Agenda

Meeting of the Board of Trustees of the Grand Marais Public Library
Thursday, March 28, 2024.

Call to Order: 5:00 PM
Location: Grand Marais Public Library

A. Roll Call and Introduction of Visitors

B. Approve Consent Agenda
  ➢ Approve Agenda
  ➢ Approve Meeting Minutes
  ➢ Approve Payment of Bills

C. Approve Minnesota Public Library Annual Report

D. Library Director's Report: Amanda St. John, Library Director
  ➢ Facility updates: Boilers repaired, Lighting project
  ➢ Programs report

E. Discuss Rotunda repairs

The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

Minutes: Thursday, February 22, 2024
Meeting of the Board of Trustees of the Grand Marais Public Library

Location: Grand Marais Public Library, 104 2nd Ave. W., Grand Marais, MN 55604
Call to Order: 5:02 PM

Roll Call and Introduction of Visitors
Present:
Michael Garry, President, Grand Marais City Council Representative
Kevin LeVoir, Vice President, Trustee
Nancy Giguere, Trustee
Sara McManus, Trustee
Amanda St John, Library Director
Erika Ternes, Librarian

Absent:
Enno Limvere, Trustee
Sue McCloughan, Trustee
Dave Mills, Secretary, Cook County Board Representative

Consent Agenda
➢ Agenda for February 22, 2024
➢ Minutes for January 25, 2024
➢ Bills submitted for payment on: January 24, 2024; February 7, 2024

LeVoir moved to accept the consent agenda, Giguere seconded. Passed unanimously.

Library Director's Report: Amanda St. John, Library Director
➢ Friends Grant: $6,000
   o The Library Friends of Cook County granted the library $6,000. Director St. John intends to create a programming budget from the funds.
➢ Memo: List of Library Improvement Projects
   o St. John provided trustees with list of possible improvement projects per the strategic planning discussion from last meeting. Giguere suggested prioritizing the boiler leak in the building improvement project list.
   o St. John discussed projects in progress: Hunt Electric agreed to install some lighting samples in the library before ordering parts. She is inquiring with contractors about options for repairing stonework on the rotunda. City Hall and the liquor store will be rebuilt this year, and the library will be supporting city staff during closure.
➢ Star Libraries program is paused.

- o St. John discussed the history of Library Journal Star Ratings and explained why the program is paused.

New Business:
- ➢ Strategic Plan Adoption

LeVoir moved to approve the Strategic Plan. Giguere seconded. Passed unanimously.

Communications
- ➢ Fund Statement: Saint Paul & Minnesota Foundation
- ➢ Fund Statements: Duluth Superior Community Foundation (3)

Garry adjourned the meeting at 5:13 p.m.

The Grand Marais Public Library increases knowledge, inspires creativity, removes barriers, and builds community across Cook County.

Grand Marais Public Library
104 2nd Avenue West | PO Box 280
Grand Marais, MN 55604-0280
Grandmaraislibrary.org | 218.387.1140

Bills

Date	Acct.#	Description	Category	Expense	Comments
2/21/2024					
	211				
		Amazon	200	$ 99.43	17LV-NR1Y-3N41
	VISA	Canva	310	$ 119.99	Billed 2/22/2024
		Drury Lane	435	$ 19.95	CO#000112-1
		Aurora Pub Lib	435	$ 14.00	Invoice 2/13/2024
		Ingram	435	$ 190.35	#80099009
		Ingram	437	$ 19.24	#80099009
		Ingram	435	$ 553.82	#80267844
		Ingram	435	$ 283.74	#80398191
		Ingram	435	$ 173.43	#80567895
		Amazon	437	$ 66.09	19RX-3YWT-GVL1
		Amazon	437	$ 60.97	19RX-3YWT-HCYP
		Sundew Tech	449	$ 968.69	Invoice 2/12/2024
	0				
	211 SUBTOTAL			$ 2,569.70	
	215				
		Ingram	435	$ 28.84	#80099009
		Johnsons Foods	447	62.43	2/07/24 and 2/9/24
		Staci Drouillard	447	250	Honorarium
	$ -				
	215 SUBTOTAL			$ 341.27	
	$ -	**TOTAL**		$2,910.97	

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Acct.#	Description	Category	Expense	Comments
3/6/2024				
211				
	Gene's Foods	200	$10.68	Receipt 2/28/2024 ET Youths
	Demco	200	$ 383.82	#7430069
	Como Oil	217	$ 431.04	#1512774682
	County Plumbing	220	$ 183.40	#14121
	Aramark	310	$148.99	#2630251338
	MetroSales	310	$ 159.12	INV2469936
	Arrowhead Broadband	321	$ 201.70	Billed 3/1/2024
	Erika Ternes	330	$ 177.55	ALS HQ
	City of Grand Marais	380	$ 620.26	Utilities
	Ingram	435	$ 297.21	#80638491
	Ingram	435	$ 211.24	#80707220
	Ingram	435	$ 572.42	#80813276
	Amazon	437	$ 66.09	19RX-3YWT-GVL1
	Amazon	437	$ 60.90	19RX-3YWT-HCYP
	Amazon	437	$ 41.99	1C3Y-J7HF-9VTM
	Ingram	435	$ 461.42	#80813275
	Ingram	437	$ 22.98	#80813275
0				
211 SUBTOTAL			$ 4,050.81	
215				
	Superior Creamery	447	$ 51.50	#000002
	Johnson's Foods	447	$ 41.60	2/29/24 AJS FNR
	Amazon	447	$ 71.91	19TC-YP3D-3R7R
$ -				
215 SUBTOTAL			$ 165.01	
$ -	**TOTAL**		$4,215.82	

3/20/2024				
211				
	Amazon Business	200	$ 231.03	1LXY-PH3D-431C
	Credit memo	200	$ (1.05)	1WF9-JN9N-GK91
	Credit memo	200	$ (4.96)	1JPG-MFID-GXL7
	Credit memo	200	$ (19.99)	1WHW-R3W9-7MLT
	Pens.com	200	$ 198.98	#113615017
	Pens.com	200	$ 198.98	#113615015
	Pens.com	200	$ 198.98	#113616952
	Cook County Com. Center	340	$ 300.00	Community Programs Guide Ad
	Amazon Business	435	$ 484.73	#81040330
	Amazon Business	437	$ 45.95	1R3Q-V317-VMPW
	Amazon Business	437	$ 19.96	19G3-MHGK-RJ6W
0				
211 SUBTOTAL			$ 1,652.61	
215	Amazon Business	435	$ 13.99	#81040330
$ 13.99				
215 SUBTOTAL			$ 13.99	
$ 13.99	**TOTAL**		$1,666.60	

**CITY OF GRAND MARAIS INVESTMENTS**

January 2024

FUND	INVESTMENT	DATE OF PURCHASE	MATURITY DATE	INTEREST RATE	BEGINNING BALANCE	PURCHASE	INTEREST RECEIVED	REDEMPTION	ENDING BALANCE	
215- Library Restricted										
LMCIT	4M Fund			5.242%	46,692.41		206.99		46,899.40	215-10101
M. Lacey	NSFCU	09/23/04		0.500%	18,515.44		7.84		18,523.28	215-10101
Patronage R	NSFCU			10.000%	2,244.95		59.33		2,304.28	215-10101
SSB	SECSB MM			0.400%	140,278.44		50.73		140,329.17	215-10104
LMCIT	4M Fund			5.242%	129,172.05		572.63		129,744.68	215-10104
									$337,800.81	
					336,903.29	0.00	897.52	0.00	337,800.81	

TOTAL CITY INVESTMENTS

|									
Library									
Security State Bank		$140,329.17				140,329.17			$140,329.17
4M Fund		$176,644.08				176,644.08			$176,644.08
NSFCU		$ 20,827.56				20,827.56			$20,827.56
		$337,800.81				$337,800.81		$0.00	$337,800.81
						$0.00	$0.00		$0.00

$ 67,726.96 215-10101

$ 270,073.85 215-10104

$ 337,800.81 $0.00

CITY OF GRAND MARAIS

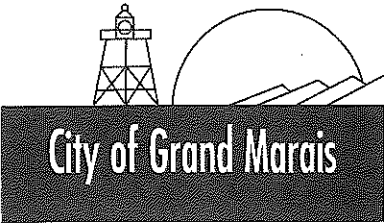## City of Grand Marais Balance Sheet

Current Period: January 2024
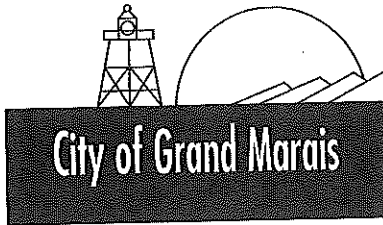
Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
211 LIBRARY						
LIBRARY						
G 211-10100 Cash	$265,933.16	$39,342.70	$27,736.87	$39,342.70	$27,736.87	$277,538.99
G 211-10200 Petty Cash	$23.00	$0.00	$0.00	$0.00	$0.00	$23.00
G 211-11500 Accounts Receiv	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 211-11800 Return Checks	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 211-15500 Prepaid Items	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 211-20200 Accounts Payabl	$0.00	$0.00	$0.00	$0.00	$0.00	-$11,566.94
G 211-20202 Accounts Payabl	-$11,566.94	$0.00	$0.00	$0.00	$0.00	-$71.69
G 211-20800 Taxes Due (Stat	-$74.64	$39.00	$36.05	$39.00	$36.05	-$259,969.96
G 211-25300 Unassigned Fun	-$248,361.18	$27,697.87	$39,306.65	$27,697.87	$39,306.65	-$5,953.40
G 211-25301 Nonspendable F	-$5,953.40	$0.00	$0.00	$0.00	$0.00	$0.00
LIBRARY	$0.00	$67,079.57	$67,079.57	$67,079.57	$67,079.57	$0.00
211 LIBRARY	$0.00	$67,079.57	$67,079.57	$67,079.57	$67,079.57	$0.00

CITY OF GRAND MARAIS

City of Grand Marais Balance Sheet
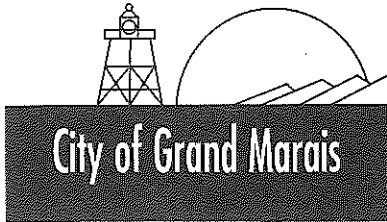
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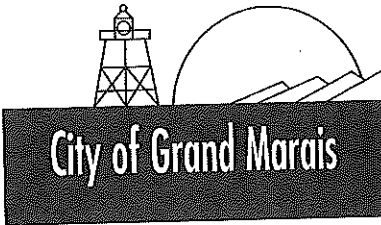
Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	2024 YTD Bal
215 LIBRARY RESTRICTED FUND						
LIBRARY RESTRICTED FUND						
G 215-10100 Cash	-$11,046.42	$450.25	$78.23	$450.25	$78.23	-$10,674.40
G 215-10101 MONEY MARKET	$67,452.80	$274.16	$0.00	$274.16	$0.00	$67,726.96
G 215-10102 CASH-RESTRICT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 215-10104 Cash - Reserve	$269,450.49	$623.36	$0.00	$623.36	$0.00	$270,073.85
G 215-11500 Accounts Receiv	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 215-15500 Prepaid Items	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 215-20200 Accounts Payabl	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 215-20700 Due to Other Fu	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G 215-25300 Unassigned Fun	$15,676.19	$78.23	$724.41	$78.23	$724.41	$15,030.01
G 215-25301 Nonspendable F	-$20,142.25	$0.00	$0.00	$0.00	$0.00	-$20,142.25
G 215-25306 Retricted Fund B	-$34,643.78	$0.00	$0.00	$0.00	$0.00	-$34,643.78
G 215-25307 Unassigned-Hma	-$240,298.53	$0.00	$623.36	$0.00	$623.36	-$240,921.89
G 215-25320 Asd Fd-Carpet	-$32,250.00	$0.00	$0.00	$0.00	$0.00	-$32,250.00
G 215-25328 Asd Fd-Lib Impr	-$14,198.50	$0.00	$0.00	$0.00	$0.00	-$14,198.50
LIBRARY RESTRICTED FUND	$0.00	$1,426.00	$1,426.00	$1,426.00	$1,426.00	$0.00
215 LIBRARY RESTRICTED FUN	$0.00	$1,426.00	$1,426.00	$1,426.00	$1,426.00	$0.00

City of Grand Marais Revenue Guideline

Current Period: January 2024

Current Qtr: 1

F Account Descr	2024 Budget	January 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
211 LIBRARY						
00000 General Departments						
R 211-00000-33100 Federal Grants an	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-33620 Other County Gra	$203,468.00	$0.00	$0.00	$203,468.00	0.00%	$0.00
R 211-00000-34109 Miscellaneous Ser	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-35103 Library Fines	$0.00	$4.20	$4.20	-$4.20	0.00%	$41.25
R 211-00000-36222 Copies Charged	$5,000.00	$430.42	$430.42	$4,569.58	8.61%	$305.79
R 211-00000-36224 Book Replacement	$0.00	$29.99	$29.99	-$29.99	0.00%	$83.95
R 211-00000-36225 Library Card Repla	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-36226 Out of State Libra	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-36230 Contributions and	$0.00	$63.01	$63.01	-$63.01	0.00%	$60.00
R 211-00000-36231 Other Grants	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-36239 ALS Crossover Rei	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-36243 ALS Postage Reim	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-39201 Transfer from Gen	$232,825.00	$38,637.50	$38,637.50	$194,187.50	16.60%	$38,980.00
R 211-00000-39206 Transfer From Ha	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 211-00000-39210 Transfer From Lib	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
00000 General Departments	$441,293.00	$39,165.12	$39,165.12	$402,127.88		$39,470.99
211 LIBRARY	$441,293.00	$39,165.12	$39,165.12	$402,127.88		$39,470.99

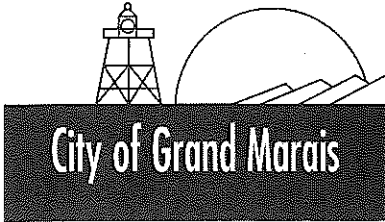**City of Grand Marais Revenue Guideline**
Current Period: January 2024
Current Qtr: 1

F Account Descr		2024 Budget	January 2024 Amt	2024 YTD Amt	2024 YTD Balance	2024 % of Budget	2023 YTD Amt
215 LIBRARY RESTRICTED FUND							
00000 General Departments							
R 215-00000-33620	Other County Gra	$1,000.00	$0.00	$0.00	$1,000.00	0.00%	$0.00
R 215-00000-36210	Interest Earnings	$0.00	$274.41	$274.41	-$274.41	0.00%	$252.35
R 215-00000-36230	Contributions and	$0.00	$450.00	$450.00	-$450.00	0.00%	$0.00
R 215-00000-36231	Other Grants	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 215-00000-36236	Minnesota Founda	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 215-00000-36238	Margret Lacey Me	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 215-00000-36239	ALS Crossover Rei	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 215-00000-36240	Insurance Refund	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 215-00000-36242	ALS Best Sellers Pl	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
R 215-00000-39201	Transfer from Gen	$1,000.00	$0.00	$0.00	$1,000.00	0.00%	$0.00
R 215-00000-39205	Transfer From Lib	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
00000 General Departments		$2,000.00	$724.41	$724.41	$1,275.59		$252.35
45508 Special Collections							
R 215-45508-36210	Interest Earnings	$0.00	$623.36	$623.36	-$623.36	0.00%	$484.82
R 215-45508-39206	Transfer From Ha	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
45508 Special Collections		$0.00	$623.36	$623.36	-$623.36		$484.82
215 LIBRARY RESTRICTED FUND		$2,000.00	$1,347.77	$1,347.77	$652.23		$737.17

City of Grand Marais Expenditure Guideline

Current Period: January 2024

F Account Descr	2024 Budget	January 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget [	2023 YTD Amt
211 LIBRARY						
45500 Libraries (GENERAL)						
2 E 211-45500-101 Salary (Full-Time Em	$177,757.00	$13,131.21	$13,131.21	$164,625.79	7.39%	$5,187.84
2 E 211-45500-103 Salary (Part-Time Em	$100,220.00	$6,496.96	$6,496.96	$93,723.04	6.48%	$7,499.65
2 E 211-45500-105 Overtime	$0.00	$0.00	$0.00	$0.00	0.00%	$426.38
2 E 211-45500-109 Salary(Maintenance)	$2,000.00	$124.74	$124.74	$1,875.26	6.24%	$346.68
2 E 211-45500-111 Salary - Clean	$6,960.00	$384.11	$384.11	$6,575.89	5.52%	$367.68
2 E 211-45500-121 PERA	$21,520.00	$1,510.27	$1,510.27	$20,009.73	7.02%	$1,037.09
2 E 211-45500-122 FICA	$17,790.00	$1,207.92	$1,207.92	$16,582.08	6.79%	$829.34
2 E 211-45500-125 Medicare	$4,285.00	$282.48	$282.48	$4,002.52	6.59%	$193.98
2 E 211-45500-131 Employer Paid Health	$28,316.00	$1,999.02	$1,999.02	$26,316.98	7.06%	$1,352.54
2 E 211-45500-133 Employer Paid Life	$495.00	$33.63	$33.63	$461.37	6.79%	$22.66
2 E 211-45500-140 Unemployment Comp	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 211-45500-150 Worker s Comp (GEN	$2,250.00	$0.00	$0.00	$2,105.73	6.41%	$0.00
2 E 211-45500-200 Office Supplies (GEN	$4,500.00	$340.12	$340.12	$3,369.86	25.11%	$205.66
2 E 211-45500-217 Heating Fuel	$4,200.00	$401.36	$401.36	$3,321.73	20.91%	$0.00
2 E 211-45500-220 Repair/Maint Supply (	$600.00	$0.00	$0.00	$378.01	37.00%	$0.00
2 E 211-45500-221 Equipment Parts/Buili	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 211-45500-310 Service Agreements	$5,000.00	$745.80	$745.80	$3,566.13	28.68%	$525.00
2 E 211-45500-321 Telephone	$2,100.00	$201.16	$201.16	$1,496.11	28.76%	$158.03
2 E 211-45500-322 Postage	$75.00	$0.00	$0.00	$75.00	0.00%	$0.00
2 E 211-45500-330 Transportation/Schoo	$4,500.00	$0.00	$0.00	$4,500.00	0.00%	$0.00
2 E 211-45500-340 Advertising	$500.00	-$76.50	-$76.50	$576.50	-15.30%	$0.00
2 E 211-45500-360 Insurance (GENERAL	$15,000.00	$0.00	$0.00	$15,000.00	0.00%	$0.00
2 E 211-45500-380 Utility Services (GENE	$7,000.00	$556.87	$556.87	$5,819.91	16.86%	$0.00
2 E 211-45500-430 Miscellaneous (GENE	$300.00	$0.00	$0.00	$300.00	0.00%	$0.00
2 E 211-45500-435 Books, Periodicals	$28,500.00	$0.00	$0.00	$26,439.68	7.23%	$1,122.47
2 E 211-45500-436 Membership Dues	$575.00	$0.00	$0.00	$575.00	0.00%	$0.00
2 E 211-45500-437 Audio Visual / DVD	$3,600.00	$217.19	$217.19	$3,181.98	11.61%	$158.65
2 E 211-45500-440 Other Physical Items	$250.00	$0.00	$0.00	$250.00	0.00%	$0.00
2 E 211-45500-444 Electronic Books, Peri	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 211-45500-449 Automation	$1,000.00	$0.00	$0.00	$640.46	35.95%	$0.00
2 E 211-45500-520 Capital Outlay (Buildi	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 211-45500-580 Capital Outlay (Equip	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
45500 Libraries (GENERAL)	$439,293.00	$27,556.34	$27,556.34	$405,768.76		$19,433.65
211 LIBRARY	$439,293.00	$27,556.34	$27,556.34	$405,768.76		$19,433.65

City of Grand Marais Expenditure Guideline
Current Period: January 2024

F Account Descr	2024 Budget	January 2024 Amt	2024 YTD Amt	2024 Balance	2024 % of Budget [	2023 YTD Amt
215 LIBRARY RESTRICTED FUND						
45500 Libraries (GENERAL)						
2 E 215-45500-200 Office Supplies (GEN	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-220 Repair/Maint Supply (	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-221 Equipment Parts/Buili	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-225 Landscaping Material	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-304 Attorney(Civil)	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-330 Transportation/Schoo	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-430 Miscellaneous (GENE	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-435 Books, Periodicals	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-436 Membership Dues	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-437 Audio Visual / DVD	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-438 Donations-Other Org	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-444 Electronic Books, Peri	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-447 Programming	$0.00	$78.23	$78.23	-$1,678.48	0.00%	$0.00
2 E 215-45500-449 Automation	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-520 Capital Outlay (Buildi	$2,000.00	$0.00	$0.00	$2,000.00	0.00%	$0.00
2 E 215-45500-560 Capital Outlay (Furnit	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-580 Capital Outlay (Equip	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-590 Capital Outlay Books	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45500-711 Transfer to Library Fu	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
45500 Libraries (GENERAL)	$2,000.00	$78.23	$78.23	$321.52		$0.00
45508 Special Collections						
2 E 215-45508-520 Capital Outlay (Buildi	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45508-523 Capital Outlay (Land)	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45508-560 Capital Outlay (Furnit	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
2 E 215-45508-580 Capital Outlay (Equip	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
45508 Special Collections	$0.00	$0.00	$0.00	$0.00		$0.00
215 LIBRARY RESTRICTED FUND	$2,000.00	$78.23	$78.23	$321.52		$0.00

Amanda St John
104 2nd Avenue West
PO Box 280
Grand Marais, MN 55604

**SAINT PAUL
& MINNESOTA
FOUNDATION**

Fund Statement

January 1, 2024 - January 31, 2024
Prepared on: February 26, 2024

101 Fifth Street East, Suite 2400
Saint Paul, MN 55101

651.224.5463 | philanthropy@spmcf.org

Enclosed are the statements for the following fund(s):

Fund Name	Fund #	Legacy Fund #
The Grand Marais Public Library Endowment Fund	182315	5330

Thank you for choosing the Saint Paul & Minnesota Foundation for your philanthropic goals.

To access your fund online, please visit the DonorView website at https://spmf.iphiview.com/spmf.

For questions about this statement, please contact:
Mariah Brook 651-325-4269 mariah.brook@spmcf.org

Fund Activity Summary

Beginning Balance (January 1, 2024)	**$42,161.02**
Contributions	
Contributions	$0.00
Grants	
Grants Paid	$0.00
Grants Returned [1]	$0.00
Investments	
Interest & Dividends	$109.56
Realized & Unrealized Gain (Loss) [2]	($191.28)
Administrative Fees	
Administrative Fees [3]	$0.00
Other Income (Expense) [4]	
Other Income	$0.00
Other (Expense)	$0.00
Ending Balance (January 31, 2024)	**$42,079.30**
Approved Grants to be Paid at a Future Date	$0.00
Uncommitted Balance [5]	**$42,079.30**

Investment Holdings and Performance [6] [7] [8]

Asset Detail	$	%	YTD	1 Year	3 Year	5 Year
				(Annualized)		
SPMF Multi-Asset Endowment Portfolio	$42,079.30	100.00				
Total	**$42,079.30**					

Available to Grant

Amount Available to Grant Carried Over from Previous Year	$0.00
Available to Grant Calculated for Current Year	$1,719.77
Administrative Fees	$0.00
Grants (Paid) Returned in Current Year	$0.00
Amount Available to Grant as of January 31, 2024	**$1,719.77**
Grants Scheduled to Be Paid in the Current Year	$0.00
Pending Amount Available to Grant as of January 31, 2024	**$1,719.77**

SAINT PAUL & MINNESOTA FOUNDATION

Fund Statement Terms

Please note: some definitions outlined below may not be applicable for your Fund.

1. Grants returned is when a grant payment is returned to the Foundation and added back to a fund. Grants may be returned for a variety of reasons (e.g. the organization is unable to accept the funds or use the funds for the specified purpose).

2. Realized & unrealized gain (loss) may include gains or losses from the sale of assets in the investment portfolio(s) in which your fund is invested; gains or losses from a stock or mutual fund gift between the time it was received in our account and when it was sold; changes in the market value associated with the investment holdings in the investment portfolio(s) in which your fund is invested. These gains or losses are net of investment management expenses in the investment portfolio(s) in which your fund is invested. Investment expenses are the costs for related staff time, investment consultants, investment software, and taxes. Investment expenses are assessed monthly.

3. Administrative fees are assessed to cover the expenses of managing and maintaining funds and related staff time. Administrative fees allow the Saint Paul & Minnesota Foundation to continue our work in inspiring generosity, investing in community-led solutions, and advancing equity. For nonpermanent funds, administrative fees are assessed quarterly in the month after the previous quarter for most funds. For permanent funds, administrative fees are assessed annually in the first quarter of the year.

4. Other income (expense) is where accounts receivable and other credits or expenses are listed (e.g. Program Related Investment (PRI) interest, investment transfers).

5. Uncommitted balance is the total of fund assets less any grants scheduled.

6. Investment holdings are the different investment portfolios or accounts in which a fund may have assets. The holdings percentages may differ from selected investment allocations due to the nature and timing of investments and assets moving into and out of a fund. Visit the DonorView website to see or change investment allocations, if applicable.

7. Investment performance is the overall performance for the investment portfolio(s) in which your fund is invested. Performance detail is shown in the quarterly statement.

8. Cash balances are short-term in nature and do not include money market investments. A positive cash amount is the result of a gift waiting to be invested in the fund's selected investment portfolio(s). A negative cash amount is a grant and/or fee that was paid during the month and will be moved out of the fund's investment portfolio(s). Cash transactions occur on the 1st business day of the month. This may not be applicable in a statement if there is no such activity in the fund during the statement timeframe.

Memo

TO: Library Board of Trustees
FROM: Amanda St. John, Library Director
DATE: March 18, 2024
SUBJECT: Review and approve the annual report

I have completed the Minnesota Public Library Annual Report (MPLAR) for the Grand Marais Public Library. The submission process requires Trustees to read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services no later than April 1st. Upon approval, I will ask the Board President to sign the State's approval form. Then, I will submit the report for you electronically.

Minnesota's public libraries are required by law (Minnesota Statutes, section 134.13) to submit this annual report to the Minnesota Department of Education. It includes input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. Statistical information is used by public libraries and policymakers to plan and implement services that meet the needs of their communities. State Library Services also provides the data to the Institute of Museum and Library Services for its Public Libraries in the United States Survey.

Regarding the report, which follows, Field P69 shows an answer of -1. This response communicates "no data is available." The P69 field was introduced within the last couple of years. Given the small size of our library's non-audio/non-print collection, I've opted not to create a special collection code for the items. As our collection of "things" grows, we may revisit this decision.

Reference:
- [Minnesota Department of Education. Library Statistics.](https://education.mn.gov/MDE/dse/Lib/sls/stat/)
  https://education.mn.gov/MDE/dse/Lib/sls/stat/
- Guide to the Data Elements (Shared in a separate document)

DEPARTMENT OF EDUCATION

2023 Minnesota Public Library Annual Report

This report reflects the library's data covering January 1 through December 31, 2023, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2023.

Please note that this document contains information collected at two levels: **library administrative entity** and **locations (outlets)**. In the case of a single-location library, the library is both the administrative entity and the outlet. The totals for the administrative entity are presented first, followed by separate reports for each outlet.

CONTACT INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from 2022 Data
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

Report Filer

G18) Name of Person Who Prepared This Report
G19) Phone
G20) E-mail

IMLS Administrative Entity Codes

G22) Legal Basis Code
G23) Administrative Structure Code
G25) Geographic Code
G26) Did the legal service area boundary change?

VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users		
P05) Year in Which Registered User Records Were Last Purged		
P06) Visits		
P60) Visits Reporting Method		
P07) Reference Transactions		
P61) Reference Transactions Reporting Method		
P59) Contactless Visits		
P08) Public Internet Computer Sessions		
P09) Public Internet Computer – Usage Type		
P62) Public Computer Sessions Reporting Method		
P10) Wireless Sessions		
P63) Wireless Sessions Reporting Method		
P32) Website Visits		

CIRCULATION

Physical and Downloadable Circulation

Data Element	2023 Data	2022 Data
P13) Children's Circulation		
P14) Adult Circulation		
P15) Physical Circulation (No Age Designation)		
P16) Total Physical Circulation		
P69) Physical Circulation – Not Print or Audiovisual		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

Collection Use Including Electronic Collections

Data Element	2023 Data	2022 Data
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

Interlibrary Loan

Data Element	2023 Data	2022 Data
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

PROGRAMS, RECORDINGS, ACTIVITIES

In-Person Programs

Data Element	2023 Data	2022 Data
P82) In-Person Programs for Ages 0-5		
P83) In-Person Programs for Ages 6-11		
P84) In-Person Programs for Young Adults		
P85) In-Person Programs for Adults		
P86) In-Person Programs for All Ages		
P75) Total Onsite In-Person Programs		
P81) Total Offsite In-Person Programs		

In-Person Program Attendance

Data Element	2023 Data	2022 Data
P105) Attendees at In-Person Programs for Ages 0-5		
P106) Attendees at In-Person Programs for Ages 6-11		
P107) Attendees at In-Person Programs for Young Adults		
P108) Attendees at In-Person Programs for Adults		
P109) Attendees at In-Person Programs for All Ages		
P98) Total Onsite Attendance		
P104) Total Offsite Attendance		

Live Virtual Programs

Data Element	2023 Data	2022 Data
P87) Live Virtual Programs Intended for Ages 0-5		
P88) Live Virtual Programs Intended for Ages 6-11		
P34) Live Virtual Programs Intended for Young Adults		
P35) Live Virtual Programs Intended for Adults		
P89) Live Virtual Programs Intended for All Ages		
P36) Total Live Virtual Programs		

Live Virtual Attendance

Data Element	2023 Data	2022 Data
P110) Live Virtual Views of Programs for Ages 0-5		
P111) Live Virtual Views of Programs for Ages 6-11		
P38) Live Virtual Views of Programs for Young Adults		
P39) Live Virtual Views of Programs for Adults		
P112) Live Virtual Views of Programs for All Ages		
P40) Total Attendance at Live Virtual Programs		

Total Programs (In-Person and Live Virtual)

Data Element	2023 Data	2022 Data
P90) Total Programs for Ages 0-5		
P91) Total Programs for Ages 6-11		
P52) Total Programs for Young Adults		
P53) Total Programs for Adults		
P92) Total Programs for All Ages		
P54) Total Programs		

Total Program Attendance (In-Person and Live Virtual)

Data Element	2023 Data	2022 Data
P113) Total Attendance at Programs for Ages 0-5		
P114) Total Attendance at Programs for Ages 6-11		
P56) Total Attendance at Programs for Young Adults		
P57) Total Attendance at Programs for Adults		
P115) Total Attendance at Programs for All Ages		
P58) Total Program Attendance		

Recordings of Program Content

Data Element	2023 Data	2022 Data
P116) Recorded Programs for Ages 0-5		
P117) Recorded Programs for Ages 6-11		
P42) Recorded Programs for Young Adults		
P43) Recorded Programs for Adults		
P118) Recorded Programs for All Ages		
P44) Total Recorded Programs		

Views of Recordings of Program Content

Data Element	2023 Data	2022 Data
P119) On-Demand Views of Recorded Programs for Ages 0-5		
P120) On-Demand Views of Recorded Programs for Ages 6-11		
P121) On-Demand Views of Recorded Programs for Ages 12-18		
P122) On-Demand Views of Recorded Programs for Adults		
P123) On-Demand Views of Recorded Programs for All Ages		
P124) Total On-Demand Views of Recorded Programs		

Self-Directed Activities

Data Element	2023 Data	2022 Data
P49) Number of Self-Directed Activities		
P50) Participation in Self-Directed Activities		
What kinds of activities do you count as self-directed?		[new in 2023]

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs
Intended age-groups for the program
U02) Preschoolers, birth to 5 years old
U03) Children, 6 to 11 years old
U04) Young adults, 12 to 18 years old

HOURS OF PUBLIC SERVICE

Data Element	2023 Data	2022 Data
H08) Weekly Hours of Regular Service		
H16) Weekly Hours of Limited Service		
H18) Weekly Hours of Curbside Service		
H12) Annual Public Service Hours		

FACILITIES

Data Element	2023 Data	2022 Data
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for Onsite Use		
F15) Total Public Internet Computers/Devices		
F22) Outlets with Wi-Fi Available to Public		
F23) Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2023 Data	2022 Data
S01) Total ALA/MLS Librarian FTE		
S02) Total Other Librarian FTE		
S03) Total Librarian FTE		
S04) Total Other Staff FTE		
S05) Total Paid Staff FTE		

Selected Salary Schedule

Position	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		

Union

S17) Do Any Library Staff Belong to a Union?		

COLLECTIONS

Physical Materials

Data Element	2023 Data	2022 Data
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

Electronic Materials

Data Element	2023 Data	2022 Data
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C24) Total Licensed Electronic Collections Local/Regional/Other		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

POLICIES/PLANS

Data Element	2023 Data	2022 Data
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		
D09) Collection Development Policy		[new in 2023]
D08) Overdue Fine Policy?		

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2023 Data	2022 Data
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
Arts Organization		
Disability Organization		
Homeschool Organization		
Veterans Organization		
Social Services Organizations		
Other		

Community Partnerships

Data Element	2023 Data	2022 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?		
O13a) Communicative: O13b) Cooperative: O13c) Collaborative:		
O14) If *Yes*, does this library measure the impact on the community due to the partnership's efforts?		

Volunteers

Data Element	2023 Data	2022 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's board of trustees the governing authority or advisory?

I04) Does this library have a foundation?
I05) Foundation name

I06) Does this library have a Friends group?
I07) Friends group name

FINANCIAL DATA

Operating Revenue

Data Element	2023 Data	2022 Data
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		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		

Data Element	2023 Data	2022 Data
FEDERAL		
R67) Did your library receive ARPA funding in 2023?		
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		
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 and Other Operating Revenue		
R30) Total Operating Revenue		

Operating Expenditures

Data Element	2023 Data	2022 Data
Personnel Expenditures		
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		
Collection Expenditures		
E04) Print Materials		
E05) Electronic Materials Electronic Books (E-books)		
E06) Electronic Collections		
E07) Other Electronic Materials		
E08) Electronic Materials Expenditures Total		
E09) Other Materials - Audio & Video Physical Materials		
E10) Other Materials - Other Physical Materials		
E11) Other Materials Expenditures Total		
E16) Physical Materials Expenditures Total		
E12) Total Collection Expenditures		
Other Operating Expenditures		
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		

Capital Revenue

Data Element	2023 Data	2022 Data
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		
R43) Total State Government Capital Revenue		
FEDERAL		
R44) Federal Government LSTA		
R45) Other Federal Direct		
R46) Other Federal Indirect		
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		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional System and Other Capital Revenue		
R58) Total Capital Revenue		

Capital Expenditures

	2023 Data	2022 Data
EC01) Total Capital Expenditures		

In-Kind

Data Element	2023 Data	2022 Data
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		
In-Kind Capital Contributions		
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		

Comments

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

ANNOTATIONS

2023 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location "rolls up" to the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet.

This report contains information from January 1 through December 31, 2023, unless otherwise specified.

CONTACT INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G05m) Location is a change from 2022 Data
G04m) Street Address
G06m) City
G07m) ZIP Code
G12m) Phone
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County

VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users		
P06m) Visits		
P07m) Reference Transactions		
P59m) Contactless Visits		
P08m) Public Internet Computer Sessions		
P09m) Public Internet Computer Sessions – Usage Type		
P10m) Wireless Sessions		

CIRCULATION

Data Element	2023 Data	2022 Data
P13m) Children's Circulation		
P14m) Adult Circulation		
P15m) Physical Circulation (No Age Designation)		
P16m) Total Physical Circulation		

PROGRAMS, ATTENDANCE, ACTIVITIES

Onsite In-Person Programs

Data Element	2023 Data	2022 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5		
P71m) Onsite In-Person Programs Intended for Ages 6-11		
P72m) Onsite In-Person Programs Intended for Young Adults		
P73m) Onsite In-Person Programs Intended for Adults		
P74m) Onsite In-Person Programs Intended for All Ages		
P75m) Total Onsite Programs		

Onsite In-Person Program Attendance

Data Element	2023 Data	2022 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5		
P94m) Attendees at Onsite In-Person Programs for Ages 6-11		
P95m) Attendees at Onsite In-Person Programs for Young Adults		
P96m) Attendees at Onsite In-Person Programs for Adults		
P97m) Attendees at Onsite In-Person Programs for All Ages		
P98m) Total Onsite In-Person Attendance		

Offsite In-Person Programs

Data Element	2023 Data	2022 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5		
P77m) Offsite In-Person Programs Intended for Ages 6-11		
P78m) Offsite In-Person Programs Intended for Young Adults		
P79m) Offsite In-Person Programs Intended for Adults		
P80m) Offsite In-Person Programs Intended for All Ages		
P81m) Total Offsite Programs		

Offsite In-Person Program Attendance

Data Element	2023 Data	2022 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5		
P100m) Attendees at Offsite In-Person Programs for Ages 6-11		
P101m) Attendees at Offsite In-Person Programs for Young Adults		
P102m) Attendees at Offsite In-Person Programs for Adults		
P103m) Attendees at Offsite In-Person Programs for All Ages		
P104m) Total In-Person Offsite Attendance		

Self-Directed Activities

Data Element	2023 Data	2022 Data
P49m) Self-Directed Activities		
P50m) Participation in Self-Directed Activities		

FULL-TIME-EQUIVALENT STAFF

Data Element	2023 Data	2022 Data
S01m) ALA/MLS Librarian FTE		
S02m) Other Librarian FTE		
S03m) Total Librarian FTE		
S04m) Other Staff FTE		
S05m) Total Paid Staff FTE		

VOLUNTEERS

Data Element	2023 Data	2022 Data
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		
O21m) Total Number of Volunteer Hours		

PUBLIC SERVICE HOURS

Number of Weeks Open to the Public

Data Element	2023 Data	2022 Data
H13m) Weeks Closed Due to COVID-19		
H15m) Weeks of Regular Service		
H14m) Weeks of Limited Service		
H11m) Weeks Library was Open		

Weekly Hours Open to the Public

Data Element	2023 Data	2022 Data
H08m) Weekly Hours of Regular Service		
H16m) Weekly Hours of Limited Service		

Annual Hours Open to the Public

Data Element	2023 Data	2022 Data
H12m) Annual Public Service Hours		
H20m) Non-Staffed Service Hours at this Location?		[new in 2023]

Curbside Service

Data Element	2023 Data	2022 Data
H17m) Weeks of Curbside Service		
H18m) Weekly Hours of Curbside Service		

LIBRARY COLLECTION

Data Element	2023 Data	2022 Data
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

FACILITIES

Outlet Types

Data Element	2023 Data	2022 Data
F05m) Outlet Type Code		
F06m) Number of Bookmobiles		

Buildings

Data Element	2023 Data	2022 Data
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		

Computers

Data Element	2023 Data	2022 Data
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Public Internet Computers/Devices		

Internet Connections

Data Element	2023 Data	2022 Data
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F19m) Typical Internet Download Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		

Meeting Rooms

Data Element	2023 Data	2022 Data
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

LIBRARY FRIENDS

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

ANNOTATIONS

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, 2023, unless otherwise specified. Financial data should be reported for the fiscal year that ended in calendar year 2023.

Changes for 2023

All changes to the 2023 report, whether new elements or expanded explanations, are highlighted in yellow throughout this guide.

The section on response to COVID-19 has been removed for the 2023 report, although we are still asking if your library was closed at any point in 2023 due to the COVID-19 (not for other reasons, such as renovation). There is a new question asking for the date your library's collection development policy was last updated. We added a spot to describe the type of self-directed activities your library provides, as well as an open-text comment box at the end. We also added a Yes/No question to indicate whether any library location offers non-staffed service hours.

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.

Table of Contents

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.

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 Identification code assigned to each library.

G03m ^{Locked} / G03 ^{Locked}) Regional Public Library System
Pre-filled with 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 2023, please determine who spent the most time as director from January through December 2023, 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 have changed in order to 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 "2020". 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.

Do not include curbside pickups as visits; count them under P59) Contactless Visits. Do count any appointments to enter the library, whether to use computers or browse, as visits. If your library uses sample weeks to estimate visitor count, and you were not able to construct a reasonable estimate for 2023, 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.

A reference transaction includes information and referral service, readers' advisory, on-demand and unscheduled 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.

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

P59m / P59 ^{Calc.}) Contactless Visits

Enter the number of patron visits to access the collection or printed items. Includes contactless or minimal contact provision of circulation items. Similar terms could include curbside, lobby, or porch pickups, delivery (mail or drop-off), drive-thru windows, etc.

If patrons came the library to access external Wi-Fi, that activity will be counted in wireless sessions, and therefore shouldn't be counted here. Similarly, interactions via phone or chat reference will be counted under reference, and so should not be counted here.

Pickups or in-person requests at the bookmobile can be counted as contactless visits, if patrons are restricted from entering the bookmobile.

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 2023, 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 2023, 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 visits, please choose "not known" from the drop-down.

Circulation

Physical Circulation

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. Electronic materials include e-books and downloadable electronic audio and video files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use, for example, a reading device loaded with multiple e-book titles. Include circulation only for items that require a user authentication and have a limited period of use (due date).

P17) Downloadable E-books and E-serials Circulation
Report the number of e-book and e-serial downloads during the year. An e-book is a book-length publication in digital form that consists of text and/or images and is readable on computers or other electronic devices (e-readers, tablets, etc.). E-serials are online content-based materials produced on a regular schedule that are readable on computers or other electronic devices. They may have comparable print versions or be only available digitally.

Include circulation of e-books and e-serials 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. Include circulation numbers only for digital titles that have a loan period and require a library card or user authentication to download. Do not include e-books or e-serials available for unlimited use, those that are in the public domain, 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 circulation. Check the "not known" box if your library does not count e-book and e-serials circulation.

P18) Downloadable Audio and Video Circulation

Report the number of audio and video downloads during the year. Include electronic audio and video files that are distributed digitally and can be accessed using a computer, the internet, or a mobile device. Include circulation numbers only for digital titles that have a loan period and require a library card or user authentication to download. Do not include audio or video materials available for unlimited use, those that are in the public domain, 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 circulation. Check the "not known" box if your library does not count downloadable audio and video circulation.

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

Information from electronic collections is the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to users from online library resources that require user authentication but do not have a circulation period. Electronic collections include information databases and platforms with downloadable media that do not have a loan period such as Ebooks Minnesota, Consumer Reports, and Freegal. 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 the use of the online catalog or library website homepage.

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. Include use of licensed databases and downloadable media such as Ebooks Minnesota, Consumer Reports, and Freegal. Do not include use of the online library catalog or library website homepage.

Note: Check the "Unavailable" 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.

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).

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

Recent Changes to Programs

In 2021, the Public Library Survey, which is the subset of data elements that are asked of all public libraries is the U.S., introduced a major change to the way programs and their attendance are tracked. The section expanded in two ways: in-person programs were divided into those that take place **onsite versus offsite**, and the categories for indicating the intended audience of the program expanded to **five age categories** to include an early learning category (ages 0 to 5) and an intergenerational, "all ages" category.

Categories for In-Person Programs

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.

In-Person Offsite Programs: These are programs with a live audience in a non-library location. Examples are programs for daycares, senior housing, fairgrounds, parades, etc. Do not count home delivery as programming.

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.

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 both the in-person attendance as well as the live virtual attendance.

Onsite In-Person Programs

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds.

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.

P71m) Onsite In-Person Programs Intended for Ages 6-12
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.

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.

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.

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.

P75m [Calc.]) Total Onsite In-Person Programs
Total number of onsite in-person programs intended for either children, young adults, adults, or all ages.

Offsite In-Person Programs

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. 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.

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.

P77m) Offsite In-Person Programs Intended for Ages 6-12

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.

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.

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.

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.

P81m [Calc.] **) Total Offsite In-Person Programs**

Total number of offsite in-person programs intended for either children, young adults, adults, or all 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**

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

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

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.

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.

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.

P34) Live Virtual Programs Intended for Young Adults

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.

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.

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.

P36 [Calc.]) Total Live Virtual Programs

Total number of live virtual children's, young adult, adult, and all-ages programs.

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.

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.

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

Onsite In-Person Program Attendance

The count of in-person attendance at program sessions that take place at library facilities.

Regardless of the number of formats 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.

For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Live Virtual Views of Programs.

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.

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.

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.

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.

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.

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

Offsite In-Person Program Attendance

The count of in-person attendance at program sessions that take place somewhere other than the library.

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.

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.

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.

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.

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.

P104m $^{Calc.}$) Total Offsite Attendance

Total attendance at children's, young adult, adult, and all-ages offsite in-person programs.

Totals of In-Person Program Attendance

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

Attendance at Live Virtual Programs

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

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.

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.

P38) Live Virtual Views of Programs for Young Adults

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

P39) Live Virtual Views of Programs for Adults

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

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.

P40 ^{Calc.}**) Total Attendance at Live Virtual Programs**

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

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. Do not include promotional or marketing content.

Count recordings at the administrative entity level, not the outlet level.

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 of recordings of programs intended for ages 0 to 5.

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

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

P122) On-Demand Views of Recorded Programs for Adults

Number of views of recordings of programs intended for adults.

P123) On-Demand Views of Recorded Programs for Ages 12-18

Number of views of recordings of programs intended for young adults.

P124 ^{Calc.}) Total On-Demand Views of Recorded Programs

Number of views 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. For the 2020 and 2021 reports, we disabled the elements for seasonal and daily hours, and began tracking two versions of being "open":

- **Limited Service** = the library building was open to the public in a limited way, including reduced hours open, limits on the number of public members inside the physical building, appointment-only visits, visitor time limits, closed meeting rooms, etc.
- **Regular Service** = the library building is open to the public without any of the above restrictions.

Whether the building was open or closed, we are also tracking hours and weeks of curbside service, that is, contactless or minimal contact provision of circulation items, including curbside, lobby, or porch pickups, delivery (mail or drop-off), drive-thru windows, etc.

Where to Count Hours and Weeks of Service
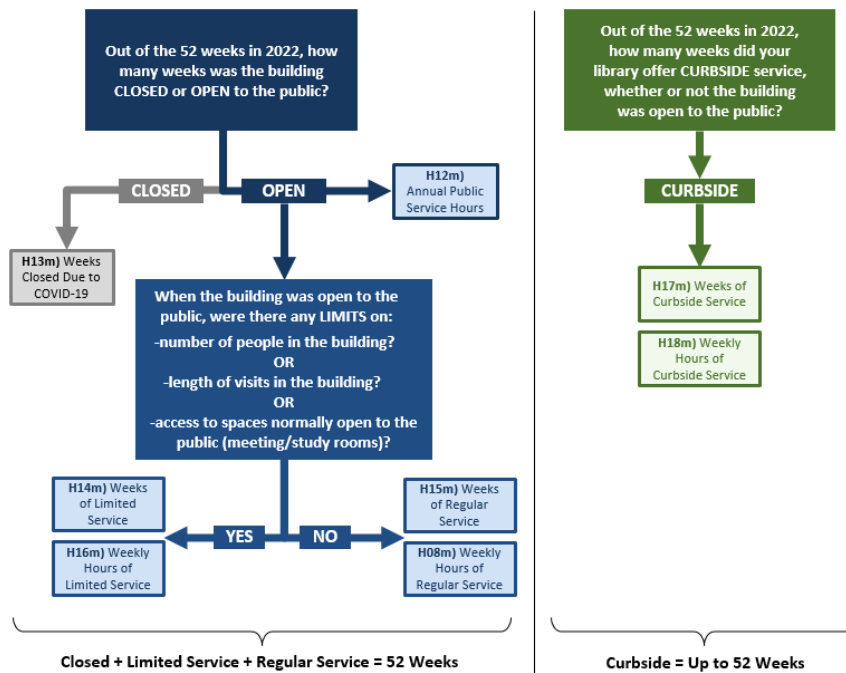
Building Closed

H13m) Weeks Closed Due to COVID-19

This is the number of weeks during the year that due to the COVID-19 pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open. NOTE: Round to the nearest whole number.

An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or

"curbside" services outside the building. If the building did not close to the public due to the pandemic, enter zero.

Open with Limited or Regular Service

Number of Weeks Open to the Public

H14m) Weeks of Limited Service
Enter the number of weeks during the year that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the COVID-19 pandemic. Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment-only on-site library use, visitor time limits, Grab n Go, Express Service, closed stacks or meeting rooms, etc.

Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero.

H15m) Weeks of Regular Service
Enter the total number of weeks during the year that the outlet was open to the public with no restrictions.

H11m Calc.) Weeks Library was Open
 Total number of weeks open to the public with either limited or regular service. The sum of H11m and H13m should be 52.

Weekly Hours Open to the Public

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 number of hours varied, enter the number of hours most commonly offered at the library or outlet.

H16m/H16 Calc.) Weekly Hours of Limited Service
Enter the total number of hours the library was open to the public during weeks of limited service.

H08m / H08 Calc.) Weekly Hours of Regular Service
Enter the total number of hours the library was open to the public during weeks of regular service.

Annual Hours Open to the Public

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?'

H12 / H12m) Annual Public Service Hours

Enter the total hours the library building was open to the public in 2023 adjusting for holidays and temporary closures. Do include hours in which the building was open under limited service to the public.

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.

Curbside Service

Include any contactless or minimal contact provision of circulation items. Similar terms could include curbside, lobby, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru windows, etc.

H17m) Number of Weeks of Curbside Service

Enter the total number of weeks during the year that the library offered curbside pickup.

H18m /H18 ^{Calc.}) Weekly Hours of Curbside Service

Report all hours that the library offers curbside pickup, even if those hours are at the same time that the library is open to the public. If number of hours varied, enter the number of hours most commonly offered at the library or outlet.

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.). Types of electronic materials include e-books and electronic video and audio files. Electronic materials 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. 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.

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 online content-based materials produced on a regular schedule that are readable on computers or other electronic devices. They may have comparable print versions or be available only in digital format. 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 the catalog.

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

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.

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

Electronic Books (E-books)

An e-book is a book-length publication in digital form that consists of text and/or images and is readable on computers or other electronic devices (e-readers, tablets, smartphones, etc.) Please include e-books that are stored locally or at a vendor site for which permanent or temporary access rights have been acquired. 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 the catalog. E-books that are packaged together as a unit such as multiple titles on a single e-book reader and checked out as a unit are counted as one item.

Note: Do not include e-books that are in the public domain or non-copyrighted e-books with unlimited availability or items available through content aggregators such as Freading. Freading is considered an electronic collection.

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.

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.

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

Downloadable audio are electronic files on which only sounds are stored (recorded) on a library or vendor server that are played back electronically. Audio files are downloaded on portable or electronic devices. 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 the catalog. Include only items that the library has selected as part of its collection. Content obtained through a vendor on a temporary basis is considered part of the collection.

Note: Do not include audio files that are in the public domain or non-copyrighted audio files with unlimited availability or are not returned to the library such as Freegal. Freegal is considered an electronic collection.

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.

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.

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

Total number of downloadable audio units licensed locally and regionally.

Video Downloadable Units

Downloadable video are electronic files on which moving pictures are recorded, with or without sound, that are stored on a library or vendor's server. Electronic playback uses a television receiver, computer monitor or mobile device. 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 the catalog. Include only items that the library has selected as part of its collection. 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 video files that are in the public domain or non-copyrighted video files with unlimited availability.

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.

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.

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. Electronic collections do not have a circulation period, and search results may be retained by the user. Include electronic collections that are available online or are locally hosted in the library. Remote access to the collection may or may not require authentication.

Unit records may or may not be included in the library's catalog. The library may or may not select individual titles. Information databases are electronic collections. Platforms with downloadable media may or may not be an electronic collection.

Your library may have multiple electronic collections through one vendor interface. Count each electronic collection separately. Count each electronic collection individually even if it is available through more than one vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State. Do not include resources that are provided by third parties and freely linked to on the Internet.

C21) Electronic Collections Licensed Locally
Report the number of electronic collections that your library has acquired for its own use.

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.

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

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 Stationary 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 per 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 per 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.

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 "2019", 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.

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.

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.

R67) Did your library receive ARPA funding in 2022?

Answer Yes or No to whether your library received either direct or indirect funding from a state or local agency from the American Rescue Plan Act (ARPA) in 2023.

If your library received these federal funds through a state, local, or other source, please report only the federal amount here. If you are not able to separate ARPA funding from the revenue received from other sources, answer No here and add a note about which revenue source (e.g., "city revenue") included these federal funds.

R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)

If you answered Yes to R67), enter the amount paid either directly to the library or on behalf of the library by a state or local agency for operating expenses through the ARP Act.

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.

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.

2023 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Please print the name of the library submitting this form below.

_____

Name of Library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

_____

Signature and Date of Library Board President/City or County Representative

_____

Printed Name of Library Board President/City or County Representative

_____

Signature and Date of Library Director

_____

Printed Name of Library Director

Please return this signed form by mail, email, or fax to:

State Library Services
Minnesota Department of Education
400 NE Stinson Blvd
Minneapolis, MN 55413

Email: verena.getahun@state.mn.us
Fax: 651-582-8752

Library Director's Report: February 2024

Prepared by: Amanda St John, Library Director

Facility Projects	Jamar serviced our boilers. Neutralizer assemblies were replaced and a larger expansion tank was installed to support their work. Condensate traps were cleaned and the boilers received annual maintenance, calibration and inspection. The technician reiterated that the boilers were "showing their age" but refrained from speculating about a replacement timeline or recommending replacement boilers.
	Hunt Electric installed sample lighting and may start the project by the end of this month. They offered to work around library hours, preventing closure to the public.
Programs	**Winter Reading Program**: Librarian Erika Ternes led a team of staff through the process of developing an all-ages Winter Reading Program made possible with a $1459.00 grant from Library Friends of Cook County. As of March 12th, patrons had picked up 246 Library Bingo cards and completed 288 bingos, including several "blackouts," where they completed every square on the card. We estimated 60 unique entrants ages 0-18 and 30 adult entrants. With a couple weeks left for adults to turn in bingos and enter the prize drawings, we expect the number of adult entrants to grow.
	Friday Night Reels: During our 10-week 2024 Film Series, we had a total of 297 audience members—about 8 people more every week compared to the 2023 program. We saw many familiar but also many new faces this year, and we introduced an after-show discussion component this year that engaged the audience. Participants contributed $729.75 to the Library Friends of Cook County, who awarded us $1600 for this series, which cost closer to $1900, excluding staff and volunteer time.
	More than 100 people came to hear Duluth Superior Symphony Orchestra on Valentine's day, and nearly 50 attended Staci Drouillard's talk about *Chippewa City: Home and the History of Small Places.* Our current programming levels, reach and success is possible because of the staffing levels that Trustees supported in the 2023 and 2024 budgets.
MN Public Library Annual Report (MPLAR)	I've completed the annual report. The process involves a review by the City's Finance Director, the Arrowhead Library System's Regional Librarian, and Trustees, who vote to approve the report at the March meeting.