



2013 MINNESOTA PUBLIC LIBRARY REPORT MULTIPLE-OUTLET LIBRARY OUTLET 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
G01m) Library Name	Pre-filled
G02m) Regional System/Sequence Number	Pre-filled
G03m) Street Address	Pre-filled and locked
G04m) Location has changed from previous year	Pre-filled with No
G05m) City	Pre-filled
G06m) ZIP Code	Pre-filled
G07m) Mailing Address	Pre-filled
G08m) City	Pre-filled
G09m) ZIP Code	Pre-filled
G10m) County	Pre-filled
G11m) Library Phone	Pre-filled
G12m) Primary Web Address (URL)	Pre-filled
G13m) Director's Name	Pre-filled
G14m) Director's Phone	Pre-filled
G15m) Extension	Pre-filled
G16m) Director's E-mail Address	Pre-filled
G17m – G22m PURPOSEFULLY OMITTED	

PUBLIC SERVICES INFORMATION

Question	Status
P01m) Population Served	
P02m) Registered Users - Residents	
P03m) Registered Users – Reciprocal	
P04m) Total Registered Users	
P05m PURPOSEFULLY OMITTED	
P06m) Visits	
P07m) Actual Tally/Sample	Pre-filled
P08m) Reference Transactions	

Question	Status
P09m) Actual Tally/Sample	Pre-filled
P10m) Public Internet Computer Sessions	
P11m) Actual Tally/Sample	Pre-filled
P12m) Public Internet Computer Sessions Universe	Pre-filled
P13m-P15m PURPOSEFULLY OMITTED	

Children's Services

Question	Status
P16m) Children's Circulation	
P17m) Children's Programs	
P18m) Children's Program Attendance	

Young Adult Services

Question	Status
P19m) Young Adult Programs	
P20m) Young Adult Program Attendance	

Adult Services

Question	Status
P21m) Adult Circulation	
P22m) Adult Programs	
P23m) Adult Program Attendance	

Question	Status
P24m) Other Physical Media Circulation	
P25m-P28m PURPOSEFULLY OMITTED	

Totals

Question	Status
P29m Total Programs	
P30m Total Attendance	

PUBLIC SERVICE HOURS AND WEEKS

Question	Status
H01m) Monday Hours	Pre-filled
H02m) Tuesday Hours	Pre-filled
H03m) Wednesday Hours	Pre-filled
H04m) Thursday Hours	Pre-filled
H05m) Friday Hours	Pre-filled
H06m) Saturday Hours	Pre-filled
H07m) Sunday Hours	Pre-filled
H08m) Total Weekly Public Service Hours for This Outlet (Regular)	
H09m) Total Annual Public Service Hours for This Outlet	
H10m) Total Annual Public Service Weeks	
H11m) Seasonal Dates	

Question	Status
H12m) Weekly Seasonal Public Service Hours for This Outlet	

FACILITIES

Question	Status
F01m—F04m PURPOSEFULLY OMITTED	
F05m) Outlet Type Code	Pre-filled
F06m) Number of Bookmobiles	Pre-filled
F07m) Metropolitan Status Code	Pre-filled
F08m) Facility Type	Pre-filled
F09m) Square Feet	Pre-filled
F10m) Year Built	Pre-filled
F11m) Latest Year Remodeled	Pre-filled
F12m) Previous Years Remodeled	Pre-filled
F13m) Staff Internet Terminals	Pre-filled
F14m) Public Stationary Internet Terminals	Pre-filled
F15m) Public Internet Mobile Devices for On-site Use	Pre-filled
F16m) Total Public Internet Computers/Devices	Pre-filled
F17m) Fiber Optic to Library	Pre-filled
F18m) Category 6 Wiring within Library Building	Pre-filled
Download Speed Ranges for F19m and F20m a) Up to 1.4 Mbps (megabits/second) b) 1.5 Mbps (T1) c) 1.6 Mbps – 4.9 Mbps d) 5.0 Mbps – 9.9 Mbps e) 10.0 Mbps – 15.0 Mbps f) 15.1 Mbps-20.0 Mbps g) 20.1 and greater Mbps	Go here to Connect Minnesota speed test Enter in browser: http://www.surveymonkey.com/s/RFNMFVK to complete survey and access speed test.
F19m) Optimum Internet Download Speed for Public Computers	Record speed here
F20m) Typical Internet Download Speed for Public Computers	Record speed here
Upload Speed Ranges for F21m-F22m a. Up to 1.4 Mbps (megabits/second) b. 1.5 Mbps (T1) c. 1.6 Mbps – 4.9 Mbps d. Mbps – 10.0 Mbps 5.0 e. 10.1 Mbps - 15.0 Mbps f. 15.1 Mbps – 20,0 Mbps g. 20.1 and greater	Go here to Connect Minnesota speed test Enter in browser: http://www.surveymonkey.com/s/RFNMFVK to complete survey and access speed test.
F21m) Optimum Internet Upload Speed for Public Computers	Record speed here
F22m) Typical Internet Upload Speed for Public Computers	Record speed here
F23m) Wi-Fi Available to Public	Pre-filled
F24m) Meeting Room Available for Public Use	Pre-filled
F25m) Non-Library Sponsored Events	

Assistive Technology Equipment	Brand	Quantity	Available for Loan Yes/No/Not applicable
F26m) Braille Embosser (computer-driven)	Pre-filled	Pre-filled	Pre-filled
F27m) Braille Notetaker	Pre-filled	Pre-filled	Pre-filled
F28m) Brailewriter (manual)	Pre-filled	Pre-filled	Pre-filled
F29m) Closed-circuit TV	Pre-filled	Pre-filled	Pre-filled
F30m) Hardware/software for Hard-copy Large Print	Pre-filled	Pre-filled	Pre-filled
F31m) Magnifier	Pre-filled	Pre-filled	Pre-filled
F32m) Optical Character Reader (OCR)	Pre-filled	Pre-filled	Pre-filled
F33m) Page Turner	Pre-filled	Pre-filled	Pre-filled
F34m) Paperless Braille Display	Pre-filled	Pre-filled	Pre-filled
F35m) Screen-enlarging Software	Pre-filled	Pre-filled	Pre-filled
F36m) Speech Input or Output (Screen Reader)	Pre-filled	Pre-filled	Pre-filled.
*F37m) Other			

FULL TIME EQUIVALENT STAFF INFORMATION

Question	Status
S01m) Total ALA/MLS Librarians	Pre-filled
S02m) Total Librarians	Pre-filled
S03m) Total Other Staff	Pre-filled
S04m) Total Paid Employees	Pre-filled
S05m--S15m PURPOSEFULLY OMITTED	

LIBRARY COLLECTION

Question	Status
C01m) Print Materials	
C02m) Audio Materials, Physical	
C03m) Video Materials, Physical	
C04m) Multi-format Materials	
C05m) Other Physical Materials	
C06m) Total Physical Materials	
C07m) Print Serial Subscriptions	
C08m-C19m PURPOSEFULLY OMITTED	

POLICIES/PLANS

Question	Status
D01m-D07m PURPOSEFULLY OMITTED	

OUTREACH SERVICES

Question	Status
O01m-O09m PURPOSEFULLY OMITTED	

INTERNAL GROUPS FOR 2014

Question	Status
I01m PURPOSEFULLY OMITTED	

Question	Status
Outlet Name	Pre-filled
I02m) Does this library have a foundation?	Pre-filled
I03m) Foundation President's Name (For 2014)	Pre-filled
I04m) Mailing Address.	Pre-filled
I05m) Second Mailing Address	Pre-filled
I06m) City	Pre-filled
I07m) ZIP Code	Pre-filled
I08m) Telephone	Pre-filled
I09m) Contact _____ Day _____ Evening ____ Day/Evening	Pre-filled

Question	Status
Outlet Name	Pre-filled
I10m) Does this library have a Friends Group?	Pre-filled
I11m) Friends' President's Name (For 2014)	Pre-filled
I12m) Mailing Address.	Pre-filled
I13m) Second Mailing Address	Pre-filled
I14m) City	Pre-filled
I15m) ZIP Code	Pre-filled
I16m) Telephone	Pre-filled
I17m) Contact _____ Day _____ Evening ____ Day/Evening	Pre-filled

END OF OUTLET SURVEY

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.