

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) OVERVIEW

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 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].

For the FY2019-20 IPLAR, the fiscal year must END on one day during this timeframe: July 1, 2019 – June 30, 2020.

Non-compliance/non-submission of a web 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 20 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, or Internet Explorer.

CONTACT INFORMATION

Questions about specific topics should be referred as noted below:

- **USERNAME/PASSWORD:** Jill Heffernan, jheffernan@ilsos.gov , 217-557-7259 or Aliese Sadler, asadler@ilsos.gov , 217-557-0136 or 1-800-665-5576 ext. 2, Illinois State Library
- **CONTENT/SUBJECT MATTER:** Pat Burg at pburg@ilsos.gov 217-785-1168 or 1-800-665-5576 ext. 2 , Illinois State Library
- **EDIT CHECKS:** Pat Burg, pburg@ilsos.gov , 217-785-1168 or 1-800-665-5576 ext. 2 , Illinois State Library
- **SOFTWARE OR TECHNOLOGY ISSUES:** Ryan Patrick, Counting Opinions technical assistance, 1-866-850-8366, rpatrik@countingopinions.com; available for assistance Monday through Friday, from 8 am to 6 pm Central Standard Time.

TROUBLESHOOTING TIPS

Make sure you are using:

- the correct URL: <https://il.countingopinions.com>;

- the correct User Name and Password; and,
- Adobe version 8.0 or above for PDF printing.

HELP WITH DATA INPUT AND 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).

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

SURVEY/QUESTION FORMAT

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

Current Year Data Answer Box: The answer box 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.

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 exception checkbox as appropriate;** 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 the exception box ("Unknown" or "Not Applicable") when the library does NOT know the answer, collect the data, or is unable to supply the data.

QUESTION TYPES

"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" question captures the reason why the data varies from one year to another.

File Upload Questions: File upload questions allow libraries to upload files to provide supporting documentation for certain questions. For example, if question 1.23b (relating to service area population change) is answered by providing a new population number, the file upload question will appear on the following line for the user to upload legal proof of the population change. IPLAR has the following questions that use this feature:

Documentation of Legal Population Change (Question 1.23c)
Referendum Ballot Language Documentation (Question 4.7)
Proof of Certificate of Insurance for Library Funds (Question 8.18b)

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

Locked Questions/Answer Boxes that Perform Mathematical Computations: These questions are locked (grayed out) because the resulting answers will be mathematical formula computations based on previous answers.

Narrative Questions: Narrative questions permit question answers to exceed 250 characters. The IPLAR narrative questions can be identified as those that ask the user for an explanation of a previous answer or comments on a certain topic.

Repeating Row Questions: Repeating rows are “groups” of repeatable questions that allow the user to add as many answer boxes as needed to that section to provide accurate data about their particular library. Another row of answer boxes will automatically appear once data is entered in the current row. IPLAR has the following repeating rows:

Librarians: ALA-MLS (Questions 13.1 – 13.4)
Other Librarians: Non ALA-MLS (Questions 13.6 – 13.10)
Librarian Vacancies (Questions 13.27 – 13.33)
Newly Created Librarian Positions (Questions 13.34 – 13.39)
Eliminated Librarian Positions (Questions 13.40 – 13.46)

Select Number of Rows Questions: These questions will generate the correct number of rows when a previous question is answered. For example, if question 5.1 “Total number of board seats” is answered by selecting “5” from the drop down box, 5 sections for board member information will be generated. IPLAR has the following questions that use this feature:

Service Outlets (Questions 2.3 – 2.14)
Referenda (Questions 4.2 – 4.7)
Board Members (Questions 5.5 – 5.13)

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. In most instances, a date selection tool will also pop up allowing you to select the correct date by clicking on the calendar.

Phone/Fax: Answer phone/fax questions using the format of numbers only. Do not include hyphens. Include the area code. Example: 1231231234

CERTIFICATION PAGE

The Illinois State Library no longer requires a paper copy of the certification page. All libraries will need to certify by having the library director, board president and board secretary type their name (as an electronic certification) along with the date in the boxes provided.

PUBLIC LIBRARY DISTRICTS SECRETARY’S AUDIT (Library Districts Only)

The Illinois State Library no longer requires a paper copy of the Public Library District Secretary’s Audit page. All public library districts will need to verify that the audit has been completed by filling out the information requested in the boxes provided.

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 and the Help/Instructions, if needed:
 - 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 at the top, right corner of the page to view and resolve:

A. EDIT CHECKS:

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

a. WHAT IS AN EDIT CHECK?

- i. 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.
- ii. 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.

b. RESOLVING EDIT CHECKS

- i. In order to clear edit checks, you will need to enter an annotation in the notepad or correct the data provided, if needed. If entering a note, provide a brief, pragmatic explanation why the current year answer is correct. Example of an edit check: “LARGE CHANGE FROM PREVIOUS YEAR TO CURRENT.” Sample responses to this edit check are: “Less money for materials because the staff received raises.” “No e-books because our library discontinued the service.”
- ii. Most edit checks will be triggered when data is entered into the fields. The question/edit check will trigger a note window 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.
- iii. Other edit checks may appear when you hit the “Verify” button. Edit checks will be highlighted in red. Select the notepad icon associated with the question(s) to add an annotation or correct the data, if needed, to clear the edit check.
- iv. Some edit checks may appear when you hit the “Submit/Lock” button. In this case, a single window will open listing the number(s) of the question(s) involved and the reason for the edit check(s). Select the notepad icon associated with the question(s) to add an annotation or correct the data, if needed, to clear the edit check(s).

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 by checking the exception box (Not Applicable, Unknown) or entering a zero, as appropriate.

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): Preliminary Steps
 - Step 1: Resolve all edit checks and all required unanswered questions.
 - Step 2: Click the “Submit/Lock” button in the top right corner of the page. The survey will run its final edit check process. If submission is successful, you should see “Thank you for submitting the survey for your library. The survey is now locked” in red text and the “Submit/Lock” button text will change to “Unlock.”
8. Print or save one copy for your files. You can print or save the IPLAR as a .pdf by clicking on the “Print” link at the very top of the page.

Please Note:

There is no paper packet submission for the IPLAR. All items must be submitted electronically. Proof of population changes, referenda ballot copies and proof of insurance/surety bond should be uploaded within the survey.

DEFINITIONS

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| 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 701] | This locked question will be answered by the 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 by NCES 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. |
| 1.4b | If the library's name has changed, then enter the updated answer here. | If the above answer is incorrect, enter the facility's correct legal name on this line. |
| 1.4c | Was this an official name change? | Select 'Yes' if the library's name was changed officially, otherwise select 'No.' |
| 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. |

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| 1.5b | If the facility's street address has changed, then enter the updated answer here. | If the above answer is incorrect, enter the facility's correct street address on this line. |
| 1.5c | Was this a physical location change? | If the library moved physical locations, select 'Yes.' Otherwise select 'No.' |
| 1.6a | Facility City [PLSC 154] | This is the city or town in which the administrative entity is located. |
| 1.6b | If the facility's city has changed, then enter the updated answer here. | If the above answer is incorrect, enter the facility's correct city on this line. |
| 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 |
| 1.7b | If the facility's zip code has changed, then enter the updated answer here. | If the above answer is incorrect, enter the facility's correct zip code on this line. |
| 1.8a | Mailing Address [PLSC 157] | This is the mailing address of the administrative entity. Do not abbreviate. |
| 1.8b | If the facility's mailing address has changed, then enter the updated answer here. | If the above answer is incorrect, enter the facility's correct mailing address on this line. |
| 1.9a | Mailing City [PLSC 158] | This is the city or town of the mailing address for the administrative entity. |
| 1.9b | If the facility's mailing city has changed, then enter the updated answer here. | If the above answer is incorrect, enter the facility's correct mailing city on this line. |
| 1.10a | 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 |
| 1.10b | If the facility's mailing zip code has changed, then enter the updated answer here. | If the above answer is incorrect, enter the facility's correct mailing zip code on this line. |
| 1.11a | Library Telephone Number [PLSC 162] | This is the telephone number of the administrative entity, including area code. Note: Format the answer with numbers and hyphens only: xxx-xxx-xxxx. If the Administrative Entity has no phone, enter "-3" (for Not Applicable). |
| 1.11b | If the telephone number has changed, then enter the updated answer here. | If the above answer is incorrect, enter the correct phone number on this line. Format the answer with numbers and hyphens only: xxx-xxx-xxxx |
| 1.12a | 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 |
| 1.12b | If the fax number has changed, then enter the updated answer here. | If the above answer is incorrect, enter the correct fax number on this line. Format the answer with numbers and hyphens only: xxx-xxx-xxxx |

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| 1.13 | Website | This is the Web address of the administrative entity. http:// _____ Note: If the Administrative Entity has no web address, select the "No Website" exception box. |
| 1.14 | Name | Enter the name of the library director. |
| 1.15 | Title | Enter the title of the library director. Examples: Director, Acting Director |
| 1.16 | Library Director's E-mail | Provide the e-mail address for the library director. |
| 1.17a | Type of library | This locked question will be answered by the State Data Coordinator. |
| 1.17b | If the library type has changed, then enter the updated answer here. | If the above answer is incorrect, provide the library's correct type on this line. |
| 1.18 | Is the main library a combined public and school library? | If the main library is combined with a school library, answer yes; otherwise answer no. |
| 1.19 | Does your library contract with another library to RECEIVE ALL your library services? | Select yes if your library contract with another library to receive ALL your library services; otherwise select no. |
| 1.20 | IF YES, list the name(s) of the library(ies) with whom you contract (Enter each in a separate repeating field) | Enter the complete legal name of each library you contract with. |
| 1.21a | County in which the administrative entity is located [PLSC 161] | County in which the administrative entity is located. Answer using the primary county only. |
| 1.21b | If the administrative entity's county has changed, then enter the updated answer here. | This is the county in which the administrative entity is located. Answer using the primary county only. |
| 1.22a | Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205] | 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. Note: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents). |
| 1.22b | IF YES, indicate the reason for the boundary change | Select the reason for the boundary change from the drop down box: Annexation, Disconnect, Other |
| 1.23a | Population residing in tax base (Use the latest official federal census figure) [PLSC 208] | The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. |

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| | | <p>Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.</p> <p>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.</p> |
| 1.23b | If the population residing in the tax base has had a LEGAL change, then enter the updated answer here. | If the current population is different from the previous year's population, enter the correct number here. |
| 1.23c | Documentation of legal population change | Upload documentation of the legal population change. |
| 1.24 | 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 |
| 1.25a | This library is currently a member of what Illinois library system? | <p>This locked question will be answered by the State Data Coordinator.</p> <p>Chicago Public (CLS) Illinois Heartland (IHLS) Reaching Across Illinois (RAILS) Not in a library system (NONE)</p> <p>If this locked question's answer has changed, then enter the updated answer in the "b" component for this question.</p> |
| 1.25b | If the library's system has changed, then enter the updated answer here. | If the library's system is incorrect, enter the correct information on this line. |
| 1.26 | Does this library have an organized collection of printed or other library materials, or a combination thereof? | If the library has an organized collection of printed or other library materials, or a combination thereof, answer yes; otherwise answer no. |
| 1.27 | Does this library have paid staff? | If the library has paid staff, select yes; otherwise select no. |
| 1.28 | Does this library have an established schedule in which services of the staff are available to the public? | If the library has an established schedule in which services of the staff are available to the public, select yes; otherwise select no. |
| 1.29 | Does the library have the facilities necessary to support such a collection, staff, and schedule? | If the library has the facilities necessary to support a collection, staff, and schedule, select yes; otherwise select no. |
| 1.30 | Is this library supported in whole or in part with public funds? | If your library receives any local or state tax dollars (this includes local tax levies and state per capita grant funds), select yes; otherwise select no. |

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| 1.31 | Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] | <p>Answer Yes or No to the following question: "Does this public library meet all the criteria of the FSCS public library definition?"</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>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, check the Contractual Library box.</p> |
| 2.1a | Total number of bookmobiles [PLSC 211 & PLSC 712] | <p>A bookmobile is a traveling branch library. It consists of at least all of the following:</p> <ol style="list-style-type: none"> 1. A truck or van that carries an organized collection of library materials; 2. Paid staff; and 3. Regularly scheduled hours (bookmobile stops) for being open to the public. <p>Note: Count the number of vehicles in use, not the number of stops the vehicle makes.</p> |
| 2.1b | Total number of branch libraries [PLSC 210] | <p>A branch library is an auxiliary unit of an administrative entity which has at least all of the following:</p> <ol style="list-style-type: none"> 1. Separate quarters; 2. An organized collection of library materials; 3. Paid staff; and 4. Regularly scheduled hours for being open to the public. |
| 2.2a | Are any of the branch libraries a combined public and school library? | |

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| 2.2b | If YES, provide the name of the branch or branches in the box provided. | |
| 2.3a | Service Outlet 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. |
| 2.3b | If the outlet's legal name has changed, then enter the updated answer here. | If the above answer is incorrect, enter the correct legal name of the outlet on this line. |
| 2.3c | Was this an official name change? | |
| 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. Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night. |
| 2.6b | If the outlet's street address has changed, then enter the updated answer here. | If the above answer is incorrect, enter the correct street address for the outlet on this line. |
| 2.6c | Was this a physical location change? | |
| 2.7a | City [PLSC 704] | This is the city or town in which the outlet is located. |
| 2.7b | If the outlet's city has changed, then enter the updated answer here. | If the above answer is incorrect, enter the correct city for the outlet on this line. |
| 2.8a | Zip Code [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 |
| 2.8b | If the outlet's zip code has changed, then enter the updated answer here. | If the above answer is incorrect, enter the correct zip code for the outlet on this line. |
| 2.9a | County [PLSC 707] | This is the county in which the outlet is located. Select the appropriate county from the drop down. |
| 2.9b | If the outlet's county has changed, then enter the updated answer here. | If the above answer is incorrect, enter the outlet's correct county on this line. |
| 2.10a | Telephone [PLSC 708] | This is the telephone number of the outlet, including area code. Note: Format the answer with numbers and hyphens only: xxx-xxx-xxxx. If the outlet has no phone, enter "-3" (for Not Applicable). |

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| 2.10b | If the outlet's phone number has changed, then enter the updated answer here. | If the above answer is incorrect, enter the correct phone number for the outlet on this line. |
| 2.11a | Square Footage of Outlet [PLSC 711] | Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) 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. |
| 2.11b | If the facility's square footage has changed, then enter the updated answer here. | If the above answer is incorrect, enter the facility's correct square footage on this line. |
| 2.11c | Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. | Examples are: New building, Temporary facility, Remodel, Measured for accuracy |
| 2.12 | Total public service hours PER YEAR for this service outlet [PLSC 713] | This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only) Note: Include the actual hours open for public service for centrals, branches, bookmobiles and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count. |
| 2.13 | Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC | This is the number of weeks during the year that an outlet was open to the public. |

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| | 714] | Note: Include the number of weeks open for public service for Centrals, Branches, Bookmobiles and Books-by-Mail Only. For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down. |
| 2.14 | Total annual attendance/visits in the outlet | This is the total number of persons entering the outlet for whatever purpose during the year. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).d down. |
| 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 | This is the total number of months included for this annual report. |
| 3.4 | Name of person preparing this annual report | Enter the name of the person preparing this annual report on this line. |
| 3.5 | Telephone Number of Person Preparing Report | 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. If you don't have a fax number, select No Fax. |
| 3.7 | E-Mail Address | Enter the e-mail address of the person preparing the report. If you do not have an e-mail account, select No E-Mail. |

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| 4.1a | Was your library involved in a referendum during the fiscal year reporting period? | If your library was involved in a referendum, select yes; otherwise select no. |
| 4.1b | How many referenda was your library involved in? | Select the total number of referenda from the drop-down list. |
| 4.2 | Referendum Type | Examples are: Annexation, Bond issue, District Establishment, Tax Increase |
| 4.3 | If Other, what was the referendum type? | Please specify the type of referendum on this line. |
| 4.4 | Referendum Date (mm/dd/year) | This is the date the referendum was put before voters. Answer using month/day/year format: mm/dd/year |
| 4.5 | Passed or Failed? | If the referendum was successful, select passed. If it was not, select failed. |
| 4.6 | If PASSED, enter the effective date (mm/dd/year) | This is the day that the referendum takes effect, not necessarily the day it was passed. Answer using month/day/year format: mm/dd/year |
| 4.7 | Referendum ballot language documentation | Upload a copy of the ballot or referendum language as it was presented to voters. |
| 4.8 | District Conversion - Effective Date (mm/dd/year) | Enter the date that the district conversion took effect. Answer using month/day/year format: mm/dd/year |
| 4.9 | Territory Annexation - Effective Date (mm/dd/year) | Enter the effective date of the territory annexation. Answer using month/day/year format: mm/dd/year |
| 4.10a | Other Action by Backdoor Referendum (please specify) | Please specify the type of board action by backdoor referendum. |
| 4.10b | Other - Effective Date (mm/dd/year) | Enter the effective date of the other board action described in 4.9a. Answer using month/day/year format: mm/dd/year |
| 4.11a | Other Action by Backdoor Referendum (please specify) | Please specify the type of board action by backdoor referendum. |
| 4.11b | Other - Effective Date (mm/dd/year) | Enter the effective date of the other board action described in 4.10a. Answer using month/day/year format: mm/dd/year |
| 5.1 | Total number of board seats | Provide the total number of board seats, including vacant seats. Illinois library law allows for 5, 6, 7, and 9 member boards depending on library type. |
| 5.2a | Total number of vacant board seats | Provide the number of seats vacant on the board as of the last day of the report period. |
| 5.2b | If there are vacancies, please explain | Explain the vacancies on the board. |
| 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. | If the current board is legally established, organized, and the terms of office for library trustees are all unexpired, select yes; otherwise select no. |

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| 5.4 | IF NO, please explain | Please provide a detailed explanation regarding why the board is not legally established, organized and/or the terms of office for some or all library trustees are expired. |
| 5.5 | Name | Enter the full name of the board member. |
| 5.6 | Trustee Position | Select the trustee position from the drop down box. |
| 5.7 | Present Term Ends (mm/year) | Enter the expiration date of the board member's term using the month/year format: mm/year |
| 5.8 | Telephone Number | Include area code. Format the answer with numbers and hyphens only: xxx-xxx-xxxx. |
| 5.9 | E-mail Address | If available, provide an e-mail address for the board member. |
| 5.1 | Home Address | This is the complete street address. Do not abbreviate. |
| 5.11 | City | Enter the name of the city in which the board member lives. |
| 5.12 | State | Enter the state in which the board member lives. |
| 5.13 | Zip Code | This is the standard five-digit postal ZIP code for the mailing address of the trustee. http://zip4.usps.com/zip4/welcome.jsp |
| 6.1a | 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. |
| 6.1b | If the main library's square footage has changed, then enter the updated answer here. | If the above answer is incorrect, enter the main library's correct square footage on this line. |
| 6.1c | Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. | Examples are: Building addition, Measured for accuracy, Renovation |
| 6.2a | Does the library address the environmental needs of patrons on the autism spectrum? | Examples include updating lighting to remove florescent lights, providing appropriate signage, etc. |
| 6.2b | If so, please describe | Please provide an explanation of how the library addresses the environmental needs. |
| 6.3a | Total Number of Meeting Rooms | Provide a count of the number of meeting rooms available to the public in the library building. |
| 6.3b | Total number of times meeting room(s) used by the public during the fiscal year | Provide a count of the number of times the meeting room(s) available to the public in the library building was/were used during the fiscal year. |
| 6.4a | Total Number of Study Rooms | Provide a count of the number of study rooms available to the public in the library building. |
| 6.4b | Total number of times study room(s) used by the public during the fiscal year | Provide a count of the number of times the study room(s) available to the public in the library building was/were used during the fiscal year. |

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| 7.1 | What is the estimated 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. |
| 7.2 | During the last fiscal year, did the library acquire any real and/or personal property? | If the library acquired any real and/or personal property during the report period, select yes; otherwise select no. |
| 7.3 | Purchase | Provide the total spent on property acquired through purchasing. |
| 7.4 | Legacy | Provide the total value of property acquired through legacy. |
| 7.5 | Gift | Provide the total value of property acquired through gift. |
| 7.6 | Other | Provide the total value of property acquired through means other than purchasing, legacy or gift. |
| 7.7 | Provide a general description of the property acquired. | Provide a general description of the property acquired. |
| 7.8 | Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? | If the library has fiscal accumulations (reserve funds, outstanding fund balances, etc.), select yes; otherwise select no. |
| 7.9 | IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. | Provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations in the box provided. |
| 7.10 | Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? | If the library has any outstanding liabilities including bonds, judgments, settlements, etc., select yes; otherwise select no. |
| 7.11 | IF YES, what is the total amount of the outstanding liabilities? | Provide 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. | Provide a statement that identifies each outstanding liability and its specific dollar amount in the box provided. |
| 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) | This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. 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. |
| 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.]? | 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. |

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| | | <p>Note: Significant funding provided by other local government agencies with the authority to levy taxes “on behalf of” the library should be included if the information is available to the reporting agency and if such funds are supported by documentation (such as certified budgets, payroll records, etc.).</p> <p>If the library’s annual tax levy/fiscal appropriation is subject to tax caps, select yes; otherwise select no.</p> |
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| 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 which must be reported in 12.1a only) | Report ensuing fiscal year (upcoming/current) local government funds designated by the community, district, or region and available for expenditure by the public library. 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. |
| 8.2 | Per capita grant | |
| 8.3 | Equalization aid grant | Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate. |
| 8.4 | Personal property replacement tax | Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships and other business entities were taken away. |
| 8.5 | Other State Government funds received | 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). |

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| 8.6 | If Other, please specify | Please give an explanation of any other state operating receipts. |
| 8.7 | Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301] | This locked question will auto calculate when the Save button is clicked. |
| 8.8 | LSTA funds received | <p>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).</p> <p>This includes state grants funded by LSTA money.</p> |
| 8.9 | E-Rate funds received | Enter the total amount of E-Rate funds actually received. Do not count discounts. |
| 8.10 | Other federal funds received | Include all other federal operating funds received. |
| 8.11 | If Other, please specify | Please give an explanation of any other federal operating receipts. |
| 8.12 | Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302] | This locked question will auto calculate when the Save button is clicked. |
| 8.13 | Monetary Gifts and Donations | <p>This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.</p> <p>Include all monetary gifts and donations received by the library.</p> |
| 8.14 | Other receipts intended to be used for operating expenditures | Include: |
| 8.15 | TOTAL all other receipts (8.13 + 8.14) [PLSC 303] | <ul style="list-style-type: none"> - All monetary receipts not reported above - Interest - Library fines - Fees for service |

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| | | <ul style="list-style-type: none"> - Payments for contractual services - Receipts from a library system - Receipts from a loan or mortgage <p>Exclude:</p> <ul style="list-style-type: none"> -The value of any contributed or in-kind service -The value of any non-monetary gifts or donations |
| | | This locked question will auto calculate when the Save button is clicked. |
| 8.16 | Other non-capital receipts placed in reserve funds | <p>This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.</p> <p>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 12.1 -12.6--DO NOT report those amounts here.</p> |
| 8.17 | TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304] | This locked question will auto calculate when the Save button is clicked. |
| 8.18a | The library safeguards its funds using which option? | <p>This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue.</p> <p>Select insurance policy, surety bond or not applicable as appropriate.</p> |
| 8.18b | Proof of Certificate of Insurance for Library Funds | Upload proof of the insurance certificate. |
| 8.19 | What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument? | For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the 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 |

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| | | equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years. |
| 8.20 | Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law? | <p>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.</p> <p>If the amount is compliant with statute, select yes; otherwise select no.</p> |
| 8.21 | The designated custodian of the library's funds is: | Select the designated custodian of the library's funds from the drop-down box. |
| 9.1 | 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. |
| 9.2a | Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351] | These are the benefits outside of salaries and wages paid and accruing to employees (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, workman's compensation, tuition, and housing benefits. |
| 9.2b | If this library answered question 9.2a as zero, please select an explanation from the drop-down box. | Please select the best answer from the drop-down box as to why question 9.2a was answered zero. |
| 9.3 | Total Staff Expenditures (9.1 + 9.2) [PLSC 352] | This locked question will auto calculate when the Save button is clicked. |

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| 10.1 | Printed Materials (books, newspapers, etc.) [PLSC 353] | <p>This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures.</p> <p>Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.</p> |
| 10.2 | Electronic Materials (e-books, databases, etc.) [PLSC 354] | <p>Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, 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.]</p> |
| 10.3a | Other Materials (CDs, DVDs, video games, etc.) [PLSC 355] | <p>Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures.</p> <p>Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.</p> |
| 10.3b | Please provide an explanation of the other types of material expenditures. | Examples are: Maps, Microform, Musical Instruments |
| 10.4 | TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356] | This locked question will auto calculate when the Save button is clicked. |

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| | | <p>This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.</p> |
| 11.1 | All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357] | <p>This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. 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.</p> |
| 11.2 | TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358] | <p>This locked question will auto calculate when the Save button is clicked.</p> |
| 12.1a | Local Government: Capital Income from Bond Sales | <p>This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures.</p> |
| 12.1b | Local Government: Other | <p>Report all capital income from bond sales 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.</p> |
| 12.1c | Total Local Government (12.1a + 12.1b) [PLSC 400] | <p>Report all other local 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.</p> |
| 12.2 | State Government [PLSC 401] | <p>This locked question will auto calculate when the Save button is clicked.</p> |
| | | <p>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.</p> |

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| | | 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. |
| 12.3 | 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. |
| 12.4 | Other Capital Revenue [PLSC 403] | Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures. |
| 12.5 | If Other, please specify | Provide an explanation of any other funds. |
| 12.6 | Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404] | This locked question will auto calculate when the Save button is clicked. |
| 12.7 | Total Capital Expenditures [PLSC 405] | <p>This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue.</p> <p>Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions;</p> <p>(b) new buildings;</p> <p>(c) additions to or renovation of library buildings;</p> <p>(d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations;</p> <p>(e) library automation systems;</p> <p>(f) new vehicles; and</p> <p>(g) other one-time major projects.</p> |
| 13.1 | Position Title | <p>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.</p> |

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| | | The position title created and assigned to this employee by your library. |
| 13.2 | Primary Work Area | 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. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus. Library Director - LDIR |
| 13.3 | Hourly Rate | <p>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</p> <p>If the employee is salaried, convert the annual salary to an hourly rate.</p> |
| 13.4 | Total Hours/Week | Number of hours worked per week. If the exact number is not known, supply your best estimate. |
| 13.5 | Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] | This locked question will auto calculate when the Save button is clicked. |
| 13.6 | Position Title | Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget |

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| | | <p>whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.</p> <p>The position title created and assigned to this employee by your library.</p> |
| 13.7 | Primary Work Area | <p>From the Work Areas 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.</p> |
| 13.8 | Education Level | <p>Library Director - LDIR</p> <p>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</p> |
| 13.9 | Hourly Rate | <p>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</p> <p>LTA - Less than a Bachelor's degree but with an LTA (Library Technical Assistant) or equivalent</p> |

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| | | HS - Less than a Bachelor's degree |
| | | N/A |
| | | If the employee is salaried, convert the annual salary to an hourly rate. |
| 13.10 | Total Hours/Week | Number of hours worked per week. If the exact number is not known, supply your best estimate. |
| 13.11 | Total Group B: FTE Other Librarians (13.10/40) | This locked question will auto calculate when the Save button is clicked. |
| 13.12 | Total FTE Librarians (13.5 + 13.11) [PLSC 251] | Divide Total Hours/Week by 40 to determine the FTE. This locked question will auto calculate when the Save button is clicked. |
| 13.13 | Total hours worked in a typical week by all Group C employees | 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. Number of hours worked per week for all Group C employees. If the exact number is not known, supply your best estimate. |
| 13.14 | Minimum hourly rate actually paid | If the positions are salaried, convert the annual salary to an hourly rate. |
| 13.15 | Maximum hourly rate actually paid | If the positions are salaried, convert the annual salary to an hourly rate. |
| 13.16 | Total FTE Group C employees (13.13 / 40) | This locked question will auto calculate when the Save button is clicked. |
| 13.17 | Total hours worked in a typical week by all Group D employees | Number of hours worked in a typical week by all Group D employees. |
| 13.18 | Minimum hourly rate actually paid | If the positions are salaried, convert the annual salary to an hourly rate. |
| 13.19 | Maximum hourly rate actually paid | If the positions are salaried, convert the annual salary to an hourly rate. |
| 13.20 | Total FTE Group D employees (13.17 / 40) | This locked question will auto calculate when the Save button is clicked. |
| 13.21 | Total hours worked in a typical week by all Group E employees | Number of hours worked in a typical week by all Group E employees |
| 13.22 | Minimum hourly rate actually paid | If the positions are salaried, convert the annual salary to an hourly rate. |
| 13.23 | Maximum hourly rate actually paid | If the positions are salaried, convert the annual salary to an hourly rate. |

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| 13.24 | Total FTE Group E employees (13.21 / 40) | This locked question will auto calculate when the Save button is clicked. |
| 13.25 | Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252] | This locked question will auto calculate when the Save button is clicked. |
| 13.26 | Total FTE Paid Employees (13.12 + 13.25) [PLSC 253] | This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. This locked question will auto calculate when the Save button is clicked. |
| 13.27 | Position Title | This is the sum of Total Librarians and All Other Paid Staff. The position title created and assigned to this employee by your library. |
| 13.28 | Primary Work Area | 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. |
| 13.29 | Education Level | 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 |

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| | | <p>MLS - Master's Degree (or Doctorate or Certificate of Advanced Study): ALA accredited library school program</p> <p>MAN - Master's Degree: Non-ALA library school program</p> <p>MAO - Master's Degree: Not in library science</p> <p>BAL - Bachelor's Degree: Includes a major or minor in library science</p> <p>BAC - Bachelor's Degree: No library science</p> <p>LTA - Less than a Bachelor's degree but with an LTA (Library Technical Assistant) or equivalent</p> <p>HS - Less than a Bachelor's degree</p> <p>N/A</p> |
| 13.30 | Total Hours/Week | <p>Number of hours worked per week. If the exact number is not known, supply your best estimate.</p> |
| 13.31 | Number of Weeks Vacant during report period. | Enter the total number of weeks the position was vacant during report period. |
| 13.32 | Annual Salary Range Minimum | Enter the minimum level of the position's annual salary range. |
| 13.33 | Annual Salary Range Maximum | Enter the maximum level of the position's annual salary range. |
| 13.34 | Position Title | The position title created and assigned to this employee by your library. |
| 13.35 | Primary Work Area | <p>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.</p> <p>Library Director - LDIR</p> |
| 13.36 | Education Level | <p>Assistant Library Director - ADIR</p> <p>Assistant Librarian - ALIB</p> <p>Automation/Technology/Systems - AUTO</p> <p>Bookmobile - BKMB</p> <p>Cataloging - CAT</p> <p>Collection Development/Acquisitions - COL</p> <p>Circulation - CIR</p> <p>Interlibrary Loan/Document Delivery - ILL</p> <p>Reference - REF</p> |

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| | | Children's Services - CHD Young Adult Services - YAS Adult Services - ADT Other Type of Librarian - OTH N/A |
| | | 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 |
| 13.37 | Total Hours/Week | Number of hours worked per week. If the exact number is not known, supply your best estimate. |
| 13.38 | Current Status: Filled or Unfilled | Select the option that best describes the status of the opening on the last day of the report period. |
| 13.39 | Date Filled (mm/year, if applicable) | If filled, enter the date the position was filled (mm/year) |
| 13.40 | Position Title | The position title created and assigned to this employee by your library. |
| 13.41 | Primary Work Area | 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. |
| 13.42 | Education Level | Library Director - LDIR Assistant Library Director - ADIR Assistant Librarian - ALIB Automation/Technology/Systems - AUTO Bookmobile - BKMB Cataloging - CAT |

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| | | <p>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</p> |
| 13.43 | Total Hours/Week | <p>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</p> <p>LTA - Less than a Bachelor's degree but with an LTA (Library Technical Assistant) or equivalent HS - Less than a Bachelor's degree</p> <p>N/A</p> |
| 13.44 | Date Eliminated (mm/year) | Number of hours worked per week. If the exact number is not known, supply your best estimate. Enter the date the position was eliminated using the mm/year format. |
| 13.45 | Last Annual Salary Paid | Enter the last annual salary paid for the position. |
| 13.46 | Reason Eliminated | Provide an explanation for why the position was eliminated. Examples include: lack of funding, lack of need. |
| 14.1a | 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. |
| 14.1b | Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES | <p>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.</p> <p>For all branches combined, report the TOTAL actual ANNUAL amount of hours open for public service.</p> |
| 14.1c | Total scheduled public service hours PER YEAR for ALL SERVICE | For all bookmobiles combined, report the TOTAL |

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| | OUTLETS (14.1a + 14.1b) [PLSC 500] | <p>actual ANNUAL amount of hours open for public service.</p> <p>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.</p> <p>This locked question will auto calculate when the Save button is clicked.</p> |
| 14.2 | Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714] | <p>This is the sum of annual public service hours for outlets.</p> <p>Note: Include the hours open for public service for Centrals, Branches, Bookmobiles , and Books-by-Mail Only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.</p> <p>This is the number of weeks during the year that the main/central library was open to the 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.</p> |
| 14.3 | Total annual visits/attendance in the library [PLSC 501] | This is the total number of persons entering the library for whatever purpose during the year. |
| 15.1 | Total Number of Children's Programs [PLSC 601] | <p>Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods</p> |

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| | | <p>for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).</p> |
| 15.2 | Children's Program Attendance [PLSC 604] | <p>A children's program is any planned event for which the primary audience is children and which introduces the group of</p> <p>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.</p> <p>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. This figure is a subset of the Total Number of Library Programs.</p> |

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| | | <p>Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.</p> <p>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.</p> |
| 15.3 | Total Number of Children's Passive Programs | <p>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.</p> <p>A children's passive program is any planned event for which the primary audience is children (defined as age 11 and under) and for which the child 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.</p> |
| 15.4 | Children's Passive Program Attendance | <p>Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357]) defines children as persons age 11 years and under.</p> |

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| | | The count of the audience at all passive programs for which the primary audience is children 11 years and under. Include adults who attend programs intended primarily for children. |
| 15.5 | 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. |
| 15.6 | Young Adult Program Attendance [PLSC 605] | 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. This figure is a subset of the Total Number of Library Programs. |

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| | | <p>Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds.</p> <p>The count of the audience at all programs for which the primary audience is young adults 12 through 18 years and includes 18 year olds. Include adults* who attend programs intended primarily for young adults.</p> |
| 15.7 | Total Number of Young Adult Passive Programs | <p>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.</p> <p>* Please count all patrons that attend the young adult program regardless of age. (See Number of Young Adult Programs for the definition of a young adult library program.)</p> <p>A young adult passive program is any planned event for which the primary audience is young adults (defined as age 12-18) and for which the young adult 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.</p> |
| 15.8 | Young Adult Passive Program Attendance | <p>The count of the audience at all passive programs for which the primary audience is young adults, age 12-18. Include adults who attend programs intended primarily for young adults.</p> |
| 15.9 | Total Number of Other Programs | <p>Other Programs includes any planned event for which the primary target audience is not strictly children or young adults. This includes programs for adults and seniors and programs that are cross-generational and not specific to any one target age group. 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.</p> |

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| 15.10 | Other Program Attendance | <p>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.</p> <p>Report the total count of the audience at all other library programs during the reporting period. The total should include any programs conducted for adults or an unspecified audience.</p> |
| 15.11 | Total Number of Other Passive Programs | <p>Other passive programs includes any planned event for which the primary target audience is not strictly children or young adults. This includes programs for adults and seniors and programs that are cross-generational and not specific to any one target age group and 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.</p> |
| 15.12 | Other Passive Program Attendance | <p>The count of the audience at all passive programs for which the primary audience is not specifically children or young adults.</p> |
| 15.13 | Total Number of Library Programs (15.1 + 15.5 + 15.9) [PLSC 600] | <p>This locked question will auto calculate when the Save button is clicked.</p> |
| 15.14 | Total Library Program Attendance (15.2 + 15.6 + 15.10) [PLSC 603] | <p>A program is any planned event which introduces the group attending to any of the broad range of library</p> |

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| | | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>This locked question will auto calculate when the Save button is clicked.</p> |
| 15.15 | Total Number of Passive Programs (15.3 + 15.7 + 15.11) | <p>This is a total count of the audience at all library programs during the reporting period. (See Total Number of Library Programs for the definition of a library program.)</p> <p>This locked question will auto calculate when the Save button is clicked.</p> |
| 15.16 | Total Passive Program Attendance (15.4 + 15.8 + 15.12) | This locked question will auto calculate when the Save button is clicked. |
| 15.17a | Did the library provide any special programming for patrons on the | Programming specifically for patrons on the autism spectrum includes things like sensory story time, |

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| | autism spectrum? | therapy dogs and sensory toys. |
| 15.17b | Please describe the programming provided. | Programming specifically for patrons on the autism spectrum includes things like sensory story time, therapy dogs and sensory toys. |
| 16.1 | Total Number of Unexpired Resident Users Cards | A resident user 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 user's card from your library. Do NOT include reciprocal borrowers. |
| 16.2a | Total Number of Unexpired Non-resident Users Cards | A non-resident user 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. |
| 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? | Provide 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] | This locked question will auto calculate when the Save button is clicked. |
| 16.4 | Is your library's registered user/patron file purged a minimum of one time every three years? | <p>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.</p> <p>Note: Files should have been purged within the past three (3) years.</p> <p>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.</p> |
| 17.1 | Print Materials [PLSC 450] | <p>Note: Files should have been purged within the past three (3) years.</p> <p>Report a single figure that includes the following:</p> |

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| 17.2 | Current Print Serial Subscriptions [PLSC 460] | <p>Books in print. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.</p> <p>Current Serial Subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print.</p> |
| 17.3 | Total Print Materials (17.1+17.2) | <p>Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.</p> <p>This locked question will auto calculate when the Save button is clicked.</p> |
| 17.4 | E-books Held at end of the fiscal year [PLSC 451] | <p>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). 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 electronic units, including duplicates, at the administrative entity level; do not duplicate unit count for each branch. E-books packaged together as a unit (e.g., multiple titles on a single ebook reader) and checked out as a unit are counted as one unit.</p> |

17.5a

Audio Recordings: Physical Units
Held at end of the fiscal year [PLSC
452]

Report the number of units. 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.

NOTE: For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units." For

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| | | <p>smaller libraries, if volume data are not available, the number of titles may be counted.</p> <p>Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units."</p> <p>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. Do not include downloadable electronic audio files.</p> |
| 17.5b | Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] | <p>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.</p> <p>These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio-Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Audio-Downloadable Units held locally and remote Audio-Downloadable Units for which permanent or temporary access rights have been acquired.</p> |
| 17.6a | DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] | <p>Report the number of units. Report only items that have been purchased, leased or licensed by the</p> |

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.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase”. The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

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| | | <p>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 and 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 DVDs for one movie) and checked out as a unit are counted as one physical unit.</p> |
| 17.6b | <p>DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]</p> | <p>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. Video-Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include Video-Downloadable Units held locally and remote Video-Downloadable Units for which permanent or temporary access rights have been acquired.</p> |
| 17.7 | <p>Local/Other Cooperative agreements [PLSC 456]</p> | <p>Report the number of units. 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.</p> |

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| | | <p>NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.</p> <p>Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit”; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.</p> <p>Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”</p> <p>Include electronic collections negotiated and paid for by the local library or by the regional library system(s) and/or other cooperative(s) available to the local library.</p> |
| 17.8 | State (state government or state library) [PLSC 457] | This locked question will be answered by the State Data Coordinator. |
| 17.9 | Total Electronic Collections (17.7 + 17.8) [PLSC 458] | <p>These are licensed databases that are totally subsidized by the Illinois State Library and provided at no charge to most ILLINET public libraries.</p> <p>This locked question will auto calculate when the Save button is clicked.</p> |
| 18.1 | Number of adult materials loaned | This is the sum of Local/Other cooperative agreements, and State electronic collections. |

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| | | Report the total annual circulation, including renewals, of all adult materials (age 19 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. |
| 18.2 | Number of young adult materials loaned | The total annual circulation of all young adult materials in all formats to all users, including renewals. 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. Young adult is defined as items geared towards ages 12-18, including 18. Exclude: Interlibrary loans to another library. |
| 18.3 | Number of children's materials loaned [PLSC 551] | The total annual circulation of all children's materials in all formats to all users, including renewals. 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. |
| 18.4 | Total number of materials loaned (18.1 + 18.2 + 18.3) | This locked question will auto calculate when the Save button is clicked. |
| 18.5 | Books- Physical | 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. 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). |

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| 18.6 | Videos/DVDs- Physical | <p>Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.</p> <p>Exclude: Interlibrary loans to another library.</p> |
| | | <p>Report the total annual circulation, including renewals, of videos/DVDs (physical) borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).</p> |
| 18.7 | Audios (include music)- Physical | <p>Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.</p> <p>Exclude: Interlibrary loans to another library.</p> |
| | | <p>Report the total annual circulation, including renewals, of audios, including music, in physical format borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).</p> |
| 18.8 | Magazines/Periodicals- Physical | <p>Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.</p> <p>Exclude: Interlibrary loans to another library.</p> |
| | | <p>Report the total annual circulation, including renewals, of magazines/periodicals in physical format borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).</p> |
| 18.9 | Other Items- Physical | <p>Exclude: Interlibrary loans to another library.</p> |

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| | | Report the total annual circulation, including renewals, of other materials in physical format borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile). |
| 18.10 | Physical Item Circulation (18.5-18.9) [PLSC 553] | <p>Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions.</p> <p>Exclude: Interlibrary loans to another library.</p> <p>The total annual circulation of all physical library materials of all types, including renewals.</p> |
| 18.11 | Use of Electronic Materials [PLSC 552] | <p>Note: Count all physical 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.</p> <p>Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication, and have a limited period of use.</p> |
| 18.12 | Total Circulation of Materials (18.10+18.11) [PLSC 550] | This is the sum of total of 553 Physical Item Circulation and 552 Use of Electronic Material. |
| 18.13 | Successful Retrieval of Electronic Information [PLSC 554] | The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. |

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| 18.14 | Electronic Content Use (18.11+18.13) [PLSC 555] | <p>Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]</p> <p>The total annual count of the use of electronic materials and the successful retrieval of electronic information (PLSC data elements 552 and 554).</p> |
| 18.15 | Total Collection Use (18.10+18.11+18.13) [PLSC 556] | The total annual count of physical item circulation, use of electronic materials and successful retrieval of electronic information (PLSC data elements 552, 553 and 554). |
| 18.16 | Interlibrary Loans Provided TO other libraries [PLSC 575] | 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. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. |
| 18.17 | Interlibrary Loans Received FROM other libraries [PLSC 576] | 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. "Library administration" means Administrative Entity (not anything broader). Do not include items loaned between outlets within the same library administrative entity. These data are reported as annual figures. |
| 19.1 | Total Annual Reference Transactions [PLSC 502] | 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. |
| 19.2 | Total Annual One-on-One Tutorials | 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. |

Information sources include (a) printed and non-printed material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

If a contact includes both reference and directional services, it should be reported as one reference transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

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 of reference transactions is

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| | | <p>unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate. [If the sample is done four times a year, multiply totals by 13, if done twice a year multiply by 26, if done only annually, multiply by 52.] A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p> <p>This is the total number of any interaction between a library staff member and patron, whether scheduled or unscheduled, where the staff member spends a considerable amount of time tutoring or teaching the patron on a specific subject. Examples include resume help, computer or device tutorials.</p> |
| 20.1 | Total number of ALL computers in the library | Include staff and public computers. |
| 20.2 | Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library) | Include public use computers only. |
| 20.3 | Is your library's catalog automated? | Include the system wide catalog in which your library's catalog is a part. |
| 20.4 | Is your library's catalog accessible via the web? | If your library's catalog can be accessed on the internet, select yes; otherwise select no. |
| 20.5 | Does your library have a telecommunications messaging device for the hearing impaired? | If your library has a telecommunications messaging device for the hearing impaired, select yes; otherwise select no. |
| 21.1 | Does your library have Internet access? | If your library has internet access, select yes, otherwise select no. |
| 21.2a | What is the maximum speed of your library's Internet connection? (Select one) | Select the option that best describes the speed of your internet connection. |
| 21.2b | If Other, please specify | If you answered 21.2a as OTHER, please specify. |
| 21.3 | What is the monthly cost of the library's internet access? | Provide the average monthly cost for the library's internet access. |
| 21.4 | Number of Internet Computers Available for Public Use [PLSC 650] | Report the number of the library's Internet computers [personal computers (PCs) and laptops], whether purchased, |

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| 21.5 | Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] | <p>leased or donated, used by the general public in the library.</p> <p>Report the total number of uses (sessions) of the library's 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 uses (sessions) 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 uses (sessions).</p> |
| 21.6 | Wireless Sessions Per Year [PLSC 652] | <p>Note: This count includes only the library's Internet computers. Do not include Wi-Fi access using non library computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.</p> <p>Report the number of wireless sessions provided by the library service annually.</p> <p>If your library does not provide Wi-Fi, select No Wi-Fi.</p> |
| 21.7 | Does your library utilize Internet filters on some or all of the public access computers? | If your library utilizes Internet filters on some or all public computers, select yes; otherwise select no. |
| 21.8 | Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? | If your library provide instruction (workshops, classes) to patrons on the use of the internet, select yes; otherwise select no. |

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| 21.9 | Number of website visits or sessions to your library website [PLSC 653] | Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed. Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here. Check No Website if your library does not have a website. |
| 22.1 | Did your library apply directly for E-rate discounts for the fiscal year? | If your library applied directly for E-rate discounts for the fiscal year report period, select yes; otherwise select no. |
| 22.2a | If YES, did your library apply for Category 1, Category 2 or both? | Category One is for services necessary to provide connectivity to buildings. Category Two services are focused on connectivity to devices within buildings, and cover only broadband distribution services and equipment. |
| 22.2b | IF YES, what is the dollar amount that your library was awarded for the fiscal year report period? | Enter the dollar amount (either as discounts/credits on your telecommunications bills or as direct payments to your library) that your library was awarded for the fiscal year. |
| 22.3 | If NO, why did your library NOT participate in the E-rate program? | Please provide an explanation for why your library did not participate in the E-rate program. |
| 23.1 | How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) | 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. |
| 23.2 | Does the above amount include travel expenses? | |

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| | | <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> <p>Reportable travel costs/expenses include: per diem, hotel, transportation.</p> |
| 23.3 | 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. |
| 23.4 | Does your library provide training to enable staff to better serve their patrons on the autism spectrum? | Exclude: break and lunch times. However, when training is delivered during lunch, then the lunch time may be included in the count. |
| 23.5 | Would you like to receive autism training at your library? | |
| 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? | Examples are: library closed due to flooding, previous director did not leave access to needed records. |
| 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? | Examples are: new maker space added to library; partnered with community for a larger event. |
| 24.3 | Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR). | Examples are: suggestions for new questions, suggestions for removing questions, problems you had completing the survey, any other comments. |
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