

**MINNESOTA PUBLIC LIBRARY ANNUAL REPORT
 2013 DATA ELEMENT DEFINITIONS
 FOR MULTIPLE-OUTLET LIBRARIES**

Please note: an asterisk (*) indicates a new data element, a revision or clarification to data elements from the previous year.

Administrative data is the sum of activities at central libraries, branches, and outlets. Outlet data is collected for central libraries, branches, or bookmobiles. Administrative level items are identified with a three-character alphanumeric code (e.g., G01). Outlet level items are identified with a four-character alphanumeric code ending with "m" (e.g., G01m). When the same definition applies to both, only one definition is given, identified with the administrative code. When administrative and outlet definitions vary slightly from each other, both alphanumeric codes are provided with the appropriate definition. Data elements that apply only at the administrative level have the phrase "Administrative Level Only" following the data element name. Data elements that apply only for outlets have the phrase "Outlet Level Only" after the data element name.

All data elements responses are as of December 31, 2013, unless otherwise indicated.

GENERAL INFORMATION

G01 Library Name

The legal name of the administrative entity or outlet.

G02 Regional System/Sequence Number

The alphanumeric identification code assigned by State Library Services to each outlet.

G03 Street Address

The complete street address of the administrative entity or outlet. Do not report a Post Office box or general delivery on this line.

Note: Contact State Library Services if the street address needs to be updated.

G04 Location has changed from previous year

Answer "Yes" if the physical location of the library has changed. Answer "No" if change in address is due only to U.S. Postal Service altering street number.

G05 City

The city or town where the administrative entity or outlet is located.

G06 ZIP Code of Street Address

The five-digit postal ZIP code associated with G03.

G07 Mailing Address

The address to which mail should be sent. Enter the address even if it is identical to the street address (G03).

G08 City

The city or town associated with G07.

G09 ZIP Code of Mailing Address

The five-digit postal ZIP code associated with G07.

G10 County

The county where the administrative entity or outlet is located.

G11 Library Phone

The area code and the general telephone number the public should call.

***G12 Primary Web Address (URL)**

The Internet Universal Resource Locator (URL) for the library's primary online presence. This can be a stand-alone url (www.libraryx.com) or part of a social media application (ie. www.facebook.com/libraryx).

G13 Director's Name

The person responsible for the operation of the library.

G14 Director's Phone

The area code and phone number that is the most direct way to contact the director. It may or may not be the same telephone number as G11.

G15 Extension

The extension, if any, for the G14 phone number.

G16 Director's E-mail Address

The e-mail address of the director.

G17 Interlibrary Relationship Code (Administrative Level Only)

Select one of the following:

HQ Headquarters of a Federation, Cooperative or Consolidated System: The library or entity provides the physical space and staff who manage, coordinate, or administer the programs of the federation, cooperative or consolidated system.

ME Member of a Federation, Cooperative or Consolidated System. An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations, or cooperatives. (Do not include OCLC.) Do not include multiple outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

NO Not a member of a Federation, Cooperative or Consolidated System.

Note: The respondent cannot alter this designation on the LibPAS website. If you the designation requires updating, contact State Library Services.

G18 Legal Basis Code (Administrative Level Only)

The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law that authorizes the library.

Notes:

The respondent cannot alter this designation on the LibPAS website. If you feel the designation is incorrect, contact State Library Services.

Based on a ruling of the National Commission on Libraries and Information Sciences, predecessor to the Institute of Museum and Library Services, School/Public and Academic/Public libraries should be placed in MJ, multi-jurisdictional. For purposes of the Minnesota report, School/Public libraries should mark S/P. The report to the Institute of Museum and Library Services will provide the MJ designation.

City/County combinations should be designated CC, rather than MJ (Multi-jurisdictional).

Select one of the following:

- CC City/County
A multi-jurisdictional entity that is operated jointly by a county and a city.
- CI Municipal Government (city, town or village)
A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.
- CO County/Parish
An organized local government authorized in a state's constitution and statutes and established to provide general government.
- MJ Multi-jurisdictional
An entity operated jointly by two or more units of local government under an intergovernmental agreement that creates a jointly appointed board or similar means of joint governance; to be distinguished from a library that contracts to serve other jurisdictions and from special library districts.
- S/P School/Public
A library governed by a joint powers agreement between a school district or academic institution and municipal or county government.

Note: Libraries in S/P category will be identified as MJ in reports to IMLS.

G19 Administrative Structure Code (Administrative Level Only)

This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

- AO An Administrative Entity that does not serve the public directly and has no direct service outlets but may provide staff, materials, and services to other libraries. May receive and spend funds on behalf of other libraries; may contract with other libraries to provide various library services. Examples are headquarters of systems, federations, or cooperative services.
- MA An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central library, branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.
- MO An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central library, branch(es), bookmobile(s), and/or books-by-mail only.

Note: The respondent cannot alter this designation on the LibPAS website. If you feel the designation is incorrect, contact State Library Services.

G20 Institute of Museum and Library Services Public Library Definition (Administrative Level Only)

Answer Yes or No to the following question:

Does this public library meet all the criteria of the Institute of Museum and Library Services public library definition?

“A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.”

Notes:

If the library meets all of the requirements of this definition, respond “Yes.” If the library does not meet one or more of the requirements, respond with “No.”

The respondent cannot alter this designation on the LibPAS website. If you feel the designation is incorrect, contact State Library Services.

G21 Geographic Code (Administrative Level Only)

Choose one code that exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue plus any areas served under contract for which the library is the primary service provider.

Note: The respondent cannot alter this designation on the Bibliostat Collect website. If you feel the designation is incorrect, contact State Library Services.

Note: The population of the Legal Service Area (Data element P01) should be reflected in the geographic code selected.

CI1	City (Exactly)	MC1	Multi-County (Exactly)
CI2	City (Most Nearly)	MC2	Multi-County (Most Nearly)
CO1	County (Exactly)	SD1	School District (Exactly)
CO2	County (Most Nearly)	SD2	School District (Most Nearly)
MA1	Metropolitan Area (Exactly)	OTH	Other
MA2	Metropolitan Area (Most Nearly)		

G22 Did the legal service area boundaries for this administrative entity change during the past year? (Administrative Level Only)

Answer “Yes” to this question if there has been any change to the administrative entity’s legal service area boundaries during the past year.

Note: Changes are rare, but may occur, for example, when a municipality annexes land, when a municipality in a county becomes independent or becomes a county, or when an administrative entity contracts to provide public library service for additional geographic area(s) other than the area for which it was established (e.g., a municipal library contracts to serve county residents).

PUBLIC SERVICES INFORMATION

P01 Population of the Legal Service Area (Administrative Level)

The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider.

P01m Population Served (Outlet Level)

The number of people in the geographic area for which a library outlet has been established to offer services.

REGISTERED USERS

A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials.

Note: The next three questions determine the total number of issued library cards. Depending on the method of registering borrowers, a library may not be able to answer all three. In several federated regional systems, individual library statistics are not available; the regional system provides totals for the region as a whole.

P02 Registered Users – Residents (Administrative Level)

The total number of registered users who reside in the jurisdiction for which the library is legally responsible. City, township or and/or county taxes from the household of this individual support your library.

Note: This question establishes the number of Minnesota residents who are registered for at least one library card. If residential and reciprocal borrowers cannot be counted separately, enter “n.c.”

P02m Registered Users – Residents (Outlet Level)

The number of registered users who obtained their library cards at this outlet.

P03 Registered Users - Reciprocal (Administrative Level)

The total number of registered users who reside in a jurisdiction other than that for which the library is legally responsible. City, township, and/or county taxes from the household of this individual support a library other than your library.

Note: This question determines approximately the number of people who take advantage of reciprocal borrowing. If residential and reciprocal borrowers cannot be separated for counting, enter “n.c.”

P03m Registered Users – Reciprocal (Outlet Level)

The total number of individuals who registered for reciprocal borrowing privileges at this outlet.

P04 Total Registered Users (Automatic Tally)

The sum of data elements P02 and P03, or the total number of registered borrowers at a library, if the library cannot distinguish between resident and reciprocal borrowers.

Note: This question determines the total number of cards issued by a library.

P05 Last Year Registered User Records Were Purged (Administrative Level Only)

The year in which inactive or expired registered cardholders were deleted from the registration list. If records are never purged or the last date is unknown, enter “n.c.”

Note: Registration records are recommended to be purged minimally every three years.

P06 Visits (Administrative Level)

The total number of persons entering the main library, branches and bookmobile for any purpose during the year.

Note: These data elements may be derived from sampling. If a daily count is not available, sampling methods that may be used include:

- *Determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are*

taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

- *Estimate by using one week in April and another in October, adding these numbers and multiplying by 26.*
- *Follow one or more of the four one-week samplings periods scheduled by Metropolitan Library Service Agency.*

P06m Visits (Outlet Level)

The number of people entering a specific outlet for any purpose during the year.

P07 Actual Tally/Sample

Indicate whether the number for P06 derives from a daily count or a sampling.

P08 Reference Transactions

A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a library staff member. It includes information and referral services. Information sources include printed and non-print materials, online databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, mail, or by any type of electronic messaging from an adult, a young adult, or a child.

Notes:

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

These data elements may be derived from sampling. If a daily count is not available, sampling methods that may be used include:

- *Determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).*
- *Estimate by using one week in April and another in October, adding these numbers and multiplying by 26.*
- *Follow one or more of the four one-week samplings periods scheduled by Metropolitan Library Service Agency.*

P09 Actual Tally/Sample

Indicate whether the number for P06 derives from a daily count or a sampling.

P10 Public Internet Computer Sessions

The total number of sessions of the Internet computers in the library. A session is an uninterrupted use by an individual of a computer connected to the Internet. Provide the total number of sessions for Internet computers during the last year.

Notes:

Do not include Wi-Fi access use by non-library computers.

One individual using a computer three distinct times on any library's public Internet computer(s) during the same day is three sessions. Similarly, a person coming in on three different days using a computer once each day counts as three sessions.

Count each session on a public Internet computer regardless of the amount of time spent on the computer.

If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet sessions cannot be isolated, report all sessions.

Sign-up forms or Web-log tracking software are a reliable way to count sessions.

These data elements may be derived from sampling. If a daily count is not available, sampling methods that may be used include:

- *Determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).*
- *Estimate by using one week in April and another in October, adding these numbers and multiplying by 26.*
- *Follow one or more of the four one-week samplings periods scheduled by Metropolitan Library Service Agency.*

P11 Actual Tally/Sample

Indicate whether the number for P10 derives from a daily count or a sampling.

P12 Public Internet Computers Sessions Universe

Indicate whether the number for P10 includes or excludes computer use other than connecting to the Internet.

Select one:

P10 tallies Internet usage exclusively.

P10 tallies other computer usage in addition to Internet usage.

P13 ILL Provided to Other Libraries (Administrative Level Only)

Library materials or copies of materials provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

P14 ILL Received from Other Libraries (Administrative Level Only)

Library materials, or copies of the materials, received by one autonomous library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

P15 Intra-library Loan (Administrative Level Only)

All materials that are provided from one outlet to another when both function under the same administrative agency.

Note: Include materials faxed from one branch to another.

CHILDREN'S SERVICES

Note: The National Center for Education Statistics (NCES): "Children and Young Adults Defined" defines children as persons age 11 years and under. (Services and Resources for Children and Young Adults in Public Libraries [August 1995, NCES 95357])

P16 Children's Circulation

The total annual circulation of all materials primarily intended for children, in all formats **except for downloadable items**, no matter the age of the library user. These materials are charged out for use outside the library. It includes renewals. This figure is a subset of the Total Circulation, P28.

Notes:

Most vendors who provide downloadable content do not provide separate counts for different age groups. For data consistency, do not enter downloadable circulation for juvenile materials here, even if your downloadable vendor provides counts by age group. Enter downloadable circulation in P25 or P26.

If materials circulation left at a station cannot be assigned to specific individuals, count each material in the collection as one circulation.

If the library cannot differentiate between children and adult circulation, insert n.c. and place the total circulation number in P24, Other Physical Format Circulation.

Interlibrary loan transactions are included if they are borrowed by library users. Do not include items checked out to another library.

P17 Children's Programs

Provide the annual number of children's programs. A children's program is any planned event for which the primary audience is children 11 years and younger and that introduces the group of children attending to any of the broad range of library services or activities for children or which directly provides information to participants. Children's programs may cover use of the library, library services, or library tours. Children's programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include story hours and summer reading events.

Note:

Count all children's programs held on- or off-site that are sponsored or co-sponsored by the library. Do not include children's programs sponsored by other groups that use library facilities. If children's programs are offered as a series, count each program in the series. For example, a story hour offered once a week, 48 weeks a year, should be counted as 48 programs. Exclude library activities for children delivered on a one-to-one basis, rather than to a group, such as one-to-one tutoring, services to homebound, homework assistance, and mentoring activities. This figure is a subset of the Total Number of Library Programs, P29.

Count as one program an activity organized by library staff which is completed by individuals on a self-paced schedule. Such activities may be referred to as passive programs. Example: A summer reading program where participants receive recognition for reading a certain number of minutes per week.

P18 Children's Program Attendance

The total audience at all programs for which the primary audience is children 11 years and younger. Include adults and young adults who attend. Include attendance at off-site programs that are sponsored or co-sponsored by the library. This figure is a subset of the Total Attendance, P30.

Notes:

Count individuals that register or participate in a passive program, an activity organized by library staff but which is self-paced. Example: Two people register to commit to reading two hours a week. One checks in each week; the other checked in just once. The count is two.

Do not count attendance at library activities delivered on a one-to-one basis to children instead of as a group, such as one-to-one tutoring, services to homebound, homework assistance and mentoring activities.

YOUNG ADULT SERVICES

Note: The National Center for Education Statistics (NCES): Children and Young Adults Defined (*Services and Resources for Children and Young Adults in Public Libraries* [August 1995, NCES 95357]) defines young adults as persons 12 to 18 years old.

P19 Young Adult Programs

A Young Adult program is any planned event for which the primary audience is young adult and which introduces the group of young adults attending to any of the broad range of library services or activities for young adults, or which directly provides information to participants. Young adult programs may cover use of the library, library services or library tours. Young adult programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events. This figure is a subset of the Total Number of Library Programs, P29.

Notes: Count all young adult programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include young adult programs sponsored by other groups that use library facilities. If young adult programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should count as 24 programs. Exclude library activities for young adults delivered on a one-to-one basis, rather than to a group, such as one-to-one tutoring, services to homebound, homework assistance, and mentoring activities.

Count as one program an activity organized by library staff which is completed by individuals on a self-paced schedule. Such activities may be referred to as passive programs. Example: A summer reading program where participants receive recognition for reading a certain number of minutes per week.

P20 Young Adult Program Attendance

The total audience at all programs for which the primary audience is young adults. Include adults and children who attend. Include attendance at off-site programs that are sponsored or co-sponsored by the library. This figure is a subset of the Total Attendance, P30.

Notes: Count individuals that register or participate in a passive program, an activity organized by library staff but which is self-paced. Example: Two people register to commit to reading two hours a week. One checks in each week; the other checked in just once. The count is two.

Do not count attendance at library activities delivered on a one-to-one basis to young adults, instead of as a group, such as one-to-one tutoring, services to homebound, homework assistance and mentoring activities.

ADULT SERVICES

Note: An adult is defined as anyone 19 years or older.

P21 Adult Circulation

The total annual circulation of all materials primarily intended for adults, in all formats **except for downloadable items**, no matter the age of the library user. These materials are charged out for use outside the library. It includes renewals. This figure is a subset of the Total Circulation (P28).

Notes: Most vendors who provide downloadable content do not provide separate counts for different age groups. For consistency, even if your downloadable vendor does provide separate age group counts, do not enter downloadable circulation for adult materials here. Enter downloadable circulation in P25 or P26.

If materials circulation left at a station cannot be assigned to specific individuals, count each material in the collection as one circulation.

If the library cannot differentiate between children and adult circulation, insert n.c. and place the total circulation number in P24 Other Physical Media circulation.

Interlibrary loan transactions are included if they are borrowed by library users. Do not include items checked out to another library.

P22 Adult Library Programs

The total attendance at all programs for which the primary audience is adults. Include children and young adults who attend. Adult programs provide cultural, recreational, or educational information, often designed to meet a specific social need. An example of this type is computer lessons. Adult programs may also cover use of the library, library services, or library tours. This figure is a subset of the Total Number of Library Programs, P29.

Notes: Count all adult programs whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include adult programs sponsored by other groups that use library facilities. If an adult program is offered as a series, count each program in the series. For example, a computer class offered once a week, 48 weeks a year, should be counted as 48 programs.

Count as one program an activity organized by library staff which is completed by individuals on a self-paced schedule. Such activities may be referred to as passive programs. Example: A summer reading program where participants receive recognition for reading a certain number of minutes per week.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one computer instruction, reference instruction and services to homebound.

P23 Adult Program Attendance

The total audience at all programs for which the primary intended audience is adults, regardless of age. Include attendance at off-site programs that are sponsored or co-sponsored by the library. This figure is a subset of the Total Number of Library Attendance, P30.

Note: Count individuals that register or participate in a passive program, an activity organized by library staff but which is self-paced. Example: Two people register to commit to reading two hours a week. One checks in each week; the other checked in just once. The count is two.

P24 Other Physical Media Circulation

The total annual circulation of all materials that have not been designated either as children's or adult material. Such items are not categorized usually as a decision when installing an automated circulation system. This number may be zero. Libraries that cannot distinguish between adult and children's circulation should enter the total circulation here. This figure is a subset of the Total Circulation, P28.

***P25 Downloadable E-books and E-serials Circulation (Administrative Level Only)**

E-books are digital documents where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). E-books are lent to users by transmitting the contents to portable devices or a user's personal computer for a limited time. Include as circulation e-books provided to the library user for a limited time that the library provides as part of the collection. The e-book files are owned by the library or available to users because the library has acquired permanent or temporary access rights. Exclude e-books available for unlimited use, such as those in the public domain or not copyrighted.

P26 Downloadable Audio and Video Circulation (Administrative Level Only)

Audio files have exclusively digitized sound content. Downloadable audio are files lent to users by transmitting the contents to portable devices or a user's personal computer for a limited time. Video files provide digitized moving pictures and may or may not have sound. Downloadable video are files lent to users by transmitting the contents to portable devices or a user's personal computer for a limited time. Include as circulation downloadable audio and video files provided to the library user for a limited time that the library provides as part of its collection. The audio and video files may be owned by the library or available to users because the library has acquired permanent or temporary access rights. Exclude audio and video files available for unlimited use, such as those in the public domain or not copyrighted.

P27 Total Downloadable Circulation (Administrative Level Only)

The sum of P25 and P26.

P28 Total Circulation

The sum of P16, P21, P24, P27.

P29 Total Programs

The sum of P17, P19 and P22.

P30 Total Attendance

The sum of P18, P20, P23.

PUBLIC SERVICES HOURS AND WEEKS**H01m-H07m Daily Hours (Outlet Level Only)**

List the daily hours for which the outlet provides direct service to the public during the majority of the year. A library has seasonal hours if it deviates from the normal daily hours for 30 or more consecutive days. Place seasonal hours, if any, in parentheses after the normal hours. Example: Monday 9 a.m. - 6 p.m. (1 p.m. - 5 p.m.). If not open, enter "Closed."

H08 Total Weekly Public Service Hours for All Outlets (Regular)

The sum of the hours of direct service to the public of all outlets for a normal week. Give the total for the regular hours, not seasonal hours. Round to nearest whole hour.

Note: For bookmobiles, count only the hours during which the bookmobile is open to the public. Exclude travel time to each location.

H08m Total Weekly Public Service Hours for This Outlet (Regular)

The sum of the hours of direct service to the public for the individual outlet for a normal week. Give the total for the regular hours, not seasonal hours. Round to the nearest whole hour.

Note: If the outlet is a bookmobile, count only the hours when the bookmobile is open to the public. Exclude travel time to each location.

H09 Total Annual Public Service Hours for All Outlets

The sum of annual public service hours of all outlets for the entire year.

Note: Do not calculate by multiplying weekly hours by 52 weeks. Subtract official holidays when the library is closed and calculate increased or decreased hours due to seasonal hours. Ignore unscheduled minor variations, such as closing due to snow conditions or a parade. However, extensive closures to the public due to natural disasters or financial constraints must be subtracted. Round to the nearest whole hour.

H09m Total Annual Public Service Hours for This Outlet

The sum of annual public service hours of this outlet for the entire year.

Note: Follow instructions in H09 for calculating hours.

H10m Total Annual Public Service Weeks (Outlet Level Only)

The number of weeks during the year that this outlet was open to the public. A work week occurs when the library is open for half or more of its scheduled service hours. Subtract extensive weeks closed to the public due to natural disasters or other events.

Note: Do not calculate by dividing total hours by the average hours open per week.

H11 Seasonal Dates

The dates during which the library operated seasonal daily hours.

Note: If exact dates are not known for seasonal hours, give approximation such as "July through August" or "Fall."

***H12 Weekly Seasonal Public Service Hours for all Outlets**

The sum of the total hours of direct public service for all outlets for a seasonal week.

***H12m Weekly Seasonal Public Service Hours (Outlet Level Only)**

The sum of the daily hours of direct public service for a seasonal week for the individual outlet.

FACILITIES**F01 Number of Central Libraries (Administrative Level Only)**

This is one type of a single outlet library (SO) or the library that is the operational center of a multiple outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. Where there are several equal outlets and no principal collection, report all such outlets as branches, not central libraries.

F02 Number of Branch Libraries (Administrative Level Only)

A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff, and, (4) regularly scheduled hours for being open to the public.

F03 Number of Bookmobiles (Administrative Level Only)

A bookmobile is a traveling branch library. It consists of at least all of the following: (1) a truck or van that carries an organized collection of library materials; (2) paid staff; and, (3) regularly scheduled hours (bookmobile stops) for being open to the public.

Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

***F04 Number of Supplementary Resources (Administrative Level Only)**

A supplementary service site is characterized by (1) direct authorization by a public library as defined in Minnesota Statutes Chapter 314, (2) library staff supervision or oversight and (3) any combination of (a) provides reference services, (b) lends materials to specific individuals or (c) maintains scheduled hours.

Notes: Bookmobiles are a library outlet and are not counted in this category.

**Include online student homework assistance, whether contracted by the library or a regional system. Do not include onsite homework assistance.*

F05m Outlet Type Code (Outlet Level Only)

An outlet is a unit of an Administrative Entity that provides direct public library service.

Select one of the following:

BR - Branch Library

A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public.

BS - Bookmobile(s)

A bookmobile is a traveling branch library. It consists of at least all of the following: (1) a truck or van that carries an organized collection of library materials; (2) a paid staff; and (3) regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

CE - Central Library

This is the building of a single outlet library or the building(s) that are the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here.

Note: Not all administrative entities have a central library and some administrative entities have more than one central library.

OF - Office

Use this designation for data which do not appear in any of the other categories.

Note: Data for this outlet can be combined from numerous other sites as long as they do not appear in any of the above other categories.

F06m Number of Bookmobiles (Outlet Level Only)

Number of bookmobiles at this location.

Note: Enter the number of bookmobiles used by the library where the bookmobile is listed as an outlet. Do not enter the number at the outlet where the bookmobile is parked.

F07m Metropolitan Status Code (Outlet Level Only)

Minnesota metropolitan areas are defined on the basis of whole counties. Minnesota's seven metropolitan areas and the counties associated with them are:

- Duluth-Superior, Minnesota-Wisconsin: Carlton and St. Louis
- Fargo-Moorhead, North Dakota-Minnesota: Clay
- Grand Forks, North Dakota-Minnesota: Polk
- La Crosse, Minnesota-Wisconsin: Houston
- Mankato-North Mankato, Minnesota: Blue Earth and Nicollet
- Minneapolis-St. Paul, Minnesota-Wisconsin: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright.
- Rochester, Minnesota: Dodge, Olmsted and Wabasha
- St. Cloud, Minnesota: Benton and Stearns

Select one of the following. Bookmobiles should report the code that best describes their primary service area.

Note: The respondent cannot alter this designation. If you feel the designation is incorrect, contact State Library Services.

CC—Central City. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC—Metropolitan Area, but Not Within Central City Limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

NO—Not in a Metropolitan Area.

Note: The respondent cannot alter this designation. If you feel the designation is incorrect, contact State Library Services.

F08m Facility Type (Outlet Level Only)

Choose one of the following codes:

- L Single-purpose library building built specifically for library purposes.
- M Multipurpose government or other building with library part originally built for library purposes.
- G Multipurpose government or other building with library part not originally built for library purposes.
- R Remodeled store, office, or government building with library sharing building with other entities.
- S Remodeled store, office or government building housing only library.
- B Bookmobile
- O Other

F09m Square Feet (Outlet Level Only)

Report the total area in square feet for each library outlet (main library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another

agency or agencies if the outlet has use of that area.

F10m Year Built (Outlet Level Only)

The year when the building was first constructed no matter what its original function.

F11m Latest Year Remodeled (Outlet Level Only)

Year of previous substantial modifications to building and description of modifications. Substantial remodeling involves (1) structural changes, (2) required the services of a licensed architect, or (3) had a cost of \$100,000.

Notes: A remodeling project that transpired over more than one year should be listed when the project was completed.

This definition conforms to the definition of remodeling for accessibility grants.

F12m Previous Years Remodeled (Outlet Level Only)

List previous years, from oldest to next to last, when substantial alterations were made to the building or its interior for library functions. Example: 1955, 1980. A remodeling project that transpired over more than one year should be listed as the year the project was completed.

F13 Staff Internet Terminals

The number of the library's Internet computers (personal computers and laptops), whether purchased or leased, and either used exclusively or by necessity shared with the public, to connect to the Internet in the library.

***F14 Public Internet Stationary Terminals**

The number of the library's Internet computers (personal computers that can connect to the Internet), whether purchased, leased, or donated, used by the general public in the library.

***F15 Public Internet Mobile Devices for On-Site Use**

Indicate the number of mobile devices that can connect to the Internet available for use in the library by the public for connecting to the Internet. Mobile devices may be tablets, laptop computers, e-readers or new devices invented since this document was created.

***F16 Total Public Internet Computers/Devices**

Sum of F14 and F15

F17m Fiber Optic to Library (Outlet Level Only)

Answer Yes if a fiber optic telecommunication line connects to the library building.

F18m Category 6 Wiring within Library? (Outlet Level Only)

Category 6 is the optimum wiring to handle the internet data that flows from fiber optic cable. Indicate whether or not the building has Category 6 wiring.

INTERNET SPEEDS

For data elements F18m-F21m, go to <http://www.surveymonkey.com/s/RFNMFVK> to obtain your internet speeds.

1. Answer the four questions that precede the speed test. This information is used by the Governor's Broadband Task Force.
2. The fifth question provides the hyperlink to the speed test.
3. Using the test results, select the appropriate range from the following:

DOWNLOAD SPEED RANGES

- | | |
|-------------------------------------|--------------------------|
| a) Up to 1.4 Mbps (megabits/second) | e) 10.1 Mbps - 15.0 Mbps |
| b) 1.5 Mbps (T1) | f) 15.1 Mbps - 20.0 Mbps |
| c) 1.6 Mbps – 4.9 Mbps | g) 20.1 and greater Mbps |
| d) 5.0 Mbps – 10.0 Mbps | |

F19m Optimum Internet Download Speed for Public Computers

Follow the instructions for speed testing when the library is closed or when the fewest computers with Internet capability are in use.

F20m Typical Internet Download Speed for Public Computers

Follow the instructions for speed testing when most or all of the library's Internet computers are in use.

UPLOAD SPEED RANGES

- | | |
|-------------------------------------|--------------------------|
| a) Up to 1.4 Mbps (megabits/second) | e) 10.1 Mbps - 15.0 Mbps |
| b) 1.5 Mbps (T1) | f) 15.1 Mbps - 20.0 Mbps |
| c) 1.6 Mbps – 4.9 Mbps | g) 20.1 and greater Mbps |
| d) 5.0 Mbps – 10.0 Mbps | |

F21m Optimum Internet Upload Speed for Public Computers

Follow the instructions for speed testing when the library is closed or when the fewest computers with Internet capability are in use.

F22m Typical Internet Upload Speed for Public Computers

Follow the instructions for speed testing when all or most of the library's Internet computers are in use.

F23 Number of Outlets That Provide Wi-Fi Service (Administrative Level)

Wi-Fi is a wireless networking **technology** that uses radio waves to connect numerous devices to the Internet. Provide the number of outlets that provide the ability for individuals with their personal devices to connect to the Internet via Wi-Fi or equivalent company while on or near library grounds.

F23m Wi-Fi Available to Public (Outlet Level)

Wi-Fi is a wireless networking **technology** that uses radio waves to connect numerous devices to the Internet. Answer Yes if the library provides the ability for individuals with their personal devices to connect to the Internet via a Wi-Fi or equivalent company while on or near library grounds.

F24 Number of Outlets with Meeting Rooms (Administrative Level)

Provide the total number of outlets that have at least one meeting room for public use.

F24m Meeting Room Available for Public Use (Outlet Level)

Answer "Yes" if at least one separate room is available for public use when library policies allow its use even though neither the library nor its outlet officially participates in the activity. It is irrelevant whether the library charges for use of the meeting room or whether it charges for some organizations, such as for-profit, and not for other organizations, such as non-profit.

F25 Non-Library Sponsored Events

The total number of organized activities held by organizations without official participation by the library or any of its outlets. The meetings may or may not be open to the public. For example, count a tutoring session by a literacy volunteer and student as an event. Include meetings in rooms which may be considered conference rooms (i.e., rooms typically used for group study or small meetings.) A non-library sponsored event may be held in a library without a separate meeting room.

ASSISTIVE TECHNOLOGY (OUTLET LEVEL ONLY)

Agencies serving people who have disabilities will receive the following information to promote to their clients:

EQUIPMENT	BRAND/ MANUFACTURER	QUANTITY	AVAILABLE FOR LOAN
F26m Braille Embosser (computer-driven)			
F27m Braille Notetaker			
F28m Braillewriter (manual)			
F29m Closed-circuit TV (also known as CCTV or Video Magnifier)			
F30m Hardware/software for Hard-copy Large Print			
F31m Magnifier			
F32m Optical Character Reader (OCR)			
F33m Page Turner			
F34m Paperless Braille Display			
F35m Screen-enlarging Software			
F36m Speech Input or Output (Screen Reader)			

F26m Braille Embosser

An impact printer renders text as Braille.

F27m Braille Notetaker

Technology that types Braille directly into an electronic memory rather than on paper.

F28m Braillewriter (manual)

A mechanism with six keys, one for each dot in the Braille cell, that creates embossed Braille text.

F29m Closed-circuit TV

An electronic device that uses a camera that magnifies what is placed in front of the lens to a close-by monitor so an individual can read newspapers, medicine bottles and books, write, and look at photographs and other items.

F30m Hardware/software for Hard-copy Large Print

Technology that enlarges conventional-sized text and then prints it.

F31m Magnifier

An optical device that makes an item appear larger to the eye than it really is.

F32m Optical Character Reader (OCR)

A device that scans images of handwritten, typewritten or printed text and through an internal synthesized voice, reads the printed material aloud.

F33m Page Turner

A device that assists an individual with limited hand dexterity or sensation to flip a sheet of paper to the succeeding or previous page(s). The device may be as simple as a rod attached to a hand or as elaborate as automated technology activated by various means, such as head movement or foot pedals.

F34m Paperless Braille Display

A computer application that takes text from a computer monitor and reproduces it as Braille via a mechanism that raises and lowers pins.

F35m Screen-enlarging Software

An application that enlarges either a part or all of a computer screen.

F36m Speech Input or Output (Screen Reader)

Speech input devices convert spoken words into text. Speech output devices convert text into speech using a voice synthesizer. The latter is often referred to as a screen reader.

***F37m Other**

Enter an item not in the above list that improves accessibility.

FULL-TIME EQUIVALENT (FTE) STAFF INFORMATION

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For hours not listed, divide hours worked by 40 to two decimal places. Example: .15; .40. Calculate to two decimal points.

The chart below provides common FTEs.

FTE Equivalents

1 hour work per week	= .02 FTE	10 hours work per week	= .25 FTE
2 hours work per week	= .05 FTE	12 hours work per week	= .30 FTE
3 hours work per week	= .07 FTE	15 hours work per week	= .37 FTE
4 hours work per week	= .10 FTE	16 hours work per week	= .40 FTE
5 hours work per week	= .12 FTE	20 hours work per week	= .50 FTE
6 hours work per week	= .15 FTE	25 hours work per week	= .62 FTE
7 hours work per week	= .17 FTE	30 hours work per week	= .75 FTE
8 hours work per week	= .20 FTE	35 hours work per week	= .87 FTE
9 hours work per week	= .22 FTE	40 hours work per week	= 1.00 FTE

S01 Total ALA/MLS Librarians

Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

S02 Total Librarians

Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes Data Elements S01. Positions not listed below in the salary schedule below (S06-S16) should be counted.

S03 Total Other Staff

Include all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. Positions not listed below in the salary schedule below (S06-S16) should be counted.

S04 Total Paid Employees

This is the sum of total librarians (Data Element S02) and all other paid staff (Data Element S03).

Selected Salary Schedule (Administrative Level Only)

Provide the hourly range for all funded positions, regardless of the current salary of the person in the position and whether the position is filled or vacant. For example, the salary for a reference librarian for step 1 is \$15.25 and for the final Step 10 is \$19.75. Even though there is a five-year employee earning \$17.50, list the \$15.25 and \$19.75 figures.

Notes: If there is no salary schedule, list the current pay rate at the Hourly Rate-High column.

Hourly rates are necessary because variances in the number of hours/week make annual salaries non-comparable.

The positions below are only the most common ones at libraries. The list is not meant to be comprehensive. Positions not listed in the salary schedule are still to be counted in staff FTE data elements S01-S05.

- S05 Regional System Director**
The person in charge of one of the 12 regional public library systems.
- S06 Library Director (May have job title as Chief Librarian/Head Librarian)**
The chief administrative officer of the library and all branches and bookmobiles, if any. Plans and directs all aspects of the operation. Reports directly to either a board of trustees or city or county officials.
- S07 Assistant Director (May have job title of Deputy/Assistant/Associate)**
Librarian ranking next to the Library Director and having responsibility for library activities in the absence of the Director.
- S08 Branch Manager (May have job title of Branch Head)**
Manages operation of a branch that is physically distinct from either the administrative office or central library.
- S09 Central Library Manager**
Manages a library unit, which is considered to be the primary public library resource for the public. Has supervisory responsibilities.
- S10 Department Head**
Manages a section either within central library or as part of the overall administrative executive team. Has supervisory responsibilities.
- S11 Other Librarian: (May have job title of Children's Librarian/Reference Librarian/Cataloger.)**
Various duties include assisting public in accessing information, selects, acquires and organizes materials.
- S12 Technology/Computer Support (May have job title of Systems Operator)**
Responsible for the maintenance and operation of the various computer or computer related equipment. Provides technical assistance and training to users, resolves computer software and hardware problems.
- S13 Support Staff (May have job title of Circulation Clerk, Acquisitions Clerk, Technical Services Assistant)**
Accomplishes tasks complementary to librarians, such as but not limited to, circulation or processing. Requires knowledge unique to libraries as opposed to general clerical work.
- S14 Secretary (May have job title of Administrative Secretary/Administrative Assistant, Chief Clerk)**
Duties primarily involve those associated with general office work, including bookkeeping, personnel records, and purchasing supplies.
- S15 Shelver/Page**
Responsible for returning materials to the shelves.

LIBRARY COLLECTION

Note: Report physical units for items C01-C05. For smaller libraries, if volume data are not available, title information may be substituted. Items which are packaged together as a unit, e.g., two compact discs or two videocassettes, and are generally checked out as a unit, should be counted as one physical unit. Count only those items that are available for public use.

C01 Print Materials (Books and Serials/Magazines/Periodicals)

Report the number of physical units, including duplicates, that are printed on paper with hard or soft covers or in a loose-leaf format. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

C02 Audio Materials, Physical

These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recording stored in a fixed, physical format.

Notes: Report the number of physical units, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.)

Downloadable electronic audio titles are counted separately.

C03 Video Materials, Physical

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, and CD-ROM.

Notes: Report the number of physical units, including duplicates. Items packaged together as a unit (e.g.: two DVDs for one movie) and checked out as a unit are counted as one physical unit.

Downloadable electronic video titles are counted separately.

C04 Multi-Format Materials

These are a combination of usually three or more media that are circulated as one unit.

Note: The library has the option of including a two-item unit in this category if it has not already listed this item in any other category. For instance, a library may list a book and audiocassette combination either in the book or audio section, based on its own classification. If the library has not counted it in either category, include the item here.

C05 Other Physical Materials

Include here tangible items which are available for use by the public but which do not fit in any of the previous categories (e.g., toys or pictures).

Note: Libraries that have only a total count of materials enter their number here.

C06 Total Physical Materials

The sum of C01, C02, C03, C04, and C05.

C07 Serial Subscriptions, Print

A print subscription is an arrangement in which the library pays in advance for a specified number of print serial issues. Report the number of current print serial subscriptions, including duplicates. Examples of serials are magazines, newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

Note: The definition excludes microform subscriptions.

***SERIAL SUBSCRIPTIONS, ELECTRONIC, DOWNLOADABLE**

E-serials are online materials produced on a regular schedule and downloaded. They may have comparable print versions or be solely available digitally. Count e-serials which are paid for by the library or a consortium the library belongs to.

***C08 Electronic Serial Subscriptions, Licensed Locally**

Enter the number of e-periodical subscriptions that a library has licensed either by paying entirely for the subscription or paying the majority of the licensing fee.

***C09 Electronic Serial Subscriptions, Licensed Regionally**

Enter the number of e-periodical subscriptions that a regional library has licensed either by paying entirely for the subscription or paying the majority of the licensing fee.

Note: Consolidated systems enter e-periodical subscriptions in this field.

ELECTRONIC BOOKS (E-BOOKS)

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units, including duplicates. (The physical analog is duplicate volumes of the same book.) Report only items the library has selected as part of the collection. Content obtained through a vendor on a temporary basis is considered part of the collection. Exclude public domain or uncopyrighted e-books with unlimited availability.

Note: Content providers such as Freeding and Freegal are counted as databases. Do not include their offerings in the E-book count. To be counted, an e-book must be lent for a limited time. Conversely, content providers such as Overdrive are not to be counted as a database when the items the library acquires are counted as part of the collection.

C10 Electronic Books Licensed Locally (Administrative Level Only)

A federated system member library indicates the number of e-books it has licensed only if it is the sole funding source for the license.

C11 Electronic Books Licensed Regionally (Administrative Level Only)

Federated regional systems will inform their members what number to enter.

C12 Electronic Books Licensed Statewide (Administrative Level Only)

E-books obtained through state funding and available through Electronic Library of Minnesota are pre-filled.

DOWNLOADABLE AUDIO

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Downloadable audio are files loaned to users on portable devices or by transmitting the contents to the user's personal computer for a limited time. Include downloadable audio held locally and remote audio for which permanent or temporary access rights have been acquired.

Report the number of units, including duplicates. (The physical analog is duplicate CDs of the same audio recording.) Report only items the library has selected as part of the collection. Content obtained through a vendor on a temporary basis is considered part of the collection.

Note: Exclude public domain or uncopyrighted audio with unlimited availability.

C13 Licensed Locally (Administrative Level Only)

A federated system member library indicates the number of downloadable audios it has licensed only if it is the sole funding source for the license.

C14 Licensed Regionally (Administrative Level Only)

Federated regional systems will inform their members what number to enter.

DOWNLOADABLE VIDEO

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Include video held locally and remote video for which permanent or temporary access rights have been acquired.

Report the number of units the library has acquired, including duplicates. (The physical analog is duplicate DVDs of the same movie.) Report only items the library has selected as part of the collection. Content obtained through a vendor on a temporary basis is considered part of the collection.

Note: Exclude public domain or uncopyrighted video with unlimited availability.

C15 Licensed Locally (Administrative Level Only)

A federated system member should indicate a subscription licensed locally only if it is the sole funding source for the subscription.

C16 Licensed Regionally (Administrative Level Only)

The number of audio materials licensed by a regional public library system for its members.

LICENSED DATABASES

Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet.

Note: Each database is counted individually even if access to several databases is supported through the same vendor interface.

C17 Databases Licensed Locally (Administrative Level Only)

A federated system member should indicate a database licensed locally only if it is the sole funding source for the subscription.

C18 Databases Licensed Regionally (Administrative Level Only)

Databases licensed by regional systems to their respective members are pre-filled.

C19 Databases Licensed Statewide (Administrative Level Only)

Databases obtained through state funding for the Electronic Library of Minnesota (ELM) are pre-filled.

POLICIES/PLANS (Administrative Level Only)**D01 Strategic Plan**

A strategic plan indicates how the library's resources will be allocated over three to five years to achieve objectives determined by the library board or other policy-making body.

D02 Disaster Plan

A plan that provides comprehensive procedures in case of a pending or actual calamity, such as flooding or tornado damage. The plan provides for advance measures, such as periodic backup of electronic files stored off-site, and for immediate steps, such as an assigned gathering place during a tornado.

D03 Policy Manual

A written compilation of policies instituted by the board or library management regarding the administration of the library. The manual includes a schedule for routinely reviewing policies for currency and relevance.

D04 Records Retention Schedule

A compilation of the various records the library maintains in print and electronic form with directives as to how long they should be maintained and when and how to discard.

D05 Building Accessibility Plan

An evaluation of the library building with regard to compliance with the State Building Code and the Americans with Disabilities Act Architectural Guidelines to remove architectural barriers that inhibit or prevent use of the building by persons with physical disabilities. The plan provides a timetable for when needed corrections will be made.

D06 Technology Plan

Library technology plans explain how technology will be integrated into the services provided to library users and staff. The library technology plan provides for staff training and includes schedules for maintenance and replacement of equipment.

D07 Internet Acceptable Use Policy

A policy, approved by the library board that indicates the provisions under which either the public or staff can use library computers for access to the Internet.

OUTREACH SERVICES (Administrative Level Only)

A library provides outreach service if it makes a concerted independent effort to identify and provide service to the identified group or organization or works with another agency concerned with the identified group.

Notes: Generally, outreach involves the librarian visiting with the identified group in a location other than the library to promote the library or provide a service or program. Regular use of a library meeting room by the identified group is not outreach.

Answer "Yes" if staff from at least one outlet or administrative unit provides the outreach.

O01 Adult Basic Education

A day or evening program offered by a public school district for people over 16 years of age who do not attend an elementary or secondary school as defined in O07 below. The program offers academic instruction necessary to earn a high school diploma or equivalency certificate.

O02 Adult Literacy Organization

An agency that oversees a program structured for individuals 16 years and older to improve ability to read, write, and speak in English, compute and solve problems at levels of proficiency necessary to function on the job, in the family, and in society.

O03 Child-centered Organization

A non-profit, home-based, or for-profit business or agency that provides pre-school child care or after-school activities for children or an alternative day-time learning environment other than a public, charter or parochial school, such as a drug-rehabilitation center.

O04 Correctional Facility

A government-sanctioned institution that confines individuals committed there by the legal system.

O05 Ethnic Groups

People with any combination of same race, nationality and religion who share a distinctive culture.

O06 Service to Homebound

Persons are homebound either permanently or temporarily if their physical mobility is so limited that they need a caregiver for transportation, including assistance with moving a wheelchair.

O07 Schools

institutions for the instruction of children up to age 18 organized to meet the educational standards of the State of Minnesota.

O08 Senior-centered Organization

A non-profit organization or for-profit business whose clientele are persons age 60 years and older.

O09 Other

Enter here any group of people not identified in any of the above categories for which the library has identified a common specific need and for which the library makes a special effort to provide services or programs.

INTERNAL GROUPS**I01 Do Any Library Staff Belong to a Union?**

An organization of workers formed for the purpose of advancing its members' interests in respect to wages, benefits, and working conditions.

In the following section, enter branch information on foundations, Friends and trustees only if the branch has such organizations associated with it.

I02 Does This Library Have a Foundation?

A foundation is a nonprofit organization with funds managed by its own trustees that provides a stable source of income for a library through investments of the principle.

Note: Answer "Yes" if the foundation assists the library as a whole. Individual outlets answer this question separately.

If answer to I02 is “Yes”, provide the following information about the foundation president.

I03 Foundation President's Name

List the 2014 foundation president: first name first, last name second.

I04 Mailing Address

Enter either the direct mailing address or the name of a firm or organization.

I05 Second Mailing Address, if any

Provide the street or Post Office Box number to which mail should be addressed if I04 is not a street or Post Office Box number.

I06 City

The city associated with I04 or I05.

I07 ZIP Code

The five-digit ZIP code associated with I04 or I05.

I08 Telephone

The telephone number of the foundation president.

I09 Day/Evening/Day-Evening

Indicate the most convenient time to contact by telephone.

I10 Does this library have a Friends Group?

A Friends of the Library is an organized group that supports a library through financial contributions for specific projects and/or volunteer work.

Note: Answer “Yes” if a Friends Group functions for the library as a whole. Individual outlets answer this question separately.

If answer to I10 is “Yes”, provide the following information about the Friends president.

I11 Friends President's Name

List the 2014 Friend’s president: first name first, last name second.

I12 Mailing Address

Enter either the direct mailing address or the name of a firm or organization.

I13 Second Mailing Address, if any

Provide the street or Post Office Box number to which mail should be addressed if I12 is not a street or Post Office Box number.

I14 City

The city associated I12 or I13.

I15 ZIP Code

The five digit ZIP code associated with I12 or I13.

I16 Telephone

The telephone number of the Friend's president.

I17 Day/Evening/Day-Evening

Indicate the most convenient time to contact by telephone.

2014 LIBRARY BOARD OF TRUSTEES

List the individuals who are serving on either a home rule or statutory board during 2014. A home rule charter city library board advises the city council or county commissioners on matters pertaining to policies, procedures, and budgetary matters. A statutory board of trustees makes decisions pertaining to policies, procedures, and budgetary matters.

If the library is a department of the city or county without an advisory council, provide the name of the city official to whom the library director reports and select "Other" for the position.

Note: The website allows the person filing the report to delete and create entries.

I18 Trustee Name

The name of the board member: first name first, last name second.

I19 Board Position

Select which position the person in I18 holds on the board:

President	Treasurer	Board member
Vice President	Secretary	Other

I20 Mailing Address

Enter either the direct mailing address or the name of a firm or organization.

I21 Second Mailing Address, if any

Provide the street or Post Office Box number to which mail should be addressed if I20 is not a street or Post Office Box number.

I22 City

The city associated with I20 or I21.

I23 ZIP Code

The five-digit ZIP code associated with I20 or I21.

I24 Telephone

The telephone number to contact the person.

I25 Day/Evening/ Day-Evening

Indicate time to contact by telephone.

I26 Term of Office Completion Year

Indicate the year in which the term of office for the board member ends.

Note: If the term ended in December 2012 and the person is reappointed or if a new appointment took office in January 2013, the completion year is 2015.

REPORT FILER - CONTACT INFORMATION

I27 Name of Person Who Prepared the Public Library Report

The person to whom questions about this report should be directed.

I28 Phone

The telephone number to contact the person.

I29 E-mail

The e-mail address to contact the person.

FINANCIAL DATA

Notes: An accompanying document, Annual Operating Revenue Line Items is a table that indicates several revenue sources and the data elements they should be assigned to.

Round to nearest whole dollar.

Definitions

Federal Revenue: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state such as a Library Services and Technology Act (LSTA) grant.

Note: Include on Federal Indirect line (R17) salaries for senior citizens receiving job training paid for with federal funds.

Capital Expenditures Revenue: Money intended to pay for the acquisition of, or additions to, fixed assets, such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement or repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

Include federal, state, or other grants for which the library is the fiscal agent or if the fiscal agent is OTHER than a Minnesota library or library agency but the library benefits from the grant. DO NOT include revenue for contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year.

Direct Revenue: Funds that the library spends on its authority.

Indirect Revenue: Payments by other agencies (government agencies or non-profits such as a Friends group or Foundation) on behalf of the library. Only such funds that are supported by expenditure documents (invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported in this category. Any indirect revenue must be included in the Expenditures category for which it was used.

*Notes: For every dollar counted as Indirect Revenue, there **must** be an equal amount listed as expenditure.*

Exclude the worth of items which a regional system or multicounty multitype system distributes to a library as part of its programs and services, such as bookmarks, book bags, posters, cataloging, delivery, workshops, etc.

In-kind Revenue: The value of any contributed or in-kind services provided by a government agency or non-governmental organization or individual to the library that cannot be documented. Estimate value for services performed on behalf of the library. For example, estimate the value if a city street department snowplows the library's parking lot. (If the city paid the bill for a commercial snowplow that would be included as Indirect Income.)

*Note: For every dollar counted as In-kind, there **must** be an equal amount listed as an in-kind expenditure.*

Local Revenue: City or county to which the library provides service. Include state aid such as the Homestead Tax Credit revenue received from the city or county in the Local category when the local authorities have discretion as to where to allocate such money.

Notes: Report state, federal and other funds passed through local government for library use in those respective categories.

Report gifts, donations and library fees as Other unless the local government takes such funds from the library for non-library expenditures. Under such circumstances, do not report any such funds.

Operating Expenditures Revenue: Money intended to pay for the current and recurrent costs necessary to support the provision of library services.

Include federal, state, local or other grants for which the library is the fiscal agent, or if the fiscal agent is other than a Minnesota library or library agency but the library in some manner uses the grant funds for operational purposes. DO NOT include revenue for contributions to endowments, income passed through to another agency (e.g., fines placed in the city's operating revenue for city use), or funds unspent in the previous fiscal year.

Other Local Tax Revenue: Provide revenue from any local political subdivision other than city or county such as townships or school districts.

Other Revenue: All revenue other than that reported by Local, State, and Federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services for which the library has spending authority or paid for on behalf of the library.

State Revenue: These are funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state.

Notes: Members of federated library systems that receive funds from their system should enter these funds in the OTHER section.

Federal Library Services and Technology Grant funds are reported as federal funds.

State - Other Revenue: Besides grants from other agencies, include such revenue to the library from a city or county that has no discretion, such as the state contribution to Public Employee Retirement Agency (PERA).

OPERATING REVENUE

Note: In-kind operating revenue is listed separately on lines R58-R63. Refer to above definitions to understand the difference between indirect and in-kind operating revenue.

LOCAL

CITY

R01 City Direct

See definitions section starting on page 26.

R02 City Indirect

See definitions section starting on page 26.

- R03 City Total**
Add lines R01 and R02.

COUNTY

- R04 County Direct**
See definitions section starting on page 26.

- R05 County Indirect**
See definitions section starting on page 26.

- R06 County Total**
Add lines R04 and R05.

OTHER LOCAL TAX

- R07 Other Local Tax Direct**
See definitions section starting on page 26.

- R08 Other Local Tax Indirect**
See definitions section starting on page 26.

- R09 Other Local Tax Total**
Add lines R07 and R08.

- R10 Local Tax Total**
Add lines R03, R06, and R09.

STATE

- R11 State Library Services**
Funds received directly from State Library Services.

- R12 Legacy Funding**
This category is reserved for the 12 regional public library systems that receive funds allocated by the state legislature from the state constitutional Clean Water, Land and Legacy amendment. If the library received Legacy funds from its regional system, enter the amount in R19 or R20 (Other).

- R13 State Other**
The total amount of state funds received not listed in any of the above categories, direct or indirect.

Note: For every payment received from the state in this category, indicate in the State notes section the source of the funds (e.g., Public Employees Retirement Association).

- R14 State Total**
Add lines R11, R12, and R13.

FEDERAL

- R15 LSTA Project(s)**
List money received from State Library Services to date as reimbursement for funds expended for a project funded in whole or in part by an LSTA grant. Reimbursement for capital equipment, as defined by LSTA, should be listed in the LSTA capital revenue category (R43).

Only enter an amount if your library is the LSTA fiscal agent. In the edit check, confirm the amount to avoid a typographical error.

R16 Federal Direct

Funds received directly other than as an LSTA reimbursement. Indicate the source of the funds in the State notes.

R17 Federal Indirect

Funds received indirectly that derive as a federal payment, such as the Senior Community Service Employment Program. Indicate the source of the funds in the State notes. See definitions section starting on page 26.

R18 Federal Total

Add lines R15, R16 and R17.

OTHER

REGIONAL SYSTEM

R19 Regional System Direct

Indicate funds received from your regional public library system for such activities as, but not limited to, payment to net interlibrary loan lenders, and Regional Library Telecom Aid refund, money allocated to member libraries on a formula basis, or Legacy grants.

R20 Regional System Indirect

Indicate purchases by your regional public library system on your behalf that can be documented with receipts. Such examples are book purchases based on money due as an ILL net lender and payments paid on behalf of an activity paid for by Legacy funds.

Note: Exclude the worth of items which a regional system distributes to a library as part of its programs and services, such as bookmarks, book bags, posters, cataloging, workshops, etc.

R21 Regional Total

Add lines R19 and R20.

MULTICOUNTY, MULTITYPE

R22 Multicounty, Multitype Direct

Indicate funds received from a multicounty, multitype library cooperative.

R23 Multicounty, Multitype Indirect

Indicate purchases by your multitype on your behalf that can be documented with receipts.

Note: Exclude the worth of items that a multicounty, multitype system distributes to a library as part of its programs and services, such as bookmarks, book bags, posters, delivery, workshops, etc.

R24 Multicounty, Multitype Total

Add lines R22 and R23.

OTHER

R25 Other Direct

See definitions section starting on page 26.

R26 Other Indirect
See definitions section starting on page 26.

R27 Other Total
Add lines R25 and R26.

R28 All Other Total
Add lines R21, R24, and R27.

TOTAL

R29 Total of all Direct and Indirect Operating Revenue
Add lines R10, R14, R18, and R28.

CAPITAL REVENUE – DIRECT AND INDIRECT

Note: In-kind capital income is listed separately on lines R64 through R69.

LOCAL

CITY

R30 City Direct
See definitions section starting on page 26.

R31 City Indirect
See definitions section starting on page 26.

R32 City Total
Add lines R30 and R31.

COUNTY

R33 County Direct
See definitions section starting on page 26.

R34 County Indirect
See definitions section starting on page 26.

R35 County Total
Add lines R33 and R34.

OTHER LOCAL TAX

R36 Other Local Tax Direct
See definitions section starting on page 26.

R37 Other Local Tax Indirect
See definitions section starting on page 26.

R38 Other Local Tax Total
Add lines R36 and R37.

R39 Local Tax Total
Add lines R32, R35 and R38.

STATE

R40 State Library Services
Funds received directly from State Library Services & School Technology.

Note: Include Library Services and Technology Act (LSTA) grant funds in R43.

R41 State Other
The total amount of state funds not received from State Library Services, direct or indirect.

R42 State Total
Add lines R40 and R41.

FEDERAL

R43 LSTA Project(s)
Use the LSTA definition for capital expenditures.

Only enter an amount if your library is the LSTA fiscal agent.

R44 Federal Direct
See definitions section starting on page 26.

R45 Federal Indirect
See definitions section starting on page 26.

R46 Federal Total
Add lines R43, R44, and R45.

OTHER

REGIONAL SYSTEM

R47 Regional System Direct
Funds received from a regional public library system.

R48 Regional System Indirect
Indicate capital expenditures by your regional system on your behalf that can be documented.

R49 Regional Total
Add lines R47 and R48.

MULTICOUNTY, MULTITYPE

R50 Multicounty, Multitype Direct
Funds received from a multicounty, multitype cooperative system.

R51 Multicounty, Multitype Indirect
Indicate capital expenditures by your multitype system on your behalf that can be documented.

R52 Multicounty, Multitype Total

Add lines R50 and R51.

OTHER**R53 Other Direct**

See definitions section starting on page 26.

R54 Other Indirect

See definitions section starting on page 26.

R55 Other Total

Add lines R53 and R54.

R56 All Other Total

Add lines R49, R52 and R55.

TOTAL**R57 Total of All Direct and Indirect**

Add lines R39, R42, R46, and R56.

REVENUE – IN-KIND**OPERATING****R58 City In-Kind**

See definitions section starting on page 26.

R59 County In-Kind

See definitions section starting on page 26.

R60 Other Local In-Kind

See definitions section starting on page 26.

R61 Total Local In-Kind

Add lines R58, R59, and R60.

R62 Other In-Kind

See definitions section starting on page 26.

R63 Total In-Kind

Add lines R61 and R62.

CAPITAL – IN-KIND**CAPITAL****R64 City In-Kind**

See definitions section starting on page 26.

R65 County In-Kind

See definitions section starting on page 26.

- R66 Other Local In-Kind**
See definitions section starting on page 26.
- R67 Total Local In-Kind**
Add lines R64, R65, and R66.
- R68 Other In-Kind**
See definitions section starting on page 26.
- R69 Total In-Kind**
Add lines R67 and R68.

OPERATING EXPENDITURES – DIRECT AND INDIRECT

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Report significant indirect costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library only if such expenditures are supported by documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement. Estimated costs should be reported in the "In-Kind" category.

Note: Include any indirect revenue as expenditures in the appropriate categories.

PERSONNEL

- E01 Salaries and Wages**
Include salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
- E02 Employee Benefits**
These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
- E03 Total Personnel Costs**
Add lines E01 and E02.

COLLECTION EXPENDITURES

This includes all expenditures for all materials purchased or leased in print, microform, electronic and other formats considered part of the collection. Libraries that do not budget for specific formats insert "n.c." in each category and enter total material purchases in E06. This permits libraries to indicate purchases in certain formats but without providing exact amounts except for a total.

- E04 Print Materials (Books and Serials/Magazines/Periodicals)**
Expenditures for materials printed on paper with hard or soft covers or in a loose-leaf format.
- E05 Audio and Video Materials, Physical**
Expenditures for materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recording stored in a fixed, physical format.

Note: Place expenditures for subscriptions to online audio books and online videos that can be downloaded in E09, Other Electronic Materials.

E06 Other Physical Materials

Expenditures for all other physical materials that are purchased for lending or as reference. Such miscellaneous items can be multi-format kits as well as uncatalogued materials for use by the public.

Note: Libraries that do not budget by category enter their total amount here.

E07 Electronic Books (E-books)

Expenditures for electronic book content for which permanent or temporary access rights have been acquired and which are available either locally or remotely. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time.

Note: Report amounts spent by the individual library. Do not include or estimate those electronic books that are available through ELM or regional licensing.

E08 Databases

Report amounts spent by the individual library. Do not include or estimate those databases that are available through the Electronic Library of Minnesota or regional licensing.

Notes: A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC FirstSearch, but do not include other electronic serial databases (e.g., Project MUSE, OCLC ECO Project).

E09 Other Electronic Materials

Report amounts spent by the individual library on all electronic (digital) materials not reported in E07 and E08.

Note: Other types of electronic materials include government documents, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, or via access to the Internet. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired by the library.

E10 Collection Total

Add lines E04, E05, E06, E07, E08, and E09.

OTHER

E11 All Other Expenditures

Include all expenditures other than those for Personnel (E03) and Collection (E10).

Note: Include expenses such as supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link external networks, including the Internet. Report contracts for services, such as costs of

operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

E12 Total Operating Expenditures

Add lines E03, E10, and E11.

E13 Expenditures Equal to or Less Than Income

Expenditures can routinely be more than income depending on such financial matters as carry-over funds and grants received in the previous fiscal year yet spent in the reporting period. Such financial matters are not reported. This question confirms that no error has occurred in reporting financial data if expenditures are more than income.

OPERATING EXPENDITURES – IN-KIND

E14-E16

Provide estimates for in-kind expenditures for each category as was done for lines E03, E10 and E11.

E17 Total In-Kind Operating Expenditures

Add lines E14, E15 and E16.

CAPITAL EXPENDITURES

Notes: This section records expenditures for major capital expenditures. These are funds for the acquisition of, or additions to, fixed assets, such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement or repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

E18 Capital Expenditures

Capital expenses paid directly by the library or indirectly on behalf of the library.

E19 In-Kind Capital Expenditures

Provide estimates for in-kind expenditures as defined beginning on page 26.