

# IPLAR OVERVIEW AND INSTRUCTIONS

## ILLINOIS PUBLIC LIBRARY ANNUAL REPORT 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 Survey (PLS) 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. PLS questions are coded using this designation [PLS ###], where ### indicates the PLS 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 FY2024-25 IPLAR, the fiscal year must END on one day during this timeframe: July 1, 2024 – June 30, 2025.

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 Grant, Public Library Construction Program grants, and Library Services and Technology Act (LSTA) grants.

### 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 on the Counting Opinions login screen at: <https://il.countingopinions.com/>. Or select the Help tab in the data input screen.

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:** Library Development Group at 217-524-8836 or 1-800-665-5576 ext. 2, Illinois State Library
- **CONTENT/SUBJECT MATTER:** Library Development Group at 217-524-8836 or [IPLAR@ilsos.gov](mailto:IPLAR@ilsos.gov)
- **EDIT CHECKS:** Library Development Group at 217-524-8836 or [IPLAR@ilsos.gov](mailto:IPLAR@ilsos.gov)

- **SOFTWARE OR TECHNOLOGY ISSUES:** Ryan Patrick, Counting Opinions technical assistance, 1-866-850-8366, [rpatrick@countingopinions.com](mailto: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 Username and Password; and,
- Adobe Acrobat for PDF printing.

## HELP WITH DATA INPUT AND UNDERSTANDING THE QUESTIONS

- **Instructions:** Online definitions are available in the Data Input Screen by clicking on any question number. All information 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).
- **Guides:** Guides for counting programs and collections are available on the login screen.
- **Questions?** Call or email Library Development Group at 217-524-8836 or [IPLAR@ilsos.gov](mailto:IPLAR@ilsos.gov)

## 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 to populate data.
- Drop down menus.
- Locked (grayed out) auto-calculated fields or ISL 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. **Note: please make every attempt to report a value in fields, especially if the question has been on the survey more than one year.**

## 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 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 explanation of a previous answer or comments on a certain topic.

**Repeating Row Questions:** Repeating rows are “groups” of repeatable questions that allow the user to add as many answer boxes as needed to that section to provide accurate data about their 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 – 2.16)  
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: <https://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 (if desired) 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 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 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. 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:// \\_\\_\\_\\_\\_](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 Illinois State Library. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the most recent Census. 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 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 each 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.)

### 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.

## 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 menu.

#### 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

#### 6.1 Total Number of Meeting Rooms

Provide a count of the number of meeting rooms available to the public in the library building.

#### 6.2 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.

#### 6.3 Total Number of Study Rooms

Provide a count of the number of study rooms available to the public in the library building.

**6.3b 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.

**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 explain 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 explain 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 10% 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 10% 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 10% 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 10% 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) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content. Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-series, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format.

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 (DVDs, video games, etc.)

Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, circulating portable electronic devices, 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 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 shelveers.**

**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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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  
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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.

## LIBRARY VISITS

### 14.1 Total annual visits/attendance in the library [auto filled]

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).

#### 14.1a 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, SELF-DIRECTED ACTIVITIES AND ATTENDANCE AND VIEWS

### Synchronous Programs:

A synchronous 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 Synchronous Program statistics.** 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.

Note: For more information, please refer to the [Counting Opinions](#) login screen for links to: “Guidance for Programs: Live Virtual and Recorded”, “How to Count Programs and Activities”, and “Virtual Programming Guidelines”.

### Self-Directed Activities:

A self-directed (asynchronous) activity 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, take and make kits, library scavenger hunts (when not done as part of a group), etc. **Include virtual asynchronous self-directed activities.** For guidance on Virtual Asynchronous (self-directed) activities and views, please refer to 15.37 Total Number of Asynchronous (Virtual) Program Presentations, and 15.38 Total Views of Asynchronous (Virtual) Program Presentations.

Note: For more information, please refer to the [Counting Opinions](#) login screen for links to: “Guidance for Programs: Live Virtual and Recorded”, “How to Count Programs and Activities”, and “Virtual Programming Guidelines”.

#### 15.1 Number of Synchronous Programs for Children Ages 0-5

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs musical or sing-along events and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend. Each program session should only be counted in one age category based on its primary target audience. **Include synchronous live virtual programs attended as part of a group.** This figure is a subset of the Total Number of Synchronous Program Sessions. See Synchronous Program Session definition for more information about counting program sessions.

#### Number of Children's Synchronous 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. **Include synchronous live virtual programs attended as part of a group.** This figure is a subset of the Total Number of Library Programs in data element 15.25.

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 ages 11 years and under.

### 15.2 Attendance at Synchronous Programs for Children Ages 0-5

The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.

**Attendance at Children's Synchronous Programs** This locked question will auto calculate when the Save button is clicked. This is the sum of Attendance at Synchronous Programs Targeted at Children Ages 0-5 (15.2), and Attendance at Synchronous Programs Target at Children ages 6-11 (15.6).

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 literacy tutoring, services to homebound, homework assistance, and mentoring activities. (See Number of Children's Programs, 15.1, for the definition of a children's library program.)

### 15.3 Number of Children's Self-Directed (Asynchronous) Activities Ages 0-5

A self-directed (asynchronous) activity is any planned event for which the primary audience is children ages 0 to 5 and 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, take and make kits, library scavenger hunts (when not done as part of a group), etc. **Include virtual asynchronous self-directed activities.**

### 15.4 Participants at Children's Self-Directed (Asynchronous) Activities Ages 0-5

The count of the participants of self-directed activities for which the primary audience is children ages 0 to 5. **Include asynchronous views of recordings.**

### 15.5 Number of Synchronous Programs for Children Ages 6-11

A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children. Each program session should only be counted in one age category based on its primary target audience. **Include synchronous live virtual programs attended as part of a group.** This figure is a subset of the Total Number of Synchronous Program Sessions. See Synchronous Program Session definition for more information about counting program sessions.

### 15.6 Attendance at Synchronous Programs for Children Ages 6-11

The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.

### 15.7 Number of Children's Self-Directed (Asynchronous) Activities Ages 6-11

A self-directed (asynchronous) activity is any planned event for which the primary audience is children ages 6 to 11 and 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, take and make kits, library scavenger hunts (when not done as part of a group), etc. **Include virtual asynchronous self-directed activities.**

#### 15.8 Participants at Children’s Self-Directed (Asynchronous) Activities Ages 6-11

The count of the participants of self-directed activities for which the primary audience is children ages 6 to 11. **Include asynchronous views of recordings.**

#### 15.9 Number of Synchronous Program Sessions for Young Adults Ages 12-18

A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years. Examples of these types of program sessions include, but are not limited to, book clubs, college prep programs, teen tech or gaming clubs, and summer reading events. Each program session should only be counted in one age category based on its primary target audience. **Include number of synchronous live virtual programs attended as part of a group.** This figure is a subset of the Total Number of Synchronous Program Sessions 15.25. See Synchronous Program Session definition for more information about counting program sessions Note: The Young Adult Services Association (YALSA) defines young adults as age 12 through 18.

#### 15.10 Attendance at Synchronous Programs for Young Adults Ages 12-18

The count of the audience at all program sessions for which the primary audience is young adults ages 12 to 18 years. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs, 15.26. See Total Attendance at Synchronous Programs for more information about counting program session attendance.

#### 15.11 Number of Young Adult Self-Directed (Asynchronous) Activities Ages 12-18

A young adult self-directed 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. . Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc. **Include virtual asynchronous self-directed activities.** Note: The Young Adult Services Association (YALSA) defines young adults as age 12 through 18.

#### 15.12 Participants at Young Adult Self-Directed (Asynchronous) Activities Ages 12-18

The count of the participants at all self-directed activities for which the primary audience is young adults, age 12-18. **Include views of virtual asynchronous self-directed activity recordings**

#### 15.13 Number of Synchronous Programs for Adults Ages 19 and over

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, citizenship classes, and lectures. Each program session should only be counted in one age category based on its primary target audience. **Include number of synchronous live virtual programs attended as part of a group.**



This figure is a subset of the Total Number of Synchronous Program Sessions 15.25. See Synchronous Program Session definition for more information about counting program sessions.

#### 15.14 Attendance at Synchronous Programs for Adults Ages 19 and over

The count of the audience at all program sessions for which the primary audience is adults age 19 or older. Please count all attendees of these program sessions regardless of age. **Include synchronous live virtual programs attended as part of a group.** This figure is a subset of the Total Attendance at Synchronous Programs, 15.26. See Total Attendance at Synchronous Programs for more information about counting program session attendance.

#### 15.15 Number of Self-Directed (Asynchronous) Activities for Adults Ages 19 and over

A self-directed (asynchronous) activity is any planned event for which the primary audience is adults ages 19 and over and 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, take and make kits, library scavenger hunts (when not done as part of a group), etc. **Include virtual asynchronous self-directed activities.**

#### 15.16 Participants at Self-Directed (Asynchronous) Activities for Adults ages 19 and over

The count of participants at self-directed activities for adults ages 19 and over. **Include views of virtual asynchronous self-directed activity recordings.**

#### 15.17 Number of Synchronous Programs for General Interest (All Ages)

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs. Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements Avoid including program sessions that are targeted at more than one non-adult age category and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience. **Include synchronous live virtual programs attended as part of a group.** This figure is a subset of the Total Number of Synchronous Program Sessions 15.25. See Synchronous Program Session definition for more information about counting program sessions.

#### 15.18 Attendance at Synchronous Programs for General Interest (All Ages)

The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age. This figure is a subset of the Total Attendance at Synchronous Programs, 15.26. See Total Attendance at Synchronous Programs for more information about counting program sessions attendance.

### 15.19 Number of Self-Directed (Asynchronous) Activities for General Interest (All Ages)

A self-directed (asynchronous) activity is any planned event for which the primary audience is general interest and can participate **on their own** (instead of at a designated time with a group). A general interest activity is any self-directed activity that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational activities that are not occurring as 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, take and make kits, library scavenger hunts (when not done as part of a group), etc. **Include virtual asynchronous self-directed activities.**

### 15.20 Participants at Self-Directed (Asynchronous) Activities for General Interest (All Ages)

The count of participants at self-directed activities that are appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational activities. **Include views of virtual asynchronous self-directed activity recordings.**

### 15.21 Total Number at Synchronous Programs

This is a total count of the number of synchronous (live) program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session.

- If programs are offered as a series, count each program session in the series. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.
- Include in-person onsite, in-person offsite, and virtual synchronous program sessions.
- Each program session should only be counted once, regardless of the number of formats in which it is presented. For example, a program session that has both in-person and virtual attendance options should be counted as a single program session.

This is the sum of:

- Number of Synchronous Program Sessions Targeted at Children Ages 0-5,
- Number of Synchronous Program Sessions Targeted at Children Ages 6-11,
- Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18,
- Number of Synchronous Program Sessions Targeted at Adults 19 and older, and
- Number of Synchronous Program Sessions Targeted at General Interest

Separately, it is also the sum of:

- Number of Synchronous In-Person Onsite Program Sessions
- Number of Synchronous In-Person Offsite Program Sessions
- Number of Synchronous Live-Virtual Program Sessions

### 15.22 Total Attendance at Synchronous Programs

This is a total count of the audience at all program sessions during the reporting period. See the Synchronous Program Sessions definition for more detail about what counts as a program session.

- Include all attendees regardless of age (e.g., count all adult attendees of children's programs in children's program attendance).

- For program sessions with both in-person and virtual attendance combine attendee counts across formats or platforms.

This is the sum of:

- Attendance at Synchronous Programs Targeted at children Ages 0-5,
- Attendance at Synchronous Programs Targeted at Children Ages 6-11,
- Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18,
- Attendance at Synchronous Programs Targeted at Adults Ages 19 or Older, and
- Attendance at Synchronous General Interest Programs.

Separately, it is also the sum of:

- Synchronous In-Person Onsite Program Attendance,
- Synchronous In-Person Offsite Program Attendance, and
- Synchronous Virtual Program attendance.

### 15.23 Total Number of Self-Directed (Asynchronous) Activities

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

### 15.24 Total Participants at Self-Directed (Asynchronous) Activities

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

Note: There are four subtotaled fields that are not seen in this grid.

## Onsite, Offsite and Virtual (All Group Programs by Type)

### 15.29 Synchronous In-Person Onsite Program Sessions

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. This figure is a subset of the Total Number of Synchronous Program Sessions 15.25. See Synchronous Program Session definition for more information about counting program sessions. For more guidance, please visit the Counting Opinions login screen for links to

### 15.30 Synchronous In-Person Onsite Program Attendance

The count of in-person attendance at program sessions that take place at library facilities. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance, 15.34.

This figure is a subset of the Total Attendance at Synchronous Programs, 15.26. See Total Attendance at Synchronous Programs for more information about counting program session attendance.

### 15.31 Synchronous In-Person Offsite Program Sessions

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a story time at a local farmer's market, or visiting a school to present about library services. Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include in-person program sessions that also have a virtual attendance option and count them as a single program session. This figure is a subset of the Total Number of Program Sessions 15.25. See Synchronous Program Session definition for more information about counting program sessions.

### 15.32 Synchronous In-Person Offsite Program Attendance

The count of in-person attendance at program sessions that take place somewhere other than the library. Regardless of the number of formats in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For in-person offsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Synchronous Virtual Program Attendance, 15.34. This figure is a subset of the Total Attendance at Synchronous Programs, 15.26. See Total Attendance at Synchronous Programs for more information about counting program session attendance.

### 15.33 Synchronous Virtual Program Sessions

A synchronous (live) virtual program session is any planned event that is streamed virtually and can be viewed live as it progresses (i.e., live streaming). Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category. Include virtual program sessions that are also recorded. Include program sessions hosted on Facebook Premiere that are facilitated by a staff member. Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch. Exclude program sessions that also have an in-person component; these should be counted under Number of Synchronous In-Person Program Sessions 15.29 or Number of Synchronous In-Person Offsite Program Sessions 15.31. This figure is a subset of the Total Number of Synchronous Program Sessions 15.25. See Synchronous Program Sessions definition for more information about counting program sessions.

### 15.34 Synchronous Virtual Program Session Attendance

The count of live attendance at virtual program sessions. Regardless of the number of formats in which a program session is offered, each attendee or view should only be counted once. Each attendee should be counted in the format category in which they attended or viewed the program session. Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers. For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session. For virtual program sessions that are also recorded for later, on-demand, asynchronous viewing, exclude views that occur after the session has ended; these should be counted under Total Views of Asynchronous Program Presentations, 15.38. For program sessions that also have an in-person

component, exclude in-person attendance; this should be counted under Synchronous In-Person Onsite Program Attendance, 15.29, or Synchronous In-Person Offsite Program Attendance, 15.32. This figure is a subset of the Total Attendance at Synchronous Programs, 15.26. See Total Attendance at Synchronous Programs for more information about counting program session attendance.

#### 15.35 Total Synchronous Program Sessions

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

#### 15.36 Total Synchronous Program Session Attendance

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

### Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

#### 15.37 Total Number of Asynchronous (Virtual) Program Presentations

An asynchronous program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted. Do not duplicate numbers at each branch; count only at the administrative entity level.

#### 15.38 Total Views of Asynchronous (Virtual) Program Presentations within 30 Days

The count of views of asynchronous program presentations for a period of 30 days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For other platforms, count unique views or plays of each video or audio recording.

### Special Programming

#### 15.39a 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.

#### 15.39b Please describe the programming provided

### REGISTERED USERS

#### 16.1 Total Number of Unexpired Resident 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 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.

**16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?**

The Cards for Kids Program, which was enacted by Public Act 101-0875, waives the non-resident fee for PK-12 students whose household falls at or below the USDA School Lunch Program's Income Eligibility Guidelines.

**16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?**

The non-resident fee shall not apply to veterans with a service-connected disability of at least 70% and who is exempt from paying property taxes on their primary residence in compliance with the Disabled Veterans' Standard Homestead Exemption [35 ILCS 200/15-169].

**16.2b What was the total amount of the fees collected from the sale of non-resident 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 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.

**16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due?**

NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

**16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?**

NOTE: 75 ILCS 16/30-55.60 was updated to include this language.

**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 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.

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.”

#### 17.5 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.

#### 17.6 Other Circulating Physical Items

Report a single figure that includes the following: all circulating physical items **other than** print books, physical audio units, physical video units, and serials. These are materials in a fixed, physical format available for use outside the library.

These can include a variety of item types, such as Wi-Fi hotspots, sewing machines, cake pans, tools, etc.

Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit equal one physical unit.

#### 17.7 Total Physical Items

All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. This includes Print Materials, Audio – physical units, Video – physical units, and Other Circulating Physical Items. **This locked question will auto calculate when the Save button is clicked.**

## Electronic Materials and Collections

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no.

17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no.

17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled.

17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no.

17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no.



17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled.

17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no.

17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no.

17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled.

17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no.

17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional or state level? Answer yes or no.

17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled.

17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no.

17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no.

Note: The Statewide Database Package provided by the State Library is part of question 17.22.

17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled.

Note: This question is prefilled and refers to the Statewide Database Package (Illinois' Reliable Information Sources)

17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no.

Note: Examples of Online Learning Platforms are Tutor.com, Mango Languages, Rocket Languages, and ePrep.

17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no.

17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled.

## USE OF RESOURCES

### 18.1 Circulation of Adult physical material

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 Circulation of Young Adult physical material

The total annual circulation of all young adult materials in all physical 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.

### 18.3 Circulation of Children's Physical material

The total annual circulation of all children's materials in all physical 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.

### 18.4 Total number of physical 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 physical types, including renewals.

Note: Count all materials in all physical 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 for users, bulk loan materials, and reciprocal borrowing transactions.

Do not include items checked out 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 Items loaned to other libraries, bulk loan materials, and reciprocal borrowing transactions.

### 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 Items loaned to other libraries, bulk loan materials, and reciprocal borrowing transactions.

### 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)

Include Items loaned to other libraries, bulk loan materials, and reciprocal borrowing transactions.

### 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).

These are materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.

Include Items loaned to other libraries, bulk loan materials, and reciprocal borrowing transactions.

### 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.

### 18.11 Did your library offer automatic renewal for any physical materials during the reporting period? Answer yes or no.

Note: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] policy determines how/when automatic renewals occur.

### 18.12 e-Book Circulation

The total circulation of e-Books during the reporting period. E-Books are the digital equivalent of printed books that may be accessed online from an electronic device. E-Books also include e-Comics.

### 18.13 e-Serial Circulation

The total circulation of e-Serials during the reporting period. E-Serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

### 18.14 e-Audio Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-Books, e-Serials, e-Audio, and e-Video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

The total circulation of e-Audio during the reporting period. E-Audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

### 18.15 e-Video Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-Books, e-Serials, e-Audio, and e-Video. Only count items that require user authentication and have limited period of use. Count all checkouts, including renewals.

The total circulation of e-Videos during the reporting period. E-Video are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.

### 18.16 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.

**18.17 Total Circulation of Materials** This is the sum of total of 553 Physical Item Circulation and 552 Use of Electronic Material.

### 18.18 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.

### 18.19 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 information needs.

#### NOTES:

- (1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).
- (2) Count Readers Advisory questions as reference transactions.
- (3) Information sources include (a) printed and nonprinted 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.
- (4) 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.
- (5) If a contact includes both reference and directional services, it should be reported as one reference transaction.
- (6) Duration should not be an element in determining whether a transaction is a reference transaction.
- (7) Do not include transactions that include only a directional service, such as 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?"

#### Annual Count vs. Annual Estimate

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

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.

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

#### 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 what type of connection.

### 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 public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.

### 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.

#### 21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year

Regarding the number of Uses of Public Internet Computers Per Year (data element 21.5) 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)

### 21.6 Wireless Sessions Per Year

Report the number of wireless (Wi-Fi) sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computer; otherwise, if patron devices cannot be isolated, report sessions for all devices.

Note: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual survey of devices in use as a method to establish a count of a typical week.) 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 your library does not provide Wi-Fi, select No Wi-Fi.

#### 21.6a Reporting Method for Wireless Sessions

Regarding the number of Wireless Sessions entered, 21.6, is this an annual count or an annual estimate

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

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

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

If our library provides instruction (workshops, classes) to 24 patrons on the use of the internet, select yes; otherwise select no.

## 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.



## 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.**

### **PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY**

**25.1 Were the secretary's records found to be complete and accurate? (If not a district check N/A)**

**25.2 If NO, please list and explain any errors or discrepancies. (If not a district check N/A)**

**25.3 First board member completing the audit (If not a district check N/A)**

**25.4 Second board member completing the audit (If not a district check N/A)**

**25.5 Date the Secretary's Audit was completed (If not a district check N/A)**