



# Montana Public Libraries Survey FY 2023

## Survey Instrument: Worksheet

Use the following worksheet to prepare responses for the FY 2023 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.

Number	Display	Question	Response
<b>Contact Information</b>			
1	All libraries	FSCS ID & Extension	Pre-filled
2	All libraries	LIB ID	Pre-filled
3	All libraries	Library name	Pre-filled
4	All libraries	Contact name and position	
5	All libraries	Contact email address	
6	All libraries	Street address	Pre-filled
7	All libraries	City (of street address)	Pre-filled
8	All libraries	ZIP Code (of street address)	Pre-filled
9	All libraries	Mailing address	
10	All libraries	City (of mailing address)	
11	All libraries	ZIP Code (of mailing address)	
12	All libraries	County	Pre-filled
13	All libraries	Phone	
14	All libraries	Fax number	
15	All libraries	Library home page	
<b>Administrative Information</b>			
16	All libraries	Interlibrary relationship code	Pre-filled
17	All libraries	Legal basis code	Pre-filled
18	All libraries	Administrative structure code	Pre-filled
19	All libraries	FSCS public library definition	Pre-filled
20	All libraries	Geographic code	Pre-filled
21	All libraries	Legal service area boundary change	Pre-filled
22	All libraries	Reporting period starting date	Pre-filled
23	All libraries	Reporting period ending date	Pre-filled
24	All libraries	Population of the legal service area	Pre-filled
25	All libraries	Number of dedicated voted library mills – city	
26	All libraries	Number of dedicated voted library mills – county	

27	All libraries	Number of dedicated voted library mills – library district	
28	All libraries	Number of general mills – city	
29	All libraries	Number of general mills – county	
30	All libraries	Number of general mills – school district	
31	All libraries	Did your library have a mill levy election on the ballot during this fiscal year?	Yes, No
32	<i>Display if 31 is Yes</i>	<i>Was the mill levy election successful?</i>	Yes, No
33	All libraries	Number of central libraries	Pre-filled
34	All libraries	Number of branch libraries	
35	All libraries	Number of bookmobiles	
<b>Outlets</b>			
36	Repeats for each outlet	Outlet type code	Pre-filled
37	Repeats for each outlet	FSCS ID and SEQ	Pre-filled
38	Repeats for each outlet	LIB ID	Pre-filled
39	Repeats for each outlet	Library name	Pre-filled
40	Repeats for each outlet	Street address	Pre-filled
41	Repeats for each outlet	City	Pre-filled
42	Repeats for each outlet	Zip code	Pre-filled
43	Repeats for each outlet	County	Pre-filled
44	Repeats for each outlet	Phone	
45	Repeats for each outlet	Square footage	Pre-filled
46	Repeats for each outlet	When was the library originally built?	YYYY
47	Repeats for each outlet	When was the library's last renovation completed?	YYYY
48	Repeats for each outlet	How would you rate the physical condition of the branch library?	Excellent, Good, Fair, Poor
49	Repeats for each outlet	How would you rate the library facility's ability to meet your programming needs?	Excellent, Good, Fair, Poor
50	Repeats for each outlet	Public service hours per week	
51	Repeats for each outlet	Number of weeks open per year	
52	Repeats for each outlet	Library total number of hours open per year	Automatic calculation
53	Repeats for each outlet	Librarians FTE	

54	Repeats for each outlet	All other FTE	
55	Repeats for each outlet	Staff with MLS FTE	
56	Repeats for each outlet	What type of Internet access does the library have?	DSL, Cable, Fiber, Satellite
57	Repeats for each outlet	Who is the library's Internet provider?	
58	Repeats for each outlet	What is the subscribed download speed for the library's Internet connection?	
59	Repeats for each outlet	What is the subscribed upload speed for the library's Internet connection?	
60	Repeats for each outlet	What is the download speed on the library's public wired connection in the morning?	
61	Repeats for each outlet	What is the upload speed on the library's public wired connection in the morning?	
62	Repeats for each outlet	What is the download speed on the library's public wired connection in the afternoon?	
63	Repeats for each outlet	What is the upload speed on the library's public wired connection in the afternoon?	
64	Repeats for each outlet	Does the library provide public Wi-Fi access?	Yes, No
65	Repeats for each outlet	How would you describe the reliability of the library's Internet connection?	Very dependable, Dependable, Mostly reliable, Sometimes reliable, Not reliable
<b>Staffing &amp; Salaries</b>			
66	All libraries	Total library staff with MLS FTE	Automatic calculation
67	All libraries	Total librarians FTE	Automatic calculation
68	All libraries	Total other staff FTE	Automatic calculation
69	All libraries	Total paid staff FTE	Automatic calculation
70	All libraries	Total hours worked by non-paid staff (volunteers, interns) per year	
71	All libraries	Does the library director have an MLS?	Yes, No
72	All libraries	What is the director's current hourly wage?	
73	All libraries	What is the starting hourly wage for the director position?	
74	All libraries	How many hours does the director work a week?	
75	All libraries	How many years of experience does the director have?	
76	All libraries	What education level does the director position require?	MLS, Masters, Bachelors, High School Diploma, None
77	All libraries	Does the library employ an assistant director?	Yes, No

78	<i>Display if 77 is Yes</i>	<i>Based on all staff currently in the position, what is the highest hourly wage received?</i>	
79	<i>Display if 77 is Yes</i>	<i>What is the starting hourly wage for the position?</i>	
80	<i>Display if 77 is Yes</i>	<i>What education level does the position require?</i>	<i>MLS, Masters, Bachelors, High School Diploma, None</i>
81	All libraries	Does the library employ a branch manager?	Yes, No
82	<i>Display if 81 is Yes</i>	<i>Based on all staff currently in the position, what is the highest hourly wage received?</i>	
83	<i>Display if 81 is Yes</i>	<i>What is the starting hourly wage for the position?</i>	
84	<i>Display if 81 is Yes</i>	<i>What education level does the position require?</i>	<i>MLS, Masters, Bachelors, High School Diploma, None</i>
85	All libraries	Does the library employ a department manager?	Yes, No
86	<i>Display if 83 is Yes</i>	<i>Based on all staff currently in the position, what is the highest hourly wage received?</i>	
87	<i>Display if 83 is Yes</i>	<i>What is the starting hourly wage for the position?</i>	
88	<i>Display if 83 is Yes</i>	<i>What education level does the position require?</i>	<i>MLS, Masters, Bachelors, High School Diploma, None</i>
89	All libraries	Does the library employ a librarian supervisor?	Yes, No
90	<i>Display if 89 is Yes</i>	<i>Based on all staff currently in the position, what is the highest hourly wage received?</i>	
91	<i>Display if 89 is Yes</i>	<i>What is the starting hourly wage for the position?</i>	
92	<i>Display if 89 is Yes</i>	<i>What education level does the position require?</i>	<i>MLS, Masters, Bachelors, High School Diploma, None</i>
93	All libraries	Does the library employ a librarian II?	Yes, No
94	<i>Display if 93 is Yes</i>	<i>Based on all staff currently in the position, what is the highest hourly wage received?</i>	
95	<i>Display if 93 is Yes</i>	<i>What is the starting hourly wage for the position?</i>	
96	<i>Display if 93 is Yes</i>	<i>What education level does the position require?</i>	<i>MLS, Masters, Bachelors, High School Diploma, None</i>
97	All libraries	Does the library employ a librarian I?	Yes, No
98	<i>Display if 97 is Yes</i>	<i>Based on all staff currently in the position, what is the highest hourly wage received?</i>	
99	<i>Display if 97 is Yes</i>	<i>What is the starting hourly wage for the position?</i>	
100	<i>Display if 97 is Yes</i>	<i>What education level does the position require?</i>	<i>MLS, Masters, Bachelors, High School Diploma, None</i>
101	All libraries	Does the library employ IT staff?	Yes, No
102	<i>Display if 101 is Yes</i>	<i>Based on all staff currently in the position, what is the highest hourly wage received?</i>	

103	Display if 101 is Yes	What is the starting hourly wage for the position?	
104	Display if 101 is Yes	What education level does the position require?	MLS, Masters, Bachelors, High School Diploma, None
105	All libraries	Does the library employ a library assistant?	Yes, No
106	Display if 105 is Yes	Based on all staff currently in the position, what is the highest hourly wage received?	
107	Display if 105 is Yes	What is the starting hourly wage for the position?	
108	Display if 105 is Yes	What education level does the position require?	MLS, Masters, Bachelors, High School Diploma, None
109	All libraries	Does the library employ a library aide?	Yes, No
110	Display if 109 is Yes	Based on all staff currently in the position, what is the highest hourly wage received?	
111	Display if 109 is Yes	What is the starting hourly wage for the position?	
112	Display if 109 is Yes	What education level does the position require?	MLS, Masters, Bachelors, High School Diploma, None
<b>Operating Revenue</b>			
113	All libraries	Local government revenue – city general fund	
114	All libraries	Local government revenue – city dedicated voted library mills	
115	All libraries	Local government revenue – county general fund	
116	All libraries	Local government revenue – county dedicated voted library mills	
117	All libraries	Local government revenue – library district	
118	All libraries	Local government revenue – other	
119	All libraries	Total local government revenue	Automatic calculation
120	All libraries	State federation grant	Pre-filled
121	All libraries	Per capita, per square mile state aid	Pre-filled
122	All libraries	State government revenue - other	
123	All libraries	Total state government revenue	Automatic calculation
124	All libraries	Federal government revenue	
125	All libraries	Other operating revenue	
126	All libraries	Total operating revenue	Automatic calculation
<b>Operating Expenditures</b>			
127	All libraries	Salaries & and wages expenditures	
128	All libraries	Employee benefits expenditures	
129	All libraries	Total staff expenditures	Automatic calculation
130	All libraries	Print materials expenditures	
131	All libraries	Electronic materials expenditures	
132	All libraries	Other materials expenditures	

133	All libraries	Total collection expenditures	Automatic calculation
134	All libraries	Continuing education expenditures	
135	All libraries	Other operating expenditures	
136	All libraries	Total other operating expenditures	Automatic calculation
137	All libraries	Total operating expenditures	Automatic calculation
<b>Capital Revenue</b>			
138	All libraries	Local government capital revenue	
139	All libraries	State government capital revenue	
140	All libraries	Federal government capital revenue	
141	All libraries	Other capital revenue	
142	All libraries	Total capital revenue	Automatic calculation
<b>Capital Expenditures</b>			
143	All libraries	Capital collection expenditures	
144	All libraries	Capital furnishings and equipment expenditures	
145	All libraries	Capital building expenditures	
146	All libraries	Other capital expenditures	
147	All libraries	Total capital expenditures	Automatic calculation
<b>Library Collection</b>			
148	All libraries	Print materials	Pre-filled for Montana Shared Catalog members
149	All libraries	Audio physical units	Pre-filled for Montana Shared Catalog members
150	All libraries	Video physical units	Pre-filled for Montana Shared Catalog members
151	All libraries	Other circulating physical items	Pre-filled for Montana Shared Catalog members
152	All libraries	Total physical collection	Automatic calculation
153	All libraries	Downloadable audio provided through the Montana State Library (MTLIB2GO)	Pre-filled
154	All libraries	Other downloadable audio	
155	All libraries	Total audio downloadable units	Automatic calculation
156	All libraries	E-books provided through the Montana State Library (MTLIB2GO)	Pre-filled
157	All libraries	Other e-books	
158	All libraries	Total e-books	Automatic calculation
159	All libraries	Downloadable videos provided through the Montana State Library (MTLIB2GO)	Pre-filled
160	All libraries	Other downloadable videos	
161	All libraries	Total video downloadable units	Automatic calculation
162	All libraries	Licensed databases provided through the Montana State Library	Pre-filled
163	All libraries	Other licensed databases	
164	All libraries	Total licensed databases	Automatic calculation

165	All libraries	Total print serial subscriptions	
<b>Library Services</b>			
166	All libraries	Library visits	
167	All libraries	Library visits reporting method	CT, ES
168	All libraries	Reference transactions	
169	All libraries	Reference transactions reporting method	CT, ES
170	All libraries	Number of registered users	Pre-filled for Montana Shared Catalog members
171	All libraries	Overdue fine policy	Y, N
<b>Circulation</b>			
172	All libraries	Circulation of children's materials - physical	Pre-filled for Montana Shared Catalog members
173	All libraries	Circulation of children's materials provided by Montana State Library (MTLIB2GO)	Pre-filled
174	All libraries	Circulation of children's materials - other electronic	
175	All libraries	[Total] Circulation of children's materials	Automatic calculation
176	All libraries	[Total] Physical item circulation	Pre-filled for Montana Shared Catalog members
177	All libraries	Circulation of other physical items	Pre-filled for Montana Shared Catalog members
178	All libraries	Use of electronic materials provided by Montana State Library (MTLIB2GO)	Pre-filled
179	All libraries	Use of other electronic materials	
180	All libraries	Successful retrieval of electronic information	
181	All libraries	[Total] Use of electronic materials	Automatic calculation
182	All libraries	[Total] Electronic content use	Automatic calculation
183	All libraries	Total circulation of materials	Automatic calculation
184	All libraries	Total collection use	Automatic calculation
<b>Interlibrary Loans</b>			
185	All libraries	Loans - in state	Pre-filled
186	All libraries	Loans - out of state	Pre-filled
187	All libraries	[Total] Provided to	Automatic calculation
188	All libraries	Borrows - in state	Pre-filled
189	All libraries	Borrows - out of state	Pre-filled
190	All libraries	[Total] Received from	Automatic calculation
<b>Library Program Sessions</b>			
191	All libraries	[Audience] Number of synchronous program sessions targeted at children ages 0-5	
192	All libraries	[Audience] Number of synchronous program sessions targeted at children ages 6-11	

193	All libraries	[Audience] Number of children's programs	Automatic calculation
194	All libraries	[Audience] Number of synchronous program sessions targeted at young adults ages 12-18	
195	All libraries	[Audience] Number of synchronous program sessions targeted at adults ages 19 or older	
196	All libraries	[Audience] Number of synchronous general interest program sessions	
197	All libraries	[Location] Number of synchronous in-person onsite program sessions	
198	All libraries	[Location] Number of synchronous in-person offsite program sessions	
199	All libraries	[Location] Number of synchronous virtual program sessions	
200	All libraries	[Audience] Total number of synchronous program sessions	Automatic calculation
201	All libraries	[Location] Total number of synchronous program sessions	Automatic calculation
<b>Library Program Attendance</b>			
202	All libraries	[Audience] Attendance at synchronous programs targeted at children ages 0-5	
203	All libraries	[Audience] Attendance at synchronous programs targeted at children ages 0-5	
204	All libraries	[Audience] Children's program attendance	Automatic calculation
205	All libraries	[Audience] Attendance at synchronous programs targeted at young adults ages 12-18	
206	All libraries	[Audience] Attendance at synchronous programs targeted at adults ages 19 or older	
207	All libraries	[Audience] Attendance at synchronous general interest programs	
208	All libraries	[Location] Synchronous in-person onsite program attendance	
209	All libraries	[Location] Synchronous in-person offsite program attendance	
210	All libraries	[Location] Synchronous virtual program attendance	
211	All libraries	[Audience] Total attendance at synchronous programs	Automatic calculation
212	All libraries	[Location] Total attendance at synchronous programs	Automatic calculation
<b>Pre-recorded Library Programs</b>			
213	All libraries	Total number of asynchronous program presentations	
214	All libraries	Total views of asynchronous program presentations withing 30 days	



<b>215</b>	All libraries	Total attendance at technology classes	
<b>216</b>	All libraries	Total recipients of one-on-one technology assistance	
<b>Library Technology</b>			
<b>217</b>	All libraries	Total device circulation	
<b>218</b>	All libraries	Number of Internet computers used by general public	
<b>219</b>	All libraries	Number of Internet computers used by staff	
<b>220</b>	All libraries	Number of uses (sessions) of public Internet computers per year	
<b>221</b>	All libraries	Reporting method for number of uses of public Internet computers per year	CT, ES
<b>222</b>	All libraries	Wireless sessions	
<b>223</b>	All libraries	Reporting method for wireless sessions	CT, ES
<b>224</b>	All libraries	Website visits	