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**Illinois Public Library Annual Report (IPLAR) Subcommittee
Illinois State Library
Gwendolyn Brooks Building, Room 309 and teleconference
300 South Second Street
Springfield, IL 62701-1796
Wednesday, April 20, 2016**

MINUTES

Meeting Convenes

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

Present:

Jeremy Andrykowski	Kathy Roegge
Kate Buckson	Donna Schaal
Nancy Dolan	Debra Stombres
Joe Filapek	Maria Tachna
Pat Hogan	Andrea Telli
Laura Long	Sarah Tobias
Susan McKinney	Catherine Yanikoski
Sara Murray	Randall Yelverton

Not Present:

Nanette Donahue
Melissa Henderson
Janet McAllister
Jennie Mills
Lisa Powell Williams
Sheri Starr

Illinois State Library Staff:

Deb Aggert
Cyndy Colletti
Becky Hunter
Jamie Mott
Jeanne Urbanek

Pat Hogan moved to accept the adoption of the March 31, 2016 minutes. Nancy Dolan seconded the motion. The motion passed.

Discussion of IPLAR data elements, Appendix B:

The group discussed the suggestions that had been made for changes to the survey included on Appendix B:

New Questions:

- A. Kate Buckson suggested a question relating to outreach services. Discussion ensued and the group decided to think about the topic and discuss at a later date.
- B. Kate Buckson and Debra Stombres suggested a question relating to meeting room usage. Discussion ensued and the majority of the group was in favor of asking the number of meeting and study rooms and the total number of times they are used by the public.



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- C. Kate Buckson and Debra Stombres suggested a question relating to one-on-one tutorials. Discussion ensued and the majority of the group was in favor of combining the wording presented by Kate and Debra and adding this question to the IPLAR.
- D. Laura Long suggested a question relating to the circulation of young adult materials. Discussion ensued and the majority of the group was in favor of adding the question. The group also recommended updating question 18.1 relating to the circulation of adult materials to fix the age range so that it did not overlap with the new question.

Change/Update Questions:

- A. Susan McKinney suggested moving questions 1.19a and 1.19b to section 2 with the other outlet questions and the group agreed.
- B. Laura Long suggested changing the set up of question 7.9 to allow for multiple choice options and the group agreed.
- C. Laura Long suggested changing the wording in the personnel section for Group B from "title of librarian" to "professional and paraprofessional library staff. Jamie Mott will suggest this to the federal working group for the Public Library Survey.
- D. Laura Long suggested changing the wording of question 14.3 to clarify that the question refers to physical attendance in the library building. Jamie Mott will suggest this to the federal working group for the Public Library Survey.
- E. Susan McKinney suggested changing the breakdown of the count of item circulation in section 18. Discussion ensued and the topic was put on hold for now.
- F. Susan McKinney suggested changing question 21.6. Discussion ensued and the question will be left as-is.

Next Steps:

Jamie Mott will send out a Doodle Poll to set the dates for the next two meetings. Once the dates are set, committee members will be provided deadlines by which they need to send suggestions for inclusion in the meetings. Because the deadline for suggestions for the Public Library Survey is approaching, Jamie suggested the group focus on the group of federal questions for the next meeting.

Jamie Mott will create a working document of items discussed and agreed upon by the group at previous meetings. This will be sent out to members and included in future agenda packets.

Public Comment

None

Adjournment

Sarah Tobias made a motion to adjourn the meeting at 11:31 a.m. Susan McKinney seconded. The motion passed with all in favor.