DEPARTMENT OF EDUCATION

Minnesota Public Library Report, Guide to Data Elements

This guide will familiarize you with the data elements for the Minnesota Public Library Annual Report.

Minnesota's public libraries are required by law (Minnesota Statutes, section 134.13) to submit annual reports to the Minnesota Department of Education by April 1 of each year. Libraries enter their data using an online tool, LibPAS.

Please complete your report using information for January 1 through December 31, 2024, unless otherwise specified. Financial data should be reported for the fiscal year that ended in calendar year 2024.

Changes for 2024

All changes to the 2024 report, whether new elements or expanded explanations, are highlighted in yellow throughout this guide.

Changes to data elements

You no longer need to report contactless visits, or hours of curbside or limited service. These were added in 2020 to show how library operations were adjusted in response to pandemic restrictions, but by 2023, most Minnesota libraries had returned to normal operations.

We've added a Yes/No question about whether your library offers automatic renewal of physical materials.

Downloadable circulation is now being asked separately each of four formats: e-book, e-serial, e-audio, and e-video. Prior to this we were asking you to group e-book and e-serial circulation, and e-audio and e-video circulation.

For 2024, we will resume reporting daily hours (that is, the number of hours a library location is open each day of the week), and seasonal hours and weeks. We have added a Yes/No question to indicate that your library has a seasonal schedule (that is, the weekly schedule is adjusted seasonally for at least 30 or more consecutive days). If you answer **Yes**, the screen will display input fields for seasonal hours and weeks.

We've added new Yes/No questions about whether your library provides access to e-resources licensed locally, regionally, or statewide. See the Collections section for these new data elements.

Changes to data entry screen

Last year we added an optional open-text field at the very end of the report for you to add a comment about anything that was not covered, or needs more elaboration. The comment section is still optional, but it is now at the beginning of the data input screen. If something happened in 2024 that had an effect on many parts of the report—for example, a remodel that closed the library for 40 weeks that resulted in lower service numbers for the year—I encourage you to note that in this Comment field.

In the Programs section, you will be asked to answer Yes/No questions about the type of programs (offsite, live virtual, or recorded) your library offered in 2024. If you answer Yes to any of those, the screen will display sections for you to enter that data.

The data elements in the Programs section have been rearranged to align attendance with programs. Instead of reporting the number of programs across all formats and age categories, and then reporting the attendance at programs, you will now enter the attendance right next to the number of programs by age and format.

We realize that you may not be able to provide a reasonable estimate for some data elements. In this case, you have the option to mark "not known." Please do report as much as you reasonably can to keep this historical record going.

We are here to help! We appreciate that filling out this report can be time-consuming and laborious. If you have questions about how to interpret something, don't hesitate to reach out to Verena Getahun at 651-582-8714 or verena.getahun@state.mn.us.

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Completing the Report

As you complete the report, you will need to distinguish between two levels: data for **library administrative entities** and data for **library outlets**.

- An *administrative entity* is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. Administrative entities can have one or more outlets that provide direct service to the public.
- *Library outlets* include central libraries, branch libraries and bookmobiles.

Data elements for outlet-level information are indicated by an "m" in the field code (as in "P06m Visits").

If you are filing this report for a single-location library, enter data as if your library is both an administrative entity and an outlet. Where possible, enter data at the outlet level; LibPAS will "roll up" the data to the administrative entity level.

For your convenience, information in some data elements is 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 pre-filled data elements are not expected to change from year to year, and so are locked. If any locked fields need to be changed, please contact Verena Getahun (verena.getahun@state.mn.us) at State Library Services.

In some cases, you will not have a number to enter, either because your library doesn't offer a particular service or resource, or because your library does not know or cannot collect the requested data. In the first case, you should type zero (0) in LibPAS; in the second, you should check the "not known" box. When you check the "not known" box, LibPAS will fill the field with "-1."

	When you…	LibPAS stores a…
Zero means, "We have none of this item" (for example, the library does not have a website).	…type "0"	0
"-1" means "We don't know the answer, don't collect the data, or can't get the data right now."	…check "Not known"	-1

Items marked with an asterisk (*) are required federal data elements that are submitted to IMLS for the Public Libraries Survey.

Comments

This is an open-text box for you type anything you would like to add that is not reflected in the rest of the report. This could be something that affects all of the data you are reporting for this year, such as a significant closure or change in staffing, or a story to supplement the numbers.

Contact Information

G01m Locked **/ G01** Locked**) Library Name**
Pre-filled with the legal name of the library administrative entity or library outlet.

G02m Locked **/ G02** Locked**) Regional System/Sequence Number**
Pre-filled with the identification code assigned to each library.

G03m Locked **/ G03** Locked**) Regional Public Library System**
Pre-filled with the identification code assigned to library's regional library system.

ALS = Arrowhead Library System
ECRL = East Central Regional Library
GRRL = Great River Regional Library
KRL = Kitchigami Regional Library
LARL = Lake Agassiz Regional Library
MELSA = Metropolitan Library Services Agency
NWRL = Northwest Regional Library
PLS = Pioneerland Library System
PCLS = Plum Creek Library System
SELCO = Southeastern Libraries Cooperating
TDS = Traverse des Sioux Library Cooperative
VLS = Viking Library System
UNAFF = Unaffiliated (Library is not a member of a regional library system.)

Addresses

G05m / G05) Location is a change from previous year
Pre-filled with *No*. If a change in address is due to the U.S. Postal Service altering the street number, leave the value at *No*. Enter *Yes* if library has moved to a new location during the reporting year.

G04m Locked **/ G04** Locked**) Street Address**
Pre-filled with library's street address, not P.O. Box or general delivery. (Contact State Library Services if address changed.)

G06m Locked **/ G06** Locked**) City**
Pre-filled with the city or town where the library administrative entity or library outlet is located.

G07m Locked **/ G07** Locked**) ZIP Code**
Pre-filled with the five-digit ZIP code for the library administrative entity or outlet's street address.

G11m / G11 [Locked]**) County**
Pre-filled with the county where the library administrative entity or outlet is located.

G08m / G08) Mailing Address
Pre-filled with the library administrative entity or outlet's mailing address, even if it is the same as the street address.

G09m / G09) City – Mailing Address
Pre-filled with the city or town for the library administrative entity or outlet's mailing address.

G10m / G10) ZIP Code – Mailing Address
Pre-filled with the five-digit ZIP code for the library administrative entity or outlet's mailing address.

G12m / G12) Phone
Pre-filled with the library administrative entity or outlet's ten-digit phone number. Use 000-000-0000 format.

G13 [Locked]**) Library Web Address**
Pre-filled with the library's website address. Exclude the URL prefix http:/ or https:/.

Director

If the directorship of the library changed in 2024, please determine who spent the most time as director from January through December 2024, and use that person's information in these fields, even if that person is not currently the director.

G14) Director's Name
Pre-filled with the name of the person responsible for the operation of the library administrative entity.

G15) Director's Phone
Pre-filled with the library director's ten-digit phone number. Enter even if it is the same as the library's phone number.

G16) Director's Extension
Pre-filled with the extension, if any, for the library director's phone. Leave the field blank if there is no extension number.

G17) Director's E-mail Address
Pre-filled with the library director's e-mail address.

Report Filer

G18) Report Filer Name
Pre-filled with the name of the person who can answer questions about the information entered in this report.

G19) Report Filer Phone
Pre-filled with the contact person's telephone number.

G20) Report Filer E-mail
Pre-filled with the contact person's e-mail address.

IMLS Administrative Entity Codes

G21 ᴸᵒᶜᵏᵉᵈ) Interlibrary Relationship Code
Pre-filled with assigned interlibrary relationship code. If your library's designation has changed, contact State Library Services to update.

HQ - Headquarters of a Federated, Cooperative or Consolidated Library System

The library entity provides the physical space and employees who manage, coordinate, or administer the programs of the federated, cooperative or consolidated library system.

ME - Member of a Federated, Cooperative or Consolidated Library System

An autonomous library joined by formal or informal agreement(s) with (a) other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc., and (b) libraries that are part of national, multi-state or statewide library federations or cooperatives.

NO - Not a member of a Federated, Cooperative or Consolidated System

An unaffiliated library.

G22 ᴸᵒᶜᵏᵉᵈ) Legal Basis Code
Pre-filled with assigned legal basis code. If your library's legal basis for the type of local government structure that authorizes your library has changed, contact State Library Services to update.

CC - City/County

A library administrative entity that is jointly operated by a county and a city.

CI - Municipal Government (city, town or village)

A library administrative entity that is operated by a municipal government; the municipality is authorized in a state's constitution and statutes, and is established to provide government services for the population in a defined area.

CO - County/Parish

A library administrative entity that is operated by a county; the county is authorized in a state's constitution and statutes and is established to provide government services.

MJ - Multi-jurisdictional

An entity operated jointly by two or more units of local government under an intergovernmental agreement that creates a jointly appointed board or similar means of joint governance. A library that contracts to serve other jurisdictions or to serve special library districts is not multi-jurisdictional.

S/P - School/Public

A library governed by a joint powers agreement between a school district or academic institution and a municipal or county government.

Note: While School/Public Libraries in Minnesota are identified as S/P, State Library Services reports to the federal level using the MJ (Multi-jurisdictional) designation.

G23 Locked**) Administrative Structure Code**

Pre-filled with assigned administrative structure code. If your library's Administrative Structure Code has changed, contact State Library Services to update.

This code describes a library administrative entity that is legally established under state or local law and has its own governance and funding. It may have one or more outlets.

AO - Administrative Entity with No Public Service Outlet

A single outlet agency that provides staff, materials and services to other libraries; may receive and spend funds on behalf of other libraries; and contracts with other libraries to provide various library services. Examples are headquarters of library systems, federations or cooperative services.

MA - Administrative Entity with More than One Direct Service Outlet and Separate Administrative Offices

An administrative entity that serves the public directly with two or more service outlets, including any combination of a central library, branch(es), bookmobile(s), and/or books-by-mail service. Administrative offices are separate from the direct service outlets and do not provide direct library services.

MO - Administrative Entity with More than One Direct Service Outlet and Administrative Offices are Not Separate

An administrative entity that serves the public directly with two or more service outlets, including any combination of a central library, branch(es), bookmobile(s), and/or books-by-mail service.

SO - Administrative Entity with a Single Direct Service Outlet

An administrative entity that serves the public directly with only one central library, one bookmobile or books-by-mail service.

G25 Locked**) Geographic Code**

Pre-filled with assigned geographic code. Contact State Library Services if your library administrative entity's geographic area has changed.

Your library's code should reflect the geographic basis for the population of your Legal Service Area in P01: that is, this code should exactly or most nearly describe the geographic service area that the public library is established to serve and from which (or on behalf of which) it derives revenue. It also includes any areas that the library provides services to under contract.

The codes in this section match the terms used by the U.S. Census Bureau (https://www.census.gov/programs-surveys/geography/about/glossary.html).

PL1—Place (e.g., incorporated city or village, census-designated), entirety
PL2—Place (e.g., incorporated city or village, census-designated), overlap
MP1—Multi-Place, entirety
MP2—Multi-Place, overlap
CD1—Minor Civil Division [MCD] (e.g., town, township), entirety
CD2—Minor Civil Division [MCD] (e.g., town, township), overlap
MD1—Multi-MCD, entirety
MD2—Multi-MCD, overlap
CO1—County or Equivalent, entirety
CO2—County or Equivalent, overlap
CO3—County or Equivalent, remainder excluding AEs of contained geographies
MC1—Multi-County, entirety
MC2—Multi-County, overlap
MC3—Multi-County, remainder excluding AEs of contained geographies
SU1—School District - Unified, entirety
SU2—School District - Unified, overlap
SE1—School District - Elementary, entirety
SE2—School District - Elementary, overlap
SS1—School District - Secondary, entirety
SS2—School District - Secondary, overlap
OTH—Other

G26) Did the legal service area boundary change?
Pre-filled with *No*. Select *Yes* if there has been any change to the boundaries of the library administrative entity's legal service area during the reporting period.

Note: A change may result when a municipality annexes land, when a municipality in a county becomes an independent city or its own county, or when an administrative entity contracts to provide public library service to a geographic area other than the geographic area that it was established to serve (e.g., a municipal library contracts to serve county residents).

Visits, Reference, Users

Population

P01m / P01 ^{Calc.}) Population of the Legal Service Area
Enter the number of people who live in the geographic area that your library was established to serve and from which (or on behalf of which) it derives revenue. Include the population of any additional areas that are served under contract. Please use the most recent estimate from Minnesota State Demographic Center- Our Estimates using the tabs for County Data or City & Township Data.

Registered Users

A registered user is a library user who has applied for and received an identification number (e.g., barcode) or card from your library. Your library has policies that determine borrowing privileges and access to other library resources.

Include registrations for temporary or electronic-only cards (for example, Overdrive Instant Digital cards).

Note: If your library uses an automation system that is managed by a federated regional public library system, the regional system may be able to provide totals.

P05) Year in Which Registered User Records Were Last Purged
Enter the most recent year in which registered but inactive users were deleted from the patron database, for example "2022". Check the "not known" box if patron records have never been purged or if the last date is unknown.

P02m / P02 ^{Calc.}) Registered Users - Residents
Enter the number of people who live within your library's legal service area who have registered to use your library. City, township and/or county property taxes from registered users' households support your library.

Note: If resident and reciprocal borrowers cannot be counted separately, enter the total number of registered users here.

P03m / P03 ^{Calc.}) Registered Users - Reciprocal
This question is intended to reflect the approximate number of people who take advantage of the reciprocal borrowing compact. Enter the number of people who live *outside* your library's legal service area who have registered to use your library. City, township, and/or county property taxes from reciprocal users' households do not provide direct support to your library.

Note: If residential and reciprocal users cannot be counted separately, check the "*not known" box. Report the total number in P02/P02m.*

P04m ^{Calc.} / P04 ^{Calc.}) Total Registered Users
Total number of resident and reciprocal users.

Visits and Reference

P06m / P06 ^{Calc.}) Visits
Enter the total number of people who entered the library or bookmobile during the year.

If your library uses sample weeks to estimate visitor count, and you were not able to construct a reasonable estimate for 2024, check the "not known" box.

P60) Visits Reporting Method

When reporting visits to your library, do you use an annual count (e.g., door counter), or an annual estimate based on a typical week or weeks? Select one of the following:

Annual Count
Annual Estimate Based on Typical Week(s)
No Direct Library Service Offered
Visits Not Tracked

P07m / P07 Calc.) Reference Transactions

Enter the number of reference transactions during the year.

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

The request may come from an adult, a young adult, or child in person, by phone, by fax, by mail, by electronic mail, or by virtual reference.

A reference transaction includes information and referral service, readers' advisory, on-demand and unscheduled or scheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction). Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

Information sources include print and non-print materials, online databases, catalogs and other holdings records. It also includes communication or referral with other libraries, institutions and people inside and outside the library.

When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

Duration should not be an element in determining whether a transaction is a reference transaction.

Do not include directional questions or questions about library rules or policies. Examples of directional questions are "Where is the rest room? I'm looking for a book with the call number 811.2 G25. Can you help me make a photocopy?" An example of a rule or policy question is "How late are you open?" Do not count patron interactions to set up or explain curbside service as reference.

P61) Reference Transactions Reporting Method

When reporting reference transactions at your library, do you use annual count or an annual estimate based on a typical week or weeks? Select one of the following:

Annual Count
Annual Estimate Based on Typical Week(s)
No Direct Library Service Offered
Reference Not Tracked

Public Internet

P08m / P08 ^{Calc.}**) Public Internet Computer Sessions**
Enter the total number of sessions (uses) of the library's public internet computers during the year. A session is an uninterrupted use by an individual of a library computer connected to the internet. Please provide the total number of sessions during the last year. Count each distinct use (log-on) as one session, regardless of how long the session lasted or if the same user logged on more than once. Do not include wireless access by personal mobile devices.

If you offered computers for public use outside the building, you can add those to the count of *Public Internet Stationary Computers*. If it's possible to track login sessions on these computers, add that count to *Annual Public Internet Computer Sessions*.

If your library uses sample weeks to estimate computer sessions, and you were not able to construct a reasonable estimate for 2024, check the "not known" box.

P09m / P09) Public Internet Computer – Usage Type
Pre-filled with whether or not your library offers uses such as word processing or catalog access in addition to internet access on public computers. Choices are:

> The number of Public Internet Computer Sessions is limited to internet use only.
> The number of Public Internet Computer Sessions includes other types of computer use.

P62) Public Computer Sessions Reporting Method
When reporting public computer sessions at your library, do you use annual count or an annual estimate based on a typical week or weeks? Select one of the following:

> Annual Count
> Annual Estimate Based on Typical Week(s)
> No Direct Library Service Offered
> Computer Sessions Not Tracked

Wireless Sessions

P10m / P10 ^{Calc.}**) Wireless Sessions**
Enter the number of wireless sessions provided by the library's wireless service during the year. Include wireless access by personal mobile devices.

If your library is providing wireless access to the Internet beyond the library's grounds, such as a bookmobile or mobile hotspots in a parking lot (not circulated), include the number of sessions initiated from those locations, if available.

If your library does not count wireless sessions, or you were not able to construct a reasonable estimate from sample weeks for 2024, check the "not known" box.

P63) Wireless Sessions Reporting Method

When reporting public computer sessions at your library, do you use annual count or an annual estimate based on a typical week or weeks of hardware logs or network scanning? Select one of the following:

> Annual Count
> Annual Estimate Based on Typical Week(s)
> No Direct Library Service Offered
> Wireless Not Tracked

Website Visits

P32) Website Visits

Enter the number of visits to the library's website during the year. Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed.

Usage of library social media accounts such as Facebook or Twitter should not be reported here. If your library does not have a website, leave this field blank and choose "not applicable" from the drop-down to the right of the field.

If you do have a website, but did not count website visits, please choose "not known" from the drop-down.

Circulation

Physical Circulation

Automatic Renewal: Answer Yes or No to the following question: "Did your library offer automatic renewal for any physical materials in 2024?"

Report the total annual circulation including renewals of all physical library materials of all types. Count all physical materials in all formats that are loaned for use outside the library. Include tools, cookware, sports equipment, realia, mobile devices, mobile hotspots and other physical items available for loan. Include interlibrary loan transactions if items were borrowed by library users. Do not include interlibrary loan items loaned to another library, returns/check-ins or tax forms.

P13m / P13 Calc.) Children's Circulation

Report the total annual circulation including renewals of library materials primarily intended for children (ages 0 to 11) in all formats except downloadable items. Count all items loaned for use outside the library, regardless of the borrower's age. Include interlibrary loan transactions if items were borrowed by library users. Do not include interlibrary loan items loaned to another library.

If your library does not count children and adult circulation separately, check the "not known" box. Enter total circulation in P15m) Circulation – No Age Designation.

P14m / P14 ^{Calc.}) Adult Circulation

Report the total annual circulation including renewals of library materials primarily intended for adults in all formats except downloadable items. Count all items loaned for use outside the library, regardless of the borrower's age. Include interlibrary loan transactions if items were borrowed by library users. Do not include interlibrary loan items loaned to another library.

If your library does not count children and adult circulation separately, check the "not known" box. Enter total circulation in P15m) Circulation – No Age Designation.

P15m / P15 ^{Calc.}) Circulation - No Age Designation

Report the total annual circulation including renewals of library materials other than the adult and children's items reported in P13m and P14m. This number may be zero.

If your library does not distinguish between children's and adult circulation, report total circulation in all formats except downloadable items here.

P16m ^{Calc.}/ P16 ^{Calc.}) Total Physical Circulation

Total annual circulation of all physical library materials of all types including renewals.

P69) Physical Circulation – Not Print or Audiovisual

Circulation of all physical items **other than** print books, physical audio or video materials, and serials, including renewals.

These are materials in a fixed, physical format available for use outside the library. These can include a variety of items, such as Wi-Fi hotspots, sewing machines, cake pans, tools, telescopes, board games, and video games.

Downloadable Circulation

Electronic materials are distributed digitally online and accessed by computer, the internet, or a portable device such as an e-book reader. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Include circulation only for items that require a user authentication and have a limited period of use (due date). Count all checkouts, including renewals.

Include circulation of electronic materials that are part of the library's collection and paid for by the library or supplied by a consortium such as the state or regional library system.

Do not include circulation of electronic materials that are available for unlimited use, are in the public domain, are not copyrighted, or are kept by the user and not returned to the library.

Note: A circulating device that has more than one title on it is counted as one item and one physical circulation.

P17a) E-book Circulation

The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.

P17b) E-serial Circulation

The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

P18a) E-audio Circulation

The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

P18b) E-video Circulation

The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.

P19 $^{Calc.}$) Total Downloadable Circulation

Total e-book, e-serial, and downloadable audio and video circulation.

Total Physical and Downloadable Circulation

P20 $^{Calc.}$) Total Circulation

Total annual circulation of all physical items and electronic materials.

Collection Use Including Electronic Collections

Electronic collections include information databases and platforms with downloadable media that require user authentication but do not have a loan period such as Ebooks Minnesota, Consumer Reports, and Freegal.

P29) Number of Information Retrievals from Electronic Collections

Enter the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading; simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library.

Do not include use of the online library catalog or library website homepage.

Note: Check the "not known" box if your library does not count information retrievals from electronic collections.

P30 $^{Calc.}$) Electronic Content Use

Total number of Electronic Materials Circulation and Information Retrievals from Electronic Collections.

P31 $^{Calc.}$) Total Collection Use

Total number of Physical Item Circulation and Electronic Content Use.

Interlibrary Loan (ILL)

P11) ILL Provided to Other Libraries

Enter the number of library-owned items, including photocopies, provided on request by your library to another independent library during the year. The library that your library provided materials to is not operated by the same library administrative entity as yours. For example, do not count items routed to other branches in your library system or to associate libraries of your library system.

P12) ILL Received from Other Libraries

Enter the number of library-owned items, including photocopies, provided on request to your library by another independent library during the year. The library that provided the materials to your library is not operated by the same library administrative entity as yours. For example, do not count items routed from other branches in your library system or to associate libraries of your library system.

Programs, Recordings, Activities

Programs

A program is any planned event which introduces the group attending to any library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship; and book discussions. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Include all programs that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities.

Note: Do not include library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities. One-on-one services provided by library staff may be counted as reference (P07).

Program Attendance

Report the total attendance at all programs held during the year. You do not need to track the age of the people who attend; we just want to know how many people, of any age, attended the program. For example, if the library held a storytime for ages 0-5, report the total number of people – babies, toddlers, adults, siblings – who attended.

Include attendance at any programs that are sponsored or co-sponsored by the library. Do not include attendance at programs sponsored by other groups that use library facilities.

Regardless of the number of formats (onsite, offsite, or virtual) in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session. For example, if a program was held onsite and livestreamed, include the in-person attendees in in-person onsite attendance, and the virtual attendees as live virtual views.

Note: Do not include attendance at library activities delivered on a one-to-one basis, such as tutoring.

Categories for Intended Age of Program Audience

Ages 0-5: any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions include, but are not limited to, story hours, every child ready to read programs, musical or sing-along events, and puppet shows. Include program sessions aimed at children ages 0-5 even if adult caregivers also attend.

Ages 6-11: any planned event for which the primary audience is elementary-school-age children. Examples of these types of program sessions include, but are not limited to, story hours, science events, crafting classes, and summer reading events. Include program sessions aimed at children ages 6-11 even if adult caregivers also attend with the children.

Note: If the library held children's programs that were more general in age and could cover the full 0-11 range, report them under the 6-11 category.

Young Adults: any planned event for which the primary audience is ages 12 to 18 - older tweens, teenagers or young adults. Examples include book clubs, art activities, Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

Adult: any planned event for which the target audience is 19 years or older and is not of interest to children or young adults. Examples include book clubs, retirement education classes, author events, etc.

All Ages: any planned event that is appropriate for any age group or multiple age groups. Include all-library, family, and inter-generational program sessions. Examples of these types of program sessions include, but are not limited to, family game nights, holiday events, storytelling programs, or chess clubs.

Include all programs here that do not fit into the other age category elements. Each program session should only be counted in one age category based on its primary target audience; do not include program sessions here that have already been counted in earlier age category elements. Avoid including program sessions in **All Ages** that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.

Program Formats

In-Person Onsite Programs: These are traditional library programs, with people in attendance on library grounds. "Onsite" could mean inside the library building, any attached or detached meeting rooms, attached outside grounds, or any kind of bookmobile programming. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds.

In-Person Offsite Programs: These are programs with a live audience in a non-library location. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services. Do not count home delivery as programming.

Hybrid Programs: If you hold a hybrid program that has a partial live in-person audience and a partial live online audience, count it as one in-person program in the target age range. Do count the in-person attendance as either onsite or offsite in-person attendance, and count any online attendees under live virtual attendance.

Live Virtual Programs: These are programs during which a library staff member (or other person sponsored by the library) is presenting to or interacting with an audience in real-time. Count each instance of a virtual program as one program.

Recorded Programs: Recorded programs include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.

Program Format Questions

Answering Yes to the following questions will open additional sections on the report where you can record the numbers and attendance of each program format.

In 2024, did your library offer in-person offsite programs?

In 2024, did your library offer live virtual programs?

In 2024, did your library offer recorded programs?

In-Person Programs and Attendance

Onsite Programs

Onsite In-Person Programs Intended for Ages 0-5

P70m) Onsite In-Person Programs Intended for Ages 0-5
Report the annual number of onsite in-person programs offered for children ages 0 through 5. Examples include storytimes.

P93m) Attendees at Onsite In-Person Programs for Ages 0-5
Report the total attendance at all onsite in-person programs intended for ages 0 to 5 held during the year, regardless of attendees' ages.

Onsite In-Person Programs Intended for Ages 6-11

P71m) Onsite In-Person Programs Intended for Ages 6-11
Report the annual number of onsite in-person programs offered for children ages 6 through 11. Examples include Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

P94m) Attendees at Onsite In-Person Programs for Ages 6-11

Report the total attendance at all onsite in-person programs intended for ages 6 to 11 held during the year, regardless of attendees' ages.

Onsite In-Person Programs Intended for Ages 12-18 (Young Adults)

P72m·) Onsite In-Person Programs Intended for Young Adults

Report the annual number of onsite in-person young adult programs offered. Examples include book clubs, art activities, Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

P95m) Attendees at Onsite In-Person Programs for Young Adults

Report the total attendance at all onsite in-person programs intended for ages 12 to 18 held during the year, regardless of attendees' ages.

Onsite In-Person Programs Intended for Ages 19 and over (Adults)

P73m) Onsite In-Person Programs Intended for Adults

Report the annual number of onsite in-person adult programs offered. An adult program is a planned event for which the target audience is adults 19 years old or older. Examples include book clubs, craft activities, classes, author events, etc. Count each program in a series of adult programs as one distinct program.

P96m) Attendees at Onsite In-Person Programs for Adults

Report the total attendance at all onsite in-person programs intended for adults held during the year, regardless of attendees' ages.

Onsite In-Person Programs Intended for All Ages

P74m) Onsite In-Person Programs Intended for All Ages

Report the annual number of onsite in-person programs that appealed to a wide audience from children to adults such as a family movie night.

P97m) Attendees at Onsite In-Person Programs for All Ages

Report the total attendance at all onsite in-person programs intended for all ages held during the year, regardless of attendees' ages.

Offsite Programs

Offsite In-Person Programs Intended for Ages 0-5

P76m) Offsite In-Person Programs Intended for Ages 0-5

Report the annual number of offsite in-person programs offered for children ages 0 through 5. Examples include storytimes in the park.

P99m) Attendees at Offsite In-Person Programs for Ages 0-5

Report the total attendance at all offsite in-person programs intended for ages 0 to 5 held during the year, regardless of attendees' ages.

Offsite In-Person Programs Intended for Ages 6-11

P77m) Offsite In-Person Programs Intended for Ages 6-11

Report the annual number of offsite in-person programs offered for children ages 6 through 11. Examples include Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

P100m) Attendees at Offsite In-Person Programs for Ages 6-11

Report the total attendance at all offsite in-person programs intended for ages 6 to 11 held during the year, regardless of attendees' ages.

Offsite In-Person Programs Intended for Ages 12-18 (Young Adults)

P78m·) Offsite In-Person Programs Intended for Young Adults

Report the annual number of offsite in-person young adult programs offered. Examples include book clubs, art activities, Science, Technology, Engineering and Math (STEM) programs, summer learning events, etc.

P101m) Attendees at Offsite In-Person Programs for Young Adults

Report the total attendance at all offsite in-person programs intended for ages 12 to 18 held during the year, regardless of attendees' ages.

Offsite In-Person Programs Intended for Ages 19 and over (Adults)

P79m) Offsite In-Person Programs Intended for Adults

Report the annual number of offsite in-person adult programs offered. An adult program is a planned event for which the target audience is adults 19 years old or older. Examples include book clubs, craft activities, classes, author events, etc. Count each program in a series of adult programs as one distinct program.

P102m) Attendees at Offsite In-Person Programs for Adults

Report the total attendance at all offsite in-person programs intended for adults held during the year, regardless of attendees' ages.

Offsite In-Person Programs Intended for All Ages

P80m) Offsite In-Person Programs Intended for All Ages

Report the annual number of offsite in-person programs that appealed to a wide audience from children to adults such as a family movie night.

P103m) Attendees at Offsite In-Person Programs for All Ages

Report the total attendance at all offsite in-person programs intended for all ages held during the year, regardless of attendees' ages.

Totals of In-Person Programs

P82 [Calc.]**) In-Person Programs for Ages 0-5**

P83 [Calc.]**) In-Person Programs for Ages 6-11**

P84 [Calc.]**) In-Person Programs for Young Adults**

P85 [Calc.]**) In-Person Programs for Adults**

P86 [Calc.]**) In-Person Programs for All Ages**

P75m [Calc.]**/P75** [Calc.]**) Total Onsite In-Person Programs**

P81 [Calc.]**/P81** [Calc.]**) Total Offsite In-Person Programs**

Totals of In-Person Program Attendance

P98m [Calc.]**) Total Onsite Attendance**
Total attendance at children's, young adult, adult, and all-ages onsite in-person programs.

P104m [Calc.]**) Total Offsite Attendance**
Total attendance at children's, young adult, adult, and all-ages offsite in-person programs.

P105 [Calc.]**) Attendees at In-Person Programs for Ages 0-5**

P106 [Calc.]**) Attendees at In-Person Programs for Ages 6-11**

P107 [Calc.]**) Attendees at In-Person Programs for Young Adults**

P108 [Calc.]**) Attendees at In-Person Programs for Adults**

P109 [Calc.]**) Attendees at In-Person Programs for All Ages**

P98 [Calc.]**) Total Onsite Attendance**

P104 [Calc.]**) Total Offsite Attendance**

Live Virtual Programs

Enter the number of live, virtual programs during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. Count each instance of a virtual program as one program.

Report live virtual programs at the administrative entity level, not the outlet level.

If your library creates a virtual program that is recorded (not live) and can be viewed at any time, do not count it as a live virtual program. Instead, report it under Recorded Programs.

To report attendance at live virtual programs, enter the number of unique views, or peak live views.

Live Virtual Programs Intended for Ages 0-5

P87) Live Virtual Programs Intended for Ages 0-5
Report the annual number of programs intended for ages 0 to 5 that were offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

P110) Live Virtual Views of Programs for Ages 0-5

Number of unique views, or peak live views, during live virtual programs intended for ages 0 to 5.

Live Virtual Programs Intended for Ages 6-11

P88) Live Virtual Programs Intended for Ages 6-11

Report the annual number of programs intended for ages 6 to 11 that were offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

P111) Live Virtual Views of Programs for Ages 6-11

Number of unique views, or peak live views, during live virtual programs intended for ages 6 to 11.

Live Virtual Programs Intended for Ages 12-18

P34) Live Virtual Programs Intended for Ages 12-18

Report the annual number of young adult programs offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. A young adult program is a planned event for which the target audience is young adults 12-18 years old.

P38) Live Virtual Views of Programs for Ages 12-18

Number of unique views, or peak live views, during live virtual programs intended for ages 12 to 18.

Live Virtual Programs Intended for Adults

P35) Live Virtual Programs Intended for Adults

Report the annual number of adult programs offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. An adult program is a planned event for which the target audience is adults 19 years old or older.

P39) Live Virtual Views of Programs for Adults

Number of unique views, or peak live views, during live virtual programs intended for adults.

Live Virtual Programs Intended for All Ages

P89) Live Virtual Programs Intended for All Ages

Report the annual number of all-ages programs offered virtually during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

P112) Live Virtual Views of Programs for All Ages

Number of unique views, or peak live views, during live virtual programs intended for all ages.

Total Live Virtual Programs and Views

P36 [Calc.]**) Total Live Virtual Programs**
Total number of live virtual children's, young adult, adult, and all-ages programs.

P40 [Calc.]**) Total Attendance at Live Virtual Programs**
Number of unique views, or peak live views, during live virtual programs.

Total Programs and Attendance

Total Programs

P90 [Calc.]**) Total Programs for Ages 0-5**
Total number of programs intended for ages 0 to 5, including both in-person and live virtual.

P91 [Calc.]**) Total Programs for Ages 6-11**
Total number of programs intended for ages 6 to 11, including both in-person and live virtual.

P52 [Calc.]**) Total Programs for Young Adults**
Total number of young adult programs, including both in-person and live virtual.

P53 [Calc.]**) Total Programs for Adults**
Total number of adult programs, including both in-person and live virtual.

P92 [Calc.]**) Total Programs for All Ages**
Total number of programs for all ages, including both in-person and live virtual.

P54 [Calc.]**) Total Programs**
Total number of children's, young adult, and adult programs, including both in-person and live virtual.

Total Program Attendance

P113 [Calc.]**) Total Attendance at Programs for Ages 0-5**
Total attendance at programs for ages 0 to 5, including both in-person and live virtual.

P114 [Calc.]**) Total Attendance at Programs for Ages 6-11**
Total attendance at programs for ages 6 to 11, including both in-person and live virtual.

P56 [Calc.]**) Total Attendance at Programs for Young Adults**
Total attendance at programs for ages 12 to 18, including both in-person and live virtual.

P57 [Calc.]**) Total Attendance at Programs for Adults**
Total attendance at adult programs, including both in-person and live virtual.

P115 [Calc.]**) Total Attendance at Programs for All Ages**
Total attendance at programs for all ages, including both in-person and live virtual.

P58 [Calc.]**) Total Program Attendance**
Total attendance at children's, young adult, and adult programs, including both in-person and live virtual.

Recorded Programs

Recorded programs include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand (rather than livestreaming). Only include program presentations posted during the reporting period. Include live program sessions that are recorded and posted online. Count each unique video or audio recording only once regardless of the number of platforms on which it is posted.

Do not include promotional or marketing content.

P116) Recorded Programs for Ages 0-5
Number of video or audio recordings intended for ages 0 to 5, created by a library staff person (or other party sponsored by the library), and posted to a video or audio hosting platform for the audience to view or listen to on-demand.

P117) Recorded Programs for Ages 6-11
Number of video or audio recordings intended for ages 6 to 11, created by a library staff person (or other party sponsored by the library), and posted to a video or audio hosting platform for the audience to view or listen to on-demand.

P42) Recorded Programs for Young Adults
Number of video or audio recordings intended for ages 12-18, created by a library staff person (or other party sponsored by the library), and posted to a video or audio hosting platform for the audience to view or listen to on-demand.

P43) Recorded Programs for Adults
Number of video or audio recordings intended for adults, created by a library staff person (or other party sponsored by the library), and posted to a video or audio hosting platform for the audience to view or listen to on-demand.

P118) Recorded Programs for All Ages
Number of video or audio recordings intended for all ages, created by a library staff person (or other party sponsored by the library), and posted to a video or audio hosting platform for the audience to view or listen to on-demand.

P44[Calc.]) Total Recorded Programs
Total number of recordings of program content intended for children, young adults or adults.

Views of Recorded Programs

Enter the number of on-demand, asynchronous, non-live views of recorded programs.

For live events that are recorded and available for viewing later (e.g., Facebook Live storytime), report any views *after* the live broadcast here.

For each recording, count views 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.

For audio-only programs, count the number of times the program is played.

See the Platform-Specific Guidance for Online Attendance and Views for details on where to find the number of views/plays on different platforms.

P119) On-Demand Views of Recorded Programs for Ages 0-5
Number of views or plays of recordings of programs intended for ages 0 to 5.

P120) On-Demand Views of Recorded Programs for Ages 6-11
Number of views or plays of recordings of programs intended for ages 6 to 11.

P121) On-Demand Views of Recorded Programs for Ages 12-18
Number of views or plays of recordings of programs intended for young adults.

P122) On-Demand Views of Recorded Programs for Adults
Number of views or plays of recordings of programs intended for adults.

P123) On-Demand Views of Recorded Programs for Ages 12-18
Number of views or plays of recordings of programs intended for young adults.

P124 [Calc.]) Total On-Demand Views of Recorded Programs
Number of views or plays of recordings of programs intended for children, young adults, and adults.

Self-Directed Activities

Self-directed activities are planned, independent activities available for a definite time period. Like programs, self-directed activities may require staff resources to plan and prepare, design or distribute, and they make take place on or off-site. They differ from programs in that activities depend on the participation of the attendee to create the experience, without the expectation of staff interaction while the activity is being completed. This does not include informal services such as homework help.

For this report, count only those activities that require staff work to prepare and monitor, beyond simply laying out photocopied coloring pages or a pile of board games. Do not include informal services such as homework help.

Examples of self-directed activities include story walks, take-and-make activity kits, and online reading challenges.

> Example 1: The library sets up a story walk in June. Each person who walks through is counted as one participation. The library reports this as 1 self-directed activity with 30 participations.

> Example 2: The library offers 4 different kinds of take-and-make activities over the winter months. The library reports 4 self-directed activities and 243 participations (counting each separate take-and-make kit that was distributed).

If your library has multiple locations, please track self-directed activities at the outlet level (e.g., branches or bookmobile).

SD01.) Types of Self-Directed Activities

Please provide a brief description of the types of activities your library offers as self-directed activities: Scavenger hunts? Online book clubs? Reading challenges? This will help us to be more consistent in how libraries within Minnesota report programs versus self-directed activities, so the more examples, the better!

If your library doesn't offer self-directed activities, please type "None."

P49m/P49 $^{Calc.}$) Self-Directed Activities

Enter the number of planned, independent activities available for a definite time period.

P50m /P50 $^{Calc.}$) Participation in Self-Directed Activities

Number of participants, regardless of age, of planned, independent activities available for a definite time period. Counting the number of participants for these activities can be a challenge, especially if staff are not present at all times. Depending on the activity, estimates of participation are acceptable, or other methods, e.g., asking story walk participants to put a pebble in a bucket when they finish the walk.

In the case of an onsite activity, it is up to the individual library to decide whether a patron engaged with the activity in a meaningful enough way to be considered participation.

Summer Learning Program

Public libraries incorporate summer learning programs with traditional summer reading programs. Summer learning programs focus on a variety of academic and developmental areas in addition to reading. Summer learning programs engage youth in activities that develop new skills in math, science, history, and art as well as reading. Summer learning is about exploring, creating, making, reading, and socializing. Summer learning programs help ensure that youth retain critical reading and academic skills they acquired during the school year through reading and learning activities over the school break.

What type(s) of summer learning programs did this library offer for youth?
Select one of the following choices.

- Reading program
- Learning program other than reading
- Both reading and learning programs
- None

If the library offered summer learning programs including reading programs, please provide the intended age groups for the program.
Select *Yes* for all that apply.

- Preschoolers, birth to 5 years old
- Children, 5 to 11 years old
- Young adults, 12 to 18 years old

Staff Information

Please report full time equivalent (FTE) amounts as of the last day of the reporting period (December 31). Include all positions funded in the library's budget whether those positions are filled or not. For hours not listed below, divide hours worked by 40 and calculate to two decimal points to determine the FTE. Note that data entered into outlet (m) fields automatically "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Common FTE include:

5 hours per 40-hour work week =.12 FTE	20 hours per 40-hour work week = .50 FTE
8 hours per 40-hour work week = .20 FTE	25 hours per 40-hour work week = .62 FTE
10 hours per 40-hour work week = .25 FTE	30 hours per 40-hour work week = .75 FTE
12 hours per 40-hour work week = .30 FTE	35 hours per 40-hour work week = .87 FTE
16 hours per 40-hour work week = .40 FTE	40 hours per 40-hour work week = 1.00 FTE

S01m / S01 [Calc.]) ALA/MLS Librarian FTE

Enter the FTE for librarians with master's degrees from library and information studies (MLS) programs that are accredited by the American Library Association (ALA). Do not include staff members with an MLS degree that are not employed as librarians; count as Other Staff in S04.

S02m / S02 [Calc.]) Other Librarian FTE

Enter the FTE for employees with the title "librarian" that do not hold a master's degree from a library and information studies program accredited by the American Library Association, but are paid for work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, rather than the mechanical or clerical aspect.

S03m [Calc.] / S03 [Calc.]) Total Librarian FTE

Total FTE of ALA/MLS librarians and other librarians.

S04m / S04 [Calc.]) Other Staff FTE

Enter the FTE for all other FTE employees paid from the library budget, including information technology, administrative support, security, and maintenance staff. Please count all positions even if salary information is not provided in the Selected Salary Schedule below.

S05m [Calc.] / S05 [Calc.]) Total Paid Employee FTE

Total FTE of librarians and other staff.

Selected Salary Schedule

Please provide the hourly pay range for all funded positions, including vacant positions. For example, if the pay rate at your library for an entry-level reference librarian is $15.20 per hour, and the rate for a reference librarian at the highest step is $21.00 per hour, enter $15.20 in the **Low** column of the **Other Librarian** row, and $21.00 in the **High** column. If no salary schedule is available, list the current hourly pay rate in the Hourly Rate-High column and leave the Hourly Rate-Low column blank.

S06) Regional Director Low / Regional Director High

Pre-filled with pay range of the chief administrative officer of a regional public library system. If the pre-filled answer is incorrect, please update.

S07) Library Director Low / Library Director High

Pre-filled with pay range of Director, Chief Executive or Head Librarian who is the person who plans and directs all aspects of a library's operation, and reports directly to a board of trustees or city/county officials. If the pre-filled answer is incorrect, please update.

S08) Assistant Director Low / Assistant Director High

Pre-filled with pay range of Deputy, Assistant or Associate Director who reports to the library director and is responsible for all library activities in the absence of the director. If the pre-filled answer is incorrect, please update.

S09) Branch Manager Low / Branch Manager High

Pre-filled with pay range of a branch manager responsible for the operation of a location that is physically separate from an administrative office or a central library. If the pre-filled answer is incorrect, please update.

S10) Central Library Manager Low / Central Library Manager High

Pre-filled with pay range of a central library manager responsible for the operation of a central library. If the pre-filled answer is incorrect, please update.

S11) Department Head Low / Department Head High

Pre-filled with pay range of a department head who manages a section of a central library or library administrative entity and is a member of the library's executive team. If the pre-filled answer is incorrect, please update.

S12) Other Librarian Low / Other Librarian High

Pre-filled with pay range of job titles that may include children's or reference librarian or cataloger. Duties may include but are not limited to assisting the public, selecting, acquiring, and organizing materials, and organizing activities for different age groups. If the pre-filled answer is incorrect, please update.

S13) Technology Support Low / Technology Support High

Pre-filled with pay range of staff responsible for the maintenance and operation of computer or computer-related equipment. Position may provide technical assistance and training to users and resolves computer software and hardware problems. If the pre-filled answer is incorrect, please update.

S14) Library Support Staff Low / Library Support Staff High

Pre-filled with pay range of job titles that include circulation or acquisitions clerk, technical or public services assistant, etc. Job responsibilities may include circulation or processing. Position requires knowledge specific to library operations. If the pre-filled answer is incorrect, please update.

S15) Administrative Support Staff Low / Administrative Support Staff High

Pre-filled with pay range of job titles that include administrative assistant or administrative secretary. Job responsibilities may include general office work, including but not limited to bookkeeping, maintaining personnel records, and purchasing supplies. If the pre-filled answer is incorrect, please update.

S16) Pages Low / Pages High

Pre-filled with pay range of staff who retrieve library materials and/or return library materials to the shelves. If the pre-filled answer is incorrect, please update.

S17) Do Any Library Staff Belong to a Union?

Pre-filled to indicate if there is one or more legally recognized organizations representing your employees for the purpose of collective bargaining. Yes indicates that library employees are members of a union. No indicates that library employees are not members of a union.

Hours and Weeks of Service

In past years, we asked for the number of daily, weekly, and annual hours each library was open, with extra data elements to record seasonal weeks and hours, which are relevant to libraries that have significantly different public service hours at different times of the year. For the 2020 and 2021 reports, we disabled the elements for seasonal and daily hours, and began tracking Limited Service, Regular Service, and Curbside Service.

For the 2024 report, we will resume asking about daily hours and seasonal weeks and hours.

Seasonal) Do any of the library's locations operate on seasonal hours?
Answer Yes if the library's weekly schedule is adjusted seasonally for at least 30 or more consecutive days.

Daily Hours

Daily Hours During Regular Service

H01m-H07m) Daily Hours
Report the number of hours that this location is open to the public each day, Monday through Sunday. If the number of hours open on a particular day of the week varied during the year, enter the number of hours most commonly offered at this location.

Daily Hours During Seasonal Service

H19m-H25m) Seasonal Daily Hours
If the library's weekly schedule is adjusted seasonally for at least 30 or more consecutive days, report the number of hours that the library is open to the public each day during seasonal service, Monday through Sunday.

Weekly Hours and Weeks of Service

Weeks of Regular Service

H08m / H08 ^{Calc.}) Weekly Hours of Regular Service

Enter the total number of hours the library was open to the public during a typical week of regular service. When reporting weekly hours open, round to the nearest whole hour. (Round down if number is equal to or less than 0.4. Round up if number is equal to or greater than 0.5.) If the number of weekly hours varied, enter the number of hours most commonly offered at the library or outlet.

H15m) Weeks Library was Open with Regular Service

Enter the total number of weeks during the year that the outlet was open to the public with no restrictions. Include all weeks that the library was open at least 50 percent of a typical week.

Weeks of Seasonal Service

H09m / H09 ^{Calc.}) Weekly Hours in a Seasonal Week

Enter the total number of hours the library was open to the public during weeks of seasonal service. When reporting weekly hours open, round to the nearest whole hour. (Round down if number is equal to or less than 0.4. Round up if number is equal to or greater than 0.5.) If the number of weekly hours varied, enter the number of hours most commonly offered at the library or outlet.

H27m) Weeks Library was Open with Seasonal Service

Enter the total number of weeks that the outlet was open with a seasonal schedule. Include all weeks that the library was open at least 50 percent of a typical week.

Total Hours and Weeks of Service

H11m ^{Calc.}) Weeks Library was Open

Total number of weeks open to the public with either regular or seasonal service. The sum of H15m and H27m should be 52.

H12m / H12 ^{Calc.}) Annual Public Service Hours

Enter the total hours the library building was open to the public in 2024 adjusting for holidays and temporary closures.

Do not calculate minor variations in scheduled public service hours such as closing due to snow conditions or a parade. Do not include hours the building was closed to the public due to emergencies, natural disasters, renovations, budget shortfalls, or other events, even if the staff is scheduled to work.

For each bookmobile, count only the hours during which the bookmobile was open to the public. Do not include travel hours. For books-by-mail service, count the hours that the outlet was staffed for service.

H20m) Offers Non-staffed Hours

Answer Yes or No to the question 'Does this location offer non-staffed service hours? When library staff members are not present, are members of the public able to enter the library building to access materials, use study or meeting spaces, use computers or printers, or otherwise make use of library space and resources?'

Collections

Report items the library has acquired and catalogued as part of the collection that have been purchased, donated, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Include items that are accessed with a library card or at a library location. Items do not have to be included in the catalog.

Count items that have a loan period and are returned to the library. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. Do not include microforms, loose sheet music, maps, and pictures. Do not include items that are retained by the user and not returned to the library.

Physical Materials

Report the number of physical items such as books, CDs, DVDs, and tools or equipment in the library's collection. Count only those items that are available for public use. Include the number of volumes if available. Items which are packaged together as a unit such as two compact discs or two DVDs and intended to be checked out as a unit should be counted as one physical item. Please count items that include two formats such as a book/CD combination in only one category—Print, Audio or Multi-format. If your library is not able to distinguish the physical format of items, please enter the total number of items in C05m) Other Physical Materials.

Note that data entered into library outlet fields automatically "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Note: Do not include e-books, e-serials, and downloadable audio and video.

C01m / C01 [Calc.]) Print Materials (Books and Periodicals)

Report the number of physical items, including duplicates, printed on paper with hard or soft covers or in a loose-leaf format held by the library. If volume data is not available, please count the number of titles instead. Include bound forms of printed music and maps, and non-serial government documents. Do not include unbound sheet music. Books packaged together as a unit (e.g. a 2-volume set) and checked out as a unit are counted as one item.

C02m / C02 [Calc.]**) Audio Materials, Physical**

Report the number of items held by the library in a fixed physical format, including duplicates, on which only sounds, music or narratives, are stored. Include any format including compact discs, Playaways, LP records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, and talking books.

C03m / C03 [Calc.]**) Video Materials, Physical**

Report the number of items held by the library in a fixed physical format, including duplicates, on which moving pictures are recorded, with or without sound. Electronic playback is on a television receiver or computer monitor. Video formats may include videotape, DVD, and/or CD-ROM.

C04m / C04 [Calc.]**) Multi-format Materials**

Report the number of multi-format items that consist of at least two different physical formats such as a book and CD that are held by the library.

C05m / C05 [Calc.]**) Other Physical Materials**

Report the number of any other physical items that are available for use by the public such as tools, cookware, sports equipment, mobile devices, and mobile hotspots.

C06m [Calc.] **/ C06** [Calc.]**) Total Physical Materials**

Total number of print, audio, video, multi-format, and other physical materials.

C07m / C07 [Calc.]**) Print Serial Subscriptions**

Report the number of current print serial subscriptions including duplicates. Serial subscriptions may include magazines, newspapers, annuals, government documents, reference tools, and numbered monographic series. Do not include microform subscriptions.

Electronic Materials

Electronic materials include downloadable materials distributed digitally and accessed via a computer, the internet or mobile device (e-readers, tablets, etc.). Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in a catalog. Do not include electronic materials that are in the public domain or not copyrighted. Report the number of units the library has acquired, including duplicates.

Content obtained through a vendor on a temporary basis is considered part of the collection.

Note: Do not include resources that are available for unlimited use or are kept by the user and not returned to the library. Those resources are counted in Electronic Collections.

Electronic Serial Subscriptions

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.

C08a) Answer Yes or No to the following question: "Did the library provide access to e-serials licensed locally, i.e., purchased solely by the library?"

C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable
Enter the number of e-serial subscriptions that your library has licensed and paid for directly.

C09a) Answer Yes or No to the following question: "Did the library provide access to e-serials licensed regionally, i.e., provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?"

C09 Locked) Electronic Serial Subscriptions, Licensed Regionally, Downloadable
Pre-filled with the number of e-serial subscriptions that your regional library system has licensed and paid for on your behalf.

C00a) Answer Yes or No to the following question: "Did the library provide access to e-serials licensed statewide or at no or minimal cost to the library?"

C10 Calc.) Total Electronic Serial Subscriptions
Total electronic serial subscriptions licensed locally and regionally.

Electronic Books (E-books)

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Please include e-books that are stored locally or at a vendor site for which permanent or temporary access rights have been acquired.

C11a) Answer Yes or No to the following question: "Did the library provide access to e-books licensed locally, i.e., purchased solely by the library?"

C11) Electronic Books Licensed Locally
Report the number of e-book units held including duplicates for items that your library has selected and purchased for its own users. Content obtained through a vendor on a temporary basis is considered part of the collection.

C12a) Answer Yes or No to the following question: "Did the library provide access to e-books licensed regionally, i.e., provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?"

C12 ^{Locked}**) Electronic Books Licensed Regionally**

Pre-filled with the number of e-books that your regional library has licensed and paid for on your behalf.

C13a) Answer Yes or No to the following question: "Did the library provide access to e-books licensed statewide or at no or minimal cost to the library?"

C13 ^{Locked}**) Electronic Books Licensed Statewide**

Pre-filled with e-books available through the Electronic Library of Minnesota (ELM) and Ebooks Minnesota.

C14 ^{Calc.}**) Total Electronic Books**

Total number of e-books licensed locally, regionally and statewide.

Audio Downloadable Units

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.

C15a) Answer Yes or No to the following question: "Did the library provide access to e-audio licensed locally, i.e., purchased solely by the library?"

C15) Audio Downloadable Units, Licensed Locally

Report the number of downloadable audio units held including duplicates for items that your library has selected and purchased for its own users. Content obtained through a vendor on a temporary basis is considered part of the collection.

C16a) Answer Yes or No to the following question: "Did the library provide access to e-audio licensed regionally, i.e., provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?"

C16 ^{Locked}**) Audio Downloadable Units, Licensed Regionally**

Pre-filled with the number of downloadable audio units that your regional library has licensed and paid for on your behalf.

C00a) Answer Yes or No to the following question: "Did the library provide access to e-audio licensed statewide or at no or minimal cost to the library?"

C17 ^{Calc.}**) Total Audio - Downloadable Units**

Total number of downloadable audio units licensed locally and regionally.

Video Downloadable Units

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device.

C18a) Answer Yes or No to the following question: "Did the library provide access to e-audio licensed locally, i.e., purchased solely by the library?"

C18) Video - Downloadable Units, Licensed Locally

Report the number of downloadable video units held including duplicates that your library has selected and purchased for its own users. Content obtained through a vendor on a temporary basis is considered part of the collection.

C19a) Answer Yes or No to the following question: "Did the library provide access to e-audio licensed regionally, i.e., provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?"

C19 [Locked]**) Video - Downloadable Units, Licensed Regionally**

Pre-filled with the number of downloadable video units that your regional library has licensed and paid for on your behalf.

C00a) Answer Yes or No to the following question: "Did the library provide access to e-video licensed statewide or at no or minimal cost to the library?"

C20 [Calc.]**) Total Video - Downloadable Units**

Total number of downloadable video units licensed locally and regionally.

Electronic Collections

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data.

The annual report considers two types of electronic collections:

- Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information.

- Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc.

Include electronic collections that are available online or are locally hosted in the library. Do not include resources available for free (such as Project Gutenberg).

Count each electronic collection once even if it is available through more than one vendor. If the library has multiple electronic collections through one vendor interface, count each electronic collection separately.

C21a) Answer Yes or No to the following question: "Did the library provide access to research databases licensed locally, i.e., purchased solely by the library?"

C21a) Answer Yes or No to the following question: "Did the library provide access to online learning platforms licensed locally, i.e., purchased solely by the library?"

C21) Electronic Collections Licensed Locally

Report the number of electronic collections that your library has acquired for its own use.

C22a) Answer Yes or No to the following question: "Did the library provide access to research databases licensed regionally, i.e., provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?"

C22a) Answer Yes or No to the following question: "Did the library provide access to online learning platforms licensed regionally, i.e., provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?"

C22 ^{Locked}) Electronic Collections Licensed Regionally

Pre-filled with the number of electronic collections that your regional library has licensed and paid for on your behalf.

C24 ^{Calc.}) Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement

Total number of licensed electronic collections purchased by your library, a regional system or by other cooperative agreement.

C25a) Answer Yes or No to the following question: "Did the library provide access to research databases licensed statewide or at no or minimal cost to the library?"

C25a) Answer Yes or No to the following question: "Did the library provide access to online learning platforms licensed statewide or at no or minimal cost to the library?"

C25 ^{Locked}) Electronic Collections Licensed Statewide

Pre-filled with the number of electronic collections obtained through state funding for the Electronic Library of Minnesota (ELM).

C26 ^{Calc.}) Total Licensed Electronic Collections

Total number of licensed electronic collections.

Facilities

F01) Central Libraries

Pre-filled with "1" (one). Change to "0" (zero) if there is no central library. A central library, or main library, is one type of single outlet library or the library which is the operational center of a multiple-outlet library. All processing may be located here or the principal collections are housed here.

Note: Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

F02) Branch Libraries

Pre-filled with the number of branch libraries. A branch library is an auxiliary unit of an administrative entity which has at least all of the following:

1. Separate quarters
2. Organized collection of library materials
3. Paid staff
4. Scheduled hours open to the public

F03) Bookmobiles

Pre-filled with the number of bookmobiles. A bookmobile is a traveling branch library. It consists of at least all of the following:

1. Truck or van that carries an organized collection of library materials
2. Paid staff
3. Scheduled hours (bookmobile stops) open to the public

Note: A bookmobile outlet record may include more than one bookmobile. Separate outlet records may be created for each bookmobile if they have different addresses and/or Geographic Code (see G25).

F04) Supplementary Services

Pre-filled with the number of supplementary services. A supplementary service is authorized and overseen by your library, provides reference or other public service and/or circulates materials, and has regularly scheduled hours. This includes but is not limited to pick-up and return stations, kiosks, online or in-person homework assistance, and online person-to-person services such as Tutor.com, Brainfuse.com, and Ed2Go.com.

Outlet Types

F05m [Locked]**) Outlet Type Code**

Pre-filled with type of outlet.

> CE – Central library
> BR – Branch library
> BS – Bookmobile
> OF – Office

Please contact State Library Services if the designation for your library has changed.

F06m) Number of Bookmobiles

Pre-filled with the number of bookmobiles that are considered an outlet of the library. Enter "0" (zero) if the bookmobile is only parked at the outlet location.

Buildings

F07m ^{Locked}**) Facility Type Code**
Pre-filled with the code used for your location. Contact State Library Services if the designation for your library has changed.

L - A single-purpose library building built to serve as a library

M - A multi-purpose building that was constructed to include the library

G - A multi-purpose building where the library was included at a later date

R - A remodeled store, office, or government building where the library shares the building with other entities

S - A remodeled store, office or government building that houses only a library

B - A bookmobile

O - Other

F08m ^{Locked}**) Square Feet**
Pre-filled with the square footage of a library location. Square footage includes the area on all floors enclosed by the outer walls of the library outlet. It includes all spaces occupied by the library, including staff areas. It also includes any area shared with another agency or agencies, if the library uses the shared space, for example a meeting or conference room. Contact State Library Services if the square footage of a location has changed.

F09m) Year Built
Pre-filled with the year the building was constructed, even if it was not constructed to serve as a library, for example "1997". For bookmobiles, use the vehicles model year rather than the year purchased. If the pre-filled answer is incorrect, please update.

F10m) Latest Year Remodeled
Pre-filled with the most recent year that a substantial modification to the building was completed, for example "2018". Substantial modification means that the remodeling involved 1) structural changes, 2) the services of a licensed architect, and/or 3) a cost of $100,000 or more. If the pre-filled answer is incorrect, please update. If date is not known, please leave the field blank.

F11m) Previous Year(s) Remodeled
Pre-filled with the years in which substantial interior and/or exterior modifications to the building or the library portion of a multi-purpose building were completed. Example: "1955, 1980". If the pre-filled answer is incorrect, please update. If date is not known, please leave the field blank.

Computers

Report the number of the library's internet computers (desktops, laptops and mobile devices), whether purchased, leased or donated, used by the staff or public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., solely to access an OPAC or specific database).

F12m / F12 ^{Calc.}) Staff Internet Computers
Pre-filled with the number of computers (desktop, laptop and tablet) that connect to the Internet for staff use. The number includes both purchased and leased computers. If the pre-filled answer is incorrect, please update.

F13m / F13 ^{Calc.}) Public Internet Computers
Pre-filled with the number of desktop computers that connect to the internet for public use. The number includes purchased, leased and donated computers. If the pre-filled answer is incorrect, please update.

If you started offering computers for public use outside the building, you can add those to the count of *Public Internet Computers*.

F14m / F14 ^{Calc.}) Public Mobile Devices for Onsite Use
Pre-filled with the number of mobile devices such as laptops, tablets, and e-readers that connect to the internet for public use in the library. If the pre-filled answer is incorrect, please update.

F15m / F15 ^{Calc.}) Total Public Internet Computers/Devices
Total number of desktop and mobile devices that connect to the internet for public use.

Fiber Optic Connections

F16m) Fiber Optic to Library Building
Pre-filled with whether or not a fiber optic telecommunication line is connected to the library building. Fiber optic cable is a high-speed data transmission medium. It contains tiny glass or plastic filaments that carry light beams. Digital data is transmitted through the cable via rapid pulses of light. *Yes* indicates that the library line is connected to the Internet with fiber optic cable. If the pre-filled answer is incorrect, please update.

F17m) Category 6 or Better Wiring within Library
Report whether or not the building has Category 6 or better wiring. Category 6 to 9 wiring are higher quality telecommunication cabling systems that are suitable for a wide range of applications. Select the grade of Category wiring within the library from the available choices. If the library does not have Category 6 or better wiring, select "None of the above."

Choices are:
- Category 6
- Category 7
- Category 8
- Category 9
- None of the above

Public Internet Speeds

An Internet speed test measures broadband connection parameters by sending a small file from the server and measuring the time it takes to download and then upload the file back to the server. Please test the upload and download speeds for your public computers using Ookla's Speedtest (www.speedtest.net).

Test using a public computer when all or most of the library's Internet computers are in use. Enter speeds using these categories:

- Up to 1.4 Mbps (millions of bits/second)
- 1.5 Mbps (T1)
- 1.6 Mbps – 4.9 Mbps
- 5.0 Mbps – 9.9 Mbps
- 10.0 Mbps – 15.0 Mbps
- 15.1 Mbps – 20.0 Mbps
- 20.1 Mbps – 50.0 Mbps
- 50.1 Mbps – 100 Mbps
- 100.1 Mbps – 500 Mbps
- 500.1 Mbps – 1 Gbps (billions of bits/second)
- Greater than 1 Gbps (please specify)

F19m) Typical Internet Download Speed for Public Computers
Select the download speed range for the result from Ookla's Speedtest.

F21m) Typical Internet Upload Speed for Public Computers
Select the upload speed range for the result from Ookla's Speedtest.

Wi-Fi

Wi-Fi is a wireless networking technology that allows public internet access using mobile devices.

F22m) Wi-Fi Available to Public
Pre-filled with whether or not the library offers wireless internet service for the public. *Yes* indicates that your library offers Wi-Fi service at this location. *No* indicates that your library does not offer Wi-Fi service at this location. If the pre-filled answer is incorrect, please update.

F22) Outlets with Wi-Fi Available to Public
Pre-filled with the number of outlets that offer public Wi-Fi service. If the pre-filled answer is incorrect, please update.

Meeting Rooms

A meeting room is a separate space in a library building set aside for meetings. The library may or may not charge a fee for the use of the room.

F23m) Meeting Room Available for Public Use
Pre-filled with whether or not a separate room is available for public use. The library may or may not charge a fee for the use of the room. *Yes* indicates that the outlet has a public meeting room. *No* indicates that the outlet does not have a public meeting room. If the pre-filled answer is incorrect, please update.

F23) Outlets with a Meeting Room

Enter the number of library outlets that have a meeting room available for public use.

F24m / F24 ^{Calc.}) Non-Library Sponsored Events

Enter the total number of organized activities held at the library that were not sponsored or co-sponsored by the library. A non-library sponsored event may be held in a library meeting room or in public service areas. For example, a tutoring session by a literacy volunteer and student is a non-library sponsored event. Please include study room use (even if used by single individuals), and other scenarios where library space is used for community meetings, which you are able to easily track (scheduled tutoring sessions, etc.).

Policies/Plans

Libraries have written policies for services, collections, personnel and operations. Plans state the library's role, vision for the future, and services to be implemented. Policies and plans set standards and guide staff members in making day-to-day decisions. The following are typical public library policies and plans. Enter the year, for example "2025", that your library most recently updated each policy or plan. Enter "NONE" if your library does not have a particular policy or plan.

D01) Strategic Plan

Pre-filled with the date that the library most recently created or updated its strategic plan for how the library's resources will be allocated over several years to achieve objectives determined by the library board or other policy-making body. If the pre-filled date is incorrect, please update.

D02) Disaster Plan

Pre-filled with the date that the library most recently created or updated its disaster plan with procedures for continuity of operations in preparation for, or in the event of, a natural or man-made disaster. If the pre-filled date is incorrect, please update.

D03) Policy Manual

Pre-filled with the date that the library most recently created or updated its compilation of board and/or management policies on library practices. The manual includes a schedule for policy review. If the pre-filled date is incorrect, please update.

D04) Records Retention Schedule

Pre-filled with the date that the library most recently created or updated its description of the library's key records that includes information on format(s), guidance for how long each type of record is maintained, and methods for discard. If the pre-filled date is incorrect, please update.

D05) Building Accessibility Plan

Pre-filled with the date that the library most recently created or updated its evaluation of the library building with regard to compliance with the State Building Code and the Americans with Disabilities Act Architectural Guidelines. If the pre-filled date is incorrect, please update.

D06) Technology Plan

Pre-filled with the date that the library most recently created or updated its document that explains how technology is integrated into the services provided to library users and staff. The library technology plan may provide for staff training and include schedules for maintenance and replacement of equipment. An approved technology plan is required for eligibility for certain types of e-rate funding. If the pre-filled date is incorrect, please update.

D07) Internet Acceptable Use Policy

Pre-filled with the date that the library most recently created or updated its policy approved by the library board that indicates the provisions under which either the public or staff can use library computers for access to the Internet. If the pre-filled date is incorrect, please update.

D09) Collection Development Policy

Enter the year that the library most recently created or updated its policy approved by the library board for the planning, selection, acquiring, cataloging, and weeding of the library's collections in all formats.

D08) Overdue Fine Policy

Answer Yes or No to the following question: as of the end of the reporting period (Dec 31 of last year), does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

Community Engagement

Outreach Services

Report *Yes* if your library provides outreach services to organization types listed below. Outreach refers to library services provided to community groups or organizations or work with another agency to deliver library services. Outreach may involve, but does not require, library staff visits to a location outside the library. For example, setting up a booth at a local event or conference, making a presentation at a school, or delivering materials to a jail or prison. If the pre-filled answer is incorrect, please update.

Adult Basic Education

Report whether or not the library provides service to a day or evening program offered by a public school district for people over 16 years of age who do not attend an elementary or secondary school. The program offers academic instruction necessary to earn a high school diploma or equivalency certificate.

Adult Literacy Organization

Report whether or not the library provides service to an agency with structured programs for individuals 16 years and older that improve ability to read, write, and speak in English and to compute and solve problems at levels of proficiency necessary to function on the job, in the family, and in society.

Arts Organization

Report whether or not the library provides services to an organization formed for the purpose of developing and promoting the work of artists in various visual and performing art forms such as film, sculpture, dance, painting, multimedia, poetry, and performance art.

Early Childhood Organization

Report whether or not the library provides service to an agency that provides preschool child care or after-school activities for children or an alternative day-time learning environment other than a public, charter or parochial school, such as a private preschool.

Correctional Facility

Report with whether or not the library provides service to a government-sanctioned institution that houses legally incarcerated people.

Cultural Communities

Report with whether or not the library provides service to people who share a distinct culture.

Disability Organization

Report whether or not the library provides services to an organization that works with people who have physical, mental or sensory impairments that substantially limits one or more major life activities, people who have a history or record of such an impairment, or people who are perceived by others as having such an impairment.

Homeschool Organization

Report whether or not the library provides services to a group of people who educate (one's child) at home instead of sending them to a school or a homeschool cooperative of people working together to offer classes or programs, or support one another.

Service to Homebound

Report whether or not the library provides service to persons for whom it is difficult to leave home, or whose physical mobility requires a caregiver, including assistance with moving a wheelchair.

School (K-12)

Report whether or not the library provides service to institutions for the instruction of children up to age 18 organized to meet the educational standards of the State of Minnesota.

Note: Report outreach services to homeschool organizations in O13) Homeschool Organization.

Senior-Centered Organization

Report whether or not the library provides service to a non-profit organization or for-profit business whose clientele are persons age 60 years and older.

Social Services Organizations

Report whether or not the library provides services to a government agency or non-profit organization that provides assistance to people who lack basic needs for survival such as individuals or families that are homeless or are economically disadvantaged in order to build stronger communities and promote equality and opportunity.

Veterans Organization

Report whether or not the library provides services to an organization that provides help for military veterans and their dependents.

Workforce Development

Report whether or not the library provides service to a private, non-profit or government agency that works with job seekers or people seeking career or employment training.

Youth Development Organization

Report whether or not the library provides service to a private, non-profit or government agency that works with youth through age 21, offering programs or services afterschool, during the summer, or on school release days.

Other

Enter any other type of organization or population that the library provides services or programs to.

Community Partnerships

Community engagement depends upon partnerships with diverse stakeholders from public and private spheres. The library establishes partnerships to enhance the library's capacity, impact and ability to address community needs such as homelessness, immigration, poverty, equity, public safety, economic development, public health, and environmental sustainability. As partners, library staff members join community organizations and serve on boards, committees and work groups and network in ways that emphasize the library's desire to learn and understand community issues. They help design and implement programs in ways that engage community-members directly in the work of social change.

When two or more organizations create a partnership they can engage with one another to varying degrees. Partners communicate information by attending meetings, distributing promotional materials, setting up displays, making presentations, etc. in order to raise awareness of community needs. At a cooperative level, partners provide mutual assistance in working toward a common goal by sponsoring activities or recruiting volunteers to address community needs. Fully committed partners work collaboratively to jointly develop and deliver a program or service by sharing staff, resources, and costs for the benefit of participants.

O12) Did this library partner with one or more community organizations or groups in order to address a community need?
Select *Yes* if the library does partner with community organizations or groups. Select *No* if it does not.

O13) If *Yes*, at what levels does the library engage with its partners?
If the library engages with multiple partners, select any or all of the degrees of engagement that the library has with any of its partners. Select *Yes* if the library engages with partners at this engagement level.

> **O13a) Communicative**
> Partners communicate information by attending meetings, distributing promotional materials, setting up displays, making presentations, etc. in order to raise awareness of community issues and needs. This is a minimum degree of partnership.

> **O13b) Cooperative**
> Partners provide mutual assistance in working toward a common goal by sponsoring activities, donating incentives, recruiting volunteers, etc. to address community issues and needs. This is a moderate degree of partnership.

> **O13c) Collaborative**
> Partners work together to jointly develop and deliver programs by sharing staff, resources, and costs to address community issues and needs and make an impact in the community. This is the maximum degree of partnership.

O14) If *Yes*, does this library measure the impact on the community due to the partnership's efforts?
Select *Yes* if the library does measure community outcomes due to partnership efforts. Select *No* if it does not.

Volunteers

Volunteers are individuals who perform a service willingly and without pay. Volunteers can be any age but are usually 14 years of age or older. Volunteer tasks in the library include, but are not limited to, creating library displays, maintaining the condition of physical materials, assisting with annual book sales, making library customers' visits welcoming and successful, assisting with library programs, assisting customers with computer applications, and returning materials to library shelves. Do not include court-mandated community service or internships. You may use sampling to determine the number of volunteer hours.

Note: Check the "not known" box if your library does not count the number of volunteers or volunteer hours. If your library does not track teen volunteers and hours separately, report the total number of volunteers and hours under the adult categories.

O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?
Select *Yes* if the library has a volunteer program. Select *No* if it does not.

If the answer to O15 is *Yes*, complete O16m to O19m.

Volunteers and Volunteer Hours

O16m) Number of Teen Volunteers
Enter the number of volunteers ages 14 to 18 who donated time to complete tasks at this location during the year.

Note: Check the "not known" box if your library does not count the number of volunteers. If your library does not track teen volunteers separately, report the number of all volunteers in O17m and leave O16m blank.

O17m) Number of Adult Volunteers
Enter the number of volunteers ages 19 or older who donated time to complete tasks at this location during the year.

Note: Check the "not known" box if your library does not count the number of volunteers. If your library does not track teen volunteers separately, report the total number of teen and adult volunteers here and leave O16m blank.

O18m) Number of Teen Volunteer Hours
Enter the number of hours donated by volunteers ages 14 to 18 who donated time to complete tasks at this location during the year.

Note: Check the "not known" box if your library does not count the number of volunteer hours. If your library does not track teen volunteer hours separately, report all volunteer hours for teens and adults in O19m and leave O18m blank.

O19m) Number of Adult Volunteer Hours
Enter the number of hours donated by volunteers ages 19 or older who donated time to complete tasks at this location during the year.

Note: Check the "not known" box if your library does not count the number of volunteer hours. If your library does not track teen volunteer hours separately, report all volunteer hours for teens and adults here and leave O18m blank.

Total Volunteers and Volunteer Hours

O20m$^{Calc.}$ / O20 $^{Calc.}$) Total Number of Volunteers
Total number of teen and adult volunteers at all library outlet locations.

O21m$^{Calc.}$ / O21 $^{Calc.}$) Total Number of Volunteer Hours
Total of teen and adult volunteer hours at all library outlet locations.

Board, Foundation, Friends

Library Board of Trustees

I01) Does this library have a board of trustees?
Pre-filled with *Yes* if the library has a board of trustees or *No* if the library does not have a board of trustees. If the pre-filled answer is incorrect, please update.

I02) Are this library's trustees appointed or elected officials?
Pre-filled with Appointed if trustees are board members appointed to represent a governmental unit such as a City Council or County Board of Commissioners or Elected if trustees are elected by voters to serve on the library board. If the pre-filled answer is incorrect, please update.

Note: If an elected official is appointed by a governing authority to a library board, that official is appointed rather than elected.

I03) Is this library's board of trustees the advisory or governing authority?
Pre-filled with Advisory if the library board advises the city council or county commissioners on matters pertaining to policies, procedures, and budgetary matters. Advisory boards advise a library director and local government on library concerns and promotes library service in a community or area. An advisory board acts as a liaison between the service area, the library and the local governmental authority. In cities, its responsibilities are outlined by the city charter. The library director is selected by the city or county administrator and usually is a department head. If the pre-filled answer is incorrect, please update.

Pre-filled with Governing if the board of trustees makes decisions pertaining to policies, procedures, and budgetary matters. Governing boards are established by local governmental bodies pursuant to Minnesota Statutes, section 134.34 and have legal, financial, policy making and planning responsibilities for library operations. The board also selects and evaluates the library director. If the pre-filled answer is incorrect, please update.

Library Foundation

I04) Does this library have a foundation?
Pre-filled with *Yes* if the library has a foundation. A foundation is a non-profit organization with funds managed by its own trustees that provide a stable source of income for a library through investments of the principle. If the pre-filled answer is incorrect, please update.

I05) Foundation Name
If answer to I04 is *Yes*, pre-filled with the name of the foundation. If the pre-filled answer is incorrect, please update.

Library Friends

I06 / I06m) Does this library have a Friends group?

Pre-filled with *Yes* if the library has a Friends of the Library Group. A Friends group is an organized group that supports a library through financial contributions for specific projects, volunteers and/or advocacy. If the pre-filled answer is incorrect, please update.

I07 / I07m) Friends Group Name

If answer to I06 is *Yes*, pre-filled with the name of the Friends group. If the pre-filled answer is incorrect, please update.

Financial Data

This annual report collects detailed information on operating revenue and expenditures and capital revenue and expenditures. Financial information is categorized as direct, indirect and in-kind. Please report all operating revenue and expenditures in the first section, all capital revenue and expenditures in the following section, and in-kind contributions to the library in the last section. Reported revenue sources include but are not limited to state, federal, city and/or county governments. Round all entries to the nearest whole dollar. If there is no amount for any category, enter "$0" (zero dollars).

Note: See Operating Revenue Line Items on the LibPAS documentation page to determine which data element to report specific financial information.

Operating Revenue

Report direct (funds received by your library) and indirect (expenses paid on behalf of your library by an entity other than your library) for operating purposes as operating revenue. Operating revenues pay for staff salaries/benefits, collections, building maintenance, some types of equipment, and other recurring costs needed to support the delivery of library services. Do not include revenue received for major capital expenditures, revenue passed through to another agency (e.g. fines), or funds unspent in the previous fiscal year (i.e. carryover).

Note: Funds transferred from one public library to another public library are only reported by one of the public libraries. Please contact State Library Services to determine if your library should report transferred funds.

Local Government Operating Revenue

Report all funds distributed by local government to the public library for operating expenses.

City Government Operating Revenue

R01) City Direct

Enter the amount received directly from the city for operating expenses. Include the city Market Value Homestead Credit as appropriate.

R02) City Indirect

Enter the amount paid for by the city on behalf of the library's operating expenses. Reported revenue needs to be documented by the city through invoices, payroll records, etc. This amount may include city-supplied services such as snow-plowing, building maintenance, etc.

R03 $^{Calc.}$) City Operating Revenue Total

Total amount of direct and indirect revenue from the city.

County Government Operating Revenue

R04) County Direct

Enter the amount received directly from the county for operating expenses. Include the county Market Value Homestead Credit as appropriate.

R05) County Indirect

Enter the amount paid by the county on behalf of the library's operating expenses. Reported revenue needs to be documented by the county through invoices, payroll records, etc. This amount may include county-supplied services such as snow-plowing, building maintenance, etc.

R06 $^{Calc.}$) County Operating Revenue Total

Total amount of direct and indirect revenue from the county.

Other Local Government Operating Revenue

R07) Other Local Government Direct

Enter the amount received directly from all other local entities other than a city or county such as townships or school districts used for library expenses.

R08) Other Local Government Indirect

Enter the amount paid by all other local government entities other than a city or county such as townships or school districts on behalf of the library's operating expenses. Reported revenue needs to be documented by the entity through invoices, payroll records, etc.

R09 $^{Calc.}$) Other Local Government Operating Revenue Total

Total amount of direct and indirect revenue from local political subdivisions other than a city or county.

R10 $^{Calc.}$) Total Local Government Operating Revenue

Total amount of direct and indirect revenue from city, county and other political subdivisions.

State Government Operating Revenue

Report all funds distributed by state government to a public library for operating expenses. Include funds from sources such as penal fines, license fees, mineral rights, and funds from consolidated taxes authorized by state legislation (revenue may be from multiple sources). Do not include federal funds passed through a state agency, grant fiscal agent, regional public library system, or multicounty, multitype library system.

Note: R11, R12, and R13 are reported only by the offices of regional public library systems (ALS, ECRL, GRRL, LARL, MELSA, PCLS, PLS, SELCO, TDS, VLS). If you are completing this report for a member library, enter zero in R11, R12, and R13.

R11) Arts and Cultural Heritage Fund

This field is used only by regional public library systems to report the funds received from the Arts and Cultural Heritage Fund (Legacy Funds). Other libraries should enter "$0" (zero dollars).

Note: Libraries other than regional public library systems that receive Arts and Cultural Heritage Funds from a regional public library system report the amount in R20) Regional System Direct and/or R21) Regional System Indirect.

R12) Regional Library Basic System Support

This field is used only by regional public library systems to report funds received from the Regional Library Basic System Support (RLBSS) state appropriation. Other libraries should enter "$0" (zero dollars).

Note: Libraries other than regional public library systems that receive Regional Library Basic System Support (RLBSS) funds from a regional public library system report the amount in R20) Regional System Direct and/or R21) Regional System Indirect.

R13) Regional Library Telecommunications Aid

This field is used only by regional public library systems to report funds received from the Regional Library Telecommunications Aid (RLTA) state appropriation. Other libraries should enter "$0" (zero dollars).

Note: Libraries other than regional public library systems that receive Regional Library Telecommunications Aid (RLTA) funds from a regional public library system report the amount in R20) Regional System Direct and/or R21) Regional System Indirect.

R14) Other State Government Operating Revenue

Please report any other state funds received, including MnLink Gateway Node Reimbursement and Public Employee Retirement Association (PERA) funds. Annotate the source(s) in the Notes field ().

R15 [Calc.]) Total State Government Operating Revenue

Total amount of Arts and Cultural Heritage Fund, Regional Library Basic System Support, Regional Library Telecommunications Aid, and other state revenue.

Federal Government Operating Revenue

Report all funds distributed by the federal government to a public library for operating expenses. Include federal funds distributed by the state such as Library Services and Technology Act (LSTA) grants.

Note: E-rate reimbursements and E-rate discounts are not federal funds. Report E-rate amounts in Other Operating Revenue. Report E-rate reimbursements in R26 and E-Rate discounts in R27.

R16) Federal Library Services and Technology Act

Enter funds received directly from State Library Services from Library Services and Technology Act (LSTA) grants and from the Institute of Museum and Library Services (IMLS).

Note: Report federal funds received through a fiscal agent in Other Operating Revenue.

R17) Federal Direct

Enter federal funds received from any agency other than State Library Services or the Institute of Museum and Library Services for operating expenses. Annotate the source(s) in the Notes field ().

R18) Federal Indirect

Enter the amount paid by any federal agency on behalf of the library for operating expenses. Reported revenue needs to be documented by the entity through invoices, payroll records, etc. For example, include the amount paid by a federal agency for Senior Community Service Employment Program or Experience Works staff members paid by these federal job training programs.

R19 Calc.) Total Federal Operating Revenue

Total amount of ARPA, LSTA, IMLS and other federal agencies' direct and indirect operating funds.

Regional Library System Operating Revenue

Report all funds distributed by the regional public library system to the public library for operating expenses.

R20) Regional System Direct

Enter the amount received from a regional public library system for operating expenses. Include payments to net interlibrary loan lenders, regional library telecommunications aid, regional library basic system support, Arts and Cultural Heritage Fund sub-grants or other allocations, and/or reimbursements for Library Services and Technology Act (LSTA) or other grants.

R21) Regional System Indirect

Enter the amount paid by the regional public library system on behalf of your library's operating expenses. Reported revenue needs to be documented by the regional library system through invoices, payroll records, etc. This amount includes but is not limited to collection purchases made on behalf of a library that is a net lender, payments made on behalf of a library for Arts and Cultural Heritage Fund programs/activities/materials, Library Services and Technology Act (LSTA) and/or other grant expenditures made on behalf of the library.

Note: Do not include the value of items, such as bookmarks, book bags, posters, cataloging, etc. that are part of a regional system's programs and services or Arts and Cultural Heritage Fund programs arranged by the regional public library system.

R22 Calc.) Regional System Operating Revenue Total

Total of direct and indirect revenue from the regional library system.

Multicounty, Multitype Library System Operating Revenue

Report all funds distributed by a multitype, multicounty library system to the public library for operating expenses.

R23) Multicounty, Multitype Direct
Enter the amount received directly from a multicounty, multitype library system for operating expenses. Include Library Services and Technology (LSTA) grant project reimbursements from the multicounty, multitype library system.

R24) Multicounty Multitype Indirect
Enter the amount paid by the multicounty, multitype library system on behalf of your library's operating expenses. Reported revenue needs to be documented by the multicounty, multitype library system through invoices, payroll records, etc. Include Library Services and Technology (LSTA) and other grant expenses paid by the multicounty, multitype system on behalf of your library.

Note: Do not include the value of items, such as bookmarks, book bags, posters, cataloging, etc. that are part of a multicounty, multitype systems' programs and services.

R25 Calc.) Multicounty Multitype Operating Revenue Total
Total direct and indirect revenue from a multicounty, multitype library system.

Other Operating Revenue

Report all funds distributed by any source other than the city, county, state, and federal governments and regional public library and multitype, multicounty library systems to the public library for operating expenses.

R26) Other Operating Direct
Enter the amount received directly from all other sources for operating expenses. Include E-rate reimbursements, interest income, library fines and fees, and donations or money from Friends, Foundations, organizations, or individuals.

Note: Do not include fees received by the library that are given to another governmental agency and not available for library use.

R27) Other Operating Indirect
Enter the amount paid by any other entity on behalf of your library's operating expenses. Include E-rate discount amount.

R28 Calc.) Other Operating Total
Total direct and indirect revenue from other sources.

R29 Calc.) Total All Other Operating Revenue
Total revenue from Other Direct, Other Indirect, and Other Total operating revenue.

R30 ^{Calc.}**) Total Operating Revenue**

Total revenue from city, county, other local government, state, federal, regional system, multi-county/multi-type system and other revenue sources.

Operating Expenditures

Operating expenditures are the costs of operating a library and providing library service on a day-to-day basis. Payments are made from direct revenue sources as well as indirect payments made on behalf of your library by other government agencies. Do not report estimated or in-kind payments.

Personnel Expenditures

Report the amount spent for library employees' salaries and benefits.

E01) Salaries and Wages
Enter the amount spent for salaries and wages for all library staff during the fiscal year. Do not include employee benefits. Report employee benefits in E02.

E02) Employee Benefits
Enter the amount spent on benefits paid and accruing to all library staff during the fiscal year. Include Social Security contributions, retirement, medical and life insurance, unemployment and workmen's compensation, tuition, etc.

E03 ^{Calc.}**) Total Personnel Costs**
Total amount spent for employee salaries and benefits.

Collection Expenditures

Report the amount spent for each collection format. If your library does not track expenses by format, enter the total expenditures for print books, audio, video, and other materials in a physical format in E10) Collection Expenditures - Other Materials - Other Physical Materials.

Print Materials

E04) Collection Expenditures - Print Materials
Enter the amount spent for books, serials, loose-leaf publications, government documents, or any other print items. If your library does not track expenses by format, check the "not known" box and enter the total print, audio and video collection expenditures in E10) Collection Expenditures - Other Materials - Other Physical Materials.

Electronic Materials and Collections

E05) Collection Expenditures - Electronic Materials - Electronic Books (e-books)
Enter the amount spent for purchased and licensed e-books stored on a local server or at a vendor site. E-books include only items that the library has selected as part of its collection. Items must have a loan period and require a library card or user authentication to download.

E06) Collection Expenditures - Electronic Collections
Enter the amount spent for electronic collections including licensed databases and downloadable media that do not have a loan period and are not returned to the library such as Consumer Reports.

E07) Collection Expenditures - Electronic Materials - Other Electronic Materials
Enter the amount spent on all other digital content including downloadable media other than e-books that have a loan period such as OverDrive audiobooks.

E08 $^{Calc.}$) Collection Expenditures - Electronic Materials Expenditures Total
Total amount spent for electronic materials and collections.

Other Materials

E09) Collection Expenditures - Other Materials - Audio and Video Physical Materials
Enter the amount spent for items in CD, DVD, cassette, and other physical formats other than print. If your library does not track expenditures by format, check "not known" and enter the total print, audio and video collection expenditures in E10) Collection Expenditures - Other Materials - Other Physical Materials.

E10) Collection Expenditures - Other Materials - Other Physical Materials
Enter the amount spent for all other library materials in a physical format (e.g. multi-format items, kits and circulating equipment like cookware or tools). If your library does not track expenditures by format, also enter the total expenditures for print materials and audio and video materials in a physical format here.

E11 $^{Calc.}$) Collection Expenditures - Other Materials Expenditures Total
Total amount spent on audio and visual physical materials and other physical materials.

E12 $^{Calc.}$) Total Collection Expenditures
Total amount spent on print materials, electronic materials, and other physical and electronic materials.

Other Operating Expenditures

E13) Other Operating Expenditures
Enter the amount for all expenses other than those reported as personnel or collection. Other expenses include cost of supplies; repair or replacement of existing furnishings and equipment; computer hardware and software; broadband access; contracts for services such as costs of operating and maintaining physical facilities; and fees paid to a consultant, auditor, architect, attorney, etc.

Total Operating Expenditures

E14 [Calc.]) Total Operating Expenditures
Total amount spent for personnel, collections and other operating expenses.

E15) Expenditures Equal to or Less than Income?
Select *Yes* if E14) Total Operating Expenditures are equal to or less than R30) Total Operating Revenue. Select *No* if Total Operating Expenditures are more than R30) Total Operating Revenue. If *No*, explain the discrepancy in the Notes field (), for example, "Expenditures include carryover funds."

Capital Revenue

Report all revenue received for major capital expenses by source. Include funds received for construction projects (site acquisition, additions, renovations, new buildings); furnishings, equipment, and initial collections for new buildings, additions, or renovations; computer hardware and software; and vehicles. Do not include revenue received for replacement and repair of furnishings and equipment or investments for capital appreciation.

Note: Local accounting practices determine whether a specific item is a capital expense or an operating expense.

Local Government Capital Revenue

Report all funds distributed by a city, county or other government agency to the public library for capital expenses.

R31) City Direct
Enter funds received directly from the city for capital expenses.

R32 City Indirect
Enter the amount paid for by the city on behalf of the library's capital expenses. Reported capital revenue needs to be documented in city records.

R33 [Calc.]) City Capital Revenue Total
Total amount of direct and indirect capital revenue from the city.

R34) County Direct
Enter the amount received directly from the county for capital expenses.

R35) County Indirect
Enter the amount paid for by the county on behalf of the library's capital expenses. Reported capital revenue needs to be documented in county records.

R36 [Calc.]) County Capital Revenue Total
Total direct and indirect capital revenue from the county.

R37) Other Local Government Direct

Enter the amount received directly from local jurisdictions other than the city or county for capital expenses.

R38) Other Local Government Indirect

Enter the amount paid for by another jurisdiction other than the city or county on behalf of the library's capital expenses. Reported capital revenue needs to be documented in the other jurisdiction's records.

R39 $^{Calc.}$**) Other Local Government Capital Revenue Total**

Total amount of direct and indirect capital revenue from other local government.

R40 $^{Calc.}$**) Total Local Government Capital Revenue**

Total amount of direct and indirect capital revenue from city, county and other local government agencies.

State Government Capital Revenue

Report all funds distributed by the state to the public library for capital expenses.

R41) Library Construction Grant

Enter the amount received from Minnesota's Library Construction Grant program.

R42) Other State Capital Revenue

Enter the amount received from any other Minnesota state agency, direct or indirect, for capital expenses.

R43 $^{Calc.}$**) Total State Government Capital Revenue**

Total amount from a Library Construction Grant and other state agencies for capital expenses.

Federal Government Capital Revenue

Report all funds distributed by the federal government to the public library for capital expenses.

R44) Federal Government Capital Revenue – Library Services and Technology Act

Enter the amount of all funds received directly from State Library Services from Library Services and Technology Act (LSTA) grants or from the Institute of Museum and Library Services for capital expenses.

R45) Federal Capital Direct

Enter the amount of all funds received directly from federal agencies other than State Library Services or the Institute of Museum and Library Services for capital expenses.

R46) Other Federal Indirect Capital Revenue

Enter the amount paid for by another federal agency other than State Library Services or the Institute of Museum and Library Services on behalf of the library's capital expenses. Reported capital revenue needs to be documented in federal agency records.

R47 ^{Calc.}**) Total Federal Government Capital Revenue**

Total amount from State Library Services and Library Services and Technology Act (LSTA) grants and other direct and indirect federal sources for capital expenses.

Regional Library System Capital Revenue

Report all funds distributed by a regional public library system to the public library for capital expenses.

R48) Regional System Direct

Enter the amount received directly from a regional library system for capital expenses.

R49) Regional System Indirect

Enter the amount paid for by a regional library system on behalf of the library's capital expenses. Reported capital revenue needs to be documented in regional system records.

R50 ^{Calc.}**) Regional System Capital Revenue Total**

Total amount of direct and indirect revenue from a regional library system for capital expenses.

R51 to R53 are not used.

There are no performance indicators for these fields (formerly Multicounty, Multitype Capital Revenue).

Other Capital Revenue

Report all funds distributed by an agency other than a city, county, state, federal agency, or regional library system to the public library for capital expenses. Other agencies might include foundations, businesses or private donors.

R54) Other Capital Direct

Enter the amount received directly from agencies other than a city, county, state, or federal agency, or regional library system for capital expenses.

R55) Other Capital Indirect

Enter the amount paid for by agencies other than a city, county, state, federal agency, or regional library system on behalf of the library's capital expenses. Reported capital revenue needs to be documented in agency records.

R56 ^{Calc.}**) Other Capital Revenue Total**

Total amount of direct and indirect revenue from agencies other than a city, county, state, federal agency, or regional library system for capital expenses.

R57 ^{Calc.}**) Total Regional Library System and Other Capital Revenue**

Total amount of revenue from a regional library system and other agencies for capital expenses.

R58 ^{Calc.}**) Total Capital Revenue**

Total amount of capital revenue from all sources.

Capital Expenditures

Report all expenses paid for major capital projects including construction projects (site acquisition, additions, renovations, new buildings); furnishings, equipment, initial collections for new buildings, additions and renovations; computer hardware and software; and vehicles. Do not include expenses for replacement and repair of furnishings and equipment or investments for capital appreciation.

EC01) Total Capital Expenditures
Enter the amount paid for all capital expenses.

In-Kind Contributions

In-kind revenue is payment given in the form of goods or services rather than money. In-kind contributions include services or the value of any non-monetary gifts and donations. Examples are the value of volunteer hours, donated materials, when a grantor paid a program presenter directly, an artist donated a work of art, or a book collector gave the library a set of books. Estimate the monetary value based on what the actual cost would be. Do not count the value of vendor coupons as in-kind contribution, for example, coupons from a local business offering free merchandise or discounts for library reading program participants.

In-Kind Operating Contributions

Report the value of in-kind contributions from a city, county or other source to the library for operations. Estimate the monetary value based on what the actual cost would be.

R59) In-Kind Operating Contributions – City
Enter the estimated value of non-monetary contributions from a city for library operations.

R60) In-Kind Operating Contributions – County
Enter the estimated value of non-monetary contributions from a county for library operations.

R61) In-Kind Operating Contributions – All Other
Enter the estimated value of non-monetary contributions from a source other than a city or county for library operations.

R62 $^{Calc.}$) Total In-Kind Operating Contributions
Total estimated value of non-monetary contributions from a city, county or other source for library operations.

In-Kind Contributions by Expenditure Area

Report the value of in-kind contributions for the following operating expenses. Estimate the monetary value based on what the actual cost would be.

EKA01) Personnel
Enter the estimated value of non-monetary contributions for library staff expenses.

EKA02) Collection
Enter the estimated value of non-monetary contributions for library collections.

EKA03) All Other Operating Expenditures
Enter the estimated value of non-monetary contributions for library operations other than personnel and collection.

EKA04 [Calc.]**) Total In-Kind Operating Contributions**
Total estimated value of nonmonetary contributions for library personnel, collections and other operations.

In-Kind Capital Contributions

Report the estimated value of in-kind contributions for capital expenses by the source. Estimate the monetary value based on what the actual cost would be.

R63) In-Kind Capital Contributions – City
Enter the estimated value of non-monetary contributions to capital expenses from a city.

R64) In-Kind Capital Contributions – County
Enter the estimated value of non-monetary contributions to capital expenses from a county.

R65) In-Kind Capital Contributions – All Other
Enter the estimated value of non-monetary contributions to capital expenses from any organization other than a city or county.

R66 [Calc.]**) Total In-Kind Capital Contributions**
Total estimated value of nonmonetary contributions for capital expenses from a city, county or other organization.