

## 2015 Minnesota Public Library Annual Report Worksheet

Please complete your report using data/information for January 1 through December 31, 2015, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2015.

<sup>New</sup> indicates a data element that is new for 2015.

\*indicates required data for federal report.

Please note that this document reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m).

Please contact State Library Services at 651-582-8640 or [joe.manion@state.mn.us](mailto:joe.manion@state.mn.us) to update information in data elements that are pre-filled and locked.

### GENERAL INFORMATION

Data Element	Status
*G01/G01m) Library Name	Pre-filled and locked
*G02/G02m) Regional System/Sequence Number	Pre-filled and locked
G03/G03m) Regional Public Library System	Pre-filled and locked
*G04/G04m) Street Address	Pre-filled and locked
*G05/G05m) Location is a change from previous year	Pre-filled
*G06/G06m) City	Pre-filled and locked
*G07/G07m) ZIP Code	Pre-filled
*G08/G08m) Mailing Address	Pre-filled
*G09/G09m) City	Pre-filled
*G10/G10m) ZIP Code	Pre-filled
*G11/G11m) County	Pre-filled
*G12/G12m) Phone	Pre-filled
G13) Library Web Address	Pre-filled
G14/G14m) Director's Name	Pre-filled
G15/G15m) Director's Phone	Pre-filled
G16/G16m) Director's Extension	Pre-filled
G17/G17m) Director's E-mail Address	Pre-filled

### REPORT FILER - CONTACT INFORMATION

Question	Status
G18) Name of Person Who Prepared the Public Library Report	Pre-filled
G19) Phone	Pre-filled

G20) E-mail	Pre-filled
-------------	------------

## IMLS ADMINISTRATIVE ENTITY CODES

*G21) Interlibrary Relationship Code	Pre-filled and locked
*G22) Legal Basis Code	Pre-filled and locked
*G23) Administrative Structure Code	Pre-filled and locked
*G24) IMLS Public Library Definition	Pre-filled with Yes and locked
*G25) Geographic Code	Pre-filled and locked
*G26) Did the legal service area boundary change?	Pre-filled with No

## PUBLIC SERVICES INFORMATION

Question	Status
*P01/P01m) Population of the Legal Service Area	
P02/P02m) Registered Users – Residents	
P03/P03m) Registered Users – Reciprocal	
*P04/P04m) Total Registered Users – Automatic Tally	Calculated by LibPAS and locked
P05) Last year Registered User Records Were Purged	
*P06/P06m) Visits	
*P07/P07m) Reference Transactions	
*P08/P08m) Annual Public Internet Computer Sessions	
P09/P09m) Public Internet Computer Other Uses	Pre-filled
*P10) Wireless Sessions	
*P11) ILL Provided to Other Libraries	
*P12) ILL Received from Other Libraries	

## CIRCULATION

Question	Status
*P13/P13m) Children's Circulation	
P14/P14m) Adult Circulation	
P15/P15m) Other Physical Media Circulation (No Audience Designation)	
P16/P16m) Total Physical Media Circulation	Calculated by LibPAS and locked
P17/P17m) Downloadable E-books and E-serials Circulation <sup>Definition</sup> <small>modified</small>	
P18/P18m) Downloadable Audio and Video Circulation <sup>Definition modified</sup>	
*P19/P19m) Total Downloadable Circulation	Calculated by LibPAS and locked
*P20) Total Circulation	Calculated by LibPAS and locked

## PROGRAMS

Question	Status
*P21/P21m) Children's Programs	
*P22/P22m) Young Adult Programs	
P23m/P23m) Adult Programs	
*P24/P24m) Total Programs	Calculated by LibPAS and locked

## PROGRAM ATTENDANCE

Question	Status
*P25/P25m) Children's Program Attendance	
*P26/P26m) Young Adult Program Attendance	
P27/P27m) Adult Program Attendance	
*P28/P28m) Total Program Attendance	Calculated by LibPAS and locked

## PUBLIC SERVICE HOURS

Question	Status
H01m) Monday Hours <small>Definition modified</small>	
H02m) Tuesday Hours <small>Definition modified</small>	
H03m) Wednesday Hours <small>Definition modified</small>	
H04m) Thursday Hours <small>Definition modified</small>	
H05m) Friday Hours <small>Definition modified</small>	
H06m) Saturday Hours <small>Definition modified</small>	
H07m) Sunday Hours <small>Definition modified</small>	
H08/08m) Number of Public Service Hours in a Regular Week	
H09/H09m) Number of Public Service Hours in a Seasonal Week	
H10/H10m) Seasonal Dates	
*H11m) Number of Weeks Library is Open	
*H12/H12m) Total Public Service Hours per Year	Calculated by LibPAS and locked

## FACILITIES

Question	Status
*F01) Central Libraries	Pre-filled with 1
*F02) Branch Libraries	Pre-filled with 0
*F03) Bookmobiles	Pre-filled with 0
F04) Supplementary Services	
F05m) Outlet Type Code	Pre-filled and locked
*F06m) Number of Bookmobiles (outlet)	
F07m) Facility Type	Pre-filled and locked
F08m) Square Feet	Pre-filled and locked
F09m) Year Built	Pre-filled
F10m) Latest Year Remodeled	Pre-filled
F11m) Previous Year(s) Remodeled	Pre-filled
F12/F12m) Staff Internet Computers	Pre-filled
*F13/F13m) Public Internet Stationary Computers	Pre-filled
F14/F14m) Public Internet Mobile Devices for On-Site Use	Pre-filled
F15/F15m) Total Number of Public Internet Computers/Devices	Calculated by LibPAS and locked
F16m) Fiber Optic to Library Building	Pre-filled
F17m) Category 6 Wiring within Library?	Pre-filled
F18m) Optimum Internet Download Speed for Public Computers	
F19m) Typical Internet Download Speed for Public Computers	
F20m) Optimum Internet Upload Speed for Public Computers	
F21m) Typical Internet Upload Speed for Public Computers	
F22/F22m) Number of Outlets with Wi-Fi Available to Public	Pre-filled for outlet
F23) Number of Outlets with a Meeting Room	

Question	Status
F23m) Meeting Room Available for Public Use	Pre-filled
F24/F24m) Non-Library Sponsored Events	

## ASSISTIVE TECHNOLOGY

Assistive Technology	Status
<sup>New</sup> Low Vision Keyboard Available?	Prefilled
Magnifier Available?	Prefilled
Optical Character Reader (OCR) Available?	Prefilled
Page Turner Available?	Prefilled
Screen-enlarging Software Available?	Prefilled
Speech Input or Output (Screen Reader) Available?	Prefilled
Other?	
Description	

## FULL TIME EQUIVALENT STAFF INFORMATION

Question	Status
*S01/S01m) Total ALA/MLS Librarians	Pre-filled
S02/S02m) Total Other Librarians	Pre-filled
*S03/S03m) Total Librarians	Calculated by LibPAS and locked
*S04/S04m) Total Other Staff	Pre-filled
*S05/S05m) Total Paid Employees	Calculated by LibPAS and locked

## PAY RANGES

Question	Status Low Salary	Status High Salary
S06) Regional Director	Pre-filled	Pre-filled
S07) Library Director	Pre-filled	Pre-filled
S08) Assistant Director	Pre-filled	Pre-filled
S09) Branch Manager	Pre-filled	Pre-filled
S10) Central Library Manager	Pre-filled	Pre-filled
S11) Department Head	Pre-filled	Pre-filled
S12) Other Librarian	Pre-filled	Pre-filled
S13) Technology Support	Pre-filled	Pre-filled
S14) Library Support Staff	Pre-filled	Pre-filled
S15) Administrative Support Staff	Pre-filled	Pre-filled
S16) Pages	Pre-filled	Pre-filled
S17) Do Any Library Staff Belong to a Union?		

## LIBRARY COLLECTION

Question	Status
*C01/C01m) Print Materials (Books and Periodicals)	
*C02/C02m) Audio Materials, Physical	
*C03/C03m) Video Materials, Physical	
C04/C04m) Multi-format Materials	
C05/C05m) Other Physical Materials	
C06/C06m) Total Physical Materials	Calculated by LibPAS and locked

\*required data for federal report

Question	Status
*C07/C07m) Print Serial Subscriptions	
C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable <small>Definition modified</small>	
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable <small>Definition modified</small>	Pre-filled and locked
C10) Total Electronic Serial Subscriptions	Calculated by LibPAS and locked
C11) Electronic Books Licensed Locally <small>Definition modified</small>	
C12) Electronic Books Licensed Regionally <small>Definition modified</small>	Pre-filled and locked
C13) Electronic Books Licensed Statewide <small>Definition modified</small>	Pre-filled and locked
*C14) Total Electronic Books	Calculated by LibPAS and locked
C15) Audio Downloadable Units, Licensed Locally <small>Definition modified</small>	
C16) Audio Downloadable Units, Licensed Regionally <small>Definition modified</small>	Pre-filled and locked
C17) Total Audio Downloadable Units <small>Definition modified</small>	Calculated by LibPAS and locked
C18) Video Downloadable Units, Licensed Locally <small>Definition modified</small>	
C19) Video Downloadable Units, Licensed Regionally <small>Definition modified</small>	Pre-filled and locked
*C20) Total Video Downloadable Units	Calculated by LibPAS and locked
C21) Electronic Collections Licensed Locally <small>Definition modified</small>	
C22) Electronic Collections Licensed Regionally <small>Definition modified</small>	Pre-filled and locked
C23) Electronic Collections Licensed via Other Cooperative Agreement <small>Definition modified</small>	
*C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	Calculated by LibPAS and locked
*C25) Electronic Collections Licensed Statewide <small>Definition modified</small>	Pre-filled and locked
*C26) Total Licensed Electronic Collections	Calculated by LibPAS and locked

## POLICIES/PLANS

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) Early Childhood Organization	Pre-filled
O04) Correctional Facility	Pre-filled
O05) Cultural Communities	Pre-filled
O06) Service to Homebound	Pre-filled
O07) School (K12)	Pre-filled
O08) Senior-Centered Organization	Pre-filled
O09) Workforce Development	Pre-filled
O10) Youth Development Organization	Pre-filled

Question	Status
O11) Other	

## SUMMER READING PROGRAM

Question	Status
<sup>New</sup> Summer Reading Programs for Youth	
<sup>New</sup> Summer Reading Programs for Youth - Age Groups	

## BOARD, FOUNDATION, FRIENDS

### LIBRARY BOARD OF TRUSTEES

Question	Status
<sup>New</sup> I01) Does this library have a Board of Trustees?	
<sup>New</sup> I02) Are this library's trustees elected or appointed officials?	
<sup>New</sup> I03) Is this library's Board of Trustees the governing authority or advisory?	

### LIBRARY FOUNDATION

Question	Status
I04/I04m) Does This Library Have a Foundation?	Pre-filled
I05/I05m) Foundation Name	Pre-filled

### LIBRARY FRIENDS

Question	Status
I06/I06m) Does This Library Have a Friends Group?	Pre-filled
I07/I07m) Friends Group Name	Pre-filled

## FINANCIAL DATA

### OPERATING REVENUE

Question	Status
<b>LOCAL GOVERNMENT</b>	
<b>City</b>	
R01) City Direct	
R02) City Indirect	
R03) City Operating Revenue Total	Calculated by LibPAS and locked
<b>County</b>	
R04) County Direct	
R05) County Indirect	
R06) County Total	Calculated by LibPAS and locked
<b>Other Local Government</b>	
R07) Other Local Government Direct	
R08) Other Local Government Indirect	
R09) Other Local Government Operating Revenue Total	Calculated by LibPAS
*R10) Total Local Government Operating Revenue	Calculated by LibPAS and locked
<b>STATE</b>	
R11) Arts & Cultural Heritage Fund	

<b>Question</b>	<b>Status</b>
R12) Regional Library Basic System Support	
R13) Regional Library Telecommunications Aid	
R14) Other State	
*R15) Total State Government Operating Revenue	Calculated by LibPAS and locked
<b>FEDERAL</b>	
R16) Federal Library Services and Technology Act	
R17) Federal Direct	
R18) Federal Indirect	
*R19) Total Federal Operating Revenue	Calculated by LibPAS and locked
<b>OTHER</b>	
<b>Regional System</b>	
R20) Regional System Direct	
R21) Regional System Indirect	
R22) Regional System Operating Revenue Total	Calculated by LibPAS and locked
<b>Multicounty, Multitype</b>	
R23) Multicounty, Multitype Direct	
R24) Multicounty, Multitype Indirect	
R25) Multicounty, Multitype Operating Revenue Total	Calculated by LibPAS and locked
R26) Other Operating Direct	
R27) Other Operating Indirect	
R28) Other Operating Total	Calculated by LibPAS and locked
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue	Calculated by LibPAS and locked
*R30) Total Operating Revenue	Calculated by LibPAS and locked

## **OPERATING EXPENDITURES**

### **PERSONNEL EXPENDITURES**

<b>Question</b>	<b>Status</b>
*E01) Salaries & Wages	
*E02) Employee Benefits	
*E03) Total Personnel Costs	Calculated by LibPAS and locked

### **COLLECTION EXPENDITURES**

<b>Question</b>	<b>Status</b>
*E04) Collection Expenditures Print Materials	
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	
E06) Collection Expenditures Electronic Collections	
E07) Collection Expenditures Electronic Materials Other Electronic Materials	
*E08) Collection Expenditures Electronic Materials Expenditures Total	Calculated by LibPAS and locked
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	
E10) Collection Expenditures Other Materials Other Physical Materials	
*E11) Collection Expenditures Other Materials Expenditures Total	Calculated by LibPAS and locked
Collection Expenditures Physical Materials Total	Calculated by LibPAS and locked
*E12) Total Collection Expenditures	Calculated by LibPAS and locked

## OTHER

Question	Status
*E13) Other Operating Expenditures	
*E14) Total Operating Expenditures	Calculated by LibPAS and locked
E15) Expenditures Equal To or Less than Income?	

## CAPITAL REVENUE – DIRECT AND INDIRECT

Question	Status
<b>LOCAL</b>	
<b>City</b>	
R31) City Direct	
R32) City Indirect	
R33) City Capital Revenue Total	Calculated by LibPAS and locked
<b>County</b>	
R34) County Direct	
R35) County Indirect	
R36) County Capital Revenue Total	Calculated by LibPAS and locked
<b>Other Local Government</b>	
R37) Other Local Government Direct	
R38) Other Local Government Indirect	
R39) Other Local Government Capital Revenue Total	Calculated by LibPAS and locked
*R40) Total Local Government Capital Revenue	Calculated by LibPAS and locked
<b>STATE</b>	
R41) Library Construction Grant	
R42) Other State Capital Revenue	
*R43) Total State Government Capital Revenue	Calculated by LibPAS and locked
<b>FEDERAL</b>	
R44) Federal Government Capital Revenue Library Services and Technology Act	
R45) Federal Capital Direct	
R46) Other Federal Indirect Capital Revenue	
*R47) Total Federal Government Capital Revenue	Calculated by LibPAS and locked
<b>OTHER</b>	
<b>Regional System</b>	
R48) Regional System Direct	
R49) Regional System Indirect	
R50) Regional System Capital Revenue Total	Calculated by LibPAS and locked
<b>Multicounty, Multitype</b>	
R51) Multicounty, Multitype Direct	
R52) Multicounty, Multitype Indirect	
R53) Multicounty, Multitype Capital Revenue Total	Calculated by LibPAS and locked
<b>Other</b>	
R54) Other Capital Direct	
R55) Other Capital Indirect	
R56) Other Capital Revenue Total	Calculated by LibPAS and locked
*R57) Total Regional, Multicounty Multitype and Other Capital Revenue	Calculated by LibPAS and locked
*R58) Total Capital Revenue	Calculated by LibPAS and locked



## CAPITAL EXPENDITURES

Question	Status
*EC01) Total Capital Expenditures	

## IN-KIND OPERATING CONTRIBUTIONS

Question	Status
R59) In-Kind Operating Contributions City	
R60) In-Kind Operating Contributions County	
R61) In-Kind Operating Contributions All Other	
R62) Total In-Kind Operating Contributions	Calculated by LibPAS and locked

## IN-KIND EXPENDITURE AREAS

Question	Status
EKA01) Personnel	
EKA02) Collection	
EKA03) All Other Operating Expenditures	
EKA04) Total In-Kind Operating Contributions	Calculated by LibPAS and locked

## IN-KIND CAPITAL CONTRIBUTIONS

Question	Status
R63) In-Kind Capital Contributions City	
R64) In-Kind Capital Contributions County	
R65) In-Kind Capital Contributions All Other	
R67) Total In-Kind Capital Contributions	Calculated by LibPAS and locked



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*