



2013 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT SINGLE OUTLET LIBRARY 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 Single-Outlet Libraries* to learn the changes.

All data elements requiring a count are to be the 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
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 Definition	Pre-filled with Yes
G21) Geographic Code	Pre-filled
G22) Did the legal service area boundaries for this	Pre-filled with No.

PUBLIC SERVICES INFORMATION

Question	Status
P01) Population of the Legal Service Area	
P02) Registered Users – Residents	
P03) Registered Users – Reciprocal	

Question	Status
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	Pre-filled
P13) ILL Provided to Other Libraries	
P14) ILL Received from Other Libraries	
P15 Purposefully Omitted	

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 Library 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
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Question	Status
H01s) Monday Hours	
H02s) Tuesday Hours	
H03s) Wednesday Hours	
H04s) Thursday Hours	
H05s) Friday Hours	
H06s) Saturday Hours	
H07s) Sunday Hours	
H08) Total Weekly Public Service Hours (Regular)	
H09) Total Annual Public Service Hours	
H10s) Total Annual Public Service Weeks	
H11) Seasonal Dates	
H12) Weekly Seasonal Public Service Hours	

FACILITIES

Question	Status
F01) Central Libraries	Pre-filled
F02) Branch Libraries	Pre-filled
F03) Bookmobiles	Pre-filled
*F04) <i>Supplementary Resources</i>	Pre-filled
F05s) Outlet Type Code	Pre-filled
F06s Purposefully Omitted	
F07s) Metropolitan Status Code	Pre-filled
F08s) Facility Type	Pre-filled
F09s) Square Feet	Pre-filled
F10s) Year Built	Pre-filled
F11s) Latest Year Remodeled	Pre-filled
F12s) Previous Years Remodeled	Pre-filled
F13) Staff Internet Terminals	Pre-filled
*F14) <i>Public Internet Stationary Terminals</i>	Pre-filled
*F15) <i>Public Internet Mobile Devices for On-site Use</i>	Pre-filled
*F16) <i>Total Public Internet Computers/Devices</i>	Pre-filled
F17s) Fiber Optic to Library	Pre-filled
F18s) Category 6 Wiring within Library	Pre-filled
F19s) Optimum Internet Download Speed for Public Computers	
F20s) Typical Internet Download Speed for Public Computers	
F21s) Optimum Internet Upload Speed for Public Computers	
F22s) Typical Internet Upload Speed for Public Computers	
F23s) WiFi Available to Public	Pre-filled
F24s) Meeting Room Available for Public Use	Pre-filled
F25) Non-Library Sponsored Events	

Assistive Technology Equipment	Brand	Quantity	Available for Loan Yes/No/Not applicable
F26s) Braille Embosser (computer-driven)	Prefilled	Pre-filled	Pre-filled
F27s) Braille Notetaker	Prefilled	Pre-filled	Pre-filled
F28s) Braillewriter (manual)	Prefilled	Pre-filled	Pre-filled
F29s) Closed-circuit TV	Prefilled	Pre-filled	Pre-filled

Assistive Technology Equipment	Brand	Quantity	Available for Loan Yes/No/Not applicable
F30s) Hardware/software for Hard-copy Large Print	Prefilled	Pre-filled	Pre-filled
F31s) Magnifier	Prefilled	Pre-filled	Pre-filled
F32s) Optical Character Reader (OCR)	Prefilled	Pre-filled	Pre-filled
F33s) Page Turner	Prefilled	Pre-filled	Pre-filled
F34s) Paperless Braille Display	Prefilled	Pre-filled	Pre-filled
F35s) Screen-enlarging Software	Prefilled	Pre-filled	Pre-filled
F36s) Speech Input or Output (Screen Reader)	Prefilled	Pre-filled	Pre-filled
*F37s) Other			

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
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) Electronic Serial Subscriptions, Licensed Locally,, Downloadable	
*C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	Pre-filled
C10) Electronic Books Licensed Locally	
C11) Electronic Books Licensed Regionally	
C12) Electronic Books Licensed Statewide	Pre-filled with 15,191
C13) Audio Materials, Downloadable, Locally Licensed	

Question	Status
C14) Audio Materials, Downloadable, Regionally Licensed	
C15) Video Materials, Downloadable, Locally Licensed	
C16) Video Materials, Downloadable, Regionally Licensed	
C17) Databases Licensed Locally	Pre-filled
C18) Databases Licensed Regionally	Pre-filled
C19) Databases Licensed Statewide	Pre-filled

POLICIES/PLANS

Indicate year of last revision or 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?	Prefilled

Question	Status
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
I10) 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
I18) Trustee Name	Pre-filled
I19) Board Position	Pre-filled
I20) Mailing Address	Pre-filled
I21) Second Mailing Address	Pre-filled
I22) City	Pre-filled
I23) ZIP	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	

Question	Status
R16) Federal Direct	
R17) Federal Indirect	
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	
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.