

## 2020 Minnesota Public Library Report, Worksheet

You may use this worksheet to collect your library's data before entering it into the LibPAS online tool. Note that this is just a template – it doesn't include your library's prefilled data, and it doesn't perform calculations. But it will help you pinpoint which data you need to supply for the report.

For data element definitions, refer to the **Guide to Data Elements** available from the LibPAS documentation page. The **Page # in Guide** column in this worksheet shows you which page number to turn to in the Guide to Data Elements.

Complete your report using data/information for January 1 through December 31, 2020, unless otherwise indicated. Financial data should be reported for the fiscal year that ended in calendar year 2020.

This worksheet lists the data elements for both *library administrative entities* (headquarters) and *library outlets* (branches, central libraries, bookmobiles). Data elements for outlet-level information are indicated by an "m" in the name (as in "P06m Visits").

For your convenience, information in some data elements will be **pre-filled** in LibPAS with the previous year's data. If the pre-filled answer is incorrect, please update. There are some data elements you will not be able to update:

**Calculated:** Information entered at the outlet level will usually be automatically calculated by LibPas into a total for the administrative entity.

**Locked:** Some prefilled data elements are not expected to change from year to year, and so are locked. If you find that a locked data element is filled incorrectly, please send corrections to Verena Getahun ([verena.getahun@state.mn.us](mailto:verena.getahun@state.mn.us)) at State Library Services.

Page # in Guide	Data Element Name	Prefilled	2020 Data
pg. 5	<b>CONTACT INFORMATION</b>		
	*G01) <i>Library Name</i>	<i>Prefilled</i>	Locked
	*G02) <i>Regional System/Sequence Number</i>	<i>Prefilled</i>	Locked
	G03) <i>Regional Public Library System</i>	<i>Prefilled</i>	Locked
	*G05) Location is a change from previous year	<i>Prefilled</i>	Yes / No
	*G04) <i>Street Address</i>	<i>Prefilled</i>	Locked
	*G06) <i>City</i>	<i>Prefilled</i>	Locked
	*G07) <i>Zip Code</i>	<i>Prefilled</i>	Locked
	*G11) <i>County</i>	<i>Prefilled</i>	Locked
	*G08) Mailing Address	<i>Prefilled</i>	
	*G09) City - Mailing Address	<i>Prefilled</i>	
	*G10) Zip Code - Mailing Address	<i>Prefilled</i>	
	*G12) Phone	<i>Prefilled</i>	
	G13) Library Web Address	<i>Prefilled</i>	
	<b>Director</b>		
	G14) Director's Name	<i>Prefilled</i>	
	G15) Director's Phone	<i>Prefilled</i>	
	G16) Director's Extension	<i>Prefilled</i>	
	G17) Director's E-mail Address	<i>Prefilled</i>	
	<b>Report Filer</b>		
	G18) Report Filer Name	<i>Prefilled</i>	
	G19) Report Filer Phone	<i>Prefilled</i>	
	G20) Report Filer Email	<i>Prefilled</i>	

## 2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
pg. 6	<b>IMLS Administrative Entity Codes</b>		
	*G21) Interlibrary Relationship Code	Prefilled	Locked
	*G22) Legal Basis Code	Prefilled	Locked
	*G23) Administrative Structure Code	Prefilled	Locked
	*G24) IMLS/FSCS Public Library	Prefilled	Locked
	*G25) Geographic Code	Prefilled	Locked
	*G26) Did the legal service area boundary change?	Prefilled	Yes / No
	<b>Contact Information for Outlets</b>		
	G01m) Library Name	Prefilled	Locked
	G02m) Regional System/Sequence Number	Prefilled	Locked
	G03m) Regional Public Library System	Prefilled	Locked
	<b>Street Address</b>		
	G05m) Location is a change from previous year:		Yes / No
	G04m) Street Address	Prefilled	Locked
	G06m) City	Prefilled	Locked
	G07m) ZIP Code	Prefilled	Locked
	*G12m) Phone	Prefilled	
	<b>Mailing Address</b>		
	G08m) Mailing Address	Prefilled	
	G09m) City	Prefilled	
	G10m) ZIP Code	Prefilled	
	G11m) County	Prefilled	Locked
pg. 9	<b>COVID RESPONSE</b>		
	<b>Facilities During Pandemic</b>		
	*V01) Were any of the library's outlets physically closed to the public for any period of time due to the pandemic?		Yes / No
	V02) Did the library add or increase the number of mobile hotspots for circulation?		Yes / No
	V03) Did the library add or increase distribution of mobile hotspots?		Yes / No
	<b>Wi-Fi Access</b>		
	*V04) Before the pandemic, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?		Yes / No
	*V05) During the pandemic, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?		Yes / No
	*V06) During the pandemic, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?		Yes / No
	<b>Services During Pandemic</b>		
	*V07) Did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?		Yes / No / building did not close
	*V08) Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the pandemic?		Yes / No / building did not close
	*V09) Did the library provide "outside" service for circulation of physical materials at one or more outlets during the pandemic?		Yes / No
	*V10) Did the library add or increase access to electronic collection materials due to the pandemic?		Yes / No
	*V11) Did the library provide live, virtual programs via the Internet during the pandemic?		Yes / No
	*V12) Did the library create and provide recordings of program content via the Internet during the pandemic?		Yes / No

## 2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
<b>Remote Registration for Library Cards</b>			
*V13)	Before the pandemic, did the library allow users to complete remote registration for library cards?		Yes / No
*V14)	During the pandemic, did the library allow users to complete remote registration for library cards?		Yes / No
<b>Staffing During Pandemic</b>			
*V15)	Did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?		Yes / No
V19)	Were any library staff furloughed due to the pandemic?		Yes / No
V20)	Were any library staff laid off due to the pandemic?		Yes / No
V21)	Did any library staff quit or choose early retirement due to the pandemic?		Yes / No
V18)	Did any library staff work a reduced number of hours, whether by choice or by necessity, due to the pandemic?		Yes / No
V22)	Was a hiring freeze instituted at any time due to the pandemic?		Yes / No
V23)	Were any vacant library positions eliminated from the budget due to the pandemic?		Yes / No
V17)	Were library staff placed on paid or administrative leave due to the pandemic?		Yes / No
V16)	Did any library staff work remotely due to the pandemic?		Yes / No
<b>Comments</b>			
V24)	Comments on COVID Response		[5,000 character comment field]

pg. 12 **VISITS, REFERENCE, USERS**

<b>Population - Outlet</b>			
P01m)	Population of the Legal Service Area		
<b>Population</b>			
*P01)	Population of the Legal Service Area		Calculated
<b>Registered Users File Purged?</b>			
P05)	Last year Registered User Records Were Purged		
<b>Registered Users - Outlet</b>			
P02m)	Registered Users - Residents		
P03m)	Registered Users - Reciprocal		
*P04m)	Total Registered Users		Calculated
<b>Registered Users</b>			
P02)	Registered Users - Residents		Calculated
P03)	Registered Users - Reciprocal		Calculated
*P04)	Total Registered Users		Calculated
<b>Visits and Reference - Outlet</b>			
*P06m)	Visits		
*P07m)	Reference Transactions		
P59m)	Contactless Visits		
<b>Visits and Reference</b>			
*P06)	Visits		Calculated
*P07)	Reference Transactions		Calculated
P59)	Contactless Visits		Calculated
*P60)	Library Visits Reporting Method		Annual count / Annual estimate
*P61)	Reference Transactions Reporting Method		Annual count / Annual estimate

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
pg. 14	<b>Public Internet - Outlet</b>		
	P08m) Public Internet Computer Sessions		
	P09m) Public Internet Computer - Usage Type	Prefilled	Internet only / Includes other uses
	<b>Public Internet</b>		
	*P08) Public Internet Computer Sessions		Calculated
	P09) Public Internet Computer - Usage Type	Prefilled	Internet only / Includes other uses
	<b>Wireless Sessions - Outlet</b>		
	*P10m) Wireless sessions		
	<b>Wireless Sessions</b>		
	*P10) Wireless Sessions		Calculated
	<b>Website Visits</b>		
	*P32) Website Visits		
pg. 15	<b>CIRCULATION</b>		
	<b>Physical Item Circulation - Outlet</b>		
	P13m) Children's Circulation		
	P14m) Adult Circulation		
	P15m) Other Physical Item Circulation (No Age Designation)		
	P16m) Total Physical Item Circulation		Calculated
	<b>Physical Item Circulation</b>		
	*P13) Children's Circulation		Calculated
	P14) Adult Circulation		Calculated
	P15) Other Physical Item Circulation (No Age Designation)		Calculated
	P16) Total Physical Circulation		Calculated
	<b>Downloadable Circulation</b>		
	P17) Downloadable E-books and E-serials Circulation		
	P18) Downloadable Audio and Video Circulation		
	*P19) Total Downloadable Circulation		Calculated
	<b>Total Physical and Downloadable Circulation</b>		
	*P20) Total Circulation		Calculated
	<b>Collection Use Including Electronic Collections</b>		
	*P29) Number of Information Retrievals from Electronic Collections		
	*P30) Electronic Content Use		Calculated
	*P31) Total Collection Use		Calculated
	<b>Interlibrary Loan</b>		
	*P11) ILL Provided to Other Libraries		
	*P12) ILL Received from Other Libraries		
pg. 18	<b>PROGRAMS, RECORDINGS, ACTIVITIES</b>		
	<b>In-Person Programs: Outlet</b>		
	P21m) Children's Library Programs		
	P22m) Young Adult Library Programs		
	P23m) Adult Library Programs		
	P24m) Total Programs		

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
	<b>In-Person Programs</b>		
	*P21) <i>In-Person Programs: Children</i>		Calculated
	*P22) <i>In-Person Programs: Young Adult</i>		Calculated
	P23) <i>In-Person Programs: Adult</i>		Calculated
	*P24) <i>In-Person Programs - Total</i>		Calculated
	<b>Live Virtual Programs</b>		
	P33) <i>Live Virtual Programs - Children</i>		
	P34) <i>Live Virtual Programs - Young Adult</i>		
	P35) <i>Live Virtual Programs - Adult</i>		
	P36) <i>Total Live Virtual Programs</i>		Calculated
	<b>Programs (In-Person and Live Virtual)</b>		
	*P21) <i>Children's Programs</i>		Calculated
	*P22) <i>Young Adult Programs</i>		Calculated
	P23) <i>Adult Programs</i>		Calculated
	*P24) <i>Total Programs</i>		Calculated
pg. 19	<b>In-Person Program Attendance: Outlet</b>		
	P25m) <i>In-Person Children's Program Attendance</i>		
	P26m) <i>In-Person Young Adult Program Attendance</i>		
	P27m) <i>In-Person Adult Program Attendance</i>		
	P28m) <i>Total In-Person Program Attendance</i>		Calculated
	<b>In-Person Program Attendance</b>		
	*P25) <i>In-Person Children's Program Attendance</i>		Calculated
	*P26) <i>In-Person Young Adult Program Attendance</i>		Calculated
	P27) <i>In-Person Adult Program Attendance</i>		Calculated
	*P28) <i>Total In-Person Program Attendance</i>		Calculated
	<b>Live Virtual Attendance</b>		
	P37) <i>Live Virtual Attendance - Children</i>		
	P38) <i>Live Virtual Attendance - Young Adult</i>		
	P39) <i>Live Virtual Attendance - Adult</i>		
	P40) <i>Total Live Virtual Attendance</i>		Calculated
	<b>Program Attendance (In-person and Live Virtual)</b>		
	*P55) <i>Children's Program Attendance</i>		Calculated
	*P56) <i>Young Adult Program Attendance</i>		Calculated
	P57) <i>Adult Program Attendance</i>		Calculated
	*P58) <i>Total Attendance</i>		Calculated
pg. 21	<b>Recordings of Program Content</b>		
	P41) <i>Recordings of Program Content - Children</i>		
	P42) <i>Recordings of Program Content - Young Adult</i>		
	P43) <i>Recordings of Program Content - Adult</i>		
	P44) <i>Total Recordings of Program Content</i>		Calculated
	<b>Views of Recordings of Program Content</b>		
	P45) <i>Views of Recordings of Program Content - Children</i>		
	P46) <i>Views of Recordings of Program Content - Young Adult</i>		
	P47) <i>Views of Recordings of Program Content - Adult</i>		
	P48) <i>Total Views of Recordings of Program Content</i>		Calculated

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
	<b>Self-Directed Activities: Outlet</b>		
	P49m) Self-Directed Activities		
	P50m) Participation in Self-Directed Activities		
	<b>Self-Directed Activities</b>		
	P49) Self-Directed Activities Total		Calculated
	P50) Participation in Self-Directed Activities		Calculated

pg. 22 **SUMMER LEARNING PROGRAM**

U01) What type(s) of summer learning programs did this library offer for youth?	Prefilled	see guide for answer choices
<b>Summer Learning Age Groups</b>		
U02) Preschoolers, birth to 5 years old		Yes / No
U03) Children, 5 to 11 years old		Yes / No
U04) Young adults, 12 to 18 years old		Yes / No

pg. 23 **STAFF INFORMATION**

<b>Staff FTE - Outlet</b>		
S01m) ALA/MLS Librarians		
S02m) Other Librarians		
S03m) Total Librarians		Calculated
S04m) Other Staff		
S05m) Total Paid Employees		Calculated
<b>Staff FTE</b>		
*S01) Total ALA/MLS Librarians		Calculated
S02) Total Other Librarians		Calculated
*S03) Total Librarians		Calculated
*S04) Total Other Staff		Calculated
*S05) Total Paid Employees		Calculated
<b>Selected Salary Schedule</b>		
S06) Regional Director Low	Prefilled	
S06) Regional Director High	Prefilled	
S07) Library Director Low	Prefilled	
S07) Library Director High	Prefilled	
S08) Assistant Director Low	Prefilled	
S08) Assistant Director High	Prefilled	
S09) Branch Manager Low	Prefilled	
S09) Branch Manager High	Prefilled	
S10) Central Library Manager Low	Prefilled	
S10) Central Library Manager High	Prefilled	
S11) Department Head Low	Prefilled	
S11) Department Head High	Prefilled	
S12) Other Librarian Low	Prefilled	
S12) Other Librarian High	Prefilled	

**2020 Minnesota Public Library Report, Worksheet**

Page # in Guide	Data Element Name	Prefilled	2020 Data
	S13) Technology Support Low	<i>Prefilled</i>	
	S13) Technology Support High	<i>Prefilled</i>	
	S14) Library Support Staff Low	<i>Prefilled</i>	
	S14) Library Support Staff High	<i>Prefilled</i>	
	S15) Administrative Support Staff Low	<i>Prefilled</i>	
	S15) Administrative Support Staff High	<i>Prefilled</i>	
	S16) Pages-Low	<i>Prefilled</i>	
	S16) Pages-High	<i>Prefilled</i>	
<b>Union</b>			
	S17) Do any library staff belong to a union?	<i>Prefilled</i>	Yes / No

pg. 26 **HOURS**

<b>Building Closed: Outlet</b>		
H13m) Weeks Closed Due to COVID-19		
<b>Weeks Open to the Public: Outlet</b>		
H15m) Weeks of Regular Service		
*H14m) Weeks of Limited Service		
*H11m) Weeks Library was Open		Calculated
<b>Weekly Hours Open: Outlet</b>		
H08m) Weekly Hours of Regular Service		
H16m) Weekly Hours of Limited Service		
<b>Total Weekly Hours Open to the Public</b>		
H08) Weekly Hours of Regular Service		Calculated
H16) Weekly Hours of Limited Service		Calculated
<b>Annual Public Service Hours: Outlet</b>		
*H12m) Annual Public Service Hours: Outlet		
<b>Annual Public Service Hours</b>		
*H12) Total Public Service Hours Per Year		Calculated
<b>Curbside Service: Outlet</b>		
H17m) Number of Weeks of Curbside Service		
H18m) Weekly Hours of Curbside Service		
<b>Total Weekly Hours of Curbside Service</b>		
H18) Weekly Hours of Curbside Service		Calculated

pg. 28 **COLLECTIONS**

<b>Physical Materials - Outlet</b>		
C01m) Print Materials		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		Calculated

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
<b>PHYSICAL MATERIALS</b>			
	*C01) Print Materials		Calculated
	*C02) Audio Materials, Physical		Calculated
	*C03) Video Materials, Physical		Calculated
	C04) Multi-format Materials		Calculated
	C05) Other Physical Materials		Calculated
	C06) Total Physical Materials		Calculated
<b>Print Serial Subscriptions: Outlet</b>			
	C07m) Print Serial Subscriptions		
<b>Print Serial Subscriptions Total</b>			
	*C07) Print Serial Subscriptions		Calculated
<b>Electronic Serial Subscriptions</b>			
	C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
	C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	Prefilled	Locked
	C10) Total Electronic Serial Subscriptions		Calculated
<b>Electronic Books (e-books)</b>			
	C11) Electronic Books Licensed Locally		
	C12) Electronic Books Licensed Regionally	Prefilled	Locked
	C13) Electronic Books Licensed Statewide	Prefilled	Locked
	*C14) Total Electronic Books		Calculated
<b>Audio Downloadable Units</b>			
	C15) Audio - Downloadable Units, Licensed Locally		
	C16) Audio - Downloadable Units, Licensed Regionally	Prefilled	Locked
	*C17) Total Audio - Downloadable Units		Calculated
<b>Video Downloadable Units</b>			
	C18) Video - Downloadable Units, Licensed Locally		
	C19) Video - Downloadable Units, Licensed Regionally	Prefilled	Locked
	*C20) Total Video - Downloadable Units		Calculated
<b>Electronic Collections</b>			
	C21) Electronic Collections Licensed Locally		
	C22) Electronic Collections Licensed Regionally	Prefilled	Locked
	*C24) Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement		Calculated
	*C25) Electronic Collections Licensed Statewide (State Govt or State Library Agency)	Prefilled	Locked
	*C26) Total Electronic Collections		Calculated

pg. 33 **FACILITIES**

	*F01) Central Libraries	Prefilled	
	*F02) Branch Libraries	Prefilled	
	*F03) Bookmobiles	Prefilled	
	F04) Supplementary Services	Prefilled	
<b>Outlet Types</b>			
	F05m) Outlet Type Code	Prefilled	Locked
	*F06m) Number of Bookmobiles	Prefilled	Locked



2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
	<b>Buildings</b>		
	F07m) Facility Type	Prefilled	Locked
	F08m) Square Feet	Prefilled	Locked
	F09m) Year Built	Prefilled	
	F10m) Latest Year Remodeled	Prefilled	
	F11m) Previous Year(s) Remodeled:		
	<b>Computers - Outlet</b>		
	F12m) Staff Internet Computers	Prefilled	
	F13m) Public Internet Stationary Computers	Prefilled	
	F14m) Public Internet Mobile Devices for On-Site Use	Prefilled	
	F15m) Total Public Internet Computers/Devices		Calculated
	<b>Computers</b>		
	F12) Staff Internet Computers		Calculated
	*F13) Public Internet Stationary Computers		Calculated
	F14) Public Internet Mobile Devices for On-site Use		Calculated
	F15) Total Public Internet Computers/Devices		Calculated
	<b>Fiber Optic Connections</b>		
	F16m) Fiber Optic to Library Building	Prefilled	Yes / No
	F17m) Category 6 or Better Wiring within Library	Prefilled	see guide for answer choices
pg. 36	<b>Public Internet Speeds</b>		
	F19m) Typical Internet Download Speed for Public Computers		see guide for answer choices
	F21m) Typical Internet Upload Speed for Public Computers		see guide for answer choices
	<b>Wi-Fi Availability - Outlet</b>		
	F22m) Wi-Fi Available to Public	Prefilled	Yes / No
	<b>Wi-Fi Availability</b>		
	F22) Number of outlets with Wi-Fi available to Public	Prefilled	
	<b>Meeting Rooms - Outlet</b>		
	F23m) Meeting Room Available for Public Use	Prefilled	Yes / No
	<b>Meeting Rooms</b>		
	F23) Number of Outlets with a Meeting Room	Prefilled	
	<b>Non-Library Events - Outlet</b>		
	F24m) Non-Library Sponsored Events		
	<b>Non-Library Events</b>		
	F24) Non-Library Sponsored Events		Calculated
pg. 38	<b>POLICIES/PLANS</b>		
	D01) Strategic Plan - Year Updated	Prefilled	
	D02) Disaster Plan - Year Updated	Prefilled	
	D03) Policy Manual - Year Updated	Prefilled	
	D04) Records Retention Schedule - Year Updated	Prefilled	
	D05) Building Accessibility Plan - Year Updated	Prefilled	
	D06) Technology Plan - Year Updated	Prefilled	
	D07) Internet Acceptable Use Policy - Year Updated	Prefilled	

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
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pg. 39 **COMMUNITY ENGAGEMENT**

Outreach Services		
Adult Basic Education	<i>Prefilled</i>	Yes / No
Adult Literacy Organization	<i>Prefilled</i>	Yes / No
Arts Organization	<i>Prefilled</i>	Yes / No
Correctional Facility	<i>Prefilled</i>	Yes / No
Cultural Communities	<i>Prefilled</i>	Yes / No
Disability Organization	<i>Prefilled</i>	Yes / No
Early Childhood Organization	<i>Prefilled</i>	Yes / No
Homeschool Organizations	<i>Prefilled</i>	Yes / No
School (K12)	<i>Prefilled</i>	Yes / No
Senior-Centered Organization	<i>Prefilled</i>	Yes / No
Service to Homebound	<i>Prefilled</i>	Yes / No
Social Services Organizations	<i>Prefilled</i>	Yes / No
Veterans Organization	<i>Prefilled</i>	Yes / No
Workforce Development	<i>Prefilled</i>	Yes / No
Youth Development Organization	<i>Prefilled</i>	Yes / No
Other		Yes / No

pg. 40 **Community Partnerships**

O12) Does this library partner with one or more community organizations or groups in order to address a community need?	<i>Prefilled</i>	Yes / No
Level of Engagement		
O13a) Communicative		Yes / No
O13b) Cooperative		Yes / No
O13c) Collaborative		Yes / No
O14) Does this library measure the impact on the community due to the partnership's efforts?		Yes / No

pg. 42 **Volunteers**

O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	<i>Prefilled</i>	Yes / No
Number of Volunteers		
O16m) Number of Teen Volunteers		
O17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		
O20) Total Number of Volunteers		Calculated
O21) Total Number of Volunteers Hours		Calculated

pg. 43 **BOARD, FOUNDATION, FRIENDS**

Board of Trustees		
I01) Does this library have a board of trustees?	<i>Prefilled</i>	Yes / No
I02) Are this library's trustees appointed or elected officials?	<i>Prefilled</i>	appointed / elected
I03) Is this library's Board of Trustees the advisory or governing authority?	<i>Prefilled</i>	advisory / governing
Library Foundation		
I04) Does this library have a Foundation?	<i>Prefilled</i>	Yes / No
I05) Foundation Name	<i>Prefilled</i>	

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
	<b>Friends Group</b>		
	I06) Does this library have a Friends Group?	Prefilled	Yes / No
	I07) Friends Group Name	Prefilled	
	<b>Friends Group - Outlet</b>		
	I06m) Does this library have a Friends Group?	Prefilled	Yes / No
	I07m) Friends Group Name	Prefilled	

pg. 44 **FINANCIAL DATA**

**OPERATING REVENUE**

<b>Local Government Operating Revenue</b>	
R01) Operating Revenue - City Direct	
R02) Operating Revenue - City Indirect	
<i>R03) Operating Revenue - City Total</i>	Calculated
R04) Operating Revenue - County Direct	
R05) Operating Revenue - County Indirect	
<i>R06) Operating Revenue - County Total</i>	Calculated
R07) Operating Revenue - Other Local Government Direct	
R08) Operating Revenue - Other Local Government Indirect	
<i>R09) Operating Revenue - Other Local Government Total</i>	Calculated
<i>*R10) Total Local Government Operating Revenue</i>	Calculated
<b>State Government Operating Revenue</b>	
R11) Operating Revenue - Arts & Cultural Heritage Fund	
R12) Operating Revenue - Regional Library Basic System Support	
R13) Operating Revenue - Regional Library Telecommunications Aid	
R14) Operating Revenue - Other State	
<i>*R15) Total State Government Operating Revenue</i>	Calculated
<b>Federal Government Operating Revenue</b>	
R31) Did your library receive CARES funding in 2020?	yes / no
R32) Operating Revenue - Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act	
R16) Operating Revenue - Federal Library Services/Technology Act	
R17) Operating Revenue - Federal Direct	
R18) Operating Revenue - Federal Indirect	
<i>*R19) Total Federal Operating Revenue</i>	Calculated
<b>Regional System Operating Revenue</b>	
R20) Other Operating Revenue - Regional System Direct	
R21) Other Operating Revenue - Regional System Indirect	
<i>R22) Other Operating Revenue - Regional System Total</i>	Calculated
<b>Multicounty, Multitype Operating Revenue</b>	
R23) Other Operating Revenue - Multicounty, Multitype Direct	
R24) Other Operating Revenue - Multicounty, Multitype Indirect	
<i>R25) Other Operating Revenue - Multicounty, Multitype Total</i>	Calculated

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2020 Data
	<b>Other Operating Revenue</b>		
	R26) Other Operating Revenue - Other Direct		
	R27) Other Operating Revenue - Other Indirect		
	R28) Other Operating Revenue - Other Total		Calculated
	R29) Total All Other Operating Revenue		Calculated
	<b>Total Operating Revenue</b>		
	*R30) Total Operating Revenue		Calculated

pg. 49

**OPERATING EXPENDITURES**

	<b>Personnel Expenditures</b>		
	*E01) Salaries & Wages		
	*E02) Employee Benefits		
	*E03) Total Personnel Costs		Calculated
	<b>Collection Expenditures</b>		
	<b>Print Materials Expenditures</b>		
	*E04) Print Materials		
	<b>Electronic Materials and Collections Expenditures</b>		
	E05) Electronic Materials - Electronic Books		
	E06) Electronic Collections		
	E07) Other Electronic Materials		
	<b>Other Materials Expenditures</b>		
	E09) Other Materials - Audio & Visual Physical Materials		
	E10) Other Materials - Other Physical Materials		
	*E11) Other Materials		Calculated
	<b>Total Collection Expenditures</b>		
	E16) Physical Materials Total		Calculated
	*E08) Electronic Materials Total		Calculated
	*E12) Total Collection Expenditures		Calculated
	<b>Other Operating Expenditures</b>		
	*E13) Other Operating Expenditures		
	<b>Total Operating Expenditures</b>		
	*E14) Total Operating Expenditures		Calculated
	E15) Expenditures are equal to or less than Income?		Yes / No

pg. 51

**CAPITAL REVENUE**

	<b>Local Government Capital Revenue</b>		
	R31) Capital Revenue - City Direct		
	R32) Capital Revenue - City Indirect		
	R33) Capital Revenue - City Total		Calculated
	R34) Capital Revenue - County Direct		
	R35) Capital Revenue - County Indirect		
	R36) Capital Revenue - County Total		Calculated
	R37) Capital Revenue - Other Direct		
	R38) Capital Revenue - Other Indirect		
	R39) Capital Revenue - Other Total		Calculated
	*R40) Total Local Government Capital Revenue		Calculated

**2020 Minnesota Public Library Report, Worksheet**

Page # in Guide	Data Element Name	Prefilled	2020 Data
	<b>State Government Capital Revenue</b>		
	R41) Capital Revenue - Library Construction Grant		
	R42) Capital Revenue - State Other		
	<i>*R43) Total State Government Capital Revenue</i>		Calculated
	<b>Federal Government Capital Revenue</b>		
	R44) Capital Revenue - Federal Library Services & Technology Act		
	R45) Capital Revenue - Other Federal Direct		
	R46) Capital Revenue - Other Federal Indirect		
	<i>*R47) Total Federal Government Capital Revenue</i>		Calculated
	<b>Regional System Capital Revenue</b>		
	R48) Other Capital Revenue - Regional System Direct		
	R49) Other Capital Revenue - Regional System Indirect		
	<i>R50) Other Capital Revenue - Regional System Total</i>		Calculated
	<b>Other Capital Revenue</b>		
	R54) Other Capital Revenue - Other Direct		
	R55) Other Capital Revenue - Other Indirect		
	<i>R56) Other Capital Revenue - Direct and Indirect Total</i>		Calculated
	<b>Total Capital Revenue</b>		
	<i>*R57) Total Regional System and Other Capital Revenue</i>		Calculated
	<i>*R58) Total Capital Revenue</i>		Calculated
	<b>Capital Expenditures</b>		
	<i>*EC01) Total Capital Expenditures</i>		
pg. 54	<b>IN-KIND CONTRIBUTIONS</b>		
	<b>In-Kind Operating Contributions</b>		
	R59) In-Kind Operating Contributions - City		
	R60) In-Kind Operating Contributions - County		
	R61) In-Kind Operating Contributions - All Other		
	<i>R62) Total In-Kind Operating Contributions</i>		Calculated
	<b>In-Kind Contributions by Expenditure Area</b>		
	EKA01) Personnel		
	EKA02) Collection		
	EKA03) All Other Operating Expenditures		
	<i>EKA04) Total In-Kind Operating Contributions</i>		Calculated
	<b>In-Kind Capital Contributions</b>		
	R63) In-Kind Capital Contributions - City		
	R64) In-Kind Capital Contributions - County		
	R65) In-Kind Capital Contributions - All Other		
	<i>R66) Total In-Kind Capital Contributions</i>		Calculated