



OFFICE OF THE SECRETARY OF STATE

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ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, IL 62701-1796

MEMORANDUM

TO: Public Library Directors

FROM: Ron Winner, PLSC (Public Library Statistics Cooperative) Data Coordinator

DATE: January 14, 2010

RE: FY 2010 Illinois Public Library Annual Report (IPLAR)

The Illinois State Library is pleased to release the Illinois Public Library Annual Report (IPLAR) FY2010 using the Bibliostat Collect software for data collection.

The web-based IPLAR is accessible at <http://collect.btol.com>.

To access the Bibliostat Collect site, you will need to know your library's User Name and Password. Your library's User Name is your ELI control number and ELI main branch number (00, zero zero NOT alpha "o"). Your library's Password is your ELI password for the main branch. If you need assistance with your ELI password contact Becky Hunter, Illinois State Library, bhunter1@ilsos.net, 217-782-7849, or 1-800-665-5576 x1.

Enclosed with this memorandum are two PDF documents:

- Overview & Vital Information (also accessible, after logging in at <http://collect.btol.com>, by clicking on the Instructions tab then selecting "click here to view a printable version of the instructions") and
- 2009/10 Illinois Public Library Annual Report [working copy] (also accessible, after logging in at <http://collect.btol.com>, by clicking on the Instructions tab then selecting "click here to view a printable version of the survey").

To complete your library's IPLAR, your first steps should be to review the above documents. In addition, you should read the information accessible on the Bibliostat Collect site under the Frequent Questions tab (<http://collect.btol.com>). Completing a paper working draft is advisable before actually entering the data in the electronic form (located under the Survey tab).

Follow these guidelines for assistance:

- CONTENT/SUBJECT MATTER AND EDIT CHECKS: Ron Winner, Illinois State Library, rwinner@ilsos.net, 217-785-1168, or 1-800-665-5576 x1.
- SOFTWARE/TECHNOLOGY ISSUES: Bibliostat Help Desk, 1-866-785-9935.
- OTHER TROUBLESHOOTING TIPS – Make sure you are using the:

- Correct URL: <http://collect.btol.com>
- Correct User Name and Password
- Adobe version 6.0 or above for PDF printing.

ADDITIONAL USEFUL INFORMATION

FILING DEADLINES PER ILCS

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

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

FILING REQUIREMENTS

The IPLAR should be filed both in electronic and paper formats. The paper filing should include all of the IPLAR components as prescribed by public library type. Filing details are located in the Overview and Vital Information document.

Submit the completed IPLAR packets per these instructions:

- mail, via the United States Postal Service, one set (with originals or copies as detailed in the Overview and Vital Information) directly to: Illinois State Library, Gwendolyn Brooks Building, ATTN: IPLAR, 300 South Second Street, Springfield, IL 62701-1796;
- mail one set to your regional library system to be reviewed and filed; and,
- retain one set for your files.

FISCAL YEAR

For the FY2010 IPLAR, your library’s fiscal year must **END** on one day during this timeframe: July 1, 2009 – June 30, 2010.

FEDERAL REPORTING REQUIREMENTS: 12 MONTHS OF DATA

In order to comply with the federal reporting requirements, the IPLAR **must** include 12 months of data.

A timeframe that is longer or shorter than 12 months usually results when a library (or the municipal corporate authority) changes the fiscal year OR when a library converts to a public library district. Any libraries with this specific issue need to contact Ron Winner, Illinois State Library, winner@ilsos.net, 217-785-1168, 1-800-665-5576.

FINANCIAL REPORTING

IPLAR financial reporting (operating income and expenditures, capital income and expenditures) is **NOT** expected to be the “official” audited figures. Completion and submission of the IPLAR **should not** be delayed by waiting for “official audit report figures” (certified public accountant OR auditing committee) that typically are due several months beyond the IPLAR submission deadline.

GRANT ELIGIBILITY IMPACT

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

Thank you for your efforts in promptly reporting complete and accurate public library data.

RW:bh

CC: ISL Managers, ISL Consultants
PDF Enclosures