



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

Answering Illinois Public Library Annual Report (IPLAR) questions using data from RSA Guide

Last updated: May 16, 2025

This document is a guide to locating and using circulation data provided by RSA to complete the annual report. Only questions that use data from RSA are included in this guide. Please contact Counting Opinions for all other questions. See the bottom of the following site for contact information and for detailed IPLAR instructions and definitions.

[Illinois State Library IPLAR Portal](#)

Note: Use reports dated from the last month of your fiscal year or the first date of the next fiscal year. Example: for IPLAR 2025 with FY = May - April use data from April 30, 2025, or May 1, 2025, depending on the report.

REGISTERED USERS

16.1 Total Number of Unexpired Resident Cards

16.2a Total Number of Unexpired Non-resident Cards

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

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

16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? **Ask RSA if you are unsure.**

Title of report	Where to find report	Notes
Monthly Reports – User Counts, part 1	RSA email	do not include NON-RSA profiles in counts
RSA Support Site User Counts by Month	RSA Support Site	16.2a (1) count C4-KIDS_ profiles
		16.2a (2) count C4-VETS_ profiles

RSA Website - Count Users - Expired, Current, & Active last 6 months					
User Library	Metrics User Profile	Count (User Id)			
		Expired Users	Current Users	Users Active in Last 6 Months	All Users
Carthage Public Library District	ADULT	7	1,025	319	1,032
	BKCLUB-NRC		1	1	1
	BOOKCLUB		1	1	1
	C4-KIDS-5		11	5	11
	COMPUSE		1		1
	ILL		1		1
	INST		9	1	9
	JUV	1	278	74	279
	NO-TRANSIT		2	1	2
	NON-RSA-A	3	36	7	39
	NON-RSA-JV		3	1	3
	NON-RSA-YA		1		1
	NRESOINT		1	1	1
	OUTRCH		2	2	2
	SCANNER	1			1
	STAFF-DEF		10	8	10
	TAXPAYR		12	4	12
	TEACHER-PL		8	3	8
	YA	1	47	8	48
	Total	13	1,449	436	1,462

31 Jan 28 Feb 31 Mar **30 Apr** +

RESOURCES OWNED

17.1 Books Held at end of the fiscal year (volume count)

17.2 Current Print Serial Subscriptions

17.4 Audio Recordings: Physical Units Held at end of the fiscal year

17.5 DVDs/Videos: Physical Units Held at end of the fiscal year

17.6 Other Circulating Physical Items

Report title	Where to find report
Holding Counts by Item Type	RSA Support Site - Monthly Statistic Reports

RSA Website - Count Items by Item Type			
Item Library Code	Item Type	Number of Titles	Number of Items
B0_BROWN-C	AUDIOBOOK	59	59
	BLU-RAY	62	62
	BLU-RAY-J	12	12
	BOOK	19,681	19,909
	BOOK-CD	16	16
	CASS-BOOK	4	4
	CD-BOOK	637	637
	DVD	1,442	1,447
	EQUIP-MISC	3	3
	EQUIP-NET	2	17
	MAGAZINE	53	1,016
	N-BK	881	882
	RECREATION	1	8
	Total	22,852	24,072

31 Jan 28 Feb 31 Mar **30 Apr** +

OR if you have BCA access:

Report title	Where to find report
IPLAR 2025 Count Items at Your Library by Format	in BCA: Shared Reports>3 Survey Reports

Note that this is the current count as of the date of the report.

Item Library Code ▲	General Item Format (item cat 3) ▲	Number of Items ▼
B0 BROWN-C	AUDIOBOOK	699
	BOOK	18,131
	EQUIPMENT	20
	GOV-DOC	3
	LARGEPRINT	2,673
	MOVIE	1,523
	PERIODICAL	353
	REALIA	8
	Total	23,410
Total		23,410

Electronic Materials and Collections 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? **YES. All RSA libraries have Boundless.**

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? **Only if you have access to magazines through Overdrive (or another vendor).**

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? **YES. All RSA libraries have Boundless.**

RSA can provide circulation data for Boundless and Overdrive.

USE OF RESOURCES

18.1 Circulation of Adult Physical Material

18.2 Circulation of Young Adult Physical Material

18.3 Circulation of Children's Physical Material

18.4 Total number of physical materials loaned

18.5 Books - Physical

18.6 Videos/DVDs - Physical

18.7 Audios (include music) - Physical

18.8 Magazines/Periodicals - Physical

18.9 Other Items - Physical

18.10 Physical Item Circulation

Note: Count all physical materials in all formats that are charged out for use outside the library.

Report title	Where to find report
Checkouts and Renewals - Previous 12 Months by Station Library broken out by Item Cat 3 & 2	RSA Support Site - Monthly Statistics Report Checkouts and Renewals - Previous 12 months

	A	B	C	D	E	F	G	H	J	K	L	M	N
1	Checkouts and Renewals - Previous 12 Months by Station Library broken out by Item Cat 3 & 2												
2													
3	Trans Stat	Metrics	Number of Statistical Transactions										
4	Station Library (checkout)	Trans Stat Icat3 (General Format)	ADULT	EQUIPMENT	JUVENILE	UNDEFINED	UNKNOWN	YOUNGADULT	Total				
54	AKINSON-PL	AUDIOBOOK	19		1				20				
55		BOOK	1,935		667	2		52	2,656				
56		LARGEPRINT	47		1			3	51				
57		MOVIE	146		6	3			155				
58		MUSIC	6						6				
59		PERIODICAL	734		1				735				
60		UNDEFINED	2						2				
61		Total	2,889		676	5		55	3,625				

18.11 Did your library offer automatic renewal for any physical materials during the reporting period? **RSA offers autorenewal. Ask us if you're not sure if you are using this feature.**

18.12 e-Book Circulation

18.13 e-Serial Circulation

18.14 e-Audio Circulation

[Boundless report instructions](#)

[Overdrive report instructions](#)

If you have BCA Access:

Shared Reports>7 Dashboards (No PII)>ADML Checkout Stats and Title Data

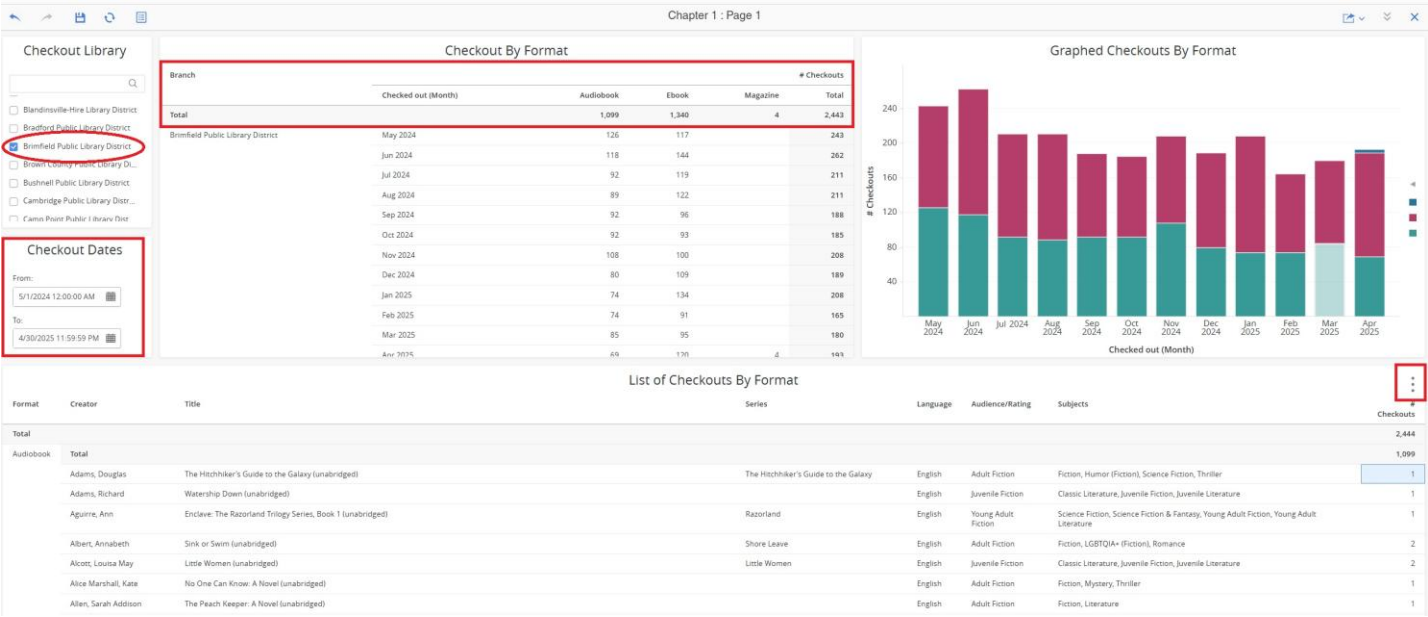
Select your library on the left (make sure to uncheck Alpha Park).

Enter the checkout dates for your fiscal year.

See totals by format at the top of the screen.

Extra information: Use the 3-dot menu to export title data.

Resource Sharing Alliance



18.18 Interlibrary Loans Provided TO Other Libraries

Report name	Where to find report
Monthly Reports – Holds ILL Sent Last 12 Months	RSA email

18.19 Interlibrary Loans Received FROM Other Libraries

Report name	Where to find report
Monthly Reports – Holds ILL Received Last 12 Months	RSA email

Or if you have BCA access:

Report name	Where to find report
IPLAR 2025 Q18.18 Interlibrary Loans Provided to Other Libraries	BCA: 3 Survey Reports
IPLAR 2025 Q18.19 Interlibrary Loans Received From Other Libraries	BCA: 3 Survey Reports

2	
3	IPLAR 2025 Q18.18 - Interlibrary Loans Provided To Other Libraries
4	
5	Trans Stat Item Library Category 3
6	Number of Statistical Transactions
97	Total
98	2,479
<div> <div>< ></div> <div>IPLAR 2025 Q18.18 - Interlibrar</div> <div>+</div> </div>	

	A	E	F	G	H
1	Report Run Date: 5/9/2025				
2					
3	IPLAR 2025 Q18.19 - Interlibrary Loans Received From Other Libraries				
4					
5	Trans Stat Station Library Category 3		Number of Statistical Transactions		
6			Total		
108			2,466		
109					
< >		IPLAR 2025 Q18.19 - Interlibrar		+	

AUTOMATION

20.3 Is your library's catalog automated? **Yes.**

Questions? Contact the RSA Help Desk at help@rsanfp.org or by phone at 866-940-4083