

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
pg. 5	CONTACT INFORMATION		
	*G01) Library Name	Prefilled	Locked
	*G02) Regional System/Sequence Number	Prefilled	Locked
	G03) Regional Public Library System	Prefilled	Locked
	*G05) Location is a change from previous year	Prefilled	Yes / No
	*G04) Street Address	Prefilled	Locked
	*G06) City	Prefilled	Locked
	*G07) Zip Code	Prefilled	Locked
	*G11) County	Prefilled	Locked
	*G08) Mailing Address	Prefilled	
	*G09) City - Mailing Address	Prefilled	
	*G10) Zip Code - Mailing Address	Prefilled	
	*G12) Phone	Prefilled	
	G13) Library Web Address	Prefilled	
	Director		
	G14) Director's Name	Prefilled	
	G15) Director's Phone	Prefilled	
	G16) Director's Extension	Prefilled	
	G17) Director's E-mail Address	Prefilled	
	Report Filer		
	G18) Report Filer Name	Prefilled	
	G19) Report Filer Phone	Prefilled	
	G20) Report Filer Email	Prefilled	
pg. 6	IMLS Administrative Entity Codes		
	*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
	Contact Information for Outlets		
	G01m) Library Name	Prefilled	Locked
	G02m) Regional System/Sequence Number	Prefilled	Locked
	G03m) Regional Public Library System	Prefilled	Locked
	Street Address		
	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	
	Mailing Address		
	G08m) Mailing Address	Prefilled	
	G09m) City	Prefilled	
	G10m) ZIP Code	Prefilled	
	G11m) County	Prefilled	Locked

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
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pg. 9 COVID RESPONSE

Facilities During Pandemic		
*V01)	In 2021, were any of the library's outlets physically closed to the public for any period of time due to the pandemic?	Yes / No
V02)	In 2021, did the library add or increase the number of mobile hotspots for circulation?	Yes / No
V03)	In 2021, did the library add or increase distribution of mobile hotspots?	Yes / No
Wi-Fi Access		
*V05)	In 2021, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes / No
*V06)	In 2021, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	Yes / No
Services During Pandemic		
*V07)	In 2021, 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)	In 2021, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?	Yes / No / building did not close
*V09)	In 2021, did the library provide 'outside' service for circulation of physical materials at one or more outlets?	Yes / No
*V14)	In 2021, did the library allow users to complete remote registration for library cards?	Yes / No
Staffing During Pandemic		
*V15)	In 2021, 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
V16)	Did any library staff work remotely in 2021 due to the pandemic?	Yes / No
V17)	Were library staff placed on paid or administrative leave in 2021 due to the pandemic?	Yes / No
V18)	Did any library staff work a reduced number of hours in 2021, whether by choice or by necessity, due to the pandemic?	Yes / No
V19)	Were any library staff furloughed in 2021 due to the pandemic?	Yes / No
V20)	Were any library staff laid off in 2021 due to the pandemic?	Yes / No
V21)	Did any library staff quit or choose early retirement in 2021 due to the pandemic?	Yes / No
V22)	Was a hiring freeze instituted at any time in 2021 due to the pandemic?	Yes / No
V23)	Were any vacant library positions eliminated from the 2021 budget due to the pandemic?	Yes / No
Comments		
V24)	Comments on COVID Response	[5,000 character comment field]

pg. 11 VISITS, REFERENCE, USERS

Population - Outlet		
P01m)	Population of the Legal Service Area	
Population		
*P01)	Population of the Legal Service Area	Calculated
Registered Users File Purged?		
P05)	Year in Which Registered User Records Were Last Purged	
Registered Users - Outlet		
P02m)	Registered Users - Residents	
P03m)	Registered Users - Reciprocal	
*P04m)	Total Registered Users	Calculated

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
Registered Users			
	P02) Registered Users - Residents		Calculated
	P03) Registered Users - Reciprocal		Calculated
	*P04) Total Registered Users		Calculated
Visits and Reference - Outlet			
	*P06m) Visits		
	*P07m) Reference Transactions		
	P59m) Contactless Visits		
Visits and Reference			
	*P06) Visits		Calculated
	*P07) Reference Transactions		Calculated
	P59) Contactless Visits		Calculated
	*P60) Visits Reporting Method		Annual count / Annual estimate
	*P61) Reference Transactions Reporting Method		Annual count / Annual estimate
Public Internet - Outlet			
	P08m) Public Internet Computer Sessions		
	P09m) Public Internet Computer - Usage Type	Prefilled	Internet only / Includes other uses
Public Internet			
	*P08) Public Internet Computer Sessions		Calculated
	P09) Public Internet Computer - Usage Type	Prefilled	Internet only / Includes other uses
	P62) Public Computer Sessions Reporting Method		Annual count / Annual estimate
Wireless Sessions - Outlet			
	*P10m) Wireless Sessions		
Wireless Sessions			
	*P10) Wireless Sessions		Calculated
	P63) Wireless Sessions Reporting Method		Annual count / Annual estimate
Website Visits			
	*P32) Website Visits		

pg. 15 **CIRCULATION**

Physical Item Circulation - Outlet			
	P13m) Children's Circulation		
	P14m) Adult Circulation		
	P15m) Circulation - No Age Designation		
	P16m) Total Physical Item Circulation		Calculated
Physical Item Circulation			
	*P13) Children's Circulation		Calculated
	P14) Adult Circulation		Calculated
	P15) Circulation - No Age Designation		Calculated
	P16) Total Physical Circulation		Calculated
	P69) Physical Circulation – Not Print or Audiovisual		
Downloadable Circulation			
	P17) Downloadable E-books and E-serials Circulation		
	P18) Downloadable Audio and Video Circulation		
	*P19) Total Downloadable Circulation		Calculated

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	Total Physical and Downloadable Circulation		
	*P20) Total Circulation		Calculated
	Collection Use Including Electronic Collections		
	*P29) Number of Information Retrievals from Electronic Collections		
	*P30) Electronic Content Use		Calculated
	*P31) Total Collection Use		Calculated
	Interlibrary Loan		
	*P11) ILL Provided to Other Libraries		
	*P12) ILL Received from Other Libraries		

pg. 18 **PROGRAMS, RECORDINGS, ACTIVITIES**

	Onsite In-Person Programs: Outlet		
	P70m Onsite In-Person Programs Intended for Ages 0-5		
	P71m Onsite In-Person Programs Intended for Ages 6-11		
	P72m Onsite In-Person Programs Intended for Young Adults		
	P73m Onsite In-Person Programs Intended for Adults		
	P74m Onsite In-Person Programs Intended for All Ages		
	P75m Total Onsite In-Person Programs		Calculated
	Offsite In-Person Programs: Outlet		
	P76m Offsite In-Person Programs Intended for Ages 0-5		
	P77m Offsite In-Person Programs Intended for Ages 6-11		
	P78m Offsite In-Person Programs Intended for Young Adults		
	P79m Offsite In-Person Programs Intended for Adults		
	P80m Offsite In-Person Programs Intended for All Ages		
	P75m Total Offsite In-Person Programs		Calculated
	Totals of In-Person Programs		
	P82 In-Person Programs for Ages 0-5		Calculated
	P83 In-Person Programs for Ages 6-11		Calculated
	P84 In-Person Programs for Young Adults		Calculated
	P85 In-Person Programs for Adults		Calculated
	P86 In-Person Programs for All Ages		Calculated
	P75 Total Onsite In-Person Programs		Calculated
	P81 Total Offsite In-Person Programs		Calculated
	Live Virtual Programs		
	P87 Live Virtual Programs Intended for Ages 0-5		
	P88 Live Virtual Programs Intended for Ages 6-11		
	P34 Live Virtual Programs Intended for Young Adults		
	P35 Live Virtual Programs Intended for Adults		
	P89 Live Virtual Programs Intended for All Ages		
	P36 Total Live Virtual Programs		Calculated
pg. 22	Total Programs		
	P90 Total Programs for Ages 0-5		Calculated
	P91 Total Programs for Ages 6-11		Calculated
	P52 Total Programs for Young Adults		Calculated
	P53 Total Programs for Adults		Calculated

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	P92 Total Programs for All Ages		Calculated
	P54 Total Programs		Calculated
Onsite In-Person Program Attendance: Outlet			
	P93m) Attendees at Onsite In-Person Programs for Ages 0-5		
	P94m) Attendees at Onsite In-Person Programs for Ages 6-11		
	P95m) Attendees at Onsite In-Person Programs for Young Adults		
	P96m) Attendees at Onsite In-Person Programs for Adults		
	P97m) Attendees at Onsite In-Person Programs for All Ages		
	P28m) Total Onsite Attendance		Calculated
Offsite In-Person Program Attendance: Outlet			
	P99m Attendees at Offsite In-Person Programs for Ages 0-5		
	P100m Attendees at Offsite In-Person Programs for Ages 6-11		
	P101m Attendees at Offsite In-Person Programs for Young Adults		
	P102m Attendees at Offsite In-Person Programs for Adults		
	P103m Attendees at Offsite In-Person Programs for All Ages		
	P104m) Total Offsite Attendance		Calculated
Totals of In-Person Program Attendance			
	P105 Attendees at In-Person Programs for Ages 0-5		Calculated
	P106 Attendees at In-Person Programs for Ages 6-11		Calculated
	P107 Attendees at In-Person Programs for Young Adults		Calculated
	P108 Attendees at In-Person Programs for Adults		Calculated
	P109 Attendees at In-Person Programs for All Ages		Calculated
	P98 Total Onsite Attendance		Calculated
	P104 Total Offsite Attendance		Calculated
Attendance at Live Virtual Programs			
	P110 Live Virtual Views of Programs for Ages 0-5		
	P111 Live Virtual Views of Programs for Ages 6-11		
	P38 Live Virtual Views of Programs for Young Adults		
	P39 Live Virtual Views of Programs for Adults		
	P112 Live Virtual Views of Programs for All Ages		
	P40 Total Attendance at Live Virtual Programs		Calculated
Total Program Attendance			
	P113 Total Attendance at Programs for Ages 0-5		Calculated
	P114 Total Attendance at Programs for Ages 6-11		Calculated
	P56 Total Attendance at Programs for Young Adults		Calculated
	P57 Total Attendance at Programs for Adults		Calculated
	P115 Total Attendance at Programs for All Ages		Calculated
	P58 Total Program Attendance		Calculated
Recorded Programs			
	P116 Recorded Programs for Ages 0-5		
	P117 Recorded Programs for Ages 6-11		
	P42 Recorded Programs for Young Adults		
	P43 Recorded Programs for Adults		
	P118 Recorded Programs for All Ages		
	P44 Total Recorded Programs		Calculated

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	Views of Recorded Programs		
	P119 On-Demand Views of Recorded Programs for Ages 0-5		
	P120 On-Demand Views of Recorded Programs for Ages 6-11		
	P121 On-Demand Views of Recorded Programs for Young Adults		
	P122 On-Demand Views of Recorded Programs for Adults		
	P123 On-Demand Views of Recorded Programs for All Ages		
	<i>P124 Total On-Demand Views of Recorded Programs</i>		Calculated
	Self-Directed Activities: Outlet		
	P49m) Self-Directed Activities		
	P50m) Participation in Self-Directed Activities		
	Self-Directed Activities		
	<i>P49) Self-Directed Activities Total</i>		Calculated
	<i>P50) Participation in Self-Directed Activities</i>		Calculated

pg. 27 **SUMMER LEARNING PROGRAM**

U01) What type(s) of summer learning programs did this library offer for youth?	<i>Prefilled</i>	see guide for answer choices
Summer Learning Age Groups		
U02) Preschoolers, birth to 5 years old		Yes / No
U03) Children, 6 to 11 years old		Yes / No
U04) Young adults, 12 to 18 years old		Yes / No

pg. 27 **STAFF INFORMATION**

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

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	S11) Department Head Low	<i>Prefilled</i>	
	S11) Department Head High	<i>Prefilled</i>	
	S12) Other Librarian Low	<i>Prefilled</i>	
	S12) Other Librarian High	<i>Prefilled</i>	
	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>	
Union			
	S17) Do any library staff belong to a union?	<i>Prefilled</i>	Yes / No

pg. 30 **HOURS**

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

pg. 33 **COLLECTIONS**

Physical Materials - Outlet		
C01m	Print Materials	
C02m	Audio Materials, Physical	
C03m	Video Materials, Physical	
C04m	Multi-format Materials	
C05m	Other Physical Materials	

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	<i>C06m) Total Physical Materials</i>		Calculated
PHYSICAL MATERIALS			
	*C01) <i>Print Materials</i>		Calculated
	*C02) <i>Audio Materials, Physical</i>		Calculated
	*C03) <i>Video Materials, Physical</i>		Calculated
	C04) <i>Multi-format Materials</i>		Calculated
	C05) <i>Other Physical Materials</i>		Calculated
	C06) <i>Total Physical Materials</i>		Calculated
Print Serial Subscriptions: Outlet			
	<i>C07m) Print Serial Subscriptions</i>		
Print Serial Subscriptions Total			
	*C07) <i>Print Serial Subscriptions</i>		Calculated
Electronic Serial Subscriptions			
	C08) <i>Electronic Serial Subscriptions, Licensed Locally, Downloadable</i>		
	C09) <i>Electronic Serial Subscriptions, Licensed Regionally, Downloadable</i>	Prefilled	Locked
	C10) <i>Total Electronic Serial Subscriptions</i>		Calculated
Electronic Books (e-books)			
	C11) <i>Electronic Books Licensed Locally</i>		
	C12) <i>Electronic Books Licensed Regionally</i>	Prefilled	Locked
	C13) <i>Electronic Books Licensed Statewide</i>	Prefilled	Locked
	*C14) <i>Total Electronic Books</i>		Calculated
Audio Downloadable Units			
	C15) <i>Audio - Downloadable Units, Licensed Locally</i>		
	C16) <i>Audio - Downloadable Units, Licensed Regionally</i>	Prefilled	Locked
	*C17) <i>Total Audio - Downloadable Units</i>		Calculated
Video Downloadable Units			
	C18) <i>Video - Downloadable Units, Licensed Locally</i>		
	C19) <i>Video - Downloadable Units, Licensed Regionally</i>	Prefilled	Locked
	*C20) <i>Total Video - Downloadable Units</i>		Calculated
Electronic Collections			
	C21) <i>Electronic Collections Licensed Locally</i>		
	C22) <i>Electronic Collections Licensed Regionally</i>	Prefilled	Locked
	*C24) <i>Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement</i>		Calculated
	*C25) <i>Electronic Collections Licensed Statewide (State Govt or State Library Agency)</i>	Prefilled	Locked
	*C26) <i>Total Electronic Collections</i>		Calculated

pg. 37 **FACILITIES**

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

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	Buildings		
	F07m) Facility Type	Prefilled	Locked
	F08m) Square Feet	Prefilled	Locked
	F09m) Year Built	Prefilled	
	F10m) Latest Year Remodeled	Prefilled	
	F11m) Previous Year(s) Remodeled:		
	Computers - Outlet		
	F12m) Staff Internet Computers	Prefilled	
	F13m) Public Internet Stationary Computers	Prefilled	
	F14m) Public Internet Mobile Devices for OnSite Use	Prefilled	
	F15m) Total Public Internet Computers/Devices		Calculated
pg. 39	Computers		
	F12) Staff Internet Computers		Calculated
	*F13) Public Internet Stationary Computers		Calculated
	F14) Public Internet Mobile Devices for Onsite Use		Calculated
	F15) Total Public Internet Computers/Devices		Calculated
	Fiber Optic Connections		
	F16m) Fiber Optic to Library Building	Prefilled	Yes / No
	F17m) Category 6 or Better Wiring within Library	Prefilled	see guide for answer choices
	Public Internet Speeds		
	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
	Wi-Fi Availability - Outlet		
	F22m) Wi-Fi Available to Public	Prefilled	Yes / No
	Wi-Fi Availability		
	F22) Outlets with Wi-Fi available to Public	Prefilled	
	Meeting Rooms - Outlet		
	F23m) Meeting Room Available for Public Use	Prefilled	Yes / No
	Meeting Rooms		
	F23) Outlets with a Meeting Room	Prefilled	
	Non-Library Events - Outlet		
	F24m) Non-Library Sponsored Events		
	Non-Library Events		
	F24) Non-Library Sponsored Events		Calculated

pg. 42

POLICIES/PLANS

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	2021 Data
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pg. 43 **COMMUNITY ENGAGEMENT**

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

Community Partnerships		
O12) Does this library partner with one or more community organizations or groups in order to address a community need?	Prefilled	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

Volunteers		
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Prefilled	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		
O20m) Total Number of Volunteers		Calculated
O21m) Total Number of Volunteer Hours		Calculated
O20) Total Number of Volunteers		Calculated
O21) Total Number of Volunteer Hours		Calculated

pg. 47 **BOARD, FOUNDATION, FRIENDS**

Board of Trustees		
I01) Does this library have a board of trustees?	Prefilled	Yes / No
I02) Are this library's trustees appointed or elected officials?	Prefilled	appointed / elected
I03) Is this library's Board of Trustees the advisory or governing authority?	Prefilled	advisory / governing

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	Library Foundation		
	I04) Does this library have a Foundation?	Prefilled	Yes / No
	I05) Foundation Name	Prefilled	
	Friends Group		
	I06) Does this library have a Friends Group?	Prefilled	Yes / No
	I07) Friends Group Name	Prefilled	
	Friends Group - Outlet		
	I06m) Does this library have a Friends Group?	Prefilled	Yes / No
	I07m) Friends Group Name	Prefilled	

pg. 48 **FINANCIAL DATA**

OPERATING REVENUE

Local Government Operating Revenue		
R01) Operating Revenue - City Direct		
R02) Operating Revenue - City Indirect		
R03) Operating Revenue - City Total		Calculated
R04) Operating Revenue - County Direct		
R05) Operating Revenue - County Indirect		
R06) Operating Revenue - County Total		Calculated
R07) Operating Revenue - Other Local Government Direct		
R08) Operating Revenue - Other Local Government Indirect		
R09) Operating Revenue - Other Local Government Total		Calculated
*R10) Total Local Government Operating Revenue		Calculated
State Government Operating Revenue		
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		
*R15) Total State Government Operating Revenue		Calculated
Federal Government Operating Revenue		
R67) Did your library receive CARES or ARPA funding in 2021?		yes / no
R68) Operating Revenue - Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act		
R69) Operating Revenue - Federal American Rescue Plan Act (ARPA)		
R16) Operating Revenue - Federal Library Services/Technology Act		
R17) Operating Revenue - Federal Direct		
R18) Operating Revenue - Federal Indirect		
*R19) Total Federal Operating Revenue		Calculated
Regional System Operating Revenue		
R20) Other Operating Revenue - Regional System Direct		
R21) Other Operating Revenue - Regional System Indirect		
R22) Other Operating Revenue - Regional System Total		Calculated
Multicounty, Multitype Operating Revenue		
R23) Other Operating Revenue - Multicounty, Multitype Direct		
R24) Other Operating Revenue - Multicounty, Multitype Indirect		

pg. 51

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	R25) Other Operating Revenue - Multicounty, Multitype Total		Calculated
	Other Operating Revenue		
	R26) Other Operating Revenue - Other Direct		
	R27) Other Operating Revenue - Other Indirect		
	R28) <i>Other Operating Revenue - Other Total</i>		Calculated
	R29) <i>Total All Other Operating Revenue</i>		Calculated
	Total Operating Revenue		
	*R30) <i>Total Operating Revenue</i>		Calculated
	OPERATING EXPENDITURES		
	Personnel Expenditures		
	*E01) Salaries & Wages		
	*E02) Employee Benefits		
	*E03) <i>Total Personnel Costs</i>		Calculated
pg. 54	Collection Expenditures		
	Print Materials Expenditures		
	*E04) Print Materials		
	Electronic Materials and Collections Expenditures		
	E05) Electronic Materials - Electronic Books		
	E06) Electronic Collections		
	E07) Other Electronic Materials		
	Other Materials Expenditures		
	E09) Other Materials - Audio & Visual Physical Materials		
	E10) Other Materials - Other Physical Materials		
	*E11) <i>Other Materials</i>		Calculated
	Total Collection Expenditures		
	E16) <i>Physical Materials Total</i>		Calculated
	*E08) <i>Electronic Materials Total</i>		Calculated
	*E12) <i>Total Collection Expenditures</i>		Calculated
	Other Operating Expenditures		
	*E13) Other Operating Expenditures		
	Total Operating Expenditures		
	*E14) <i>Total Operating Expenditures</i>		Calculated
	E15) Expenditures are equal to or less than Income?		Yes / No

pg. 55

CAPITAL REVENUE

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

2020 Minnesota Public Library Report, Worksheet

Page # in Guide	Data Element Name	Prefilled	2021 Data
	State Government Capital Revenue		
	R41) Capital Revenue - Library Construction Grant		
	R42) Capital Revenue - State Other		
	<i>*R43) Total State Government Capital Revenue</i>		Calculated
	Federal Government Capital Revenue		
	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
	Regional System Capital Revenue		
	R48) Other Capital Revenue - Regional System Direct		
	R49) Other Capital Revenue - Regional System Indirect		
	<i>R50) Other Capital Revenue - Regional System Total</i>		Calculated
	Other Capital Revenue		
	R54) Other Capital Revenue - Other Direct		
	R55) Other Capital Revenue - Other Indirect		
	<i>R56) Other Capital Revenue - Direct and Indirect Total</i>		Calculated
	Total Capital Revenue		
	<i>*R57) Total Regional System and Other Capital Revenue</i>		Calculated
	<i>*R58) Total Capital Revenue</i>		Calculated
	Capital Expenditures		
	<i>*EC01) Total Capital Expenditures</i>		
	IN-KIND CONTRIBUTIONS		
	In-Kind Operating Contributions		
	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
	In-Kind Contributions by Expenditure Area		
	EKA01) Personnel		
	EKA02) Collection		
	EKA03) All Other Operating Expenditures		
	<i>EKA04) Total In-Kind Operating Contributions</i>		Calculated
	In-Kind Capital Contributions		
	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