

IPLAR Tips for RSA Directors Day

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Illinois Public Library Annual Report IPLAR



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Today's IPLAR Talk

- Tips
- Common Mistakes
- Using IPLAR Data
- Q&A



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IPLAR Tips

- Start Early
- Ask for Help
- Don't Stress Out
- Submit on Time



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Starting Early

- Think about IPLAR throughout the year
- Attend webinars / info sessions
- Review feedback
- Make a plan



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Ask for Help

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please [contact Laura Keyes \(IPLAR@ilsos.gov\)](mailto:IPLAR@ilsos.gov).

Review



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Don't Stress Out

- Talk to us
- Plan ahead
- Auto-add won't work!



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Submit on Time

- Deadline according to State Statute
- Follow up emails



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Mistakes to Avoid

- Not deleting documents

☐ 8.18a The library safeguards its funds using which option?	Surety Bond	▼ Surety Bond			
☐ 8.18b Proof of Insurance for Library Funds	Secretary's Audit complete report for FY 25-26.docx	▼	Choose File	No file chosen	Upload Delete
	Download	Download All			



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Mistakes to Avoid

- Not deleting documents

☐ 8.18a The library safeguards its funds using which option?	Surety Bond	▼ Surety Bond			
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	Download	Download All			



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Mistakes to Avoid

- Not deleting documents
- Not reading instructions

10.3a Other Physical Materials Expenditures [PLS 355] ³

\$3,493 -1 Unknown

10.3b Please list the types of materials purchased in 10.3a

-1 -1 Not Applicable



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Mistakes to Avoid

- Not deleting documents
- Not reading instructions
- Not viewing Profile



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Counting Opinions - Profile

ILLINOIS STATE LIBRARY

Welcome BRIMFIELD PUBLIC LIBRARY DISTRICT

[Enter - IPLAR Survey](#) [Enter - ILLINET Survey](#)

[Reports](#)

IPLAR:
[Instructions](#)
[Worksheet](#)
[Programing Guidelines](#)
[Secretary Audit Guide](#)

Interlibrary Loan Survey:
[Instructions](#)
[Worksheet](#)
[Data Input Instructions](#)

Instructions on Creating Reports:
[Documentation](#)
[Presentation](#)



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Counting Opinions - Profile

Username	IL001
Password	*****
<u>Name</u>	Laura Keyes
<u>Email</u>	LKeyes@ilsos.gov
Phone No.	2177851168



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Mistakes to Avoid

- Not deleting documents
- Not reading instructions
- Not viewing Profile
- Not saving report



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Home Menu Help Logout

Data Input

Reports Instructions Print

Review Save Reset Previous Next Recalculate

Collection: ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) Period: 2026 Verify Submit/Lock

Library: BRIMFIELD PUBLIC LIBRARY DISTRICT

Location: **IPLAR** Library Data

Instructions

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30065
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0059
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Brimfield Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	111 South Galena Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Brimfield
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	61517
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Brimfield
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	61517
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	309-446-9575
1.11b If the telephone number has changed, then enter the updated answer here.	



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Mistakes to Avoid

- Not deleting documents
- Not reading instructions
- Not viewing Profile
- Not saving report
- Not saving notes
- Not saving report (again)
- Not knowing where funds come from



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☐ 8.8 LSTA funds received ³⁴		-1	\$0 ☒ Unknown
☐ 8.9 E-Rate funds received ³⁵		-1	\$0 ☒ Unknown
☐ 8.10 Other federal funds received ³⁶		-1	\$0 ☒ Unknown
☐ 8.11 If Other, please specify ³⁷		-1	
☐ 8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302] ³⁸		\$0	\$0



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Mistakes to Avoid

- Not deleting documents
- Not reading instructions
- Not viewing Profile
- Not saving report
- Not saving notes
- Not saving report (again)
- Not knowing where funds come from
- Not adding or deleting notes



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Fun with Data!

- Library comparisons
- Tracking trends
- Year in Review
- Infographics
- Advocacy



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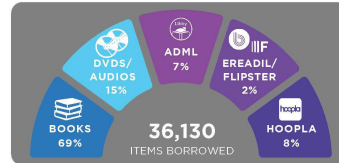
Year in Review



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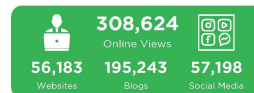
FY24 YEAR IN REVIEW Lillie M Evans Library District

207 N WALNUT | PRINCETON, IL | 309.385.4540 | LMELIBRARY.ORG



NEW IN 2024

Community Garden & Pantry
Seed Library & Mural
Statewide Database Project
Fireplace & Staff Lockers
Paint & Meeting Rms Refresh
LED Conversion Project



lmelibrary.org



facebook.com/lmelibrary.org

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Advocating



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HOW DOES IMLS FUNDING BENEFIT ILLINOIS RESIDENTS?

\$2.5 million
in system grants

FAST, FREE
interlibrary loan
DELIVERY
statewide

\$230 million
in taxpayer savings

\$166k
to train public library trustees

for the better use of taxpayer dollars

driving 2.2 million miles a year

to 1,741 libraries serving
12,812,508
Illinois residents

TRANSLATING TO A TOTAL SAVINGS OF:

\$20
per checkout

\$105
per mile driven

\$18
per resident

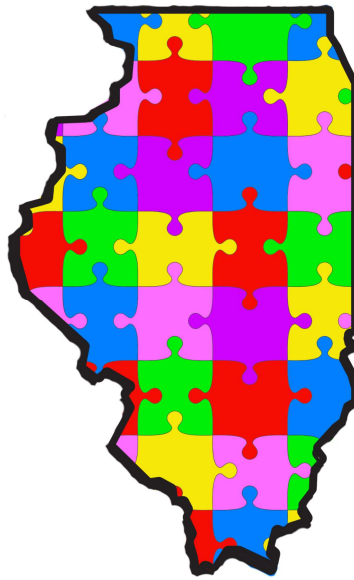
meanwhile...
IMLS = 0.0046%
of the federal budget

Brought to you by Illinois' regional library systems: Illinois Heartland Library System & Reaching Across Illinois Library System

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Data!

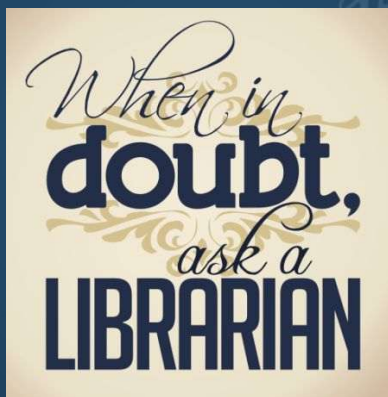


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