



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

**Illinois Public Library Annual Report (IPLAR) Subcommittee  
Illinois State Library  
Gwendolyn Brooks Building, Room 502 and webinar  
300 South Second Street  
Springfield, IL 62701-1796  
Tuesday, March 15, 2016**

### MINUTES

#### Meeting Convenes

Jamie Mott called the meeting to order at 10:00 am.

#### Present:

Jeremy Andrykowski	Sara Murray
Kate Buckson	Lisa Powell Williams
Nancy Dolan	Kathy Roegge
Nanette Donohue	Donna Schaal
Joe Filapek	Sheri Starr
Melissa Henderson	Debra Stombres
Pat Hogan	Maria Tachna
Laura Long	Sarah Tobias
Janet McAllister	Catherine Yanikoski
Susan McKinney	Randall Yelverton
Jennie Mills	

#### Not Present:

Andrea Telli

#### Illinois State Library Staff:

Cyndy Colletti  
Gwen Harrison  
Becky Hunter  
Jamie Mott  
Jeanne Urbanek

#### Meeting Welcome

Illinois State Library Director Anne Craig welcomed the subcommittee members and thanked them for their willingness to participate. She explained the purpose and advisory role of the subcommittee.

#### Committee OMA Requirements

Susan McKinney moved to accept the adoption of the OMA Designee, Jamie Mott. Nanette Donohue seconded the motion. The motion passed.

Lisa Williams moved to accept the adoption of Rules for Public Comment. Susan McKinney seconded the motion. The motion passed.

Lisa Long moved to accept the adoption of Rules for Attendance by a Means Other Than Physical Presence. Sarah Tobias seconded the motion. The motion passed.



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

Jamie Mott noted that all members of the subcommittee have completed and submitted all required paperwork in order to participate.

### Overview of Illinois Public Library Annual Report and IMLS Public Library Survey

Jamie Mott welcomed and thanked all subcommittee members for their participation. The IPLAR is a statutory requirement for public libraries in Illinois and the Illinois State Library wants to be certain that it is collecting information that is useful to those completing the survey along with those using the results. The purpose of the subcommittee is to make advisory recommendations for changes to the survey content so that the document can remain viable and useful as public libraries continue to evolve.

Jamie Mott gave an overview of the below items per the agenda. Committee member questions related to the items were answered.

- Data Collection Timeline, Appendix C
  - This document described the timeline of a FY2015 data element included on the Public Library Survey (PLS) from initial recommendation (June 2014) to final IMLS published data results (Fall 2017). The purpose of this document was to describe the timelines involved in the IPLAR and PLS so that subcommittee members have an idea of the amount of time it will take to implement changes and then to see results from those changes.
- Illinois Statutes relating to the IPLAR, Appendix D
  - This document provided a copy of the Illinois Compiled Statutes related to the IPLAR. The purpose of this document was to provide information on the data elements that are required to be collected on the IPLAR per current state statute.
    - 75 ILCS 5/4-9: Municipalities of less than 500,000; bond of custodian of fund
    - 75 ILCS 5/4-10: Annual Report
    - 75 ILCS 16/30-45: Duties of officers
    - 75 ILCS 16/30-65: Reports and audits
- Current FY2016 IPLAR questions and definitions, Appendix E and F
  - These two documents provide the working base for the subcommittee. Appendix E, the current FY2016 IPLAR questions worksheet was color coded to show subcommittee members which questions were required either by the PLS or state statute. Subcommittee members were informed that any question followed by the designation "PLSC" is a data element reported to the PLS.
  - Appendix F listed all current questions along with their definitions. Subcommittee members asked if it would be possible to look at other state surveys. Jamie Mott informed them that some states do provide their survey questions online. Due to the vast differences between states, she recommended focusing on neighboring states and states similar in size and setup to Illinois.
- Tentative Public Library Survey data element changes, Appendix G
  - Subcommittee members were informed that notice was received after the posting of the agenda that all items listed as tentative changes for the PLS have been approved. Due to current Illinois survey collection timelines, these changes will need to be implemented for the FY2017 IPLAR.
- Previous year library IPLAR comments, Appendix H
  - This spreadsheet provided subcommittee members a breakdown of the topics requested for future IPLARs from the comments on the FY2015 IPLAR. Comments from the FY2014 and FY2013 IPLARs were included, but not separated by topic.
- Current Vendor and survey tool options
  - Members were informed that the current vendor for the IPLAR is Counting Opinions. A question was asked as to which vendors other states use. As of right now, there are only two vendors being used by states: Counting Opinions or Bibliostat. Some states don't use either. The current contract for Illinois will be up June 30, 2017. Future vendor, if any, will depend on the state's RFP process, so subcommittee



## OFFICE OF THE SECRETARY OF STATE

---

JESSE WHITE • Secretary of State and State Librarian

members can make recommendations for changes to the current survey tool, but they may not be able to be implemented if the vendor changes. For the current year, members can recommend aesthetic changes, but content changes will need to wait until FY2017 survey.

### Next Steps

Jamie Mott will send out a poll to ascertain availability and will set the next two meeting dates. Once meeting dates are set, deadlines will be announced to committee members for submitting suggested IPLAR changes for the next meeting agenda. Suggestions sent to Jamie Mott by the deadline will be compiled into a single document and will be made available prior to the next meeting.

### Public Comment

None

### Adjournment

The meeting adjourned at 10:52 am.