

Illinois Public Library Annual Report (IPLAR)

FY2017-2018 Worksheet

IDENTIFICATION (1.1-1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section will be pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

- 1.1 ISL Control # [PLSC 151, PLSC 701] _____
- 1.2 ISL Branch # [PLSC 151, PLSC 701] _____
- 1.3a FSCS ID [PLSC 150, PLSC 700] _____
- 1.3b FSCS_SEQ [PLSC 700] _____
- 1.4a Legal Name of Library [PLSC 152] _____
- 1.4b If the library's name has changed,
then enter the updated answer here. _____
- 1.4c Was this an official name change? _____
- 1.5a Facility Street Address [PLSC 153] _____
- 1.5b If the facility's street address has
changed, then enter the updated
answer here. _____
- 1.5c Was this a physical location change? _____
- 1.6a Facility City [PLSC 154] _____
- 1.6b If the facility's city has changed, then
enter the updated answer here. _____
- 1.7a Facility Zip [PLSC 155] _____
- 1.7b If the facility's zip code has changed,
then enter the updated answer here. _____
- 1.8a Mailing Address [PLSC 157] _____
- 1.8b If the facility's mailing address has
changed, then enter the updated
answer here. _____
- 1.9a Mailing City [PLSC 158] _____
- 1.9b If the facility's mailing city has
changed, then enter the updated
answer here. _____

- 1.10a Mailing Zip [PLSC 159] _____
- 1.10b If the facility's mailing zip code has changed, then enter the updated answer here. _____
- 1.11a Library Telephone Number [PLSC 162] _____
- 1.11b If the telephone number has changed, then enter the updated answer here. _____
- 1.12a Library FAX Number _____
- 1.12b If the fax number has changed, then enter the updated answer here. _____
- 1.13 Website _____

Library Director's Information

- 1.14 Name _____
- 1.15 Title _____
- 1.16 Library Director's E-mail _____

Library Information

- 1.17a Type of library _____
- 1.17b If the library type has changed, then enter the updated answer here. _____
- 1.18 Is the main library a combined public and school library? _____
- 1.19 Does your library contract with another library to RECEIVE ALL your library services? _____
- 1.20 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field) _____

Administrative Information

- 1.21a County in which the administrative entity is located [PLSC 161] _____
- 1.21b If the administrative entity's county has changed, then enter the updated answer here. _____

- 1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205] _____
- 1.22b 1IF YES, indicate the reason for the boundary change _____
- 1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208] _____
- 1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here. _____
- 1.23c Documentation of legal population change _____
- 1.24 If the population has changed from the prior year's answer, then indicate the reason. _____
- 1.25a This library is currently a member of what Illinois library system? _____
- 1.25b If the library's system has changed, then enter the updated answer here. _____

Federal Public Library Criteria

- 1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof? _____
- 1.27 Does this library have paid staff? _____
- 1.28 Does this library have an established schedule in which services of the staff are available to the public? _____
- 1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule? _____
- 1.30 Is this library supported in whole or in part with public funds? _____
- 1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] _____

SERVICE OUTLETS (2.1-2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

- 2.1a Total number of bookmobiles [PLSC 211 & PLSC 712] _____
- 2.1b Total number of branch libraries [PLSC 210] _____
- 2.2a Are any of the branch libraries a combined public and school library? _____
- 2.2b If YES, provide the name of the branch or branches in the box provided. _____

Repeating Section(2.3a-2.14): Provide information for EACH service outlet

- 2.3a Service Outlet Legal Name [PLSC 702] _____
- 2.3b If the outlet's legal name has changed, then enter the updated answer here. _____
- 2.3c Was this an official name change? _____
- 2.4 ISL Control # [PLSC 701] _____
- 2.5 ISL Branch # [PLSC 701] _____
- 2.6a Street Address [PLSC 703] _____
- 2.6b If the outlet's street address has changed, then enter the updated answer here. _____
- 2.6c Was this a physical location change? _____
- 2.7a City [PLSC 704] _____
- 2.7b If the outlet's city has changed, then enter the updated answer here. _____
- 2.8a Zip Code [PLSC 705] _____
- 2.8b If the outlet's zip code has changed, then enter the updated answer here. _____
- 2.9a County [PLSC 707] _____
- 2.9b If the outlet's county has changed, then enter the updated answer here. _____
- 2.10a Telephone [PLSC 708] _____

- 2.10b If the outlet's phone number has changed, then enter the updated answer here.

- 2.11a Square Footage of Outlet [PLSC 711]

- 2.11b If the facility's square footage has changed, then enter the updated answer here.

- 2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.

- 2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]

- 2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]

- 2.14 Total annual attendance/visits in the outlet

ANNUAL REPORT DATA (3.1-3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

- 3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]

- 3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]

- 3.3 Number of months in this fiscal year

- 3.4 Name of person preparing this annual report

- 3.5 Telephone Number of Person Preparing Report

- 3.6 FAX Number

- 3.7 E-Mail Address

REFERENDA (4.1-4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period? _____

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

Repeating Section (4.2-4.7): Provide information for EACH referendum

4.2 Referendum Type _____

4.3 If Other, what was the referendum type? _____

4.4 Referendum Date (mm/dd/year) _____

4.5 Passed or Failed? _____

4.6 If PASSED, enter the effective date (mm/dd/year) _____

4.7 Referendum ballot language documentation _____

4.8 District Conversion - Effective Date (mm/dd/year) _____

4.9 Territory Annexation - Effective Date (mm/dd/year) _____

4.10a Other Action by Backdoor Referendum (please specify) _____

4.10b Other - Effective Date (mm/dd/year) _____

4.11a Other Action by Backdoor Referendum (please specify) _____

4.11b Other - Effective Date (mm/dd/year) _____

CURRENT LIBRARY BOARD (5.1-5.13)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public.

The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

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

Repeating Section (5.5-5.13): Provide information for ALL board members

- 5.5 Name _____
- 5.6 Trustee Position _____
- 5.7 Present Term Ends (mm/year) _____
- 5.8 Telephone Number _____
- 5.9 E-mail Address _____
- 5.10 Home Address _____
- 5.11 City _____
- 5.12 State _____
- 5.13 Zip Code _____

FACILITY/FACILITIES (6.1-6.4)

- 6.1a Total square footage of the main library building [PLSC 711] _____
- 6.1b If the main library's square footage has changed, then enter the updated answer here. _____
- 6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. _____

- 6.2a Does the library address the environmental needs of patrons on the autism spectrum? _____
- 6.2b If so, please describe. _____
- 6.3a Total number of meeting rooms _____
- 6.3b Total number of times meeting room(s) used by the public during the fiscal year _____
- 6.4a Total number of study rooms _____
- 6.4b Total number of times study room(s) used by the public during the fiscal year _____

ASSETS AND LIABILITIES (7.1-7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

- 7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? _____
- 7.2 During the last fiscal year, did the library acquire any real and/or personal property? _____

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

- 7.3 Purchase _____
- 7.4 Legacy _____
- 7.5 Gift _____
- 7.6 Other _____
- 7.7 Provide a general description of the property acquired. _____

Fiscal Accumulations

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

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

Liabilities

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

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

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

OPERATING RECEIPTS BY SOURCE (8.1-8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

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

NOTE: Round answers to the nearest whole dollar.

8.1 Local government [PLSC 300]
(includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)

State Government: exclude federal funds distributed by the State of Illinois

8.2 Per capita grant

8.3 Equalization aid grant

8.4 Personal property replacement tax

8.5 Other State Government funds received

8.6 If Other, please specify

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]

Federal Government: include federal funds distributed by the State of Illinois

8.8 LSTA funds received

8.9 E-Rate funds received

8.10 Other federal funds received

8.11 If Other, please specify

8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]

Other Income

8.13 Monetary gifts and donations

- 8.14 Other receipts intended to be used for operating expenditures _____
- 8.15 TOTAL all other receipts (8.13+8.14) [PLSC 303] _____
- 8.16 Other non-capital receipts placed in reserve funds _____
- 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304] _____

Safeguarding of Library Funds

- 8.18a The library safeguards its funds using which option? _____
- 8.18b Proof of Certificate of Insurance of Library Funds _____
- 8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument? _____
- 8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law? _____
- 8.21 The designated custodian of the library's funds is: _____

OPERATING EXPENDITURES BY CATEGORY (9.1-11.12)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

Staff Expenditures (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

- 9.1 Salaries and wages for all library staff [PLSC 350] _____
- 9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351] _____
- 9.2b If this library answered question 9.2 as zero, please select an explanation from the drop-down box. _____
- 9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352] _____

Collection Expenditures (10.1-10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

- 10.1 Printed Materials (books, newspapers, etc.) [PLSC 353] _____
- 10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354] _____
- 10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355] _____
- 10.3b Please provide an explanation of the other types of material expenditures. _____
- 10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356] _____

Other Expenditures (11.1-11.2)

- 11.1 All other operating expenditures not included above [PLSC 357] _____
- 11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358] _____

CAPITAL REVENUE AND EXPENDITURES (12.1-12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

- 12.1a Local Government: Capital Income from Bond Sales _____
- 12.1b Local Government: Other _____
- 12.1c Total Local Government (12.1a + 12.1b) [PLSC 400] _____
- 12.2 State Government [PLSC 401] _____
- 12.3 Federal Government [PLSC 402] _____
- 12.4 Other Capital Revenue [PLSC 403] _____
- 12.5 If Other, please specify _____
- 12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404] _____

Capital Expenditures

- 12.7 Total Capital Expenditures [PLSC 405] _____

PERSONNEL (13.1-13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers. Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A: All LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies.

Repeating Section (13.1-13.4): Enter information for each position.

- 13.1 Position Title _____
- 13.2 Primary Work Area _____
- 13.3 Hourly Rate _____
- 13.4 Total Hours/Week _____
- 13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] _____

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

Repeating Section (13.6-13.10): Enter information for each position.

- 13.6 Position Title _____
- 13.7 Primary Work Area _____
- 13.8 Education Level _____
- 13.9 Hourly Rate _____
- 13.10 Total Hours/Week _____
- 13.11 Total Group B: FTE Other Librarians (13.10/40) _____
- 13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251] _____

Group C: Full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

- 13.13 Total hours worked in a typical week by all Group C employees _____
- 13.14 Minimum hourly rate actually paid _____
- 13.15 Maximum hourly rate actually paid _____
- 13.16 Total FTE Group C employees (13.13 / 40) _____

Group D: Full-time and part-time pages or shelvers.

- 13.17 Total hours worked in a typical week by all Group D employees _____
- 13.18 Minimum hourly rate actually paid _____
- 13.19 Maximum hourly rate actually paid _____
- 13.20 Total FTE Group D employees (13.17 / 40) _____

Group E: Full-time and part-time building maintenance, security or plant operation employees.

- 13.21 Total hours worked in a typical week by all Group E employees _____
- 13.22 Minimum hourly rate actually paid _____
- 13.23 Maximum hourly rate actually paid _____
- 13.24 Total FTE Group E employees (13.21 / 40) _____
- 13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.21) [PLSC 252] _____
- 13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253] _____

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

Repeating Section (13.27-13.33): Enter information for each position.

- 13.27 Position Title _____
- 13.28 Primary Work Area _____
- 13.29 Education Level _____
- 13.30 Total Hours/Week _____
- 13.31 Number of Weeks Vacant during report period. _____
- 13.32 Annual Salary Range Minimum _____
- 13.33 Annual Salary Range Maximum _____

Newly Created Librarian Positions: Include any newly created librarian positions which were created during the fiscal year reporting period.

Repeating Section (13.34-13.39): Enter information for each position.

- 13.34 Position Title _____
- 13.35 13.35 Primary Work Area _____
- 13.36 Education Level _____

- 13.37 Total Hours/Week _____
- 13.38 Current Status: Filled or Unfilled _____
- 13.39 Date Filled (mm/year, if applicable) _____

Eliminated Librarian Positions: An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period.

Repeating Section (13.40-13.46): Enter information for each position.

- 13.40 Position Title _____
- 13.41 Primary Work Area _____
- 13.42 Education Level _____
- 13.43 Total Hours/Week _____
- 13.44 Date Eliminated (mm/year) _____
- 13.45 Last Annual Salary Paid _____
- 13.46 Reason Eliminated _____

SERVICE HOURS/LIBRARY VISITS (14.1-14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

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.

- 14.1a Total public service hours PER YEAR
for the MAIN/CENTRAL LIBRARY [PLSC
713] _____
- 14.1b Total public service hours PER YEAR
for all BRANCH LIBRARIES &
BOOKMOBILES _____
- 14.1c Total scheduled public service hours
PER YEAR for ALL SERVICE OUTLETS
(14.1a + 14.1b) [PLSC 500] _____
- 14.2 Total number of weeks, during the
fiscal year, the MAIN/CENTRAL
LIBRARY was open for service to the
public [PLSC 714] _____
- 14.3 Total annual visits/attendance in the
library [PLSC 501] _____

PROGRAMS AND ATTENDANCE (15.1-15.17)

Programs:

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

Count all programs, whether held on- or off-site, 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.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive 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.

- 15.1 Total Number of Children's Programs [PLSC 601] _____
- 15.2 Children's Program Attendance [PLSC 604] _____
- 15.3 Total Number of Children's Passive Programs _____
- 15.4 Children's Passive Program Attendance _____
- 15.5 Total Number of Young Adult Programs [PLSC 602] _____

- 15.6 Young Adult Program Attendance _____
- 15.7 Total Number of Young Adult Passive Programs _____
- 15.8 Young Adult Passive Program Attendance _____
- 15.9 Total Number of Other Programs _____
- 15.10 Other Program Attendance _____
- 15.11 Total Number of Other Passive Programs _____
- 15.12 Other Passive Program Attendance _____
- 15.13 Total Number of Library Programs (15.1 + 15.3 + 15.5) [PLSC 600] _____
- 15.14 Total Library Program Attendance (15.2 + 15.4 + 15.6) [PLSC 603] _____
- 15.15 Total Number of Passive Programs (15.3 + 15.7 + 15.11) _____
- 15.16 Total Passive Program Attendance (15.4 + 15.8 + 15.12) _____
- 15.17a Did the library provide any special programming for patrons on the autism spectrum? _____
- 15.17b Please describe the programming provided _____

ADULT LITERACY QUESTIONS

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoли@ilsos.net) at the Illinois State Library.

- Provide one-to-one adult volunteer tutoring Yes/No
- Provide space for one-to-one adult volunteer tutoring Yes/No
- Recruit low literate/ESL adult learners Yes/No
- Refer low literate/ESL adult learners Yes/No
- Train adult volunteer tutors Yes/No
- Provide ESL conversation groups Yes/No
- House a high interest/low reading level collection Yes/No

House a bilingual collection (English/Spanish, English/Polish, etc.)	Yes/No
Employ bilingual or multilingual staff	Yes/No
Provide bilingual or multilingual services	Yes/No
Provide low literate adult learner programming	Yes/No
Provide family literacy programming, i.e. parent and child together literacy activities	Yes/No
Other (please specify)	
Would you like more information about the Illinois Secretary of State Literacy Program?	Yes/No

REGISTERED USERS (16.1-16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

16.1	Total Number of Unexpired Resident Users Cards	_____
16.2a	Total Number of Unexpired Non- resident Users Cards	_____
16.2b	What was the total amount of the fees collected from the sale of non- resident user's cards during the past fiscal year?	_____
16.3	Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	_____
16.4	Is your library's registered user/patron file purged a minimum of one time every three years?	_____

RESOURCES OWNED (17.1-17.9)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

- 17.1 Books Held at end of the fiscal year
(volume count) [PLSC 450] _____
- 17.2 Current Print Serial Subscriptions
[PLSC 460] _____
- 17.3 Total Print Materials (17.1+17.2) _____
- 17.4 E-books Held at end of the fiscal year
[PLSC 451] _____
- 17.5a Audio Recordings: Physical Units Held
at end of the fiscal year [PLSC 452] _____
- 17.5b Audio Recordings: Downloadable
Units Held at end of the fiscal year
[PLSC 453] _____
- 17.6a DVDs/Videos: Physical Units Held at
end of the fiscal year [PLSC 454] _____
- 17.6b DVDs/Videos: Downloadable Units
Held at end of the fiscal year [PLSC
455] _____

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

- 17.7 Local/Other Cooperative agreements [PLSC 456] _____
- 17.8 State (state government or state library) [PLSC 457] _____
- 17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458] _____

USE OF RESOURCES (18.1-18.17)

Report for the library's entire fiscal year.

- 18.1 Number of adult materials loaned _____
- 18.2 Number of young adult materials loaned _____
- 18.3 Number of children's materials loaned [PLSC 551] _____
- 18.4 Total number of materials loaned (18.1 + 18.2 + 18.3) _____
- 18.5 Books- Physical _____
- 18.6 Videos/DVDs- Physical _____
- 18.7 Audios (include music)- Physical _____
- 18.8 Magazines/Periodicals- Physical _____
- 18.9 Other Items- Physical _____
- 18.10 Physical Item Circulation (18.5-18.9) [PLSC 553] _____
- 18.11 Use of Electronic Materials [PLSC 552] _____
- 18.12 Total Circulation (18.10 + 18.11) [PLSC 550] _____
- 18.13 Successful Retrieval of Electronic Information [PLSC 554] _____
- 18.14 Electronic Content Use (18.11 + 18.13) [PLSC 555] _____

- 18.15 Total Collection Use (18.10 +18.11 + 18.13) [PLSC 556] _____
- 18.16 Interlibrary Loans Provided TO other libraries [PLSC 575] _____
- 18.17 Interlibrary Loans Received FROM other libraries [PLSC 576] _____

Patron Services (19.1-19.2)

This section gathers information on services the library provides to its patrons.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

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

- 19.1 Total Annual Reference Transactions [PLSC 502] _____

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

- 19.2 Total Annual One-on-One Tutorials _____

AUTOMATION (20.1-20.5)

- 20.1 Total number of ALL computers in the library _____

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

INTERNET (21.1-21.8)

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

E-RATE (22.1-22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

- 22.1 Did your library apply directly for E-rate discounts for the fiscal year? _____
- 22.2a If YES, did your library apply for Category 1, Category 2 or both? _____
- 22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period? _____
- 22.3 If NO, why did your library NOT participate in the E-rate program? _____

STAFF DEVELOPMENT AND TRAINING (23.1-23.5)

- 23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) _____
- 23.2 Does the above amount include travel expenses? _____
- 23.3 How many hours of training did employees receive this year? _____
- 23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum? _____
- 23.5 Would you like to receive autism training at your library? _____

COMMENTS AND SUGGESTIONS (24.1-24.3)

- 24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware? _____
- 24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware? _____
- 24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR). _____

