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 FY2020-21 IPLAR, the fiscal year must END on one day during this timeframe: July 1, 2020 – June 30, 2021.

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 Microsoft Edge.

CONTACT INFORMATION

Questions about specific topics should be referred as noted below:

- **USERNAME/PASSWORD:** Sheila Sullivan, ssullivan@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, rpatrick@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 Acrobat 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 and on the login screen).

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 Options:

- Pre-populated data collected by the Illinois State Library or other data;
- Blank for completion;
- Drop down menus for appropriate choices;
- 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,
- 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 left of the question number to flag a question.

Notes: You may be prompted to enter a note if the data entered triggers an edit check. Select the grey notepad icon to the left of the **answer box** to enter a note. When the note has been accepted the icon will turn yellow. Private notes can be added by selecting the question number link. Local notes are not shared and can be used to store information about the library's process 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 if the answer is not known, **the user must 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 auto-calculated.

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 <u>explanation</u> of a previous answer or <u>comments</u> 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 DISTRICT 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, if needed, then enter responses into the survey (IPLAR).
6. When you have completed all the data entry into the survey (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 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. You can select the edit check and you will be taken to the question where the variance has occurred. Select the notepad icon to the left of the answer box 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). Click on the edit check and you will be taken to the question where a note needs to be added. Select the notepad icon to the left of the question 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 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 (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.

IPLAR QUESTIONS AND INSTRUCTIONS

IDENTIFICATION

1.1 ISL Control

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

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

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

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

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.

1.5a Facility Street Address

This is the complete street address of the administrative entity. Do not abbreviate. Note: do not report a post office box or general delivery.

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

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

This is the standard five-digit post 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 If the facility's mailing address has changed, then enter the updated answer here.

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

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

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

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

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

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?

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)

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.

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. If the current

population is different from the previous year's population, then send the Illinois State Library the LEGAL verification of that population change.

1.23b 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?

This locked question will be answered by the State Data Coordinator.
Chicago Public (CLS)
Illinois Heartland (IHLS)
Reaching Across Illinois (RAILS)
Not in a library system (NONE)

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

1.25b 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.

1.31 Does this public library meet ALL the criteria of the PLSC public library definition?

Answer Yes or No to the following question: "Does this public library meet all the criteria of the FSCS public library definition?"

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

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

Note: If the library meets all of the requirements of this definition, respond with a Yes. If the library does not meet one or more of the requirements, respond with a No. If the library is a contractual library, check the Contractual Library box.

SERVICE OUTLETS

2.1a Total number of bookmobiles

A bookmobile is a traveling branch library. It consists of at least all of the following:
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.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

2.1b Total number of branch libraries

A branch library is an auxiliary unit of an administrative entity which has at least all of the following:
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?

2.2b If YES, provide the name of the branch or branches in the box provided

2.3a Service Outlet Legal Name

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

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

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

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

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

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

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

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

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).

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

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

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

This is the number of weeks during the year that an outlet was open to the public.

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 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/down.)

2.15 Number of weeks an outlet closed due to COVID-19

This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open.

Note: Round to the nearest whole number. If building did not close to the public due to the pandemic, enter zero. The sum of data elements #2.13 and #2.15 should equal or be fewer than 52 weeks.

An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi0Fi, or “curbside” services outside the building.

2.16 Number of weeks an outlet had limited occupancy due to COVID-19

This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in person services at the library building in response to the Coronavirus (COVID-19) pandemic.

Note: Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero. Weeks can be counted in both data elements #2.14 and #2.16 (that is, a library was open to the public and implementing limited occupancy practices in the same week). Data element #2.16 should not be greater than data element #2.14.

Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.

ANNUAL REPORT DATA

3.1 Fiscal Year Start Date (mm/dd/year)

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)

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.

REFERENDA

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 Examples are: Annexation, Bond issue, District Establishment, Tax Increase

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.

CURRENT LIBRARY BOARD

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.

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.

5.10 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

FACILITY/FACILITIES

6.1a Total square footage of the main library building
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 fluorescent 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.

CAPITAL NEEDS ASSESSMENT

Please enter the requested information related to work needed and work in progress.

ASSETS AND LIABILITIES

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.

OPERATING RECEIPTS BY SOURCE

8.1 Local government (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.

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.).

If the library's annual tax levy/fiscal appropriation is subject to tax caps, select yes; otherwise select no.

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).

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)

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

8.8 LSTA funds received

This includes state grants funded by LSTA money.

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)

This locked question will auto calculate when the Save button is clicked. This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

8.13 Monetary Gifts and Donations

Include all monetary gifts and donations received by the library.

8.14 Other receipts intended to be used for operating expenditures

Include: All monetary receipts not reported above, interest, library fines, fees for service payments for contractual services, receipts from a library system, receipts from a loan or mortgage

Exclude: the value of any contributed or in-kind services, the value of any non-monetary gifts or donations.

8.15 TOTAL all other receipts (8.13 + 8.14)

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

8.16 Other non-capital receipts placed in reserve funds

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.

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15)

This locked question will auto calculate when the Save button is clicked. This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue.

8.18a The library safeguards its funds using which option?

Select insurance policy, surety bond or not applicable as appropriate. Upload proof of the insurance certificate.

8.18b Proof of Certificate of Insurance for Library Funds

Upload a PDF of the insurance certificate.

8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?

For **municipalities whose population is less than 500,000**, 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 equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years.

For **public library districts**, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years.

8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?

If the amount is compliant with statute, select yes; otherwise select no.

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.

OPERATING EXPENDITURES BY CATEGORY

STAFF EXPENDITURES

9.1 Salaries and wages for all library staff

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

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)

This locked question will auto calculate when the Save button is clicked.
This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures.

COLLECTION EXPENDITURES

10.1 Printed Materials (books, newspapers, etc.)

Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.

10.2 Electronic Materials (e-books, databases, etc.)

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.]

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.

10.3a Other Materials (CDs, DVDs, video games, etc.)

Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.

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)

This locked question will auto calculate when the Save button is clicked.
This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures.

OTHER EXPENDITURES

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.)

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.

11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1)

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

This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures.

CAPITAL REVENUE

12.1a Local Government: Capital Income from Bond Sales

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.

12.1b Local Government: Other

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

12.1c Total Local Government (12.1a + 12.1b)

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

Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

12.2 State Government

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

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

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)

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

This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capita Revenue.

CAPITAL EXPENDITURES

12.7 Total Capital Expenditures

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for:
(a) site acquisitions;
(b) new buildings;
(c) additions to or renovation of library buildings;
(d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations;
(e) library automation systems;
(f) new vehicles; and
(g) other one-time major projects.
Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

PERSONNEL

GROUP A
ALL LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies

13.1 Position Title
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 – LD
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

13.3 Hourly Rate
If the employee is salaried, convert the annual salary to an hourly rate.

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

13.5 Total Group A: FTE ALA-MLS (13.4/40)

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

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget 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 employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

GROUP B

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

13.6 Position Title

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

13.7 Primary Work Area

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. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus.

Library Director – LD
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

13.8 Education Level

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

13.9 Hourly Rate
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.

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

13.12 Total FTE Librarians (13.5 + 13.11)
This locked question will auto calculate when the Save button is clicked.
Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.

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

13.13 Total hours worked in a typical week by all Group C employees.
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.

GROUP D
Full-time and part-time pages or shelvers.

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.

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

13.21 Total hours worked in a typical week by all Group E employees
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.

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

13.26 Total FTE Paid Employees (13.12 + 13.25)
This locked question will auto calculate when the Save button is clicked.

This is the sum of Total Librarians and All Other Paid Staff

LIBRARIAN VACANCIES

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

13.28 Primary Work Area
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. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus.

Library Director – LD
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

13.29 Education Level

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

13.30 Total Hours/Week

Number of hours worked per week. If the exact number is not known, supply your best estimate.

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.

NEWLY CREATED LIBRARIAN POSITIONS

13.34 Position Title

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

13.35 Primary Work Area

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. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus.

Library Director – LD
Assistant Library Director – ADIR
Assistant Librarian – ALIB
Automation/Technology/Systems – AUTO
Bookmobile – BKMB
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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

13.36 Education Level

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)

ELIMINATED LIBRARIAN POSITIONS

13.40 Position Title

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

13.41 Primary Work Area

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. Use your best judgment when coding primary responsibility based on percentage of time spent on a particular area of focus.

Library Director – LD
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

13.42 Education Level

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

13.43 Total Hours/Week

Number of hours worked per week. If the exact number is not known, supply your best estimate.

13.44 Date Eliminated (mm/year)

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.

SERVICE HOURS/LIBRARY VISITS

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY

For the main/central library, calculate the actual Annual amount of hours open for public service.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES

For all branches combined, report the TOTAL actual ANNUAL amount of hours open for public service.

For all bookmobiles combined, report the TOTAL actual ANNUAL amount of hours open for public service.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b)

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

This is the sum of annual public service hours for outlets.

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.

14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public.

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.

14.3 Total annual visits/attendance in the library

This is the total number of persons entering the library 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).

14.3a Library Visits Reporting Method

Regarding the number of Library Visits (data element #14.3) entered, is this an annual count or an annual estimate based on a typical week or weeks?
Select one of the following:
CT-Annual Count
ES-Annual Estimate Based on Typical Week(s)

PROGRAMS, PASSIVE PROGRAMS AND ATTENDANCE

Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants.
Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions. Count Live Virtual Programs in Program statistics. For guidance in discerning Live Virtual Programs and Recorded Programs, refer to:
https://il.countingopinions.com/docs/il/VirtualProgrammingGuidelinesfortheIPLAR.pdf

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.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc. For guidance on Virtual Passive programs and attendance, please refer to:
https://il.countingopinions.com/docs/il/VirtualProgrammingGuidelinesfortheIPLAR.pdf

15.1 Total Number of Children's Programs

A children's program is any planned event for which the primary audience is children and which introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Count all children's programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs in data element 15.13.

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 a person age 11 years and under.

15.2 Children's Program Attendance

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

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

15.3 Total number of Children's Passive Program

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.

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 a person age 11 years and under.

15.4 Children's Passive Program Attendance

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.

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 a person age 11 years and under.

15.5 Total Number of Young Adult Programs

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

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

Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds.

15.6 Young Adult Program Attendance

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.

Note: Young Adult age is defined as 12 through 18 years and includes 18 year olds.

15.7 Total Number of Young Adult Passive Programs

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

15.8 Young Adult Passive Program Attendance

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.

15.9 Total Number of Other Programs

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.

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.

15.10 Other Program Attendance

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.

15.11 Total Number of Other Passive Programs

Other passive programs include 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.

15.12 Other Passive Program Attendance

The count of the audience at all passive programs for which the primary audience in not specifically children or young adults.

15.13 Total Number of Library Programs (15.1 + 15.5 + 15.9)

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

A program is any planned event which introduces the group attending to an of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of

programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

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

15.14 Total Library Program Attendance (15.2 + 15.6 + 15.10)

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

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

15.15 Total Number of Passive Programs (15.3 +15.7 + 15.11)

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

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 autism spectrum?

Programming specifically for patrons on the autism spectrum includes things like sensory story time, 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.

REGISTERED USERS

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 users cards during the past fiscal year?

Provide the total amount of the fees collected from the sale of non-resident users cards during the past fiscal year.

16.3 Total Number of Registered Users Cards (16.1 + 16.2a)

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

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.

Note: Files should have been purged within the past three (3) years.

16.4 Is your library's registered user/patron file purged a minimum of one time every three years?

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.

Note: Files should have been purged within the past three (3) years.

RESOURCES OWNED

17.1 Books Held at end of the fiscal year (volume count)

Report a single figure that includes the following:
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.

17.2 Current Print Serial Subscriptions

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. 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.

17.3 Total Print Materials (17.1 + 17.2)

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

17.4 E-books Held at end of the fiscal year

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 e-book reader) and checked out as a unit are counted as one unit.

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 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."

17.5a Audio Recordings: Physical Units Held at end of the fiscal year

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.

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.

17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year

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.

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 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.”

17.6a DVDs/Videos: Physical Units Held at end of the fiscal year

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.

17.6b DVDs/VIDEOS: Downloadable Units Held at end of the fiscal year.

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.

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 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.”

Electronic Collections

17.7 Local/Other Cooperative agreements

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.

17.8 State (State Library)

This locked question will be answered by the State Data Coordinator

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

17.9 Total Electronic Collections (17.7 + 17.8)

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

This is the sum of Local/Other cooperative agreements, and State electronic collections.

USE OF RESOURCES

18.1 Number of adult materials loaned

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

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.

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.

18.5 Books - Physical

Report the total annual circulation, including renewals, of all materials in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).

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

Exclude: Interlibrary loans to another library.

18.6 Videos/DVDs – Physical

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).

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

Exclude: Interlibrary loans to another library.

18.7 Audios (include music) – Physical

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).

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

Exclude: Interlibrary loans to another library.

18.8 Magazines/Periodicals – Physical

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)

Exclude: Interlibrary loans to another library.

18.9 Other Items – Physical

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).

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

Exclude: Interlibrary loans to another library.

18.10 Physical Item Circulation (18.5-18-9)

The total annual circulation of all physical library materials of all types, including renewals.

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.

18.11 Use of Electronic Materials

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.

18.12 Total Circulation of Materials (18.10 + 18.11)

This is the sum of total Physical Items Circulation and Use of Electronic Material.

18.13 Successful Retrieval of Electronic Information

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.

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]

18.14 Electronic Content Use (18.11 + 18.13)

The total annual count of the use of electronic materials and the successful retrieval electronic information.

18.15 Total Collection Use (18.10 + 18.11 + 18.13)

The total annual count of physical item circulation, use of electronic materials and successful retrieval of electronic information.

18.16 Interlibrary Loans Provided TO other libraries

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

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.

PATRON SERVICES

19.1 Total Annual Reference Transactions

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

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?”

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). 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. 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. Count Readers Advisory questions as reference transactions.

If an annual count of reference transactions is 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.

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.

19.1a Reference Transactions Reporting Method

Regarding the number of Reference Transactions (data element 19.1) entered, is this an annual count or an annual estimate based on a typical week or weeks?

Select one of the following:
CT – Annual Count
ES – Annual Estimate Based on Typical Week(s)

19.2 Total Annual One-on-One Tutorials

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.

AUTOMATION

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.

INTERNET

21.1 Does your library have Internet access?

If our 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

Report the number of the library's Internet computer [personal computers (PCs) and laptops], whether purchased, leased or donated, used by the general public in the library.

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year

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).

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.

21.6 Wireless Sessions Per Year

Report the number of wireless (Wi-Fi) sessions provided by the library service annually.

If your library does not provide Wi-Fi, select No Wi-Fi.

21.7 Does your library utilize Internet filters on some or all of the public access computers?

If our library utilizes Internet filters on some or all pubic computers, select yes; otherwise select no.

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the internet?

If our library provides instruction (workshops, classes) to patrons on the use of the internet, select yes; otherwise select no.

21.9 Number of website visits or sessions to your library website

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.

E-RATE

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

Answer Yes or 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.

STAFF DEVELOPMENT AND TRAINING

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?

Reportable travel costs/expenses include: per diem, hotel, transportation.

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.

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

23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?

23.5 Would you like to receive autism training at your library?

COMMENTS AND SUGGESTIONS

24.1 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.

COVID-19 QUESTIONS

Closed outlets due to COVID-19

Answer Yes or No "Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?"

Note: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or “curbside” services outside the building.

Public services during COVID-19

Answer Yes or No "Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?"

Note: Services to the public can include activities such as answering calls, emails, or texts with answers to information requests from the public; hosting virtual programming or recorded content; offering "curbside," delivery (mail or drop-off), or drive-thru circulation of physical materials; managing IT services to ensure external Wi-Fi access; and providing other types of online and electronic services, regardless of the location of library staff when they provided services (i.e., working from home or in the building that closed to the public.

Electronic materials added due to COVID-19

Answer Yes or No "Did the library add or increase access to electronic collection materials due ot the Coronavirus (COVID-19) pandemic?"

Note: Adding or increasing materials can include increasing the concurrent or monthly borrowing limits for electronic materials, increasing the number of electronic materials and holdings, or otherwise augmenting the public's ability to use electronic materials. These materials can include those the library

did not pay for itself, such as those provided through the State Library administrative agency, library consortium, or vendor at no cost in response to the pandemic.

Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (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 library cards issued before COVID-19

Answer Yes or No "Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?"

Note: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card.

Electronic library cards issued during COVID-19

Answer Yes or No "Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19)"

Note: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card.

Reference service during COVID-19

Answer Yes or No "Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?"

Note: Refer to the definition of Reference Transactions in Section 19.

Outside service during COVID-19

Answer Yes or No "Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?"

Note: Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc.

Live virtual programs during COVID-19

Answer Yes or No "Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19 pandemic?"

Note: Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

Recordings of program content during COVID-19

Answer Yes or No "Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?"

Note: Recordings of program content include video or audio recordings created by a library staff person (or other person sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.

External Wi-Fi access before COVID-19

Answer Yes or No "Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?"

Note: Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.

External Wi-Fi access added during COVID-19

Answer Yes or No "Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"

Note: Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities.

External Wi-Fi access increased during COVID-19

Answer Yes or No "Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"

Note: Includes "parking lot access," bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc.

Staff re-assigned during COVID-19

Answer Yes or No "Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?"

Note: Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count but volunteering off hours would not.