

2024 Minnesota Public Library Annual Report Worksheet

You may use this worksheet to collect your library's data before entering it into the LibPAS online tool. Note that this is just a template – it doesn't include your library's prefilled data, and it doesn't perform calculations. But it will help you pinpoint which data you need to supply for the report.

For data element definitions, refer to the **Guide to Data Elements** available from the LibPAS documentation page. The **Page # in Guide** column in this worksheet shows you which page number to turn to in the Guide to Data Elements.

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

This worksheet lists the data elements for both *library administrative entities* (headquarters) and *library outlets* (branches, central libraries, bookmobiles). Data elements for outlet-level information are indicated by an "m" in the name (as in "P06m Visits").

For your convenience, information in some data elements will be **pre-filled** in LibPAS with the previous year's data. If the pre-filled answer is incorrect, please update. There are some data elements you will not be able to update:

Calculated: Information entered at the outlet level will usually be automatically calculated by LibPas into a total for the administrative entity.

Locked: Some prefilled data elements are not expected to change from year to year, and so are locked. If you find that a locked data element is filled incorrectly, please send corrections to Verena Getahun (verena.getahun@state.mn.us) at State Library Services.

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.6	COMMENTS		
	Do you have anything to share about 2024 at your library?		
pg.6	CONTACT INFORMATION		
	*G01) Library Name	Prefilled	Locked
	*G02) Regional System/Sequence Number	Prefilled	Locked
	G03) Regional Public Library System	Prefilled	Locked
	*G05) Location is a change from previous year	Prefilled	Yes / No
pg.6	*G04) Street Address	Prefilled	Locked
	*G06) City	Prefilled	Locked
	*G07) Zip Code	Prefilled	Locked
	*G11) County	Prefilled	Locked
	*G08) Mailing Address	Prefilled	
	*G09) City - Mailing Address	Prefilled	
	*G10) Zip Code - Mailing Address	Prefilled	
	*G12) Phone	Prefilled	
	G13) Library Web Address	Prefilled	
pg.7	Director		
	G14) Director's Name	Prefilled	
	G15) Director's Phone	Prefilled	
	G16) Director's Extension	Prefilled	
	G17) Director's E-mail Address	Prefilled	
pg.7	Report Filer		
	G18) Report Filer Name	Prefilled	
	G19) Report Filer Phone	Prefilled	
	G20) Report Filer Email	Prefilled	
pg.8	IMLS Administrative Entity Codes		
	*G21) Interlibrary Relationship Code	Prefilled	Locked
	*G22) Legal Basis Code	Prefilled	Locked
	*G23) Administrative Structure Code	Prefilled	Locked
	*G24) IMLS/FSCS Public Library	Prefilled	Locked
	*G25) Geographic Code	Prefilled	Locked
	*G26) Did the legal service area boundary change?	Prefilled	Yes / No
pg.6	Contact Information for Outlets		
	G01m) Library Name	Prefilled	Locked
	G02m) Regional System/Sequence Number	Prefilled	Locked
	G03m) Regional Public Library System	Prefilled	Locked
pg.6	Street Address		
	G05m) Location is a change from previous year:		Yes / No
	G04m) Street Address	Prefilled	Locked
	G06m) City	Prefilled	Locked
	G07m) ZIP Code	Prefilled	Locked
	*G12m) Phone	Prefilled	

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.7	Mailing Address		
	G08m) Mailing Address	Prefilled	
	G09m) City	Prefilled	
	G10m) ZIP Code	Prefilled	
	G11m) County	Prefilled	Locked
pg.10	VISITS, REFERENCE, USERS		
	Population - Outlet		
	P01m) Population of the Legal Service Area		
pg.10	Population		
	*P01) Population of the Legal Service Area		Calculated
pg.11	Registered Users File Purged?		
	P05) Year in Which Registered User Records Were Last Purged		
	Registered Users - Outlet		
	P02m) Registered Users - Residents		
	P03m) Registered Users - Reciprocal		
	*P04m) Total Registered Users		Calculated
pg.11	Registered Users		
	P02) Registered Users - Residents		Calculated
	P03) Registered Users - Reciprocal		Calculated
	*P04) Total Registered Users		Calculated
pg.11	Visits and Reference - Outlet		
	*P06m) Visits		
	*P07m) Reference Transactions		
	Visits and Reference		
	*P06) Visits		Calculated
	*P07) Reference Transactions		Calculated
	*P60) Visits Reporting Method		Annual count / Annual estimate / Not tracked
	*P61) Reference Transactions Reporting Method		Annual count / Annual estimate / Not tracked
pg.13	Public Internet - Outlet		
	P08m) Public Internet Computer Sessions		
	P09m) Public Internet Computer - Usage Type	Prefilled	Internet only / Includes other uses
	Public Internet		
	*P08) Public Internet Computer Sessions		Calculated
	P09) Public Internet Computer - Usage Type	Prefilled	Internet only / Includes other uses
	P62) Public Computer Sessions Reporting Method		Annual count / Annual estimate / Not tracked
pg.13	Wireless Sessions - Outlet		
	*P10m) Wireless Sessions		
	Wireless Sessions		
	*P10) Wireless Sessions		Calculated
	P63) Wireless Sessions Reporting Method		Annual count / Annual estimate / Not tracked

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.14	Website Visits		
	*P32) Website Visits		
pg.14	CIRCULATION		
	Did your library offer automatic renewal for any physical materials in 2024?		Yes / No
pg.14	Physical Item Circulation - Outlet		
	P13m) Children's Circulation		
	P14m) Adult Circulation		
	P15m) Circulation - No Age Designation		
	P16m) Total Physical Item Circulation		Calculated
	Physical Item Circulation		
	*P13) Children's Circulation		Calculated
	P14) Adult Circulation		Calculated
	P15) Circulation - No Age Designation		Calculated
	P16) Total Physical Circulation		Calculated
	P69) Physical Circulation – Not Print or Audiovisual		
pg.15	Downloadable Circulation		
	P17a) E-book Circulation		
	P17b) E-serial Circulation		
	P18a) E-audio Circulation		
	P18b) E-video Circulation		
	*P19) Total Downloadable Circulation		Calculated
	Total Physical and Downloadable Circulation		
	*P20) Total Circulation		Calculated
pg.16	Collection Use Including Electronic Collections		
	*P29) Number of Information Retrievals from Electronic Collections		
	*P30) Electronic Content Use		Calculated
	*P31) Total Collection Use		Calculated
pg.16	Interlibrary Loan		
	*P11) ILL Provided to Other Libraries		
	*P12) ILL Received from Other Libraries		
pg.17	PROGRAMS, RECORDINGS, ACTIVITIES		
	In 2024, did your library offer in-person offsite programs?		Yes / No
	In 2024, did your library offer live virtual programs?		Yes / No
	In 2024, did your library offer recorded programs?		Yes / No
pg.19	Onsite In-Person Programs: Outlet		
	P70m) Onsite In-Person Programs Intended for Ages 0-5		
	P93m) Attendees at Onsite In-Person Programs for Ages 0-5		
	P71m) Onsite In-Person Programs Intended for Ages 6-11		
	P94m) Attendees at Onsite In-Person Programs for Ages 6-11		
	P72m) Onsite In-Person Programs Intended for Ages 12-18		
	P95m) Attendees at Onsite In-Person Programs for Ages 12-18		
	P73m) Onsite In-Person Programs Intended for Adults		

Page # in Guide	Data Element Name	Prefilled	2024 Data
	P96m) Attendees at Onsite In-Person Programs for Adults		
	P74m Onsite In-Person Programs Intended for All Ages		
	P97m) Attendees at Onsite In-Person Programs for All Ages		
pg.19	Offsite In-Person Programs: Outlet		
	P76m Offsite In-Person Programs Intended for Ages 0-5		
	P99m Attendees at Offsite In-Person Programs for Ages 0-5		
	P77m Offsite In-Person Programs Intended for Ages 6-11		
	P100m Attendees at Offsite In-Person Programs for Ages 6-11		
	P78m Offsite In-Person Programs Intended for Ages 12-18		
	P101m Attendees at Offsite In-Person Programs for Ages 12-18		
	P79m Offsite In-Person Programs Intended for Adults		
	P102m Attendees at Offsite In-Person Programs for Adults		
	P80m Offsite In-Person Programs Intended for All Ages		
	P103m Attendees at Offsite In-Person Programs for All Ages		
	Totals of In-Person Programs		
	P82 In-Person Programs for Ages 0-5		Calculated
	P83 In-Person Programs for Ages 6-11		Calculated
	P84 In-Person Programs for Ages 12-18		Calculated
	P85 In-Person Programs for Adults		Calculated
	P86 In-Person Programs for All Ages		Calculated
	P75 Total Onsite In-Person Programs		Calculated
	P81 Total Offsite In-Person Programs		Calculated
pg.22	Totals of In-Person Program Attendance		
	P105 Attendees at In-Person Programs for Ages 0-5		Calculated
	P106 Attendees at In-Person Programs for Ages 6-11		Calculated
	P107 Attendees at In-Person Programs for Ages 12-18		Calculated
	P108 Attendees at In-Person Programs for Adults		Calculated
	P109 Attendees at In-Person Programs for All Ages		Calculated
	P98 Total Onsite Attendance		Calculated
	P104 Total Offsite Attendance		Calculated

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.22	Live Virtual Programs		
	P87 Live Virtual Programs Intended for Ages 0-5		
	P110 Live Virtual Views of Programs for Ages 0-5		
	P88 Live Virtual Programs Intended for Ages 6-11		
	P111 Live Virtual Views of Programs for Ages 6-11		
	P34 Live Virtual Programs Intended for Ages 12-18		
	P38 Live Virtual Views of Programs for Ages 12-18		
	P35 Live Virtual Programs Intended for Adults		
	P39 Live Virtual Views of Programs for Adults		
	P89 Live Virtual Programs Intended for All Ages		
	P112 Live Virtual Views of Programs for All Ages		
	<i>P36 Total Live Virtual Programs</i>		Calculated
	<i>P40 Total Attendance at Live Virtual Programs</i>		Calculated
pg.24	Total Programs		
	<i>P90 Total Programs for Ages 0-5</i>		Calculated
	<i>P91 Total Programs for Ages 6-11</i>		Calculated
	<i>P52 Total Programs for Ages 12-18</i>		Calculated
	<i>P53 Total Programs for Adults</i>		Calculated
	<i>P92 Total Programs for All Ages</i>		Calculated
	<i>P54 Total Programs</i>		Calculated
pg.24	Total Program Attendance		
	<i>P113 Total Attendance at Programs for Ages 0-5</i>		Calculated
	<i>P114 Total Attendance at Programs for Ages 6-11</i>		Calculated
	<i>P56 Total Attendance at Programs for Ages 12-18</i>		Calculated
	<i>P57 Total Attendance at Programs for Adults</i>		Calculated
	<i>P115 Total Attendance at Programs for All Ages</i>		Calculated
	<i>P58 Total Program Attendance</i>		Calculated
pg.25	Recorded Programs		
	P116 Recorded Programs for Ages 0-5		
	P119 On-Demand Views of Recorded Programs for Ages 0-5		
	P117 Recorded Programs for Ages 6-11		
	P120 On-Demand Views of Recorded Programs for Ages 6-11		
	P42 Recorded Programs for Ages 12-18		
	P121 On-Demand Views of Recorded Programs for Ages 12-18		
	P43 Recorded Programs for Adults		
	P122 On-Demand Views of Recorded Programs for Adults		
	P118 Recorded Programs for All Ages		
	P123 On-Demand Views of Recorded Programs for All Ages		
	<i>P44 Total Recorded Programs</i>		Calculated
	<i>P124 Total On-Demand Views of Recorded Programs</i>		Calculated

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.26	Self-Directed Activities: Outlet		
	P49m) Self-Directed Activities		
	P50m) Participation in Self-Directed Activities		
	Self-Directed Activities		
	P49) Self-Directed Activities Total		Calculated
	P50) Participation in Self-Directed Activities		Calculated
	What kinds of activities do you count as self-directed?		
pg.27	SUMMER LEARNING PROGRAM		
	U01) What type(s) of summer learning programs did this library offer for youth?	Prefilled	see guide for answer choices
	Summer Learning Age Groups		
	U02) Preschoolers, birth to 5 years old		Yes / No
	U03) Children, 6 to 11 years old		Yes / No
	U04) Young adults, 12 to 18 years old		Yes / No
pg.28	STAFFING		
	Staff FTE - Outlet		
	S01m) ALA/MLS Librarian FTE		
	S02m) Other Librarian FTE		
	S03m) Total Librarian FTE		Calculated
	S04m) Other Staff FTE		
	S05m) Total Paid Employee FTE		Calculated
	Staff FTE		
	*S01) ALA/MLS Librarian FTE		Calculated
	S02) Other Librarian FTE		Calculated
	*S03) Total Librarian FTE		Calculated
	*S04) Other Staff FTE		Calculated
	*S05) Total Paid Employee FTE		Calculated
pg.28	Selected Salary Schedule		
	S06) Regional Director Low	Prefilled	
	S06) Regional Director High	Prefilled	
	S07) Library Director Low	Prefilled	
	S07) Library Director High	Prefilled	
	S08) Assistant Director Low	Prefilled	
	S08) Assistant Director High	Prefilled	
	S09) Branch Manager Low	Prefilled	
	S09) Branch Manager High	Prefilled	
	S10) Central Library Manager Low	Prefilled	
	S10) Central Library Manager High	Prefilled	
	S11) Department Head Low	Prefilled	
	S11) Department Head High	Prefilled	
	S12) Other Librarian Low	Prefilled	
	S12) Other Librarian High	Prefilled	

Page # in Guide	Data Element Name	Prefilled	2024 Data
	S13) Technology Support Low	Prefilled	
	S13) Technology Support High	Prefilled	
	S14) Library Support Staff Low	Prefilled	
	S14) Library Support Staff High	Prefilled	
	S15) Administrative Support Staff Low	Prefilled	
	S15) Administrative Support Staff High	Prefilled	
	S16) Pages-Low	Prefilled	
	S16) Pages-High	Prefilled	
pg.30	Union		
	S17) Do any library staff belong to a union?	Prefilled	Yes / No
pg.31	HOURS/WEEKS OF SERVICE		
	Do any locations operate on seasonal hours?		Yes / No
	Daily Hours - Outlet		
	H01m) Monday		
	H02m) Tuesday		
	H03m) Wednesday		
	H04m) Thursday		
	H05m) Friday		
	H06m) Saturday		
	H07m) Sunday		
	Seasonal Daily Hours - Outlet		
	H19m) Monday		
	H20m) Tuesday		
	H21m) Wednesday		
	H22m) Thursday		
	H23m) Friday		
	H24m) Saturday		
	H25m) Sunday		
pg.31	Weeks Open to the Public: Regular		
	H15m) Weeks Library was Open with Regular Service		
	H08m) Weekly Hours of Regular Service		
pg.31	Weeks Open to the Public: Seasonal		
	H27m) Weeks Library was Open with Seasonal Hours		
	H09m) Weekly Hours of Seasonal Service		
pg.31	Total Hours and Weeks of Service: Outlet		
	*H11m) Weeks Library was Open		Calculated
	*H12m) Total Annual Open Hours		
	H20m) Does this location offer non-staffed service hours?		Yes / No
	Total Hours and Weeks of Service		
	H08) Weekly Hours of Regular Service		Calculated
	H09) Weekly Hours of Seasonal Service		Calculated
	*H12) Total Public Service Hours Per Year		Calculated

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.32	COLLECTIONS		
pg.32	Physical Materials - Outlet		
	C01m) Print Materials		
	C02m) Audio Materials, Physical		
	C03m) Video Materials, Physical		
	C04m) Multi-format Materials		
	C05m) Other Physical Materials		
	C06m) Total Physical Materials		Calculated
	PHYSICAL MATERIALS		
	*C01) Print Materials		Calculated
	*C02) Audio Materials, Physical		Calculated
	*C03) Video Materials, Physical		Calculated
	C04) Multi-format Materials		Calculated
	C05) Other Physical Materials		Calculated
	C06) Total Physical Materials		Calculated
pg.33	Print Serial Subscriptions: Outlet		
	C07m) Print Serial Subscriptions		
	Print Serial Subscriptions Total		
	*C07) Print Serial Subscriptions		Calculated
pg.33	Electronic Serial Subscriptions		
	C08a) Library provides access to e-serials licensed locally?		Yes / No
	C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
	C09a) Library provides access to e-serials licensed regionally?		Yes / No
	C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	Prefilled	Locked
	C00a) Library provides access to e-serials licensed statewide at no/minimal cost to the library?		Yes / No
	C10) Total Electronic Serial Subscriptions		Calculated
pg.34	Electronic Books (e-books)		
	C11a) Library provides access to e-books licensed locally?		Yes / No
	C11) Electronic Books Licensed Locally		
	C12a) Library provides access to e-books licensed regionally?		Yes / No
	C12) Electronic Books Licensed Regionally	Prefilled	Locked
	C13a) Library provides access to e-books licensed statewide at no/minimal cost to the library?		Yes / No
	C13) Electronic Books Licensed Statewide (eBooks Minnesota)	Prefilled	Locked
	*C14) Total Electronic Books		Calculated
pg.35	Audio Downloadable Units		
	C15a) Library provides access to e-audio licensed locally?		Yes / No
	C15) Audio - Downloadable Units, Licensed Locally		
	C16a) Library provides access to e-audio licensed regionally?		Yes / No
	C16) Audio - Downloadable Units, Licensed Regionally	Prefilled	Locked
	C00a) Library provides access to e-audio licensed statewide at no/minimal cost to the library?		Yes / No
	*C17) Total Audio - Downloadable Units		Calculated

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.35	Video Downloadable Units		
	C18a) Library provides access to e-video licensed locally?		Yes / No
	C18) Video - Downloadable Units, Licensed Locally		
	C19a) Library provides access to e-video licensed regionally?		Yes / No
	C19) Video - Downloadable Units, Licensed Regionally	Prefilled	Locked
	C00a) Library provides access to e-video licensed statewide at no/minimal cost to the library?		Yes / No
	*C20) Total Video - Downloadable Units		Calculated
pg.36	Electronic Collections		
	C21a) Library provides access to research databases licensed locally?		Yes / No
	C21a) Library provides access to online learning platforms licensed locally?		Yes / No
	C21) Electronic Collections Licensed Locally		
	C22) Electronic Collections Licensed Regionally	Prefilled	Locked
	*C24) Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement		Calculated
	C25a) Library provides access to research databases provided statewide at no/minimal cost to the library?		Yes / No
	C25a) Library provides access to online learning platforms provided statewide at no/minimal cost to the library?		Yes / No
	*C25) Electronic Collections Licensed Statewide (eLibrary Minnesota)	Prefilled	Locked
	*C26) Total Electronic Collections		Calculated
pg.37	FACILITIES		
	*F01) Central Libraries	Prefilled	
	*F02) Branch Libraries	Prefilled	
	*F03) Bookmobiles	Prefilled	
	F04) Supplementary Services	Prefilled	
pg.38	Outlet Types		
	F05m) Outlet Type Code	Prefilled	Locked
	*F06m) Number of Bookmobiles	Prefilled	Locked
pg.38	Buildings		
	F07m) Facility Type	Prefilled	Locked
	F08m) Square Feet	Prefilled	Locked
	F09m) Year Built	Prefilled	
	F10m) Latest Year Remodeled	Prefilled	
	F11m) Previous Year(s) Remodeled		
pg.39	Computers - Outlet		
	F12m) Staff Internet Computers	Prefilled	
	F13m) Public Internet Computers	Prefilled	
	F14m) Mobile Internet Devices for Onsite Use	Prefilled	
	F15m) Total Public Internet Computers/Devices		Calculated

Page # in Guide	Data Element Name	Prefilled	2024 Data
	Computers		
	F12) Staff Internet Computers		Calculated
	*F13) Public Internet Stationary Computers		Calculated
	F14) Mobile Internet Devices for Onsite Use		Calculated
	F15) Total Public Internet Computers/Devices		Calculated
pg.40	Fiber Optic Connections		
	F16m) Fiber Optic to Library Building	Prefilled	Yes / No
	F17m) Category 6 or Better Wiring within Library	Prefilled	see guide for answer choices
pg.40	Public Internet Speeds		
	F19m) Typical Internet Download Speed for Public Computers		see guide for answer choices
	F21m) Typical Internet Upload Speed for Public Computers		see guide for answer choices
pg.41	Wi-Fi Availability - Outlet		
	F22m) Wi-Fi Available to Public	Prefilled	Yes / No
	Wi-Fi Availability		
	F22) Outlets with Wi-Fi available to Public	Prefilled	
pg.41	Meeting Rooms - Outlet		
	F23m) Meeting Room Available for Public Use	Prefilled	Yes / No
	Meeting Rooms		
	F23) Outlets with a Meeting Room	Prefilled	
pg.41	Non-Library Events - Outlet		
	F24m) Non-Library Sponsored Events		
	Non-Library Events		
	F24) Non-Library Sponsored Events		Calculated
pg.42	POLICIES/PLANS		
	D01) Strategic Plan - Year Updated	Prefilled	
	D02) Disaster Plan - Year Updated	Prefilled	
	D03) Policy Manual - Year Updated	Prefilled	
	D04) Records Retention Schedule - Year Updated	Prefilled	
	D05) Building Accessibility Plan - Year Updated	Prefilled	
	D06) Technology Plan - Year Updated	Prefilled	
	D07) Internet Acceptable Use Policy - Year Updated	Prefilled	
	D09) Collection Development Policy	Prefilled	
	D08) Overdue Fine Policy		Yes / No
pg.43	COMMUNITY ENGAGEMENT		
	Outreach Services		
	Adult Basic Education	Prefilled	Yes / No
	Adult Literacy Organization	Prefilled	Yes / No
	Arts Organization	Prefilled	Yes / No
	Correctional Facility	Prefilled	Yes / No
	Cultural Communities	Prefilled	Yes / No
	Disability Organization	Prefilled	Yes / No
	Early Childhood Organization	Prefilled	Yes / No

Page # in Guide	Data Element Name	Prefilled	2024 Data
	Homeschool Organizations	Prefilled	Yes / No
	School (K12)	Prefilled	Yes / No
	Senior-Centered Organization	Prefilled	Yes / No
	Service to Homebound	Prefilled	Yes / No
	Social Services Organizations	Prefilled	Yes / No
	Veterans Organization	Prefilled	Yes / No
	Workforce Development	Prefilled	Yes / No
	Youth Development Organization	Prefilled	Yes / No
	Other		Yes / No
pg.45	Community Partnerships		
	O12) Does this library partner with one or more community organizations or groups in order to address a community need?	Prefilled	Yes / No
	Level of Engagement		
	O13a) Communicative		Yes / No
	O13b) Cooperative		Yes / No
	O13c) Collaborative		Yes / No
	O14) Does this library measure the impact on the community due to the partnership's efforts?		Yes / No
pg.46	Volunteers		
	O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Prefilled	Yes / No
	Number of Volunteers		
	O16m) Number of Teen Volunteers		
	O17m) Number of Adult Volunteers		
	O18m) Number of Teen Volunteer Hours		
	O19m) Number of Adult Volunteer Hours		
	O20m) Total Number of Volunteers		Calculated
	O21m) Total Number of Volunteer Hours		Calculated
	O20) Total Number of Volunteers		Calculated
	O21) Total Number of Volunteer Hours		Calculated
pg.47	BOARD, FOUNDATION, FRIENDS		
	Board of Trustees		
	I01) Does this library have a board of trustees?	Prefilled	Yes / No
	I02) Are this library's trustees appointed or elected officials?	Prefilled	appointed / elected
	I03) Is this library's Board of Trustees the advisory or governing authority?	Prefilled	advisory / governing
pg.48	Library Foundation		
	I04) Does this library have a Foundation?	Prefilled	Yes / No
	I05) Foundation Name	Prefilled	
	Friends Group		
	I06) Does this library have a Friends Group?	Prefilled	Yes / No
	I07) Friends Group Name	Prefilled	
	Friends Group - Outlet		
	I06m) Does this library have a Friends Group?	Prefilled	Yes / No
	I07m) Friends Group Name	Prefilled	

Page # in Guide	Data Element Name	Prefilled	2024 Data
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pg.49 **FINANCIAL DATA**

OPERATING REVENUE

pg.49	Local Government Operating Revenue		
	R01) Operating Revenue - City Direct		
	R02) Operating Revenue - City Indirect		
	<i>R03) Operating Revenue - City Total</i>		Calculated
	R04) Operating Revenue - County Direct		
	R05) Operating Revenue - County Indirect		
	<i>R06) Operating Revenue - County Total</i>		Calculated
	R07) Operating Revenue - Other Local Government Direct		
	R08) Operating Revenue - Other Local Government Indirect		
	<i>R09) Operating Revenue - Other Local Government Total</i>		Calculated
	<i>*R10) Total Local Government Operating Revenue</i>		Calculated
pg.50	State Government Operating Revenue		
	R11) Operating Revenue - Arts & Cultural Heritage Fund		
	R12) Operating Revenue - Regional Library Basic System Support		
	R13) Operating Revenue - Regional Library Telecommunications Aid		
	R14) Operating Revenue - Other State		
	<i>*R15) Total State Government Operating Revenue</i>		Calculated
pg.51	Federal Government Operating Revenue		
	R16) Operating Revenue - Federal Library Services/Technology Act		
	R17) Operating Revenue - Federal Direct		
	R18) Operating Revenue - Federal Indirect		
	<i>*R19) Total Federal Operating Revenue</i>		Calculated
pg.52	Regional System Operating Revenue		
	R20) Other Operating Revenue - Regional System Direct		
	R21) Other Operating Revenue - Regional System Indirect		
	<i>R22) Other Operating Revenue - Regional System Total</i>		Calculated
pg.52	Multicounty, Multitype Operating Revenue		
	R23) Other Operating Revenue - Multicounty, Multitype Direct		
	R24) Other Operating Revenue - Multicounty, Multitype Indirect		
	<i>R25) Other Operating Revenue - Multicounty, Multitype Total</i>		Calculated
pg.53	Other Operating Revenue		
	R26) Other Operating Revenue - Other Direct		
	R27) Other Operating Revenue - Other Indirect		
	<i>R28) Other Operating Revenue - Other Total</i>		Calculated
	<i>R29) Total All Other Operating Revenue</i>		Calculated
	Total Operating Revenue		
	<i>*R30) Total Operating Revenue</i>		Calculated

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.54	OPERATING EXPENDITURES		
	Personnel Expenditures		
	*E01) Salaries & Wages		
	*E02) Employee Benefits		
	*E03) Total Personnel Costs		Calculated
pg.54	Collection Expenditures		
	Print Materials Expenditures		
	*E04) Print Materials		
	Electronic Materials and Collections Expenditures		
	E05) Electronic Materials - Electronic Books		
	E06) Electronic Collections		
	E07) Other Electronic Materials		
pg.55	Other Materials Expenditures		
	E09) Other Materials - Audio & Visual Physical Materials		
	E10) Other Materials - Other Physical Materials		
	*E11) Other Materials		Calculated
	Total Collection Expenditures		
	E16) Physical Materials Total		Calculated
	*E08) Electronic Materials Total		Calculated
	*E12) Total Collection Expenditures		Calculated
	Other Operating Expenditures		
	*E13) Other Operating Expenditures		
pg.55	Total Operating Expenditures		
	*E14) Total Operating Expenditures		Calculated
	E15) Expenditures are equal to or less than Income?		Yes / No
pg.56	CAPITAL REVENUE		
pg.56	Local Government Capital Revenue		
	R31) Capital Revenue - City Direct		
	R32) Capital Revenue - City Indirect		
	R33) Capital Revenue - City Total		Calculated
	R34) Capital Revenue - County Direct		
	R35) Capital Revenue - County Indirect		
	R36) Capital Revenue - County Total		Calculated
	R37) Capital Revenue - Other Direct		
	R38) Capital Revenue - Other Indirect		
	R39) Capital Revenue - Other Total		Calculated
	*R40) Total Local Government Capital Revenue		Calculated
pg.57	State Government Capital Revenue		
	R41) Capital Revenue - Library Construction Grant		
	R42) Capital Revenue - State Other		
	*R43) Total State Government Capital Revenue		Calculated

Page # in Guide	Data Element Name	Prefilled	2024 Data
pg.57	Federal Government Capital Revenue		
	R44) Capital Revenue - Federal Library Services & Technology Act		
	R45) Capital Revenue - Other Federal Direct		
	R46) Capital Revenue - Other Federal Indirect		
	<i>*R47) Total Federal Government Capital Revenue</i>		Calculated
pg.58	Regional System Capital Revenue		
	R48) Other Capital Revenue - Regional System Direct		
	R49) Other Capital Revenue - Regional System Indirect		
	<i>R50) Other Capital Revenue - Regional System Total</i>		Calculated
pg.58	Other Capital Revenue		
	R54) Other Capital Revenue - Other Direct		
	R55) Other Capital Revenue - Other Indirect		
	<i>R56) Other Capital Revenue - Direct and Indirect Total</i>		Calculated
	Total Capital Revenue		
	<i>*R57) Total Regional System and Other Capital Revenue</i>		Calculated
	<i>*R58) Total Capital Revenue</i>		Calculated
pg.58	Capital Expenditures		
	<i>*EC01) Total Capital Expenditures</i>		
pg.59	IN-KIND CONTRIBUTIONS		
	In-Kind Operating Contributions		
	R59) In-Kind Operating Contributions - City		
	R60) In-Kind Operating Contributions - County		
	R61) In-Kind Operating Contributions - All Other		
	<i>R62) Total In-Kind Operating Contributions</i>		Calculated
	In-Kind Contributions by Expenditure Area		
	EKA01) Personnel		
	EKA02) Collection		
	EKA03) All Other Operating Expenditures		
	<i>EKA04) Total In-Kind Operating Contributions</i>		Calculated
	In-Kind Capital Contributions		
	R63) In-Kind Capital Contributions - City		
	R64) In-Kind Capital Contributions - County		
	R65) In-Kind Capital Contributions - All Other		
	<i>R66) Total In-Kind Capital Contributions</i>		Calculated