

2019 Minnesota Public Library Report, Worksheet

You may use this worksheet to collect your library's data before entering it into the LibPAS online tool. Note that this is just a template – it doesn't include your library's prefilled data, and it doesn't perform calculations. But it will help you pinpoint which data you need to supply for the report.

For data element definitions, refer to the **Guide to Data Elements** available from the LibPAS documentation page. The **Page # in Guide** column in this worksheet shows you which page number to turn to in the Guide to Data Elements.

Complete your report using data/information for January 1 through December 31, 2019, unless otherwise indicated. Financial data should be reported for the fiscal year that ended in calendar year 2019.

This worksheet lists the data elements for both *library administrative entities* (headquarters) and *library outlets* (branches, central libraries, bookmobiles). Data elements for outlet-level information are indicated by an "m" in the name (as in "P06m Visits").

For your convenience, information in some data elements will be **pre-filled** in LibPAS with the previous year's data. If the pre-filled answer is incorrect, please update. There are some data elements you will not be able to update:

Calculated: Information entered at the outlet level will usually be automatically calculated by LibPas into a total for the administrative entity.

Locked: Some prefilled data elements are not expected to change from year to year, and so are locked. If you find that a locked data element is filled incorrectly, please send corrections to

Page # in Guide	Data Element Name	Prefilled	2019 Data
GENERAL INFORMATION			
	*G01) <i>Library Name</i>	<i>Prefilled</i>	Locked
	*G02) <i>Regional System/Sequence Number</i>	<i>Prefilled</i>	Locked
	G03) <i>Regional Public Library System</i>	<i>Prefilled</i>	Locked
	*G04) <i>Street Address</i>	<i>Prefilled</i>	Locked
	*G05) Location is a change from previous year	<i>Prefilled</i>	Yes / No
	*G06) <i>City</i>	<i>Prefilled</i>	Locked
	*G07) <i>Zip Code</i>	<i>Prefilled</i>	Locked
	*G11) <i>County</i>	<i>Prefilled</i>	Locked
	*G08) Mailing Address	<i>Prefilled</i>	
	*G09) City - Mailing Address	<i>Prefilled</i>	
	*G10) Zip Code - Mailing Address	<i>Prefilled</i>	
	*G12) Phone	<i>Prefilled</i>	
	G13) Library Web Address	<i>Prefilled</i>	
General Information for Outlets			
	G01m) <i>Library Name</i>	<i>Prefilled</i>	Locked
	G02m) <i>Regional System/Sequence Number</i>	<i>Prefilled</i>	Locked
	G03m) <i>Regional Public Library System</i>	<i>Prefilled</i>	Locked
pg.2	Street Address		
	G04m) <i>Street Address</i>	<i>Prefilled</i>	Locked
	G05m) Location is a change from previous year:	<i>Prefilled</i>	Yes / No
	G06m) <i>City</i>	<i>Prefilled</i>	Locked
	G07m) <i>ZIP Code</i>	<i>Prefilled</i>	Locked

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Page # in Guide	Data Element Name	Prefilled	2019 Data
	<i>G11m) County</i>	<i>Prefilled</i>	Locked
	Mailing Address		
	<i>G08m) Mailing Address</i>	<i>Prefilled</i>	
	<i>G09m) City</i>	<i>Prefilled</i>	
	<i>G10m) ZIP Code</i>	<i>Prefilled</i>	
	<i>*G12m) Phone</i>	<i>Prefilled</i>	
	Director		
	<i>G14) Director's Name</i>	<i>Prefilled</i>	
	<i>G15) Director's Phone</i>	<i>Prefilled</i>	
	<i>G16) Director's Extension</i>	<i>Prefilled</i>	
	<i>G17) Director's E-mail Address</i>	<i>Prefilled</i>	
	Report Filer's Contact Information		
	<i>G18) Report Filer Name</i>	<i>Prefilled</i>	
	<i>G19) Report Filer Phone</i>	<i>Prefilled</i>	
	<i>G20) Report Filer Email</i>	<i>Prefilled</i>	
pg.3	IMLS Administrative Entity Codes		
	<i>*G21) Interlibrary Relationship Code</i>	<i>Prefilled</i>	Locked
	<i>*G22) Legal Basis Code</i>	<i>Prefilled</i>	Locked
	<i>*G23) Administrative Structure Code</i>	<i>Prefilled</i>	Locked
	<i>*G24) IMLS/FSCS Public Library</i>	<i>Prefilled</i>	Locked
	<i>*G25) Geographic Code</i>	<i>Prefilled</i>	Locked
	<i>*G26) Did the legal service area boundary change?</i>	<i>Prefilled</i>	Yes / No
pg.6	PUBLIC SERVICES INFORMATION		
pg.7	Population		
	<i>*P01) Population of the Legal Service Area</i>		Calculated
	Population - Outlet		
	<i>P01m) Population of the Legal Service Area</i>		
	Registered Users		
	<i>P02) Registered Users - Residents</i>		Calculated
	<i>P03) Registered Users - Reciprocal</i>		Calculated
	<i>*P04) Total Registered Users</i>		Calculated
	Registered Users - Outlet		
	<i>P02m) Registered Users - Residents</i>		
	<i>P03m) Registered Users - Reciprocal</i>		
	<i>*P04m) Total Registered Users</i>		Calculated
	Registered Users File Purged?		
	<i>P05) Last year Registered User Records Were Purged</i>		
	Visits and Reference		
	<i>*P06) Visits</i>		Calculated
	<i>*P07) Reference Transactions</i>		Calculated
	Visits and Reference - Outlet		

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Page # in Guide	Data Element Name	Prefilled	2019 Data
	*P06m) Visits		
	*P07m) Reference Transactions		
	Public Internet		
	*P08) Annual Public Internet Computer Sessions		Calculated
	P09) Public Internet Computer Other Uses	Prefilled	Internet only / Includes other uses
pg.8	Public Internet - Outlet		
	P08m) Annual Public Internet Computer Sessions		
	P09m) Public Internet Computer Other Uses		Internet only / Includes other uses
	Wireless Sessions		
	*P10) Wireless Sessions		Calculated
	Wireless Sessions - Outlet		
	*P10m) Wireless sessions		
	Interlibrary Loan		
	*P11) ILL Provided to Other Libraries		
	*P12) ILL Received from Other Libraries		
pg.9	CIRCULATION		
	Physical Item Circulation		
	*P13) Children's Circulation		Calculated
	P14) Adult Circulation		Calculated
	P15) Other Physical Item Circulation (No Age Designation)		Calculated
	P16) Total Physical Circulation		Calculated
	Physical Item Circulation - Outlet		
	P13m) Children's Circulation		
	P14m) Adult Circulation		
	P15m) Other Physical Item Circulation (No Age Designation)		
	P16m) Total Physical Item Circulation		Calculated
pg.10	Downloadable Circulation		
	P17) Downloadable E-books and E-serials Circulation		
	P18) Downloadable Audio and Video Circulation		
	*P19) Total Downloadable Circulation		Calculated
	Total Circulation		
	*P20) Total Circulation		Calculated
pg.11	Programs		
	*P21) Children's Programs		Calculated
	*P22) Young Adult Programs		Calculated
	P23) Adult Programs		Calculated
	*P24) Total Programs		Calculated
	Programs - Outlet		
	P21m) Children's Programs		
	P22m) Young Adult Programs		
	P23m) Adult Programs		

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Page # in Guide	Data Element Name	Prefilled	2019 Data
	<i>P24m) Total Programs</i>		Calculated
pg.12	Program Attendance		
	<i>*P25) Children's Program Attendance</i>		Calculated
	<i>*P26) Young Adult Program Attendance</i>		Calculated
	<i>P27) Adult Program Attendance</i>		Calculated
	<i>*P28) Total Attendance</i>		Calculated
	Program Attendance - Outlet		
	<i>P25m) Children's Program Attendance</i>		
	<i>P26m) Young Adult Program Attendance</i>		
	<i>P27m) Adult Program Attendance</i>		
	<i>P28m) Total Program Attendance</i>		Calculated
pg.13	Successful Retrieval of Information from Electronic Collections		
	<i>*P29) Number of Information Retrievals from Electronic Collections</i>		
	<i>*P30) Electronic Content Use</i>		Calculated
	<i>*P31) Total Collection Use</i>		Calculated
	Website Visits		
	<i>*P32) Website Visits</i>		
pg.14	HOURS		
	Daily Hours - Outlet		
	<i>H01m) Monday</i>		
	<i>H02m) Tuesday</i>		
	<i>H03m) Wednesday</i>		
	<i>H04m) Thursday</i>		
	<i>H05m) Friday</i>		
	<i>H06m) Saturday</i>		
	<i>H07m) Sunday</i>		
	Weekly Hours		
	<i>H08) Number of Public Service Hours in a Regular Week</i>		Calculated
	<i>H09) Number of Public Service Hours in a Seasonal Week</i>		Calculated
	<i>H10) Seasonal Dates</i>		
	<i>*H12) Total Public Service Hours Per Year</i>		Calculated

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Guide

	Data Element Name	Prefilled	2019 Data
	Weekly Hours - Outlet		
	H08m) Number of Public Service Hours in a Regular Week		
	H09m) Number of Public Service Hours in a Seasonal Week		
	H10m) Seasonal Dates		
	*H11m) Number of Weeks Library is Open		
	H12m) Total Annual Public Service Hours (Regular)		
pg.15	FACILITIES		
	*F01) Central Libraries	Prefilled	
	*F02) Branch Libraries	Prefilled	
	*F03) Bookmobiles	Prefilled	
	F04) Supplementary Services		
pg.16	Outlet Types		
	F05m) Outlet Type Code	Prefilled	Locked
	*F06m) Number of Bookmobiles	Prefilled	Locked
	Buildings		
	F07m) Facility Type	Prefilled	Locked
	F08m) Square Feet	Prefilled	Locked
	F09m) Year Built	Prefilled	
	F10m) Latest Year Remodeled	Prefilled	
	F11m) Previous Year(s) Remodeled:		
pg.17	Computers		
	F12) Staff Internet Computers		Calculated
	*F13) Public Internet Stationary Computers		Calculated
	F14) Public Internet Mobile Devices for On-site Use		Calculated
	F15) Total Public Internet Computers/Devices		Calculated
	Computers - Outlet		
	F12m) Staff Internet Computers	Prefilled	
	F13m) Public Internet Stationary Computers	Prefilled	
	F14m) Public Internet Mobile Devices for On-Site Use	Prefilled	
	F15m) Total Public Internet Computers/Devices		Calculated
	F16m) Fiber Optic to Library Building	Prefilled	Yes / No
	F17m) Category 6 or Better Wiring within Library	Prefilled	see guide for answer choices
pg.18	Public Internet Speeds		
	F19m) Typical Internet Download Speed for Public Computers		see guide for answer choices
	F21m) Typical Internet Upload Speed for Public Computers		see guide for answer choices
	Wi-Fi Availability		
	F22) Number of outlets with Wi-Fi available to Public	Prefilled	
	Wi-Fi Availability - Outlet		
	F22m) Wi-Fi Available to Public	Prefilled	Yes / No

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Data Element Name

Prefilled

2019 Data

pg.19

Meeting Rooms

F23) Number of Outlets with a Meeting Room

Prefilled

Meeting Rooms - Outlet

F23m) Meeting Room Available for Public Use

Prefilled

Yes / No

Non-Library Events

F24) Non-Library Sponsored Events

Calculated

Non-Library Events - Outlet

F24m) Non-Library Sponsored Events

STAFF INFORMATION

Staff FTE

*S01) Total ALA/MLS Librarians

Calculated

S02) Total Other Librarians

Calculated

*S03) Total Librarians

Calculated

*S04) Total Other Staff

Calculated

*S05) Total Paid Employees

Calculated

Staff FTE - Outlet

S01m) Total ALA/MLS Librarians

S02m) Total Other Librarians

S03m) Total Librarians

Calculated

S04m) Total Other Staff

S05m) Total Paid Employees

Calculated

pg.20

Selected Salary Schedule

S06) Regional Director Low

Prefilled

S06) Regional Director High

Prefilled

S07) Library Director Low

Prefilled

S07) Library Director High

Prefilled

S08) Assistant Director Low

Prefilled

S08) Assistant Director High

Prefilled

S09) Branch Manager Low

Prefilled

S09) Branch Manager High

Prefilled

S10) Central Library Manager Low

Prefilled

S10) Central Library Manager High

Prefilled

S11) Department Head Low

Prefilled

S11) Department Head High

Prefilled

S12) Other Librarian Low

Prefilled

S12) Other Librarian High

Prefilled

S13) Technology Support Low

Prefilled

S13) Technology Support High

Prefilled

S14) Library Support Staff Low

Prefilled

S14) Library Support Staff High

Prefilled

S15) Administrative Support Staff Low

Prefilled

S15) Administrative Support Staff High

Prefilled

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Page # in Guide	Data Element Name	Prefilled	2019 Data
	S16) Pages-Low	<i>Prefilled</i>	
	S16) Pages-High	<i>Prefilled</i>	
Union			
	S17) Do any library staff belong to a union?	<i>Prefilled</i>	Yes / No

pg.21 **LIBRARY COLLECTION**

PHYSICAL MATERIALS

*C01)	Print Materials		Calculated
*C02)	Audio Materials, Physical		Calculated
*C03)	Video Materials, Physical		Calculated
C04)	Multi-format Materials		Calculated
C05)	Other Physical Materials		Calculated
C06)	Total Physical Materials		Calculated
*C07)	Print Serial Subscriptions		Calculated

pg.22 **Physical Materials - Outlet**

C01m)	Print Materials		
C02m)	Audio Materials, Physical		
C03m)	Video Materials, Physical		
C04m)	Multi-format Materials		
C05m)	Other Physical Materials		
C06m)	Total Physical Materials		Calculated
C07m)	Print Serial Subscriptions		

pg.23 **ELECTRONIC MATERIALS**

Electronic Serial Subscriptions

C08)	Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09)	Electronic Serial Subscriptions, Licensed Regionally, Downloadable	<i>Prefilled</i>	Locked
C10)	Total Electronic Serial Subscriptions		Calculated

Electronic Books (e-books)

C11)	Electronic Books Licensed Locally		
C12)	Electronic Books Licensed Regionally	<i>Prefilled</i>	Locked
C13)	Electronic Books Licensed Statewide	<i>Prefilled</i>	Locked
*C14)	Total Electronic Books		Calculated

pg.24 **Audio Downloadable Units**

C15)	Audio - Downloadable Units, Licensed Locally		
C16)	Audio - Downloadable Units, Licensed Regionally	<i>Prefilled</i>	Locked
*C17)	Total Audio - Downloadable Units		Calculated

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Guide

Data Element Name

Prefilled

2019 Data

Video Downloadable Units

C18) Video - Downloadable Units, Licensed Locally

C19) Video - Downloadable Units, Licensed Regionally

Prefilled

Locked

*C20) Total Video - Downloadable Units

Calculated

pg.25

Electronic Collections

C21) Electronic Collections Licensed Locally

C22) Electronic Collections Licensed Regionally

Prefilled

Locked

*C24) Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement

Calculated

*C25) Electronic Collections Licensed Statewide (State Govt or State Library Agency)

Prefilled

Locked

*C26) Total Electronic Collections

Calculated

pg.26

POLICIES/PLANS

D01) Strategic Plan - Year Updated

Prefilled

D02) Disaster Plan - Year Updated

Prefilled

D03) Policy Manual - Year Updated

Prefilled

D04) Records Retention Schedule - Year Updated

Prefilled

D05) Building Accessibility Plan - Year Updated

Prefilled

D06) Technology Plan - Year Updated

Prefilled

D07) Internet Acceptable Use Policy - Year Updated

Prefilled

pg.27

COMMUNITY ENGAGEMENT

Outreach Services

Adult Basic Education

Yes / No

Adult Literacy Organization

Yes / No

Arts Organization

Yes / No

Correctional Facility

Yes / No

Cultural Communities

Yes / No

Disability Organization

Yes / No

Early Childhood Organization

Yes / No

Homeschool Organizations

Yes / No

School (K12)

Yes / No

Senior-Centered Organization

Yes / No

Service to Homebound

Yes / No

Social Services Organizations

Yes / No

Veterans Organization

Yes / No

Workforce Development

Yes / No

Youth Development Organization

Yes / No

Other

Yes / No

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Page # in Guide	Data Element Name	Prefilled	2019 Data
pg.29	Community Partnerships		
	O12) Does this library partner with one or more community organizations or groups in order to address a community need?		Yes / No
	Level of Engagement		
	O13a) Communicative		Yes / No
	O13b) Cooperative		Yes / No
	O13c) Collaborative		Yes / No
	O14) Does this library measure the impact on the community due to the partnership's efforts?		Yes / No
pg.30	Volunteers		
	O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		Yes / No
	Number of Volunteers		
	O16m) Number of Teen Volunteers		
	O17m) Number of Adult Volunteers		
	O18m) Number of Teen Volunteer Hours		
	O19m) Number of Adult Volunteer Hours		
	O20) <i>Total Number of Volunteers</i>		Calculated
	O21) <i>Total Number of Volunteers Hours</i>		Calculated
pg.31	SUMMER LEARNING PROGRAM		
	U01) What type(s) of summer learning programs did this library offer for youth?		see guide for answer choices
	Summer Learning Age Groups		
	U02) Preschoolers, birth to 5 years old		Yes / No
	U03) Children, 5 to 11 years old		Yes / No
	U04) Young adults, 12 to 18 years old		Yes / No
pg.32	BOARD, FOUNDATION, FRIENDS		
	Board of Trustees		
	I01) Does this library have a board of trustees?	<i>Prefilled</i>	Yes / No
	I02) Are this library's trustees appointed or elected officials?	<i>Prefilled</i>	appointed / elected
	I03) Is this library's Board of Trustees the advisory or governing authority?	<i>Prefilled</i>	advisory / governing
	Library Foundation		
	I04) Does this library have a Foundation?	<i>Prefilled</i>	Yes / No
	I05) Foundation Name	<i>Prefilled</i>	
	Friends Group		
	I06) Does this library have a Friends Group?	<i>Prefilled</i>	Yes / No
	I07) Friends Group Name	<i>Prefilled</i>	
	Friends Group - Outlet		
	I06m) Does this library have a Friends Group?	<i>Prefilled</i>	Yes / No
	I07m) Friends Group Name	<i>Prefilled</i>	

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Guide

Data Element Name

Prefilled

2019 Data

FINANCIAL DATA

pg.33 **OPERATING REVENUE**

Local Government Operating Revenue		
R01)	Operating Revenue - City Direct	
R02)	Operating Revenue - City Indirect	
<i>R03)</i>	<i>Operating Revenue - City Total</i>	Calculated
R04)	Operating Revenue - County Direct	
R05)	Operating Revenue - County Indirect	
<i>R06)</i>	<i>Operating Revenue - County Total</i>	Calculated
R07)	Operating Revenue - Other Local Government Direct	
R08)	Operating Revenue - Other Local Government Indirect	
<i>R09)</i>	<i>Operating Revenue - Other Local Government Total</i>	Calculated
<i>*R10)</i>	<i>Total Local Government Operating Revenue</i>	Calculated
State Government Operating Revenue		
R11)	Operating Revenue - Arts & Cultural Heritage Fund	
R12)	Operating Revenue - Regional Library Basic System Support	
R13)	Operating Revenue - Regional Library Telecommunications Aid	
R14)	Operating Revenue - Other State	
<i>*R15)</i>	<i>Total State Government Operating Revenue</i>	Calculated
Federal Government Operating Revenue		
R16)	Operating Revenue - Federal Library Services/Technology Act	
R17)	Operating Revenue - Federal Direct	
R18)	Operating Revenue - Federal Indirect	
<i>*R19)</i>	<i>Total Federal Operating Revenue</i>	Calculated
Regional System Operating Revenue		
R20)	Other Operating Revenue - Regional System Direct	
R21)	Other Operating Revenue - Regional System Indirect	
<i>R22)</i>	<i>Other Operating Revenue - Regional System Total</i>	Calculated
Multicounty, Multitype Operating Revenue		
R23)	Other Operating Revenue - Multicounty, Multitype Direct	
R24)	Other Operating Revenue - Multicounty, Multitype Indirect	
R25)	Other Operating Revenue - Multicounty, Multitype Total	Calculated
Other Operating Revenue		
R26)	Other Operating Revenue - Other Direct	
R27)	Other Operating Revenue - Other Indirect	
<i>R28)</i>	<i>Other Operating Revenue - Other Total</i>	Calculated
<i>R29)</i>	<i>Total All Other Operating Revenue</i>	Calculated
Total Operating Revenue		
<i>*R30)</i>	<i>Total Operating Revenue</i>	Calculated

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Data Element Name

Prefilled

2019 Data

OPERATING EXPENDITURES

Personnel Expenditures

*E01) Salaries & Wages

*E02) Employee Benefits

*E03) *Total Personnel Costs*

Calculated

pg.38

Collection Expenditures

Print Materials Expenditures

*E04) Print Materials

Electronic Materials and Collections Expenditures

E05) Electronic Materials - Electronic Books

E06) Electronic Collections

E07) Other Electronic Materials

Other Materials Expenditures

E09) Other Materials - Audio & Visual Physical Materials

E10) Other Materials - Other Physical Materials

*E11) *Other Materials*

Calculated

Total Collection Expenditures

E16) *Physical Materials Total*

Calculated

*E08) *Electronic Materials Total*

Calculated

*E12) *Total Collection Expenditures*

Calculated

Other Operating Expenditures

*E13) Other Operating Expenditures

Total Operating Expenditures

*E14) *Total Operating Expenditures*

Calculated

E15) Expenditures are equal to or less than Income?

Yes / No

pg.39

CAPITAL REVENUE

Local Government Capital Revenue

R31) Capital Revenue - City Direct

R32) Capital Revenue - City Indirect

R33) *Capital Revenue - City Total*

Calculated

R34) Capital Revenue - County Direct

R35) Capital Revenue - County Indirect

R36) *Capital Revenue - County Total*

Calculated

R37) Capital Revenue - Other Direct

R38) Capital Revenue - Other Indirect

R39) *Capital Revenue - Other Total*

Calculated

*R40) *Total Local Government Capital Revenue*

Calculated

pg.40

State Government Capital Revenue

R41) Capital Revenue - Library Construction Grant

R42) Capital Revenue - State Other

*R43) *Total State Government Capital Revenue*

Calculated

Federal Government Capital Revenue

R44) Capital Revenue - Federal Library Services & Technology Act

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Page # in Guide	Data Element Name	Prefilled	2019 Data
	R45) Capital Revenue - Other Federal Direct		
	R46) Capital Revenue - Other Federal Indirect		
	<i>*R47) Total Federal Government Capital Revenue</i>		Calculated
	Regional System Capital Revenue		
	R48) Other Capital Revenue - Regional System Direct		
	R49) Other Capital Revenue - Regional System Indirect		
	<i>R50) Other Capital Revenue - Regional System Total</i>		Calculated
pg.41	Other Capital Revenue		
	R54) Other Capital Revenue - Other Direct		
	R55) Other Capital Revenue - Other Indirect		
	<i>R56) Other Capital Revenue - Direct and Indirect Total</i>		Calculated
	Total Capital Revenue		
	<i>*R57) Total Regional System and Other Capital Revenue</i>		Calculated
	<i>*R58) Total Capital Revenue</i>		Calculated
	Capital Expenditures		
	<i>*EC01) Total Capital Expenditures</i>		
pg.42	IN-KIND CONTRIBUTIONS		
	In-Kind Operating Contributions		
	R59) In-Kind Operating Contributions - City		
	R60) In-Kind Operating Contributions - County		
	R61) In-Kind Operating Contributions - All Other		
	<i>R62) Total In-Kind Operating Contributions</i>		Calculated
	In-Kind Contributions by Expenditure Area		
	EKA01) Personnel		
	EKA02) Collection		
	EKA03) All Other Operating Expenditures		
	<i>EKA04) Total In-Kind Operating Contributions</i>		Calculated
pg.43	In-Kind Capital Contributions		
	R63) In-Kind Capital Contributions - City		
	R64) In-Kind Capital Contributions - County		
	R65) In-Kind Capital Contributions - All Other		
	<i>R66) Total In-Kind Capital Contributions</i>		Calculated