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

Last updated: February 23, 2026

This document is a guide to locating and using Workflows circulation data provided by RSA to complete the IPLAR annual report. Only questions that use data from RSA are included in this guide. See the following site for detailed IPLAR instructions and definitions.
Illinois State Library IPLAR Portal

Most of the reports needed to complete the IPLAR are sent to the RSA IONOS email account. Other reports are posted on the Monthly Statistics page on the RSA Support Site.

Use reports dated from the last month of your fiscal year or the first date of the next fiscal year. Example: for IPLAR 2026 with FY = May - April use data from April 30, 2026, or May 1, 2026.

If you need to request reports, make sure to indicate your fiscal year dates.

For general IPLAR questions, feel free to contact Laura Keyes, Library Program Specialist at the Illinois State Library: LKeyes@ILSOS.gov or 217-785-1168.

REGISTERED USERS

See below for examples.

IPLAR Question	Title of Report	Where to find report	Date of report	Notes
16.1 Total Number of Unexpired Resident Cards	Monthly Reports – User Counts, part 1	RSA IONOS email	received from Distribution Services on the first of the month after the end of your fiscal year	Do not include nonresident, NON-RSA, or RCIP users
16.2 Total Number of Unexpired Non-resident Cards	Monthly Reports – User Counts, part 1	RSA IONOS email	received from Distribution Services on the first date of your fiscal year	NRESDNT, NRES-A, NRES-J, NRES-YA PROFILES
16.2a Of the total in 16.2, how many Cards for Kids Act cards were issued?	Monthly Reports – User Counts, part 1	RSA IONOS email	received from Distribution Services on the first date of your fiscal year	C4-KIDS profiles
16.2b Of the total in 16.2, how many Disabled Veterans cards were issued?	Monthly Reports – User Counts, part 1	RSA IONOS email	received from Distribution Services on the first date of your fiscal year	C4-VETS profiles
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Payment Report over a Date Range with Bill Reason	BCA folder 6>User Bills>Paid>Bills in a Date Range	enter fiscal year dates	**or ask RSA if you are fine free**

16.1 Total Number of Unexpired Resident Cards
Monthly Reports – User Counts, part 1

>>>>>>> Overall User Count <<<<<<<

members.librarieso

Report Run Date: 7/1/2025 :03:33 PM EST

| Metrics | | Count (User Id) | | |
User Profile	Expired Users	Current Users	in Last 6	All Users
ADULT-20	7,34	11,077	5,806	18,422
COMPUSE	43	24	10	457
HOMEBND	8	171	102	252
ILL		1		1
INST		2	2	3
JUV		1	1	1
JUV-20	1,39	6,285	968	7,680
NO-TRANSIT		1		1
NON-RSA-A	1	20	15	39
NON-RSA-JV		2	1	5
NON-RSA-SR		1	1	3
NP_BLOOM-A	2,09	1,740	564	3,837
NP_BLOOM-J	37	353	73	723
NP_BLOOM-S	35	199	76	553
NP_BLOOM-Y	11	62	19	172
NP_OUTRCH		174	93	174
NRESDNT		1	1	1
RCIP-A		1	1	6
RCIP-J		3	2	4
STAFF-DEF		77	75	85
TAXPAYR-20		4	3	7
YA-20	78	814	128	1,601
Total	13,01	21,013	7,941	34,027
	13,014	21,013	7,941	34,027

otion:

a count of all your library's users. It displays a count of both current and expired users, along with a
e users. Active users are patrons who've done something within the last six months - checked out,
l a bill, placed a hold, etc.

ee "No data returned" above, it most likely means that you did not have any activity matching the

| Overall User Count | Delinquent User Count | + |

16.2 Total Number of Unexpired Non-resident Cards

>>>>>>> Overall User Count <<<<<<<<

Report Run Date: 7/1/2025 :03:33 PM EST

Metrics	Count (User Id)			
User Profile	Expired Users	Current Users	in Last 6	All Users
ADULT	169	282	158	451
BKCLUB-NRC		1	1	1
D1500-ALSO	1			1
DISPLAY	1	1	2	2
HOMESCHOOL	1			1
ILL		1	1	1
JUV	46	94	39	140
NO-TRANSIT		1		1
NON-RSA-A	6	5	1	11
NON-RSA-JV	1	2	2	3
NRES-A	1	5	5	6
NRES-J	2			2
NRESDNT	1	3	2	4
YA	6	5	2	11
Total	235	400	213	635
	235	400	213	635

Overall User Count | Delinquent User Co ⋯ + ⋮ ◀

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

B	C	D	E	F	G	H	I

>>>>>>> Overall User Count <<<<<<<<

embers.librariesofr

Report Run Date 7/1/2025 :03:33 PM EST

Metrics	Count (User Id)			
User Profile	Expired Users	Current Users	in Last 6	All Users
ADULT	336	276	192	612
BKCLUB-NRC		1	1	1
C4-KIDS-5	8	4	3	12
COMPUSE	9	6	3	15
ILL		1		1

16.2b Of the total in 16.2, how many Disabled Veterans cards were issued?
Currently no RSA libraries are using the C4-VETS profiles.

RESOURCES OWNED

See examples below. Your item types may be different.

IPLAR Question	Title of Report	Where to find report	Date of report	Notes
17.1 Print Materials	Holding Counts by Item Type	RSA Support Site Monthly Statistics Page	last day of fiscal year	Add number of items of the item types associated with print format
17.2 Current Print Serial Subscriptions	Holding Counts by Item Type	RSA Support Site Monthly Statistics Page	last day of fiscal year	Add number of items of the item types associated with serial/magazine format
17.4 Audio Recordings: Physical Units Held at end of the fiscal year	Holding Counts by Item Type	RSA Support Site Monthly Statistics Page	last day of fiscal year	Add number of items of the item types associated with audiobook/music format
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year	Holding Counts by Item Type	RSA Support Site Monthly Statistics Page	last day of fiscal year	Add number of items of the item types associated with movie format
17.6 Other Circulating Physical Items	Holding Counts by Item Type	RSA Support Site Monthly Statistics Page	last day of fiscal year	Add number of items of the item types not associated with any of the above formats

17.1 Print materials

RSA Website - Count Items by Item Type

Item Library Code	Item Type	Number of Titles	Number of Items
CARTHAGEPL	AUDIOBOOK	60	60
	BLU-RAY	243	243
	BOOK	17,508	17,770
	BOOK-CAS-J	1	1
	BOOK-CD-J	38	38
	BOOK-J	14,092	14,260
	BOOK-LPRNT	4,397	4,400
	BOOK-YA	1,354	1,360
	CASS-AUD-J	3	3
	CD-AUDIO	344	382
	CD-AUDIO-J	24	25
	CD-BOOK	655	656
	CD-BOOK-J	70	70
	CD-BOOK-YA	19	19
	DVD	1,907	1,916
	DVD-J	589	589
	DVD-R	528	529
	EQUIP-COMP	7	7
	EQUIP-MISC	4	26
	EQUIP-READ	1	12
	KIT	10	10
	KIT-SPEC	9	9
	MAP	35	35
	N-BK-H	546	546
	N-BLRAY-H	1	1
	N-DVD-H	76	76
	N-DVD-J	1	1
	PAMPHLET	4	4
	PERIOD-J	4	135
	PERIODICAL	69	1,374
	PLAYAWAY	122	122
	RECREATION	1	10
	REFERENCE	347	532
	SOFTWARE	4	5
	UNKNOWN	3	3
	Total	43,012	45,229

31 Mar | 30 Apr | 31 May | **30 Jun** | 31 Jul | 31 Aug

17.2 Current Print Serial Subscriptions

RSA Website - Count Items by Item Type

Item Library Code	Item Type	Number of Titles	Number of Items
CARTHAGEPL	AUDIOBOOK	60	60
	BLU-RAY	243	243
	BOOK	17,508	17,770
	BOOK-CAS-J	1	1
	BOOK-CD-J	38	38
	BOOK-J	14,092	14,260
	BOOK-LPRNT	4,397	4,400
	BOOK-YA	1,354	1,360
	CASS-AUD-J	3	3
	CD-AUDIO	344	382
	CD-AUDIO-J	24	25
	CD-BOOK	655	656
	CD-BOOK-J	70	70
	CD-BOOK-YA	19	19
	DVD	1,907	1,916
	DVD-J	589	589
	DVD-R	528	529
	EQUIP-COMP	7	7
	EQUIP-MISC	4	26
	EQUIP-READ	1	12
	KIT	10	10
	KIT-SPEC	9	9
	MAP	35	35
	N-BK-H	546	546
	N-BLRAY-H	1	1
	N-DVD-H	76	76
	N-DVD-J	1	1
	PAMPHLET	4	4
	PERIOD-J	4	135
	PERIODICAL	69	1,374
	PLAYAWAY	122	122
	RECREATION	1	10
	REFERENCE	347	532
	SOFTWARE	4	5
	UNKNOWN	3	3
	Total	**43,012**	**45,229**

31 Mar | 30 Apr | 31 May | **30 Jun** | 31 Jul | 31 Aug | 3

Accessibility: Good to go

17.4 Audio Recordings

RSA Website - Count Items by Item Type

Item Library Code	Item Type	Number of Titles	Number of Items
CARTHAGEPL	AUDIOBOOK	60	60
	BLU-RAY	243	243
	BOOK	17,508	17,770
	BOOK-CAS-J	1	1
	BOOK-CD-J	38	38
	BOOK-J	14,092	14,260
	BOOK-LPRNT	4,397	4,400
	BOOK-YA	1,354	1,360
	CASS-AUD-J	3	3
	CD-AUDIO	344	382
	CD-AUDIO-J	24	25
	CD-BOOK	655	656
	CD-BOOK-J	70	70
	CD-BOOK-YA	19	19
	DVD	1,907	1,916
	DVD-J	589	589
	DVD-R	528	529
	EQUIP-COMP	7	7
	EQUIP-MISC	4	26
	EQUIP-READ	1	12
	KIT	10	10
	KIT-SPEC	9	9
	MAP	35	35
	N-BK-H	546	546
	N-BLRAY-H	1	1
	N-DVD-H	76	76
	N-DVD-J	1	1
	PAMPHLET	4	4
	PERIOD-J	4	135
	PERIODICAL	69	1,374
	PLAYAWAY	122	122
	RECREATION	1	10
	REFERENCE	347	532
	SOFTWARE	4	5
	UNKNOWN	3	3
	Total	43,012	45,229

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17.5 DVDs/Videos

RSA Website - Count Items by Item Type

Item Library Code	Item Type	Number of Titles	Number of Items
CARTHAGEPL	AUDIOBOOK	60	60
	BLU-RAY	243	243
	BOOK	17,508	17,770
	BOOK-CAS-J	1	1
	BOOK-CD-J	38	38
	BOOK-J	14,092	14,260
	BOOK-LPRNT	4,397	4,400
	BOOK-YA	1,354	1,360
	CASS-AUD-J	3	3
	CD-AUDIO	344	382
	CD-AUDIO-J	24	25
	CD-BOOK	655	656
	CD-BOOK-J	70	70
	CD-BOOK-YA	19	19
	DVD	1,907	1,916
	DVD-J	589	589
	DVD-R	528	529
	EQUIP-COMP	7	7
	EQUIP-MISC	4	26
	EQUIP-READ	1	12
	KIT	10	10
	KIT-SPEC	9	9
	MAP	35	35
	N-BK-H	546	546
	N-BLRAY-H	1	1
	N-DVD-H	76	76
	N-DVD-J	1	1
	PAMPHLET	4	4
	PERIOD-J	4	135
	PERIODICAL	69	1,374
	PLAYAWAY	122	122
	RECREATION	1	10
	REFERENCE	347	532
	SOFTWARE	4	5
	UNKNOWN	3	3
	Total	**43,012**	**45,229**

31 Mar | 30 Apr | 31 May | **30 Jun** | 31 Jul | 31 Aug

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17.6 Other Circulating Physical Items

RSA Website - Count Items by Item Type

Item Library Code	Item Type	Number of Titles	Number of Items
CARTHAGEPL	AUDIOBOOK	60	60
	BLU-RAY	243	243
	BOOK	17,508	17,770
	BOOK-CAS-J	1	1
	BOOK-CD-J	38	38
	BOOK-J	14,092	14,260
	BOOK-LPRNT	4,397	4,400
	BOOK-YA	1,354	1,360
	CASS-AUD-J	3	3
	CD-AUDIO	344	382
	CD-AUDIO-J	24	25
	CD-BOOK	655	656
	CD-BOOK-J	70	70
	CD-BOOK-YA	19	19
	DVD	1,907	1,916
	DVD-J	589	589
	DVD-R	528	529
	EQUIP-COMP	7	7
	EQUIP-MISC	4	26
	EQUIP-READ	1	12
	KIT	10	10
	KIT-SPEC	9	9
	MAP	35	35
	N-BK-H	546	546
	N-BLRAY-H	1	1
	N-DVD-H	76	76
	N-DVD-J	1	1
	PAMPHLET	4	4
	PERIOD-J	4	135
	PERIODICAL	69	1,374
	PLAYAWAY	122	122
	RECREATION	1	10
	REFERENCE	347	532
	SOFTWARE	4	5
	UNKNOWN	3	3
	Total	**43,012**	**45,229**

31 Mar | 30 Apr | 31 May | **30 Jun** | 31 Jul | 31 Aug

ady Accessibility: Good to go

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 had Boundless which has been transitioned to The Palace Project during this reporting period.

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 had Boundless which has been transitioned to The Palace Project during this reporting period.

17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?
YES. All RSA libraries have access to CloudSource OA through the RSAcat online catalog.

USE OF RESOURCES
See below for examples.

IPLAR Question	Title of Report	Where to find report	Date of report
18.1 Circulation of Adult Physical Material	Checkouts and Renewals – Previous 12 Months	[Monthly Statistics Reports - RSA Support Site](#)	find the tab with dates that correspond to your fiscal year
18.2 Circulation of Young Adult Physical Material	Checkouts and Renewals – Previous 12 Months	[Monthly Statistics Reports - RSA Support Site](#)	find the tab with dates that correspond to your fiscal year
18.3 Circulation of Children's Physical Material	Checkouts and Renewals – Previous 12 Months	[Monthly Statistics Reports - RSA Support Site](#)	find the tab with dates that correspond to your fiscal year

Checkouts and Renewals - Previous 12 Months by Station Library broken out by Item Cat 3 & 2

18.1   **18.3**   **18.2**

Trans Stat Station Library	Metrics	Number of Statistical Transactions							
	Trans Stat Icat3 (General Format)	ADULT	EQUIPMENT	JUVENILE	UNDEFINED	UNKNOWN	YOUNGADULT		Total
AP_ALPHAPK	AUDIOBOOK	1,118		1,671			27		2,816
	BOOK	35,830	146	41,453	63		2,604		80,096
	BRAILLE			5			1		6
	EQUIPMENT	14	265	1	8				288
	GOV-DOC	1							1
	KIT	30	7	57					94
	LARGEPRINT	4,211		31	3		9		4,254
	MOVIE	11,765		1,348	5		5		13,123
	MUSIC	195		50			1		246
	PAMPHLET	16							16
	PERIODICAL	1,990		19					2,009
	REALIA	13		13					26
	SOFTWARE	3							3
	TOY	331	6	162					499
	UNDEFINED				76				76
	VIDEOGAME	671		2					673
	Total	56,188	424	44,812	155		2,647		104,226

18.4

IPLAR Question	Title of Report	Where to find report	Date of report	Notes
18.5 Books - Physical	Checkouts and Renewals – Previous 12 Months	Monthly Statistics Reports - RSA Support Site	find the tab with dates that correspond to your fiscal year	add corresponding BOOK CAT 3 counts
18.6 Videos/DVDs - Physical	Checkouts and Renewals – Previous 12 Months	Monthly Statistics Reports - RSA Support Site	find the tab with dates that correspond to your fiscal year	add corresponding MOVIE CAT 3 counts
18.7 Audios (include music) - Physical	Checkouts and Renewals – Previous 12 Months	Monthly Statistics Reports - RSA Support Site	find the tab with dates that correspond to your fiscal year	add corresponding AUDIO CAT 3 counts
18.8 Magazines/Periodicals - Physical	Checkouts and Renewals – Previous 12 Months	Monthly Statistics Reports - RSA Support Site	find the tab with dates that correspond to your fiscal year	add corresponding PERIODICAL CAT 3 counts
18.9 Other Items - Physical	Checkouts and Renewals – Previous 12 Months	Monthly Statistics Reports - RSA Support Site	find the tab with dates that correspond to your fiscal year	add all other CAT 3 items

Checkouts and Renewals - Previous 12 Months by Station Library broken out by Item Cat 3 & 2

Trans Stat Station Library (checkout library)	Trans Stat Icat3 (General Format)	ADULT	EQUIPMENT	JUVENILE	UNDEFINED	UNKNOWN	YOUNGADULT	Total	
AP_ALPHAPK	AUDIOBOOK	1,212		1,878	3		35	3,128	18.7
	BOOK	35,960	59	44,050	47		3,076	83,192	18.5
	BRAILLE			12			1	13	18.5
	EQUIPMENT	13	281	4	2			300	18.9
	GOV-DOC	2						2	18.9
	KIT	62	4	67				133	18.9
	LARGEPRINT	4,526		45	1		13	4,585	18.5
	MOVIE	11,778		1,716	4		3	13,501	18.6
	MUSIC	246		67			3	316	18.7
	PAMPHLET	15						15	18.9
	PERIODICAL	2,353		12				2,365	18.8
	REALIA	14		14			1	29	18.9
	SOFTWARE	10		3				13	18.9
	TOY	326	20	197				543	18.9
	UNDEFINED				67			67	18.9
	VIDEOGAME	850		3				853	18.9
	Total	57,367	364	48,068	124		3,132	109,055	18.10

18.11 Did your library offer automatic renewal for any physical materials during the reporting period? **Contact RSA if you are not sure if you are using autorenewals**.

IPLAR Question	Title of Report	Where to find report	Date of report	Notes
18.12 e-Book Circulation	Download **Total checkouts eRead IL** (Boundless/Palace) **Total checkouts ADML** (Libby) 2. **Total checkouts eRead IL** Download 2025	Monthly Statistics Reports - RSA Support Site	add circulation numbers from each spreadsheet tab for each month of the fiscal year	add e-book circulation from all platforms you offer (eRead Illinois - Boundless/Palace Project, Overdrive/Overdrive Advantage, Hoopla)
18.14 e-Audio Circulation	Use the above downloaded report(s) **Total checkouts eRead IL** (Boundless/Palace) **Total checkouts ADML** (Libby)	Monthly Statistics Reports - RSA Support Site	add circulation numbers from each spreadsheet tab for each month of the fiscal year	add e-audio circulation from all platforms you offer (eRead Illinois - Boundless/Palace Project, Overdrive/Overdrive Advantage, Hoopla)

Each month has a separate tab with circ stats. For each month/tab of your fiscal year, find your library and add circulation stats for ebooks and eaudiobooks separately. (ePub Checkouts are ebooks).

Example for July and August:

IPLAR Question	Title of Report	Where to find report	Date of report	Notes
18.18 Interlibrary Loans Provided TO Other Libraries	Monthly Reports - Holds ILL Sent Last 12 Months	RSA IONOS email	received from Distribution Services on the first of the month after the end of your fiscal year (July 1, 2026, for July – June FY)	Use data from Holds Sent tab and D1500 Items tab

18.18 Interlibrary Loans Provided TO Other Libraries

IPLAR Question	Title of Report	Where to find report	Date of report	Notes
18.19 Interlibrary Loans Received FROM Other Libraries	Monthly Reports - Holds ILL Received Last 12 Months	RSA IONOS email	received from Distribution Services on the first of the month after the end of your fiscal year	Use data from Hold Items tab and ILL Items Received (ILL item types) tab

18.19 Interlibrary Loans Received FROM Other Libraries

AUTOMATION

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

20.4 Is your library's catalog accessible via the web? **Yes.**

Contact the RSA Help Desk at help@librariesofrsa.org or by phone at 866-940-4083 if you need assistance.