



2013 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT MULTIPLE-OUTLET LIBRARY ADMINISTRATION WORKSHEET

An asterisk (*) and Italic font indicates either a new data element or a revision or clarification from the previous year. See *Minnesota Public Library Report 2013 Data Element Definitions for Multiple-Outlet Libraries* to learn the changes.

All data elements requiring a count are to be a year's total unless otherwise indicated.

Submit data as of December 31, 2013, except for the Internal Groups section, which asks for current information.

GENERAL INFORMATION

| QUESTION | STATUS |
|--|--------------------------------|
| G01) Library Name | Pre-filled |
| G02) Regional System/Sequence Number | Pre-filled |
| G03) Street Address | Pre-filled |
| G04) Location has changed from previous year | Pre-filled with No |
| G05) City | Pre-filled |
| G06) ZIP Code | Pre-filled |
| G07) Mailing Address | Pre-filled |
| G08) City | Pre-filled |
| G09) ZIP Code | Pre-filled |
| G10) County | Pre-filled |
| G11) Library Phone | Pre-filled |
| G12) Primary Web Address (URL) | Pre-filled |
| G13) Director's Name | Pre-filled |
| G14) Director's Phone | Pre-filled |
| G15) Extension | Pre-filled |
| G16) Director's E-mail Address | Pre-filled |
| G17) Interlibrary Relationship Code | Pre-filled |
| G18) Legal Basis Code | Pre-filled |
| G19) Administrative Structure Code | Pre-filled |
| G20) IMLS Public Library | Pre-filled with Yes and locked |
| G21) Geographic Code | Pre-filled and locked |
| G22) Did the legal service area boundaries for this administrative entity change during the past year? | Pre-filled with No |

PUBLIC SERVICES INFORMATION

| Question | Status |
|--|------------|
| P01) Population of the Legal Service Area | |
| P02) Registered Users - Resident | |
| P03) Registered Users - Reciprocal | |
| P04) Total Registered Users | |
| P05) Last Year Registered User Records Were Purged | |
| P06) Visits | |
| P07) Actual Tally/Sample | Pre-filled |
| P08) Reference Transactions | |
| P09) Actual Tally/Sample | Pre-filled |
| P10) Public Internet Computer Sessions | |
| P11) Actual Tally/Sample | Pre-filled |
| P12) Public Internet Computer Sessions Universe | Prefilled |
| P13) ILL Provided to Other Libraries | |
| P14) ILL Received from Other Libraries | |
| P15) Intra-library Loans | |

Children's Services

| Question | Status |
|------------------------------------|--------|
| P16) Children's Circulation | |
| P17) Children's Programs | |
| P18) Children's Program Attendance | |

Young Adult Services

| Question | Status |
|-------------------------------------|--------|
| P19) Young Adult Programs | |
| P20) Young Adult Program Attendance | |

Adult Services

| Question | Status |
|-------------------------------|--------|
| P21) Adult Circulation | |
| P22) Adult Programs | |
| P23) Adult Program Attendance | |

| Question | Status |
|---------------------------------------|--------|
| P24) Other Physical Media Circulation | |

Downloadable Circulation

| Question | Status |
|--|--------|
| *P25) Downloadable E-Books and E-Serials Circulation | |
| P26) Downloadable Audio and Video Circulation | |
| P27) Total Downloadable Circulation | |

Totals

| Question | Status |
|------------------------|-----------------|
| P28) Total Circulation | Automatic Tally |
| P29) Total Programs | Automatic Tally |
| P30) Total Attendance | Automatic Tally |

PUBLIC SERVICE HOURS AND WEEKS

| Question | Status |
|---|--------|
| H01-H07 PURPOSEFULLY OMITTED | |
| H08) Total Weekly Public Service Hours for All Outlets | |
| H09) Total Annual Public Service Hours for All Outlets | |
| H10 PURPOSEFULLY OMITTED | |
| H11) Seasonal Dates | |
| H12) Weekly Seasonal Public Service Hours for All Outlets | |

FACILITIES

| Question | Status |
|---|------------|
| F01) Central Libraries | Pre-filled |
| F02) Branch Libraries | Pre-filled |
| F03) Bookmobiles | Pre-filled |
| *F04) <i>Supplementary Resources</i> | |
| F05-F12 PURPOSEFULLY OMITTED | |
| F13) Staff Internet Terminals | Pre-filled |
| F14) Public Internet Stationary Terminals | Pre-filled |
| F15) Public Internet Mobile Devices for On-site Use | Pre-filled |
| F16) Total Public Internet Computers/Devices | Pre-filled |
| F17-F22 PURPOSEFULLY OMITTED | |
| F23) Outlets That Provide Wi-Fi | |
| F24) Outlets with Meeting Rooms | |
| F25) Non-Library Sponsored Events | |
| F26-F36 PURPOSEFULLY OMITTED | |

FULL TIME EQUIVALENT STAFF INFORMATION

| Question | Status |
|-------------------------------|------------|
| S01) Total ALA/MLS Librarians | Pre-filled |
| S02) Total Librarians | Pre-filled |
| S03) Total Other Staff | Pre-filled |
| S04) Total Paid Employees | Pre-filled |

PAY RANGES

| Question | Status Low Salary | Status High Salary |
|-------------------------------|-------------------|--------------------|
| S05) Regional System Director | Pre-filled | Pre-filled |
| S06) Library Director | Pre-filled | Pre-filled |
| S07) Assistant Director | Pre-filled | Pre-filled |
| S08) Branch Manager | Pre-filled | Pre-filled |
| S09) Central Library Manager | Pre-filled | Pre-filled |
| S10) Department Head | Pre-filled | Pre-filled |

| Question | Status Low Salary | Status High Salary |
|----------------------------------|-------------------|--------------------|
| S11) Other Librarian | Pre-filled | Pre-filled |
| S12) Technology/Computer Support | Pre-filled | Pre-filled |
| S13) Support Staff | Pre-filled | Pre-filled |
| S14) Secretary | Pre-filled | Pre-filled |
| S15) Shelves/Pages | Pre-filled | Pre-filled |

LIBRARY COLLECTION

| Question | Status |
|---|--|
| C01) Print Materials | |
| C02) Audio Materials, Physical | |
| C03) Video Materials, Physical | |
| C04) Multi-format Materials | |
| C05) Other Physical Materials | |
| C06) Total Physical Materials | |
| C07) Print Serial Subscriptions | |
| *C08) <i>Electronic Serial Subscriptions, Licensed Locally, Downloadable</i> | |
| *C09) <i>Electronic Serial Subscriptions, Licensed Regionally, Downloadable</i> | |
| C10) Electronic Books Licensed Locally | |
| C11) Electronic Books Licensed Regionally | |
| C12) Electronic Books Licensed Statewide | Pre-filled with 15,191 for affiliated libraries. |
| C13) Audio materials- Downloadable, Licensed Locally | |
| C14) Audio materials, Downloadable, Licensed Regionally | |
| C15) Video Materials, Downloadable, Licensed Locally | |
| C16) Video Materials, Downloadable, Licensed Regionally | |
| C17) Databases Licensed Locally | Pre-filled |
| C18) Databases Licensed Regionally | Pre-filled |
| C19) Databases Licensed Statewide | Pre-filled with 45 for all affiliated libraries. |

POLICIES/PLANS

Indicate year of last revision. If none, write "None."

| Question | Status |
|-------------------------------------|------------|
| D01) Strategic Plan | Pre-filled |
| D02) Disaster Plan | Pre-filled |
| D03) Policy Manual | Pre-filled |
| D04) Records Retention Schedule | Pre-filled |
| D05) Building Accessibility Plan | Pre-filled |
| D06) Technology Plan | Pre-filled |
| D07) Internet Acceptable Use Policy | Pre-filled |

OUTREACH SERVICES

| Question | Status |
|-----------------------------------|------------|
| O01) Adult Basic Education | Pre-filled |
| O02) Adult Literacy Organization | Pre-filled |
| O03) Child-centered Organization | Pre-filled |
| O04) Correctional Facility | Pre-filled |
| O05) Ethnic Group | Pre-filled |
| O06) Service to Homebound | Pre-filled |
| O07) School | Pre-filled |
| O08) Senior-centered Organization | Pre-filled |
| O09) Other | Pre-filled |

INTERNAL GROUPS for 2014

| Question | Status |
|--|------------|
| I01) Do any library staff belong to a union? | Pre-filled |

| Question | Status |
|---|------------|
| Library | Pre-filled |
| I02) Does this library have a foundation? | Pre-filled |
| I03) Foundation President's Name (For 2014) | Pre-filled |
| I04) Mailing Address. | Pre-filled |
| I05) Second Mailing Address | Pre-filled |
| I06) City | Pre-filled |
| I07) ZIP Code | Pre-filled |
| I08) Telephone | Pre-filled |
| I09) Contact ____ Day ____ Evening ____ Day/Evening | Pre-filled |

| Question | Status |
|---|------------|
| G01) Does this library have a Friends Group? | Pre-filled |
| I11) Friends' President's Name (For 2014) | Pre-filled |
| I12) Mailing Address. | Pre-filled |
| I13) Second Mailing Address | Pre-filled |
| I14) City | Pre-filled |
| I15) ZIP Code | Pre-filled |
| I16) Telephone | Pre-filled |
| I17) Contact ____ Day ____ Evening ____ Day/Evening | Pre-filled |

LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2014

| Question | Status |
|-------------------|------------|
| Library | |
| I18) Trustee Name | Pre-filled |

| | |
|---|---|
| I19) Board Position | Drop Down President Vice President Treasurer Secretary Board Member Other Pre-filled |
| I20) Mailing Address | Pre-filled |
| I21) Second Mailing Address | Pre-filled |
| I22) City | Pre-filled |
| I23) ZIP Code | Pre-filled |
| I24) Telephone | Pre-filled |
| I25) Contact ____ Day ____ Evening ____ Day/Evening | Pre-filled |
| I26) Term of Office Completion Year | Pre-filled if later than 2013 |

REPORT FILER - CONTACT INFORMATION

| Question | Status |
|---|------------|
| I27) Name of Person who prepared the report | Pre-filled |
| I28) Phone | Pre-filled |
| I29) E-mail | Pre-filled |

FINANCIAL DATA

OPERATING REVENUE – DIRECT AND INDIRECT

| Question | Status |
|-------------------------------|-------------|
| LOCAL | |
| City | |
| R01) City Direct | |
| R02) City Indirect | |
| R03) City Total | R01+R02 |
| County | |
| R04) County Direct | |
| R05) County Indirect | |
| R06) County Total | R04+R05 |
| Other Local Tax | |
| R07) Other Local Tax Direct | |
| R08) Other Local Tax Indirect | |
| R09) Other Local Tax Total | R07+R08 |
| R10) Local Tax Total | R03+R06+R09 |
| STATE | |
| R11) State Library Services | |
| R12) Legacy Funding | |
| R13) State Other | |
| R14) State Total | R11+R12+R13 |
| FEDERAL | |
| R15) LSTA Project | |
| R16) Federal Direct | |
| R17) Federal Indirect | |

| Question | Status |
|---------------------------------------|-----------------|
| R18) Federal Total | R15+R16+R17 |
| OTHER | |
| Regional System | |
| R19) Regional System Direct | |
| R20) Regional System Indirect | |
| R21) Regional Total | R19+R20 |
| Multicounty, Multitype | |
| R22) Multicounty, Multitype Direct | |
| R23) Multicounty, Multitype Indirect | |
| R24) Multicounty, Multitype Total | R22+R23 |
| R25) Other Direct | |
| R26) Other Indirect | |
| R27) Other Total | R25+R26 |
| R28) All Other Total | R21+R24+R27 |
| R29) Total of all Direct and Indirect | R10+R14+R18+R28 |

CAPITAL REVENUE – DIRECT AND INDIRECT

| Question | Status |
|--------------------------------------|---------------|
| LOCAL | |
| City | |
| R30) City Direct | |
| R31) City Indirect | |
| R32) City Total | R30+R31 |
| County | |
| R33) County Direct | |
| R34) County Indirect | |
| R35) County Total | R33+R34 |
| Other Local Tax | |
| R36) Other Local Tax Direct | |
| R37) Other Local Tax Indirect | |
| R38) Other Local Tax Total | R36+R37 |
| R39) Local Tax Total | R32+R35+R38 |
| STATE | |
| R40) State Library Services | |
| R41) State Other | |
| R42) State Total | R40+R41 |
| FEDERAL | |
| R43) LSTA Projects | |
| R44) Other Federal Direct | |
| R45) Other Federal Indirect | |
| R46) Federal Total | R43+R44+R45 |
| OTHER | |
| Regional System | |
| R47) Regional System Direct | |
| R48) Regional System Indirect | |
| R49) Regional Total | R47+R48 |
| Multicounty, Multitype | |
| R50) Multicounty, Multitype Direct | |
| R51) Multicounty, Multitype Indirect | |

| Question | Status |
|---------------------------------------|-----------------|
| R52) Multicounty, Multitype Total | R50+R51 |
| R53) Other Direct | |
| R54) Other Indirect | |
| R55) Other Total | R53+R54 |
| R56) All Other Total | R49+R52+R55 |
| R57) Total of all Direct and Indirect | R39+R42+R46+R56 |

REVENUE – IN-KIND

OPERATING

| Question | Status |
|--------------------------|-------------|
| R58) City In-Kind | |
| R59) County In-Kind | |
| R60) Other Local In-Kind | |
| R61) Total Local In-Kind | R58+R59+R60 |
| R62) Other In-Kind | |
| R63) Total In-Kind | R61+R62 |

CAPITAL - IN KIND

| Question | Status |
|--------------------------|-------------|
| R64) City In-Kind | |
| R65) County In-Kind | |
| R66) Other Local In-Kind | |
| R67) Total Local In-Kind | R64+R65+R66 |
| R68) Other In-Kind | |
| R69) Total In-Kind | R67+R68 |

OPERATING EXPENDITURES – DIRECT AND INDIRECT

PERSONNEL

| Question | Status |
|----------------------------|---------|
| E01) Salaries and Wages | |
| E02) Employee Benefits | |
| E03) Total Personnel Costs | E01+E02 |

COLLECTION

| Question | Status |
|--|--------|
| E04) Print Materials | |
| E05) Audio and Video Materials, Physical | |
| E06) Other Physical Materials | |
| E07) Electronic Books (E-books) | |
| E08) Databases | |
| E09) Other Electronic Materials | |

| Question | Status |
|-----------------------|-------------------------|
| E10) Collection Total | E04+E05+E06+E07+E08+E09 |

OTHER

| Question | Status |
|-----------------------------------|-------------|
| E11) All Other Expenditures | |
| E12) Total Operating Expenditures | E03+E10+E11 |

| Question | Status |
|---|--------|
| E13) Expenditures equal or are less than Income | |

OPERATING EXPENDITURES - IN-KIND

| Question | Status |
|---|-------------|
| E14) Personnel | |
| E15) Collection | |
| E16) Other Operating Expenditures | |
| E17) Total In-Kind Operating Expenditures | E14+E15+E16 |

CAPITAL EXPENDITURES

| Question | Status |
|----------------------|--------|
| E18) Capital | |
| E19) In-Kind Capital | |



The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, in conjunction with State Library Services, a division of the Minnesota Department of Education, which administers federal LSTA grants, supports the public library statistics annual report by licensing the customized Counting Opinions Library Performance Assessment (LibPAS) online application.