



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 309 and teleconference
300 South Second Street
Springfield, IL 62701-1796
Friday, July 8, 2016**

MINUTES

Meeting Convenes

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

Present:

| | |
|--------------------|-------------------|
| Jeremy Andrykowski | Sara Murray |
| Kate Buckson | Kathy Roegge |
| Nancy Dolan | Donna Schaal |
| Joe Filapek | Sherry Starr |
| Melissa Henderson | Debra Stombres |
| Pat Hogan | Andrea Telli |
| Laura Long | Sarah Tobias |
| Janet McAllister | Randall Yelverton |
| Susan McKinney | |

Not Present:

Nanette Donahue
Jennie Mills
Lisa Powell Williams
Maria Tachna
Catherine Yanikowski Adamowski

Illinois State Library Staff:

Deb Aggertt
Pat Burg
Jamie Mott
Jeanne Urbanek

Susan McKinney moved to accept the adoption of the April 20, 2016 minutes. Joe Filapek 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:

Change/Update Questions:

- A. Jeremy Andrykowski suggested providing more clarification for the term "outlet" and the group agreed.
- B. Jeremy Andrykowski suggested setting up questions 2.12 and 14.1a and 14.1b to auto-total and the group agreed.
- C. Jeremy Andrykowski suggested changing the way libraries report to always include 12 months or somehow otherwise marking the data clearly to show that libraries reporting other than 12 months are not entirely



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

comparable for the year. The group disagreed with changing the survey reporting period as this is based on Illinois statute, but agreed that it would be helpful to mark the data for comparison purposes.

- D. Jeremy Andrykowski suggested changing questions 7.7 and 7.11 to allow for the upload of .pdf documents instead of typing into the boxes. The group discussed and preferred to have the questions function as already proposed for question 7.9 on the working document, Appendix C.
- E. Melissa Henderson suggested changing the language of question 14.3 to include drive-up window transactions and bookmobile visits. The group discussed and decided on a multiple part approach:
 - a. New questions will be added to the survey to cover attendance for each outlet.
 - b. A separate section will ask about other facilities/services provided by the library, such as drive-up windows and off- or on-site lockers, and their usage.
 - c. A request will be made to the federal working group to clarify the language of the existing federal question regarding library attendance.
- F. Jeremy Andrykowski suggested clarifying the criteria for unexpired cards in question 16.1. Discussion ensued and the question will be left as-is.
- G. Jeremy Andrykowski suggested clarifying the criteria for purging records in question 16.3 along with the discussion for item F above. Discussion ensued and the question will be left as-is.
- H. Jeremy Andrykowski rolled this suggestion into the discussion for item E above. The group agreed it would be helpful to flag data that does not cover a regular 12 month period.

IPLAR Functionality:

- A. Jeremy Andrykowski suggested making it possible for the IPLAR to be printed with both the current year and previous year answers and the group agreed.

Discussion of IPLAR Subcommittee Recommendations working document, Appendix C:

The group reviewed the document and had no changes to make at this time.

Next Steps:

Jamie Mott will send out a Doodle Poll to set the date for the next meeting. At the same time, she will send out the updated version of the IPLAR Subcommittee Recommendations working document (Appendix C) including changes from today's meeting. The next meeting will focus on preparing the working document for submission to the Illinois State Library Advisory Committee. Currently ISL is preparing to put out an RFP to seek a vendor for the FY2016/17 IPLAR survey, so after the next meeting, the group will not meet until the new vendor is in place.

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

Jeremy Andrykowski reiterated his comments that it would be useful to have a statewide set of criteria for purging patron records. Others seconded that it would be helpful if ISL reviewed the topic.

Adjournment

Susan McKinney made a motion to adjourn the meeting at 11:15 a.m. Randall Yelverton seconded. The motion passed with all in favor.