2022 Minnesota Public Library Annual Report Worksheet

Page # in Guide	Data Element Name	Prefilled	2022 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. 7	**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	

2022 Minnesota Public Library Annual Report Worksheet

Page # in Guide	Data Element Name	Prefilled	2022 Data
	Mailing Address		
G08m)	Mailing Address	*Prefilled*	
G09m)	City	*Prefilled*	
G10m)	ZIP Code	*Prefilled*	
G11m)	*County*	*Prefilled*	**Locked**

pg. 9   **COVID RESPONSE**

Facilities During Pandemic		
*V01)	In 2022, 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 2022, did the library add or increase the number of mobile hotspots for circulation?	Yes / No
V03)	In 2022, did the library add or increase distribution of mobile hotspots?	Yes / No
Wi-Fi Access		
*V05)	In 2022, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes / No
*V06)	In 2022, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	Yes / No
Services During Pandemic		
*V07)	In 2022, 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 2022, 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 2022, did the library provide 'outside' service for circulation of physical materials at one or more outlets?	Yes / No
*V14)	In 2022, did the library allow users to complete remote registration for library cards?	Yes / No
Staffing During Pandemic		
*V15)	In 2022, 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 2022 due to the pandemic?	Yes / No
V17)	Were library staff placed on paid or administrative leave in 2022 due to the pandemic?	Yes / No
V18)	Did any library staff work a reduced number of hours in 2022, whether by choice or by necessity, due to the pandemic?	Yes / No
V19)	Were any library staff furloughed in 2022 due to the pandemic?	Yes / No
V20)	Were any library staff laid off in 2022 due to the pandemic?	Yes / No
V21)	Did any library staff quit or choose early retirement in 2022 due to the pandemic?	Yes / No
V22)	Was a hiring freeze instituted at any time in 2022 due to the pandemic?	Yes / No
V23)	Were any vacant library positions eliminated from the 2022 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**

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2022 Minnesota Public Library Annual Report Worksheet

Page # in Guide	Data Element Name	Prefilled	2022 Data
	Unduplicated Population		
	P126 *Legal Service Area (SLS guess)*		Locked
	P127 *Population Served (Unduplicated)*		Locked
	P128 Does the list of places in P126 match your library's legal service area?		Yes / No / Unsure
	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
	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		

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Page # in Guide	Data Element Name	Prefilled	2022 Data
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
	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

2022 Minnesota Public Library Annual Report Worksheet

Page # in Guide	Data Element Name	Prefilled	2022 Data
	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
	P92 *Total Programs for All Ages*		Calculated
	P54 *Total Programs*		Calculated
pg. 23	**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

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Page # in Guide	Data Element Name	Prefilled	2022 Data
	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
pg. 25	**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
	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		
	P124 Total On-Demand Views of Recorded Programs		Calculated
	Self-Directed Activities: Outlet		
	P49m) Self-Directed Activities		
	P50m) Participation in Self-Directed Activities		
	Self-Directed Activities		
	P49) Self-Directed Activities Total		Calculated
	P50) Participation in Self-Directed Activities		Calculated
pg. 27	**SUMMER LEARNING PROGRAM**		
	U01) What type(s) of summer learning programs did this library offer for youth?	*Prefilled*	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

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Page # in Guide	Data Element Name	Prefilled	2022 Data
pg. 27	**STAFF INFORMATION**		
	Staff FTE - Outlet		
	S01m) ALA/MLS Librarian FTE		
	S02m) Other Librarian FTE		
	S03m) Total Librarian FTE		Calculated
	S04m) Other Staff FTE		
	S05m) Total Paid Employee FTE		Calculated
	Staff FTE		
	*S01) ALA/MLS Librarian FTE		Calculated
	S02) Other Librarian FTE		Calculated
	*S03) Total Librarian FTE		Calculated
	*S04) Other Staff FTE		Calculated
	*S05) Total Paid Employee FTE		Calculated
	Selected Salary Schedule		
	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	
	S13) Technology Support Low	Prefilled	
	S13) Technology Support High	Prefilled	
	S14) Library Support Staff Low	Prefilled	
	S14) Library Support Staff High	Prefilled	
	S15) Administrative Support Staff Low	Prefilled	
	S15) Administrative Support Staff High	Prefilled	
	S16) Pages-Low	Prefilled	
	S16) Pages-High	Prefilled	
	Union		
	S17) Do any library staff belong to a union?	Prefilled	Yes / No

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Page # in Guide	Data Element Name	Prefilled	2022 Data
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. 32	**COLLECTIONS**		
	Physical Materials - Outlet		
	C01m) Print Materials		
	C02m) Audio Materials, Physical		
	C03m) Video Materials, Physical		
	C04m) Multi-format Materials		
	C05m) Other Physical Materials		
	C06m) Total Physical Materials		Calculated
	PHYSICAL MATERIALS		
	*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
	Print Serial Subscriptions: Outlet		
	C07m) Print Serial Subscriptions		
	Print Serial Subscriptions Total		
	*C07) Print Serial Subscriptions		Calculated

Page # in Guide	Data Element Name	Prefilled	2022 Data
	Electronic Serial Subscriptions		
	C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
	C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	*Prefilled*	Locked
	C10) Total Electronic Serial Subscriptions		Calculated
	Electronic Books (e-books)		
	C11) Electronic Books Licensed Locally		
	C12) Electronic Books Licensed Regionally	*Prefilled*	Locked
	C13) Electronic Books Licensed Statewide	*Prefilled*	Locked
	*C14) Total Electronic Books		Calculated
	Audio Downloadable Units		
	C15) Audio - Downloadable Units, Licensed Locally		
	C16) Audio - Downloadable Units, Licensed Regionally	*Prefilled*	Locked
	*C17) Total Audio - Downloadable Units		Calculated
	Video Downloadable Units		
	C18) Video - Downloadable Units, Licensed Locally		
	C19) Video - Downloadable Units, Licensed Regionally	*Prefilled*	Locked
	*C20) Total Video - Downloadable Units		Calculated
	Electronic Collections		
	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. 37 **FACILITIES**

	Data Element Name	Prefilled	2022 Data
	*F01) Central Libraries	*Prefilled*	
	*F02) Branch Libraries	*Prefilled*	
	*F03) Bookmobiles	*Prefilled*	
	F04) Supplementary Services	*Prefilled*	
	Outlet Types		
	F05m) Outlet Type Code	*Prefilled*	Locked
	*F06m) Number of Bookmobiles	*Prefilled*	Locked
	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

2022 Minnesota Public Library Annual Report Worksheet

Page # in Guide	Data Element Name	Prefilled	2022 Data
	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
pg. 40	**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. 41	**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*	
	D08) Overdue Fine Policy		Yes / No

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

Page # in Guide	Data Element Name	Prefilled	2022 Data
	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

Page # in Guide	Data Element Name	Prefilled	2022 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**
pg. 51	**Federal Government Operating Revenue**		
	R67) Did your library receive ARPA funding in 2022?		yes / no
	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**

Page # in Guide	Data Element Name	Prefilled	2022 Data
	Multicounty, Multitype Operating Revenue		
	R23) Other Operating Revenue - Multicounty, Multitype Direct		
	R24) Other Operating Revenue - Multicounty, Multitype Indirect		
	R25) Other Operating Revenue - Multicounty, Multitype Total		Calculated
	Other Operating Revenue		
	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
	Total Operating Revenue		
	*R30) Total Operating Revenue		Calculated
	OPERATING EXPENDITURES		
	Personnel Expenditures		
	*E01) Salaries & Wages		
	*E02) Employee Benefits		
	*E03) Total Personnel Costs		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) Other Materials		Calculated
	Total Collection Expenditures		
	E16) Physical Materials Total		Calculated
	*E08) Electronic Materials Total		Calculated
	*E12) Total Collection Expenditures		Calculated
	Other Operating Expenditures		
	*E13) Other Operating Expenditures		
	Total Operating Expenditures		
	*E14) Total Operating Expenditures		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) Capital Revenue - City Total		Calculated
	R34) Capital Revenue - County Direct		
	R35) Capital Revenue - County Indirect		
	R36) Capital Revenue - County Total		Calculated

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Page # in Guide	Data Element Name	Prefilled	2022 Data
	R37) Capital Revenue - Other Direct		
	R38) Capital Revenue - Other Indirect		
	R39) Capital Revenue - Other Total		Calculated
	R40) Total Local Government Capital Revenue		Calculated
	State Government Capital Revenue		
	R41) Capital Revenue - Library Construction Grant		
	R42) Capital Revenue - State Other		
	R43) Total State Government Capital Revenue		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		
	R47) Total Federal Government Capital Revenue		Calculated
	Regional System Capital Revenue		
	R48) Other Capital Revenue - Regional System Direct		
	R49) Other Capital Revenue - Regional System Indirect		
	R50) Other Capital Revenue - Regional System Total		Calculated
	Other Capital Revenue		
	R54) Other Capital Revenue - Other Direct		
	R55) Other Capital Revenue - Other Indirect		
	R56) Other Capital Revenue - Direct and Indirect Total		Calculated
	Total Capital Revenue		
	R57) Total Regional System and Other Capital Revenue		Calculated
	R58) Total Capital Revenue		Calculated
	Capital Expenditures		
	*EC01) Total Capital Expenditures		
	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		
	R62) Total In-Kind Operating Contributions		Calculated
	In-Kind Contributions by Expenditure Area		
	EKA01) Personnel		
	EKA02) Collection		
	EKA03) All Other Operating Expenditures		
	EKA04) Total In-Kind Operating Contributions		Calculated
	In-Kind Capital Contributions		
	R63) In-Kind Capital Contributions - City		
	R64) In-Kind Capital Contributions - County		
	R65) In-Kind Capital Contributions - All Other		
	R66) Total In-Kind Capital Contributions		Calculated