



# Getting Ready for the Minnesota Public Library Annual Report

State Library Services

January 19, 2023



Overview of  
2021 changes

Review in  
LibPAS

Time for  
Questions

# Questions Answered by the MPLAR

How much is  
the library  
used?

What services are available in  
our building?

How many employees and  
volunteers do the work?

How many  
hours are we  
open to the  
public?

Who are our  
community  
partners?

What is the library's  
structure and governance?

How big are our  
collections?

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

## Changes to Tracked Elements

- None!

## Other Changes

- Population of legal service area
- Wireless sessions clarification
- Overdue fines question

# Tracking Views of Recorded Programs

## 2020

Recorded Programs  
and Views

...count views of recorded programs *as of the end of the calendar year*

## 2021 and 2022

Recorded Programs  
and Views

...count views of recorded programs *after seven (7) days only*, if the recording stays up that long, or as of the date you remove the recording, if fewer than seven days

[Platform-Specific Guidance for Online Attendance and Views](#)

## 2023

Recorded Programs  
and Views

...count views of recorded programs *after thirty (30) days only*, if the recording stays up that long, or as of the date you remove the recording, if fewer than thirty days

[Platform-Specific Guidance for Online Attendance and Views](#)

# FY22 MPLAR Timeline

	YOU	VERENA
Jan 23		Send LibPAS logins.
Jan 31		Open LibPAS for data entry.
Feb - Mar	Enter FY22 data. <i>Present draft report to your board.</i> Submit your report in LibPAS.	Answer questions.
<b>Apr 1</b>	<b>Deadline to enter data in LibPAS.</b>	
Apr - May	Answer follow-ups from Verena.	Vet data.
June	Send signed approval form to SLS.	Send data to IMLS. Post to SLS website.

- If you get an error message that won't go away, check whether you've made an internal note instead of a public note.
- Weeks when the library building was closed to the public should be reported under H13m. Weekly hours is an average, not a total.
- If you received CARES or ARPA funding in 2021 from your local government or regional system, please make sure that you are reporting that amount in only one place. The best case scenario is that you report it as federal revenue, but if you aren't able to separate out CARES or ARPA funding from other revenue, make a note.



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