Minnesota Department of
Educati☉n

2015 Minnesota Public Library Annual Report Guide to Data Elements

This guide will familiarize you with the data collection format for the 2015 Minnesota Public Library Annual Report. Please complete your report using data and 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.

Please note that this document reflects the data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that only collect administrative entity information, some that collect only library outlet information, and others that collect both. Information entered for a library outlet (identified by an **"m"** after a data element, e.g. P06m) may "roll up" into a "locked" total for a library administrative entity.

Items marked with an asterisk (*) are required federal data elements.

New indicates a data element or definition that is new for 2015.

Locked indicates a field that is either pre-filled and locked or a field that totals data from other fields. A data element that collects information at the outlet level will often total into a locked data element at the administrative outlet level. You do not need to enter data into locked elements.

Information in some data elements is pre-filled for your convenience; please update as needed. If the field is locked, please send corrections to State Library Services for updating at joe.manion@state.mn.us.

GENERAL INFORMATION

Locked ***G01/G01m)   Library Name**
Pre-filled with legal name of the library administrative entity or library outlet

Locked ***G02/G02m)   Regional System/Sequence Number**
Pre-filled with a unique code assigned to each library administrative entity or library outlet

Locked **G03/G03m)   Regional Public Library System**
Pre-filled with an acronym for the library's regional system affiliation, e.g. ECRL for East Central Regional Library

Address

Locked ***G04/G04m)   Street Address**
Pre-filled with the complete street address of the library administrative entity or library outlet; please use a street address, not a post office box or general delivery.

*G05/G05m)   Location is a change from previous year
Prefilled with "No"—no change in address or change in address is due only to U.S. Postal Service altering a street number. If the location of the library has changed, please answer "Yes" and contact State Library Services to update.

Locked ***G06/G06m) City**
Pre-filled with the city or town where the library administrative entity or library outlet is located

*G07/G07m) ZIP Code
Pre-filled with the ZIP code for the library administrative entity or library outlet's street address

*G08/G08m) Mailing Address
Pre-filled with the library administrative entity or library outlet's mailing address; please enter even if it is the same as the street address.

*G09/G09m) City
Pre-filled with the city or town for the library administrative entity or library outlet's mailing address

*G10/G10m) ZIP Code
Pre-filled with the ZIP code for the library administrative entity or library outlet's mailing address

*G11/G11m) County
Pre-filled with the county where the library administrative entity or library outlet is located

*G12/G12m) Phone
Pre-filled with the library administrative entity or library outlet's ten-digit phone number

G13) Library Web Address
Pre-filled with the library's website address

Director

G14/G14m) Director's Name
Pre-filled with the person responsible for the operation of the library administrative entity or library outlet

G15/G15m) Director's Phone
Pre-filled with the director's ten-digit phone number; please enter even if it is the same as the library phone.

G16/G16m) Director's Extension
Pre-filled with the extension, if any, for the Director's phone

G17/G17m) Director's E-mail Address
Pre-filled with the director's e-mail address

Report Filer Contact Information

G18) Name of Person Who Prepared the Public Library Report
Pre-filled with the person who can answer questions about the information entered in this report

G19) Phone
Pre-filled with the contact person's telephone number

G20) E-mail
Pre-filled with the contact person's e-mail address

IMLS Administrative Entity Codes

Locked ***G21) Interlibrary Relationship Code**
Pre-filled—If your library's designation has changed, please contact State Library Services to update.

HQ - Headquarters of a Federation, Cooperative or Consolidated System: The library entity provides the physical space and emploees 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.

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

Locked ***G22) Legal Basis Code**
Pre-filled—If your library's legal basis for the type of local government structure that authorizes your library has changed, please contact State Library Services to update.

CC - City/County
A library administrative entity that is jointly operated by a county and a city

CI - Municipal Government (city, town or village)
A library administrative entity that is operated by a municipal government; the municipality is authorized in a state's constitution and statutes, and is established to provide general government services for a specific concentration of population in a defined area.

CO - County/Parish
A library administrative entity that is operated by a county; the county is authorized in a state's constitution and statutes, and is established to provide general government services.

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. A library that contracts to serve other jurisdictions or to serve special library districts is not multi-jurisdictional.

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: While School/Public libraries in Minnesota are identified as S/P; State Library Services reports to IMLS using the MJ designation.

Locked ***G23) Administrative Structure Code**
Pre-filled—If your library's Administrative Structure Code has changed, please contact State Library Services to update.

This code describes a library administrative entity that is legally established under state or local law and has its own governance and funding. It may have one or more library outlets.

AO—Administrative Entity with No Public Service Outlet
A single outlet agency that provides staff, materials and services to other libraries; may receive and spend funds on behalf of other libraries; contract with other libraries to provide various library services. Examples are headquarters of systems, federations or cooperative services.

MA—Administrative Entity with more than one Direct Service Outlet and separate Administrative Offices
An administrative entity that serves the public directly with two or more service outlets, including any combination of a central library, branch(es), bookmobile(s), and/or books-by-mail. Administrative offices are separate from the direct service outlets and do not provide direct library services.

MO—Administrative Entity with more than one Direct Service Outlets and Administrative Offices are Not Separate
Serves the public directly with two or more service outlets, including any combination of a central library, branch(es), bookmobile(s), and/or books-by-mail.

SO—Administrative Entity with a Single Direct Service Outlet
An administrative entity that serves the public directly with one central library, books-by-mail only or one bookmobile.

Locked ***G24) IMLS/FSCS Public Library**
Pre-filled with "Yes"—Please notify State Library Services if your library administrative entity or outlet no longer meets one or more of the following criteria.

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.

Locked ***G25) Geographic Code**
Pre-filled—Please contact State Library Services if your library administrative entity's geographic area has changed.

This code should exactly or most nearly describe the geographic service area that the public library is established to serve and from which (or on behalf of which) it derives income. It also includes any areas that the library provides services to under contract.

Your library's code should reflect the geographic basis for the population entered as your Legal Service Area (Data element *P01).

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

OTH   Other

*G26) Did the legal service area boundary change?
Pre-filled with "No"—If there has been any change to the boundaries of the library administrative entity's legal service area during the past year, answer "Yes".

Note: A change may result when a municipality annexes land, when a municipality in a county becomes an independent city or its own county, or when an administrative entity contracts to provide public library service to a geographic area other than the geographic area that it was established to serve (e.g., a municipal library contracts to serve county residents).

PUBLIC SERVICES INFORMATION

Several data elements in this section can be collected either by an Actual Count or Estimated through sampling. You may want to annotate your reply to track which method your library uses. As you prepare for next year's report, please consider using one of these sampling methods.

- Estimate by counting visits during a typical week in April or October and multiplying the count by 52.

- Estimate by counting visits during a typical week in April and another in October; add these numbers and multiply by 26.

- Estimate by counting visits quarterly during a typical week in February, May, July and November; add these numbers and multiply by 13.

A *typical week* is a time that is neither unusually busy nor unusually slow. Avoid holiday weeks, 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).

*P01/P01m)   Population of the Legal Service Area
Enter the number of people who live in the geographic area that your library was established to serve and from which (or on behalf of which) it derives revenue. Include the population of any additional areas that are served under contract. Please use the most recent estimate from the Minnesota State Demographer.

Registered Users
A registered user is a library user who has applied for and received an identification number or card from your library. Your library has established policies that determine borrowing privileges. Please note that data entered into library outlet fields will "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Note: If your library uses an automation system that is managed by a federated regional public library system, the regional system may be able to provide totals.

P02/P02m)   Registered Users - Residents
The number of people who live in your library's legal service area that have registered to use your library; city, township and/or county property taxes from registered users' households support your library.

Note: If resident and reciprocal borrowers cannot be counted separately, please enter the total

number of registered users here.

P03/P03m)   Registered Users - Reciprocal
The number of people who live outside your library's legal service area that have registered to use your library; city, township, and/or county property taxes from register users' households do not provide direct support to your library.

Note: Please enter "n.c." (not counted) here if resident and reciprocal borrowers cannot be counted separately.

Locked   ***P04/P04m)   Total Registered Users (Automatic Tally)***
Calculated by LibPAS—The number of resident and reciprocal users are added to equal the total number of library card holders.

P05)   Last Year Registered User Records Were Purged
The most recent year that registered but inactive users were deleted from the patron database. If patron records have never been purged or the last date is unknown, please enter "n.c." (not counted)

P06/P06m)   Visits
The total number of people who entered the library during the year

P07/P07m)   Reference Transactions
A reference transaction is a patron contact with library staff that involves the knowledge, use, recommendation, interpretation and/or instruction in the use of one or more information sources. Information sources include print and non-print materials, online databases, catalogs and other holdings records. It also includes communication or referral with other libraries, institutions and people inside and outside the library. The request may come in person, by phone, U.S. mail, e-mail, chat or other means, and from an adult, a young adult or a child.

Note: Please do not include directional questions or questions about library rules or policies. Examples of directional questions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2 G25." An example of a rule or policy question is "How late are you open?"

P08/P08m)   Annual Public Internet Computer Sessions
The total number of sessions (uses) of the library's public Internet computers. A session is an uninterrupted use by an individual of a library computer connected to the Internet. Please provide the total number of sessions during the last year. Count each distinct use (log-on) as one session, regardless of how long the session lasted or if the same user logged on more than once.

Note: Please do not include Wi-Fi access by personal devices.

P09/P09m)   Public Internet Computer Other Uses
Pre-filled with whether or not your library offers uses such as word processing or catalog access in addition to Internet access on public computers. Choices are:

The number of Public Internet Computer Sessions is limited to Internet use only.
The number of Public Internet Computer Sessions includes other types of computer use.

*P10/P10m)   Wireless Sessions ^{Required for federal report beginning 2015}

The number of wireless sessions (including Wi-Fi access by personal devices) provided by the library during the year.

Note: Please select the "Not counted" box if your library does not count or sample the number of annual wireless sessions.

*P11)   ILL Provided to Other Libraries

The number of library-owned items, including copies, provided on request **by** your library to another independent library. The library that your library provided materials to is not operated by the same library administrative entity.

*P12)   ILL Received from Other Libraries

The number of library-owned items, including photocopies, provided on request **to** your library by another independent library. The library that provided the materials to your library is not operated by the same library administrative entity.

Circulation

*P13/P13m)   Children's Circulation

Please provide the total annual circulation, including renewals of library materials primarily intended for children, in all formats **except downloadable items**. Count all items checked out for use outside the library, regardless of the borrower's age. Include interlibrary loan transactions if items were borrowed by library patrons; do not include interlibrary loan items checked out to another library.

*Note: Please enter "**-1**" (not counted) if your library does not count children and adult circulation separately. Enter total circulation in P15/P15m, Other Physical Media Circulation.*

P14/P14m)   Adult Circulation

Please provide the total annual circulation, including renewals of library materials primarily intended for adults, in all formats **except downloadable items**. Count all items checked out for use outside the library, regardless of the borrower's age. Include interlibrary loan transactions if items were borrowed by library patrons; do not include interlibrary loan items checked out to another library.

*Note: Please enter "**-1**" (not counted) if your library does not count children and adult circulation separately. Enter total circulation in P15/P15m, Other Physical Media Circulation.*

P15/P15m)   Other Physical Media Circulation (No Audience Designation)

Enter circulation of items other than Adult and Children's items, or enter your library's total circulation (excluding downloadable content) if your library does not distinguish between children's and adult circulation. This number may be zero.

^{Locked}   **P16/P16m)   Total Physical Media Circulation**

Calculated by LibPAS

P17/P17m)   Downloadable E-books and E-serials Circulation ^{Definition modified}

An e-book is a book-length publication in digital form that consists of text and/or images and is readable on computers or other electronic devices (e-readers, tablets, etc.). E-serials are online content-based materials produced on a regular schedule that are readable on computers or other electronic devices. They may have comparable print versions or be solely available

digitally. Include circulation of e-books and e-serials that are part of the library's collection and paid for by the library or supplied by a consortium. Include circulation numbers only for digital titles that have a loan period and require a library card or user authentication to download. Please do not include e-books or e-serials available for unlimited use, those that are in the public domain, not copyrighted, or are kept by the user and not returned to the library.

Note: A circulating device that has more than one title on it is counted as one item.

P18/P18m)   Downloadable Audio and Video Circulation ^{Definition modified}
Include electronic audio and video files that are distributed digitally and can be accessed using a computer, the Internet, or a portable device. Include circulation numbers only for digital titles that have a loan period and require a library card or user authentication to download. Please do not include audio or video materials available for unlimited use, those that are in the public domain, not copyrighted, or are kept by the user and not returned to the library.

Note: A circulating device that has more than one title on it is counted as one item.

^{Locked} ***P19/P19m)   Total Downloadable Circulation**
Calculated by LibPAS

^{Locked} ***P20) Total Circulation**
Calculated by LibPAS

Programs

*P21/P21m)   Children's Programs
Provide the annual number of children's programs offered; a children's program is a planned event for which the target audience is children 11 years and younger. Include all on- or off-site programs that were sponsored or co-sponsored by the library. Count each program in a series of children's programs as one distinct program. For example, a storytime offered once a week, 48 weeks a year, should be counted as 48 programs. A library-organized, self-paced activity, such as the reading portion of a summer reading program, is counted as one program.

A children's program may introduce attendees to children's library services or activities. Children's programs may provide cultural, recreational, or educational information or activities. Examples include storytimes, STEM programs, summer reading events, etc.

Note: Please do not include children's programs sponsored by other groups that use library facilities or library-sponsored activities that are delivered on a one-to-one basis, such as tutoring.

*P22/P22m)   Young Adult Programs
Provide the annual number of young adult programs offered; a young adult program is a planned event for which the target audience is young adults aged 12-18 years. Include all on- or off-site programs that were sponsored or co-sponsored by the library. Count each program in a series of young adult programs as one distinct program. For example, a book club offered once a week, 48 weeks a year, should be counted as 48 programs. A library-organized, self-paced activity, such as the reading portion of a summer reading program, is counted as one program.

A young adult program may introduce attendees to library services or activities for young adults. Programs may provide cultural, recreational, or educational information or activities. Examples include book clubs, art activities, STEM programs, summer reading events, etc.

Note: Please do not include young adult programs sponsored by external groups that use library facilities or library-sponsored activities that are delivered on a one-to-one basis, such as tutoring.

P23/P23m)   Adult Programs
Provide the total number of on- or off-site adult programs sponsored or co-sponsored by the library during the year; an adult program provides cultural, recreational, or educational information intended for an adult audience. Adult programs may include author events, computer classes, book clubs, etc. Count each program in a series of adult programs as one distinct program. For example, a book club offered once a week, 48 weeks a year, should be counted as 48 programs. A library-organized, self-paced activity is counted as one program.

Locked   ***P24/P24m)   Total Programs**
Calculated by LibPAS

Program Attendance

*P25/P25m)   Children's Program Attendance
The total attendance at all children's programs held during the year, regardless of attendees' ages. Include attendance at off-site programs that are sponsored or co-sponsored by the library. People who register for a library activity that is self-paced, such as the reading portion of a summer reading program, should be counted once.

Note: Please do not include attendance at library activities that are delivered on a one-to-one basis, such as tutoring or attendance at programs held in the library but sponsored by external organizations.

*P26/P26m)   Young Adult Program Attendance
The total attendance at all young adult programs held during the year, regardless of attendee age. Include attendance at off-site programs that are sponsored or co-sponsored by the library. People who register for a library activity that is self-paced, such as the reading portion of a summer reading program, should be counted once.

Note: Please do not include attendance at library activities that are delivered on a one-to-one basis, such as tutoring or attendance at programs held in the library but sponsored by external organizations.

P27/P27m)   Adult Program Attendance
The total attendance at all adult programs held during the year, regardless of attendee age. Include attendance at off-site programs that are sponsored or co-sponsored by the library. People who register for a library activity that is self-paced should be counted once.

Locked   ***P28/P28m)   Total Program Attendance**
Calculated by LibPAS

PUBLIC SERVICE HOURS

H01m-H07m) Daily Hours Definition modified
Enter the **number of hours** that the library is open to the public per day, Monday through Sunday. Enter seasonal hours if the time period for the hours increase or decrease is 30 or

more consecutive days. Place seasonal hours, if any, in parentheses after the normal hours. Examples: Monday 8 (5); Sunday 4 (0). If the library is not open, please enter "0" (zero).

Note: Please do not include unscheduled minor variations, such as closing due to snow conditions or a parade. Do include closures to the public due to emergencies, natural disasters or funding.

H08/H08m)   Number of Public Services Hours in a Regular Week
Enter the total number of daily public service hours in a typical week. Please round to the nearest whole hour and do not include seasonal hours.

H09/H09m)   Number of Public Services Hours in a Seasonal Week
The total number of daily public service hours during a typical seasonal week. . Enter seasonal hours if the time period for the hours increase or decrease is 30 or more consecutive days.

H10/H10m)   Seasonal Dates
Enter the dates (month/day/year to month/day/year) that the library operated under seasonal daily hours. Enter seasonal hours if the time period for the hours increase or decrease is 30 or more consecutive days.

*H11m)   Number of Weeks Library is Open
Enter the total number of weeks during the year that this outlet was open to the public. Include all weeks that the library was open at least 50% of a typical week.

^{Locked} ***H12/H12m)   Total Public Service Hours per Year**
Calculated by LibPAS for the total number of weekly public service hours for the year adjusting for holidays and seasonal hours

FACILITIES

*F01) Central Libraries
Pre-filled with "1" (one)—Please edit as needed with the number of central libraries.

*F02) Branch Libraries
Pre-filled with "0" (zero)—Please edit as needed with the number of branch libraries.

*F03) Bookmobiles
Pre-filled with "0" (zero)—Please edit as needed with the number of bookmobiles.

F04) Supplementary Services
Please enter the number of supplementary services. A supplementary service is authorized and overseen by your library and provides reference or other public service and/or circulates materials, and has regularly scheduled hours. This includes but is not limited to online or in-person homework assistance, and services such as Tutor.com, Brainfuse.com, and Ed2Go.com.

^{Locked} **F05m) Outlet Type Code**
Pre-filled with type of location, central, branch or bookmobile—Please contact State Library Services if the designation for your library has changed.

*F06m) Number of Bookmobiles

>Enter the number of bookmobiles that are considered an outlet of the library. Please enter "0" (zero) if the bookmobile is only parked at the outlet location.

^{Locked} **F07m) Facility Type**

>Pre-filled with the code used for your location—Please review and contact State Library Services if updating is needed.

>L   A single-purpose library building built to serve as a library.
>M   A multi-purpose building that was constructed to include the library.
>G   A multi-purpose building, where the library was included at a later date.
>R   A remodeled store, office, or government building where the library shares the building with other entities.
>S   A remodeled store, office or government building that houses only your library.
>B   A bookmobile
>O   Other

^{Locked} **F08m) Square Feet**

>Pre-filled with the square footage listed for your location--Please review and contact State Library Services if updating is needed. "Square Feet" is the area on all floors enclosed by the outer walls of the library outlet. It includes all spaces occupied by the library, including staff areas. It also includes any area shared with another agency or agencies, if the library uses the space.

F09m) Year Built

>Pre-filled with the year the building was constructed, even if it was not constructed to serve as a library—Please update if needed.

F10m) Latest Year Remodeled

>Pre-filled with the most recent year that a substantial modification to the building was completed—Please update if needed. Substantial modification means that the remodeling involved: (1) structural changes, (2) the services of a licensed architect, and/or (3) a cost of $100,000 or more.

F11m) Previous Year(s) Remodeled

>Pre-filled with the years in which substantial interior and/or exterior modifications to the building (or the library portion of a multi-purpose building) were completed—Please update if needed. Example: 1955, 1980.

Computers

Please note that data entered into library outlet fields may "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

F12/F12m)   Staff Internet Computers

>Pre-filled with the number of computers (desktop, laptop and tablet) that are designated for staff use and connect to the Internet—Please review and update as needed. The number includes both purchased and leased computers.

*F13/F13m)   Public Internet Stationary Computers

>Pre-filled with the number of desktop computers designated for use by the public—Please review and update as needed. The number includes purchased, leased and donated computers.

F14/F14m)   Public Internet Mobile Devices for On-Site Use
> Pre-filled with the number of mobile devices such as laptops, tablets, and e-readers available for public use in the library that can connect to the Internet—Please review and update as needed.

^{Locked} **F15/F15m)   Total Number of Public Internet Computers/Devices**
> Calculated by LibPAS

F16m) Fiber Optic to Library Building
> Pre-filled with whether or not a fiber optic telecommunication line is connected to the library building—Please review and update as needed. "Yes" indicates that a line is connected.

F17m) Category 6 Wiring within Library?
> Pre-filled with whether or not the building has Category 6 wiring—Please review and update as needed.

Download and Upload Speeds

Please test the upload and download speeds for your public access computers using [Ookla's Speedtest.](#)

Note: This test requires that Adobe Flash is installed and JavaScript is enabled; or use the beta version that does not require Adobe Flash. Contact State Library Services if you need to use an alternate test.

Please visit [Ookla's Speedtest site](#) and click "Begin Test" to start the test. Enter speeds using these categories:

Speed Ranges

a) Up to 1.4 Mbps (megabits/second)	e) 10.0 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 – 9.9 Mbps	Please specify the speed.

F18m) Optimum Internet Download Speed for Public Computers
> Please test using a public access computer when the library is closed or when the fewest computers with Internet capability are in use.

F19m) Typical Internet Download Speed for Public Computers
> Please test using a public access computer when all or most of the library's Internet computers are in use.

F20m) Optimum Internet Upload Speed for Public Computers
> Please test using a public access computer when the library is closed or when the fewest computers with Internet capability are in use.

F21m) Typical Internet Upload Speed for Public Computers
> Please test using a public access computer when all or most of the library's Internet computers are in use.

Other Services

F22/ F22m))   Number of outlets with Wi-Fi available to Public
Pre-filled with the number of outlets that offer public access Wi-Fi service—Please review and update as needed. Wi-Fi is a wireless networking technology that allows public Internet access using mobile devices.

F23)   Number of Outlets with a Meeting Room
Please enter the number of library outlets that have a meeting room available for public use.

F23m) Meeting Room Available for Public Use
Pre-filled with whether or not a separate room is available for public use—Please review and update as needed. The library may or may not charge a fee for the use of the room.

F24/F24m)   Non-Library Sponsored Events
The total number of organized activities held at the library that were not sponsored or co-sponsored by the library. A non-library sponsored event may be held in a library meeting room or in public service areas. For example, a tutoring session by a literacy volunteer and student is a non-library sponsored event.

Assistive Technology
Please indicate if your library offers equipment/software that helps people with disabilities to use library materials or the Internet.

New Low Vision Keyboard Available?
Enter "Yes" if your library has a computer keyboard with large-print, high-contrast or oversized keys.

Magnifier Available?
Pre-filled with whether or not the library has an optical device that makes an item appear larger to the eye than it really is—Please update as needed.

Optical Character Reader (OCR) Available?
Pre-filled with whether or not the library has a device that scans and audibly reads text—Please update as needed.

Page Turner Available?
Pre-filled with whether or not the library has a device that helps a person turn the page of a book or flip a sheet of paper—Please update as needed.

Screen-enlarging Software Available?
Pre-filled with whether or not the library has a software application that enlarges what is seen on a computer screen—Please update as needed.

Speech Input or Output Available?
Pre-filled with whether or not the library has speech input devices that convert spoken words into text. Speech output devices (screen readers) convert text into speech using a voice synthesizer—Please update as needed.

Other?
Enter "Yes" if your library offers any other assistive technology equipment or software.

Please Describe
> Briefly identify any other assistive technology, such as Video Relay Service, available at your library.

FULL-TIME EQUIVALENT (FTE) STAFF INFORMATION

Please report figures as of the last day of the reporting period. Include all positions funded in the library's budget whether those positions are filled or not. For hours not listed, divide hours worked by 40 and calculate to two decimal points. Please note that data entered into library outlet fields may "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Common FTE include

5 hours per 40-hour work week =.12 FTE	20 hours per 40-hour work week = .50 FTE
8 hours per 40-hour work week = .20 FTE	25 hours per 40-hour work week = .62 FTE
10 hours per 40-hour work week = .25 FTE	30 hours per 40-hour work week = .75 FTE
12 hours per 40-hour work week = .30 FTE	35 hours per 40-hour work week = .87 FTE
16 hours per 40-hour work week = .40 FTE	40 hours per 40-hour work week = 1.00 FTE

*S01/S01m)   Total ALA/MLS Librarians
> Librarians with master's degrees from library and information studies programs that are accredited by the American Library Association.

S02/S02m)   Total Other Librarians
> People with the title "librarian" that do not hold a master's degree from a library and information studies program accredited by the American Library Association, but are paid for work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, rather than the mechanical or clerical aspect.

Locked   *S03/S03m)   Total Librarians
> Calculated by LibPAS

*S04/S04m)   Total Other Staff
> Include all other FTE employees paid from the library budget, including information technology, administrative support, security, and maintenance staff. Please count all positions even if salary information is not provided in the Selected Salary Schedule below.

Locked   *S05/S05m)   Total Paid Employees
> Calculated by LibPAS

Selected Salary Schedule

Please provide the hourly range for all funded positions, including vacant positions. For example, the salary for a reference librarian for step 1 is $15.25 and for the final Step 10 is $19.75. If no salary schedule is available, list the current hourly pay rate in the Hourly Rate-High column.

S06)   Regional Director Low / Regional Director High
> Pre-filled with pay range of the chief administrative officer of a regional public library system

S07)   Library Director Low / Library Director High
> Pre-filled with pay range of Director, Chief Executive or Head Librarian who is the person who plans and directs all aspects of a library's operation, and reports directly to a board of trustees or city/county officials

S08) **Assistant Director Low / Assistant Director High**
Pre-filled with pay range of Deputy, Assistant or Associate Director who reports to the library director and is responsible for all library activities in the absence of the director

S09) **Branch Manager Low / Branch Manager High**
Pre-filled with pay range of a branch manager responsible for the operation of a location that is physically separate from an administrative office or a central library

S10) **Central Library Manager Low / Central Library Manager High**
Pre-filled with pay range of a central library manager responsible for the operation of a central library

S11) **Department Head Low / Department Head High**
Pre-filled with pay range of a department head who manages a section of a central library or library administrative entity and is a member of the library's executive team

S12) **Other Librarian Low / Other Librarian High**
Pre-filled with pay range of job titles that may include children's or reference librarian or cataloger. Duties may include but are not limited to assisting the public, selecting, acquiring, and organizing materials, and organizing activities for different age groups.

S13) **Technology Support Low / Technology Support High**
Pre-filled with pay range of staff responsible for the maintenance and operation of the various computer or computer-related equipment. Position may provide technical assistance and training to users and resolves computer software and hardware problems.

S14) **Library Support Staff Low / Library Support Staff High**
Pre-filled with pay range of job titles that include circulation or acquisitions clerk, technical or public services assistant, etc. Job responsibilities may include circulation or processing. Position requires knowledge specific to library operations.

S15) **Administrative Support Staff Low / Administrative Support Staff High**
Pre-filled with pay range of Job titles that include administrative assistant or administrative secretary. Job responsibilities may include general office work, including but not limited to bookkeeping, maintaining personnel records, and purchasing supplies.

S16) **Pages Low / Pages High**
Pre-filled with pay range of staff who retrieve library materials and/or returns library materials to the shelves.

S17) **Do Any Library Staff Belong to a Union?**
Please indicate if there is one or more legally recognized organizations representing your employees for the purpose of collective bargaining.

LIBRARY COLLECTION

Physical Materials
Please report the number of physical items, include the number of volumes if available. Items which are packaged together as a unit such as two compact discs or two videocassettes and intended to be checked out as a unit should be counted as one physical item. Please count only those items that are available for public use. Please count items that include two formats such as a book/cassette combination in only one category—Print or Audio or Multi-format. If your library is not able to

distinguish the physical format of items, please enter the total number of items in "Other Physical Materials." Note that data entered into library outlet fields will "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Note: Downloadable e-books, e-serials, e-audio and e-video are counted separately.

*C01/C01m) Print Materials (Books and Periodicals)
Please provide the number of physical items, including duplicates, printed on paper with hard or soft covers or in a loose-leaf format held by the library. If volume data is not available, please count the number of titles.

*C02/C02m) Audio Materials, Physical
Please provide the number of items held by the library in a fixed physical format, including duplicates, on which only sounds, music or narratives, are stored. Please include any format including compact discs, Playaways, LP records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, and talking books.

*C03/03m) Video Materials, Physical
Please provide the number of items in a fixed physical format, including duplicates, on which moving pictures are recorded, with or without sound, that are held by the library. Electronic playback uses a television receiver or computer monitor. Video formats may include videotape, DVD, and/or CD-ROM.

C04/C04m) Multi-format Materials
Please provide the number of multi-format items that consist of at least two different physical formats that are held by the library.

C05/C05m) Other Physical Materials
Please provide the number of any other physical items that are available for use by the public such as toys, manipulatives or fishing poles.

Locked **C06/C06m) Total Physical Materials**
Calculated by LibPAS

*C07/C07m) Print Serial Subscriptions
Please report the number of current print serial subscriptions including duplicates. Serial subscriptions may include magazines, newspapers, annuals, government documents, reference tools, and numbered monographic series.

Note: Please do not include microform subscriptions.

Electronic Materials
Electronic materials include downloadable materials distributed digitally and accessed via a computer or mobile device (e-readers, tablets, etc.). Types of electronic materials include e-books and electronic video and audio files. Electronic materials include only items that the library has selected as part of its collection. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in a catalog.

A circulating device such as an iPad or Kindle that has more than one title (e-books, e-serials, e-audiobooks, etc.) on it is counted as one item.

Do not include electronic materials that are in the public domain or not copyrighted. Electronic resources that are available for unlimited use or are kept by the user and not returned to the library are included in Electronic Collections.

Electronic Serial Subscriptions ^{Definition modified}
E-serials are online content-based materials produced on a regular schedule that are readable on computers or other electronic devices. They may have comparable print versions or be available only in digital format. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog.

Note: Please do not include e-serials that are not loaned or that users get to keep the issues rather than return them to the library such as Zinio which is considered an electronic collection rather than electronic material.

C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable
Please enter the number of e-serial subscriptions that your library has licensed and paid for directly.

C09) Electronic Serial Subscriptions, Licensed Regionally, **Downloadable**
Pre-filled with the number of e-serial subscriptions that your regional library has licensed and paid for on your behalf.

^{Locked} **C10) Total Electronic Serial Subscriptions**
Calculated by LibPAS

Electronic Books (E-books) ^{Definition modified}
An e-book is a book-length publication in digital form that consists of text and/or images and is readable on computers or other electronic devices (e-readers, tablets, etc.) Please include e-books that are stored locally or at vendor site for which permanent or temporary access rights have been acquired. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog.

E-books that are packaged together as a unit such as multiple titles on a single e-book reader and checked out as a unit are counted as one.

Note: Please do not include e-books that are in the public domain or non-copyrighted e-books with unlimited availability or items available through content aggregators such as Freading, which are counted as electronic collections rather than electronic materials.

C11) Electronic Books Licensed Locally
Please report the number of units held including duplicates for items that your library has selected and purchased for its own use. Content obtained through a vendor on a temporary basis is considered part of the collection.

^{Locked} **C12) Electronic Books Licensed Regionally**
Pre-filled with the number of e-books that your regional library has licensed and paid for on your behalf

^{Locked} **C13) Electronic Books Licensed Statewide**
Pre-filled with e-books available through the Electronic Library of Minnesota (ELM)

^{Locked} ***C14) Total Electronic Books**
Calculated by LibPAS

Audio Downloadable Units ^{Definition modified}
These are electronic files on which only sounds are stored (recorded)--on a library or vendor server--that are played back electronically. Audio files are downloaded on portable or electronic devices. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. Include only items that the library has selected as part of its collection.

Note: Please do not include audio files that are in the public domain or non-copyrighted audio files with unlimited availability or are not returned to the library such as Freegal.

C15) Audio Downloadable Units, Licensed Locally
Please report the number of units held including duplicates for items that your library has selected and purchased for its own use. Content obtained through a vendor on a temporary basis is considered part of the collection.

C16) Audio Downloadable Units, Licensed Regionally
Pre-filled with the number of downloadable audio files that your regional library has licensed and paid for on your behalf

^{Locked} **C17) Total Audio - Downloadable Units**
Calculated by LibPAS

Video Downloadable Units ^{Definition modified}
These are electronic files on which moving pictures are recorded, with or without sound, that are stored on a library or vendor's server. Electronic playback uses a television receiver, computer monitor or mobile device. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. Include only items that the library has selected as part of its collection.

Report the number of units the library has acquired, including duplicates. Content obtained through a vendor on a temporary basis is considered part of the collection.

Note: Please do not include video files that are in the public domain or non-copyrighted video files with unlimited availability.

C18) Video - Downloadable Units, Licensed Locally
Please report the number of units held including duplicates that your library has selected and purchased for its own use. Content obtained through a vendor on a temporary basis is considered part of the collection.

Locked **C19) Video - Downloadable Units, Licensed Regionally**
Pre-filled with the number of downloadable video files that your regional library has licensed and paid for on your behalf

Locked ***C20) Total Video - Downloadable Units**
Calculated by LibPAS

Electronic Collections (formerly Licensed Databases) ^{Definition modified}

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. Electronic collections do not have a circulation period, and search results may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog. The library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Platforms with downloadable media may or may not be an electronic collection. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State. Your library may have multiple electronic collections through one vendor interface. Please count each electronic collection separately.

Note: Please count each electronic collection individually even if it is available through more than one vendor. Do not include resources that are provided by third parties and freely linked to on the web.

C21) Electronic Collections Licensed Locally
Please report the number of electronic collections that your library has acquired.
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Locked **C22) Electronic Collections Licensed Regionally**
Pre-filled with the number of electronic collections that your regional library has licensed and paid for on your behalf

C23) Electronic Collections Licensed via Other Cooperative Agreement
Please report the number of electronic collections

Locked ***C24) Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement**
Calculated by LibPAS

Locked ***C25) Electronic Collections Licensed Statewide**
Electronic collections obtained through state funding for the Electronic Library of Minnesota (ELM) are pre-filled.

Locked ***C26) Total Licensed Electronic Collections**
Calculated by LibPAS

POLICIES/PLANS
Please indicate the year that your library's policies were last updated.

D01) Strategic Plan
Pre-filled with whether or not the library has a strategic plan for 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
Pre-filled with whether or not the library has a disaster plan with procedures for continuity of operations in preparation for, or in the event of, a natural or man-made disaster.

D03) Policy Manual
Pre-filled with whether or not the library has a compilation of board and/or management policies on library practices, procedures and policies. The manual includes a schedule for policy review.

D04) Records Retention Schedule
Pre-filled with whether or not the library has a description of the library's key records that includes information on format(s), guidance for how long each type of record is maintained, and methods for discard.

D05) Building Accessibility Plan
Pre-filled with whether or not the library has an evaluation of the library building with regard to compliance with the State Building Code and the Americans with Disabilities Act Architectural Guidelines.

D06) Technology Plan
Pre-filled with whether or not the library has a document that explains how technology is integrated into the services provided to library users and staff. The library technology plan may provide for staff training and include schedules for maintenance and replacement of equipment. An approved technology plan is required for eligibility for certain types of e-rate funding.

D07) Internet Acceptable Use Policy
Pre-filled with whether or not the library has 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
Please answer "yes" if your library provides outreach services to organizations listed below. Outreach is defined as services to identified groups or organizations or work with another agency to deliver services. Outreach may involve, but does not require, library staff visits to a location outside the library.

O01) Adult Basic Education
Pre-filled with whether or not the library provides service to 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. The program offers academic instruction necessary to earn a high school diploma or equivalency certificate.

O02) Adult Literacy Organization
Pre-filled with whether or not the library provides service to an agency with structured programs

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

O03) Early Childhood Organization
Pre-filled with whether or not the library provides service to an agency that provides preschool 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 private preschool.

O04) Correctional Facility
Pre-filled with whether or not the library provides service to a government-sanctioned institution that houses legally committed people.

O05) Cultural Communities
Pre-filled with whether or not the library provides service to people who share a distinct culture.

O06) Service to Homebound
Pre-filled with whether or not the library provides service to persons for whom it is difficult to leave home, or whose physical mobility requires a caregiver, including assistance with moving a wheelchair.

O07) School (K12)
Pre-filled with whether or not the library provides service to 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
Pre-filled with whether or not the library provides service to a non-profit organization or for-profit business whose clientele are persons age 60 years and older.

O09) Workforce Development
Pre-filled with whether or not the library provides service to a private, non-profit or government agency that works with job seekers or people seeking career or employment training.

O10) Youth Development Organization
Pre-filled with whether or not the library provides service to a private, non-profit or government agency that works with youth through age 21, offering programs or services afterschool, during the summer, or on school release days.

O11) Other
Please enter any other type of organization or population that the library provides services or programs to.

SUMMER READING PROGRAM

New **Summer Reading Programs for Youth**
Summer reading programs help ensure that children and teens retain critical reading and academic skills they acquired during the school year through reading and literacy activities over the school break.

New **Does this library offer a summer reading program for youth?**

Select "Yes" if the library sponsored a summer reading program for youth during the year. Select "No" if the library did not.

New   **If the library offers a summer reading program, please provide the intended age-groups for the program. Select "Yes" for all that apply.**
        Preschoolers, birth to 5 years old
        Children, 5 to 11 years old
        Young adults, 12 to 18 years old

BOARD, FOUNDATION, FRIENDS

Library Board of Trustees

New   **I01)   Does this library have a board of trustees?**
Select "Yes" if the library has a board of trustees. Select "No" if the library does not have a board of trustees.

New   **I02)   Are this library's trustees appointed or elected officials?**
Select "Appointed" if trustees are board members appointed to represent a governmental unit such as a City Council or County Board of Commissioners. Select "Elected" if trustees are board members by virtue of an election of voters.

New   **I03)   Is this library's Board of Trustees the advisory or governing authority?**
Select "Advisory" if the library board advises the city council or county commissioners on matters pertaining to policies, procedures, and budgetary matters. Select "Governing" if board of trustees makes decisions pertaining to policies, procedures, and budgetary matters.

Library Foundation

I04/I04m)   Does This Library Have a Foundation?
A foundation is a non-profit organization with funds managed by its own trustees that provide a stable source of income for a library through investments of the principle.

If answer to I04 is "Yes", provide the name of the foundation.

I05/I05m)   Foundation Name

Library Friends

I06/I06m)   Does This Library Have a Friends Group?
A Friends group is an organized group that supports a library through financial contributions for specific projects and/or volunteers.

If answer to I06 is "Yes", provide the name of the Friends group.

I07/I07m)   Friends Group Name

FINANCIAL DATA

This report collects detailed information on operating revenue and expenditures together with capital revenue and expenditures. Reported revenue sources include but are not limited to state, federal, city and/or county governments. Financial information is categorized as direct, indirect and in-kind. Please round all entries to the nearest whole dollar.

Note: See Operating Revenue Line Items *for where to include items that may be difficult to pinpoint.*

Operating Revenue

Please include direct (funds received by your library) and indirect (expenses paid on behalf of your library) for operating purposes as operating revenue. Operating expenditures include staff salaries/benefits, collections, building maintenance, some types of equipment, etc. and are the recurring costs needed to support the delivery of library services.

Please do not include revenue received for major capital expenditures, revenue passed through to another agency (e.g. fines), or funds unspent in the previous fiscal year (i.e. carryover).

Note: Funds transferred from one public library to another public library are only reported by one of the public libraries. Please contact State Library Services to determine if your library should report.

Local Government

R01) City Direct
Please enter funds received directly from the city for operating expenses. Include the city Market Value Homestead Credit as appropriate.

R02) City Indirect
Please enter the amount paid for by the city on behalf of the library's operating expenditures. Reported revenue needs to be documented by the city through invoices, payroll records, etc. This amount may include city-supplied services such as snow-plowing, building maintenance, etc.

Locked **R03) City Operating Revenue Total**
Calculated by LibPAS

County

R04) County Direct
Please enter funds received directly from the county that were used for operating expenditures. Include the county Market Value Homestead Credit as appropriate.

R05) County Indirect
Please enter the amount paid by the county on behalf of the library's operating expenditures. Reported revenue needs to be documented by the county through invoices, payroll records, etc. This amount may include county-supplied services such as snow-plowing, building maintenance, etc.

Locked **R06) County Operating Revenue Total**
Calculated by LibPAS

Other Local Government

Please provide revenue received from any other local political subdivisions, such as townships or school districts.

R07) **Other Local Government Direct**
Please enter funds received directly from all other local entities that were used for operating expenditures.

R08) **Other Local Government Indirect**
Please enter the amount paid by all other local government entities on behalf of the library's operating expenditures. Reported revenue needs to be documented by the entity through invoices, payroll records, etc.

R09) **Other Local Government Operating Revenue Total**
Calculated by LibPAS

Locked ***R10)** **Total Local Government Operating Revenue**
Calculated by LibPAS

State Government
Please include all funds distributed by state government to a public library for operating expenditures. Include funds from sources such as penal fines, license fees, mineral rights and funds from consolidated taxes authorized by state legislation (revenue may be from multiple sources).

Do not include **federal funds** passed through a state agency, grant fiscal agent, regional public library system or multicounty, multitype system.

R11) **Arts & Cultural Heritage Fund**
This field is used only by regional public library systems to report the funds received from the Arts and Cultural Heritage Fund (Legacy Funds).

Other libraries that receive Arts and Cultural Heritage Funds from a regional public library system report the amount in Other Operating Revenue – Regional System.

R12) **Regional Library Basic System Support**
This field is used only by regional public library systems to report funds received from the Regional Library Basic System Support (RLBSS) appropriation.

Other libraries that receive RLBSS funds from a regional public library system report the amount in Other Operating Revenue – Regional System.

R13) **Regional Library Telecommunications Aid**
This field is used only by regional public library systems to report funds received from the Regional Library Telecommunications Aid (RLTA) appropriation.

Other libraries that receive RLTA funds from a regional public library system report the amount in Other Operating Revenue – Regional System.

R14) **Other State**
Please report any other state funds received not listed in any of the above categories, direct or indirect, and include source in an annotation. Examples are MnLINK Gateway Node Reimbursement and Public Employee Retirement Association (PERA).

Locked ***R15) Total State Government Operating Revenue**
Calculated by LibPAS

Federal Government
Please include all federal government funds received for operating expenditures, including federal funds distributed by the state. E-rate reimbursements and e-rate discounts are not federal funds and should be reported as Other Operating 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.

R16) Federal Library Services and Technology Act
Please include all funds received directly from State Library Services from Library Services and Technology Act grants or from the Institute of Museum and Library Services.

Note: If you received federal funds through a fiscal agent, please report the amount in Other Operating Revenue.

R17) Federal Direct
Please include federal funds received from any agency other than State Library Services or the Institute of Museum and Library Services. Note the source of funds in an annotation.

R18) Federal Indirect
Please enter the amount paid by any federal agency on behalf of the library's operating expenditures. Reported revenue needs to be documented by the entity through invoices, payroll records, etc. Include, for example, the amount paid by the federal agency for Senior Community Service Employment Program or Experience Works staff members.

Locked ***R19) Total Federal Operating Revenue**
Calculated by LibPAS

Regional System

R20) Regional System Direct
Please report funds received by your library from a regional public library system. Include payments to net interlibrary loan lenders, regional library telecommunications aid, regional library basic system support, Arts and Cultural Heritage Fund sub-grants or other allocations, and/or reimbursements for LSTA or other grants.

R21) Regional System Indirect
Please enter the amount paid by the regional public library system on behalf of your library's operating expenditures. Reported revenue needs to be documented by the regional library system through invoices, payroll records, etc. This amount includes but is not limited to collection purchases made on behalf of a library that is a net lender, payments made on behalf of a library for Arts and Cultural Heritage Fund programs/activities/materials, and/or other grant expenditures made on behalf of the library.

Note: Please do not include the value of items, such as bookmarks, book bags, posters, cataloging, etc. that are part of a regional system's programs and services or Arts and Cultural Heritage Fund programs organized by the regional public library system.

Locked **R22) Regional System Operating Revenue Total**
Calculated by LibPAS

Multicounty, Multitype

R23) Multicounty, Multitype Direct
Please report funds received directly from a multicounty, multitype library system for operating expenditures.

R24) Multicounty Multitype Indirect
Please enter the amount paid by the multicounty multitype library system on behalf of your library's operating expenditures. Reported revenue needs to be documented by the multicounty, multitype library system through invoices, payroll records, etc. Include grant expenses paid by the multicounty, multitype system on behalf of your library.

Note: Please do not include the value of items, such as bookmarks, book bags, posters, cataloging, etc. that are part of a multicounty, multitype systems' programs and services.

Locked **R25) Multicounty Multitype Operating Revenue Total**
Calculated by LibPAS

Other
Please include funds received other sources.

R26) Other Operating Direct
Please report funds received directly from all other sources for operating expenditures. Include e-rate reimbursements, donations and monetary gifts from Friends/Foundations/individuals, interest, library fines and fees.

Note: Please do not include fees received by the library that are given to another governmental agency and not available for library use.

R27) Other Operating Indirect
Please enter the amount paid by any other entity on behalf of your library's operating expenditures. Include e-rate discount amount.

Locked **R28) Other Operating Total**
Calculated by LibPAS

Locked **R29) Total Regional, Multicounty Multitype and Other Operating Revenue**
Calculated by LibPAS

Locked ***R30) Total Operating Revenue**
Calculated by LibPAS

Operating Expenditures
Operating expenditures are the costs of operating a library and providing library service on a day-to-day basis. Please include expenditures made from direct revenue sources as well as the documented amount of significant indirect payments made on behalf of your library by other government agencies with the authority to levy taxes..

Note: Please do not report estimated or in-kind expenditures.

Personnel Expenditures

*E01) Salaries & Wages
Please include salaries and wages for all library staff for the fiscal year, excluding employee benefits.

*E02) Employee Benefits
Please include benefits paid and accruing to library employees. Include Social Security contributions, retirement, medical/life insurance, unemployment or workmen's compensation, tuition, etc.

Locked ***E03) Total Personnel Costs**
Calculated by LibPAS

Collection Expenditures
Please complete for each collection format. If your library does not track expenditures by format, please enter the total expenditures for print books, audio and video materials in a physical format in E10 - Collection Expenditures - Other Materials - Other Physical Materials.

*E04) Collection Expenditures - Print Materials
Please enter the total expenditures for books, serials, loose-leaf publications, government documents or any other print items. If your library does not track expenditures by format, please enter "n.c." (not counted) here and enter the total print, audio and video collection expenditures in E10 - Collection Expenditures - Other Materials - Other Physical Materials.

Electronic Materials and Collections **Definitions modified**

E05) Collection Expenditures - Electronic Materials - Electronic Books (e-books)
Please report your library's total direct expenditures for purchased and licensed e-books stored on a local server or at a vendor site.

E06) Collection Expenditures - Electronic Collections
Please report your library's total direct expenditures for electronic collections.

Note: You may need to adjust your expenditures based on new definitions. See Electronic Materials versus Electronic Collections for new definitions.

E07) Collection Expenditures - Electronic Materials - Other Electronic Materials
Please report your library's total direct expenditures on all other digital content, including downloadable audio and video materials.

Locked ***E08) Collection Expenditures - Electronic Materials and Electronic Collections Expenditures Total**
Calculated by LibPAS

E09) Collection Expenditures - Other Materials - Audio & Video Physical Materials
Please enter total expenditures for items in CD, DVD, cassettes, etc. If your library does not track expenditures by format, please enter "n.c." (not counted) here and enter the total print, audio and video collection expenditures in E10- Collection Expenditures - Other Materials - Other Physical Materials.

E10) Collection Expenditures - Other Materials - Other Physical Materials
Enter the total expenditures for all other library materials in a physical format (e.g. multi-format items). If your library does not track expenditures by format, please enter the total expenditures for print books, audio and video materials here.

Locked *E11) Collection Expenditures - Other Materials Expenditures Total
Calculated by LibPAS

Locked **Collection Expenditures - Physical Materials Total**
Calculated by LibPAS

Locked *E12) Total Collection Expenditures
Calculated by LibPAS

*E13) **Other Operating Expenditures**
Please include all expenditures not already reported as personnel or collection, such as expenses for supplies, repair or replacement of existing furnishings and equipment; and cost of computer hardware and software, broadband access, contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

Locked *E14) **Total Operating Expenditures**
Calculated by LibPAS

E15) Expenditures Equal to or Less than Income?
Please review your responses and confirm that expenditures and revenue were reported accurately. Select "Yes" if Total Operating Expenditures are equal to or less than Total Operating Revenue. Select No if Total Operating Expenditures are more than Total Operating Revenue. Please include an annotation explaining the discrepancy, e.g. Expenditures include carryover funds.

Capital Revenue
Please report all revenue received for major capital expenditures, by source of revenue. Include funds received for construction projects (site acquisition, additions, renovations, new buildings), furnishings, equipment, initial collections for new buildings/additions/renovations, computer hardware and software, and/or vehicles. Do not include revenue received for replacement and repair of furnishings and equipment or investments for capital appreciation.

Note: Local accounting practices determine whether a specific item is a capital expense or an operating expense.

Local

R31) City Direct
Please enter funds received directly from the city for capital needs.

R32 City Indirect
Please enter the amount paid for by the city on behalf of the library's capital needs. Reported capital revenue needs to be documented in city records.

Locked **R33) City Capital Revenue Total**
Calculated by LibPAS

R34) County Direct
Please enter funds received directly from the county for capital needs.

R35) County Indirect
Please enter the amount paid for by the county on behalf of the library's capital needs.
Reported capital revenue needs to be documented in county records.

Locked **R36) County Capital Revenue Total**
Calculated by LibPAS

R37) Other Local Government Direct
Please enter funds received directly from other local jurisdictions for capital needs.

R38) Other Local Government Indirect
Please enter the amount paid for by another jurisdiction on behalf of the library's capital needs.
Reported capital revenue needs to be documented in other jurisdiction's records.

Locked **R39) Other Local Government Capital Revenue Total**
Calculated by LibPAS

Locked ***R40) Total Local Government Capital Revenue**
Calculated by LibPAS

State

R41) Library Construction Grant
Please enter funds received from the Library Construction Grant program

R42) Other State Capital Revenue
Please enter capital funds received from any other state agency, direct or indirect.

Locked ***R43) Total State Government Capital Revenue**
Calculated by LibPAS

R44) Federal Government Capital Revenue –Library Services and Technology Act
Please include all funds received directly from State Library Services from Library Services and
Technology Act grants or from the Institute of Museum and Library Services for capital needs.

R45) Federal Capital Direct
Please include all funds received directly from other federal agencies for capital needs.

R46) Other Federal Indirect Capital Revenue
Please enter the amount paid for by another federal agency behalf of the library's capital needs.
Reported capital revenue needs to be documented in federal agency records.

Locked ***R47) Total Federal Government Capital Revenue**
Calculated by LibPAS

Regional System

R48) **Regional System Direct**
Please enter funds received directly from a regional system for capital needs

R49) **Regional System Indirect**
Please enter the amount paid for by a regional system on behalf of the library's capital needs. Reported capital revenue needs to be documented in regional system records.

Locked **R50)** **Regional System Capital Revenue Total**
Calculated by LibPAS

Multicounty, Multitype

R51) **Multicounty, Multitype Direct**
Please enter funds received directly from a multicounty multitype library system for capital needs.

R52) **Multicounty, Multitype Indirect**
Please enter the amount paid for by a multicounty multitype library system on behalf of the library's capital needs. Reported capital revenue needs to be documented in county records.

Locked **R53)** **Multicounty Multitype Capital Revenue Total**
Calculated by LibPAS

Other Capital

R54) **Other Capital Direct**
Please enter funds received directly from other agencies for library's capital needs

R55) **Other Capital Indirect**
Please enter the amount paid for by other agencies on behalf of the library's capital needs. Reported capital revenue needs to be documented in county records.

R56) **Other Capital Revenue Total**
Calculated by LibPAS

Locked *****R57)** **Total Regional, Multicounty Multitype and Other Capital Revenue**
Calculated by LibPAS

Locked *****R58)** **Total Capital Revenue**
Calculated by LibPAS

*EC01)Total Capital Expenditures
Please report all capital expenditures

In-Kind Contributions
Please include the estimated total value of all contributed goods or services (not money) by revenue source.

In-Kind Operating Contributions

R59) **In-Kind Operating Contributions – City**
Estimated value of contributions toward operating needs from a city.

R60) In-Kind Operating Contributions – County
Estimated value of contributions toward operating needs from a county.

R61) In-Kind Operating Contributions – All Other
Estimated value of contributions toward operating needs from any other organization.

^{Locked} **R62) Total In-Kind Operating Contributions**

In-Kind Contributions by Expenditure Area
Please estimate the value of in-kind contributions in the following operating expenditure areas.

EKA01) Personnel
Estimated value of contributions toward personnel

EKA02) Collection
Estimated value of contributions toward library collections

EKA03) All Other Operating Expenditures
Estimated value of all other operating contributions

^{Locked} **EKA04) Total In-Kind Operating Contributions**
Calculated by LibPAS

In-Kind Capital Contributions
Please estimate the value of in-kind capital contributions.

R63) In-Kind Capital Contributions – City
Estimated value of contributions to capital needs from a city

R64) In-Kind Capital Contributions – County
Estimated value of contributions toward capital needs from a county.

R65) In-Kind Capital Contributions – All Other
Estimated value of contributions toward capital needs from any other organization.

^{Locked} **R66) Total In-Kind Capital Contributions**
Calculated by LibPAS