2023 Minnesota Public Library Annual 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, 2023, unless otherwise indicated. Financial data should be reported for the fiscal year that ended in calendar year 2023.

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) at State Library Services.

Page # in Guide	Data Element Name	Prefilled	2023 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
pg.5	*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	
pg.6	**Director**		
	G14) Director's Name	Prefilled	
	G15) Director's Phone	Prefilled	
	G16) Director's Extension	Prefilled	
	G17) Director's E-mail Address	Prefilled	
pg.6	**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
pg.5	**Contact Information for Outlets**		
	G01m) Library Name	Prefilled	Locked
	G02m) Regional System/Sequence Number	Prefilled	Locked
	G03m) Regional Public Library System	Prefilled	Locked
pg.5	**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	

Page # in Guide	Data Element Name		Prefilled	2023 Data
pg.6	**Mailing Address**			
	G08m)	Mailing Address	*Prefilled*	
	G09m)	City	*Prefilled*	
	G10m)	ZIP Code	*Prefilled*	
	G11m)	*County*	*Prefilled*	**Locked**
pg.9	**VISITS, REFERENCE, USERS**			
	Population - Outlet			
	P01m)	Population of the Legal Service Area		
pg.9	**Population**			
	P01)	*Population of the Legal Service Area*		**Calculated**
pg.10	**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**
pg.10	**Registered Users**			
	P02)	*Registered Users - Residents*		**Calculated**
	P03)	*Registered Users - Reciprocal*		**Calculated**
	P04)	*Total Registered Users*		**Calculated**
pg.10	**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
pg.12	**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
pg.12	**Wireless Sessions - Outlet**			
	P10m)	Wireless Sessions		
	Wireless Sessions			
	P10)	*Wireless Sessions*		**Calculated**
	P63)	Wireless Sessions Reporting Method		Annual count / Annual estimate

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.13	**Website Visits**		
	*P32) Website Visits		
pg.13	**CIRCULATION**		
pg.13	**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		
pg.14	**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
pg.15	**Collection Use Including Electronic Collections**		
	*P29) Number of Information Retrievals from Electronic Collections		
	P30) Electronic Content Use		Calculated
	P31) Total Collection Use		Calculated
pg.16	**Interlibrary Loan**		
	*P11) ILL Provided to Other Libraries		
	*P12) ILL Received from Other Libraries		
pg.16	**PROGRAMS, RECORDINGS, ACTIVITIES**		
pg.18	**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
pg.18	**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

Page # in Guide	Data Element Name	Prefilled	2023 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
pg.18	**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.20	**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.21	**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
pg.22	**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
pg.22	**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

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.22	**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
pg.23	**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.23	**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
pg.24	**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
pg.25	**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
	What kinds of activities do you count as self-directed?		
pg.26	**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

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.26	**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
pg.27	**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*	
pg.28	**Union**		
	S17) Do any library staff belong to a union?	*Prefilled*	Yes / No

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.29	**HOURS**		
pg.29	**Building Closed: Outlet**		
	H13m Weeks Closed Due to COVID-19		
pg.30	**Weeks Open to the Public: Outlet**		
	H15m) Weeks of Regular Service		
	*H14m Weeks of Limited Service		
	*H11m) Weeks Library was Open		Calculated
pg.30	**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
pg.30	**Annual Public Service Hours: Outlet**		
	Does this location offer non-staffed service hours?		Yes / No
	*H12m) Annual Public Service Hours: Outlet		
	Annual Public Service Hours		
	*H12) Total Public Service Hours Per Year		Calculated
pg.31	**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.31	**COLLECTIONS**		
pg.32	**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
pg.32	**Print Serial Subscriptions: Outlet**		
	C07m) Print Serial Subscriptions		
	Print Serial Subscriptions Total		
	*C07) Print Serial Subscriptions		Calculated

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.33	**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
pg.33	**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
pg.34	**Audio Downloadable Units**		
	C15) Audio - Downloadable Units, Licensed Locally		
	C16) *Audio - Downloadable Units, Licensed Regionally*	*Prefilled*	Locked
	C17) Total Audio - Downloadable Units		Calculated
pg.35	**Video Downloadable Units**		
	C18) Video - Downloadable Units, Licensed Locally		
	C19) *Video - Downloadable Units, Licensed Regionally*	*Prefilled*	Locked
	C20) Total Video - Downloadable Units		Calculated
pg.35	**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.36	**FACILITIES**		
	*F01) Central Libraries	*Prefilled*	
	*F02) Branch Libraries	*Prefilled*	
	*F03) Bookmobiles	*Prefilled*	
	F04) Supplementary Services	*Prefilled*	
pg.37	**Outlet Types**		
	F05m) *Outlet Type Code*	*Prefilled*	Locked
	*F06m) *Number of Bookmobiles*	*Prefilled*	Locked
pg.37	**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:		
pg.38	**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

Page # in Guide	Data Element Name	Prefilled	2023 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.39	**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
pg.39	**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
pg.40	**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*	
pg.40	**Meeting Rooms - Outlet**		
	F23m) Meeting Room Available for Public Use	*Prefilled*	Yes / No
	Meeting Rooms		
	F23) Outlets with a Meeting Room	*Prefilled*	
pg.40	**Non-Library Events - Outlet**		
	F24m) Non-Library Sponsored Events		
	Non-Library Events		
	F24) Non-Library Sponsored Events		Calculated

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.40	**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
	D09) Collection Development Policy		Yes / No
pg.42	**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

Page # in Guide	Data Element Name	Prefilled	2023 Data
	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
pg.44	**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
pg.45	**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.46	**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
pg.47	**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*	

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.47	**FINANCIAL DATA**		
	OPERATING REVENUE		
pg.48	**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
pg.49	**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.50	**Federal Government Operating Revenue**		
	R67) Did your library receive ARPA funding in **2023**?		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
pg.51	**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
pg.51	**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
pg.52	**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

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.52	**OPERATING EXPENDITURES**		
	Personnel Expenditures		
	*E01) Salaries & Wages		
	*E02) Employee Benefits		
	*E03) Total Personnel Costs		Calculated
pg.53	**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		
pg.54	**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		
pg.54	**Total Operating Expenditures**		
	*E14) Total Operating Expenditures		Calculated
	E15) Expenditures are equal to or less than Income?		Yes / No
pg.54	**CAPITAL REVENUE**		
pg.55	**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
	R37) Capital Revenue - Other Direct		
	R38) Capital Revenue - Other Indirect		
	R39) Capital Revenue - Other Total		Calculated
	*R40) Total Local Government Capital Revenue		Calculated
pg.55	**State Government Capital Revenue**		
	R41) Capital Revenue - Library Construction Grant		
	R42) Capital Revenue - State Other		
	*R43) Total State Government Capital Revenue		Calculated

Page # in Guide	Data Element Name	Prefilled	2023 Data
pg.56	**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
pg.56	**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
pg.57	**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
pg.57	**Capital Expenditures**		
	*EC01) Total Capital Expenditures		
pg.57	**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

pg.59   **COMMENTS**

Is there anything else you would like to add that is not reflected in the rest of the report?