



2015 Minnesota Public Library Annual Report Worksheet

Please complete your report using data/information for January 1 through December 31, 2015, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2015.

^{New} indicates a data element that is new for 2015.

*indicates required data for federal report.

Please note that this document reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m).

Please contact State Library Services at 651-582-8640 or joe.manion@state.mn.us to update information in data elements that are .

GENERAL INFORMATION

Data Element
*G01/G01m) Library Name
*G02/G02m) Regional System/Sequence Number
G03/G03m) Regional Public Library System
*G04/G04m) Street Address
*G05/G05m) Location is a change from previous year
*G06/G06m) City
*G07/G07m) ZIP Code
*G08/G08m) Mailing Address
*G09/G09m) City
*G10/G10m) ZIP Code
*G11/G11m) County
*G12/G12m) Phone
G13) Library Web Address
G14/G14m) Director's Name
G15/G15m) Director's Phone
G16/G16m) Director's Extension
G17/G17m) Director's E-mail Address

REPORT FILER - CONTACT INFORMATION

Question
G18) Name of Person Who Prepared the Public Library Report
G19) Phone

G20) E-mail

IMLS ADMINISTRATIVE ENTITY CODES

*G21) Interlibrary Relationship Code
*G22) Legal Basis Code
*G23) Administrative Structure Code
*G24) IMLS Public Library Definition
*G25) Geographic Code
*G26) Did the legal service area boundary change?

PUBLIC SERVICES INFORMATION

Question	CY	PY
*P01/P01m) Population of the Legal Service Area		
P02/P02m) Registered Users – Residents		
P03/P03m) Registered Users – Reciprocal		
*P04/P04m) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
*P06/P06m) Visits		
*P07/P07m) Reference Transactions		
*P08/P08m) Annual Public Internet Computer Sessions		
P09/P09m)Public Internet Computer Sessions–Universe Other Uses		
*P10) Wireless Sessions		
*P11) ILL Provided to Other Libraries		
*P12) ILL Received from Other Libraries		

CIRCULATION

Question
*P13/P13m) Children’s Circulation
P14/P14m)Adult Circulation
P15/P15m) Other Physical Media Circulation (No Audience Designation)
P16/P16m) Total Physical Media Circulation
P17/P17m) Downloadable E-books and E-serials Circulation ^{Definition} <small>modified</small>
P18/P18m) Downloadable Audio and Video Circulation ^{Definition modified}
*P19/P19m) Total Downloadable Circulation
*P20) Total Circulation

PROGRAMS

Question
*P21/P21m) Children’s Programs
*P22/P22m) Young Adult Programs
P23m/P23m) Adult Programs
*P24/P24m) Total Programs

PROGRAM ATTENDANCE

Question
*P25/P25m) Children’s Program Attendance
*P26/P26m) Young Adult Program Attendance
P27/P27m) Adult Program Attendance
*P28/P28m) Total Program Attendance

PUBLIC SERVICE HOURS

Question
H01m) Monday Hours <small>Definition modified</small>
H02m) Tuesday Hours <small>Definition modified</small>
H03m) Wednesday Hours <small>Definition modified</small>
H04m) Thursday Hours <small>Definition modified</small>
H05m) Friday Hours <small>Definition modified</small>
H06m) Saturday Hours <small>Definition modified</small>
H07m) Sunday Hours <small>Definition modified</small>
H08/08m) Number of Public Service Hours in a Regular Week
H09/H09m) Number of Public Service Hours in a Seasonal Week
H10/H10m) Seasonal Dates
*H11m) Number of Weeks Library is Open
*H12/H12m) Total Public Service Hours per Year

FACILITIES

Question	CY	PY
*F01) Central Libraries		
*F02) Branch Libraries		
*F03) Bookmobiles		
F04) Supplementary Services		
F05m) Outlet Type Code		
*F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12/F12m) Staff Internet Computers		
*F13/F13m) Public Internet Stationary Computers		
F14/F14m) Public Internet Mobile Devices for On-Site Use		
F15/F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22/F22m) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		

*required data for federal report

Question
F23m) Meeting Room Available for Public Use
F24/F24m) Non-Library Sponsored Events

ASSISTIVE TECHNOLOGY

Assistive Technology
^{New} Low Vision Keyboard Available?
Magnifier Available?
Optical Character Reader (OCR) Available?
Page Turner Available?
Screen-enlarging Software Available?
Speech Input or Output (Screen Reader) Available?
Other?
Description

FULL TIME EQUIVALENT STAFF INFORMATION

Question
*S01/S01m) Total ALA/MLS Librarians
S02/S02m) Total Other Librarians
*S03/S03m) Total Librarians
*S04/S04m) Total Other Staff
*S05/S05m) Total Paid Employees

PAY RANGES

Question	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Question
*C01/C01m) Print Materials (Books and Periodicals)
*C02/C02m) Audio Materials, Physical
*C03/C03m) Video Materials, Physical
C04/C04m) Multi-format Materials
C05/C05m) Other Physical Materials
C06/C06m) Total Physical Materials

*required data for federal report

Question	
*C07/C07m) Print Serial Subscriptions	
C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable <small>Definition modified</small>	
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable <small>Definition modified</small>	
C10) Total Electronic Serial Subscriptions	
C11) Electronic Books Licensed Locally <small>Definition modified</small>	
C12) Electronic Books Licensed Regionally <small>Definition modified</small>	
C13) Electronic Books Licensed Statewide <small>Definition modified</small>	
*C14) Total Electronic Books	
C15) Audio Downloadable Units, Licensed Locally <small>Definition modified</small>	
C16) Audio Downloadable Units, Licensed Regionally <small>Definition modified</small>	
C17) Total Audio Downloadable Units <small>Definition modified</small>	
C18) Video Downloadable Units, Licensed Locally <small>Definition modified</small>	
C19) Video Downloadable Units, Licensed Regionally <small>Definition modified</small>	
*C20) Total Video Downloadable Units	
C21) Electronic Collections Licensed Locally <small>Definition modified</small>	deleted
C22) Electronic Collections Licensed Regionally <small>Definition modified</small>	
C23) Electronic Collections Licensed via Other Cooperative Agreement <small>Definition modified</small>	
*C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	
*C25) Electronic Collections Licensed Statewide <small>Definition modified</small>	
*C26) Total Licensed Electronic Collections	

POLICIES/PLANS

Question	CY	PY
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

OUTREACH SERVICES

Question
O01) Adult Basic Education
O02) Adult Literacy Organization
O03) Early Childhood Organization
O04) Correctional Facility
O05) Cultural Communities
O06) Service to Homebound
O07) School (K12)
O08) Senior-Centered Organization
O09) Workforce Development
O10) Youth Development Organization

*required data for federal report

Question
O11) Other

SUMMER READING PROGRAM

Question
^{New} Summer Reading Programs for Youth
^{New} Summer Reading Programs for Youth - Age Groups

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES

Question
^{New} I01) Does this library have a Board of Trustees?
^{New} I02) Are this library's trustees elected or appointed officials?
^{New} I03) Is this library's Board of Trustees the governing authority or advisory?

LIBRARY FOUNDATION

Question
I04/I04m) Does This Library Have a Foundation?
I05/I05m) Foundation Name

LIBRARY FRIENDS

Question
I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name

FINANCIAL DATA

OPERATING REVENUE

Question		
LOCAL GOVERNMENT		
City	CY	PY
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
County		
R04) County Direct		
R05) County Indirect		
R06) County Total		
Other Local Government		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
*R10) Total Local Government Operating Revenue		
STATE		
R11) Arts & Cultural Heritage Fund		

*required data for federal report

Question
R12) Regional Library Basic System Support
R13) Regional Library Telecommunications Aid
R14) Other State
*R15) Total State Government Operating Revenue
FEDERAL
R16) Federal Library Services and Technology Act
R17) Federal Direct
R18) Federal Indirect
*R19) Total Federal Operating Revenue
OTHER
Regional System
R20) Regional System Direct
R21) Regional System Indirect
R22) Regional System Operating Revenue Total
Multicounty, Multitype
R23) Multicounty, Multitype Direct
R24) Multicounty, Multitype Indirect
R25) Multicounty, Multitype Operating Revenue Total
R26) Other Operating Direct
R27) Other Operating Indirect
R28) Other Operating Total
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue
*R30) Total Operating Revenue

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question	CY	PY
*E01) Salaries & Wages		
*E02) Employee Benefits		
*E03) Total Personnel Costs		

COLLECTION EXPENDITURES

Question
*E04) Collection Expenditures Print Materials
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)
E06) Collection Expenditures Electronic Collections
E07) Collection Expenditures Electronic Materials Other Electronic Materials
*E08) Collection Expenditures Electronic Materials Expenditures Total
E09) Collection Expenditures Other Materials Audio & Video Physical Materials
E10) Collection Expenditures Other Materials Other Physical Materials
*E11) Collection Expenditures Other Materials Expenditures Total
Collection Expenditures Physical Materials Total
*E12) Total Collection Expenditures

*required data for federal report

OTHER

Question
*E13) Other Operating Expenditures
*E14) Total Operating Expenditures
E15) Expenditures Equal To or Less than Income?

CAPITAL REVENUE – DIRECT AND INDIRECT

Question
LOCAL
City
R31) City Direct
R32) City Indirect
R33) City Capital Revenue Total
County
R34) County Direct
R35) County Indirect
R36) County Capital Revenue Total
Other Local Government
R37) Other Local Government Direct
R38) Other Local Government Indirect
R39) Other Local Government Capital Revenue Total
*R40) Total Local Government Capital Revenue
STATE
R41) Library Construction Grant
R42) Other State Capital Revenue
*R43) Total State Government Capital Revenue
FEDERAL
R44) Federal Government Capital Revenue Library Services and Technology Act
R45) Federal Capital Direct
R46) Other Federal Indirect Capital Revenue
*R47) Total Federal Government Capital Revenue
OTHER
Regional System
R48) Regional System Direct
R49) Regional System Indirect
R50) Regional System Capital Revenue Total
Multicounty, Multitype
R51) Multicounty, Multitype Direct
R52) Multicounty, Multitype Indirect
R53) Multicounty, Multitype Capital Revenue Total
Other
R54) Other Capital Direct
R55) Other Capital Indirect
R56) Other Capital Revenue Total
*R57) Total Regional, Multicounty Multitype and Other Capital Revenue
*R58) Total Capital Revenue

*required data for federal report

CAPITAL EXPENDITURES

Question
*EC01) Total Capital Expenditures

IN-KIND OPERATING CONTRIBUTIONS

Question
R59) In-Kind Operating Contributions City
R60) In-Kind Operating Contributions County
R61) In-Kind Operating Contributions All Other
R62) Total In-Kind Operating Contributions

IN-KIND EXPENDITURE AREAS

Question
EKA01) Personnel
EKA02) Collection
EKA03) All Other Operating Expenditures
EKA04) Total In-Kind Operating Contributions

IN-KIND CAPITAL CONTRIBUTIONS

Question
R63) In-Kind Capital Contributions City
R64) In-Kind Capital Contributions County
R65) In-Kind Capital Contributions All Other
R67) Total In-Kind Capital Contributions



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*G09/G09m) City
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*G11/G11m) County
*G12/G12m) Phone
G13) Library Web Address
G14/G14m) Director's Name
G15/G15m) Director's Phone
G16/G16m) Director's Extension
G17/G17m) Director's E-mail Address

REPORT FILER - CONTACT INFORMATION

Question
G18) Name of Person Who Prepared the Public Library Report
G19) Phone

G20) E-mail

IMLS ADMINISTRATIVE ENTITY CODES

*G21) Interlibrary Relationship Code
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CIRCULATION

Question
*P13/P13m) Children’s Circulation
P14/P14m)Adult Circulation
P15/P15m) Other Physical Media Circulation (No Audience Designation)
P16/P16m) Total Physical Media Circulation
P17/P17m) Downloadable E-books and E-serials Circulation ^{Definition} <small>modified</small>
P18/P18m) Downloadable Audio and Video Circulation ^{Definition modified}
*P19/P19m) Total Downloadable Circulation
*P20) Total Circulation

PROGRAMS

Question
*P21/P21m) Children’s Programs
*P22/P22m) Young Adult Programs
P23m/P23m) Adult Programs
*P24/P24m) Total Programs

PROGRAM ATTENDANCE

Question
*P25/P25m) Children’s Program Attendance
*P26/P26m) Young Adult Program Attendance
P27/P27m) Adult Program Attendance
*P28/P28m) Total Program Attendance

PUBLIC SERVICE HOURS

Question
H01m) Monday Hours <small>Definition modified</small>
H02m) Tuesday Hours <small>Definition modified</small>
H03m) Wednesday Hours <small>Definition modified</small>
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H05m) Friday Hours <small>Definition modified</small>
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H10/H10m) Seasonal Dates
*H11m) Number of Weeks Library is Open
*H12/H12m) Total Public Service Hours per Year

FACILITIES

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*F02) Branch Libraries		
*F03) Bookmobiles		
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F14/F14m) Public Internet Mobile Devices for On-Site Use		
F15/F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22/F22m) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		

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Question
F23m) Meeting Room Available for Public Use
F24/F24m) Non-Library Sponsored Events

ASSISTIVE TECHNOLOGY

Assistive Technology
^{New} Low Vision Keyboard Available?
Magnifier Available?
Optical Character Reader (OCR) Available?
Page Turner Available?
Screen-enlarging Software Available?
Speech Input or Output (Screen Reader) Available?
Other?
Description

FULL TIME EQUIVALENT STAFF INFORMATION

Question
*S01/S01m) Total ALA/MLS Librarians
S02/S02m) Total Other Librarians
*S03/S03m) Total Librarians
*S04/S04m) Total Other Staff
*S05/S05m) Total Paid Employees

PAY RANGES

Question	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Question
*C01/C01m) Print Materials (Books and Periodicals)
*C02/C02m) Audio Materials, Physical
*C03/C03m) Video Materials, Physical
C04/C04m) Multi-format Materials
C05/C05m) Other Physical Materials
C06/C06m) Total Physical Materials

*required data for federal report

Question
*C07/C07m) Print Serial Subscriptions
C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable <small>Definition modified</small>
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable <small>Definition modified</small>
C10) Total Electronic Serial Subscriptions
C11) Electronic Books Licensed Locally <small>Definition modified</small>
C12) Electronic Books Licensed Regionally <small>Definition modified</small>
C13) Electronic Books Licensed Statewide <small>Definition modified</small>
*C14) Total Electronic Books
C15) Audio Downloadable Units, Licensed Locally <small>Definition modified</small>
C16) Audio Downloadable Units, Licensed Regionally <small>Definition modified</small>
C17) Total Audio Downloadable Units <small>Definition modified</small>
C18) Video Downloadable Units, Licensed Locally <small>Definition modified</small>
C19) Video Downloadable Units, Licensed Regionally <small>Definition modified</small>
*C20) Total Video Downloadable Units
C21) Electronic Collections Licensed Locally <small>Definition modified</small>
C22) Electronic Collections Licensed Regionally <small>Definition modified</small>
C23) Electronic Collections Licensed via Other Cooperative Agreement <small>Definition modified</small>
*C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement
*C25) Electronic Collections Licensed Statewide <small>Definition modified</small>
*C26) Total Licensed Electronic Collections

POLICIES/PLANS

Question
D01) Strategic Plan
D02) Disaster Plan
D03) Policy Manual
D04) Records Retention Schedule
D05) Building Accessibility Plan
D06) Technology Plan
D07) Internet Acceptable Use Policy

OUTREACH SERVICES

Question
O01) Adult Basic Education
O02) Adult Literacy Organization
O03) Early Childhood Organization
O04) Correctional Facility
O05) Cultural Communities
O06) Service to Homebound
O07) School (K12)
O08) Senior-Centered Organization
O09) Workforce Development
O10) Youth Development Organization

Question
O11) Other

SUMMER READING PROGRAM

Question
^{New} Summer Reading Programs for Youth
^{New} Summer Reading Programs for Youth - Age Groups

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES

Question
^{New} I01) Does this library have a Board of Trustees?
^{New} I02) Are this library's trustees elected or appointed officials?
^{New} I03) Is this library's Board of Trustees the governing authority or advisory?

LIBRARY FOUNDATION

Question
I04/I04m) Does This Library Have a Foundation?
I05/I05m) Foundation Name

LIBRARY FRIENDS

Question
I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name

FINANCIAL DATA

OPERATING REVENUE

Question
LOCAL GOVERNMENT
City
R01) City Direct
R02) City Indirect
R03) City Operating Revenue Total
County
R04) County Direct
R05) County Indirect
R06) County Total
Other Local Government
R07) Other Local Government Direct
R08) Other Local Government Indirect
R09) Other Local Government Operating Revenue Total
*R10) Total Local Government Operating Revenue
STATE
R11) Arts & Cultural Heritage Fund

*required data for federal report

Question
R12) Regional Library Basic System Support
R13) Regional Library Telecommunications Aid
R14) Other State
*R15) Total State Government Operating Revenue
FEDERAL
R16) Federal Library Services and Technology Act
R17) Federal Direct
R18) Federal Indirect
*R19) Total Federal Operating Revenue
OTHER
Regional System
R20) Regional System Direct
R21) Regional System Indirect
R22) Regional System Operating Revenue Total
Multicounty, Multitype
R23) Multicounty, Multitype Direct
R24) Multicounty, Multitype Indirect
R25) Multicounty, Multitype Operating Revenue Total
R26) Other Operating Direct
R27) Other Operating Indirect
R28) Other Operating Total
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue
*R30) Total Operating Revenue

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question
*E01) Salaries & Wages
*E02) Employee Benefits
*E03) Total Personnel Costs

COLLECTION EXPENDITURES

Question
*E04) Collection Expenditures Print Materials
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)
E06) Collection Expenditures Electronic Collections
E07) Collection Expenditures Electronic Materials Other Electronic Materials
*E08) Collection Expenditures Electronic Materials Expenditures Total
E09) Collection Expenditures Other Materials Audio & Video Physical Materials
E10) Collection Expenditures Other Materials Other Physical Materials
*E11) Collection Expenditures Other Materials Expenditures Total
Collection Expenditures Physical Materials Total
*E12) Total Collection Expenditures

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OTHER

Question
*E13) Other Operating Expenditures
*E14) Total Operating Expenditures
E15) Expenditures Equal To or Less than Income?

CAPITAL REVENUE – DIRECT AND INDIRECT

Question
LOCAL
City
R31) City Direct
R32) City Indirect
R33) City Capital Revenue Total
County
R34) County Direct
R35) County Indirect
R36) County Capital Revenue Total
Other Local Government
R37) Other Local Government Direct
R38) Other Local Government Indirect
R39) Other Local Government Capital Revenue Total
*R40) Total Local Government Capital Revenue
STATE
R41) Library Construction Grant
R42) Other State Capital Revenue
*R43) Total State Government Capital Revenue
FEDERAL
R44) Federal Government Capital Revenue Library Services and Technology Act
R45) Federal Capital Direct
R46) Other Federal Indirect Capital Revenue
*R47) Total Federal Government Capital Revenue
OTHER
Regional System
R48) Regional System Direct
R49) Regional System Indirect
R50) Regional System Capital Revenue Total
Multicounty, Multitype
R51) Multicounty, Multitype Direct
R52) Multicounty, Multitype Indirect
R53) Multicounty, Multitype Capital Revenue Total
Other
R54) Other Capital Direct
R55) Other Capital Indirect
R56) Other Capital Revenue Total
*R57) Total Regional, Multicounty Multitype and Other Capital Revenue
*R58) Total Capital Revenue

*required data for federal report

CAPITAL EXPENDITURES

Question
*EC01) Total Capital Expenditures

IN-KIND OPERATING CONTRIBUTIONS

Question
R59) In-Kind Operating Contributions City
R60) In-Kind Operating Contributions County
R61) In-Kind Operating Contributions All Other
R62) Total In-Kind Operating Contributions

IN-KIND EXPENDITURE AREAS

Question
EKA01) Personnel
EKA02) Collection
EKA03) All Other Operating Expenditures
EKA04) Total In-Kind Operating Contributions

IN-KIND CAPITAL CONTRIBUTIONS

Question
R63) In-Kind Capital Contributions City
R64) In-Kind Capital Contributions County
R65) In-Kind Capital Contributions All Other
R67) Total In-Kind Capital Contributions



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Please note that this document reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m).

Please contact State Library Services at 651-582-8640 or joe.manion@state.mn.us to update information in data elements that are .

GENERAL INFORMATION

Data Element
*G01/G01m) Library Name
*G02/G02m) Regional System/Sequence Number
G03/G03m) Regional Public Library System
*G04/G04m) Street Address
*G05/G05m) Location is a change from previous year
*G06/G06m) City
*G07/G07m) ZIP Code
*G08/G08m) Mailing Address
*G09/G09m) City
*G10/G10m) ZIP Code
*G11/G11m) County
*G12/G12m) Phone
G13) Library Web Address
G14/G14m) Director's Name
G15/G15m) Director's Phone
G16/G16m) Director's Extension
G17/G17m) Director's E-mail Address

REPORT FILER - CONTACT INFORMATION

Question
G18) Name of Person Who Prepared the Public Library Report
G19) Phone

G20) E-mail

IMLS ADMINISTRATIVE ENTITY CODES

*G21) Interlibrary Relationship Code
*G22) Legal Basis Code
*G23) Administrative Structure Code
*G24) IMLS Public Library Definition
*G25) Geographic Code
*G26) Did the legal service area boundary change?

PUBLIC SERVICES INFORMATION

Question	CY	PY
*P01/P01m) Population of the Legal Service Area		
P02/P02m) Registered Users – Residents		
P03/P03m) Registered Users – Reciprocal		
*P04/P04m) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
*P06/P06m) Visits		
*P07/P07m) Reference Transactions		
*P08/P08m) Annual Public Internet Computer Sessions		
P09/P09m)Public Internet Computer Sessions–Universe Other Uses		
*P10) Wireless Sessions		
*P11) ILL Provided to Other Libraries		
*P12) ILL Received from Other Libraries		

CIRCULATION

Question
*P13/P13m) Children’s Circulation
P14/P14m)Adult Circulation
P15/P15m) Other Physical Media Circulation (No Audience Designation)
P16/P16m) Total Physical Media Circulation
P17/P17m) Downloadable E-books and E-serials Circulation ^{Definition} <small>modified</small>
P18/P18m) Downloadable Audio and Video Circulation ^{Definition modified}
*P19/P19m) Total Downloadable Circulation
*P20) Total Circulation

PROGRAMS

Question
*P21/P21m) Children’s Programs
*P22/P22m) Young Adult Programs
P23m/P23m) Adult Programs
*P24/P24m) Total Programs

PROGRAM ATTENDANCE

Question
*P25/P25m) Children’s Program Attendance
*P26/P26m) Young Adult Program Attendance
P27/P27m) Adult Program Attendance
*P28/P28m) Total Program Attendance

PUBLIC SERVICE HOURS

Question
H01m) Monday Hours <small>Definition modified</small>
H02m) Tuesday Hours <small>Definition modified</small>
H03m) Wednesday Hours <small>Definition modified</small>
H04m) Thursday Hours <small>Definition modified</small>
H05m) Friday Hours <small>Definition modified</small>
H06m) Saturday Hours <small>Definition modified</small>
H07m) Sunday Hours <small>Definition modified</small>
H08/08m) Number of Public Service Hours in a Regular Week
H09/H09m) Number of Public Service Hours in a Seasonal Week
H10/H10m) Seasonal Dates
*H11m) Number of Weeks Library is Open
*H12/H12m) Total Public Service Hours per Year

FACILITIES

Question	CY	PY
*F01) Central Libraries		
*F02) Branch Libraries		
*F03) Bookmobiles		
F04) Supplementary Services		
F05m) Outlet Type Code		
*F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12/F12m) Staff Internet Computers		
*F13/F13m) Public Internet Stationary Computers		
F14/F14m) Public Internet Mobile Devices for On-Site Use		
F15/F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22/F22m) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		

*required data for federal report

Question
F23m) Meeting Room Available for Public Use
F24/F24m) Non-Library Sponsored Events

ASSISTIVE TECHNOLOGY

Assistive Technology
^{New} Low Vision Keyboard Available?
Magnifier Available?
Optical Character Reader (OCR) Available?
Page Turner Available?
Screen-enlarging Software Available?
Speech Input or Output (Screen Reader) Available?
Other?
Description

FULL TIME EQUIVALENT STAFF INFORMATION

Question
*S01/S01m) Total ALA/MLS Librarians
S02/S02m) Total Other Librarians
*S03/S03m) Total Librarians
*S04/S04m) Total Other Staff
*S05/S05m) Total Paid Employees

PAY RANGES

Question	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Question
*C01/C01m) Print Materials (Books and Periodicals)
*C02/C02m) Audio Materials, Physical
*C03/C03m) Video Materials, Physical
C04/C04m) Multi-format Materials
C05/C05m) Other Physical Materials
C06/C06m) Total Physical Materials

*required data for federal report

Question
*C07/C07m) Print Serial Subscriptions
C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable <small>Definition modified</small>
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable <small>Definition modified</small>
C10) Total Electronic Serial Subscriptions
C11) Electronic Books Licensed Locally <small>Definition modified</small>
C12) Electronic Books Licensed Regionally <small>Definition modified</small>
C13) Electronic Books Licensed Statewide <small>Definition modified</small>
*C14) Total Electronic Books
C15) Audio Downloadable Units, Licensed Locally <small>Definition modified</small>
C16) Audio Downloadable Units, Licensed Regionally <small>Definition modified</small>
C17) Total Audio Downloadable Units <small>Definition modified</small>
C18) Video Downloadable Units, Licensed Locally <small>Definition modified</small>
C19) Video Downloadable Units, Licensed Regionally <small>Definition modified</small>
*C20) Total Video Downloadable Units
C21) Electronic Collections Licensed Locally <small>Definition modified</small>
C22) Electronic Collections Licensed Regionally <small>Definition modified</small>
C23) Electronic Collections Licensed via Other Cooperative Agreement <small>Definition modified</small>
*C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement
*C25) Electronic Collections Licensed Statewide <small>Definition modified</small>
*C26) Total Licensed Electronic Collections

POLICIES/PLANS

Question
D01) Strategic Plan
D02) Disaster Plan
D03) Policy Manual
D04) Records Retention Schedule
D05) Building Accessibility Plan
D06) Technology Plan
D07) Internet Acceptable Use Policy

OUTREACH SERVICES

Question
O01) Adult Basic Education
O02) Adult Literacy Organization
O03) Early Childhood Organization
O04) Correctional Facility
O05) Cultural Communities
O06) Service to Homebound
O07) School (K12)
O08) Senior-Centered Organization
O09) Workforce Development
O10) Youth Development Organization

*required data for federal report

Question
O11) Other

SUMMER READING PROGRAM

Question
^{New} Summer Reading Programs for Youth
^{New} Summer Reading Programs for Youth - Age Groups

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES

Question
^{New} I01) Does this library have a Board of Trustees?
^{New} I02) Are this library's trustees elected or appointed officials?
^{New} I03) Is this library's Board of Trustees the governing authority or advisory?

LIBRARY FOUNDATION

Question
I04/I04m) Does This Library Have a Foundation?
I05/I05m) Foundation Name

LIBRARY FRIENDS

Question
I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name

FINANCIAL DATA

OPERATING REVENUE

Question
LOCAL GOVERNMENT
City
R01) City Direct
R02) City Indirect
R03) City Operating Revenue Total
County
R04) County Direct
R05) County Indirect
R06) County Total
Other Local Government
R07) Other Local Government Direct
R08) Other Local Government Indirect
R09) Other Local Government Operating Revenue Total
*R10) Total Local Government Operating Revenue
STATE
R11) Arts & Cultural Heritage Fund

*required data for federal report

Question
R12) Regional Library Basic System Support
R13) Regional Library Telecommunications Aid
R14) Other State
*R15) Total State Government Operating Revenue
FEDERAL
R16) Federal Library Services and Technology Act
R17) Federal Direct
R18) Federal Indirect
*R19) Total Federal Operating Revenue
OTHER
Regional System
R20) Regional System Direct
R21) Regional System Indirect
R22) Regional System Operating Revenue Total
Multicounty, Multitype
R23) Multicounty, Multitype Direct
R24) Multicounty, Multitype Indirect
R25) Multicounty, Multitype Operating Revenue Total
R26) Other Operating Direct
R27) Other Operating Indirect
R28) Other Operating Total
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue
*R30) Total Operating Revenue

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question
*E01) Salaries & Wages
*E02) Employee Benefits
*E03) Total Personnel Costs

COLLECTION EXPENDITURES

Question
*E04) Collection Expenditures Print Materials
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)
E06) Collection Expenditures Electronic Collections
E07) Collection Expenditures Electronic Materials Other Electronic Materials
*E08) Collection Expenditures Electronic Materials Expenditures Total
E09) Collection Expenditures Other Materials Audio & Video Physical Materials
E10) Collection Expenditures Other Materials Other Physical Materials
*E11) Collection Expenditures Other Materials Expenditures Total
Collection Expenditures Physical Materials Total
*E12) Total Collection Expenditures

*required data for federal report

OTHER

Question
*E13) Other Operating Expenditures
*E14) Total Operating Expenditures
E15) Expenditures Equal To or Less than Income?

CAPITAL REVENUE – DIRECT AND INDIRECT

Question
LOCAL
City
R31) City Direct
R32) City Indirect
R33) City Capital Revenue Total
County
R34) County Direct
R35) County Indirect
R36) County Capital Revenue Total
Other Local Government
R37) Other Local Government Direct
R38) Other Local Government Indirect
R39) Other Local Government Capital Revenue Total
*R40) Total Local Government Capital Revenue
STATE
R41) Library Construction Grant
R42) Other State Capital Revenue
*R43) Total State Government Capital Revenue
FEDERAL
R44) Federal Government Capital Revenue Library Services and Technology Act
R45) Federal Capital Direct
R46) Other Federal Indirect Capital Revenue
*R47) Total Federal Government Capital Revenue
OTHER
Regional System
R48) Regional System Direct
R49) Regional System Indirect
R50) Regional System Capital Revenue Total
Multicounty, Multitype
R51) Multicounty, Multitype Direct
R52) Multicounty, Multitype Indirect
R53) Multicounty, Multitype Capital Revenue Total
Other
R54) Other Capital Direct
R55) Other Capital Indirect
R56) Other Capital Revenue Total
*R57) Total Regional, Multicounty Multitype and Other Capital Revenue
*R58) Total Capital Revenue

*required data for federal report

CAPITAL EXPENDITURES

Question
*EC01) Total Capital Expenditures

IN-KIND OPERATING CONTRIBUTIONS

Question
R59) In-Kind Operating Contributions City
R60) In-Kind Operating Contributions County
R61) In-Kind Operating Contributions All Other
R62) Total In-Kind Operating Contributions

IN-KIND EXPENDITURE AREAS

Question
EKA01) Personnel
EKA02) Collection
EKA03) All Other Operating Expenditures
EKA04) Total In-Kind Operating Contributions

IN-KIND CAPITAL CONTRIBUTIONS

Question
R63) In-Kind Capital Contributions City
R64) In-Kind Capital Contributions County
R65) In-Kind Capital Contributions All Other
R67) Total In-Kind Capital Contributions



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*G06/G06m) City
*G07/G07m) ZIP Code
*G08/G08m) Mailing Address
*G09/G09m) City
*G10/G10m) ZIP Code
*G11/G11m) County
*G12/G12m) Phone
G13) Library Web Address
G14/G14m) Director's Name
G15/G15m) Director's Phone
G16/G16m) Director's Extension
G17/G17m) Director's E-mail Address

REPORT FILER - CONTACT INFORMATION

Question
G18) Name of Person Who Prepared the Public Library Report
G19) Phone

G20) E-mail

IMLS ADMINISTRATIVE ENTITY CODES

*G21) Interlibrary Relationship Code
*G22) Legal Basis Code
*G23) Administrative Structure Code
*G24) IMLS Public Library Definition
*G25) Geographic Code
*G26) Did the legal service area boundary change?

PUBLIC SERVICES INFORMATION

Question	CY	PY
*P01/P01m) Population of the Legal Service Area		
P02/P02m) Registered Users – Residents		
P03/P03m) Registered Users – Reciprocal		
*P04/P04m) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
*P06/P06m) Visits		
*P07/P07m) Reference Transactions		
*P08/P08m) Annual Public Internet Computer Sessions		
P09/P09m)Public Internet Computer Sessions–Universe Other Uses		
*P10) Wireless Sessions		
*P11) ILL Provided to Other Libraries		
*P12) ILL Received from Other Libraries		

CIRCULATION

Question
*P13/P13m) Children’s Circulation
P14/P14m)Adult Circulation
P15/P15m) Other Physical Media Circulation (No Audience Designation)
P16/P16m) Total Physical Media Circulation
P17/P17m) Downloadable E-books and E-serials Circulation ^{Definition} <small>modified</small>
P18/P18m) Downloadable Audio and Video Circulation ^{Definition modified}
*P19/P19m) Total Downloadable Circulation
*P20) Total Circulation

PROGRAMS

Question
*P21/P21m) Children’s Programs
*P22/P22m) Young Adult Programs
P23m/P23m) Adult Programs
*P24/P24m) Total Programs

PROGRAM ATTENDANCE

Question
*P25/P25m) Children’s Program Attendance
*P26/P26m) Young Adult Program Attendance
P27/P27m) Adult Program Attendance
*P28/P28m) Total Program Attendance

PUBLIC SERVICE HOURS

Question
H01m) Monday Hours <small>Definition modified</small>
H02m) Tuesday Hours <small>Definition modified</small>
H03m) Wednesday Hours <small>Definition modified</small>
H04m) Thursday Hours <small>Definition modified</small>
H05m) Friday Hours <small>Definition modified</small>
H06m) Saturday Hours <small>Definition modified</small>
H07m) Sunday Hours <small>Definition modified</small>
H08/08m) Number of Public Service Hours in a Regular Week
H09/H09m) Number of Public Service Hours in a Seasonal Week
H10/H10m) Seasonal Dates
*H11m) Number of Weeks Library is Open
*H12/H12m) Total Public Service Hours per Year

FACILITIES

Question	CY	PY
*F01) Central Libraries		
*F02) Branch Libraries		
*F03) Bookmobiles		
F04) Supplementary Services		
F05m) Outlet Type Code		
*F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12/F12m) Staff Internet Computers		
*F13/F13m) Public Internet Stationary Computers		
F14/F14m) Public Internet Mobile Devices for On-Site Use		
F15/F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22/F22m) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		

*required data for federal report

Question
F23m) Meeting Room Available for Public Use
F24/F24m) Non-Library Sponsored Events

ASSISTIVE TECHNOLOGY

Assistive Technology
^{New} Low Vision Keyboard Available?
Magnifier Available?
Optical Character Reader (OCR) Available?
Page Turner Available?
Screen-enlarging Software Available?
Speech Input or Output (Screen Reader) Available?
Other?
Description

FULL TIME EQUIVALENT STAFF INFORMATION

Question
*S01/S01m) Total ALA/MLS Librarians
S02/S02m) Total Other Librarians
*S03/S03m) Total Librarians
*S04/S04m) Total Other Staff
*S05/S05m) Total Paid Employees

PAY RANGES

Question	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Question
*C01/C01m) Print Materials (Books and Periodicals)
*C02/C02m) Audio Materials, Physical
*C03/C03m) Video Materials, Physical
C04/C04m) Multi-format Materials
C05/C05m) Other Physical Materials
C06/C06m) Total Physical Materials

Question
*C07/C07m) Print Serial Subscriptions
C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable <small>Definition modified</small>
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable <small>Definition modified</small>
C10) Total Electronic Serial Subscriptions
C11) Electronic Books Licensed Locally <small>Definition modified</small>
C12) Electronic Books Licensed Regionally <small>Definition modified</small>
C13) Electronic Books Licensed Statewide <small>Definition modified</small>
*C14) Total Electronic Books
C15) Audio Downloadable Units, Licensed Locally <small>Definition modified</small>
C16) Audio Downloadable Units, Licensed Regionally <small>Definition modified</small>
C17) Total Audio Downloadable Units <small>Definition modified</small>
C18) Video Downloadable Units, Licensed Locally <small>Definition modified</small>
C19) Video Downloadable Units, Licensed Regionally <small>Definition modified</small>
*C20) Total Video Downloadable Units
C21) Electronic Collections Licensed Locally <small>Definition modified</small>
C22) Electronic Collections Licensed Regionally <small>Definition modified</small>
C23) Electronic Collections Licensed via Other Cooperative Agreement <small>Definition modified</small>
*C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement
*C25) Electronic Collections Licensed Statewide <small>Definition modified</small>
*C26) Total Licensed Electronic Collections

POLICIES/PLANS

Question
D01) Strategic Plan
D02) Disaster Plan
D03) Policy Manual
D04) Records Retention Schedule
D05) Building Accessibility Plan
D06) Technology Plan
D07) Internet Acceptable Use Policy

OUTREACH SERVICES

Question
O01) Adult Basic Education
O02) Adult Literacy Organization
O03) Early Childhood Organization
O04) Correctional Facility
O05) Cultural Communities
O06) Service to Homebound
O07) School (K12)
O08) Senior-Centered Organization
O09) Workforce Development
O10) Youth Development Organization

Question
O11) Other

SUMMER READING PROGRAM

Question
^{New} Summer Reading Programs for Youth
^{New} Summer Reading Programs for Youth - Age Groups

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES

Question
^{New} I01) Does this library have a Board of Trustees?
^{New} I02) Are this library's trustees elected or appointed officials?
^{New} I03) Is this library's Board of Trustees the governing authority or advisory?

LIBRARY FOUNDATION

Question
I04/I04m) Does This Library Have a Foundation?
I05/I05m) Foundation Name

LIBRARY FRIENDS

Question
I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name

FINANCIAL DATA

OPERATING REVENUE

Question
LOCAL GOVERNMENT
City
R01) City Direct
R02) City Indirect
R03) City Operating Revenue Total
County
R04) County Direct
R05) County Indirect
R06) County Total
Other Local Government
R07) Other Local Government Direct
R08) Other Local Government Indirect
R09) Other Local Government Operating Revenue Total
*R10) Total Local Government Operating Revenue
STATE
R11) Arts & Cultural Heritage Fund

*required data for federal report

Question
R12) Regional Library Basic System Support
R13) Regional Library Telecommunications Aid
R14) Other State
*R15) Total State Government Operating Revenue
FEDERAL
R16) Federal Library Services and Technology Act
R17) Federal Direct
R18) Federal Indirect
*R19) Total Federal Operating Revenue
OTHER
Regional System
R20) Regional System Direct
R21) Regional System Indirect
R22) Regional System Operating Revenue Total
Multicounty, Multitype
R23) Multicounty, Multitype Direct
R24) Multicounty, Multitype Indirect
R25) Multicounty, Multitype Operating Revenue Total
R26) Other Operating Direct
R27) Other Operating Indirect
R28) Other Operating Total
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue
*R30) Total Operating Revenue

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question
*E01) Salaries & Wages
*E02) Employee Benefits
*E03) Total Personnel Costs

COLLECTION EXPENDITURES

Question
*E04) Collection Expenditures Print Materials
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)
E06) Collection Expenditures Electronic Collections
E07) Collection Expenditures Electronic Materials Other Electronic Materials
*E08) Collection Expenditures Electronic Materials Expenditures Total
E09) Collection Expenditures Other Materials Audio & Video Physical Materials
E10) Collection Expenditures Other Materials Other Physical Materials
*E11) Collection Expenditures Other Materials Expenditures Total
Collection Expenditures Physical Materials Total
*E12) Total Collection Expenditures

*required data for federal report

OTHER

Question
*E13) Other Operating Expenditures
*E14) Total Operating Expenditures
E15) Expenditures Equal To or Less than Income?

CAPITAL REVENUE – DIRECT AND INDIRECT

Question
LOCAL
City
R31) City Direct
R32) City Indirect
R33) City Capital Revenue Total
County
R34) County Direct
R35) County Indirect
R36) County Capital Revenue Total
Other Local Government
R37) Other Local Government Direct
R38) Other Local Government Indirect
R39) Other Local Government Capital Revenue Total
*R40) Total Local Government Capital Revenue
STATE
R41) Library Construction Grant
R42) Other State Capital Revenue
*R43) Total State Government Capital Revenue
FEDERAL
R44) Federal Government Capital Revenue Library Services and Technology Act
R45) Federal Capital Direct
R46) Other Federal Indirect Capital Revenue
*R47) Total Federal Government Capital Revenue
OTHER
Regional System
R48) Regional System Direct
R49) Regional System Indirect
R50) Regional System Capital Revenue Total
Multicounty, Multitype
R51) Multicounty, Multitype Direct
R52) Multicounty, Multitype Indirect
R53) Multicounty, Multitype Capital Revenue Total
Other
R54) Other Capital Direct
R55) Other Capital Indirect
R56) Other Capital Revenue Total
*R57) Total Regional, Multicounty Multitype and Other Capital Revenue
*R58) Total Capital Revenue

*required data for federal report

CAPITAL EXPENDITURES

Question
*EC01) Total Capital Expenditures

IN-KIND OPERATING CONTRIBUTIONS

Question
R59) In-Kind Operating Contributions City
R60) In-Kind Operating Contributions County
R61) In-Kind Operating Contributions All Other
R62) Total In-Kind Operating Contributions

IN-KIND EXPENDITURE AREAS

Question
EKA01) Personnel
EKA02) Collection
EKA03) All Other Operating Expenditures
EKA04) Total In-Kind Operating Contributions

IN-KIND CAPITAL CONTRIBUTIONS

Question
R63) In-Kind Capital Contributions City
R64) In-Kind Capital Contributions County
R65) In-Kind Capital Contributions All Other
R67) Total In-Kind Capital Contributions



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*G04/G04m) Street Address
*G05/G05m) Location is a change from previous year
*G06/G06m) City
*G07/G07m) ZIP Code
*G08/G08m) Mailing Address
*G09/G09m) City
*G10/G10m) ZIP Code
*G11/G11m) County
*G12/G12m) Phone
G13) Library Web Address
G14/G14m) Director's Name
G15/G15m) Director's Phone
G16/G16m) Director's Extension
G17/G17m) Director's E-mail Address

REPORT FILER - CONTACT INFORMATION

Question
G18) Name of Person Who Prepared the Public Library Report
G19) Phone

G20) E-mail

IMLS ADMINISTRATIVE ENTITY CODES

*G21) Interlibrary Relationship Code
*G22) Legal Basis Code
*G23) Administrative Structure Code
*G24) IMLS Public Library Definition
*G25) Geographic Code
*G26) Did the legal service area boundary change?

PUBLIC SERVICES INFORMATION

Question	CY	PY
*P01/P01m) Population of the Legal Service Area		
P02/P02m) Registered Users – Residents		
P03/P03m) Registered Users – Reciprocal		
*P04/P04m) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
*P06/P06m) Visits		
*P07/P07m) Reference Transactions		
*P08/P08m) Annual Public Internet Computer Sessions		
P09/P09m)Public Internet Computer Sessions–Universe Other Uses		
*P10) Wireless Sessions		
*P11) ILL Provided to Other Libraries		
*P12) ILL Received from Other Libraries		

CIRCULATION

Question
*P13/P13m) Children’s Circulation
P14/P14m)Adult Circulation
P15/P15m) Other Physical Media Circulation (No Audience Designation)
P16/P16m) Total Physical Media Circulation
P17/P17m) Downloadable E-books and E-serials Circulation ^{Definition modified}
P18/P18m) Downloadable Audio and Video Circulation ^{Definition modified}
*P19/P19m) Total Downloadable Circulation
*P20) Total Circulation

PROGRAMS

Question
*P21/P21m) Children’s Programs
*P22/P22m) Young Adult Programs
P23m/P23m) Adult Programs
*P24/P24m) Total Programs

PROGRAM ATTENDANCE

Question
*P25/P25m) Children’s Program Attendance
*P26/P26m) Young Adult Program Attendance
P27/P27m) Adult Program Attendance
*P28/P28m) Total Program Attendance

PUBLIC SERVICE HOURS

Question
H01m) Monday Hours <small>Definition modified</small>
H02m) Tuesday Hours <small>Definition modified</small>
H03m) Wednesday Hours <small>Definition modified</small>
H04m) Thursday Hours <small>Definition modified</small>
H05m) Friday Hours <small>Definition modified</small>
H06m) Saturday Hours <small>Definition modified</small>
H07m) Sunday Hours <small>Definition modified</small>
H08/08m) Number of Public Service Hours in a Regular Week
H09/H09m) Number of Public Service Hours in a Seasonal Week
H10/H10m) Seasonal Dates
*H11m) Number of Weeks Library is Open
*H12/H12m) Total Public Service Hours per Year

FACILITIES

Question	CY	PY
*F01) Central Libraries		
*F02) Branch Libraries		
*F03) Bookmobiles		
F04) Supplementary Services		
F05m) Outlet Type Code		
*F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12/F12m) Staff Internet Computers		
*F13/F13m) Public Internet Stationary Computers		
F14/F14m) Public Internet Mobile Devices for On-Site Use		
F15/F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22/F22m) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		

*required data for federal report

Question
F23m) Meeting Room Available for Public Use
F24/F24m) Non-Library Sponsored Events

ASSISTIVE TECHNOLOGY

Assistive Technology
^{New} Low Vision Keyboard Available?
Magnifier Available?
Optical Character Reader (OCR) Available?
Page Turner Available?
Screen-enlarging Software Available?
Speech Input or Output (Screen Reader) Available?
Other?
Description

FULL TIME EQUIVALENT STAFF INFORMATION

Question
*S01/S01m) Total ALA/MLS Librarians
S02/S02m) Total Other Librarians
*S03/S03m) Total Librarians
*S04/S04m) Total Other Staff
*S05/S05m) Total Paid Employees

PAY RANGES

Question	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Question
*C01/C01m) Print Materials (Books and Periodicals)
*C02/C02m) Audio Materials, Physical
*C03/C03m) Video Materials, Physical
C04/C04m) Multi-format Materials
C05/C05m) Other Physical Materials
C06/C06m) Total Physical Materials

*required data for federal report

Question
*C07/C07m) Print Serial Subscriptions
C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable <small>Definition modified</small>
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable <small>Definition modified</small>
C10) Total Electronic Serial Subscriptions
C11) Electronic Books Licensed Locally <small>Definition modified</small>
C12) Electronic Books Licensed Regionally <small>Definition modified</small>
C13) Electronic Books Licensed Statewide <small>Definition modified</small>
*C14) Total Electronic Books
C15) Audio Downloadable Units, Licensed Locally <small>Definition modified</small>
C16) Audio Downloadable Units, Licensed Regionally <small>Definition modified</small>
C17) Total Audio Downloadable Units <small>Definition modified</small>
C18) Video Downloadable Units, Licensed Locally <small>Definition modified</small>
C19) Video Downloadable Units, Licensed Regionally <small>Definition modified</small>
*C20) Total Video Downloadable Units
C21) Electronic Collections Licensed Locally <small>Definition modified</small>
C22) Electronic Collections Licensed Regionally <small>Definition modified</small>
C23) Electronic Collections Licensed via Other Cooperative Agreement <small>Definition modified</small>
*C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement
*C25) Electronic Collections Licensed Statewide <small>Definition modified</small>
*C26) Total Licensed Electronic Collections

POLICIES/PLANS

Question
D01) Strategic Plan
D02) Disaster Plan
D03) Policy Manual
D04) Records Retention Schedule
D05) Building Accessibility Plan
D06) Technology Plan
D07) Internet Acceptable Use Policy

OUTREACH SERVICES

Question
O01) Adult Basic Education
O02) Adult Literacy Organization
O03) Early Childhood Organization
O04) Correctional Facility
O05) Cultural Communities
O06) Service to Homebound
O07) School (K12)
O08) Senior-Centered Organization
O09) Workforce Development
O10) Youth Development Organization

*required data for federal report

Question
O11) Other

SUMMER READING PROGRAM

Question
^{New} Summer Reading Programs for Youth
^{New} Summer Reading Programs for Youth - Age Groups

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES

Question
^{New} I01) Does this library have a Board of Trustees?
^{New} I02) Are this library's trustees elected or appointed officials?
^{New} I03) Is this library's Board of Trustees the governing authority or advisory?

LIBRARY FOUNDATION

Question
I04/I04m) Does This Library Have a Foundation?
I05/I05m) Foundation Name

LIBRARY FRIENDS

Question
I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name

FINANCIAL DATA

OPERATING REVENUE

Question
LOCAL GOVERNMENT
City
R01) City Direct
R02) City Indirect
R03) City Operating Revenue Total
County
R04) County Direct
R05) County Indirect
R06) County Total
Other Local Government
R07) Other Local Government Direct
R08) Other Local Government Indirect
R09) Other Local Government Operating Revenue Total
*R10) Total Local Government Operating Revenue
STATE
R11) Arts & Cultural Heritage Fund

*required data for federal report

Question
R12) Regional Library Basic System Support
R13) Regional Library Telecommunications Aid
R14) Other State
*R15) Total State Government Operating Revenue
FEDERAL
R16) Federal Library Services and Technology Act
R17) Federal Direct
R18) Federal Indirect
*R19) Total Federal Operating Revenue
OTHER
Regional System
R20) Regional System Direct
R21) Regional System Indirect
R22) Regional System Operating Revenue Total
Multicounty, Multitype
R23) Multicounty, Multitype Direct
R24) Multicounty, Multitype Indirect
R25) Multicounty, Multitype Operating Revenue Total
R26) Other Operating Direct
R27) Other Operating Indirect
R28) Other Operating Total
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue
*R30) Total Operating Revenue

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question
*E01) Salaries & Wages
*E02) Employee Benefits
*E03) Total Personnel Costs

COLLECTION EXPENDITURES

Question
*E04) Collection Expenditures Print Materials
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)
E06) Collection Expenditures Electronic Collections
E07) Collection Expenditures Electronic Materials Other Electronic Materials
*E08) Collection Expenditures Electronic Materials Expenditures Total
E09) Collection Expenditures Other Materials Audio & Video Physical Materials
E10) Collection Expenditures Other Materials Other Physical Materials
*E11) Collection Expenditures Other Materials Expenditures Total
Collection Expenditures Physical Materials Total
*E12) Total Collection Expenditures

*required data for federal report

OTHER

Question
*E13) Other Operating Expenditures
*E14) Total Operating Expenditures
E15) Expenditures Equal To or Less than Income?

CAPITAL REVENUE – DIRECT AND INDIRECT

Question
LOCAL
City
R31) City Direct
R32) City Indirect
R33) City Capital Revenue Total
County
R34) County Direct
R35) County Indirect
R36) County Capital Revenue Total
Other Local Government
R37) Other Local Government Direct
R38) Other Local Government Indirect
R39) Other Local Government Capital Revenue Total
*R40) Total Local Government Capital Revenue
STATE
R41) Library Construction Grant
R42) Other State Capital Revenue
*R43) Total State Government Capital Revenue
FEDERAL
R44) Federal Government Capital Revenue Library Services and Technology Act
R45) Federal Capital Direct
R46) Other Federal Indirect Capital Revenue
*R47) Total Federal Government Capital Revenue
OTHER
Regional System
R48) Regional System Direct
R49) Regional System Indirect
R50) Regional System Capital Revenue Total
Multicounty, Multitype
R51) Multicounty, Multitype Direct
R52) Multicounty, Multitype Indirect
R53) Multicounty, Multitype Capital Revenue Total
Other
R54) Other Capital Direct
R55) Other Capital Indirect
R56) Other Capital Revenue Total
*R57) Total Regional, Multicounty Multitype and Other Capital Revenue
*R58) Total Capital Revenue

*required data for federal report

CAPITAL EXPENDITURES

Question
*EC01) Total Capital Expenditures

IN-KIND OPERATING CONTRIBUTIONS

Question
R59) In-Kind Operating Contributions City
R60) In-Kind Operating Contributions County
R61) In-Kind Operating Contributions All Other
R62) Total In-Kind Operating Contributions

IN-KIND EXPENDITURE AREAS

Question
EKA01) Personnel
EKA02) Collection
EKA03) All Other Operating Expenditures
EKA04) Total In-Kind Operating Contributions

IN-KIND CAPITAL CONTRIBUTIONS

Question
R63) In-Kind Capital Contributions City
R64) In-Kind Capital Contributions County
R65) In-Kind Capital Contributions All Other
R67) Total In-Kind Capital Contributions



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