet service provider (ISP).</p>
22.8	If Other, please specify	
22.9	Has your library board adopted an Internet public access policy?	<p>Yes</p> <p>No</p> <p>N/A</p>
22.10	How many Internet computers does your library have available for public use? [PLSC 650]	Report the number of Internet computers, including both dedicated and non-dedicated computers, available in the library for use by the general public.
22.11	Report the number of in-library users of public Internet computers in a year [PLSC 651]	Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a



		reliable count of users.
22.12	Report the annual number of views of your library's homepage	This is the number of times the library's homepage was viewed by any visitor to the library's website. A page can be viewed more than once by the same visitor, and each view should be counted.
22.13	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes No N/A
22.14	Does your library utilize Internet filters?	Yes No N/A
22.15	IF YES, when did your library start using filters? (mm/year)	Answer using month and year
22.16a	Staff - All	
22.16b	Staff - Some	
22.17a	Public - All	
22.17b	Public - Some	
22.18a	Children - All	
22.18b	Children - Some	
22.19a	Young adult - All	
22.19b	Young adult - Some	
22.20a	Adult - All	
22.20b	Adult - Some	
23.1	Did your library apply directly for E-rate (telecommunications discounts) for FY2011/12?	Yes No N/A
23.2	IF YES, what is the dollar amount (either as discounts/credits on your telecommunications bills or as direct payments to your library) that your library was awarded for FY2011/12?	
23.3	Why did your library NOT participate in the E-rate program?	Did not know about it Negligible benefit Complicated process

		Applied, but was denied Other N/A
24.1	How much money did your library spend on staff development and training this fiscal year? <b>(Round answer to the nearest whole dollar.)</b>	<p>Staff development is defined as training opportunities focused on improving or enhancing staff skills and expertise to improve an employee's personal and organizational effectiveness. These training, continuing education (CE), and continuing professional development (CPD) opportunities include but are not limited to: conferences, seminars, institutes, courses (formal, correspondence), and other workshop type learning opportunities. Training opportunities may be held on or off-site, and the training may be delivered in-person or via technology (video or web-based distance education). Exclude: routine/monthly staff meetings and other meetings that are not designed as focused training opportunities.</p> <p>Reportable costs/expenses include: the development and delivery of formal education events on site (e.g. speaker fees, materials); employee travel costs (e.g. per diem, hotel, transportation) and registration fees; job related tuition reimbursement, and the purchase or rental of training materials.</p> <p>Exclude staff salaries and other costs not directly related to the training.</p>
24.2	Does this include travel expenses?	<p>Yes No N/A</p> <p>Staff development is defined as training opportunities focused on improving or enhancing staff skills and expertise to improve an employee's personal and organizational effectiveness. These training, continuing education (CE), and continuing professional development (CPD) opportunities include but are not limited to: conferences, seminars, institutes, courses (formal, correspondence), and other workshop type learning</p>

opportunities. Training opportunities may be held on or off-site, and the training may be delivered in-person or via technology (video or web-based distance education). Exclude: routine/monthly staff meetings and other meetings that are not designed as focused training opportunities.

Reportable costs/expenses include: the development and delivery of formal education events on site (e.g. speaker fees, materials); employee travel costs (e.g. per diem, hotel, transportation) and registration fees; job related tuition reimbursement, and the purchase or rental of training materials.

24.3 How many hours of training did employees receive this year? Training hours should be reported as the actual contact time spent in the training sessions. If an exact amount is not known, a pragmatic amount can be supplied.

Exclude: break and lunch times. However, when training is delivered during lunch, then the lunch time may be included in the count.

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?

27.1 EAV 1 [ISL] This locked question will be answered by the State Data Coordinator.

27.2 EAV 2 [ISL] This locked question will be answered by the State Data Coordinator.

27.3 EAV 3 [ISL] This locked question will be answered by the State Data Coordinator.

27.4 EAV 4 [ISL] This locked question will be answered by the State Data Coordinator.

27.5a **EAV TOTAL (27.1 + 27.2 + 27.3 + 27.4) [ISL]** This locked question will be answered by the State Data Coordinator."

27.5b EAV in \$1,000 (27.5a / 1,000) [ISL] This locked question will be answered by the State Data Coordinator."

27.6 Tax Rate 1 [ISL] This locked question will be answered by the

State Data Coordinator.

- |       |                        |  |
|-------|------------------------|--|
| 27.7  | Tax Rate 2 [ISL]       | This locked question will be answered by the State Data Coordinator. |
| 27.8  | Tax Rate 3 [ISL]       | This locked question will be answered by the State Data Coordinator. |
| 27.9  | Tax Rate 4 [ISL]       | This locked question will be answered by the State Data Coordinator. |
| 27.10 | Average Tax Rate [ISL] | This locked question will be answered by the State Data Coordinator. |