



Montana Public Libraries Survey

FY 2024 Survey Instrument: Worksheet

Public Libraries Survey

The Montana Public Libraries Survey (PLS), also referred to as the Montana Public Library Annual Statistical Report, provides statistics on the status of public libraries in Montana. It is also required under Administrative Rule 10.102.1155 and the Public Library Standards to receive State Aid. These statistics are in turn submitted to the Institute of Museum and Library Services (IMLS), allowing peer comparisons between libraries of similar variables across the country.

Use the following worksheet to prepare responses for the FY 2024 Montana Public Libraries Survey. All final responses must be submitted to the Montana State Library via the software, Counting Opinions LibPAS. For additional information about question sources, definitions, and response formats, please review Survey Instrument: Data Elements Definitions.

Question	Response
Administrative Information	
FSCS ID	Pre-filled
Structure Status	Pre-filled
Name Status	Pre-filled
Address Status	Pre-filled
Library ID	Pre-filled
Library Name	Pre-filled
Contact name and position	
Email address for library director or designee.	
Street Address	Pre-filled
City	Pre-filled
ZIP Code	Pre-filled
Mailing Address	
Mailing City	
Mailing ZIP Code	
County	Pre-filled
Federation	Pre-filled
Phone	Pre-filled
Library website	

Question	Response
Interlibrary Relationship Code	Pre-filled
Legal basis code	Pre-filled
Administrative Structure	Pre-filled
FSCS Public Library Definition	Pre-filled
Geographic Code	Pre-filled
Legal Service Area Boundary Change	Pre-filled
Reporting Period Start Date (mm/dd/yyyy)	Pre-filled
Reporting Period End Date (mm/dd/yyyy)	Pre-filled
Population of the legal service area	Pre-filled
Number of dedicated voted library mills – city	
Number of dedicated voted library mills – county	
Number of dedicated voted library mills – library district	
Number of general mills – city	
Number of general mills – county	
Number of general mills – school district	
Did your library have a mill levy election on the ballot during this fiscal year?	Select (Yes, No)
Was the mill levy election successful?	Select (Yes, No)
Number of Central Libraries	Pre-filled
Branches	Pre-filled
Bookmobiles	Pre-filled
Outlet	
Outlet Type Code	Pre-filled
FSCS ID of the Administrative Entity	Pre-filled
FSCS Outlet Suffix	Pre-filled
State assigned identification number	Pre-filled
Legal Name	Pre-filled
Street Address	Pre-filled
City	Pre-filled
ZIP Code	Pre-filled
County	Pre-filled
Phone	Pre-filled
Area in Square Feet of outlet	Pre-filled
When was the library originally built?	
When was the library's last renovation completed?	
How would you rate the physical condition of the library?	Select (Excellent, Good, Fair, or Poor)
How would you rate the library facility's ability to meet your programming needs?	Select (Excellent, Good, Fair, or Poor)
Public service hours per week	

Question	Response
Number of weeks open per year	
Library total number of hours open per year	Calculated
Director FTE	
Librarians FTE	
All other staff FTE	
How many FTE classified as director or as a librarian have an MLS?	
What type of Internet access does the library have?	Select (DSL, Cable, Fiber, Satellite, Other)
Who is the library's Internet provider?	
What is the subscribed download speed for the library's Internet connection?	
What is the subscribed upload speed for the library's Internet connection?	
What is the download speed on the library's public wired connection in the morning?	
What is the upload speed on the library's public wired connection in the morning?	
What is the download speed on the library's public wired connection in the afternoon?	
What is the upload speed on the library's public wired connection in the afternoon?	
Does the library provide public Wi-Fi access?	Select (Yes, No)
How would you describe the reliability of the library's Internet connection?	Select (Very dependable, Dependable, Mostly reliable, Sometimes reliable, Not reliable, Not applicable)
Staffing	
Total FTE director and librarians	Calculated
Total all other staff FTE	Calculated
Total paid employees	Calculated
Total FTE director and librarians with MLS	Calculated
Total hours worked by non-paid staff (volunteers, interns) per year	
Does the library director have an MLS?	Select (Yes, No)
Finances	
Local government revenue - city general fund	
Local government revenue - city dedicated voted library mills	
Local government revenue - county general fund	
Local government revenue - county dedicated voted library mills	
Local government revenue - library district	
Local government revenue - other	

Question	Response
Total local government revenue	Calculated
State federation grant	Pre-filled
Per capita, per square mile state aid	Pre-filled
State government revenue - other	
Total state government revenue	Calculated
Federal government revenue	
Other operating revenue	
Total operating revenue	Calculated
Salaries and wages expenditures	
Employee benefits expenditures	
Total staff expenditures	Calculated
Print materials expenditures	
Electronic content expenditures	
Other physical materials expenditures	
Total collection expenditures	Calculated
Continuing education expenditures	
Other operating expenditures	
Total other operating expenditures	Calculated
Total operating expenditures	Calculated
Local government capital revenue	
State government capital revenue	
Federal government capital revenue	
Other capital revenue	
Total capital revenue	Calculated
Capital collection expenditures	
Capital furnishings and equipment expenditures	
Capital building expenditures	
Other capital expenditures	
Total capital expenditures	Calculated
Services	
Library visits	
Library visits reporting method	Select (Annual count, Annual estimate based on typical weeks, Not captured)
Reference transactions	
Reference transactions reporting method	Select (Annual count, Annual estimate based on typical weeks, Not captured)
Number of registered users	Pre-filled for MSC
As of the end of the reporting period, does the library charge overdue fines for books?	Select (Yes, No)

Question	Response
Did the library offer automatic renewal for any physical materials during the reporting period?	Select (Yes, No)
Collections	
Print materials	Pre-filled for MSC
Audio physical units	Pre-filled for MSC
Video physical units	Pre-filled for MSC
Other circulating physical items	Pre-filled for MSC
Total physical collection	Calculated
E-Books via AE	Select (Yes, No)
E-Books via Collective	Pre-filled
E-Books via State	Pre-filled
E-Serials via AE	Select (Yes, No)
E-Serials via Collective	Pre-filled
E-Serials via State	Pre-filled
E-Audio via AE	Select (Yes, No)
E-Audio via Collective	Pre-filled
E-Audio via State	Pre-filled
E-video via AE	Select (Yes, No)
E-Video via Collective	Pre-filled
E-Video via State	Pre-filled
Research Databases via AE	Select (Yes, No)
Research Databases via Collective	Pre-filled
Research Databases via State	Pre-filled
Online Learning Platforms via AE	Select (Yes, No)
Online Learning Platforms via Collective	Pre-filled
Online Learning Platforms via State	Pre-filled
Circulation	
Circulation of children's physical material	Pre-filled for MSC
Circulation of things (e.g. hot spots, telescopes, games, cake pans, etc.)	Pre-filled for MSC
Total physical circulation	Pre-filled for MSC
MontanaLibrary2Go e-book circulation	Pre-filled
Other e-book circulation	
Total ebook circulation	Calculated
MontanaLibrary2Go e-serial circulation	Pre-filled
Other e-serial circulation	
Total e-serial circulation	Calculated
MontanaLibrary2Go e-audio circulation	Pre-filled
Other e-audio circulation	

Question	Response
Total e-audio circulation	Calculated
MontanaLibrary2Go e-video circulation	Pre-filled
Other e-video circulation	
Total e-video circulation	Calculated
Loans - in state	Pre-filled
Loans - out of state	Pre-filled
Interlibrary loans provided to other libraries	Calculated
Borrows - in state	Pre-filled
Borrows - out of state	Pre-filled
Interlibrary loans received from other libraries	Calculated
Programs	
Infant, toddler, preschool programs (ages 0-5)	
School age programs (ages 6-11)	
Young adult programs (ages 12-18)	
Adult programs (ages 19+)	
General interest programs (all ages)	
Total program sessions	Calculated
Of the above, how many sessions were presented at the library?	
Of the above, how many sessions were offsite at another location?	
Of the above, how many sessions were online with a live audience?	
Total program sessions	Calculated
Infant, toddler, preschool program attendance	
School age program attendance	
Young adult program attendance	
Adult program attendance	
General interest program attendance	
Total attendance	Calculated
Of the above, how many attended at the library?	
Of the above, how many attended offsite at another location?	
Of the above, how many attended online as a live participant?	
Total attendance	Calculated
Total program presentations recorded and posted online	
Total presentation views within 30 days of posting	

Question	Response
Describe the self-directed activities your library offered (e.g. story walk, summer reading log, take and make, program in a box, etc.).	
Did your library offer self-directed STEAM activities? (e.g. maker spaces, tinker labs, STEAM program kits)	Select (Yes, No)
How many people participated in self-directed STEAM activities?	
Did your library offer self-directed reading programs? (e.g. summer reading logs, winter reading book bingo)	Select (Yes, No)
How many people participated in self-directed reading programs?	
Did your library offer other self-directed learning activities? (e.g. story walks, school readiness backpacks, scavenger hunts)	Select (Yes, No)
How many people participated in other self-directed learning activities?	
Technology	
Total attendance at technology classes	
Total recipients of one-on-one technology assistance	
Total device circulation	
Number of Internet computers used by general public	
Number of Internet computers used by staff	
Number of uses (sessions) of public Internet computers per year	
Reporting method for number of uses of public Internet computers per year	Select (Annual count, Annual estimate based on typical weeks, Not captured)
Total Wi-Fi sessions	
Reporting method for wireless sessions	Select (Annual count, Annual estimate based on typical weeks, Not captured)
Rotating Research	
Does your library offer a bookmobile?	Select (Yes, No)
How many unique locations does the bookmobile visit each month?	
How many total stops does the bookmobile make each month across all locations?	
Please provide a list of the addresses the bookmobile regularly visits.	
Does your library offer an outreach vehicle other than a bookmobile? (e.g. book bike, outreach van)	Select (Yes, No)
Please specify what type of outreach vehicle. If multiple, include a description for each.	
How many unique locations does the outreach vehicle visit each month?	

Question	Response
How many total stops does the outreach vehicle make each month across all locations?	
Please provide a list of the addresses the outreach vehicle regularly visits.	
Does your library offer pickup lockers, dispensers, or kiosks?	Select (Yes, No)
How many pickup lockers, dispensers, or kiosks does the library offer?	
How many of the above are "smart devices" that require user authentication?	
Please provide a list of addresses for the pickup lockers, dispensers, or kiosks.	
Does your library offer offsite book drops?	Select (Yes, No)
How many offsite book drops does the library offer?	
Please provide a list of addresses for offsite book drops.	
Does your library mail books to homebound patrons?	Select (Yes, No)
Are there other ways your library addresses geographic barriers? Please describe.	