



## Minnesota Public Libraries

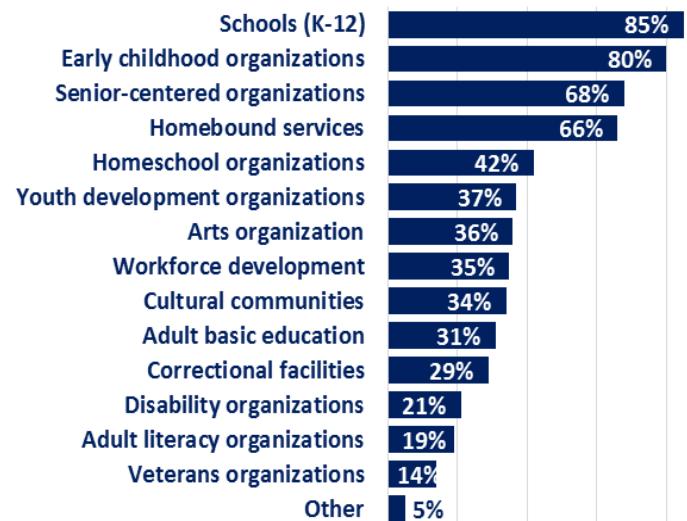


Libraries are embedded in local communities. There's a public library in each of Minnesota's 87 counties. Libraries have a public service orientation, and they are viewed as community assets.

### Community Engagement

Public libraries engage with their communities in order to deliver library services where needed and to address social needs. In return, communities support their library through volunteering, advocacy and financial assistance.

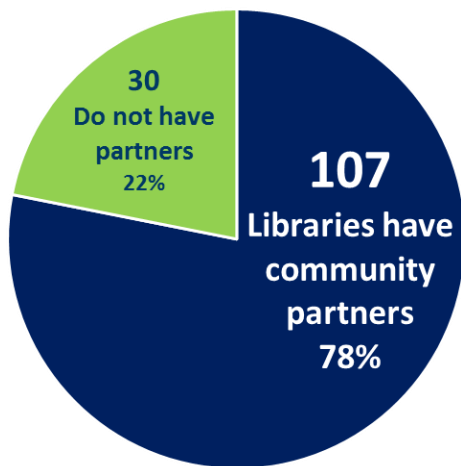
## Outreach



Percent of public libraries that provide services to community organizations.

Outreach refers to library services provided to community groups and organizations or work with other government agencies to deliver library services. Most public libraries provide services to students at schools, early childhood organizations like Early Children and Family Education (ECFE) and child-care centers, seniors at residential facilities, and individuals with disabilities in their homes. More than a third provide services to other community organizations such as homeschool organizations, arts organizations, workforce development centers, groups who share a common culture, and adult continuing education.

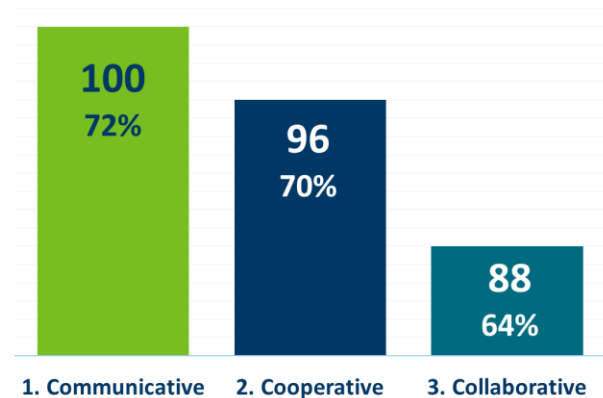
## Partnerships



Number and percent of public libraries that engage with community partners

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, racial equity, public safety, economic development, public health, and environmental sustainability. Seventy-eight percent of public libraries partner with one or more community groups to address community needs. 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.

## Level of engagement

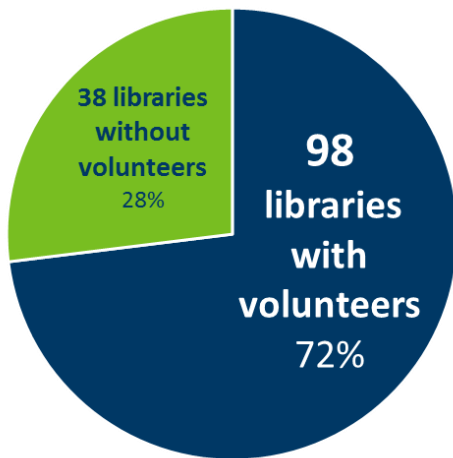


Number and percent of libraries that engage with partners at various levels

1. Raise awareness of community issues and needs
2. Mutual assistance in working toward a common goal
3. Jointly develop and deliver programs

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. All public libraries that partner with other community groups help raise awareness of community needs and issues. Most provide mutual assistance in working toward the partnership's goals. A majority jointly develop and deliver programs that promote social change.

## Volunteers



Number and percent of libraries with volunteer programs

Volunteers are individuals who perform a service willingly and without pay. Public libraries attract many civic-minded individuals who want to contribute to their community. Seventy-two percent of public libraries had volunteer programs in 2017.



8,977 volunteers completed tasks at public libraries in 2017.



Volunteers contributed 225,173 hours to public libraries in 2016—the equivalent of 5,630 full time FTE.

## Friends of the Library



Number and percent of libraries with Friends of the Library groups

Friends of the Library are organized groups that support a public library through financial contributions for specific projects, volunteering and/or advocacy. Almost two-thirds of branch libraries in Minnesota have Friends groups.

## Library Foundations



Number and percent of libraries with Foundations

A foundation is a non-profit organization with funds managed by its own trustees. Those funds provide a stable source of income for a library through investments of the principle. Twenty-nine percent of Minnesota's public libraries have a foundation.

### Source: Minnesota Public Library Report, 2017

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annual reports to the Minnesota Department of Education. Data is also submitted to the Institute of Museums and Library Services for the Public Libraries in the United States Survey.

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Data for 2017 was submitted February through April 2018 using an online survey. All regional library systems and 99 percent of public library administrative entities in Minnesota completed the survey. (Watonwan County Library did not report.)

For information about the 2017 Minnesota Public Library Report or historical data, please contact:

Minnesota Department of Education  
State Library Services  
1500 Highway 36 West  
Roseville, MN 55113-4266  
651-582-8640

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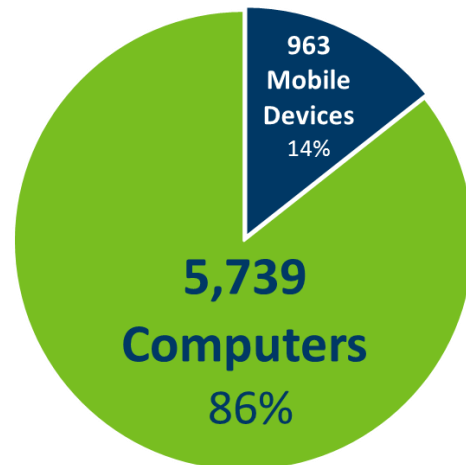
There's a public library in each of Minnesota's 87 counties. Public libraries serve as centers for learning, innovation and inspiration in communities across Minnesota.

### Internet Access

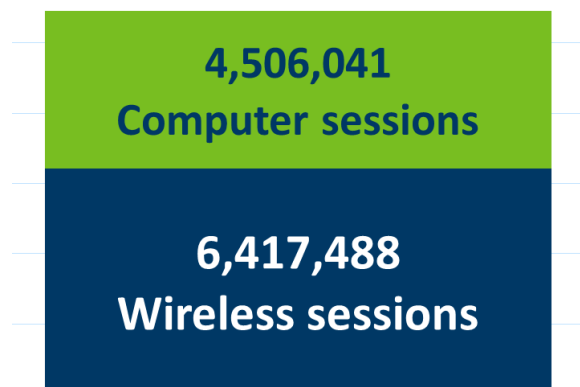
Public libraries serve as community centers for internet access and digital literacy providing instruction and bridging the digital divide.

### Computers

Public libraries provide 6,702 computers and mobile devices for public use. 98 percent of public library locations offer free wireless internet access.



Number and percent of public access computers and mobile devices in public libraries



Number of public computer and wireless sessions

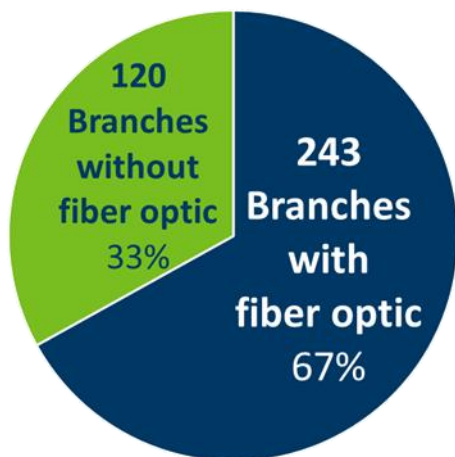
Individuals spent almost 11 million sessions on library computers and wireless networks in 2017. Almost 70 percent of public libraries tally other computer usage like word processing, spreadsheets and other applications in addition to internet sessions.

### Telecommunication connectivity

Fiber optic and Cat.6 wiring provide higher quality internet connectivity.

### *Fiber optic*

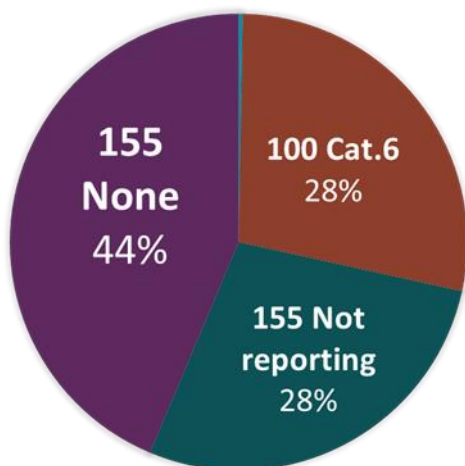
Almost three-quarters of public libraries have fiber optic telecommunication cabling connected to their building.



Number and percent of library locations with fiber optic cabling

### *Cat.6*

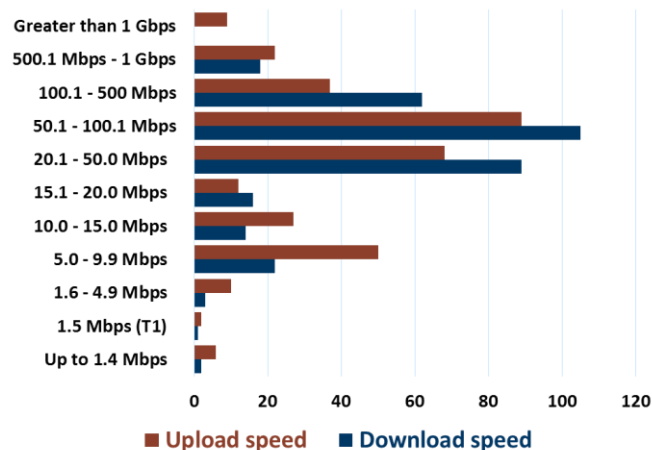
More than a quarter of public libraries have Cat.6 wiring within their buildings.



Number and percent of library locations with Cat.6 wiring within the building

### *Internet speed*

Most public library locations have Internet speeds over 20 megabits per second (Mbps) with the greatest number falling within 50 and 100 Mbps. The Federal Communications Commission service standard is 25 Mbps download and 3 Mbps upload speeds.



Number of library locations by internet upload and download speeds

### **Source: Minnesota Public Library Report, 2017**

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### 3 Minnesota Public Library Internet Access

systems and 99 percent of public library administrative entities in Minnesota completed the survey. (Watonwan County Library did not report.)

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## Minnesota Public Library Report Key Statistics

The following are statewide totals for public library resource and service measures during 2017.

### In 2017...

Minnesota had twelve regional library systems, 141 public libraries, 355 library locations, and eight bookmobiles.

Seven out of 10 Minnesotans had a library card. There were more than 3.8 million registered public library customers. 3,083,824 registered customers lived within the legal service areas of the libraries, and 775,582 lived outside the service areas.

Public libraries employed 2,233 full-time equivalent (FTE) staff members. Library services were provided by 826 librarian FTE and 1,407 other staff FTE.

Public libraries were open 15,181 hours per week and welcomed customers during more than 23.3 million visits.

Minnesota libraries owned almost 17 million items for loan to customers.

- 13,773,932 print materials, mostly books
- 1,087,925 videos, mostly DVDs
- 834,421 audio materials, mostly audiobooks and music CDs
- 35,581 multi-format materials, such as kits
- 111,231 other physical materials, such as tools, cookware, sports equipment, mobile devices and mobile hotspots
- 24,779 magazine subscriptions
- 707,417 ebooks
- 183,373 downloadable audiobooks
- 3,602 downloadable videos
- 1,642 downloadable magazines

Libraries subscribed to 426 licensed information databases.

Customers borrowed or downloaded 49 million public library materials.

- 43,312,405 physical materials, mostly books, magazines, DVDs and CDs
- 5,679,032 electronic materials, mostly ebooks and downloadable audiobooks

Minnesota public libraries provided 1,229,673 interlibrary loans to other libraries and received 1,242,624 interlibrary loans from other libraries nationwide.



Librarians engaged with customers 3.4 million times to provide information, readers' advice, technology help and referrals in-person, by phone and online.

Librarians provided 6,702 internet computers—5,739 desktops and 963 mobile devices—for public use. Ninety-nine percent of public libraries offered wireless internet service. Customers went online during 10.9 million computer and wireless sessions.

Libraries sponsored 69,790 programs such as author visits, book clubs, storytimes, and arts and culture events as well as training on digital literacy, starting a business, basic job skills, and STEM (Science, Technology, Engineering and Math) programs for kids.

- 42,841 children's programs
- 19,727 adult programs
- 7,222 young adult programs

Library programs attracted more than 1.6 million diverse individuals of all ages.

- 1,230,068 children
- 317,221 adults
- 97,177 young adults

Libraries had 241 meeting rooms available for public use. There were 74,209 public meetings held in libraries.

Public libraries received \$242,054,556 in operating revenues mostly from local government.

- \$140,119,952 from counties
- \$61,085,864 from cities
- \$695,105 from other local government agencies
- \$17,571,146 from the state
- \$95,707 from the federal government
- \$22,486,782 from other sources

Public libraries spent \$236,957,415 in operating expenditures

- \$147,012,607 for staff salaries and benefits
- \$26,374,211 for library collection materials
- \$63,570,597 for other operating expenses

Public libraries received \$12,724,531 in capital revenues.

- \$10,095,381 from counties
- \$1,752,089 from cities
- \$877,061 from other sources

Public libraries spent \$14,811,358 for capital expenditures.

## **Source: Minnesota Public Library Report, 2017**

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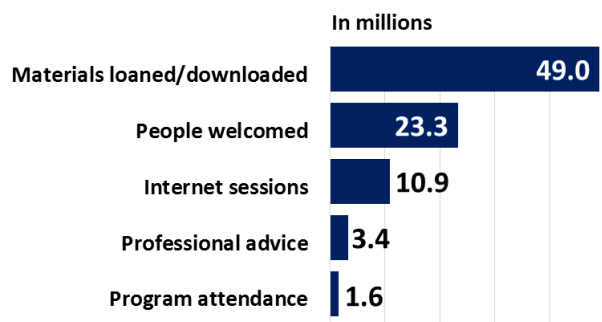
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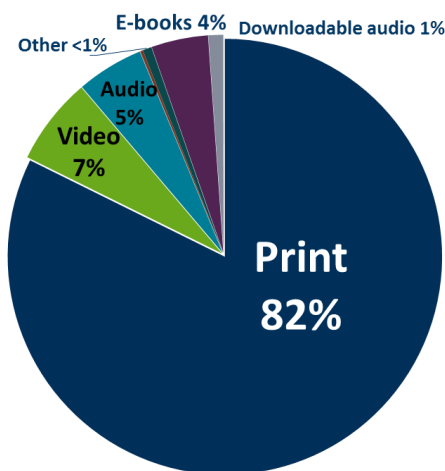
### Public Library Services



Use of public library services in millions

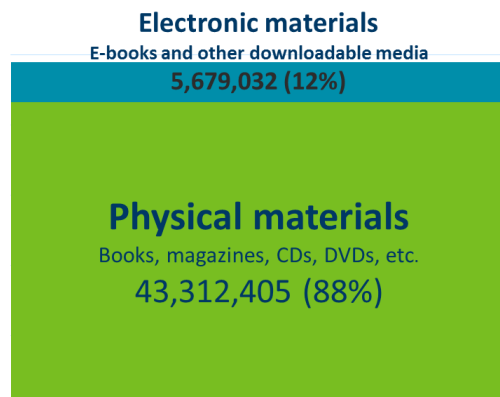
In 2017, borrowing books, magazines, music, movies and other library materials remained the most popular public library service. Millions of Minnesotans visited their libraries to check out materials, use public computers and free Wi-Fi, ask librarians for assistance, and attend informational and recreational programs for all ages.

### Collections and Loans



Percent of library collections by format

Minnesota public libraries own 16.7 million items for loan to customers. In addition, libraries have 24,779 magazine subscriptions and hundreds of information databases.



Number and percent of library items loaned by format

Customers borrowed or downloaded 49 million library items in 2017. Print and other physical materials remain the lion's share of library collections and by far the most popular. Electronic materials like e-books are growing but were only 5 percent of library collections. Use of electronic materials is growing as well and accounted for 12 percent of total use.

## Resource Sharing

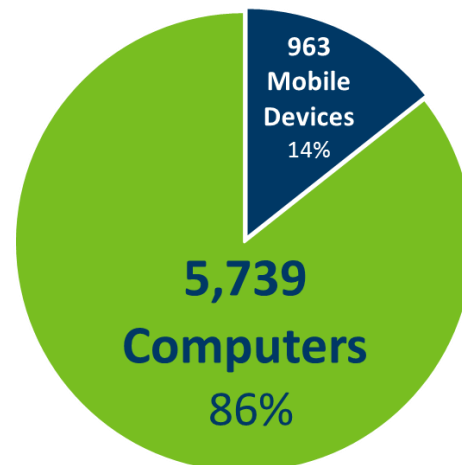


Number of interlibrary loans among libraries

Libraries shared more than 1.2 million unique and hard-to-find titles with other libraries for their customers. The number of interlibrary loans received were higher because they came from out-of-state libraries as well as in-state libraries of all types, not just other public libraries.

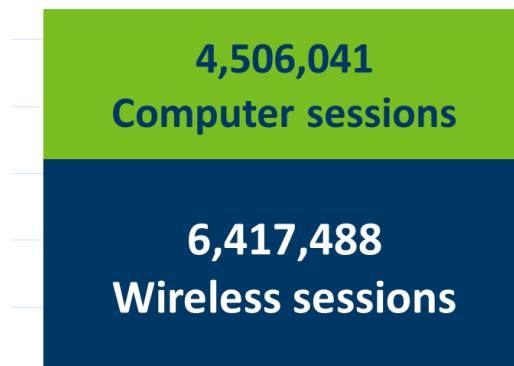
## Internet Access

Public libraries serve as community centers for internet access and digital literacy. Librarians provide internet assistance and instruction to bridge the digital divide.



Number and percent of public access computers and mobile devices in public libraries

Public libraries provide 6,702 computers and mobile devices for public use. 98 percent of public library locations offer free wireless internet access.

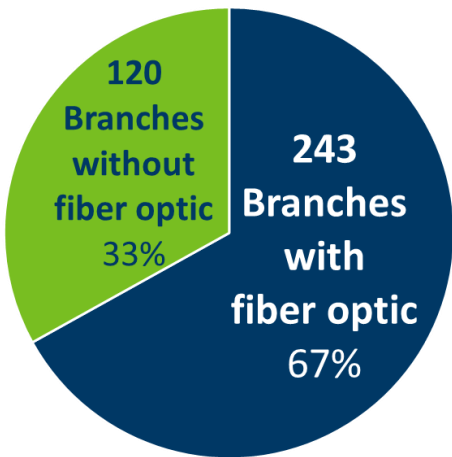


Number of public computer and wireless sessions

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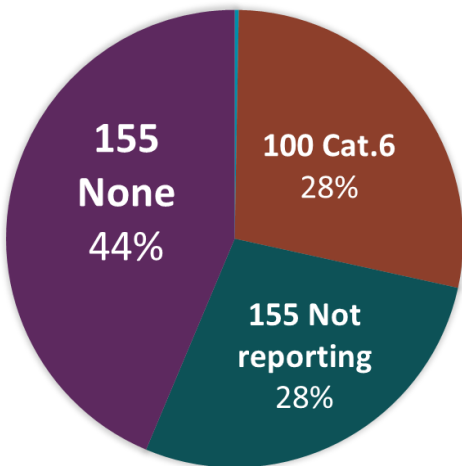
Telecommunication infrastructure

Fiber optic and Cat.6 wiring provide higher quality internet connectivity. Almost three quarters of public libraries have fiber optic telecommunication cabling connected to their building.

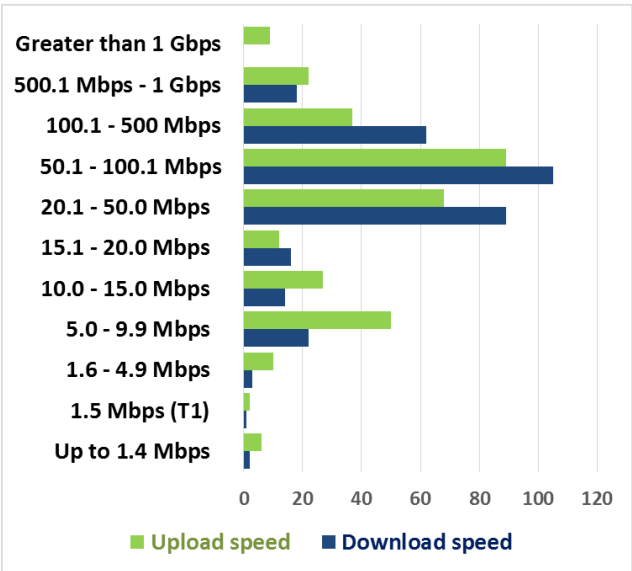


Number and percent of library locations with fiber optic cabling

More than a quarter of public libraries have Cat.6 wiring within their buildings.



Number and percent of library locations with Cat.6 wiring within the building



Number of library locations by internet upload and download speeds

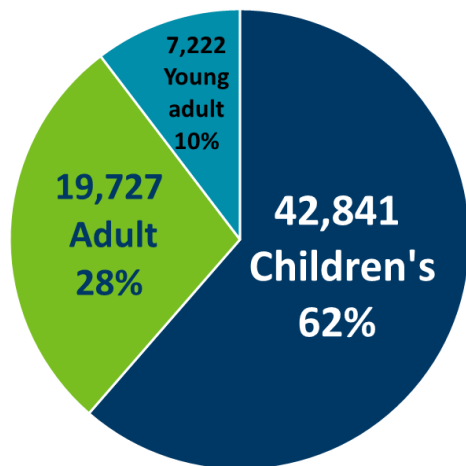
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Reference

Librarians answered 3.4 million reference questions in 2017. The average per library location was 24,235 reference transactions during the year. On average each location answered about five reference questions per hour.

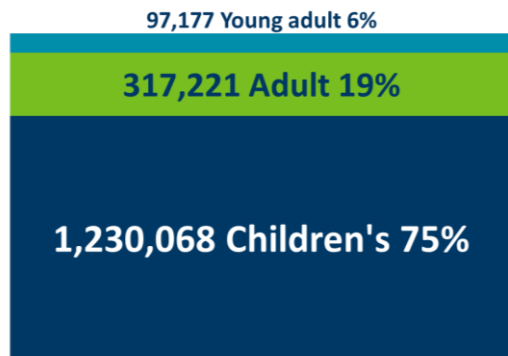
Questions included requests for information, advice on what to read for enjoyment, information technology assistance, internet navigation and instruction, and referrals to community resources. Librarians respond to customer queries in-person, by phone and online using live chat, email and text.

## Programs



Number and percent of library programs by target audience

Public libraries presented 69,788 library programs for diverse audiences of all ages in 2017. Public libraries received Minnesota Legacy Amendment funding which expanded arts and cultural heritage programming throughout the state.

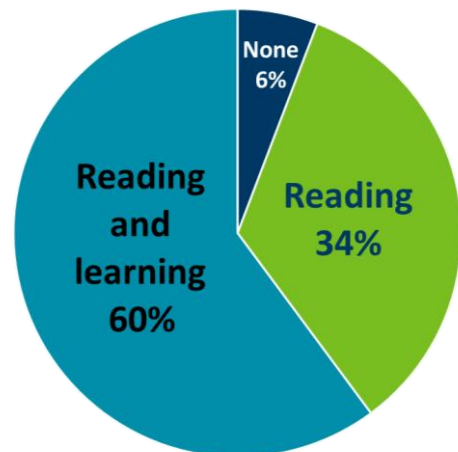


Number and percent of program attendees by target audience

Public library programs attracted 1.64 million people in 2017. They enjoyed meeting favorite authors and experiencing dance, music and art. They learned about new ideas and computer and language skills. They actively joined in during Makerspace, STEM (Science, Technology,

Engineering and Math), “Read to a Dog” and other interactive programs. Children’s programs were by far the most popular.

## Summer learning programs

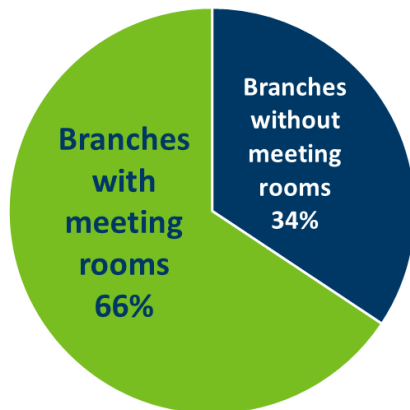


Percent of library summer learning programs for youth by type

Sixty percent of public libraries incorporate summer learning programs with their traditional summer reading programs. Libraries engage youth in activities that develop new skills in math, science, history, and art as well as reading. Summer learning programs help ensure that students retain critical academic skills they acquired during the school year through reading and learning activities over the school break.

## Public Meeting Space

Two-thirds of public libraries offer space for community meetings and discussions. Libraries are considered welcoming and neutral settings for diverse groups and organizations to meet. Meetings are generally free and open to the public. Libraries hosted 74,209 public events in 2017.



Percent of library locations with public meeting rooms

### Source: Minnesota Public Library Report, 2017

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*Minnesota Statutes, Chapter 134. Public and Multitype Libraries* allows the governing body of any city or county to establish and maintain public library service for the use of its residents. Minnesotans support public libraries through local property taxes and state income taxes.

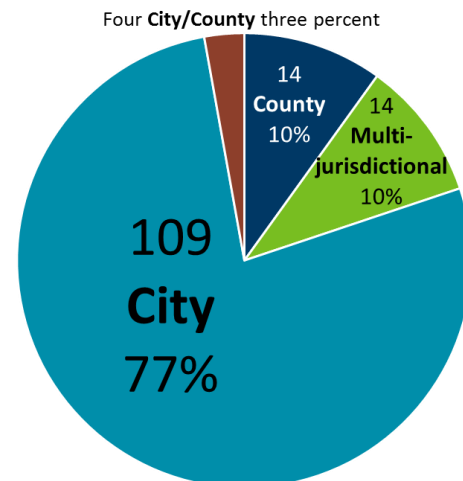
Public library services are available in all 87 counties. There are 141 public libraries and twelve regional public library systems in Minnesota. Twenty-seven libraries have multiple branches. Combined there are 355 library locations and eight bookmobiles serving communities and neighborhoods across the state.

### Administrative Structure

Most libraries are members of a regional system. Regional systems are either *consolidated* serving as

the administrative headquarters for all member libraries or *federated* with member libraries that have independent administrations. There are five unaffiliated libraries that do not belong to a regional system.

### Legal Basis



Number and percent of libraries by governing authority

Most public libraries are operated by municipal governments. Fewer are operated by county governments. Some are operated jointly by two or more units of local government such as a city, county or school district.

### Governance

**136 public libraries have boards**

**5 do not**

**132 boards have appointed members**

**4 have elected members**

**95 boards are governing**

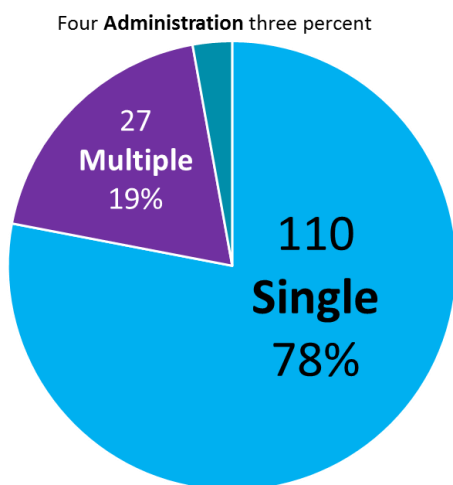
**41 are advisory**

Number and percent of libraries with a board, trustees are elected or appointed, and whether the board is advisory or governing



Almost all of Minnesota's public libraries have a board of trustees. Most boards have trustees that are appointed by the governing authority, usually a city council or county board. Only four boards have elected members. A majority of libraries have *governing boards*, i.e., they have the authority to control the budget, make policy and hire staff. About a third of public libraries have *advisory boards*, i.e., they offer recommendations on budget, policy and hiring staff to the governing authority, i.e., a city council or county board.

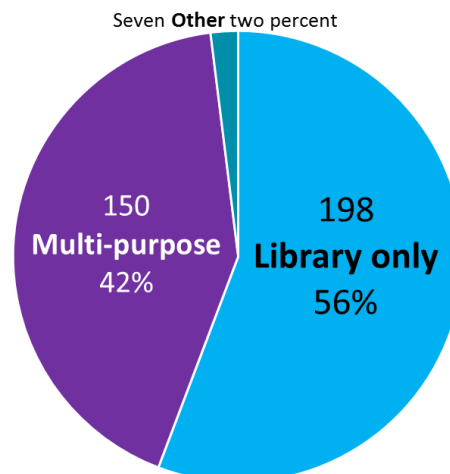
## Outlets



Number and percent of libraries by location type

Most public libraries serve their communities from one building that functions solely as a library. Fewer libraries have multiple branches. Four libraries serve as administrative headquarters with some public services such as a bookmobile or books-by-mail program.

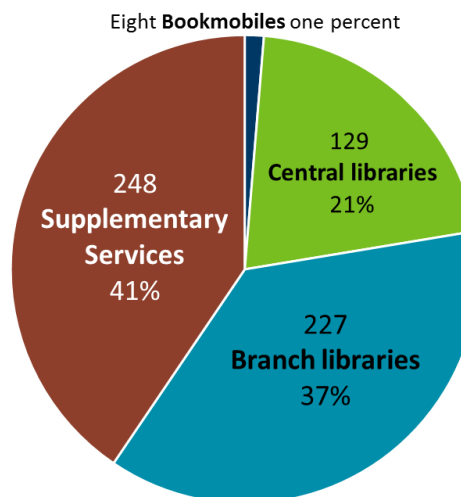
## Facility Type



Number and percent of libraries by building type

A majority of public libraries are housed in a single-purpose library building built to serve as a library. Most of the others are housed in a multi-purpose building that was constructed to include the library along with other government agencies or businesses or where the library was included at a later date. *Other* includes administrative offices separate from a library.

## Service Outlets



Number and percent of libraries by service outlet type

## Minnesota Public Libraries, Administrative Structure

Minnesota has eight bookmobiles, 129 central libraries and 227 branch libraries. (Some library systems have all branches without a central library.) Supplementary services provide reference or circulate materials in other locations like a kiosk or online homework help.

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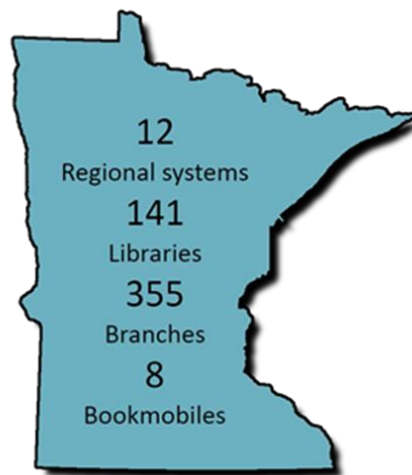
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## Minnesota Public Library Trends, 2011 to 2017

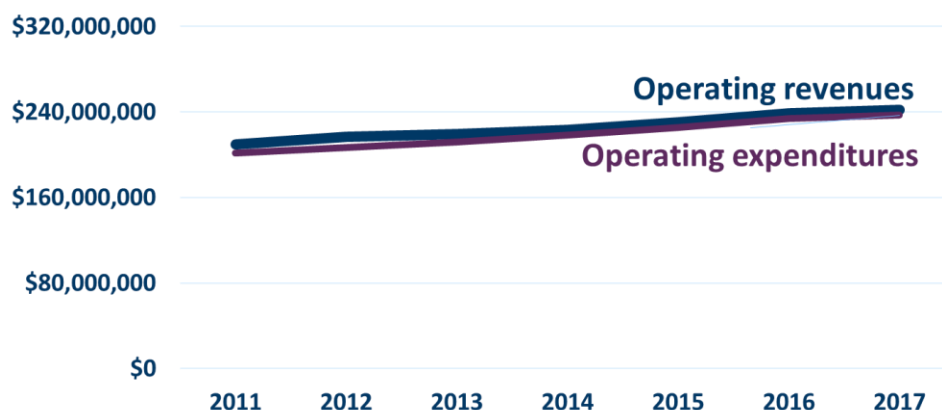


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### Operating budgets

Public libraries in Minnesota receive most of their operating revenue from local government—counties and cities. State and federal government also contribute funds. Other revenue includes fees, fines, gifts and donations.

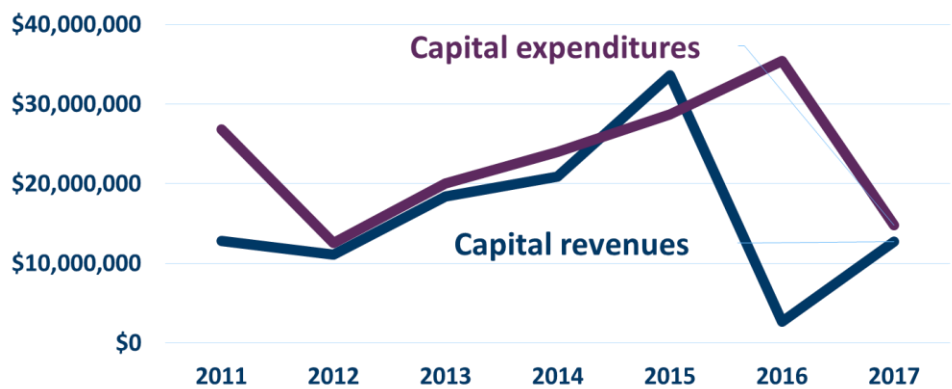
Staff expertise is the largest operating expenditure followed by general operations. Collections account for 11 percent of library budgets statewide, but can differ greatly by each library.



Public library operating funds have increased in each of the past seven years, growing by about \$32 million statewide. Expenditures have been consistently less than revenues adding to public library reserves.

## Capital budgets

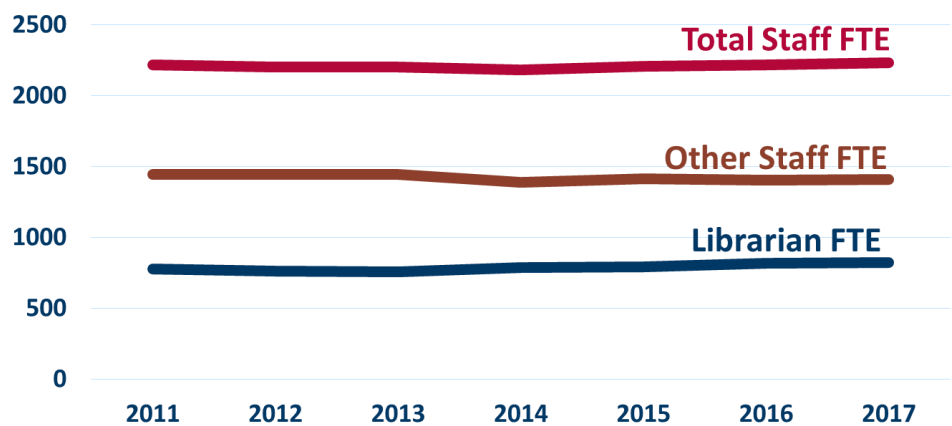
Capital funds are used for construction projects; furnishings, equipment, and initial collections for new buildings, additions, or renovations; computer hardware and software; and vehicles such as bookmobiles. Counties provide most of the capital revenue for public libraries. Cities, the state and other donors also support capital projects.



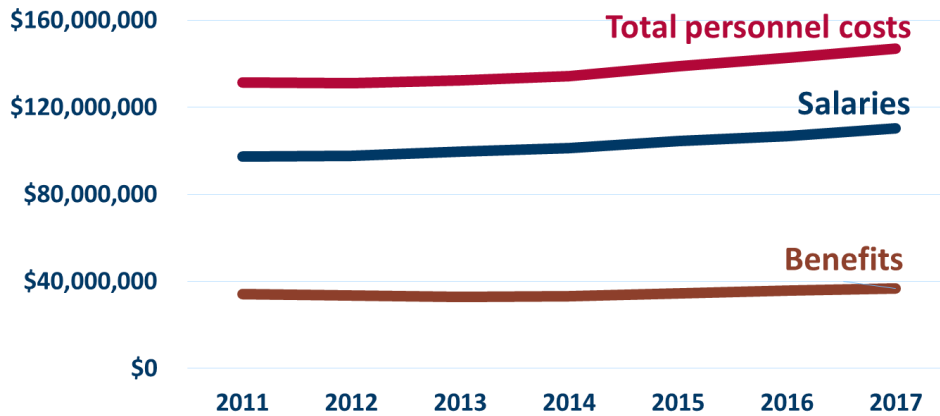
Capital revenues are frequently issued prior to libraries spending the money and can cross fiscal years. Capital investments in public libraries peaked in 2015.

## Staffing

Public libraries employed 2,228 full time equivalent staff (FTE) or about ten library staff per 25,000 population in 2017. Staff include about one-third librarians and two-thirds non-librarian staff. A quarter of staff members have a master’s degree in library science from an accredited school of higher learning.



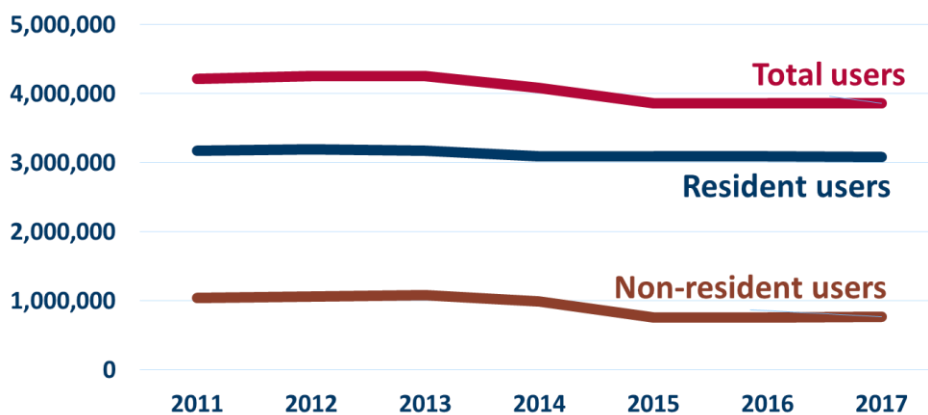
Public library staffing has been fairly steady during the past seven years. Library employees have grown less than 1 percent since 2011. The librarian job class has grown by 45 FTE. All other paid staff has decreased by 33 FTE.



Public library personnel costs grew 11 percent from 2011 to 2017. Salaries grew while benefits remained fairly flat.

## Customers

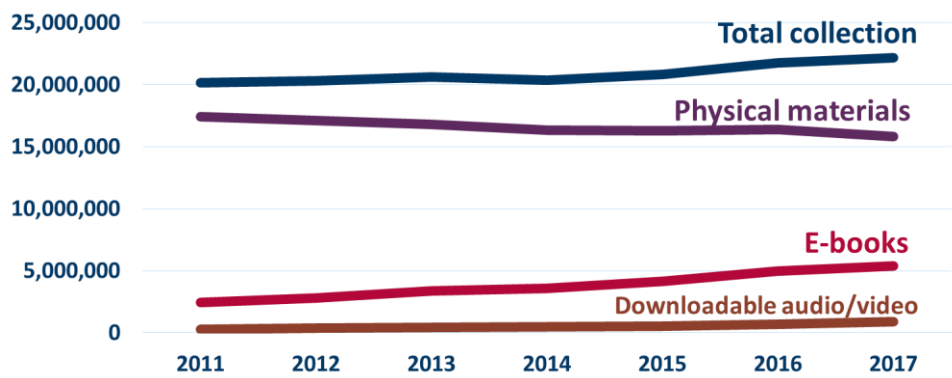
There were 3,859,406 registered public library users in 2017. Nearly seven out of every 10 Minnesotans had a public library card. Public library card holders decreased by about 9 percent from 2011 to 2017. Most of the loss was due to fewer non-resident registrations—individuals who do not live within the legal service area and do not pay taxes to support the library. Registered user numbers also fluctuate according to when and how often libraries purge their records for cards that have not been used within the past few years.



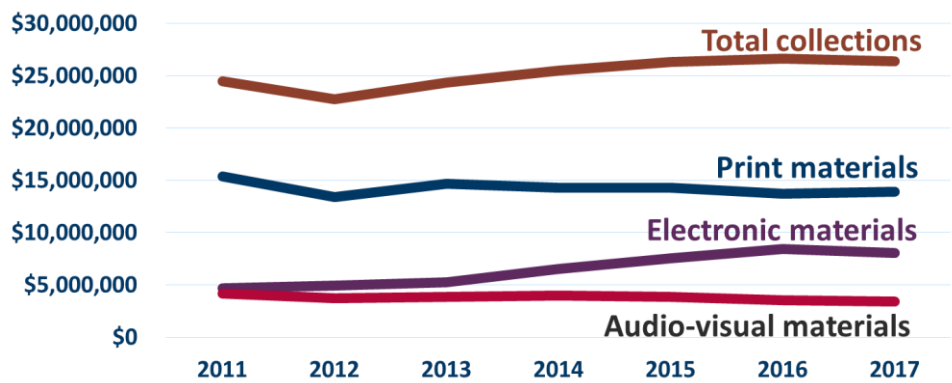
Public library card holders decreased by about 360,027 from 2011 to 2017.

# Collections

Minnesota public libraries owned 16.7 million items for loan to customers in 2017. In addition, libraries have almost 25,000 magazine subscriptions and hundreds of licensed information databases. The number of print and other physical materials are decreasing while e-books and other downloadable media are increasing in library collections. While electronic materials were 5 percent of library collections in 2017, books and other physical materials remain by far the largest share of public library collections.



Collection expenditures increased 10 percent from 2011 to 2017. Most of the increase was for electronic materials—\$3.4 million. Print materials were reduced somewhat, although expenditures for print materials remained the largest portion. Audio visual material expenses for compact discs and DVDs decreased by \$805,000 over the period. Physical audio-visual materials are likely being replaced by downloadable media. The dip in 2012 was likely due to budget cuts following the Great Recession.

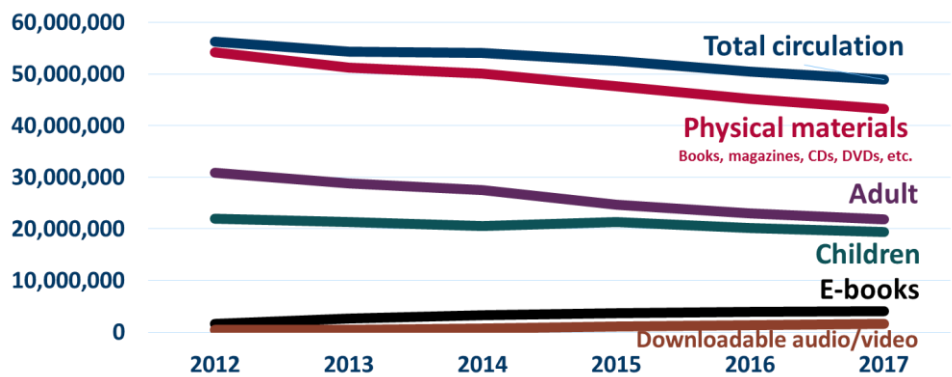


Total collection expenditures have increased \$1.9 million from 2011 to 2017.

# Loans

Public library customers borrowed or downloaded 49 million library items in 2017. Use of books and other physical materials has gradually dropped while use of electronic materials is increasing. Users are likely substituting electronic for print, but are hybrid users of both. Electronic materials such as ebooks and

downloadable audio and video accounted for 12 percent of circulation in 2017. Electronic items also circulated almost three times more often than physical items.

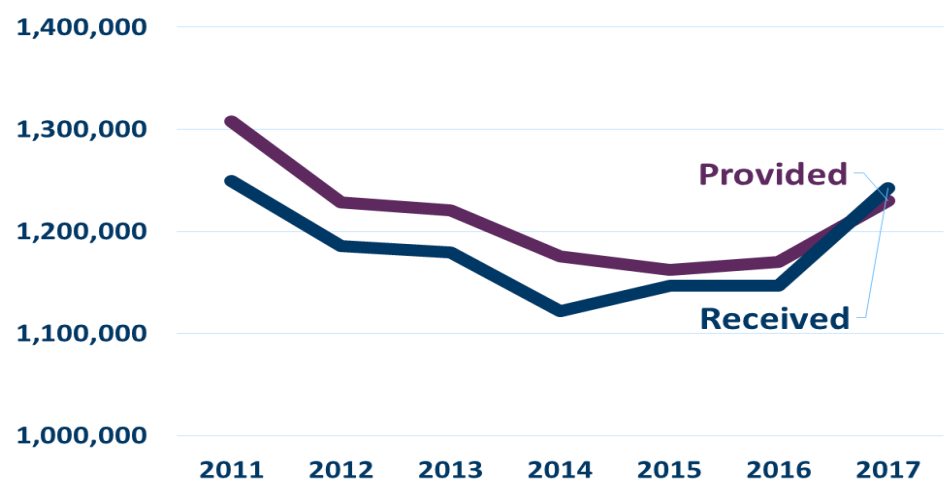


Graph shows six rather than seven years because use of electronic materials was not reported in the state’s annual survey before 2012.

Electronic materials circulation grew 80 percent between 2012 and 2017, but physical materials remain the greatest share of circulation. Demographic changes have perhaps caused adult and children’s materials to reach circulation parity.

Resource sharing

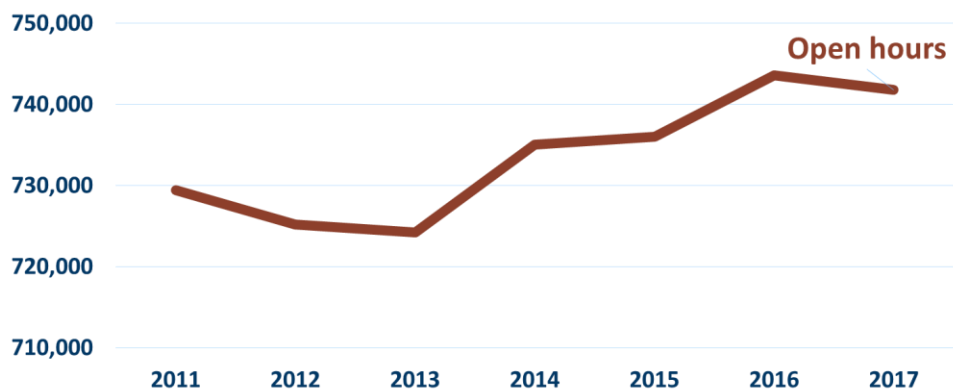
Libraries shared over 1.2 million unique and hard-to-find titles with other libraries through interlibrary loan services to meet customers’ needs. Interlibrary loans come from out-of-state libraries as well as in-state libraries of all types, not just other public libraries.



2017 was the first year that more titles were received than provided by Minnesota public libraries.

# Open hours

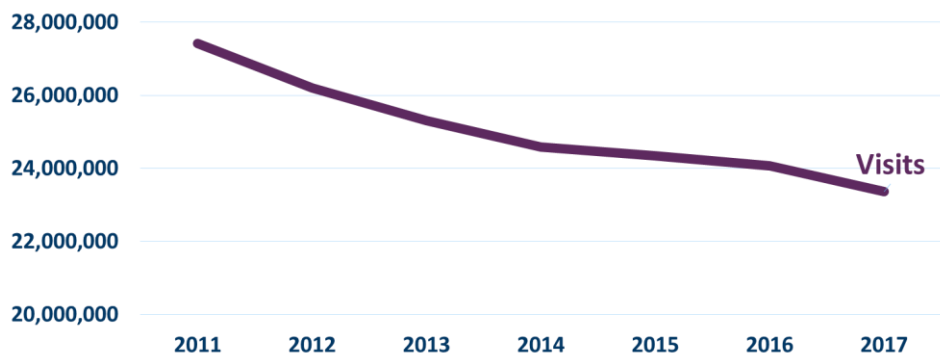
Public libraries in Minnesota are open seven days a week during mornings, afternoons and evenings. Fridays have the most open hours, and weekends the least. About 10 percent of libraries have seasonal hours almost exclusively during the summer months between Memorial and Labor days. Public libraries in Minnesota were open 15,181 hours per week in 2017.



Public libraries were open about 742,000 hours in 2017. Public libraries were open 12,371 more hours in 2017 than they were in 2011. Public libraries are restoring hours lost due to budget cuts following the Great Recession. The dip from 2016 to 2017 was likely due to the number of libraries closed for remodeling.

# Visits

In 2017, customers made more than 23.3 million visits during open hours. Minnesota’s public libraries drew almost 3 million more visitors than Walt Disney World! Public library visits dropped 15 percent from 2011 to 2017.

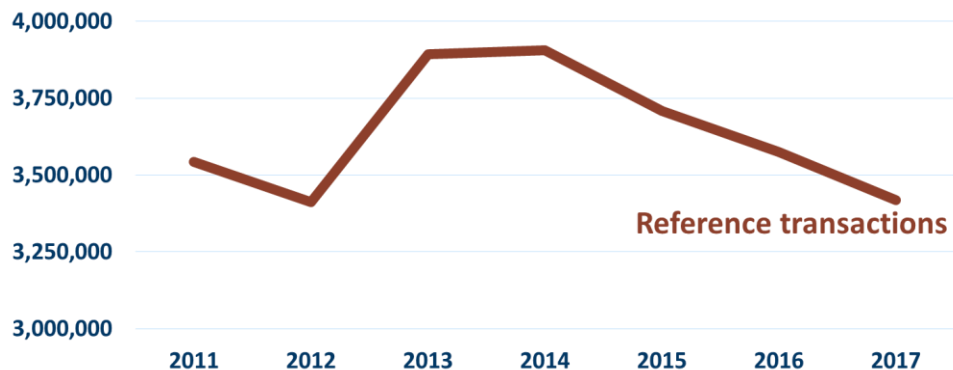


Visits have decreased by over 4 million from 2011 to 2017. The proliferation of personal electronic devices and growing electronic materials collections in libraries have made actual visits unnecessary for digital users.



## Reference

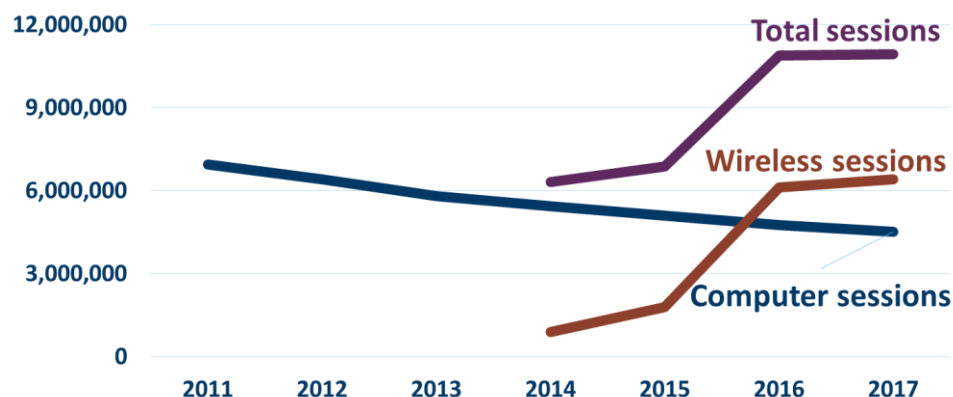
Librarians answered 3.4 million reference questions in 2017. Questions included requests for information, advice on what to read for enjoyment, information technology assistance, internet navigation and instruction, and referrals to community resources. Librarians respond to customer queries in-person, by phone and online using live chat, email and text. Reference transactions decreased 4 percent since 2011.



Reference transactions peaked in 2014 and have been dropping ever since. The drop may be due in part to the fact that many libraries have stopped reporting reference transactions in the state's annual survey.

## Internet access

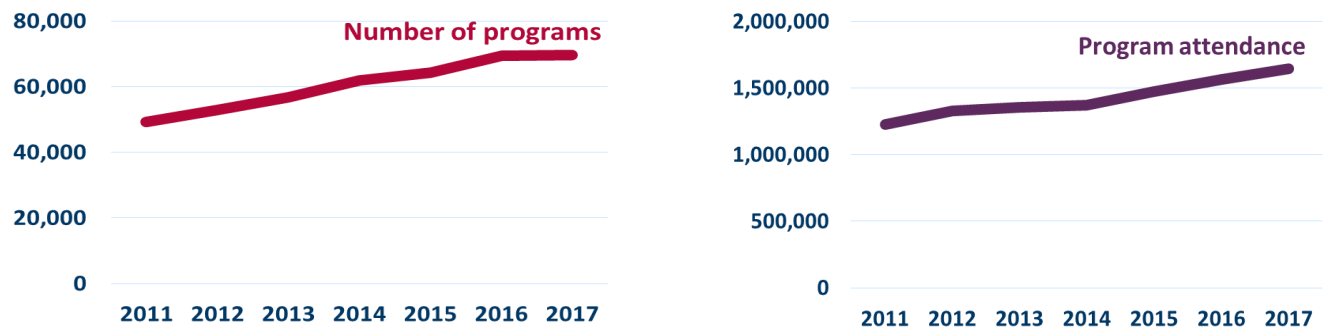
Public libraries offer 6,702 internet computers—5,739 desk top computers and 963 mobile devices—for the public to use without charge. Users logged on nearly 11 million times in 2017—4,506,041 computer and 6,417,488 wireless sessions. While computer use is declining, wireless use is increasing as more Minnesotans own mobile devices. Internet access at libraries that includes both computers and Wi-Fi on personal devices is growing in public libraries.



Libraries began counting wireless sessions in 2014. Not all libraries reported wireless use until 2016.

## Programs

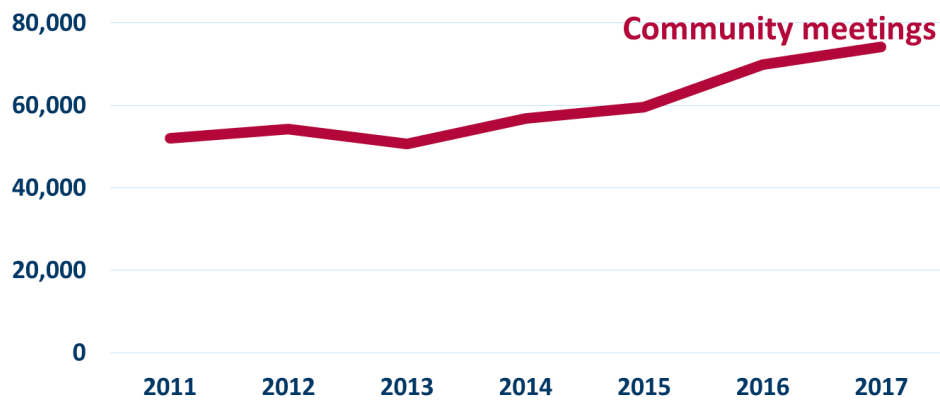
Public libraries are offering more programming and attracting diverse audiences of all ages. They enjoyed meeting favorite authors and experiencing dance, music and art. They learned about new ideas and computer and language skills. They actively joined in during Makerspace, STEM (Science, Technology, Engineering and Math), “Read to a Dog” and other interactive programs. Children’s programs were by far the most popular. In 2017, libraries offered 69,788 library programs that 1,644,466 people attended. Programs grew by 42 percent and attendance by 34 percent from 2011 to 2017.



Programs have increased since 2011 due in part by the public library funding from the state’s Arts and Cultural Heritage Fund. Program attendance grew from 1.2 to 1.6 million statewide.

## Public meetings

Libraries are considered welcoming and neutral ground for diverse groups and organizations to meet. Sixty-six percent of Minnesota’s public libraries have meeting rooms for community meetings and discourse. Libraries hosted 74,209 public events in 2017.



Meeting room use has increased 42 percent over the past seven years.

## **Source: Minnesota Public Library Report, 2017**

Minnesota public libraries are required by Minnesota Statutes, section 134.13, to submit annual reports to the Minnesota Department of Education. Data is also submitted to the Institute of Museums and Library Services for the Public Libraries in the United States Survey.

Statistics include 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.

Data for 2017 was submitted February through April 2018 using an online survey. All regional library systems and 99 percent of public library administrative entities in Minnesota completed the survey. (Watsonwan County Library did not report.)

For information about the 2017 Minnesota Public Library Report or historical data, please contact:

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