Getting Ready for the Minnesota Public Library Annual Report

State Library Services

January 13, 2022

The Why

The How

Time for Questions

What is the Minnesota Public Library Annual Report?

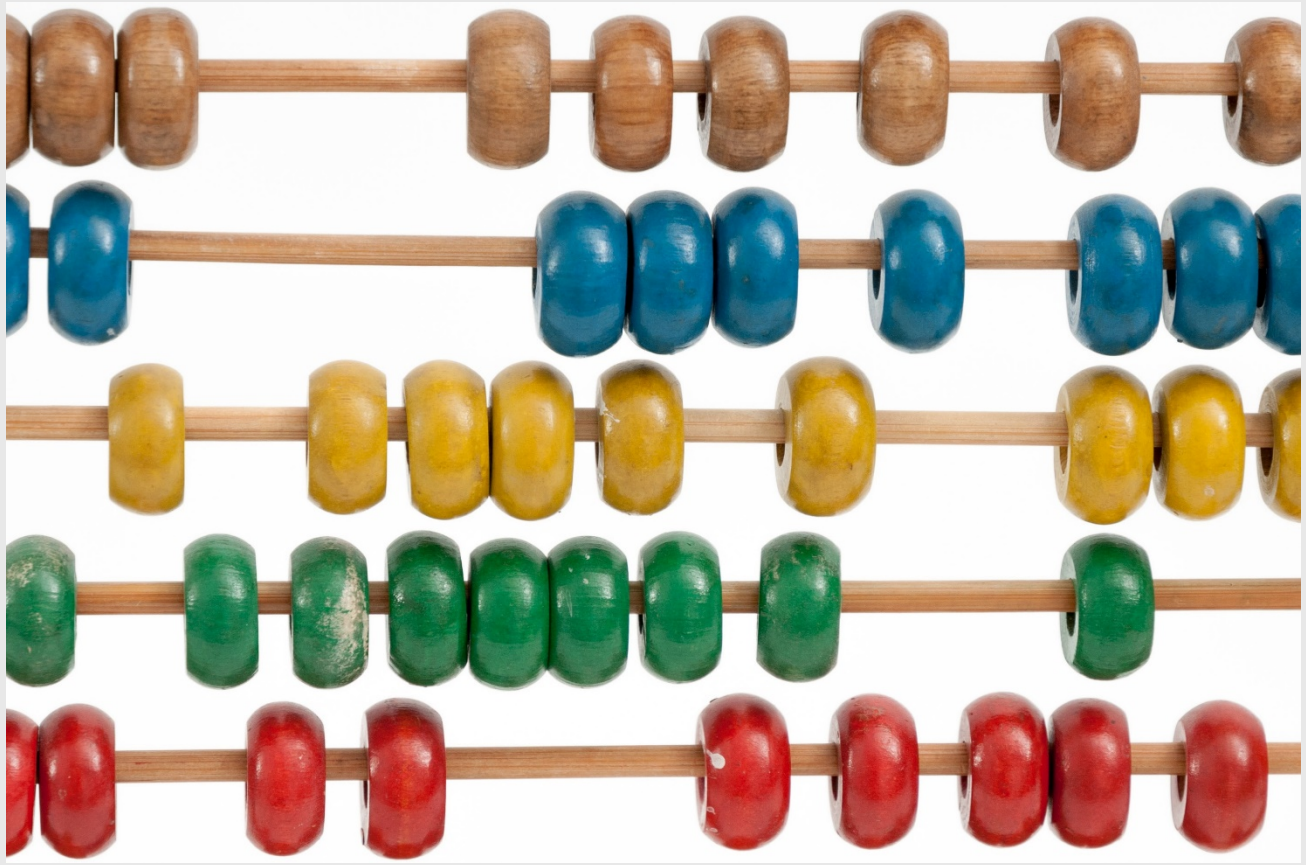


Photo credit: Chrissy Jarvis

"The report is a statistical overview of a year in the life of a public library."

Joshua Muse
Vermont State Library

Statutory Language

134.13 ANNUAL REPORT.

As soon as practicable following the end of the fiscal year the library board shall report to the governing body of the city or county

- all **amounts received** during the preceding year and the **sources** thereof,
- the **amounts expended** and for what purposes,
- the number of **library materials** on hand,
- the number **purchased** and **loaned**,
- and such **other information** as it deems advisable.

No later than April 1 of each year the library board shall file this information with the Department of Education on forms supplied by the department.

Questions Answered by the MPLAR

How much is the library used?

How big are our collections?

What is the size and source of our funding, and how do we spend it?

What services are available in our building?

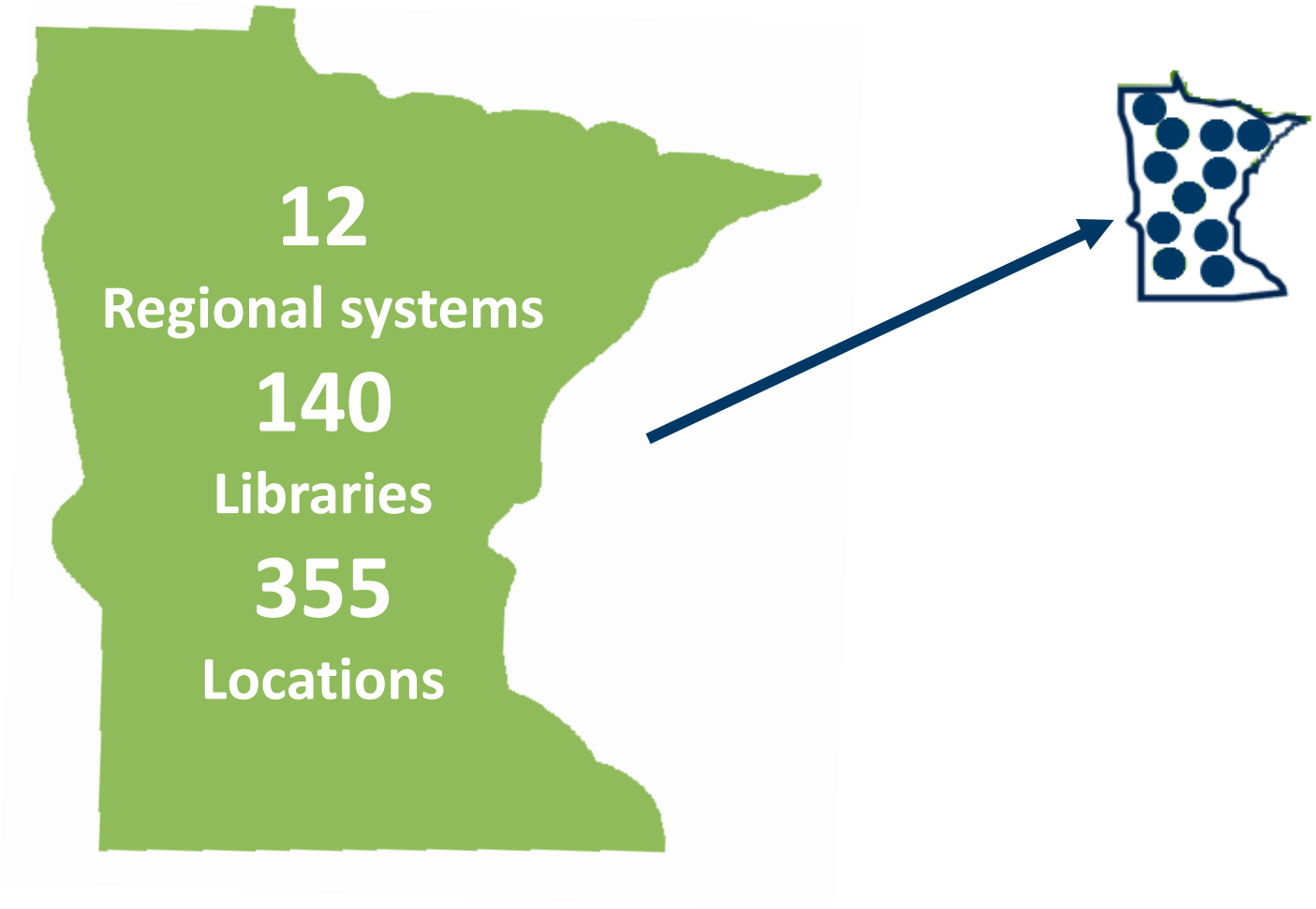
How many hours are we open to the public?

Who are our community partners?

How many employees and volunteers do the work?

What is the library's structure and governance?

Who Fills Out the Report?



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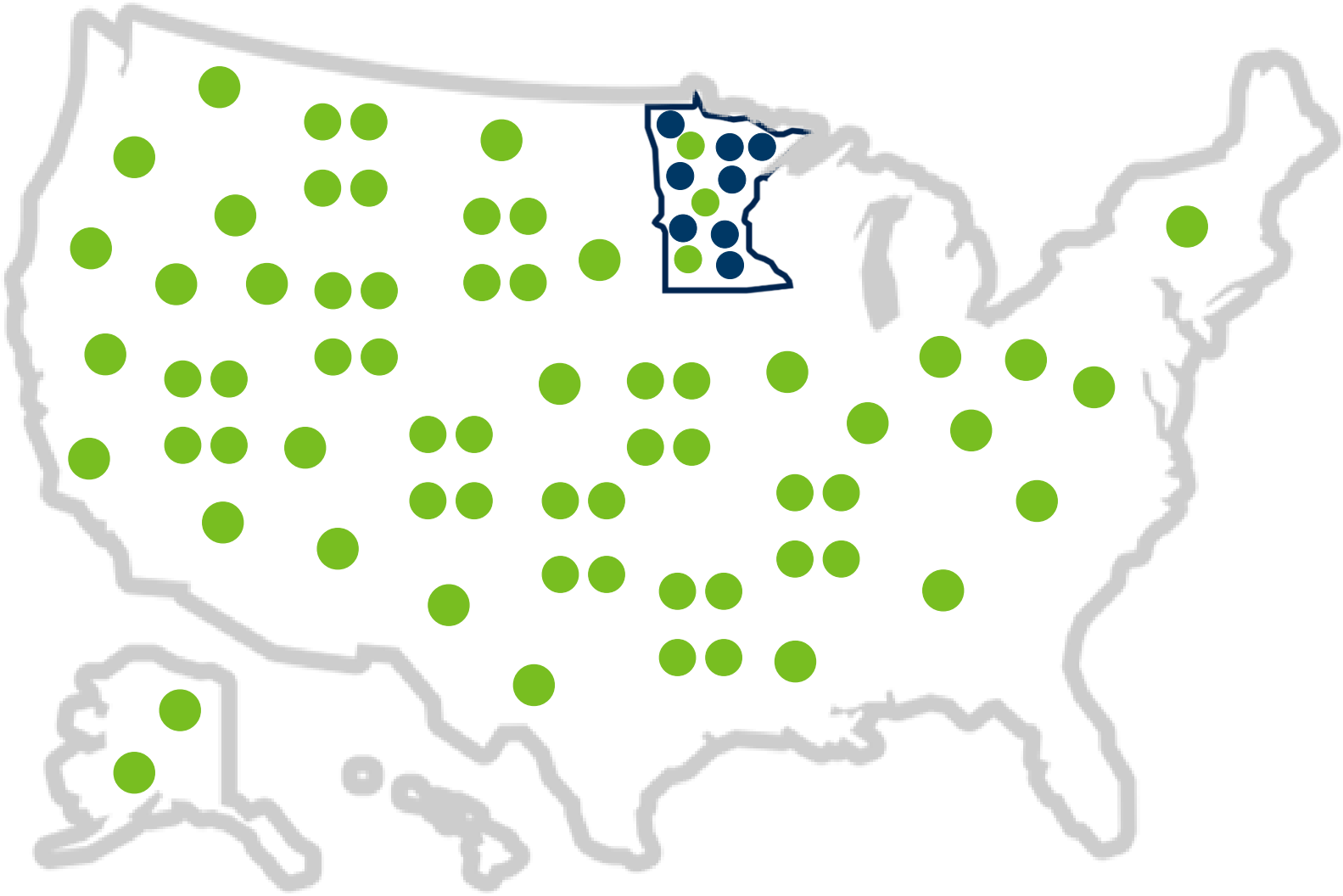


Who Uses the Report?

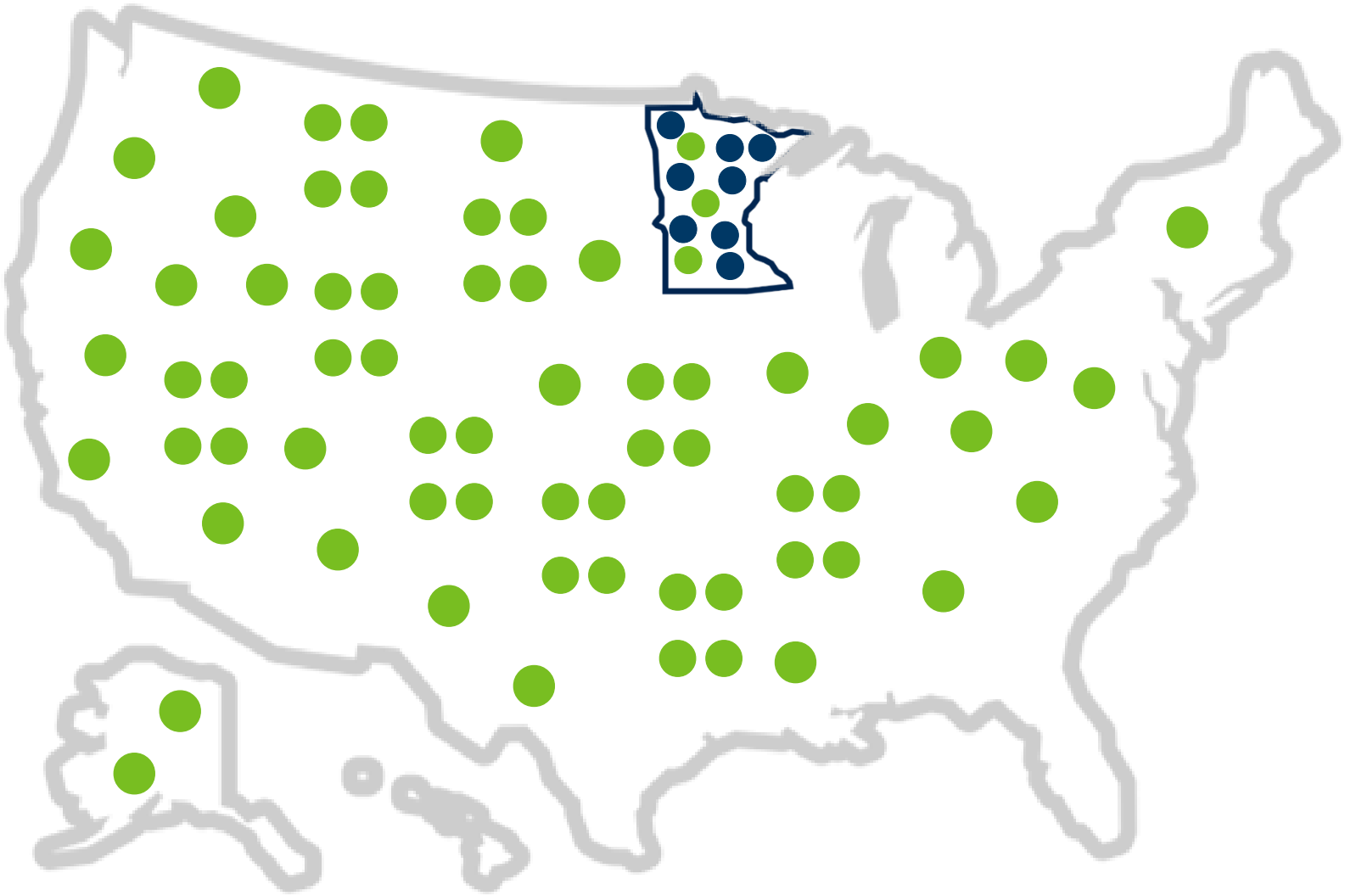
City and County Officials
Library Board

Community

Other Libraries
Library Staff/ Administration

State and Federal Officials
Friends Groups/Donors
Regional System

?



The Why

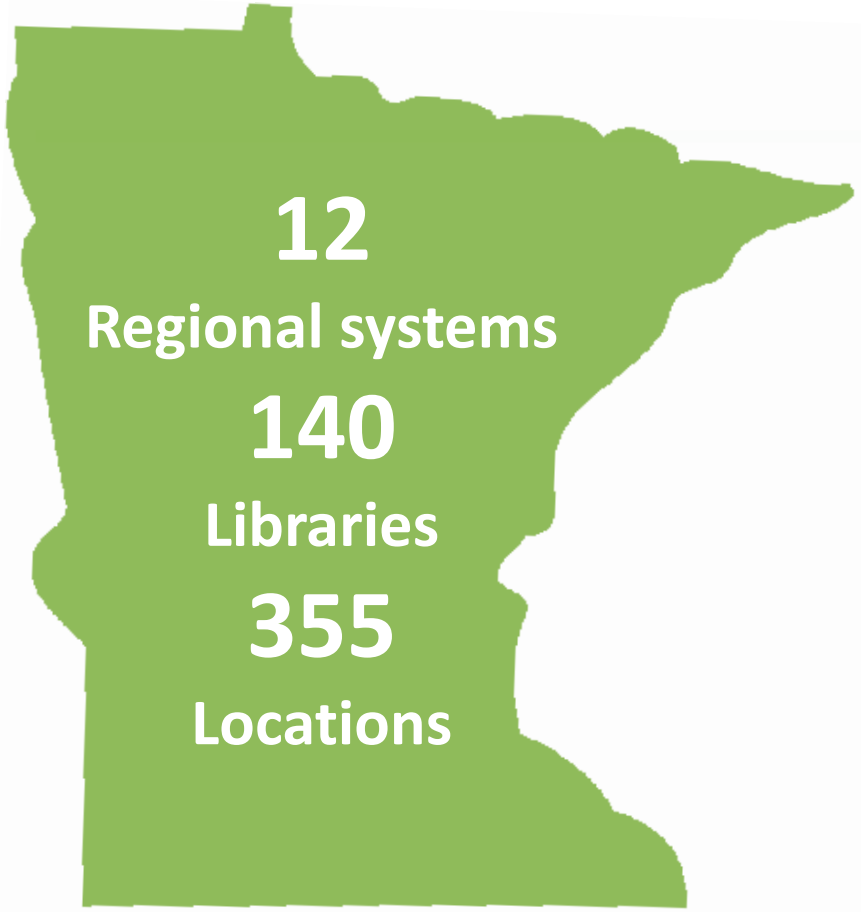
The How

Time for Questions

FY21 MPLAR Timeline

	YOU	VERENA
Jan 31		Open LibPAS for data entry.
Feb - Mar	Enter FY21 data. *Present draft report to your board.* Submit your report in LibPAS.	Answer questions.
Apr 1	**Deadline to enter data in LibPAS.**	
Apr - May	Answer follow-ups from Verena.	Vet data.
June	Send signed approval form to SLS.	Send data to IMLS. Post to SLS website.

Administrative Entity or Outlet?



Administrative Entities

Anoka County Library

Outlets

- Rum River
- Johnsville
- Northtown
- Centennial
- Crooked Lake
- Mississippi
- North Central
- St. Francis
- Library Support Office

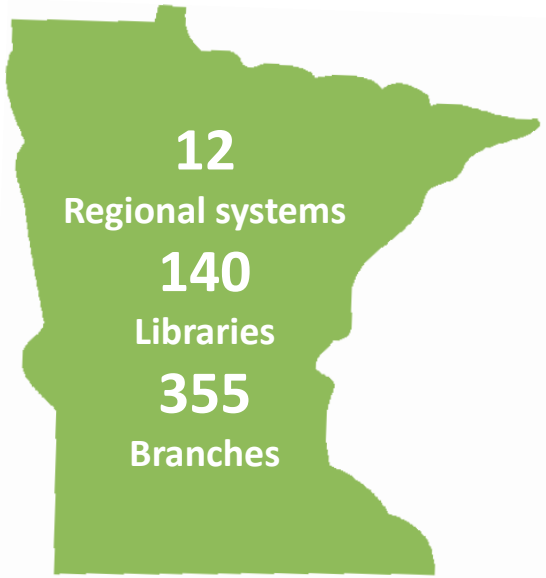
Administrative Entity or Outlet?

Administrative Entities

e.g. Anoka County Library

Cannon Falls Public Library

Outlets



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Cannon Falls Public Library