

Public Library Data Wrangling 101

“I often say that when you can measure what you are speaking about, and express it in numbers, you know something about it; but when you cannot measure it, when you cannot express it in numbers, your knowledge is of a meagre and unsatisfactory kind.”

Lord Kelvin (1824-1907) Scottish physicist and mathematician.



Montana's Official State Website



MONTANA STATE LIBRARY

Talking Book Library
For the Public
For State Employees
For Librarians
About MSL
Jobs
Home

- Reports/Charts
- Publications
- Data Files
- Tools
- Training
- Links
- Statistics Manual
- Contact Us
- Library Directory

Event Calendar

Search Catalog

Words or Phrase
▼

Search Website

Search for an item in libraries near you

Enter title, subject or author

iGoogle Gadget

This gadget adds a search box to your iGoogle portal allowing you to search the Montana State Library Catalog.

[MSL Home](#) > [For Librarians](#) > [For Public Librarians](#) > [Statistics](#)

Public Library Statistics

Welcome to the Montana State Library's Statistics Center. This section has been designed to provide librarians and the public access to a wide variety of statistics reports, tools and publications.

Each year the Montana State Library collects statistics from public libraries in Montana. Libraries can use these statistics to analyze and evaluate library progress in various areas. These statistics are in turn submitted to the [Institute of Museum and Library Services \(IMLS\)](#) allowing peer comparisons between libraries of similar size across the country.

Please refer any questions or suggestions on this section to Stacy Bruhn by [email](#) or phone at (406) 444-3115.

New Tools

- [Custom reports and charts](#)
- [Full data files](#)
- [Individualized brochures](#)
- [Return on Investment Calculator](#)

Welcome
Privacy & Security
Accessibility
Contact Us
Search mt.gov





Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

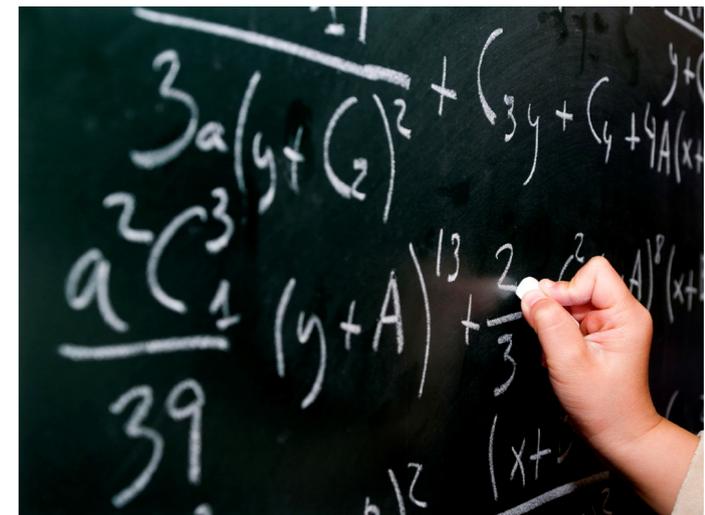
- 1600s: Birthed during the Scientific Revolution
- 1700s: Probability was established as a science
- 1800s: Theory of errors
- 1900s: Importance to society



- statistics

- Noun

- (used with a singular verb) the science that deals with the collection, classification, analysis, and interpretation of numerical facts or data, and that, by use of mathematical theories of probability, imposes order and regularity on aggregates of more or less disparate elements.
- (used with a plural verb) the numerical facts or data themselves.



- Introduction
- Overview
- Gathering Values
- Data Entry
- Resolving Edits
- Online Tools

General Information - SFY 2003

County	Library Name	Registered Borrowers	Percent Registered	Branches	Book-mobiles
Beaverhead	Dillon Public Library	12,830	139.43%		
Big Horn	Big Horn County Public Library	2,317	18.29%	1	
Blaine	Blaine County Library	1,114	25.91%		
	Harlem Public Library	NA	NA		
Broadwater	Broadwater School and Community Library	NA	NA		
Carbon	Bridger Public Library	1,153	51.04%		
	Red Lodge Carnegie Library	3,100	60.99%		
Carter	Ekalaka Public Library	303	22.28%		
Cascade	Belt Public Library	1,000	65.70%		
	Great Falls Public Library				
	Wedsworth Memorial Library				
Chouteau	Chouteau County Library				
Custer	Miles City Public Library				
Daniels	Daniels County Library				
Dawson	Glendive Public Library				
Deer Lodge	Hearst Free Library				
Fallon	Fallon County Library				
Fergus	Denton Public Library				
	Lewistown Public Library				
	Moore Public Library				
Flathead	Flathead County Library				
Gallatin	Belgrade Community Library				
	Bozeman Public Library				
	Manhattan Community Library				
	Three Forks Community Library				
	West Yellowstone Public Library				
Garfield	Garfield County Library				
Glacier	Glacier County Library				
Granite	Drummond School Community Library				
	Philipsburg Public Library				
Hill	Havre-Hill County Library				
Jefferson	Boulder Community Library				
Judith Basin	Judith Basin County Free Library				
Lake	Polson City Library				
	Ronan City Library				
	St Ignace School-Community Library				
Lewis and Clark	Lewis and Clark Library				
Liberty	Liberty County Library				
Lincoln	Lincoln County Public Library				
Madison	Madison Valley Public Library				

General Information - SFY 2003

County	Library Name	Registered Borrowers	Percent Registered
Madison	Sheridan Public Library	1,415	149.26%
	Thompson-Hickman County Library	1,956	47.89%
	Twin Bridges Public Library	695	100.87%
McCone	George McCone Memorial County Library	783	39.61%
Meagher	Meagher County/City Library	2,045	105.85%
Mineral	Mineral County Public Library	1,981	61.00%

Service Hours - SFY 2003

County	Library Name	Hours Open to Public		Annual Hours Open	Users	
		Main	Branch		Per Week	Per Year
Madison	Sheridan Public Library	40	0	2,080	194	10,088
	Thompson-Hickman County Library	32	0	1,664	300	15,600
	Twin Bridges Public Library	40	0	2,080	132	6,864
McCone	George McCone Memorial County Library	20	0	1,040	98	5,096
Meagher	Meagher County/City Library	30	0	1,560	493	25,636
Mineral	Mineral County Public Library	30	13	2,236	210	10,920
Missoula	Missoula Public Library	64	20	4,368	5,808	302,016
Musselshell	Roundup Community Library	53	0	2,756	1,446	75,192
Park	Livingston-Park County Public Library	49	0	2,548	1,329	69,108
Petroleum	Petroleum County School-Community Lib	47	0	2,444	180	9,360
Phillips	Phillips County Library	38	11	2,548	70	3,640
Pondera	Conrad Public Library	38	0	1,976	341	17,732
	Valier Public Library	30	0	1,560	91	4,732
Powder River	Henry A Malley Memorial Library	35	0	1,820	150	7,800
Powell	William K. Kohrs Memorial Library	31	0	1,612	333	17,316
Prairie	Prairie County Library	16	0	832	71	3,692
Ravalli	Bitterroot Public Library	37	0	1,924	972	50,544
	Darby Community Public Library	20	0	1,040	81	4,212
	North Valley Public Library	35	0	1,820	612	31,824
Richland	Sidney Public Library	49	0	2,548	352	18,304
Roosevelt	Roosevelt County Library	42	46	4,576	508	26,416
Rosebud	Rosebud County Library	40	38	4,056	592	30,784
Sanders	Plains Public Library District	30	0	1,560	350	18,200
	Preston Town County Library	20	0	1,040	168	8,736
	Thompson Falls Public Library	30	0	1,560	409	21,268
Sheridan	Sheridan County Library	51	0	2,652	184	9,568
Silver Bow	Butte-Silver Bow Public Library	51	0	2,652	2,225	115,700
Stillwater	Stillwater County Library	44	0	2,288	400	20,800
Sweet Grass	Carnegie Public Library	33	0	1,716	200	10,400
Teton	Choteau Public Library	29	0	1,508	225	11,700
	Dutton Public Library	18	0	936	33	1,716
	Fairfield Public Library	19	0	988	72	3,744
Toole	Toole County Library	36	18	2,808	550	28,600
Valley	Glasgow City-County Library	63	30	4,836	1,316	68,432
Wheatland	Harlowton Public Library	52	0	2,704	136	7,072
Wibaux	Wibaux Public Library	26	0	1,352	110	5,720
Yellowstone	Laurel Public Library	45	0	2,340	344	17,888
	Parmly Billings Library	63	0	3,276	7,269	377,988
TOTAL:						3,502,304

Library Income

County	Library Name	State Income	Federal Income	Other Income	Total Income
Sanders	Plains Public Library District	1,034	0	12,239	14,888
Musselshell	Roundup Community Library	0	0	0	0
Sheridan	Sheridan County Library	0	0	0	0
Sanders	Thompson Falls Public Library	150,450	0	0	150,450
Madison	Thompson-Hickman County Library	0	0	0	0
Gallatin	Three Forks Community Library	0	3,757	0	3,757
Totals					
2,000-3,499		8,876	0	0	8,876
Carbon	Bridger Public Library	5,344	0	75,309	80,653
Teton	Choteau Public Library	9,087	0	28,995	38,082
Daniels	Daniels County Library	4,580	0	21,698	26,278
Fallon	Fallon County Library	9,812	0	4,584	14,396
Blaine	Harlem Public Library	5,803	95	45,528	51,426
Wheatland	Harlowton Public Library	3,993	0	3,239	7,232
Judith Basin	Judith Basin County Free Library	8,876	0	0	8,876
Liberty	Liberty County Library	5,344	0	11,000	16,344
Gallatin	Belgrade Community Library	2,049	0	0	2,049

County	PerCapita/Sq Mile	State Income Interlibrary Loan	Total State Income	Federal Income	Other Income	Total Income	Service Pop	Per Capita
	5,482	7,555	14,392	1,034	0	1,068,598	47,805	22.35
	3,894	5,762	10,995	0	229	611,037	34,606	17.66
	8,770	14,938	25,907	0	129,104	1,239,698	74,471	16.65
	8,793	8,016	18,452	0	202,073	1,202,367	77,128	15.59
	6,523	7,277	19,125	0	101,805	1,970,899	55,716	35.37
	10,846	11,343	24,388	0	48,945	1,625,341	95,802	16.97
	13,838	10,264	25,570	3,483	904,008	2,594,889	123,097	21.08
	58,146	65,155	138,829	4,517	1,386,164	10,312,829	508,625	20.28
	1,037	1,112	4,051	0	12,239	146,888	10,272	14.30
	1,984	2,524	5,976	0	0	250,421	12,671	19.76
	2,199	3,241	7,639	0	150,450	365,506	23,844	15.33
	1,290	1,083	5,803	0	0	172,235	10,049	17.14
	1,594	489	3,993	0	3,757	167,750	13,247	12.66
	2,151	2,397	8,876	0	0	242,820	16,673	14.56
	1,511	2,365	5,344	0	75,309	310,173	11,406	27.19
	2,474	4,415	9,087	0	28,995	360,598	18,837	19.14
	2,023	1,285	4,580	0	21,698	275,559	15,694	17.56
	1,706	4,333	9,812	0	4,584	321,280	11,696	27.47
	1,373	1,323	4,895	95	45,528	185,555	11,789	15.74
	1,430	3,250	4,680	0	3,239	229,308	10,620	21.59
	20,772	27,817	74,736	95	345,799	3,028,093	166,798	18.15
	1,096	556	2,049	0	11,000	191,379	5,970	32.06

Service Hours - SFY 2003

County	Library Name	Hours Open to Public		Annual Hours Open	Users	
		Main	Branch		Per Week	Per Year
Beaverhead	Dillon Public Library	38	0	1,976	320	16,640
Big Horn	Big Horn County Public Library	44	0	2,288	1,076	55,952
Blaine	Blaine County Library	31	0	1,612	120	6,240
	Harlem Public Library	25	0	1,300	76	3,952
Broadwater	Broadwater School and Community Libra	61	0	3,172	739	38,428
Carbon	Bridger Public Library	15	0	780	196	10,192
	Red Lodge Carnegie Library	45	0	2,340	280	14,560
Carter	Ekalaka Public Library	21	0	1,092	55	2,860
Cascade	Belt Public Library	20	0	1,040	220	11,440
	Great Falls Public Library	58	0	3,016	3,496	181,792
	Wedsworth Memorial Library	23	0	1,196	65	3,380
Chouteau	Chouteau County Library	47	46	4,836	620	32,240
Custer	Miles City Public Library	53	0	2,756	861	44,772
Daniels	Daniels County Library	43	0	2,236	425	22,100
Dawson	Glendive Public Library	45	12	2,964	703	36,556
Deer Lodge	Hearst Free Library	49	0	2,548	1,500	78,000
Fallon	Fallon County Library	49	0	2,548	331	17,212
Fergus	Denton Public Library	38	0	1,976	42	2,184
	Lewistown Public Library	48	0	2,496	1,450	75,400
	Moore Public Library	15	0	780	49	2,548
Flathead	Flathead County Library	53	126	9,308	6,489	337,428
Gallatin	Belgrade Community Library	46	0	2,392	675	35,100
	Bozeman Public Library	57	0	2,964	6,663	346,476
	Manhattan Community Library	30	0	1,560	600	31,200
	Three Forks Community Library	35	0	1,820	197	10,244
	West Yellowstone Public Library	38	0	1,976	262	13,624
Garfield	Garfield County Library	20	0	1,040	80	4,160
Glacier	Glacier County Library	38	32	3,640	800	41,600
Granite	Drummond School Community Library	40	0	2,080	35	1,820
	Philipsburg Public Library	15	0	780	85	4,420
Hill	Havre-Hill County Library	50	0	2,600	1,088	56,576
Jefferson	Boulder Community Library	30	30	3,120	800	41,600
Judith Basin	Judith Basin County Free Library	42	12	2,808	176	9,152
Lake	Polson City Library	42	0	2,184	1,045	54,340
	Ronan City Library	38	0	1,976	560	29,120
	St Ignace School-Community Library	42	0	2,184	200	10,400
Lewis and Clark	Lewis and Clark Library	62	60	6,344	4,543	236,236
Liberty	Liberty County Library	38	0	1,976	183	9,516
Lincoln	Lincoln County Public Library	48	60	5,616	1,703	88,556
Madison	Madison Valley Public Library	43	0	2,236	190	9,880

- Introduction
- Overview
- Gathering Values
- Data Entry
 - Data Elements
 - Page One
 - Contact
 - Population
 - General Information
 - Library Facility Adequacy
 - Staff
 - Income
 - Expenditures
 - Page Two
 - Collection
 - Service Hours
 - Transactions
 - Circulation
 - Programs
 - Interlibrary Loans
 - Page Three
 - Automation
 - Computers
 - Internet Access
 - Circulation Systems
 - Electronic Services
 - Page Four
- Resolving Edits
- Online Tools
 - Reports and Charts
 - Custom Reports
 - Ranking Reports
 - Historical Reports
 - Statewide Library Performance Indicators
 - Publications
 - Data Files
 - Tools
 - Return on Investment Calculator
 - Brochures
 - Scripts
 - Training
 - Links

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools



Introduction

Overview

Gathering Values

Data Entry

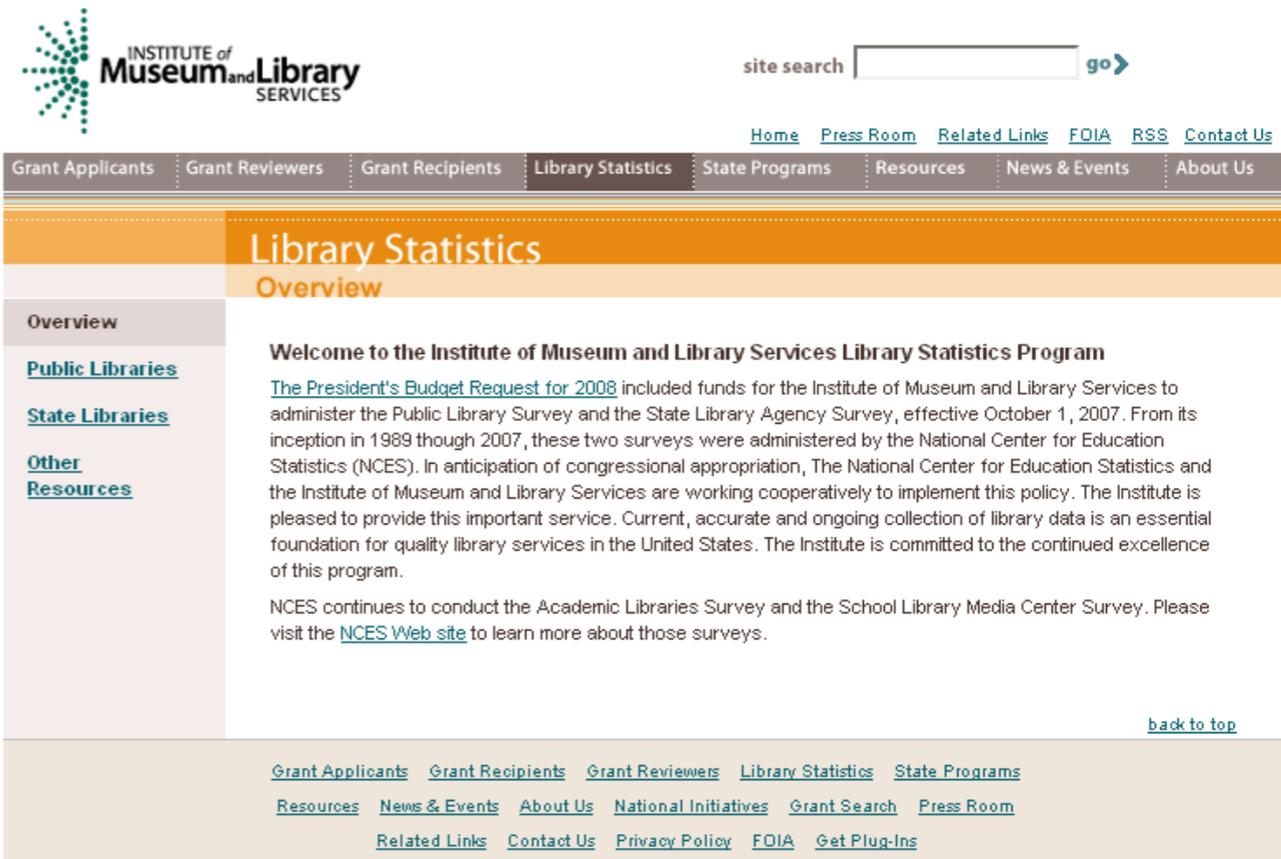
Resolving Edits

Online Tools

- Overview
- Introduction
- Administrative Rules
- The Process

The average human eats 8 spiders in their lifetime at night.

- Each year the Montana State Library collects statistics from public libraries in Montana. These numbers are in turn sent on to the Institute of Museum and Library Sciences (IMLS) to meet federal requirements.
- The statistics are used on state and national levels to assist in the development of policies, lobbying and evaluation of services provided.
- The State Data Coordinator is the Montana State Library's staff person responsible for collection, analysis and reporting.



The screenshot shows the website for the Institute of Museum and Library Services Library Statistics Program. The page features a navigation menu with links for Grant Applicants, Grant Reviewers, Grant Recipients, Library Statistics (selected), State Programs, Resources, News & Events, and About Us. The main content area is titled "Library Statistics Overview" and includes a welcome message, a paragraph about the program's history and purpose, and a link to the NCES website. A search bar and a "go" button are located in the top right corner. A "back to top" link is at the bottom right of the main content area. The footer contains a comprehensive list of navigation links including Grant Applicants, Grant Recipients, Grant Reviewers, Library Statistics, State Programs, Resources, News & Events, About Us, National Initiatives, Grant Search, Press Room, Related Links, Contact Us, Privacy Policy, FOIA, and Get Plug-Ins.



- Public Libraries must submit an Annual Statistical Report to receive state per capita and per square mile payments.
 - Administrative Rules of Montana
 - 10.102.1150A PUBLIC LIBRARY STANDARDS: GENERAL
 1. Public libraries receiving state payments must meet the following essential standards by July 2007 and each year following.
 2. General essential standards for public libraries are as follows:
 - d. The library submits the Montana Public Library Annual Statistical Report to the Montana State Library.



- Data elements are based on state and federal requirements.
 - Administrative Rules of Montana
 - 10.102.1155 ANNUAL STATISTICAL REPORT
 1. The commission, in setting up minimum standards of free public library service and in certifying such libraries for state monies shall require the filing of an annual statistical report.
 - d. This annual report may include such types of information as the Montana State Library commissioners shall deem necessary.
 - d. In no instance shall the commission require new cumulations of statistical data without providing to each affected public library, 60 days prior to the beginning of the period of which information will be collected, notice of the commission's intention to require such cumulations as part of the annual report.

- Librarians begin by collecting statistics from July through June of the fiscal year.

[Introduction](#)

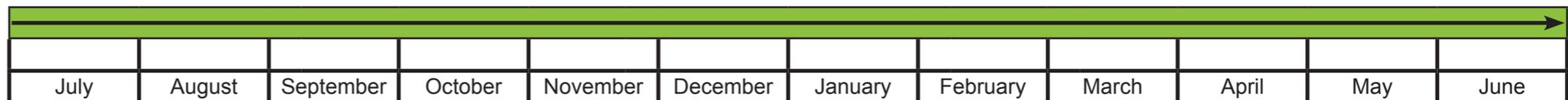
[Overview](#)

[Gathering Values](#)

[Data Entry](#)

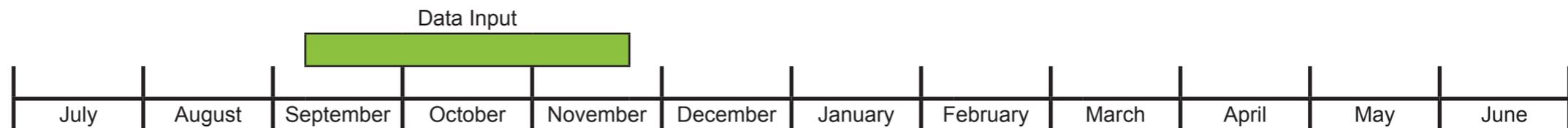
[Resolving Edits](#)

[Online Tools](#)

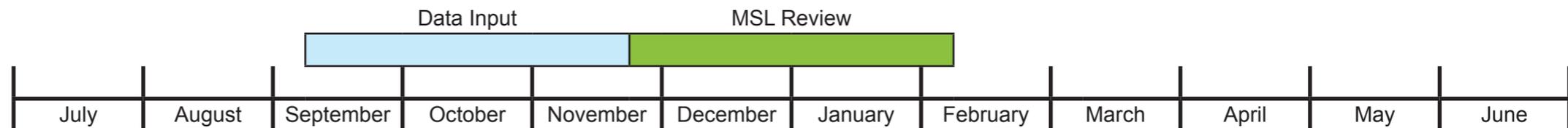
A horizontal timeline diagram consisting of a green bar with a black arrow pointing to the right. Below the bar is a table with 12 columns representing the months of the fiscal year.

July	August	September	October	November	December	January	February	March	April	May	June

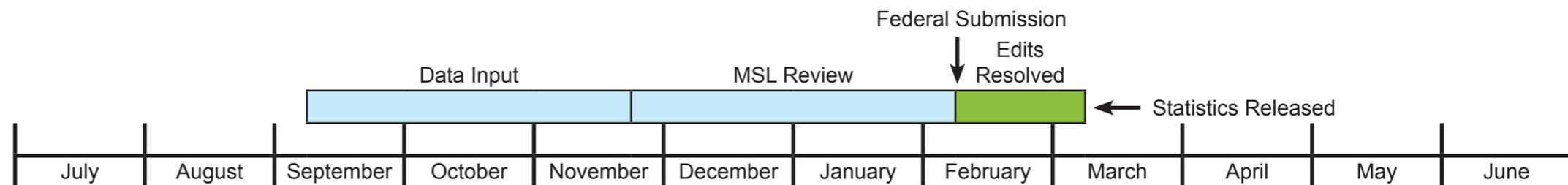
- Statistics are submitted in the fall through the State Library's online data input system.



- Once all statistics are received, the State Library reviews the data and works with librarians to resolve anomalies.



- The State Library works with libraries to resolve federal edits in the early spring. Once completed the statistics are finalized for the year and the Annual Report of Statistics (print document) and online tools are produced.



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools



Introduction

Overview

Gathering Values

Data Entry

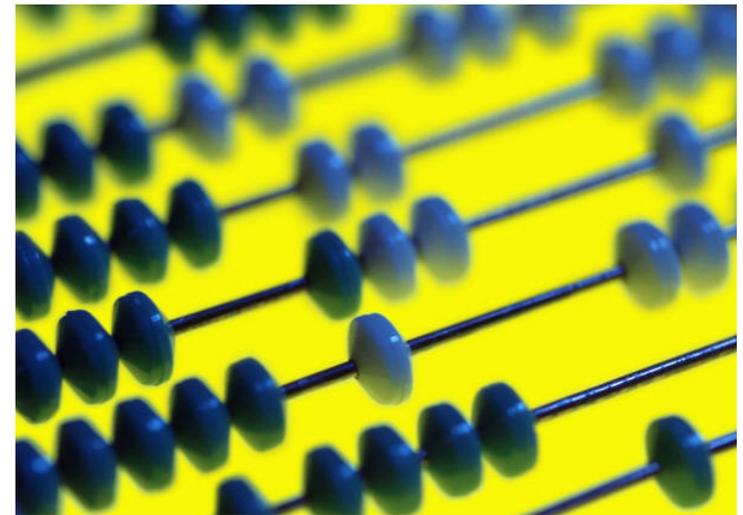
Resolving Edits

Online Tools

- Gathering Values
 - Methodology
 - Federal Edits
 - State Library Calculations
 - Survey Adjustments

Odds of being killed by space debris - 1 in 5 billion.

- Librarians use a wide variety of methods to collect data throughout the fiscal year. With the exception of square footage and detailed staff information, all branch and bookmobile (outlets) numbers are included in the statistics submitted by the main library.
- Common sources for data include:
 - Ongoing counts
 - Weekly averages
 - Library reports - either automated or manual
 - Financial reports



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- IMLS has an extensive error checking process based on over 400 “edit messages” which must be resolved before the data can be finalized.
 - Historical
 - Internal
 - Critical

Sneeze travels out of your mouth at over 100 miles (161 km) an hour.

Introduction

Overview

Gathering Values

Data Entry

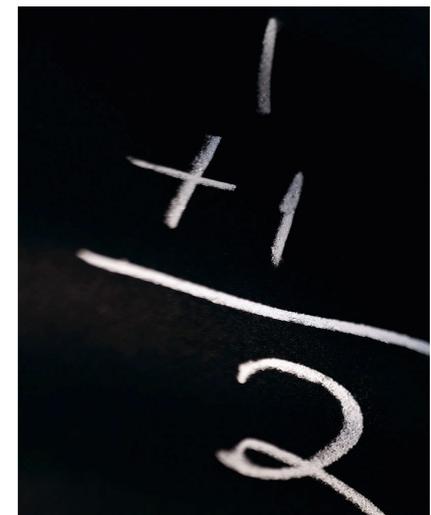
Resolving Edits

Online Tools

- Common edit messages can help point out problems with data collection, such as:
 - Submitting the exact same numbers as the previous year.
 - Significant differences between current and prior year values.
 - Zero values.
- **While the above values will be questioned, they will also be accepted if confirmed.**



- In order to simplify the process for librarians, the State Library calculates a number of data elements for submittal to IMLS and for purposes of reporting.
 - Sum of individual items is calculated
 - Examples: Total Capital Expenditures, Total Program Attendance
 - Weekly value is multiplied by 52 to produce an annual number
 - Examples: Library Visits, Public Internet Computer Users
 - Staffing information is extracted from the Library Directory
 - Examples: Director FTE, Total Paid Staff
 - State Library Performance Indicators
 - Examples: Circulation per capita, Visits per capita



- The survey is occasionally modified based on changes in federal collection requirements or to clarify specific elements. The below list gives a few examples of adjustments made since 1999.
 - Examples:
 - Capital Expenditures – Collection
 - included in 2005
 - Collection - Current Electronic Serial Subscriptions
 - included in 2004
 - Collection - Databases - Total
 - included in 2003, based on a total of the available detail

The average person will spend 2 weeks over their lifetime waiting for the traffic light to change.

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Data Entry
 - Data Entry System Login
 - Data Entry Process
 - Instructions
 - Data Input Form
 - Help Files
 - Completing Pages 1, 2, and 3
 - Entering Staff Wages and Hours
 - Print a Final Report
 - Outlet Statistics

More than 2,500 left handed people are killed every year from using right handed products.

- Data input is done through the Edit section of the Library Directory. Statistics entry pages are only available during the “data input window” which begins in the fall and ends in early winter.
- Updating of the Library Directory now coincides with the Public Library Statistics deadline in order to simplify data entry for libraries.
 - To begin entering the statistics:
 - Go to the Library Directory
 - Find the library by selecting the appropriate criteria and choosing search.
 - Choose the library from the list.
 - Enter the library’s password.
 - Choose the current year’s Public Library Statistics link from the Main Menu.



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Reading the Instructions (Required)
- Print a data input form or review the help files (Optional)
- Completing Page One (Required)
- Completing Page Two (Required)
- Completing Page Three (Required)
- Completing Page 4 (Optional)
- Entering staff wages and hours (If needed)
- Printing a copy of the final report for the library's records (Optional)
- Inputting outlet statistics (If applicable)

There are 1 million ants for every person in the world.

- Required
- The Instructions page provides basic information on the statistics entry process and how to navigate through the Statistics Entry pages. It is updated with new information every year and must be reviewed to unlock the remaining data entry pages.



- Optional
- A Data Input Form has been provided to assist with data entry. The form includes space to write down current year values and is organized in the same fashion as the data input pages.



Missoula Public Library Input Form

[Back](#) [Print](#)

General Information

FSCS ID & Extension MT0051-002

Library Name Missoula Public Library

Mailing Address 301 E Main

Street Address 301 E Main

City Missoula

County Missoula

Zip Code 59802-4799

Phone Number (406) 721-2665

Fax Number (406) 728-5900

Web Address <http://www.missoulapubliclibrary.org>

Contact Name & Position _____ Enter Contact Person

Contact's Email Address _____ Enter Email Address

Outlet Type CE - Central Library

Metropolitan Status NO - Not in a metropolitan area

Interlibrary Relationship HQ - Headquarters of a System, Federation, or Cooperative Service

Legal Basis CC - City/County

Administrative Structure MO - Multiple Direct Service Outlets where Administrative Offices are not Separate

Meets definition of FSCS Public Library Yes

Geographic Code CO1 - County exactly

Number of Central Libraries 1

Service Area Population 95,802

Has the legal service boundary changed in the past year? Yes or No? (Circle one)

Registered Borrowers _____ Enter a numeric value.

Library Square Footage _____ Enter a numeric value.

Library Facility Adequacy

ADA Assessment Completed on Library Yes or No? (Circle one)

Library is Handicapped Accessible Yes or No? (Circle one)

If Library not Accessible, What is Required Build a New Library | Major | Minor Remodeling (Circle one)

Library is Adequate for Population Served Yes or No? (Circle one)

If Library not Adequate, What is Required Build a New Library | Major | Minor Remodeling (Circle one)

Staff

Employee Name (Last, First)	Position	Has MLS?	Hours/Week	Hourly Wage
Albrecht, Florian	Library Page	Y or N	_____	\$ _____
Azar, Sharon	Library Page	Y or N	_____	\$ _____
Bray, Honore	Library Director	Y or N	_____	\$ _____
Campbell, Caroline	Library Specialist	Y or N	_____	\$ _____
Cass, Robert	Library Page	Y or N	_____	\$ _____
Christianson, Craig	Library Assistant	Y or N	_____	\$ _____
Comer, Carolyn	Library Page	Y or N	_____	\$ _____

- Introduction
- Overview
- Gathering Values
- Data Entry
- Resolving Edits
- Online Tools

Cote, Laura	Library Assistant	Y or N	_____	\$ _____
Doyle, Marjorie	Reference Librarian	Y or N	_____	\$ _____
Doyle, Joyce	Youth Services Librarian	Y or N	_____	\$ _____
Elvrom, Tove	Library Specialist	Y or N	_____	\$ _____
Gohl, Myra	Interlibrary Loan Librarian	Y or N	_____	\$ _____
Gonzales, Karen	Youth Services Librarian	Y or N	_____	\$ _____
Gordon, Cybelle	Library Assistant	Y or N	_____	\$ _____
Grady, Mitch	Library Assistant	Y or N	_____	\$ _____
Guest, Jane	Technical Services Assistant	Y or N	_____	\$ _____
Guetherman, Brian	Library Page	Y or N	_____	\$ _____
Hadlow, Christine	Library Specialist	Y or N	_____	\$ _____
Hanowell, Gail	Reference Librarian	Y or N	_____	\$ _____
Harrington, Pam	Library Page	Y or N	_____	\$ _____
Holt, Kathy	Library Assistant	Y or N	_____	\$ _____
Huffman, Brianna	Library Specialist	Y or N	_____	\$ _____
Ivanovitch, Linette	Youth Services Librarian	Y or N	_____	\$ _____
Jorgensen, Christine	Library Technician	Y or N	_____	\$ _____
Kauffman, Fern	Branch Librarian	Y or N	_____	\$ _____
Kliss, Molly	Reference Librarian	Y or N	_____	\$ _____
Marshall, Mary	Library Specialist	Y or N	_____	\$ _____
McMurray, Dana	Library Technician	Y or N	_____	\$ _____
Millard, Anita	Library Specialist	Y or N	_____	\$ _____
Miller, Ben	Library Assistant	Y or N	_____	\$ _____
Mitchell, Kathy	Library Specialist	Y or N	_____	\$ _____
Morton, Claire	Assistant Director	Y or N	_____	\$ _____
Olson, Karl	Library Assistant	Y or N	_____	\$ _____
Parpart, Paulette	Cataloger	Y or N	_____	\$ _____
Peltzer, Rob	Custodian	Y or N	_____	\$ _____
Prescott, Christine	Library Page	Y or N	_____	\$ _____
Semmelroth, Jim	Network Manager	Y or N	_____	\$ _____
Squires, Rita	Library Specialist	Y or N	_____	\$ _____
Stafford, Vini	Library Specialist	Y or N	_____	\$ _____
Stevens, Vaun	Reference Librarian	Y or N	_____	\$ _____
Stone, Susan	Branch Librarian	Y or N	_____	\$ _____
Torrey, Paula	Administrative Assistant	Y or N	_____	\$ _____
Vesovic, Sasa	Library Assistant	Y or N	_____	\$ _____
Hours Worked/Week by NPS	_____	Enter a numeric value.		
Library Income				
General Fund (Codes)	_____	Select appropriate funding codes. See help.		
Non-Tax Revenue (Codes)	_____	Select appropriate funding codes. See help.		
City Mill	_____	Enter a numeric value.		
County Mill	_____	Enter a numeric value.		
District Mill	_____	Enter a numeric value.		
Additional Mill	_____	Enter a numeric value.		
Local Income:				
Local City/District Income	_____	Enter a numeric value.		
Local County Income	_____	Enter a numeric value.		
State Income:				
Coal Severance Tax Income	_____	Enter a numeric value.		
State Aid	_____	Enter a numeric value.		
Per Capita/Square Mile Income	_____	Enter a numeric value.		

ILL Income	_____	Enter a numeric value.
Federal Income	_____	Enter a numeric value.
Other Income	_____	Enter a numeric value.
Source(s) of Other Income	_____	Please identify the sources. See help.
Capital Revenue:		
Local Government Capital Revenue	_____	Enter a numeric value.
State Government Capital Revenue	_____	Enter a numeric value.
Federal Government Capital Revenue	_____	Enter a numeric value.
Other Capital Revenue	_____	Enter a numeric value.
Expenditures		
Employee Salaries & Wages	_____	Enter a numeric value.
Employee Benefits	_____	Enter a numeric value.
Continuing Education	_____	Enter a numeric value.
Print Materials Expenditures	_____	Enter a numeric value.
Electronic Materials Expenditures	_____	Enter a numeric value.
Other Materials Expenditures	_____	Enter a numeric value.
Other Operating Expenses	_____	Enter a numeric value.
Capital Expenditures:		
Collections	_____	Enter a numeric value.
Furnishings and Equipment	_____	Enter a numeric value.
Buildings	_____	Enter a numeric value.
Other Capital Expenditures	_____	Enter a numeric value.
Collection		
Print Materials	_____	Enter a numeric value.
Electronic Book (E-Books)	_____	Enter a numeric value.
Licensed Databases:		
Local	_____	Enter a numeric value.
State (state government or State library)	_____	Enter a numeric value.
Other cooperative agreements (or consortia) within state or region	_____	Enter a numeric value.
Current Electronic Serial Subscriptions	_____	Enter a numeric value.
Current Print Serial Subscriptions	_____	Enter a numeric value.
Audios	_____	Enter a numeric value.
Videos	_____	Enter a numeric value.
Other Collection	_____	Enter a numeric value.
Service Hours		
Hours Open in Typical Week - Main Library	_____	Enter a numeric value.
Hours Open in Typical Week - Branch(es)	_____	Enter a numeric value.
Hours Open in Typical Week - School	_____	Enter a numeric value.
Hours Open in Typical Week - Bookmobile	_____	Enter a numeric value.
Transactions		
Library Users in Typical Week	_____	Enter a numeric value.
Reference Transactions in Typical Week	_____	Enter a numeric value.
Procedural Transactions in Typical Week	_____	Enter a numeric value.

Directional Transactions in Typical Week	_____	Enter a numeric value.
Circulation		
Annual Circulated Materials - Children's	_____	Enter a numeric value.
Annual Circulated Materials - Other	_____	Enter a numeric value.
Programs		
Programs Offered - Children	_____	Enter a numeric value.
Programs Offered - Young Adult	_____	Enter a numeric value.
Programs Offered - Adult	_____	Enter a numeric value.
Program Attendance - Children	_____	Enter a numeric value.
Program Attendance - Young Adult	_____	Enter a numeric value.
Program Attendance - Adult	_____	Enter a numeric value.
Interlibrary Loans		
Loans - In State	_____	Enter a numeric value.
Loans - Out State	_____	Enter a numeric value.
Borrows - In State	_____	Enter a numeric value.
Borrows - Out State	_____	Enter a numeric value.
Automation		
Library has Internet Access		Yes or No? (Circle one)
Internet Access Used By		Patron W/ Staff Patron and Staff Staff Only (Circle one)
Internet Accessible PC's - Used by Public	_____	Enter a numeric value.
Internet Accessible PC's - Used by Staff	_____	Enter a numeric value.
Public Internet Computer Users in Typical Week	_____	Enter a numeric value.
Library has a Local Area Network		Yes or No? (Circle one)
Computers		
Public Access Computers (PAC's)	_____	Enter a numeric value.
PAC's on Local Area Network	_____	Enter a numeric value.
PAC's with Library Catalog Access	_____	Enter a numeric value.
PAC's with Access to CD-ROM Resources	_____	Enter a numeric value.
PAC's with On-Line Full Text Databases	_____	Enter a numeric value.
Internet Access		
Type of Internet Connection	_____	Choose from drop down menu!
Does Browser Display Graphics		Yes or No? (Circle one)
Circulation Systems		
Automated Circulation System		Yes or No? (Circle one)
Online Public Access Catalog		Yes or No? (Circle one)
Library System Vendor	_____	Choose from drop down menu!
Other Library System Vendor	_____	Enter name of other vendor.
Library System Product Name	_____	Choose from drop down menu!
Other Library System Product Name	_____	Enter name of other product name.
Library System Version Number	_____	Enter a alpha-numeric value.
Electronic Services		
Electronic Service Product #1	_____	Choose from drop down menu!

[Introduction](#)[Overview](#)[Gathering Values](#)[Data Entry](#)[Resolving Edits](#)[Online Tools](#)

Electronic Service Product #2 _____ Choose from drop down menu!
Electronic Service Product #3 _____ Choose from drop down menu!
Other Electronic Service Product #1 _____ Enter name of other ESP#1.
Other Electronic Service Product #2 _____ Enter name of other ESP#2.

Comments
Comments & Suggestions _____ Enter comments, suggestions, etc!

SAMPLE

- Optional
- Help links can be found throughout the statistics data entry pages or users may browse the entire section.
- Definitions are included for each of the statistics. Information includes statistic category, State Library definition, detailed Federal definition and a link to Edit Messages.

Americans on the average eat 18 acres of pizza everyday.



- Required
- Pages 1, 2, and 3 have been organized so that related data elements are grouped together.



Library Directory

Missoula Public Library
Page 1

Contact Person

Please select the name of the employee at your library who is responsible for maintaining and reporting your statistical information. If he or she is not listed here, return to ["Employee List"](#) and add the employee to the directory.

Honore Bray

Population		FY 2007	FY 2008
City	?	Missoula	Missoula
County	?	Missoula	Missoula
Federation	?	Tamarack	Tamarack
City/District Population	?	57,053	57,053
County Population	?	100,086	100,086
Service Population	?	95,802	95,802
General Information		FY 2007	FY 2008
Outlet Type	?	CE	CE
Metropolitan Status	?	NO	NO
Interlibrary Relationship	?	HQ	HQ
Legal Basis	?	CC	CC
Administrative Structure	?	MO	MO
FSCS Public Library	?	Y	Y




MONTANA STATE LIBRARY

Talking Book Library
For the Public
For State Employees
For Librarians
About MSL
Jobs
Home

[MSL Home](#) > [For Librarians](#) > [Library Directory](#) > [Edit Path](#) > [Main Menu](#) > [Pg - 2008](#)

Library Directory

Missoula Public Library Page 1

Contact Person

Please select the name of the employee at your library who is responsible for maintaining and reporting your statistical information. If he or she is not listed here, return to "[Employee List](#)" and add the employee to the directory.

Honore Brey

	FY 2007	FY 2008
Population		
City	Missoula	Missoula
County	Missoula	Missoula
Federation	Tamarack	Tamarack
City/District Population	57,053	57,053
County Population	100,086	100,086
Service Population	95,802	95,802
General Information	FY 2007	FY 2008
Outlet Type	CE	CE
Metropolitan Status	NO	NO
Interlibrary Relationship	HQ	HQ
Legal Basis	CC	CC
Administrative Structure	MO	MO
FSCS Public Library	Y	Y
Geographic Code	CO1	CO1
Number of Central Libraries	1	1

Search Catalog

Words or Phrase

All
 Govt. Doc.

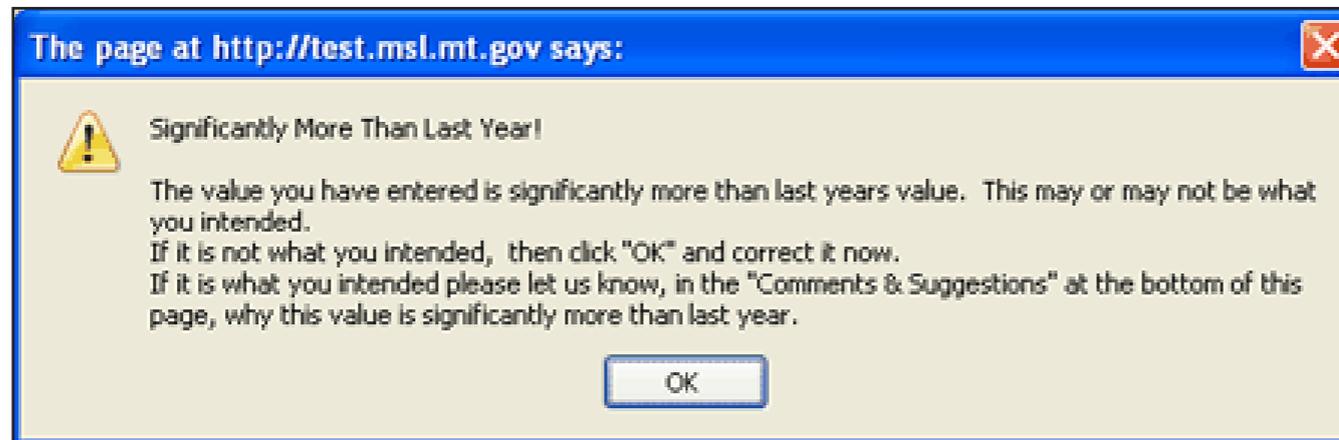
Book
 Magazine

Search

Search Website



- Pop-up messages have been included warning librarians when their values are not in line with some of the most common Federal edit messages. If the library is assured that the data is correct, simply click Ok, make a note in the Comments box provided on the page and move on.



- Enter zeros where applicable.
- All values should be rounded to the nearest whole number.
- Enter any discrepancies or special considerations in the Comments and Suggestions box.

Termites eat through wood 2 times faster when listening to rock music.

- Introduction
- Overview
- Gathering Values
- Data Entry
- Resolving Edits
- Online Tools

Federal Government Capital Revenue	?	\$0	<input type="text" value="0"/>
Other Capital Revenue	?	\$0	<input type="text" value="0"/>
Expenditures		FY 2007	FY 2008
Employee Salaries & Wages	?	\$929,057	<input type="text" value="0"/>
Employee Benefits	?	\$325,518	<input type="text" value="0"/>
Continuing Education	?	\$21,000	<input type="text" value="0"/>
Print Materials	?	\$202,000	<input type="text" value="0"/>
Electronic Materials and Services	?	\$25,000	<input type="text" value="0"/>
Other Materials	?	\$66,900	<input type="text" value="0"/>
Other Operating Expenses	?	\$415,290	<input type="text" value="0"/>
Capital Expenditure - Collections	?	\$2,939,000	<input type="text" value="0"/>
Capital Expenditure - Furn. & Equip.	?	\$0	<input type="text" value="0"/>
Capital Expenditure - Buildings	?	\$380,021	<input type="text" value="0"/>
Capital Expenditure - Other	?	\$0	<input type="text" value="0"/>
Comments & Suggestions ?			
<div style="border: 1px solid #ccc; padding: 10px; min-height: 200px;"> <p>No Comment</p> </div>			
<input type="button" value="Submit Page 1"/>			



- If staff information is up to date in the Library Directory the library will not have any adjustments to make; otherwise add, delete or update employees as needed.
- FTE, number of MLS and staff types are calculated based on this information.



[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- [Print a copy of the statistics report for the library's records.](#)

You use more calories eating celery than there are in the celery itself.

Missoula Public Library

Powered by the [Montana State Library](#) 

**Statistics Report - 2007
 7/22/2008**

**not collected

Library Income	2007
General Fund Revenue Sources	
County	Yes
City	No
District	No
School District	No
Non-Tax Revenue Sources	
County	Yes
City	No
District	No
City Mill	0.00
County Mill	10.53
District Mill	0.00
Additional Mill	0.00
Local Income	
Local City/District Income	0
Local County Income	2,038,753
Sub-Total	2,038,753
State Income	
Coal Severance Tax Income	2,534
State Aid	0
Per Capita/Square Mile Income	9,657
ILL Income	60,690
Sub-Total	72,881
Federal Income	0
Other Income	52,269
Total Income	2,163,903
Other Income Sources	
Fines	Yes
Donation	No
Memorial	No
Gift	No
Interest	No
Private Foundation Grants	No
Corporations	No
Other	Yes
Capital Revenue	
Local Government	3,319,021
State Government	0
Federal Government	0
Other Government	0

Total Capital Revenue		3,319,021
Expenditures		2007
Employee Salaries & Wages		929,057
Employee Benefits		325,518
Continuing Education		21,000
Print Materials		202,000
Electronic Materials		25,000
Other Materials		66,900
Other Operating Expenses		415,290
Total Expenses		1,984,765
Collections		2,939,000
Furnishings & Equipment		0
Buildings		380,021
Other		0
Total Capital Expenditures		3,319,021
Collection		2007
Print Materials		230,571
Electronic Books (E-Books)		9,198
Licensed Databases		
Local		8
State (state government or State library)		24
Other cooperative agreements (or consortia) within state or region		0
Current Electronic Serial Subscriptions		1
Current Print Serial Subscriptions		533
Audios		16,966
Videos		11,906
Other Collection		1,694
Total Collection		
Staff Information		2007
Director Has MLS		No
Total FTE with MLS		5
Director FTE		1
Librarian FTE		12.2
Other Staff		21.4
Total Paid Staff		33.600
Non-Paid Staff Hours Per Week		90
Service Hours		2007
Hours Open in Typical Week - Main		64
Hours Open in Typical Week - Branch(es)		32
Hours Open in Typical Week - School		0
Hours Open in Typical Week - Bookmobile		0
Transactions		2007

- Introduction
- Overview
- Gathering Values
- Data Entry
- Resolving Edits
- Online Tools

Library Users in Typical Week	9,100
Reference Transactions in Typical Week	610
Procedural Transactions in Typical Week	310
Directional Transactions in Typical Week	300
Circulation	2007
Annual Circulated Materials - Children's	255,330
Annual Circulated Materials - Other	434,752
Programs	2007
Programs Offered - Children	398
Programs Offered - Young Adult	13
Programs Offered - Adult	125
Program Attendance - Children	12,772
Program Attendance - Young Adult	329
Program Attendance - Adult	2,100
Interlibrary Loans	2007
Loans - In State	37,109
Loans - Out State	957
Borrows - In State	25,419
Borrows - Out State	1,619
Automation	2007
Library has Internet Access	Yes
Internet Access Used By	Patron or Staff
Internet Accessible PC's - Used by Public	56
Internet Accessible PC's - Used by Staff	47
Public Internet Computer Users in Typical Week	2,700
Library has a Local Area Network	Yes
Computers	2007
Public Access Computers (PAC's)	56
PAC's on Local Area Network	56
PAC's with Library Catalog Access	15
PAC's with Access to CD-ROM Resources	0
PAC's with On-Line Full Text Databases	56
Internet Access	2007
Type of Internet Connection	T1
Does Browser Display Graphics	Yes
Circulation Systems	2007
Automated Circulation System	Yes
Online Public Access Catalog	Yes
Library System Vendor	SIRSI Corporation
Other Library System Vendor	N/A
Library System Product Name	Unicorn
Other Library System Product Name	N/A

Library System Version Number

N/A

Electronic Services

2007

Electronic Service Product #1

InfoTrac

Electronic Service Product #2

Learn-A-Test

Electronic Service Product #3

EBSCO Auto Repair Database

Other Electronic Service Product #1

Heritage Quest

Other Electronic Service Product #2

Reference USA



Sample

- Libraries need only enter Outlet Statistics if they are the main library to a branch, bookmobile, etc. Links to enter Outlet Statistics will appear at the bottom of the Statistics menu if applicable.
 - Prepare a data input form (Optional)
 - Complete Page One (If applicable)
 - Enter staff wages and hours (If needed)
 - Print a copy of the final report for the library's records (Optional)



mt.gov Montana's Official State Website

MONTANA STATE LIBRARY

Talking Book Library For the Public For State Employees For Librarians About MSL Jobs Home

MSL Home > For Librarians > Library Directory > Edit Path > Main Menu > Pls - 2008

Library Directory

Missoula Public Library Statistics Menu

Instructions	Please read these instructions	Completed
Prepare	Print a data input form and/or the help file	
Page 1	General Information, ADA, Staff, Income, etc.	Not Completed
Page 2	Collection, Service Hours, Transactions, Circulation, etc.	Not Completed
Page 3	Automation, Computers, Internet Info, ILS, etc.	Not Completed
Page 4	Comments & Suggestions	
Staff Wages	Enter staff wages and hours	
Print	Print a copy of these statistics for your records	
Outlets		
Go to	Svan Valley Community Library	
Go to	Seeley Lake Branch Library	
Go to	Frenchtown School and Community Library	

Search Catalog

Words or Phrase

All Govt. Doc.

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools



[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- Page One
 - Contact
 - Population
 - General Information
 - Library Facility Adequacy
 - Staff
 - Income
 - Expenditures
- Page Two
 - Collection
 - Service Hours
 - Transactions
 - Circulation
 - Programs
 - Interlibrary Loans
- Page Three
 - Automation
 - Computers
 - Internet Access
 - Circulation Systems
 - Electronic Services
- Page Four



- Page One
 - Contact
 - Population
 - General Information
 - Library Facility Adequacy
 - Staff
 - Income
 - Expenditures



- **Contact**
 - Contact Person

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools



- This is the name of the person who is physically inputting the statistics.
 - **Data Entry**
 - If the person's name is not available in the dropdown list, return to the Library Directory and enter that person as a staff member for the library.



Who are you?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Population
 - City, County, and Federation
 - City/District Population, County Population
 - Service Population



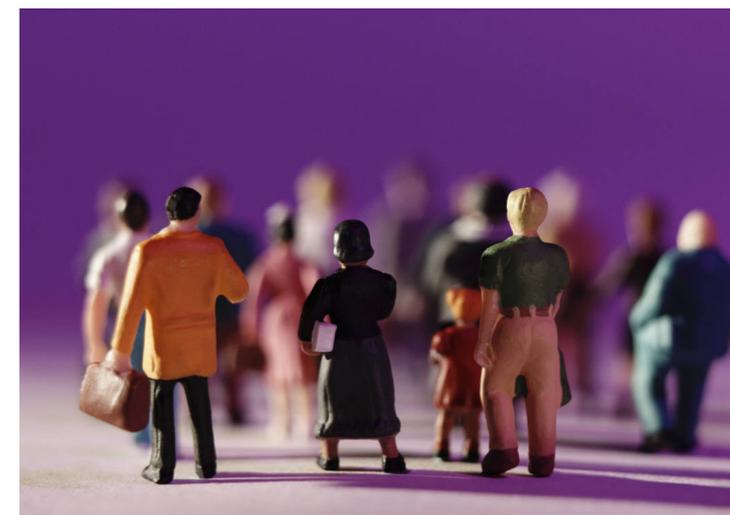
- This is the city, county, and federation where the library is located.
 - **Data Entry**
 - None. This information is auto-populated based on data in the Library Directory.



Where are you?



- This is the number of people who reside in the city and county where the library is located.
 - **Methodology**
 - Population information is by state law based on the 2001 census.
 - Montana Code Annotated 16-4-502. Census. The census taken under the direction of congress shall be the basis upon which the respective populations of the counties and incorporated cities or towns shall be determined. However, in the interim between censuses, the department shall use as such basis the most recent population estimates published by the Bureau of the Census, United States Department of Commerce.
 - **Data Entry**
 - None. This information is auto-populated by the State Library.



How many of there are you?

- This is the number of people the library serves as determined by the State Library.
 - **Methodology**
 - Population information is by state law based on the 2001 census (16-4-502. Census). The service population is formulated by the State Library in accord with 10.102.4003 Administrative Rules of Montana.
 - **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



How many people do you serve?

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- **General Information**
 - Outlet Type Code
 - Metropolitan Status
 - Interlibrary Relationship
 - Legal Basis
 - Administrative Structure
 - FSCS Public Library
 - Geographic Code
 - Number of Central Libraries
 - Legal Service Area Boundary Change
 - Registered Borrowers
 - Branches
 - Bookmobiles
 - Library Square Footage



- This code identifies the type of library/outlet.
 - CE Central Library
 - BR Branch
 - BS Bookmobile
 - BM Books-by-Mail Only
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



What are you?

- This code identifies the library's metropolitan area.
 - CC Central city
 - NC Metropolitan area, but not within the central city limits
 - NO Not in a metropolitan area
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



What is your neighborhood like?

- This code identifies the library's relationship to other libraries.
 - HQ - Headquarters of a federation or cooperative
 - The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the federation or cooperative.
 - ME - Member of a federation or cooperative
 - 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 federation or cooperative
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



How do you relate to other libraries?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- This code identifies the library's legal basis.
 - CI Municipal Government
 - CO County/Parish
 - CC City/County
 - MJ Multi-Jurisdictional
 - NL Native American Tribal Government
 - NP Non-Profit Association or Agency
 - SC School District
 - SD Special Library District [authority, board, commission]
 - OT Other
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



How were you established?

- This code identifies an autonomous library entity that has its own governance and funding.
 - MA Multiple Direct Service Outlets where Administrative Offices are Separate
 - MO Multiple Direct Service Outlets where Administrative Offices are not Separate
 - SO Single Direct Service Outlet
- **Data Entry**
 - None. This information is auto-populated by the State Library based on information in the Library Directory. Contact the State Library to make adjustments to this data.



Do your admin people take care of more libraries than just yourself?

- This code identifies whether a library meets the FSCS public library definition.
 - FSCS Public Library Definition
 - A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
 - an organized collection of printed or other library materials, or a combination thereof;
 - paid staff;
 - an established schedule in which services of the staff are available to the public;
 - the facilities necessary to support such a collection, staff, and schedule; and
 - is supported in whole or in part with public funds.
 - **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



What's your number?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- This code defines the area that either exactly or most nearly describes the geographic area for which the public library has been established.
- CI1 City exactly
- CI2 City most nearly
- CO1 County exactly
- CO2 County most nearly
- MA1 Metropolitan Area exactly
- MA2 Metropolitan Area most nearly
- MC1 Multi-County exactly
- MC2 Multi-County most nearly
- SD1 School District exactly
- SD2 School District most nearly
- OTH Other
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



What kind of geographic area do you serve?

- The term Central Library is synonymous with 'Main Library'. This is one type of single outlet library (SO) or the library which is the operational center of a multiple outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here.
 - **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



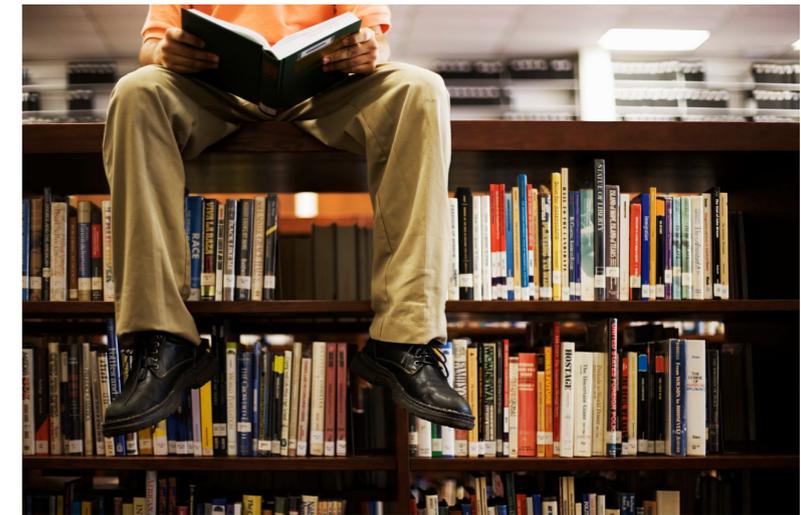
How many main libraries does the administrative entity care for?

- This data element identifies whether the administrative entity's legal service area changed in the reporting year.
 - Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own county necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



Did your geographic area change from last year?

- A registered borrower is a library user who has applied for and received an identification number or card from the public library. There are established conditions under which the user may borrow library materials and gain access to other library resources.
 - **Methodology**
 - Do not report this figure unless files are purged at least every three years.
 - A count of the borrowers registered with the library on June 30th of the reporting year.
 - **Common Problems**
 - Identical values to previous year.



How many users do you have on file?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Branch libraries are auxiliary units of a central library which have all of the following:
 - Separate quarters
 - A permanent collection
 - A permanent staff
 - A regular schedule for opening to the public
- **Methodology**
 - A count of the number of branch libraries associated with the library on June 30th of the reporting year.



How many branches do you have?

- Bookmobiles are traveling branch libraries that have all of the following:
 - Truck or a van that carries an organized collection of library materials
 - Paid staff
 - Regularly scheduled hours (bookmobile stops) for being open to the public
- **Methodology**
 - A count of the number of bookmobiles associated with the library on June 30th of the reporting year.



How many bookmobiles do you have?

- Provide the area, in square feet, of the 'main' library.
 - **Methodology**
 - This is the area on all floors enclosed by the outer walls of the 'main' library. Include all areas occupied by the library, including those areas off-limits to the public. Include areas shared with another agency or agencies if the 'main' library has usage of that area.
 - **Common Problems**
 - ANY change from the previous year's number will trigger an edit.



How big is your library?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Library Facility Adequacy
 - ADA Assessment completed on library?
 - Is library Handicapped Accessible (HA)?
 - If the library is not Handicapped Accessible (HA), what is required?
 - Is library adequate for population served?
 - If library is not adequate, what is required?



- Has the library had an ADA Assessment completed on the facility and services?
 - The purpose of the Americans With Disabilities Act (ADA) is to extend civil rights to people with disabilities -- rights similar to those now available on the basis of race, color, sex, national origin, and religion through the Civil Rights Act. It prohibits discrimination on the basis of a disability in the private sector, by state and local governments, and in public accommodations and services, including transportation, provided by public and private entities. It also includes provisions for telecommunications relay services.



Has your library looked into ADA compliance?

Is library Handicapped Accessible (HA)?

- Are the library building and services handicapped accessible?
 - People with disabilities should be able to arrive at the site, approach the building, enter the building as freely as everyone else, obtain materials or services without special assistance, and have access to restrooms that are open to the public. At least one path of travel should be safe and accessible for everyone, including people with disabilities.



Can everyone get into the building?

If the library is not Handicapped Accessible (HA), what is required?

- If the answer to the previous question (Are the library building and services handicapped accessible?) is 'No', then what does the library need to do to become handicapped accessible?
 - **Data Entry**
 - Choose one of the following values.
 - Minor remodeling in the library costing \$5,000 or less.
 - Major remodeling in the library costing more than \$5,000.
 - Build a new library.



What needs to change?



Is library adequate for population served?

- Is the library building adequate to service the existing population?



Do you have enough space for your patrons?

If library is not adequate, what is required?

- If the answer to the previous question (Is the library building adequate to service the existing population?) is 'No', then what does the library need to do to become an adequate building for the population served?
 - **Data Entry**
 - Choose one of the following options:
 - Build a New Library
 - Major Remodeling
 - Minor Remodeling
 - Not Applicable



What needs to change?

Introduction

Overview

Gathering Values

Data Entry

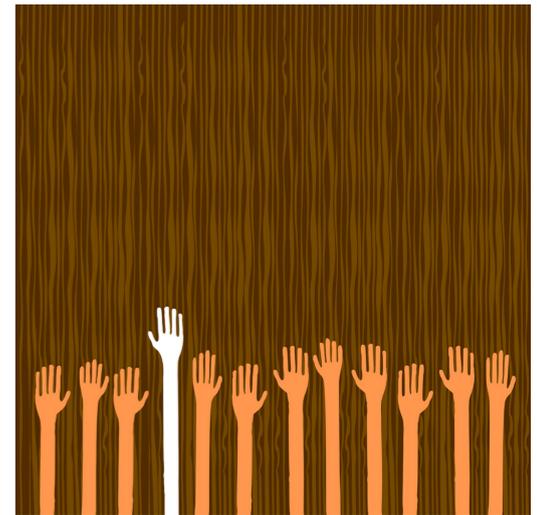
Resolving Edits

Online Tools

- Staff
 - Hours Worked/Week by NPS (Non-paid staff)



- This is the number of total hours worked by Non-paid Staff
 - **Methodology**
 - Review library records and volunteer logs.



How many volunteers do you have?

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- **Income**

- County, City, District, and School District General Funds
- County, City, District Non-Tax Revenue
- City, County, District, and Additional Mills
- Local City/District, County, Federal and Other Income
- Coal Severance Tax
- Per Capita/Per Square Mile State Aid
- ILL Reimbursement
- Other Income Sources
- Local Government Capital Revenue
- State Government Capital Revenue
- Federal Government Capital Revenue
- Other Capital Revenue



- All funds allocated from the general funds of various funding agencies (city, county, district, etc.) for expenditure by the public library.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - **Data Entry**
 - Check the box for each source of local income the library received during the reporting fiscal year.



Where does your money come from?

- Non-Tax Revenue includes:
 - Transfers in from other funds,
 - Revenue that does not come from a mill levy,
 - Any revenue not tied to a mill levy. For example, capital monies or lump sums from a general fund.
- **Methodology**
 - Library financial reports for actual, not budgeted revenue.
- **Data Entry**
 - Please check the box for each source of non-tax revenue the library received during the reporting fiscal year.



Is your money non-tax revenue?

- Please indicate the number of ‘mills’ received during the reporting fiscal year from the city, county, district, or additional mill levy.
 - **Methodology**
 - Libraries should be able to get this information from either their city and/or county clerk or the “Montana Property Tax Mill Levies” book.
 - **Data Entry**
 - Do not report a dollar figure.



How big are your mills?

- Total income received from the appropriate source.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Gates grants are to be listed under Other Income.
 - **Common Problems**
 - Identical values to previous year.



How much do you get?

- State aid monies granted to libraries based on federation and grant programs. See the Administrative Rules 10.102.5102 Allocation of Funding Between Federations and Grant Programs and 10.102.5106 Base Grants for more information.
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



How much do you get from the state?

- State aid monies granted to libraries based on Per Capita and Per Square Mile program requirements. See Administrative Rule 10.102.4003 Direct State Aid to Public Libraries for Per Capita and for Per Square Mile Served for more information.
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



How much do you get from the state?

- State aid monies granted to libraries based on interlibrary loan reimbursement program requirements. See Administrative Rule 10.102.4001 Reimbursement to Libraries for Interlibrary Loans for more information.
- **Data Entry**
 - None. This information is auto-populated by the State Library. Contact the State Library to make adjustments to this data.



How much do you get from the state?

- Other income sources include:
 - Fines
 - Donations
 - Memorials
 - Gifts
 - Interest
 - Private Foundation Grants
 - Corporate Giving
 - Other
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
- **Data Entry**
 - Note which income sources contribute revenue to the library.



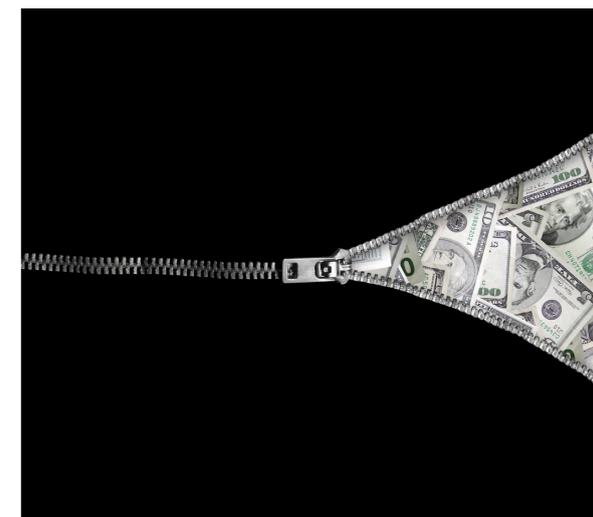
Where does the rest of your money come from?

- Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Include funds received for:
 - site acquisition
 - new buildings or additions to, or renovation of, existing library buildings
 - furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations
 - computer hardware and software used to support library operations
 - new vehicles
 - other one-time major projects.
 - **Common Problems**
 - Identical values to previous year.
 - **Availability**
 - This element was not available for collection until 2005.



How much local capital revenue did you get?

- Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Include funds received for:
 - site acquisition
 - new buildings or additions to, or renovation of, existing library buildings
 - furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations
 - computer hardware and software used to support library operations
 - new vehicles
 - other one-time major projects.
 - **Common Problems**
 - Identical values to previous year
 - **Availability**
 - This element was not available for collection until 2005.



How much state capital revenue did you get?

- Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid, received by the library for the purpose of major capital expenditures.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Include funds received for:
 - site acquisition
 - new buildings or additions to, or renovation of, existing library buildings
 - furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations
 - computer hardware and software used to support library operations
 - new vehicles
 - other one-time major projects.
 - **Common Problems**
 - Identical values to previous year
 - **Availability**
 - This element was not available for collection until 2005.



How much federal capital revenue did you get?

- Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Include funds received for:
 - site acquisition
 - new buildings or additions to, or renovation of, existing library buildings
 - furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations
 - computer hardware and software used to support library operations
 - new vehicles
 - other one-time major projects.
 - **Common Problems**
 - Identical values to previous year
 - **Availability**
 - This element was not available for collection until 2005.



How much other capital revenue did you get?

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- Expenditures
 - Salaries and Wages
 - Employee Benefits
 - Continuing Education
 - Print Materials
 - Electronic Materials
 - Other Materials
 - Other Operating Expenses
 - Capital Expenditures - Collections
 - Capital Expenditures - Furniture and Equipment
 - Capital Expenditures - Buildings
 - Capital Expenditures - Other



- Enter the total salaries and wages for all employees of the library. Include salaries and wages before deductions but exclude employee benefits.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - **Common Problems**
 - Identical values to previous year



What did you pay your staff?

- Total Social Security, retirement, life insurance, health insurance, guaranteed disability income protection, unemployment compensation, workers' compensation, tuition, housing benefits, and other benefits paid to all staff for the library.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - **Common Problems**
 - Identical values to previous year



How much did you spend on benefits?

- This includes travel, registration, and membership costs for any continuing education earned by any of the library's employees or trustees.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - **Common Problems**
 - Identical values to previous year



How much did you spend on continuing education?

- Print materials include:
 - books,
 - serial backfiles,
 - current serial subscriptions,
 - government documents,
 - and any other print acquisitions.
- **Methodology**
 - Library financial reports for actual, not budgeted revenue.
- **Common Problems**
 - Identical values to previous year



What did you spend on Print Materials?

- Types of electronic materials include:
 - e-books,
 - e-serials (including journals, government documents, databases; including locally mounted, full text or not),
 - electronic files, reference tools, scores, maps, or pictures in electronic or digital format,
 - including materials digitized by the library.
- **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader.
 - Include: equipment expenditures that are inseparably bundled into the price of the information service product expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired.
 - Include expenditures for database licenses expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia, and commercial services.
 - Report all fees and usage costs associated with such services as, but not limited to: OCLC, InfoTrac, Internet Access (ISP), Dialog, BCR, Electronic Access Fees, Electronic Document Delivery, EBSCOhost.
- **Data Entry**
 - Report all expenditures for electronic (digital) materials.
- **Common Problems**
 - Identical values to previous year



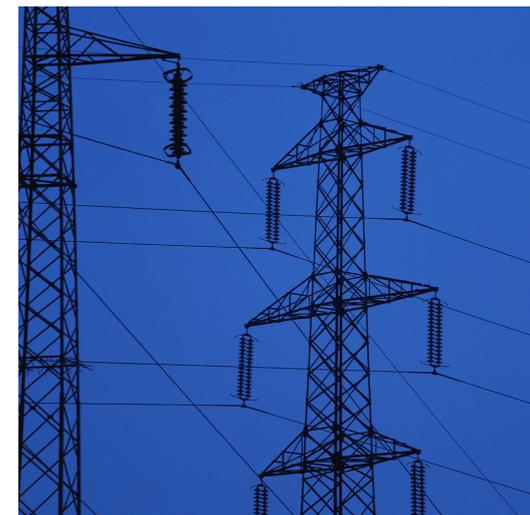
What did you spend on Electronic Materials?

- Operating expenditures for other materials include items such as microform, audio, video, DVD, and materials in new forms.
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - **Common Problems**
 - Identical values to previous year.
 - **Availability**
 - This element was not available for collection until 2003.



What did you spend on the rest of your collection?

- Other operating expenses include:
 - book binding and book supplies;
 - repair or replacement of existing furnishings and equipment;
 - dedicated lease lines and other forms of telecommunications;
 - replacement furniture and equipment;
 - costs associated with the operation and maintenance of physical facilities, security equipment, and supplies;
 - preservation of materials;
 - telephone;
 - postage; and
 - library and office supplies.
- **Methodology**
 - Library financial reports for actual, not budgeted revenue.
- **Common Problems**
 - Identical values to previous year



What did everything else cost you?

- Collection capital expenditures include monies spent for initial collections (print, non-print and electronic) for new buildings, building additions, or building renovations.
 - Local accounting practices shall determine whether a specific item is a capital or an operating expense, regardless of the examples used in these definitions.
- **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Exclude expenditures for regular purchase of library materials.
 - **Common Problems**
 - Identical values to previous year.
- **Availability**
 - This element was not available for collection until 2005.



How much did you spend to put in your new collection?

- Furniture and equipment capital expenditures include monies associated with furnishing and equipping new buildings, building additions or building renovations.
 - Examples include shelving, tables and chairs, photocopiers and new computer hardware and software.
 - Local accounting practices shall determine whether a specific item is a capital or an operating expense, regardless of the examples used in these definitions.
- **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Expenditures for replacement and repair of existing furnishings and equipment is to be listed under Other Operating Expenses.
- **Common Problems**
 - Identical values to previous year
- **Availability**
 - This element was not available for collection until 2005.



How much did you spend on your new furniture and equipment?

- Building capital expenditures include monies spent for site acquisition, new buildings, and/or additions to or renovation of library buildings.
 - Local accounting practices shall determine whether a specific item is a capital or an operating expense, regardless of the examples used in these definitions.
- **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Exclude debt retirement principal payments (i.e. funds borrowed for a major capital project and paid back over a period of years.)
- **Common Problems**
 - Identical values to previous year
- **Availability**
 - This element was not available for collection until 2005.



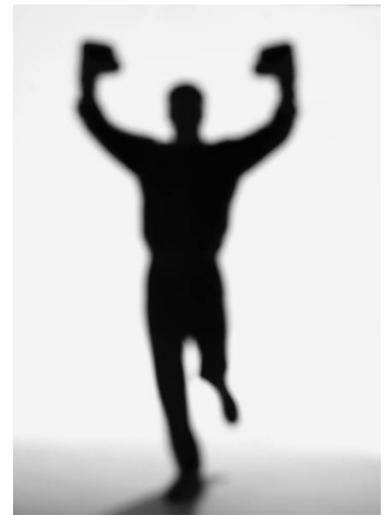
How much did you spend on your building/remodel?

- Other capital expenditures include capital items other than those listed under Collection, Furnishings and Equipment or Buildings. (i.e. include new vehicles.)
 - **Methodology**
 - Library financial reports for actual, not budgeted revenue.
 - Local accounting practices shall determine whether a specific item is a capital or an operating expense, regardless of the examples used in these definitions.
 - **Common Problems**
 - Identical values to previous year
 - **Availability**
 - This element was not available for collection until 2005.



How much was your new _____?

- Enter any discrepancies or special considerations in the Comments and Suggestions box.
- Choose the Submit Page 1 button.



What else would you like to tell us?

- Page Two
 - Collection
 - Service Hours
 - Transactions
 - Circulation
 - Programs
 - Interlibrary Loans



[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

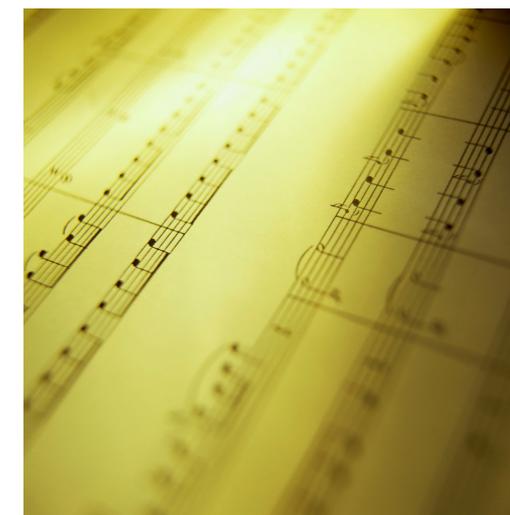
[Resolving Edits](#)

[Online Tools](#)

- **Collection**
 - Print Materials
 - Electronic Books (E-Books)
 - Local, State, and Other Licensed Databases
 - Current Electronic Serial Subscriptions
 - Current Print Serial Subscriptions
 - Audios
 - Videos
 - Other Collection



- Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents.
- Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials.
 - **Methodology**
 - Use physical counts or reports from the library's automation system.
 - Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
 - Count the number of serial titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph and checked out as a unit) are counted as one.
 - **Common Problems**
 - Identical values to previous year.



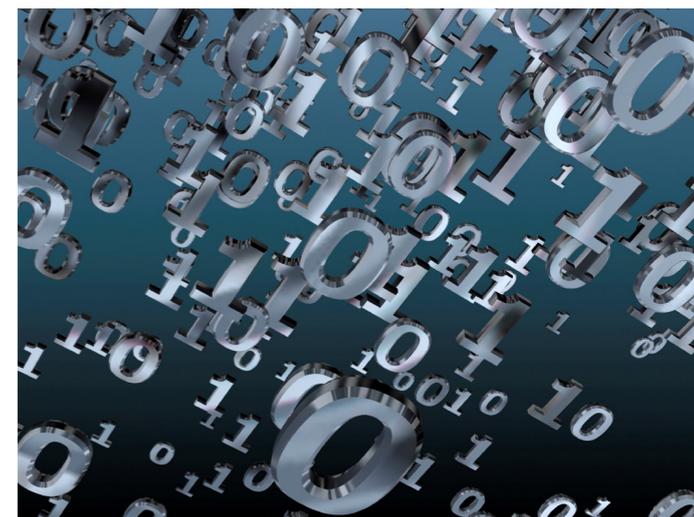
How many books do you have?

- E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users in portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time.
 - **Methodology**
 - Use physical counts or reports from the library's automation system.
 - Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.
 - **Common Problems**
 - Identical values to previous year



How many E-Books do you have?

- A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.
 - Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette or other direct access method, or as a computer file accessed via dial-up methods or via the Internet.
- Methodology
 - Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library, or by formal agreement with the State Library or a cooperative agreement within the state or region.
 - Include such services as EBSCO Host and OCLC First Search, but do not include other electronic serial database, (e.g., Project MUSE, OCLC ECO Project). Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same vendor interface (e.g., ProQuest, OCLC FirstSearch)
- **Common Problems**
 - Identical values to previous year
- **Availability**
 - The Databases - Local element was not available for collection until 2003.
 - The Databases - State element was not available for collection until 2005.
 - The Databases - Other element was not available for collection until 2005.



How many databases do you have?

- Current individual serial subscriptions (not databases) are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Examples include:
 - periodicals (magazines),
 - newspapers,
 - annuals,
 - some government documents,
 - some reference tools,
 - and numbered monographic series distributed in the following ways:
 - via the Internet (e.g., HTML, PDF, JPEG, or ZIP files)
 - on databases (including locally mounted databases)
 - on CD, diskettes, or magnetic tape
- **Methodology**
 - Report the number of electronic subscriptions (e-serials, e-journals), including duplicates, for all outlets.
 - Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).
- **Common Problems**
 - Identical values to previous year
 - **Availability**
 - This element was not available for collection until 2003.



How many electronic serials do you have?

- These are materials on which sound (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically or both. They include:
 - Records
 - Audiocassettes
 - Audio cartridges
 - Audio discs
 - Audio reels
 - MP3 files
 - Downloaded audiobooks
 - Talking books
- **Methodology**
 - Use physical counts or reports from the library's automation system.
- **Common Problems**
 - Identical values to previous year



How many audios do you have?

- These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
 - Tapes
 - DVDs
 - CD-ROMs
 - Web-based files
 - Downloadable files
- **Methodology**
 - Use physical counts or reports from the library's automation system.
- **Common Problems**
 - Identical values to previous year



How many movies do you have?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- **Methodology**

- Report any items, which can be checked out to an individual, not previously otherwise reported. Recording and paperback exchanges should not be included unless they are cataloged into the library's collection. Examples include art and games.

- **Common Problems**

- Identical values to previous year



How many _____ do you have?

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- **Service Hours**
 - Hours Open in Typical Week - Main
 - Hours Open in Typical Week - Branch
 - Hours Open in Typical Week - School
 - Hours Open in Typical Week - Bookmobile



- **Methodology**

- Enter the number of hours the library is open during a typical week. A typical week is one in which the main library is open its maximum number of hours to the public. Do not include hours for deposit collections or other similar service outlets.



How many hours is the main library open?

- **Methodology**

- Enter the number of hours the branch library is open during a typical week. A typical week is one in which the branch library is open its maximum number of hours to the public. Do not include hours for deposit collections or other similar service outlets.



How many hours is the branch library open?

- **Methodology**

- Enter the number of hours the school library is open during a typical week. A typical week is one in which the school/public library is open its maximum number of hours to the students/public. Do not include hours for deposit collections or other similar service outlets.



How many hours is the school library open?

- **Methodology**

- Enter the number of hours the bookmobile is open during a typical week. A typical week is one in which the bookmobile is open its maximum number of hours to the public. Do not include hours for deposit collections or other similar service outlets.



How many hours is the bookmobile open?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Transactions
 - Library Users in a Typical Week
 - Reference Transactions in a Typical Week
 - Procedural Transactions in a Typical Week
 - Directional Transactions in a Typical Week



- **Methodology**

- Gate counters can be very useful in tracking this item. Be sure that you are not counting when patrons BOTH enter and leave the library.
- Report the total number of persons entering the library and branches, if applicable, for any purpose during a week picked by the library director. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open regular hours. Include seven consecutive days, from Sunday through Saturday (or whenever the library is usually open.)

- **Common Problems**

- Identical values to previous year



How many users do you get a week?

- A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in one or more information sources by a member of the library staff. Completion of the transaction may require a reference interview.
 - **Methodology**
 - Librarians can record these measures for a 1-2 week period of time twice a year. Choose times that are not unusually busy or slow. Have staff use a tally sheet to keep track of the number of questions they are asked. Another option is to keep track of this figure on a daily basis using either an electronic or print tracking sheet.
 - **Common Problems**
 - Identical values to previous year



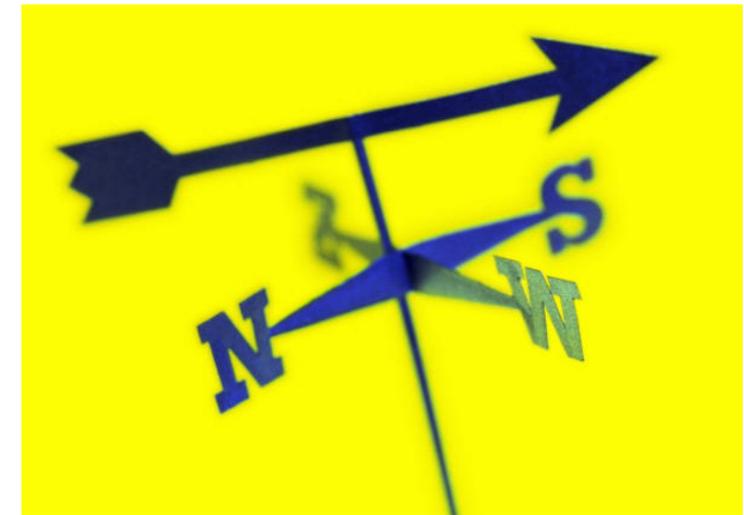
How many times are you asked a reference question?

- A procedural transaction is a series of steps that are followed in a regular, definite order, and would require assistance from the library staff. Examples: showing patron how to use the card catalog, PAC system and/or other library equipment, setting up a meeting in the conference room.
 - **Methodology**
 - Librarians can record these measures for a 1-2 week period of time twice a year. Choose times that are not unusually busy or slow. Have staff use a tally sheet to keep track of the number of questions they are asked. Another option is to keep track of this figure on a daily basis using either an electronic or print tracking sheet.
 - **Common Problems**
 - Identical values to previous year



How many times are you asked how to do something?

- A directional transaction is a direct question or guidance question. Examples: “What time is story hour?”, “Where are the restrooms?” and/or “How much do you charge for the copy machine?”
 - **Methodology**
 - Librarians can record these measures for a 1-2 week period of time twice a year. Choose times that are not unusually busy or slow. Have staff use a tally sheet to keep track of the number of questions they are asked. Another option is to keep track of this figure on a daily basis using either an electronic or print tracking sheet.
 - **Common Problems**
 - Identical values to previous year



How many times do you give directions?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Circulation
 - Annual Circulated Materials – Children’s
 - Annual Circulated Materials – Other



- **Methodology**

- Reports from the library’s automation system can be helpful.
- Report the total annual number of units or items of children’s materials the library circulated in all formats to all users, including renewals.

- **Common Problems**

- Identical values to previous year



How many children’s books do you check out?

- **Methodology**
 - Reports from the library's automation system can be helpful.
 - Report the total annual number of units or items of non-children's (adult, young adult, non-fiction, and any other non-children's collections) materials the library circulated in all formats to all users, including renewals.
- **Common Problems**
 - Identical values to previous year



How many other books do you check out?

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- **Programs**
 - Programs Offered – Children, Young Adults, Adults
 - Programs Attendance – Children, Young Adults, Adults



- **Methodology**

- Report the number of each of the types of programs and/or presentations the library held or sponsored during the last year. Do not include meetings by other groups simply using library meeting rooms.



How many programs do you have?

- **Methodology**

- Report the number of people who attended each age group of programs during the last year. Volunteers who attend these events can be very helpful in keeping an attendance count.



How many people attend your programs?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Interlibrary Loans
 - Interlibrary Loans – In State
 - Interlibrary Loans – Out of State
 - Borrows - In State
 - Borrows - Out of State



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- **Methodology**

- The OCLC's stats module located at <http://www.stats.oclc.org> can be very helpful in identifying the number of interlibrary loans.
- Report the number of items loaned to other Montana libraries through the Interlibrary Loan process.



How many loans did you do in state?

- **Methodology**

- The OCLC's stats module located at <http://www.stats.oclc.org> can be very helpful in identifying the number of interlibrary loans.
- Report the number of items loaned to out of state libraries through the Interlibrary Loan process.



How many loans did you send out of state?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- **Methodology**

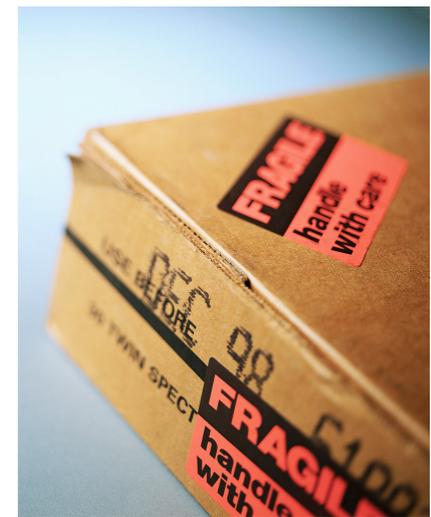
- The OCLC's stats module located at <http://www.stats.oclc.org> can be very helpful in identifying the number of interlibrary loans.
- Report the number of items borrowed from other Montana libraries through the Interlibrary Loan process.



How many borrows did you do in state?

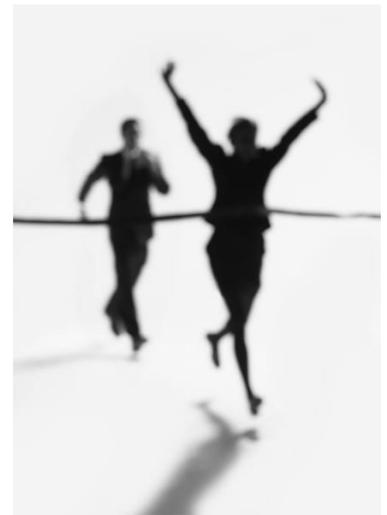
- **Methodology**

- The OCLC's stats module located at <http://www.stats.oclc.org> can be very helpful in identifying the number of interlibrary loans.
- Report the number of items borrowed from out of state libraries through the Interlibrary Loan process.



How many borrows did you do out of state?

- Enter any discrepancies or special considerations in the Comments and Suggestions box.
- Choose the Submit Page 2 button.



What else would you like to tell us?



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Page Three
 - Automation
 - Computers
 - Internet Access
 - Circulation Systems
 - Electronic Services



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Automation
 - Library has Internet Access
 - Internet Access Used By
 - Internet Access PC's - Used By Public
 - Internet Access PC's - Used By Staff
 - Public Internet Computer Users in Typical Week
 - Library has a Local Area Network



- Does the library have access to the internet?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools



Do you have internet access?



- If the library does have access to the Internet, who uses it?
 - Library staff only
 - Patrons through a staff intermediary only
 - Patrons, either directly or through a staff intermediary



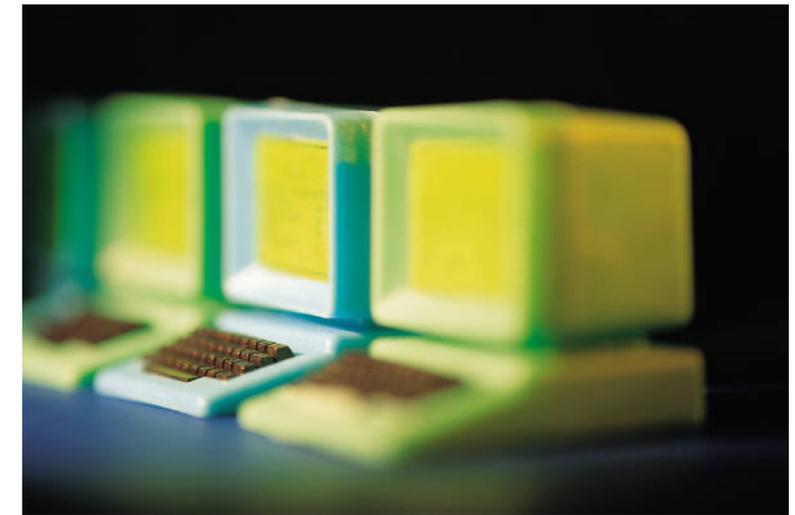
Who uses your internet access?

- How many Internet connected computers, in total, are available to the general public?



How many public computers have internet?

- How many Internet connected computers, in total, are available to staff only?



How many staff computers have internet?

- **Methodology**

- Report the total number of individuals that have used Internet computers in the library in a typical week. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

- **Availability**

- This element was not available for collection until 2001.



How many internet users do you get a week?

- Does the library have a Local Area Network (LAN)?



Are your computers connected?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Computers
 - Public Access Computers (PAC's)
 - PAC's on Local Area Network
 - PAC's with Library Catalog Access
 - PAC's with Access to CD-ROM Resources
 - PAC's with On-Line Full Text Databases



- How many computers, in total, are available to the public in the library?



How many public computers do you have?

- How many of these Public Access Computers (PAC's) are on a Local Area Network?



How many public computers are on your LAN?

- How many of these Public Access Computers (PAC's) provide access to the library catalog?



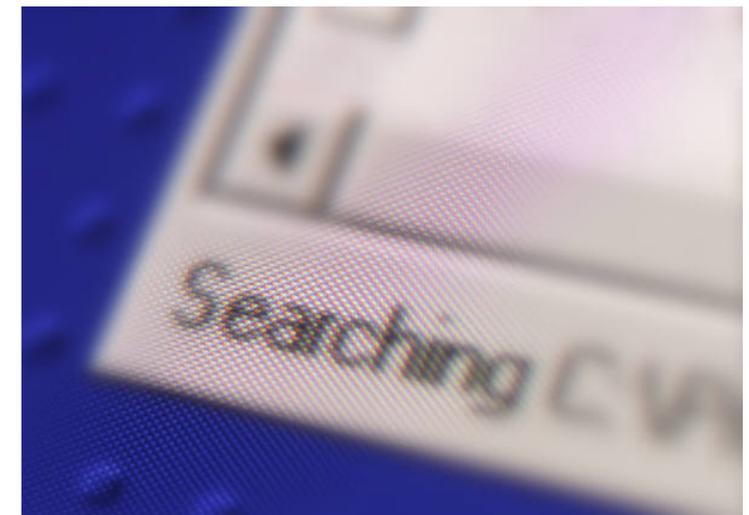
How many public computers have access to the catalog?

- How many of these Public Access Computers (PAC's) are connected to CD-ROM resources?



How many public computers have CD-ROM drives?

- How many of these Public Access Computers (PAC's) provide access to electronic full text databases?



How many public computers have full text databases?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Internet Access
 - Type of Internet Connection
 - Does Browser Display Graphics?
 - Does Your Library Provide Wireless Public Access?



- What kind of access does the library have to the Internet?
 - Data Entry
 - Choose the correct type and speed.
 - No Connection
 - T1
 - T3
 - 28.8 Modem
 - 33.6 Modem
 - 56K Modem
 - Cable Modem
 - ISDN
 - 56K Frame Relay
 - 128K Frame Relay
 - 256K Frame Relay
 - 512K Frame Relay
 - 1MB Frame Relay
 - 256K DSL Modem
 - 512K DSL Modem
 - 1MB DSL Modem
 - 1MB+ DSL Modem
 - Shared Modem
 - Other Modem
 - Satellite
 - MicroWave
 - Other Type



How fast is your internet connection?

Does Browser Display Graphics?

- Is the library using a World Wide Web browser software that displays graphics? This would typically be one of two different products: Microsoft Internet Explorer or Netscape Navigator. Both products have the ability to display graphics commonly found on the Internet. There are other less commonly used browser products available for use on the Internet. Check with the specific manufacturer of the product the library uses, if the library is unsure whether or not it displays graphics.



Can you see pictures online?

Does Your Library Provide Wireless Public Access?

- Does the library provide patrons with Wireless Public Internet Access?



Does your library provide this service?



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Circulation Systems
 - Automated Circulation System
 - Online Public Access Catalog
 - Library System Vendor, Other Library System Vendor
 - Library System Product Name, Other Library System Product Name
 - Library System Version Number



- Does the library have an automated library system?



Is your library automated?

- If the library has an automated library system, is it an online public access catalog (OPAC)?



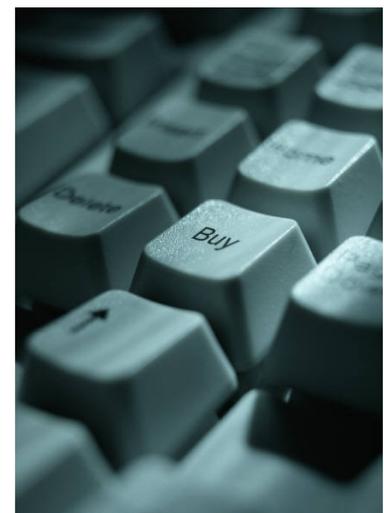
If you're automated, is the catalog online?

- The vendor is the name of the specific corporation that develops the software the library uses.

- **Data Entry**

- If the library has an online public access catalog, provide the name of the library system software vendor. If it is not listed in dropdown list, select 'Other Vendor' and provide the name of the library system software vendor in the next field. Examples of vendors include: SIRSI Corporation and Dynix, Inc.

- | | | |
|--|--------------------------------------|---------------------------|
| • Auto-Graphics | • Innovative Interfaces, Inc. | • Softlink America, Inc. |
| • Avanti | • Keystone Systems, Inc | • Surpass Software |
| • Book Systems, Inc. | • LGB & Associates, Inc. | • The Library Corporation |
| • Brodart Automation | • LRM Systems, Inc. | • VTLS, Inc. |
| • CARL Corporation | • MC ² Systems | • Other Vendor |
| • CASPR Library Systems, Inc. | • Minaret Corporation | • Not Applicable |
| • COMPanion Corporation | • Neuton Data Systems | |
| • Contec North America | • New Generation Technologies, Inc. | |
| • CRS, Inc. | • Nortropic.com | |
| • Cuadra Associates, Inc. | • NSC, Inc. | |
| • CyberTools | • On Point, Inc. | |
| • Data Research Associates | • Open Source Digital Library System | |
| • DIAKON Systems | • Open Text Corporation | |
| • Endeavor Information Systems | • Professional Software | |
| • EOS International | • Professional Software | |
| • epixtech, inc. | • Right On Programs | |
| • Ex Libris | • Ringgold Management Systems | |
| • Follett Software Company | • Robert A. Schless & Co., Inc. | |
| • Fretwell-Downing, Inc. | • Sagebrush Corporation | |
| • Galatea Information Strategies, Inc. | • Sanderson Computers, Inc. | |
| • Gateway Software Corporation | • SIMA, Inc. | |
| • Gaylord Information Systems | • SIRSI Mandarin, Inc. | |
| • GEAC | • SIRSI Corporation | |
| • Highland Library Systems | | |
| • Inmagic, Inc. | | |



Who is your vendor?

- The product name is the name of the specific software product developed by the vendor.

- **Data Entry**

- If the library has an online public access catalog, provide the product name of the library system software in use at the library. If it is not listed in the dropdown list, select 'Other Product' and provide the product name of the library system software in the next field.

- | | | | |
|----------------------------|-----------------------------|------------------------------|------------------------------|
| • AARCS | • Galaxy | • Media Booking System | • SPYDUS |
| • Aleph | • Genesis | • MediaMinder | • STAR/Libraries |
| • Alexandria | • GLAS | • Meriwether, Web OPAC | • Surpass |
| • AmLib | • Highland Library Systems | • MetaLib | • T Series |
| • Athena | • Horizon | • Millennium | • TAOS |
| • Auto Librarian | • Horizon Sunrise | • Minaret | • TECHLIBplus |
| • BASIS techlib | • ImageServer | • multiLIS | • Textbook Management System |
| • BiblioFile | • Impact/ISO ILL | • NOTEbookS | • TLC |
| • BiblioTech PRO | • Impact/ONLINE | • NOTIS LMS | • Unicorn |
| • C2/C3 | • InfoLib for Web | • OLIB7 | • VIAX Library System |
| • Carl System | • NLEX/3000 | • PAL | • VIRTUA |
| • Catalog Plus | • Innopac | • PC Card Catalog | • Voyager |
| • Circulation Desk | • ITS for Windows | • PLUS | • VTLS |
| • Circulation Plus | • KLAS | • PLUS client/server | • WebManager |
| • Citation Server | • Library Management System | • Polaris | • WebResource Library |
| • Columbia Library System | • Library World'97 | • PYTHEAS | • Winnebago Spectrum |
| • Computer Access Catalog | • Library.Solution | • Qseries | • Other Product |
| • Concourse | • LibraryCom | • SFX | • Not Applicable |
| • CyberTools for Libraries | • LiBRARYSOFT | • SIMA Camelot | |
| • Data Research System | • LibraryWorks | • SIMA OCAT | |
| • Datalib | • Manager Series | • SIRS Mandarin | |
| • Dynix | • MARCit | • Softlink Alice | |
| | • Master Library System | • Softlink Library Corporate | |

Who is your vendor?

- What specific version number of the library system software product is currently being used?



What version do you have?

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

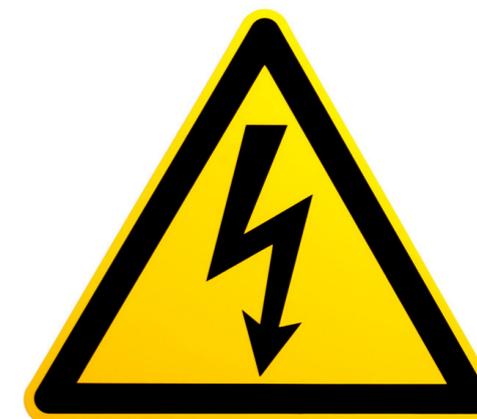
- **Electronic Services**
 - Electronic Service Product #1, #2, and #3; Other Electronic Service Product #1 and #2



- **Data Entry**

- Select the top three most heavily used Electronic Service Products in the library. If the products used are not listed, select 'Not Listed Here' option and enter the product the library does use in the next field (Other Electronic Service Product #1).

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • None • American Business Disc • Automated Reader's Guide • BigBook • BookFinder • Books in Print • Census Mapper • Census on CD-ROM • Contemporary Authors • Dialog • Dynix Electronic Catalog • EBSCO Auto Repair Database • EBSCO Host • Elibrary • Encarta Encyclopedia • Encyclopedia Americana • Encyclopedia Britannica • ERIC • Facts on File • | <ul style="list-style-type: none"> • Findex • Foundation Center • Genetics Abstracts • GPO Access • Grolier Encyclopedia • HeritageQuest • InfoTrac • Ipage • LaserCat • Learn-A-Test • LearningExpressLibrary • MapTech • Medline • Microsoft Bookshelf • MLN Group Catalog (WorldCat) • NewsBank NewsFile • Novelist • OCLC • Oxford English Dictionary | <ul style="list-style-type: none"> • Phone Disc • Poem Finder • PubList • PubMed • Rulers • Stateman's Year-Book • Statistical Abstract • Statistical Universe • STAT-USA • Ulrich's Plus • Who's Who • World Book Info Find • World Book Online • World Factbook • Yellow Pages |
|---|--|---|



What other electronic products do you use?

- Enter any discrepancies or special considerations in the Comments and Suggestions box.
- Choose the Submit Page 3 button.



What else would you like to tell us?

- Enter any discrepancies or special considerations in the Comments and Suggestions box.
- Choose the Submit Page 4 button.



What else would you like to tell us?

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Resolving Edits
 - Overview



- Once all libraries have submitted their statistics and the numbers have been reviewed by the State Library they are submitted to IMLS.
- IMLS prepares spreadsheets for the State Library listing edit messages which must be cleared.
- The State Library then works with individual libraries by fax or email to resolve the edits. Acceptable responses include:
 - Correcting the amounts
 - Confirming that the amounts are correct
- Once all edits for all libraries are resolved, the statistics are closed for the year and no further adjustments are made.
- Sample edit message

Edit ID	50164
Edit Type	Historical Edit
Edit Message	Current year LIBRARY VISITS is the same as the prior year value. Please check the current year value for possible error. 1,545 CY
Edit Condition	LIBRARY VISITS (administrative entity data element #501) equals PY. **1,545 was reported for Library Visits both years.



mt.gov MONTANA STATE LIBRARY

Talking Book Library For the Public For State Employees **For Librarians** About MSL Jobs Home

MSL Home > For Librarians > For Public Librarians > Statistics > Help > Public Library Statistics Definitions

Public Library Statistics Definitions

Federal Income

For additional information on this item, visit its

Category
Income

State Library Definition
This includes, but is not limited to, LSTA mon... the Humanities, and all other federal grants

Federal Definition

<i>Federal Name</i>	32 Federal Gove
Federal Edit Messages	
<i>WinPlus Definition</i>	This includes all public libraries f... including federa
<i>WinPlus! Definition, if Different</i>	None
<i>Revised Definition</i>	This amount inc... for operating ex
<i>Revised Notes</i>	None
<i>Revised Examples</i>	None
<i>Revised Instructions</i>	None

mt.gov MONTANA STATE LIBRARY

Talking Book Library For the Public For State Employees **For Librarians** About MSL Jobs Home

MSL Home > For Librarians > For Public Librarians > Statistics > Help > Edits > Public Library Statistics Edit Messages

Public Library Statistics Edit Messages

Federal Income

[Edit Message Explanation of Terms](#)

Frequent

<i>Edit ID</i>	30264
<i>Edit Type</i>	Historical Edit
<i>Edit Message</i>	Current year FEDERAL GOVERNMENT REVENUE is the same as the prior year value. Please check the current year value for possible error.
<i>Edit Condition</i>	CY FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals PY.

Common

<i>Edit ID</i>	30220
<i>Edit Type</i>	Critical Edit
<i>Edit Message</i>	FEDERAL GOVERNMENT REVENUE is -2.
<i>Edit Condition</i>	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) is -2.

<i>Edit ID</i>	30260
<i>Edit Type</i>	Historical Edit
<i>Edit Message</i>	FEDERAL GOVERNMENT REVENUE is 1 and the prior year value was -1. Please check the current year value for possible error.
<i>Edit Condition</i>	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals 1 CY and PY equals -1.

<i>Edit ID</i>	30261
<i>Edit Type</i>	Historical Edit
<i>Edit Message</i>	FEDERAL GOVERNMENT REVENUE is zero in the current year and the prior year value was -1. Please check the current year value for possible error.
<i>Edit Condition</i>	FEDERAL GOVERNMENT REVENUE (administrative entity data element #302) equals zero CY and PY equals -1.

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Online Tools
 - Reports and Charts
 - Publications
 - Data Files
 - Tools
 - Training
 - Links

Annual growth of WWW traffic is 314,000%.

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Reports and Charts
 - Custom Reports
 - Ranking Reports
 - Historical Reports
 - Statewide Library Performance Indicators



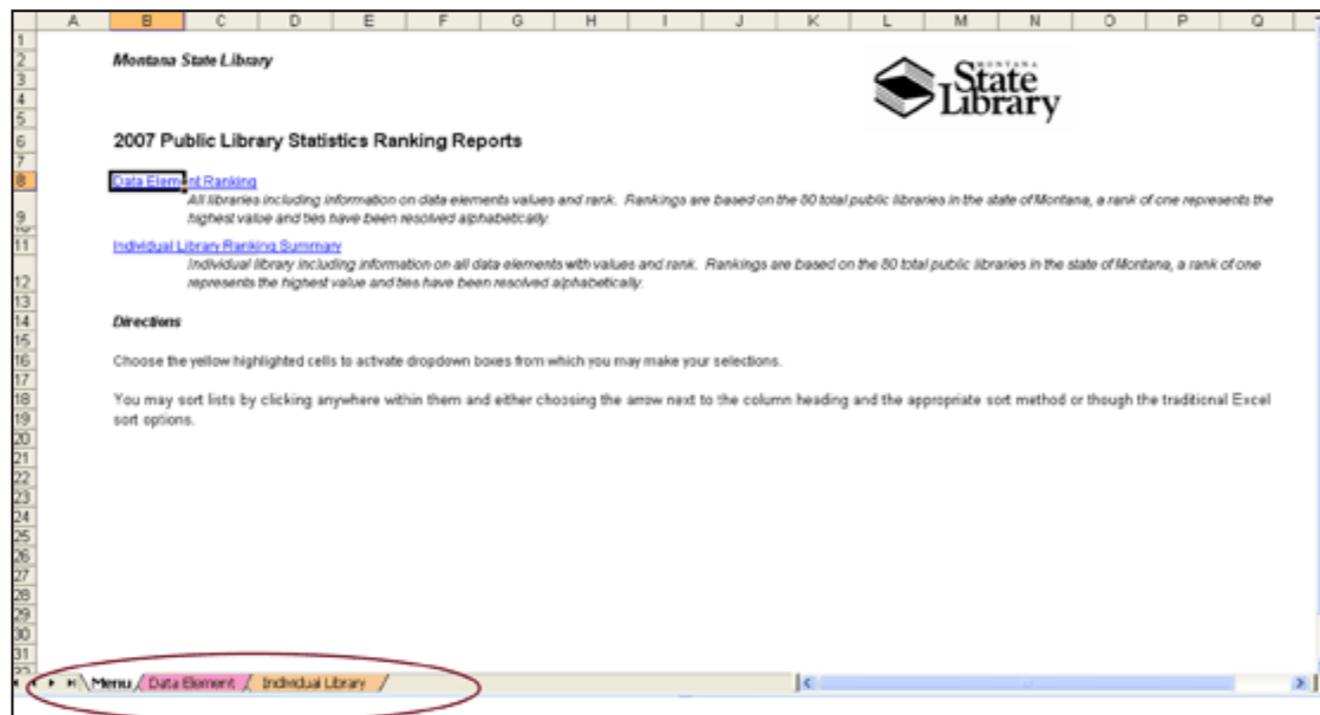
- The Montana State Library has developed a number of online reports, tools and publications to assist librarians to practically use the statistics in their communities.
- Reports and charts are presented in both HTML and Excel depending on the format required for the data type or comparison. Users may view data by individual library, service population, federation, or all libraries.

A can of SPAM is opened every 4 seconds.

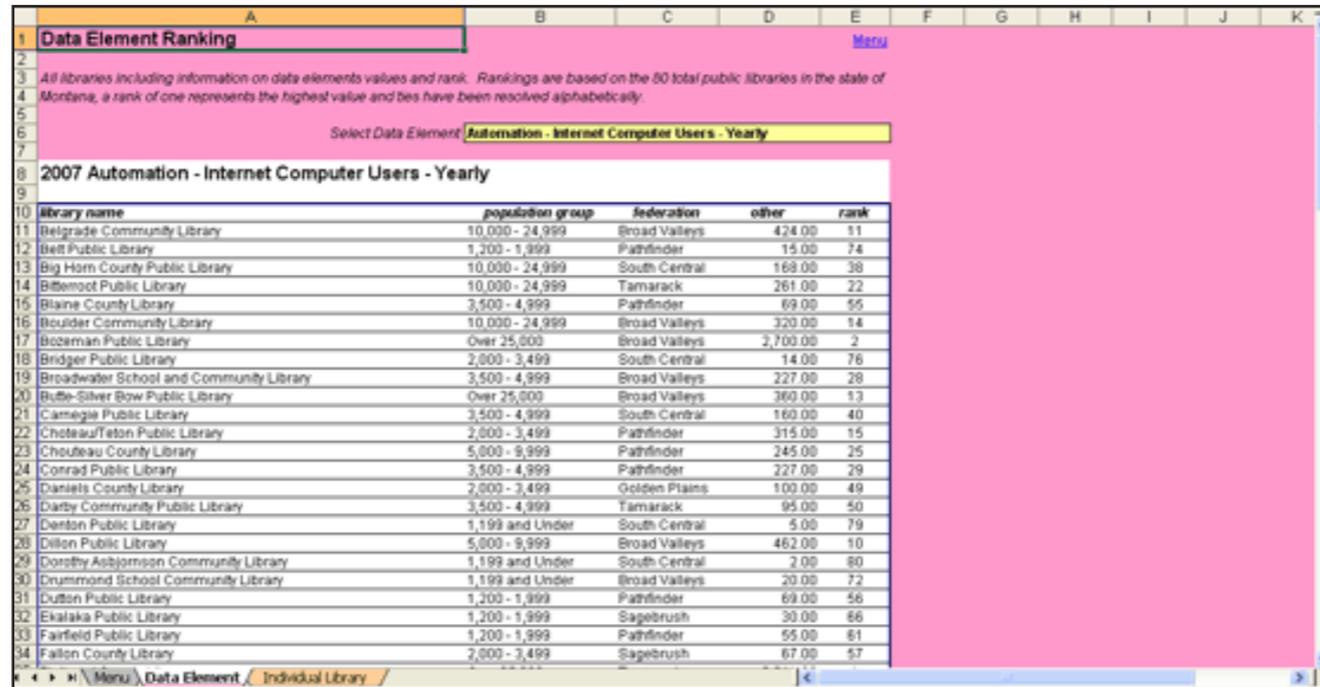
- HTML Online Reports
 - The button will show/hide additional options.
 - A radio button group will allow the user to select one of the items.
 - A check box will allow the user to select more than one item.
 - The button will generate the report.
 - The button will clear all items within the current step. (i.e. it will clear all of the individual libraries, but not the data fields selected.
 - Reports will default to include “All Libraries” if no other options are selected.



- Excel
 - If Excel is not available on the local computer, please contact the State Library for assistance.
 - When the spreadsheet opens, it will default to a Menu page. Navigate to the reports by selecting one of the menu items or the tabs at the bottom of the page.



- Excel
 - In the screenshot below the pink area (may be green, blue, peach, etc.) will not print, the yellow is a selectable item and will not print, and the white area will print.



The screenshot shows an Excel spreadsheet with the following content:

1 Data Element Ranking Menu

2

3 All libraries including information on data elements values and rank. Rankings are based on the 50 total public libraries in the state of Montana, a rank of one represents the highest value and has been resolved alphabetically.

4

5

6 Select Data Element: **Automation - Internet Computer Users - Yearly**

7

8 **2007 Automation - Internet Computer Users - Yearly**

9

library name	population group	feederation	other	rank
11 Belgrade Community Library	10,000 - 24,999	Broad Valleys	424.00	11
12 Belt Public Library	1,200 - 1,999	Pathfinder	15.00	74
13 Big Horn County Public Library	10,000 - 24,999	South Central	168.00	38
14 Bitteroot Public Library	10,000 - 24,999	Tamarack	261.00	22
15 Blaine County Library	3,500 - 4,999	Pathfinder	69.00	55
16 Boulder Community Library	10,000 - 24,999	Broad Valleys	320.00	14
17 Bozeman Public Library	Over 25,000	Broad Valleys	2,700.00	2
18 Bridger Public Library	2,000 - 3,499	South Central	14.00	76
19 Broadwater School and Community Library	3,500 - 4,999	Broad Valleys	227.00	28
20 Butte-Silver Bow Public Library	Over 25,000	Broad Valleys	360.00	13
21 Carnegie Public Library	3,500 - 4,999	South Central	160.00	40
22 Choteau/Teton Public Library	2,000 - 3,499	Pathfinder	315.00	15
23 Chouteau County Library	5,000 - 9,999	Pathfinder	245.00	25
24 Conrad Public Library	3,500 - 4,999	Pathfinder	227.00	29
25 Daniels County Library	2,000 - 3,499	Golden Plains	100.00	49
26 Darby Community Public Library	3,500 - 4,999	Tamarack	95.00	50
27 Denton Public Library	1,199 and Under	South Central	5.00	79
28 Dillon Public Library	5,000 - 9,999	Broad Valleys	462.00	10
29 Dorothy Asbjornson Community Library	1,199 and Under	South Central	2.00	80
30 Drummond School Community Library	1,199 and Under	Broad Valleys	20.00	72
31 Dutton Public Library	1,200 - 1,999	Pathfinder	69.00	56
32 Ekalaka Public Library	1,200 - 1,999	Sagebrush	30.00	66
33 Fairfield Public Library	1,200 - 1,999	Pathfinder	55.00	61
34 Fallon County Library	2,000 - 3,499	Sagebrush	67.00	57

Navigation: Menu, Data Element, Individual Library

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Excel

- These spreadsheets are provided for library use and may be customized. If the user chooses to save a copy of the spreadsheet, it will be saved to the local computer. It is not possible for users to make changes to the online master file.
- Charts may be pasted into Word documents, etc. Consult the software's instructions for importing charts.

The average person makes about 1,140 telephone calls each year.

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Custom Reports
 - Category
 - Charts
 - Multiple Fields

The average person laughs 15 times a day.

- Category reports show all items in a selected category. (i.e. Income, Automation, Collection, etc.) and users may choose which libraries are included. The library name and service population are included by default on all reports.
 - Report Instructions
 - Step 1: Choose Report Year
 - Step 2: Choose Report Type
 - Select a Category from the list.
 - Step 3: Choose Libraries
 - Select one or a combination of the following:
 - Choose all libraries
 - Choose Population Group (one, many, or none)
 - Choose Individual Library (one, many, or none)
 - Choose the Go button to generate the report.
 - Demonstration

2007 Capital Revenue Report

Powered by the [Montana State Library](#)



Service Population: 10,000 - 24,999

	Service Population	Local	State	Federal	Other	Total
Belgrade Community Library	10,272	0	0	0	0	0
Big Horn County Public Library	12,671	0	0	0	0	0
Bitterroot Public Library	23,844	0	0	0	0	0
Boulder Community Library	10,049	0	0	0	0	0
Glacier County Library	13,247	0	0	0	0	0
Havre-Hill County Library	16,673	0	0	0	0	0
Lewistown Public Library	11,250	5,000	0	0	5,000	10,000
Lincoln County Public Libraries	18,837	0	0	0	0	0
Livingston-Park County Public Library	15,694	0	0	0	0	0
Miles City Public Library	11,696	0	0	0	0	0
Polson City Library	11,789	0	0	0	0	0
Roosevelt County Library	10,620	0	0	0	0	0
	166,642	5,000	0	0	5,000	10,000



- Custom charts are graphic representations of field values. Users select a single field and which libraries to include on the report. The library name, field value, and service population are included by default on all reports.
 - Report Instructions
 - Step 1: Choose Report Year
 - Step 2: Choose Report Type
 - Select one field from the list.
 - Step 3: Choose Libraries
 - Select one or a combination of the following:
 - Choose all libraries
 - Choose Population Group (one, many, or none)
 - Choose Individual Library (one, many, or none)
 - Choose the Go button to generate the report.
 - Demonstration

In 75% of Americans households, women manage the money and pay the bills.

2006 Collection - Audios

Powered by the [Montana State Library](#)



All Montana Public Libraries

	Service Population	Value
Belgrade Community Library	10,272	72
Belt Public Library	1,522	101
Big Horn County Public Library	12,671	140
Bitterroot Public Library	23,844	1,300
Blaine County Library	4,299	606
Boulder Community Library	10,049	1,681
Bozeman Public Library	47,805	6,272
Bridger Public Library	2,259	716
Broadwater School and Community Library	4,385	418
Butte-Silver Bow Public Library	34,606	2,823
Camegie Public Library	3,609	716
Choteau/Teton Public Library	3,444	1,320
Chouteau County Library	5,970	505
Conrad Public Library	4,498	776
Daniel's County Library	2,017	900
Darby Community Public Library	3,907	96
Denton Public Library	301	175
Dillon Public Library	9,202	576
Dorothy Asbjornson Community Library	156	0
Drummond School Community Library	1,117	79
Dutton Public Library	1,401	494
Etahaka Public Library	1,360	113
Fairfield Public Library	1,599	376
Fallon County Library	2,837	475
Flathead County Library System	74,471	5,515
Garfield County Library	1,279	279
George McCone Memorial County Library	1,977	130
Glacier County Library	13,247	743
Glasgow City-County Library	7,675	1,578
Glendive Public Library	9,059	1,076
Great Falls Public Library	77,128	2,366
Harlem Public Library	2,710	269
Harlowton Public Library	2,269	387
Havre-Hill County Library	16,673	1,320
Hearst Free Library	9,417	875
Henry A Malley Memorial Library	1,858	400
Joliet Public Library	2,710	256



- Multiple Field reports allow users to select multiple data fields as well as which libraries to include on the report. Fields may belong to any category. The library name is included by default on all reports.
 - Report Instructions
 - Step 1: Choose Report Year
 - Step 2: Choose Report Type
 - Select multiple fields from the list.
 - Step 3: Choose Libraries
 - Select one or a combination of the following:
 - Choose all libraries
 - Choose Population Group (one, many, or none)
 - Choose Individual Library (one, many, or none)
 - Choose the Go button to generate the report.
 - Demonstration

2008 Public Library Statistics

Powered by the [Montana State Library](#)



Selected Libraries

** = data element not available for selected year

	Automation - Online Full Text Databases	Circulation - Non-Juvenile - Annual	Collection - Videos	Income - County
Carnegie Public Library	7	21,702	688	35,926
Choteau/Teton Public Library	9	29,215	2,497	55,863
Chouteau County Library	11	64,100	700	181,174
Conrad Public Library	5	14,912	1,124	80,514
Family Billings Library	29	628,679	24,583	574,356
Petroleum County School-Community Library	4	2,205	1,554	15,734
Philipsburg Public Library	0	265	424	0
Phillips County Library	3	11,874	350	79,600
Plains Public Library District	6	29,245	251	63,815
Polson City Library	10	40,329	759	15,315
Prairie County Library	6	7,070	674	33,761
Preston Town County Library	0	3,835	768	20,070
	90	853,431	34,372	1,156,128



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Ranking Reports
 - Data Element Ranking
 - Individual Library Ranking Summary

You share your birthday with at least 9 million other people in the world.

- Data Element Ranking reports include rankings for individual data items (i.e. Circulation, Print Materials, etc.) and initially show all public libraries. The library name, population group, federation, data value, and rank are included on all reports. Rankings are based on the 80 public libraries in the state of Montana and a rank of one represents the high value. Ties have been resolved alphabetically.
- Report Instructions
 - Step 1: Open the Excel File
 - Step 2: Choose the Data Element Ranking Report
 - Select this item from the Menu or by clicking on its tab at the bottom of the screen.
 - Step 3: From the Select Data Element dropdown list choose the field to be viewed.
 - View the Reporting Tips page for more information on selecting, filtering, and sorting this data.
 - Demonstration



2007 Collection - Total

<i>library name</i>	<i>population group</i>	<i>federation</i>	<i>value</i>	<i>rank</i>
Belgrade Community Library	10,000 - 24,999	Broad Valleys	30,259.00	29
Beit Public Library	1,200 - 1,999	Pathfinder	7,016.00	76
Big Horn County Public Library	10,000 - 24,999	South Central	43,992.00	20
Bitterroot Public Library	10,000 - 24,999	Tamarack	47,468.00	15
Blaine County Library	3,500 - 4,999	Pathfinder	22,552.00	49
Boulder Community Library	10,000 - 24,999	Broad Valleys	79,529.00	8
Bozeman Public Library	Over 25,000	Broad Valleys	134,963.00	6
Bridger Public Library	2,000 - 3,499	South Central	16,745.00	60
Broadwater School and Community Library	3,500 - 4,999	Broad Valleys	44,654.00	19
Butte-Silver Bow Public Library	Over 25,000	Broad Valleys	80,958.00	7
Carnegie Public Library	3,500 - 4,999	South Central	25,488.00	41
Choteau/Teton Public Library	2,000 - 3,499	Pathfinder	22,114.00	51
Chouteau County Library	5,000 - 9,999	Pathfinder	45,695.00	17
Conrad Public Library	3,500 - 4,999	Pathfinder	19,402.00	55
Daniels County Library	2,000 - 3,499	Golden Plains	26,869.00	37
Darby Community Public Library	3,500 - 4,999	Tamarack	6,616.00	78
Denton Public Library	1,199 and Under	South Central	6,010.00	79
Dillon Public Library	5,000 - 9,999	Broad Valleys	29,572.00	30
Dorothy Asbjornson Community Library	1,199 and Under	South Central	5,801.00	80
Drummond School Community Library	1,199 and Under	Broad Valleys	22,184.00	50
Dutton Public Library	1,200 - 1,999	Pathfinder	8,984.00	72
Ekalaka Public Library	1,200 - 1,999	Sagebrush	7,496.00	74
Fairfield Public Library	1,200 - 1,999	Pathfinder	11,884.00	70
Fallon County Library	2,000 - 3,499	Sagebrush	19,389.00	56
Flathead County Library	Over 25,000	Tamarack	191,431.00	3
Garfield County Library	1,200 - 1,999	Sagebrush	13,626.00	69
George McCone Memorial County Library	1,200 - 1,999	Sagebrush	19,967.00	54
Glacier County Library	10,000 - 24,999	Pathfinder	39,548.00	23
Glasgow City-County Library	5,000 - 9,999	Golden Plains	45,000.00	18
Glendive Public Library	5,000 - 9,999	Sagebrush	32,671.00	28
Great Falls Public Library	Over 25,000	Pathfinder	156,068.00	4
Harlem Public Library	2,000 - 3,499	Pathfinder	14,445.00	65
Harlowton Public Library	2,000 - 3,499	South Central	13,893.00	68
Havre-Hill County Library	10,000 - 24,999	Pathfinder	79,360.00	9
Hearst Free Library	5,000 - 9,999	Broad Valleys	42,996.00	22
Henry A Malley Memorial Library	1,200 - 1,999	Sagebrush	25,522.00	40
Joliet Public Library	2,000 - 3,499	South Central	11,833.00	71
Judith Basin County Free Library	2,000 - 3,499	South Central	20,647.00	53
Laurel Public Library	5,000 - 9,999	South Central	29,566.00	31
Lewis and Clark Library	Over 25,000	Broad Valleys	138,912.00	5
Lewistown Public Library	10,000 - 24,999	South Central	46,942.00	16



- Individual Library Ranking Summary reports include rankings for all data items for an individual library. The data field name, value and rank are included for all items. Rankings are based on the 80 public libraries in the state of Montana and a rank of one represents the high value. Ties have been resolved alphabetically.
- Report Instructions
 - Step 1: Open the Excel File
 - Step 2: Choose the Individual Library Ranking Summary Report
 - Select this item from the Menu or by clicking on its tab at the bottom of the screen.
 - Step 3: From the Select Data Element dropdown list choose the library to be viewed.
 - View the Reporting Tips page for more information on selecting, filtering, and sorting this data.
 - Demonstration



2007 Ranking Report

Belgrade Community Library

	value	rank		value	rank
Circulation Per Capita	4.43	50	Expenditures Per Capita	15.61	63
Collection Per Capita	2.95	68	Income per Capita	17.88	59
Collection Turnover Rate	1.50	19	Visits Per Capita	0.10	31

General			Collection - Total		
Branches	0	16	Audios	847	31
Bookmobiles	0	3	Current Electronic Serial Subscriptions	0	19
Service Population	10,272	18	Current Print Serial Subscriptions	58	25
Square Footage	9,400	21	Databases	25	36
Staff - Total	3.80	23	Local	1	28
FTEs Librarians	1	51	Other	0	14
FTEs with MLS	0	20	State	24	13
FTEs Other Staff	3	10	Ebooks	9,058	4
Non-Paid Staff Hours	29	19	Other	0	49
Income/Expense			Print	19,000	42
Expenditures - Total	160,388	25	Videos	1,296	21
Benefits	27,558	17	Interlibrary Loans		
Collection - Total	7,902	57	In State Borrows	1,137	8
Electronic Materials	0	67	In State Loans	1,646	8
Other Materials	0	49	Out of State Borrows	60	33
Print Materials	7,902	50	Out of State Loans	25	31
Continuing Education	1,179	36	Service Hours - Total	48	27
Other	32,405	21	Main	48	18
Salaries	91,344	23	Branches	0	15
Capital Expenditures - Total	0	34	School	0	3
Building	0	12	Bookmobiles	0	4
Collection	0	8	Circulation - Total	45,508	18
Equipment	0	27	Children's	18,281	16
Other	0	7	Other	27,227	27
Income - Total	183,709	23	Program Attendance - Total	3,180	22
City Income	63,324	18	Children's	2,864	15
County Income	95,202	26	Adult	282	33
Federal Income	0	7	Young Adult	34	33
Other Income	21,790	14	Programs - Total	66	35
State Income - Total	3,393	30	Children's	42	42
Coal Severance Tax	1,038	78	Adult	15	28
Interlibrary Loan Reimbursement	1,317	16	Young Adult	9	15
Per Capita/Per Square Mile	1,038	24	Transactions		
Capital Revenue - Total	0	8	Directional - Yearly	6,344	20
Federal	0	1	Library Visits - Yearly	51,064	19
Local	0	6	Procedural - Yearly	1,612	49

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

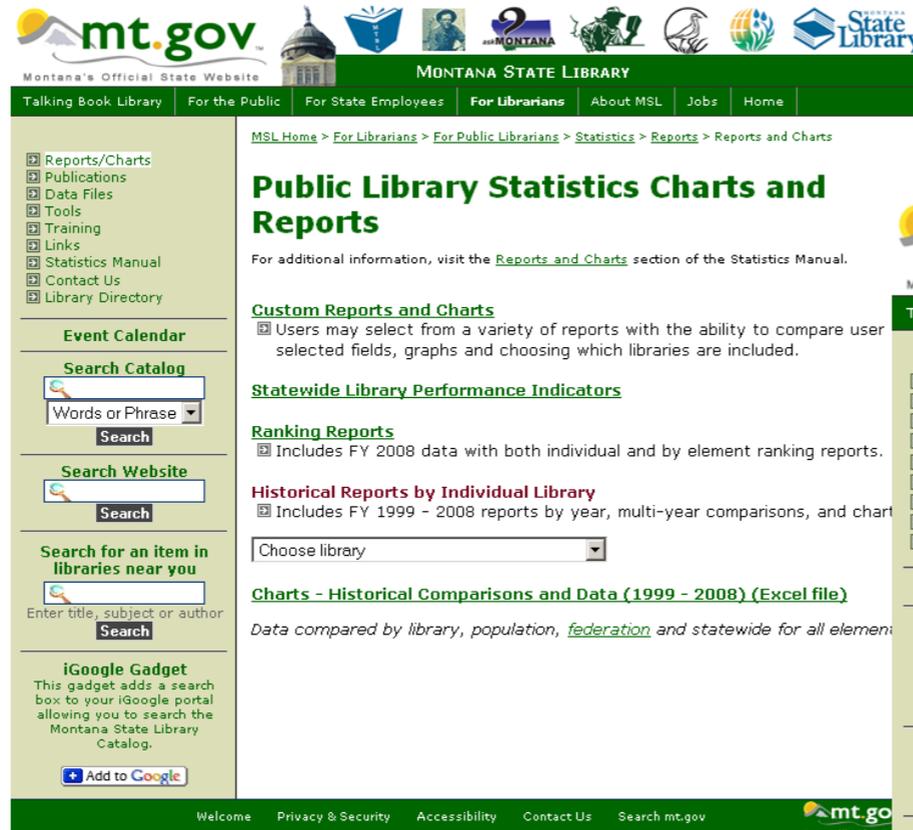
[Resolving Edits](#)

[Online Tools](#)

- **Historical Reports**
 - **Overview**
 - **Historical Comparison Reports**
 - **Historical Reports By Year**
 - **Charts - Historical Comparisons and Data**
 - **Multiple Years: Library, Population, Federation, Statewide Chart - Historical**
 - **Single Year: Library, Population, Federation, Statewide Chart - Historical**
 - **Multiple Years: Single Library Chart - Historical**
 - **Expense Comparison Charts - Historical**
 - **Income Comparison Charts - Historical**
 - **Collection Comparison Charts - Historical**

The average person flexes the joints in their finger 24 million times during a lifetime.

- Historical Reports are viewed by individual library. To begin viewing these reports, users must first choose the correct library.
 - Historical Comparison Reports
 - Historical Reports By Year
 - Charts - Historical Comparisons and Data



mt.gov MONTANA STATE LIBRARY

MSL Home > For Librarians > For Public Librarians > Statistics > Reports > Reports and Charts

Public Library Statistics Charts and Reports

For additional information, visit the [Reports and Charts](#) section of the Statistics Manual.

Custom Reports and Charts
 Users may select from a variety of reports with the ability to compare user selected fields, graphs and choosing which libraries are included.

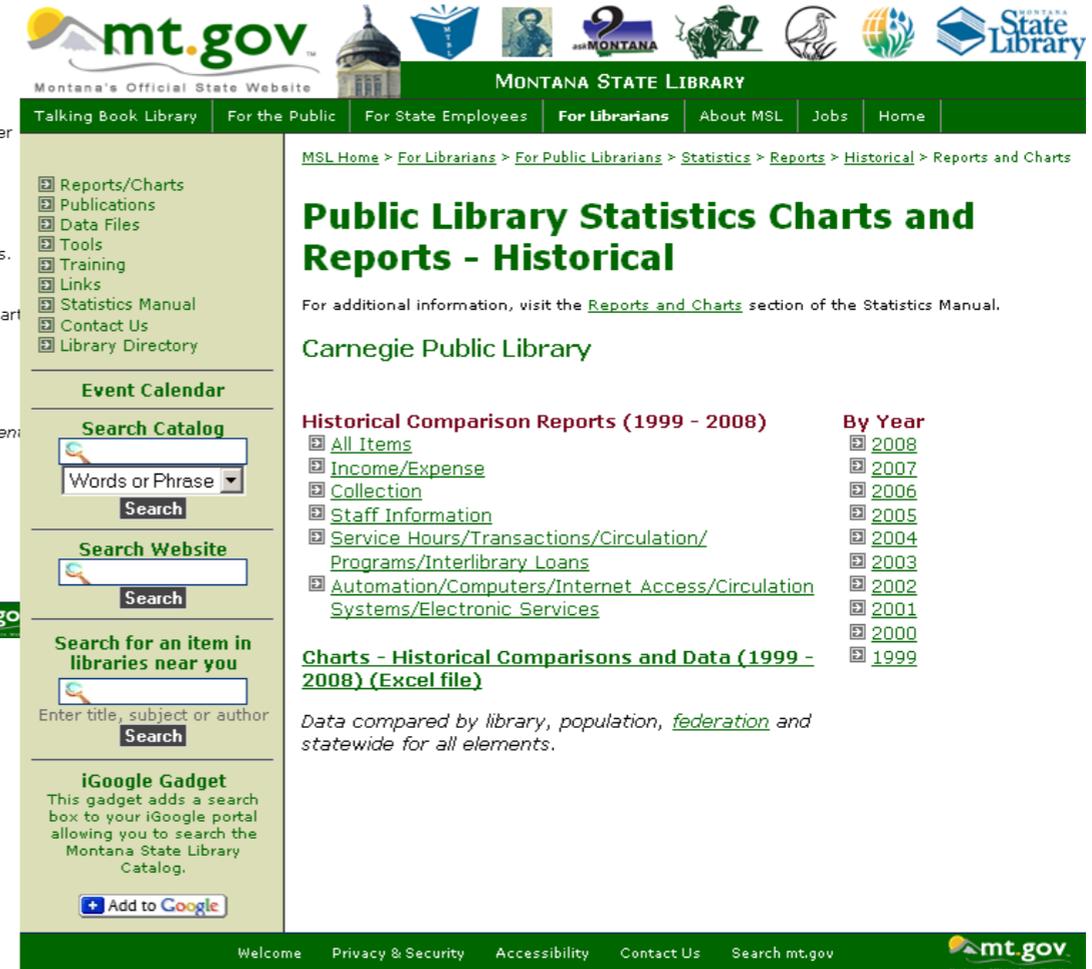
Statewide Library Performance Indicators

Ranking Reports
 Includes FY 2008 data with both individual and by element ranking reports.

Historical Reports by Individual Library
 Includes FY 1999 - 2008 reports by year, multi-year comparisons, and charts.

Choose library:

Charts - Historical Comparisons and Data (1999 - 2008) (Excel file)
 Data compared by library, population, *federation* and statewide for all elements.



mt.gov MONTANA STATE LIBRARY

MSL Home > For Librarians > For Public Librarians > Statistics > Reports > Historical > Reports and Charts

Public Library Statistics Charts and Reports - Historical

For additional information, visit the [Reports and Charts](#) section of the Statistics Manual.

Carnegie Public Library

Historical Comparison Reports (1999 - 2008)

- [All Items](#)
- [Income/Expense](#)
- [Collection](#)
- [Staff Information](#)
- [Service Hours/Transactions/Circulation/Programs/Interlibrary Loans](#)
- [Automation/Computers/Internet Access/Circulation Systems/Electronic Services](#)

By Year

- [2008](#)
- [2007](#)
- [2006](#)
- [2005](#)
- [2004](#)
- [2003](#)
- [2002](#)
- [2001](#)
- [2000](#)
- [1999](#)

Charts - Historical Comparisons and Data (1999 - 2008) (Excel file)
 Data compared by library, population, *federation* and statewide for all elements.



- Historical Comparison Reports include values for data items back to 1999. Reports are viewed by individual library and users may select the category of items to be included.
 - Report Instructions
 - Select the individual library to be viewed
 - Under Historical Reports choose individual library from the dropdown list. The user will be taken to the Historical Reports page for that library.
 - Choose the report Category link
 - Demonstration



Choteau/Teton Public Library

Powered by the [Montana State Library](#)



Statistics Report 1999 - 2007 Collection 7/23/2008

**not collected

Collection	2007	2006	2005	2004	2003	2002	2001	2000	1999
Print Materials	18,492	18,127	18,100	17,321	16,477	21,500	21,500	20,750	20,747
Electronic Books (E-Books)	0	9	9	8	0	6	4	4	3
Licensed Databases									
Local	0	0	0	0	0	**	**	**	**
State (state government or State library)	28	28	0	**	**	**	**	**	**
Other cooperative agreements (or consortia) within state or region	0	0	0	**	**	**	**	**	**
Current Electronic Serial Subscriptions	0	0	0	0	0	**	**	**	**
Current Print Serial Subscriptions	17	17	25	19	19	**	**	**	**
Audios	1,367	1,320	1,217	1,086	937	450	425	325	325
Videos	2,176	1,978	1,802	1,518	1,323	800	750	625	600
Other Collection	62	0	0	0	0	500	0	0	0



Sample



- Historical Reports by Year include all data items for a single year by individual library.
 - Report Instructions
 - Select the individual library to be viewed
 - Under Historical Reports choose individual library from the dropdown list. The user will be taken to the Historical Reports page for that library.
 - Choose the report Year link
 - Demonstration



Choteau/Teton Public Library

Powered by the [Montana State Library](#) 

Statistics Report - 2007 7/23/2008

**not collected

Library Income	2007
General Fund Revenue Sources	
County	Yes
City	Yes
District	No
School District	No
Non-Tax Revenue Sources	
County	Yes
City	No
District	No
City Mill	6.06
County Mill	1.94
District Mill	0.00
Additional Mill	0.00
Local Income	
Local City/District Income	8,655
Local County Income	44,296
Sub-Total	52,951
State Income	
Coal Severance Tax Income	1,657
State Aid	0
Per Capita/Square Mile Income	428
ILL Income	107
Sub-Total	2,192
Federal Income	0

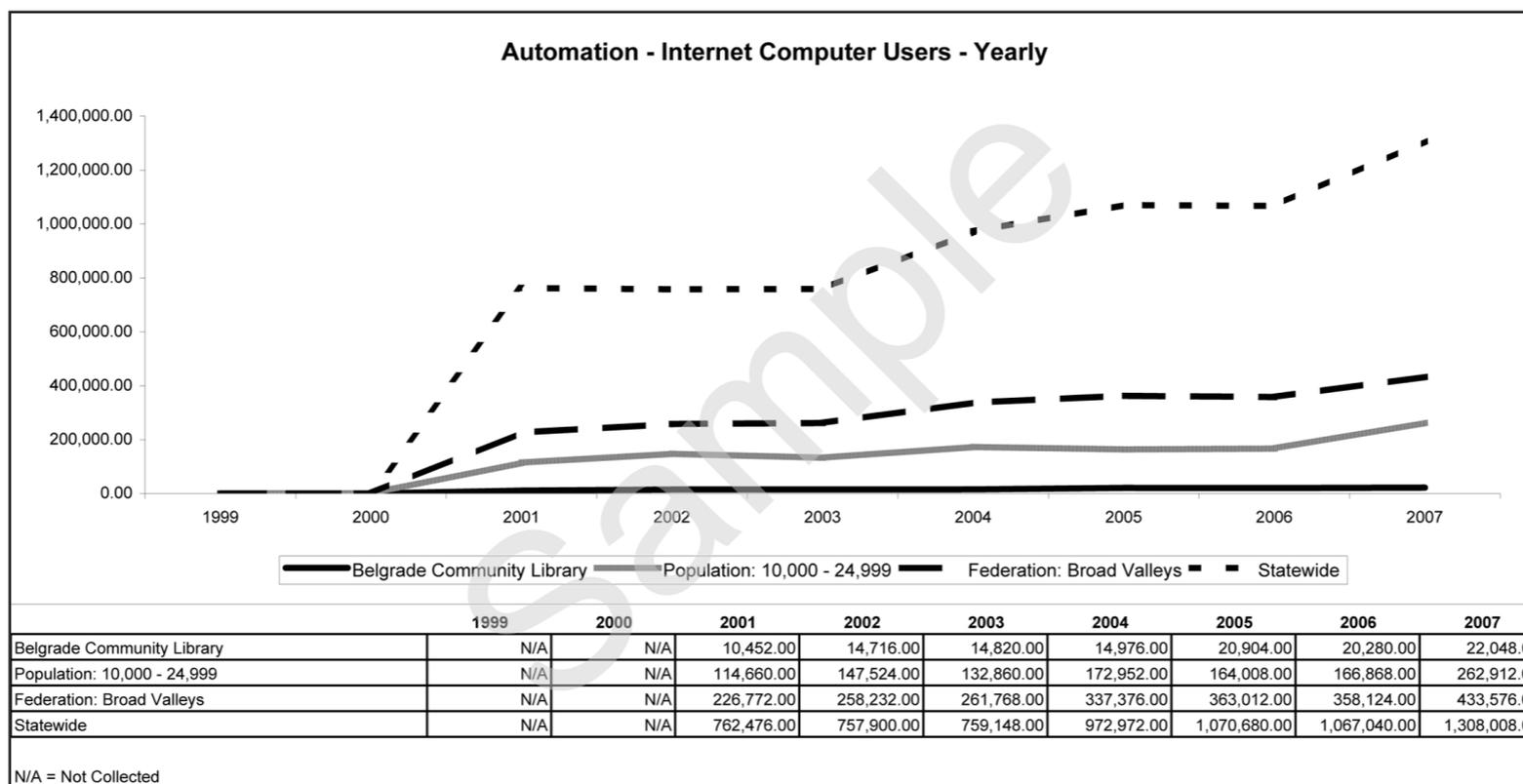


- Introduction
- Overview
- Gathering Values
- Data Entry
- Resolving Edits
- Online Tools
 - Reports and Charts
 - Overview
 - Reporting Tips
 - Custom Reports and Charts
 - Ranking Reports
 - Historical Reports
 - Statewide Library Performance Indicators
 - Publications
 - Data Files
 - Tools
 - Training
 - Links

It takes about a half a gallon of water to cook macaroni, and about a gallon to clean the pot.

- This chart includes data for a single item and library over multiple years with comparisons made to other Montana public libraries of the same population size, the library's federation and all public libraries in the State of Montana. Users may choose the library for comparison and the data field.
 - Report Instructions
 - Open the Excel File (Charts - Historical Comparisons and Data)
 - Choose the Multiple Years: Library, Population, Federation, Statewide report
 - Select this item from the Menu or by clicking on its tab at the bottom of the screen.
 - From the dropdown lists choose the library and Comparison Type (field) to be viewed.
 - View the Reporting Tips page for more information on selecting, filtering, and sorting this data.
 - Demonstration

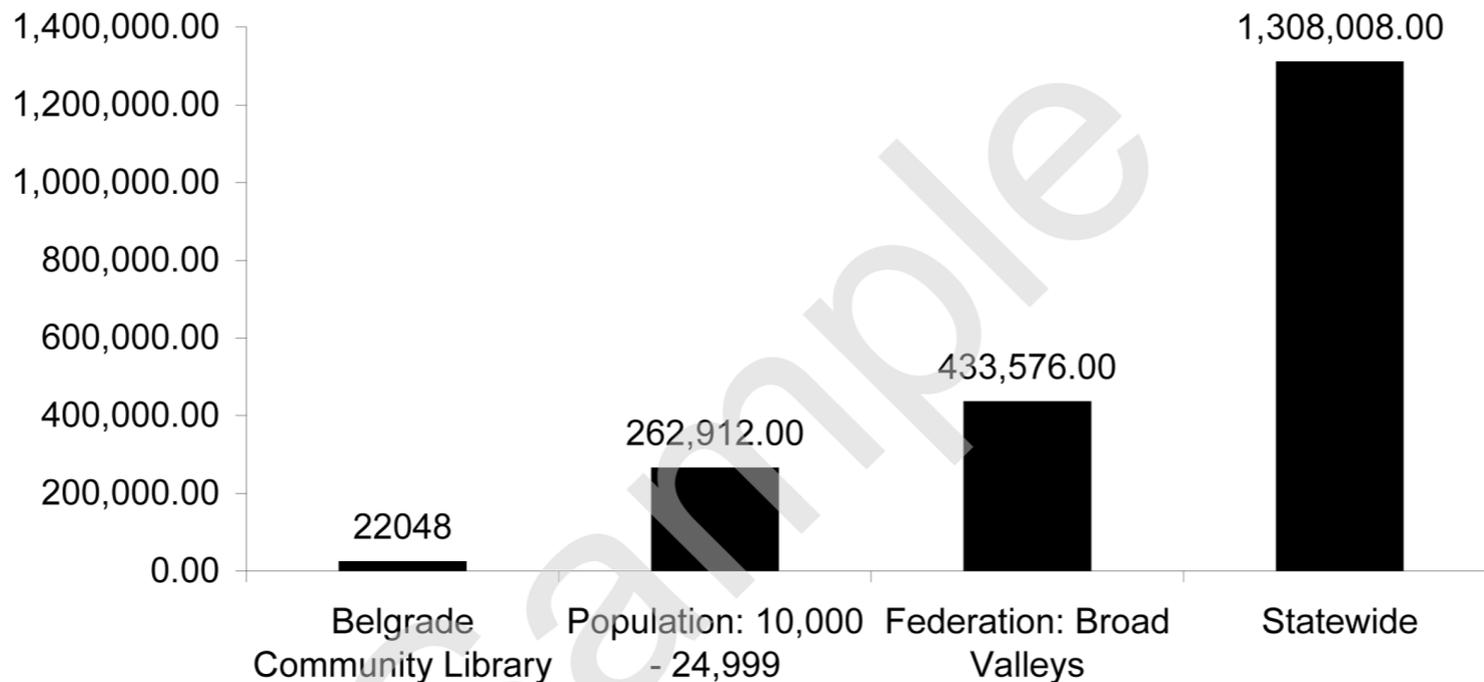




- This chart includes data for a single item for a single year with comparisons made to other Montana public libraries of the same population size, the library's federation and all public libraries in the State of Montana. Users may choose the year, library, and data field for comparison.
 - Report Instructions
 - Open the Excel File (Charts - Historical Comparisons and Data)
 - Choose the Single Year: Library, Population, Federation, Statewide report
 - Select this item from the Menu or by clicking on its tab at the bottom of the screen.
 - From the dropdown lists choose the year, library, and Comparison Type (field) to be viewed.
 - View the Reporting Tips page for more information on selecting, filtering, and sorting this data.
 - Demonstration
 -



2007 Automation - Internet Computer Users - Yearly



2007

Belgrade Community Library	22,048.00
Population: 10,000 - 24,999	262,912.00
Federation: Broad Valleys	433,576.00
Statewide	1,308,008.00

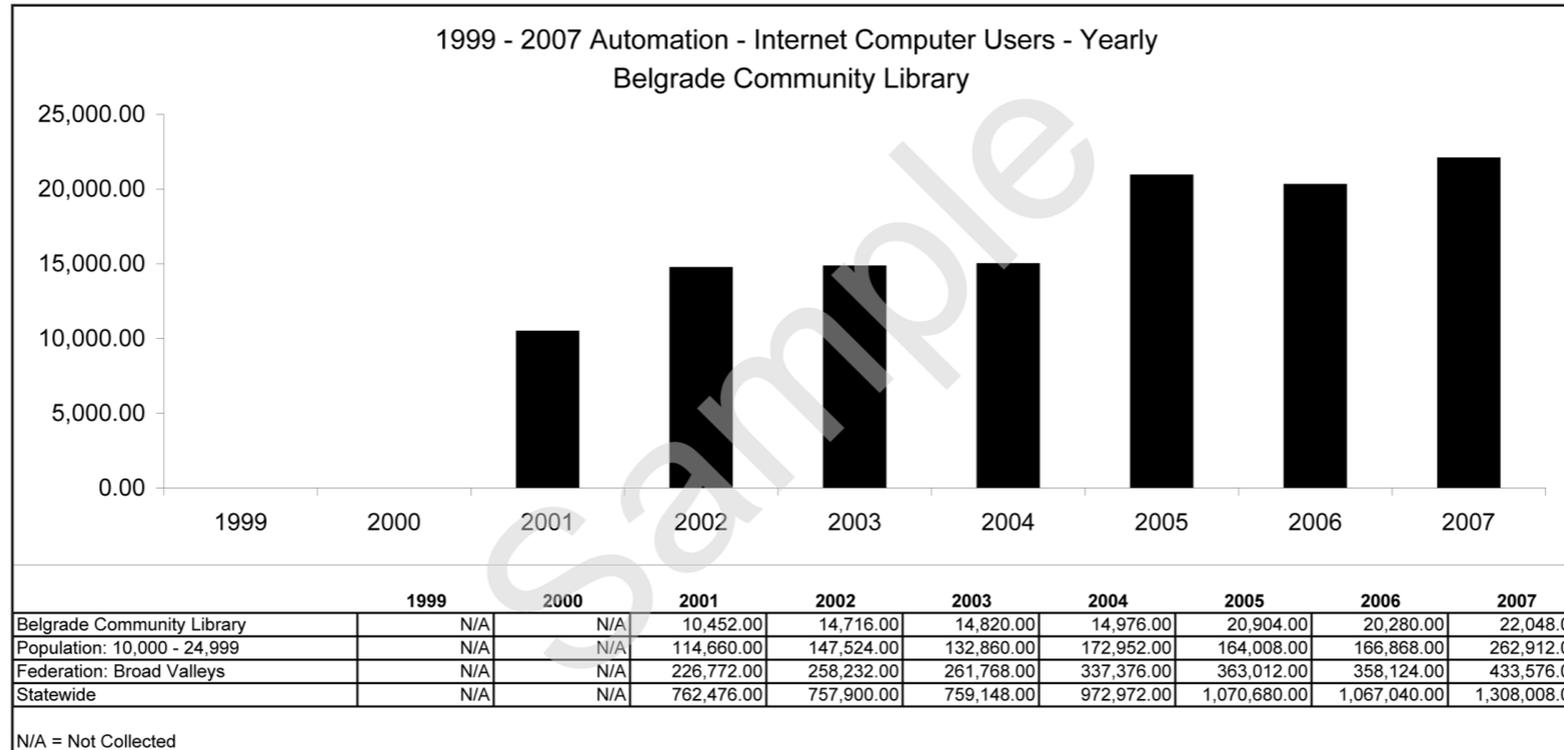
N/A = Not Collected



- This chart includes data for a single item and library over multiple years. Users may choose library, and data field for comparison.
 - Report Instructions
 - Open the Excel File (Charts - Historical Comparisons and Data)
 - Choose the Multiple Year: Single Library report
 - Select this item from the Menu or by clicking on its tab at the bottom of the screen.
 - From the dropdown lists choose the library, and Comparison Type (field) to be viewed.
 - View the Reporting Tips page for more information on selecting, filtering, and sorting this data.
 - Demonstration

More Monopoly money is printed in a year than real money throughout the world.

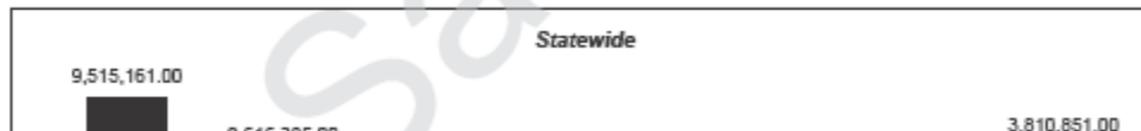
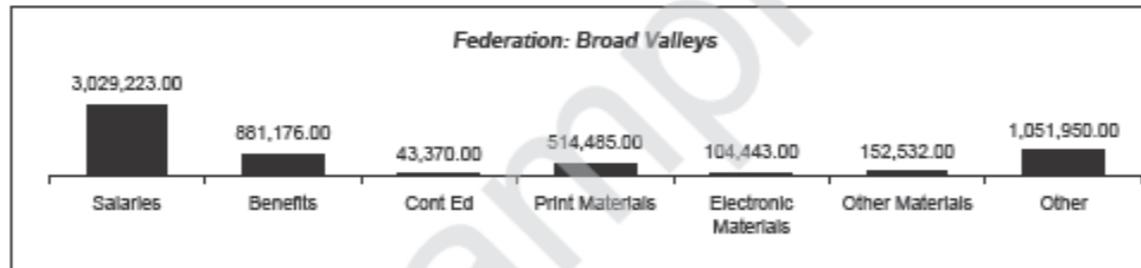
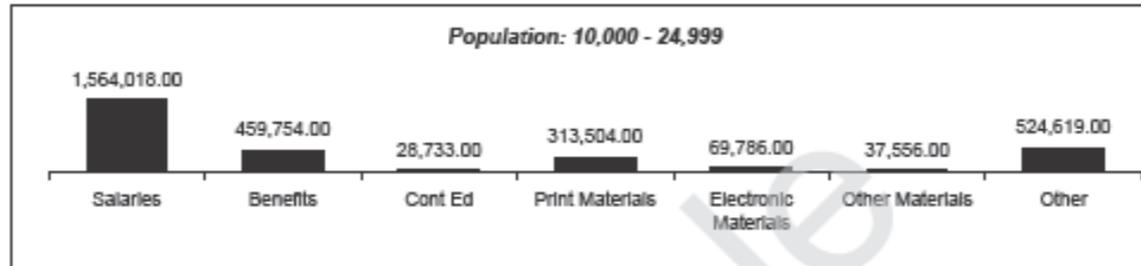
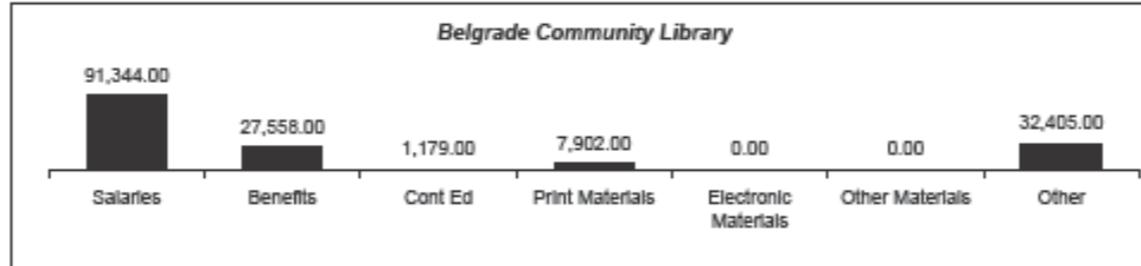
- Introduction
- Overview
- Gathering Values
- Data Entry
- Resolving Edits
- Online Tools



- This chart includes Expense related data items for a single year and library with comparisons made to other Montana public libraries of the same population size, the library's federation and all public libraries in the State of Montana. A separate chart is created for each of the comparison groups. Users may choose the year and library for comparison.
- Report Instructions
 - Open the Excel File (Charts - Historical Comparisons and Data)
 - Choose the Expense Comparison Charts report
 - Select this item from the Menu or by clicking on its tab at the bottom of the screen.
 - From the dropdown lists choose the library, and Comparison Type (field) to be viewed.
 - View the Reporting Tips page for more information on selecting, filtering, and sorting this data.
 - Demonstration

Your brain weighs around 3 pounds. All but ten ounces is water.

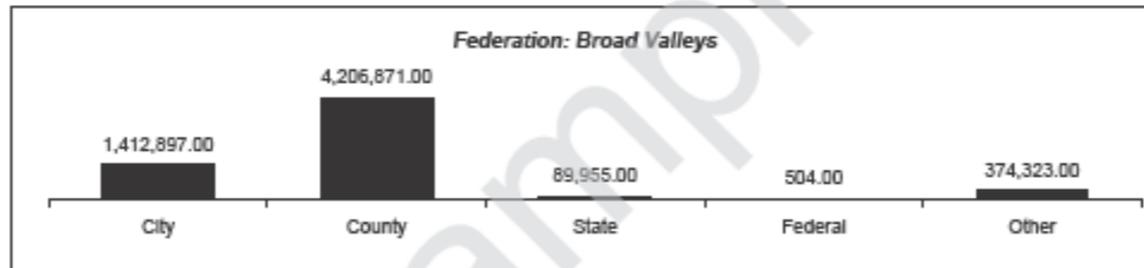
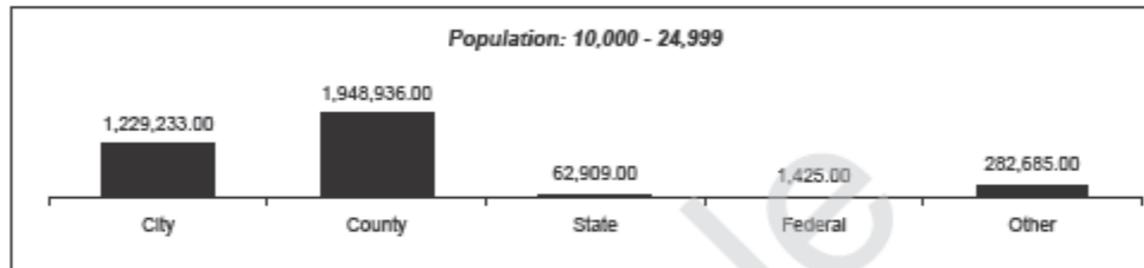
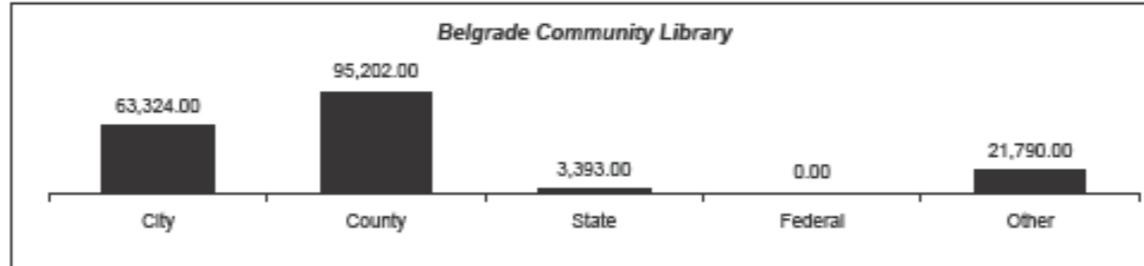
2007 Expenditures Comparison



- This chart includes Income related data items for a single year and library with comparisons made to other Montana public libraries of the same population size, the library's federation and all public libraries in the State of Montana. A separate chart is created for each of the comparison groups. Users may choose the year and library for comparison.
- Report Instructions
 - Open the Excel File (Charts - Historical Comparisons and Data)
 - Choose the Income Comparison Charts report
 - Select this item from the Menu or by clicking on its tab at the bottom of the screen.
 - From the dropdown lists choose the library, and Comparison Type (field) to be viewed.
 - View the Reporting Tips page for more information on selecting, filtering, and sorting this data.
 - Demonstration



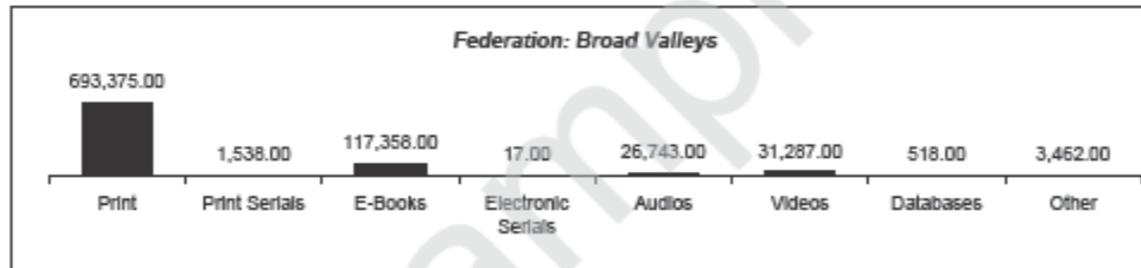
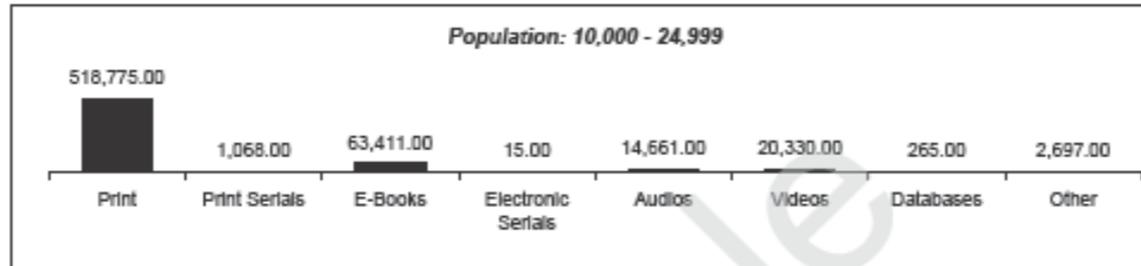
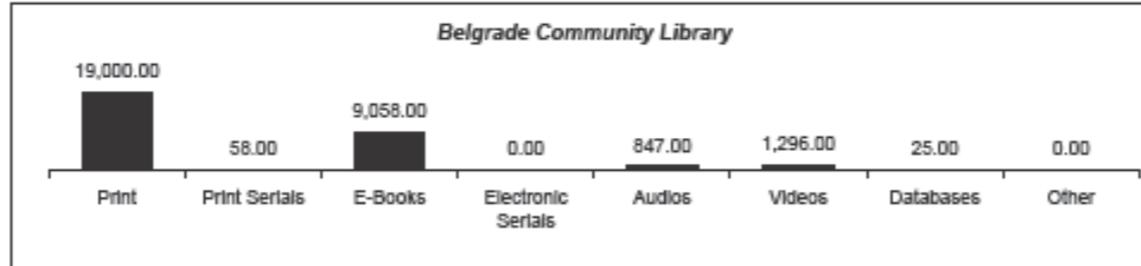
2007 Income Comparison



- This chart includes Collection related data items for a single year and library with comparisons made to other Montana public libraries of the same population size, the library's federation and all public libraries in the State of Montana. A separate chart is created for each of the comparison groups. Users may choose the year and library for comparison.
- Report Instructions
 - Open the Excel File (Charts - Historical Comparisons and Data)
 - Choose the Collection Comparison Charts report
 - Select this item from the Menu or by clicking on its tab at the bottom of the screen.
 - From the dropdown lists choose the library, and Comparison Type (field) to be viewed.
 - View the Reporting Tips page for more information on selecting, filtering, and sorting this data.
 - Demonstration

Fingernails grow nearly 4 times faster than toenails.

2007 Collection Comparison



[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- Statewide Library Performance Indicators
 - Overview
 - Visits Per Capita
 - Collection Turnover Rate
 - Circulation Per Capita
 - Circulation Per Capita
 - Income Per Capita



Introduction

Overview

Gathering Values

Data Entry

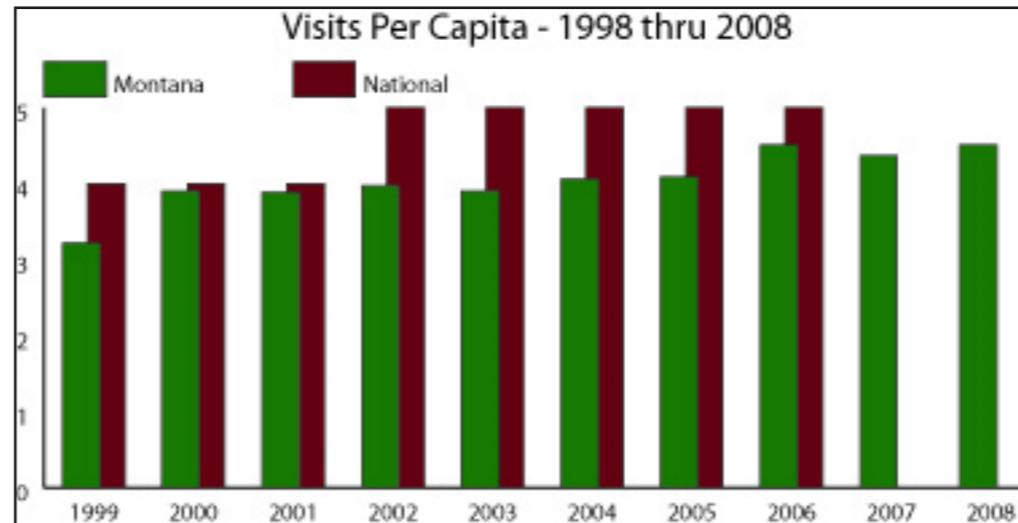
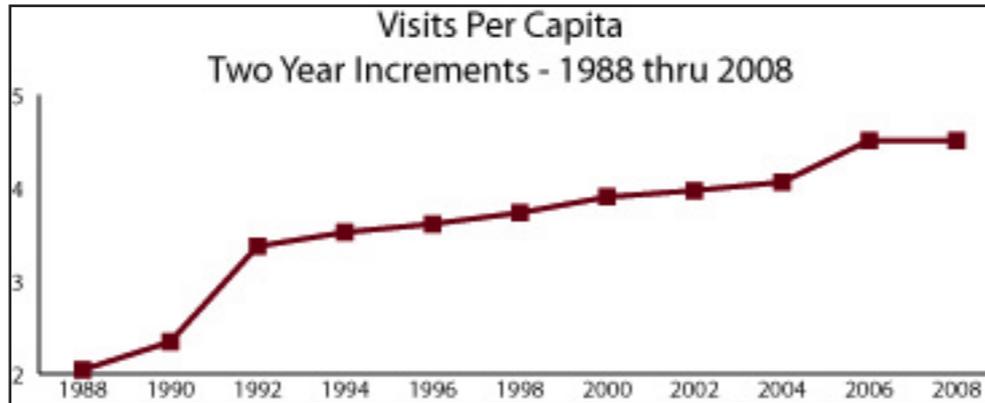
Resolving Edits

Online Tools

- The Performance Indicators are a series of charts which illustrate measures used to evaluate library services.
- The core performance measures currently available online are:
 - Visits per capita
 - Collection turnover rate
 - Circulation per capita
 - Income per capita
- Performance measure information is included in the Custom Reports and Charts section for individual libraries.

The average person has over 1,460 dreams a year.

- Visits Per Capita relates the number of people visiting the library to the population served. It can be thought of as representing the average number of times during a year that a member of the community uses the library. Visits Per Capita is calculated by dividing the library total attendance by the service area population.



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- **Factors that Influence the Measure**

- Fluctuation in the size of the service area population
- Library hours of service
- Physical arrangement and convenience of library facilities
- Community awareness of library service
- Special programs--prizes, reading programs, etc.
- Library circulation or acquisitions policies, loan period, fines
- Age, condition, and size of the library's collection

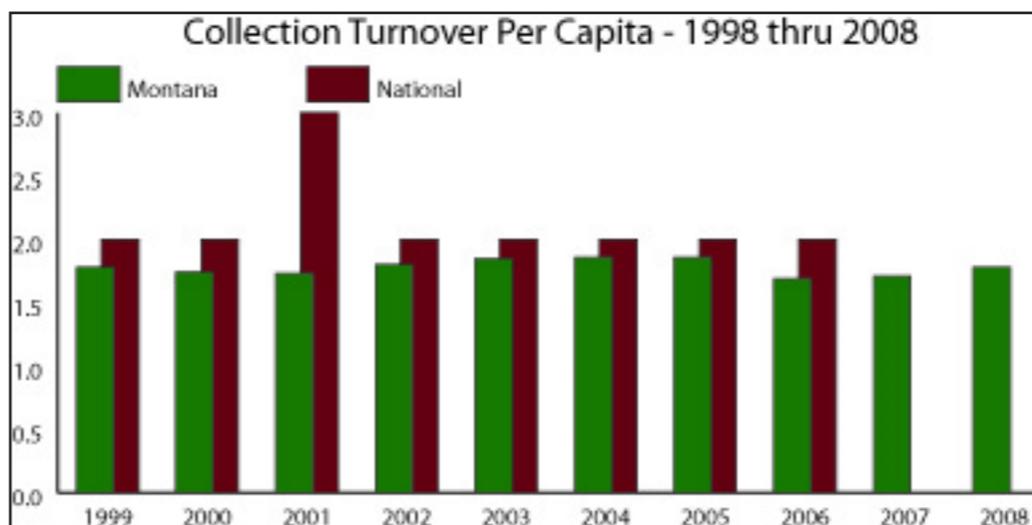
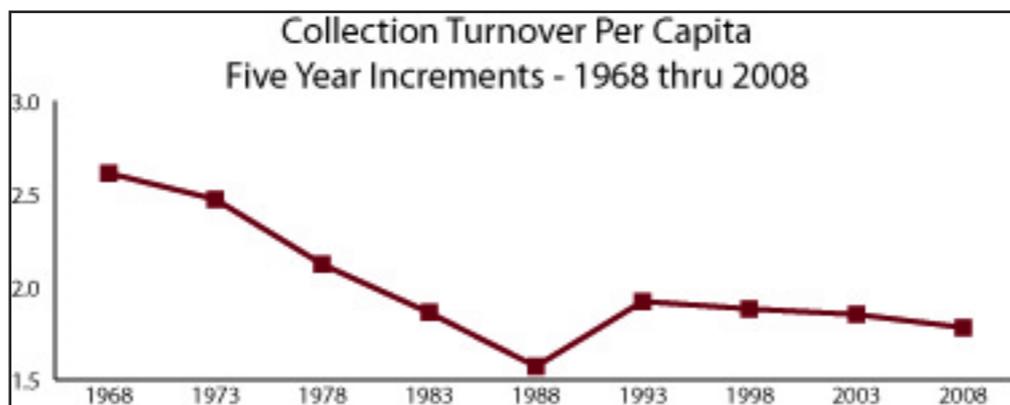


- Interpretation and Use

- Visits Per Capita is one measure of the community's use of the library, whether for materials, programs, or meetings. A high score on the measure indicates heavy use of the facility. A low score may indicate several things. For example:
 - The hours the library is open does not fit the needs of the community;
 - The library's collection and/or programming does not meet the community's interests or needs;
 - Residents may be unaware of what the library has to offer;
 - The facility may be uninviting.



- Turnover Rate measures the activity of a library's collection, indicating the number of times each unit of library material would have circulated during the year if circulation had been spread evenly throughout the collection. It is calculated by dividing the library's total annual circulation by total library holdings.



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Factors that Influence the Measure
 - Increase or decrease in the annual circulation
 - Circulation policies--loan period, fines
 - Library acquisitions and collection development policies
 - Special programs--prizes, reading program, etc.
 - Community awareness of library service
 - Library hours of service
 - Number of library users
 - Age, condition, and size of the library's collection
 - Physical arrangement and convenience of library facilities



Introduction

Overview

Gathering Values

Data Entry

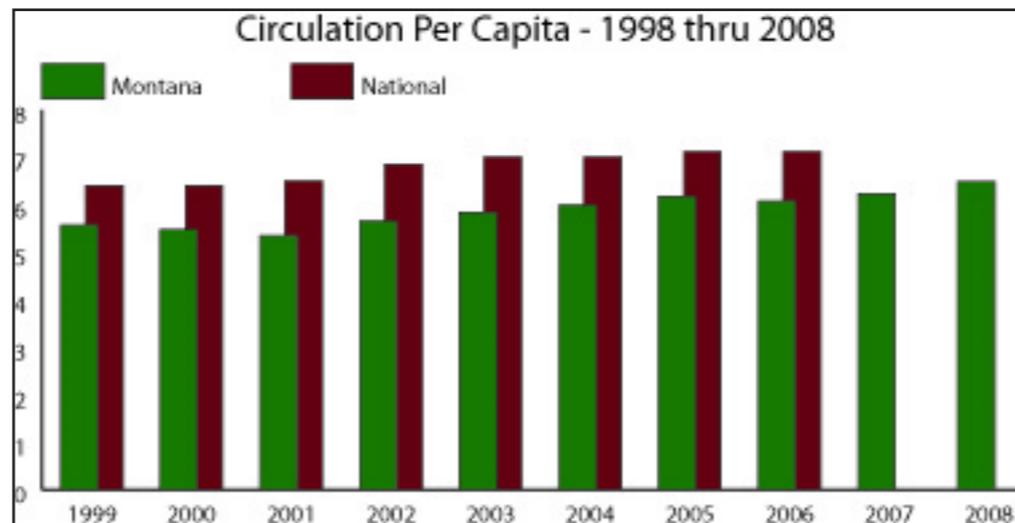
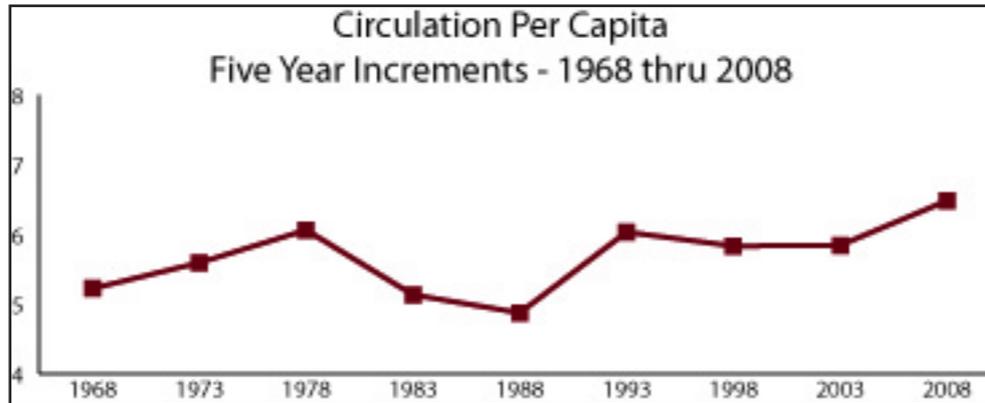
Resolving Edits

Online Tools

- Interpretation and Use
 - This measure related strongly to the goals each library has set for meeting the service needs of its community. A library which emphasizes the circulation of popular reading materials will have a higher Turnover Rate than a library which emphasizes subject depth in its collection and has an extensive reference collection.



- Circulation Per Capita relates the number of items a library circulates to the population served. It can be thought of as representing the average number of items checked out in a year by a member of the community. Circulation Per Capita is calculated by dividing the library's total annual circulation by the service area population.



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Factors that Influence the Measure
 - Fluctuation in the size of the service area population
 - Increase or decrease in the number of items circulated annually
 - Library circulation or acquisitions policies, loan period, fines
 - Special programs--prizes, reading programs, etc.
 - Community awareness of library service
 - Library hours of service
 - Number of library users
 - Age, condition, and size of the library's collection
 - Physical arrangement and convenience of library facilities



[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

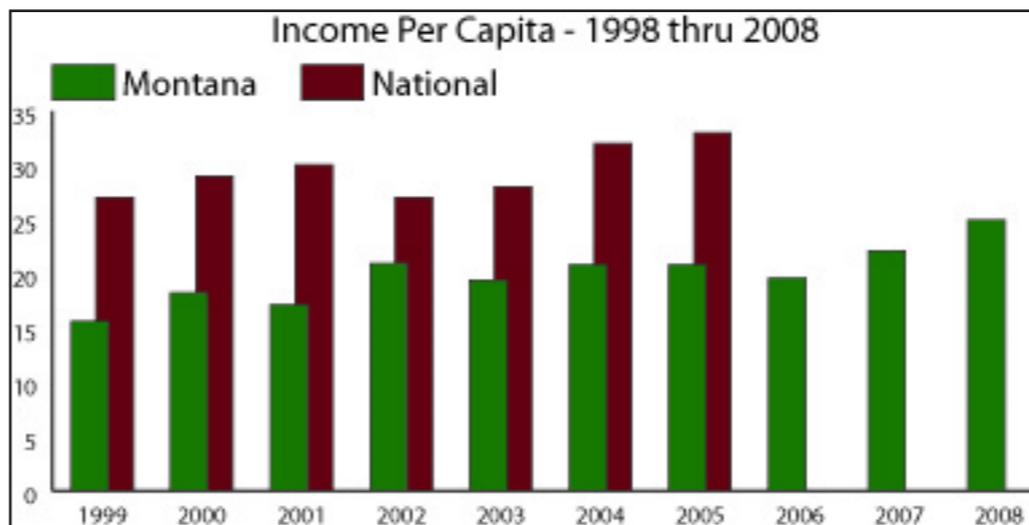
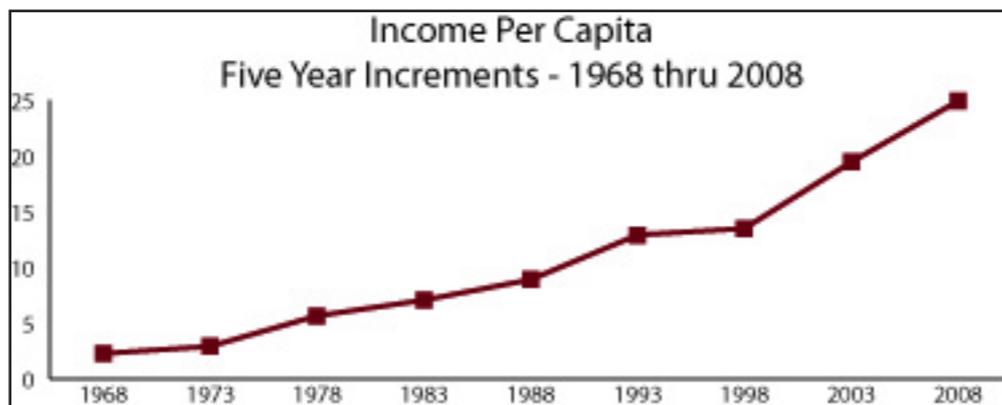
[Resolving Edits](#)

[Online Tools](#)

- Interpretation and Use
 - The library's collection may not meet community needs or interests;
 - Community residents may be unaware of the library's resources;
 - The library may have an extensive collection of non-circulating materials.



- Income Per Capita relates library income to the population of the service area served. It is obtained by dividing the library's total income by the service area population. Figures shown here are based on each library's total income, which includes city, district, county, state, federal, and other income.



[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

- Factors that Influence the Measure
 - Overall local economic conditions
 - Changing tax base
 - Demands on local government for all public services in general and library service specifically
 - Community perception of the importance and value of library service
 - Political climate
 - Changes in the availability of state and federal grants



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Interpretation and Use
 - Knowing the extent to which a city, district or county government is providing the financial support possible for its library is valuable information for public librarians and their boards.



[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

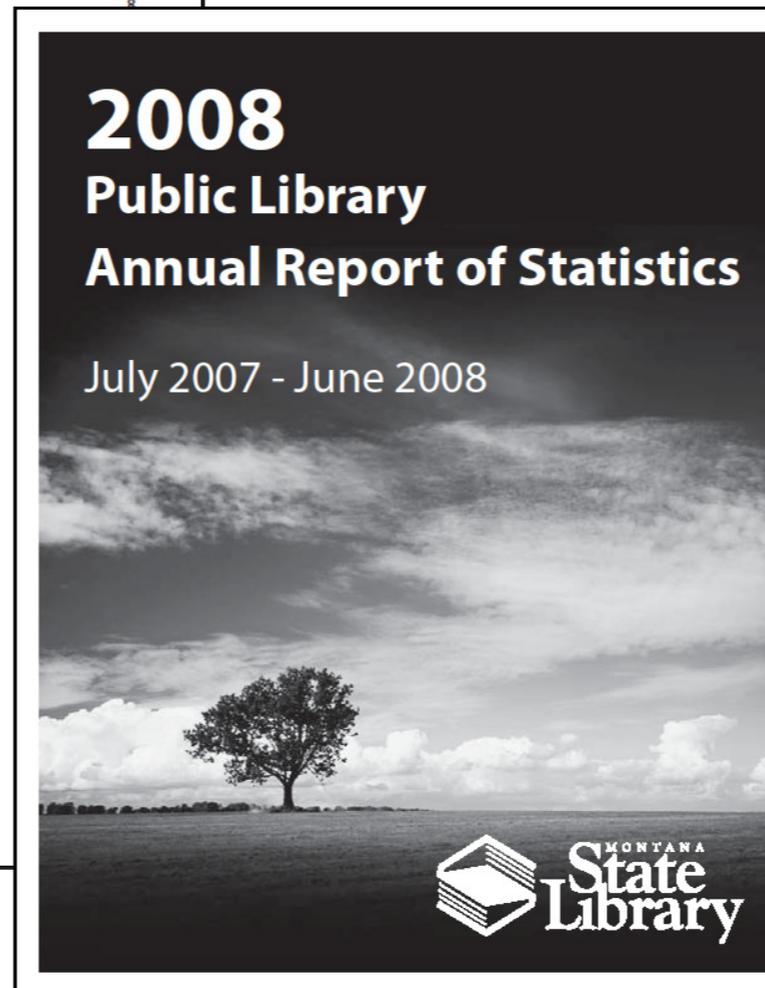
[Resolving Edits](#)

[Online Tools](#)



- The Publications area of the online Public Library Statistics section contains documents distributed by the State Library such as the Annual Report of Statistics.

Table of Contents	<i>page</i>
Letter from the State Librarian	1
Montana Public Libraries	2
Statewide Library Performance Indicators	3
Visits Per Capita	4
Circulation Per Capita	5
Collection Turnover Rate	6
Income Per Capita	7
General and Service Area Population Tables	8
General Information	8
Staff Information	
Salaries	
Statewide Mean for Yearly Salaries	
Library Income	
Library Income by Service Area Population	
Library Expenditures	
Library Expenditures by Service Area Population	
Collection	
Collection by Service Area Population	
Service Hours	
Service Hours by Service Area Population	
Circulation	
Circulation by Service Area Population	
Programs	
Interlibrary Loans	
Interlibrary Loans by Service Area Population	
Library Facility Adequacy	
Automation	
Definitions, Abbreviations, and Acronyms	
Contact Information	
Appendix A - Revenue and Expense Charts	



- The State Library has provided data files (Excel) containing all library statistics going back to 1998.

	A	B	C	D	E
1	LibName	Address1	Town	State	ZipCode
2	Belgrade Community Library	106 N Broadway St.	Belgrade	MT	59714
3	Belt Public Library	PO Box 467	Belt	MT	59412
4	Parmlly Billings Library	510 North Broadway	Billings	MT	59101
5	Jefferson County Library System	PO Box 589	Boulder	MT	59637
6	Bozeman Public Library	626 E Main Street	Bozeman	MT	59713
7	Bridger Public Library	PO Box 428	Bridger	MT	59011
8	Wedsworth Memorial Library	PO Box 526	Cascade	MT	59422
9	Liberty County Library	PO Box 458	Chester	MT	59512
10	Blaine County Library	PO Box 610	Chinook	MT	59522
11	Stillwater County Library	PO Box 266	Columbus	MT	59011
12	Conrad Public Library	15 4th Avenue SW	Conrad	MT	59417
13	Glacier County Library	21 1st Avenue SE	Cut Bank	MT	59511
14	Darby Community Public Library	PO Box 909	Darby	MT	59814
15	William K. Kohrs Memorial Library	501 Missouri Ave	Deer Lodge	MT	59712
16	Denton Public Library	PO Box 986	Denton	MT	59414
17	Dillon Public Library	121 S Idaho Street	Dillon	MT	59511
18	Drummond School Community Library	PO Box 349	Drummond	MT	59822
19	Ekalaka Public Library	PO Box 482	Ekalaka	MT	59011
20	Madison Valley Public Library	PO Box 178	Ennis	MT	59721
21	Fairfield Public Library	PO Box 324	Fairfield	MT	59436
22	Rosebud County Library	PO Box 7	Forsyth	MT	59521
23	Chouteau County Library	PO Box 639	Fort Benton	MT	59441
24	Glasgow City-County Library	408 Third Avenue South	Glasgow	MT	59229
25	Glendive Public Library	200 South Kendrick	Glendive	MT	59330
26	Great Falls Public Library	301 2nd Ave North	Great Falls	MT	59401
27	Bitterroot Public Library	306 State Street	Hamilton	MT	59846
28	Harlem Public Library	PO Box 519	Harlem	MT	59521
29	Harlowton Public Library	PO Box 663	Harlowton	MT	59036
30	Preston Town County Library	PO Box 850	Hot Springs	MT	59846
31	Joliet Public Library	PO Box 213	Joliet	MT	59041
32	Garfield County Library	PO Box 69	Jordan	MT	59357



[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Tools
 - Return on Investment Calculator
 - Brochures
 - Scripts



- The Return on Investment Calculator returns a value based on how much a patron uses the services available at a specific library. The calculator uses the specific library's Income Per Capita, but cost per service is a "statewide" number.
- To access a library's calculator, choose the library's name from the dropdown list.
- This tool is also available under Scripts.

Only 1 person in 2 billion will live to be 116 or older.

- Reports/Charts
- Publications
- Data Files
- Tools
- Training
- Links
- Contact Us
- Library Directory

Search Library Catalog
(Books, Videos, etc.)

Search Library Website
(Web pages, PDFs, etc.)

Return on Investment Calculator

Instructions: Enter the number of items used per month and then tab. The spreadsheet will automatically calculate your value.

Boulder Community Library

Your Library's Income Per Capita Per Month		3.46
Number		Dollar Amount
<input type="text" value="12"/>	Books Borrowed per Month	<input type="text" value="180.00"/>
<input type="text"/>	Magazines Borrowed per Month	<input type="text"/>
<input type="text" value="2"/>	Videos Borrowed per Month	<input type="text" value="8.00"/>
<input type="text"/>	Audio Books Borrowed per Month	<input type="text"/>
<input type="text"/>	In-Library Magazine Use per Month	<input type="text"/>
<input type="text" value="1"/>	Interlibrary Loans per Month	<input type="text" value="25.00"/>
<input type="text"/>	Meeting Rooms Use (Hours per Month)	<input type="text"/>
<input type="text" value="1"/>	Program/Class Attended per Month - Adult	<input type="text" value="10.00"/>
<input type="text"/>	Program/Class Attended per Month - Child	<input type="text"/>
<input type="text"/>	Computer Use (Hours per Month)	<input type="text"/>
<input type="text"/>	Databases Used per Month (Number of Separate Databases)	<input type="text"/>
<input type="text"/>	Reference Questions Asked per Month	<input type="text"/>
Value you receive monthly from your library		<input type="text" value="223.00"/>
For every \$1.00 in taxes you spend on your library this year, you receive this in return.		<input type="text" value="64.45"/>

As adapted from work done by the [Colorado Library Research Service](#).

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Brochures
 - Overview
 - Annual Report of Statistics - Internal
 - Annual Report of Statistics - External
 - Annual Report of Statistics - External - Editable
 - Fast Facts Flyer
 - Performance Measures/Workload Indicators Flyer
 - What's Your Story? Find It At the Library Bookmark
 - Poster – Collection Outline
 - Poster - Detailed
 - Statistics Art

Women's hair is about half the diameter of men's hair.

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- Through the use of data merging software, the State Library has provided a series of personalized brochures and other print publications for individual libraries. Statistics and contact information have been integrated into this series of pdfs.
- To select a brochure, choose the library's name from the dropdown list and select the Go button. Editable brochures may be saved to the library's computer.
- Please contact the State Library regarding any formatting issues.



- The Annual Report of Statistics - Internal has been designed to work as the internal part of a brochure. External options include the Annual Report of Statistics - External or the Editable version, etc.
- The Internal report is a by individual library rendering of the Annual Report of Statistics published each year by the State Library. The report shows all data items, the performance measures, and a variety of charts and graphs.



Chouteau County Library Annual Report of Statistics 2007 - 2008

General	
Branches	2
Bookmobiles	0
Registered Borrowers	4,600
Service Area Population	5,970
Square Footage	15,442

Circulation - Total	112,100
Children's	48,000
Other	64,100

Programs - Total	189
Adult	64
Children's	115
Young Adult	10

Program Attendance - Total	2,477
Adult	782
Children's	1,655
Young Adult	40

Program and Program Attendance Comparisons



Service Hours	87
Main	47
Branches	40
School	0
Bookmobiles	0

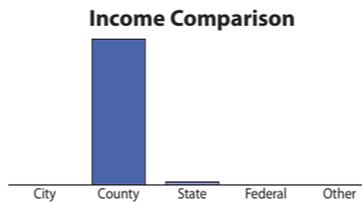
Automation	
Internet Computer Users - Yearly	13,000
Public Access Internet Computers	12

Interlibrary Loans	
In State Borrows	45
In State Loans	107
Out of State Borrows	19
Out of State Loans	4

Staff - Total	5
FTEs Librarians	4
FTEs with MLS	0
FTEs Other Staff	1
Non-Paid Staff Hours	2

Transactions	
Directional - Yearly	12,220
Library Visits - Yearly	47,320
Procedural - Yearly	10,816
Reference - Yearly	4,680

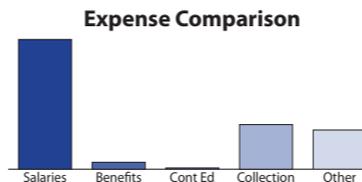
Income - Total	184,939
City	0.00
County	181,174.00
State - Total	3,765
Coal Severance Tax	1,813
Interlibrary Loan	976
Per Capita/Square Mile	976
Federal	0
Other	0



Capital Revenue - Total	0
Local	0
State	0
Federal	0
Other	0

Mills	
City	0
County	719
District	0
Additional	0

Expenditures - Total	175,404
Salaries	102,679
Benefits	5,475
Continuing Education	1,000
Collection - Total	35,250
Print Materials	23,250
Electronic Materials	8,000
Other Materials	4,000
Other	31,000



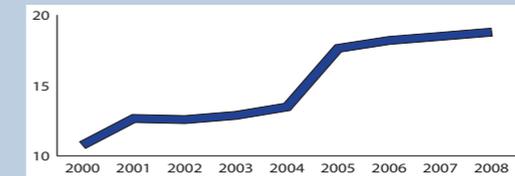
Capital Expenditures - Total	0
Building	0
Collection	0
Equipment	0
Other	0

Performance Indicators

Circulation Per Capita	18.78
Collection Per Capita	7.64
Collection Turnover Rate	2.46
Expenditures Per Capita	29.38
Income Per Capita	30.98
Visits Per Capita	7.93

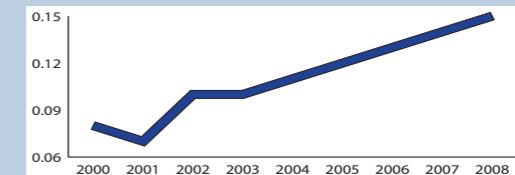
Circulation Per Capita: 2000 - 2008

Relates the number of items a library circulates to the population served.



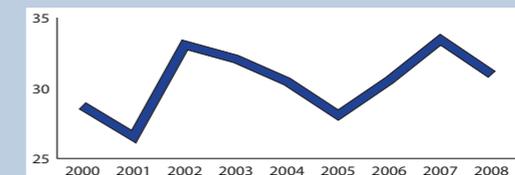
Visits Per Capita: 2000 - 2008

Relates the number of people visiting the library to the population served.



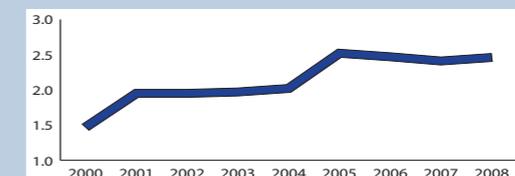
Income Per Capita: 2000 - 2008

Relates library income to the population served.



Collection Turnover Rate: 2000 - 2008

Measures the activity of a library's collection, indicating the number of times each unit of library material would have circulated during the year if circulation had been spread throughout the collection.



- The Annual Report of Statistics - External has been designed to work as the external part of a brochure. Internal options include the Annual Report of Statistics - Internal, etc.
- The External report includes a summary of the statistics, contact information and where applicable a photo of the individual library.

The entire length of all eyelashes shed by a human in their life is over 98 feet.

- Introduction
- Overview
- Gathering Values
- Data Entry
- Resolving Edits
- Online Tools

This report contains statistical information for Lewistown Public Library. All statistics are for the reporting period July 2007 through June 2008. The library cooperates with the Montana State Library and in turn the Institute of Museum and Library Services (IMLS), which develops and compiles national public library statistics for the United States. Lewistown Public Library provides this information so that policy-makers, funders, trustees, and librarians can identify trends in the country's library services.

The information in the report is presented in two main sections - general data elements and performance measures. In the first section, data elements are listed with their rankings within the state. These rankings are based on the 80 total public libraries in the state of Montana, a rank of one represents the highest value and ties have been resolved alphabetically.

The items in the second section, performance measures, are included because of their potential applications to library services planning and because of their usefulness as general indicators of library service. Further information on survey methodology and the application of these statistics may be found through the Montana State Library's Web Site at: http://msl.mt.gov/for_librarians/for_public_librarians/statistics/.

Collection - Total	47,818
Print	34,716
Current Print Serial Subscriptions	41
E-Books	9,112
Current Electronic Serial Subscriptions	0
Audios	1,712
Videos	1,446
Databases - Total	59
Local	2
State	56
Other	1
Other	791

What could you find at the Lewistown Public Library ?

(2007 - 2008)

1,712 Audios

34,716 Books

12 Public Internet Computers

59 Databases

9,112 E-Books

41 Magazines

791 Other Items

51 Adult Programs

125 Children's Programs

12 Young Adult Programs

10,793 Square Feet

1,446 Videos

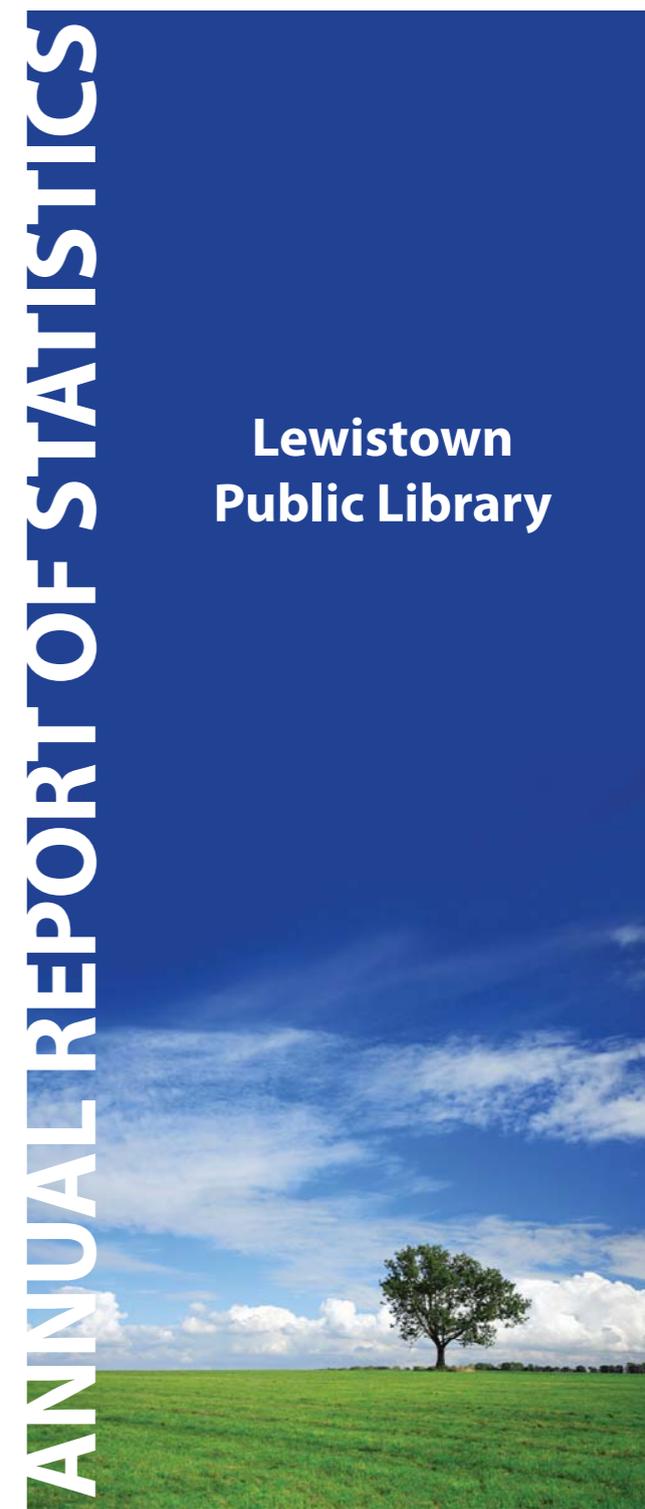


Lewistown Public Library
701 West Main
Lewistown, MT 59457
(406) 538-5212

<http://www.lewistownlibrary.org>

ANNUAL REPORT OF STATISTICS

**Lewistown
Public Library**



- The Annual Report of Statistics - External - Editable has been designed to work as the external part of a brochure. Internal options include the Annual Report of Statistics - Internal, etc.
- The External - Editable report includes an editable introduction area, contact information and where applicable a photo of the individual library. To edit the brochure, open it and enter the text in the text form field.



**What could you find at the
Laurel Public Library ?**

(2007 - 2008)

- 644 Audios**
- 20,959 Books**
- 8 Public Internet Computers**
- 60 Databases**
- 9,111 E-Books**
- 25 Magazines**
- 10 Adult Programs**
- 54 Children's Programs**
- 8 Young Adult Programs**
- 6,000 Square Feet**
- 968 Videos**

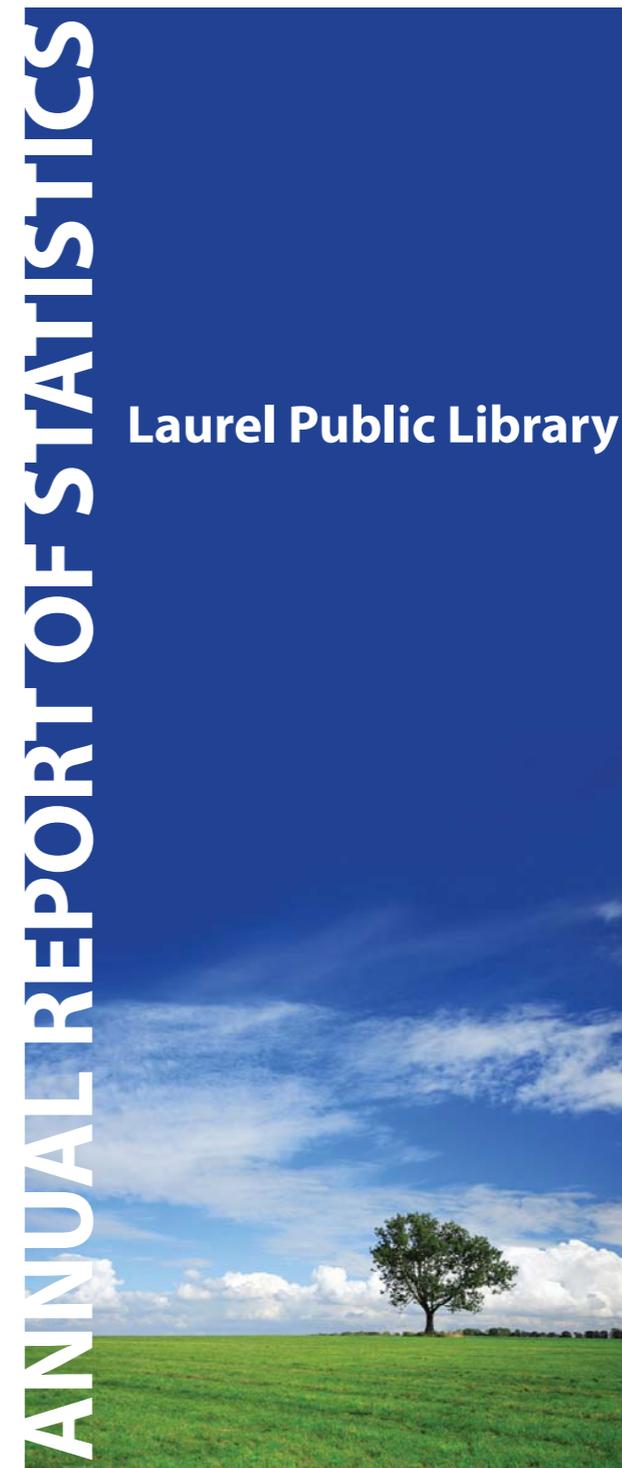


Laurel Public Library
PO Box 68
Laurel, MT 59044
(406) 628-4961
<http://www.laurelpubliclibrary.org>

Collection - Total	31,707
Print	20,959
Current Print Serial Subscriptions	25
E-Books	9,111
Current Electronic Serial Subscriptions	0
Audios	644
Videos	968
Databases - Total	60
Local	3
State	56
Other	1
Other	0

ANNUAL REPORT OF STATISTICS

Laurel Public Library



- The Fast Facts flyer includes a sample of data items useful for highlighting library services and the collection, contact information and where applicable a photo of the individual library.

It only takes 7 pounds of pressure to rip your ear off.



Meagher County/City Library Fast Facts

Meagher County/City Library holds 26,068 items

- Meagher County/City Library patrons visited their public library an average of six times throughout the year, for a total of 11,492 visits in 2008.
- Meagher County/City Library patrons checked out 13,043 items in 2008, about 7 per person.
- Librarians at Meagher County/City Library fielded 1,300 reference question in SFY 2008, or 25 per week.
- The library has ten Public Internet Computers, and averages 155 users per week.

Meagher County/City Library
PO Box S
White Sulphur Springs, MT 59645
(406) 547-2250

935 Audios

15,304 Books

10 Public Internet Computers

58 Databases

9,111 E-Books

1 Magazine

247 Other Items

13 Adult Programs

61 Children's Programs

2,150 Square Feet

412 Videos



- The Performance Measures/Workload Indicators flyer includes a series of data items useful for assessing library services and needs, contact information and where applicable a photo of the individual library.

Odds of being killed in a plane crash -1 in 25 million. Odds of being killed by falling out of bed - 1 in 2 million.

Sheridan Public Library

PO Box 107 Sheridan, MT 59749
 (406) 842-5770
<http://sheridanlibrary.googlepages.com/>

Performance Measures

	FY 2005	FY 2006	FY 2007	FY 2008
Library Expenditures per capita	\$31.30	\$42.14	\$37.32	\$43.26
Based on estimated service population for each year	948	948	948	948
Library materials checked out per year	7,963	6,571	6,404	4,137
Number of programs presented per year	6	12	37	108
Attendance at programs	174	421	312	783
People using public computers per year	4,940	5,252	4,576	3,640
Building traffic	11,596	12,792	10,608	10,556

Workload Indicators

	FY 2005	FY 2006	FY 2007	FY 2008
Collection Turnover Rate	0.54	0.55	0.34	0.00
Reference transactions answered per year	728	676	832	728
Interlibrary loans (to other libraries)	0	0	139	99
Interlibrary borrows (from other libraries)	119	87	121	237
Volunteer hours utilized	2,444	2,444	2,080	2,080



- The What's Your Story? Find It At the Library Bookmark includes contact information, a sampling of library statistics, and where applicable a photo of the individual library.

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)



<p>Moore Public Library PO Box 125 Moore, MT 59464 (406) 374-2364</p> <p>Fast Facts Moore Public Library patrons visited their public library an average of twenty-three times throughout the year, for a total of 4,212 visits in 2008.</p> <p>Patrons checked out 2,480 items in 2008, about 13 items per person.</p> <p>Librarians fielded 1,144 reference question in SFY 2008, or 22 per week.</p> <p>The library has one public internet computer, and averages 11 users per week.</p>	<p>Moore Public Library PO Box 125 Moore, MT 59464 (406) 374-2364</p> <p>Fast Facts Moore Public Library patrons visited their public library an average of twenty-three times throughout the year, for a total of 4,212 visits in 2008.</p> <p>Patrons checked out 2,480 items in 2008, about 13 items per person.</p> <p>Librarians fielded 1,144 reference question in SFY 2008, or 22 per week.</p> <p>The library has one public internet computer, and averages 11 users per week.</p>	<p>Moore Public Library PO Box 125 Moore, MT 59464 (406) 374-2364</p> <p>Fast Facts Moore Public Library patrons visited their public library an average of twenty-three times throughout the year, for a total of 4,212 visits in 2008.</p> <p>Patrons checked out 2,480 items in 2008, about 13 items per person.</p> <p>Librarians fielded 1,144 reference question in SFY 2008, or 22 per week.</p> <p>The library has one public internet computer, and averages 11 users per week.</p>	<p>Moore Public Library PO Box 125 Moore, MT 59464 (406) 374-2364</p> <p>Fast Facts Moore Public Library patrons visited their public library an average of twenty-three times throughout the year, for a total of 4,212 visits in 2008.</p> <p>Patrons checked out 2,480 items in 2008, about 13 items per person.</p> <p>Librarians fielded 1,144 reference question in SFY 2008, or 22 per week.</p> <p>The library has one public internet computer, and averages 11 users per week.</p>	<p>Moore Public Library PO Box 125 Moore, MT 59464 (406) 374-2364</p> <p>Fast Facts Moore Public Library patrons visited their public library an average of twenty-three times throughout the year, for a total of 4,212 visits in 2008.</p> <p>Patrons checked out 2,480 items in 2008, about 13 items per person.</p> <p>Librarians fielded 1,144 reference question in SFY 2008, or 22 per week.</p> <p>The library has one public internet computer, and averages 11 users per week.</p>	<p>Moore Public Library PO Box 125 Moore, MT 59464 (406) 374-2364</p> <p>Fast Facts Moore Public Library patrons visited their public library an average of twenty-three times throughout the year, for a total of 4,212 visits in 2008.</p> <p>Patrons checked out 2,480 items in 2008, about 13 items per person.</p> <p>Librarians fielded 1,144 reference question in SFY 2008, or 22 per week.</p> <p>The library has one public internet computer, and averages 11 users per week.</p>
8,706	8,706	8,706	8,706	8,706	8,706
items from which to choose. Just one choice - Moore Public Library. Visit us today!!!	items from which to choose. Just one choice - Moore Public Library. Visit us today!!!	items from which to choose. Just one choice - Moore Public Library. Visit us today!!!	items from which to choose. Just one choice - Moore Public Library. Visit us today!!!	items from which to choose. Just one choice - Moore Public Library. Visit us today!!!	items from which to choose. Just one choice - Moore Public Library. Visit us today!!!
					

<p>Moore Public Library</p> <p>8,650 Books 1 Public Internet Computer 56 Databases 2 Adult Programs 2 Children's Programs 1 Young Adult Program 720 Square Feet</p> <p>What's Your Story? Find it at the library!</p> <p>http://groups.msn.com/moorepubliclibrary</p> <p>Moore Public Library</p>	<p>Moore Public Library</p> <p>8,650 Books 1 Public Internet Computer 56 Databases 2 Adult Programs 2 Children's Programs 1 Young Adult Program 720 Square Feet</p> <p>What's Your Story? Find it at the library!</p> <p>http://groups.msn.com/moorepubliclibrary</p> <p>Moore Public Library</p>	<p>Moore Public Library</p> <p>8,650 Books 1 Public Internet Computer 56 Databases 2 Adult Programs 2 Children's Programs 1 Young Adult Program 720 Square Feet</p> <p>What's Your Story? Find it at the library!</p> <p>http://groups.msn.com/moorepubliclibrary</p> <p>Moore Public Library</p>	<p>Moore Public Library</p> <p>8,650 Books 1 Public Internet Computer 56 Databases 2 Adult Programs 2 Children's Programs 1 Young Adult Program 720 Square Feet</p> <p>What's Your Story? Find it at the library!</p> <p>http://groups.msn.com/moorepubliclibrary</p> <p>Moore Public Library</p>	<p>Moore Public Library</p> <p>8,650 Books 1 Public Internet Computer 56 Databases 2 Adult Programs 2 Children's Programs 1 Young Adult Program 720 Square Feet</p> <p>What's Your Story? Find it at the library!</p> <p>http://groups.msn.com/moorepubliclibrary</p> <p>Moore Public Library</p>	<p>Moore Public Library</p> <p>8,650 Books 1 Public Internet Computer 56 Databases 2 Adult Programs 2 Children's Programs 1 Young Adult Program 720 Square Feet</p> <p>What's Your Story? Find it at the library!</p> <p>http://groups.msn.com/moorepubliclibrary</p> <p>Moore Public Library</p>
---	---	---	---	---	---



- The Poster – Collection Outline includes contact information, collection numbers, and a few select statistics for the individual library. Print size is 11x17 inches.

The average human produces 25,000 quarts of spit in a lifetime, enough to fill two swimming pools.

Conrad Public Library

657 Audios

16,787 Books

10 Public Internet Computers

58 Databases

9 Electronic Magazines

6 Magazines

5,865 Other Items

16 Adult Programs

159 Children's Programs

15 Young Adult Programs

12,042 Square Feet

1,124 Videos

Conrad Public Library patrons visited their public library an average of five times throughout the year, for a total of 23,868 visits in 2008.

Patrons checked out 24,953 items in 2008, about 6 items per person.

Librarians fielded 2,600 reference question in SFY 2008, or 50 per week.

The library has ten public internet computers, and averages 258 users per week.

Conrad Public Library
15 4th Avenue SW
Conrad, MT 59425
(406) 271-5751



- The Poster – Detailed publication is a by individual library rendering of the Annual Report of Statistics published each year by the State Library. The report shows all data items, the performance measures, and a variety of charts and graphs. Print size is 11x17 inches.



Plains Public Library District

Annual Report of Statistics 2007 - 2008

- Plains Public Library District patrons visited their public library an average of five times throughout the year, for a total of 19,136 visits in 2008.
- Patrons checked out 33,137 items in 2008, about 9 per person.
- Librarians fielded 6,760 reference question in SFY 2008, or 130 per week.
- The library has five Public Internet Computers, and averages 290 users per week.

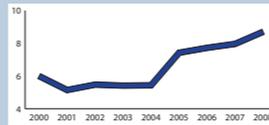
Collection - Total	25,563	Transactions	
Print	15,702	Directional - Yearly	3,588
Current Print Serial Subscriptions	45	Library Visits - Yearly	19,136
E-Books	9,111	Procedural - Yearly	23,400
Current Electronic Serial Subscriptions	1	Reference - Yearly	6,760
Audios	338	Income - Total	80,807
Videos	251	City	11,949.00
Databases - Total	59	County	63,815.00
Local	3	State - Total	3,749
State	56	Coal Severance Tax	2,865
Other	0	Interlibrary Loan	442
Other	115	Per Capita/Square Mile	442
General		Federal	0
Branches	0	Other	1,294
Bookmobiles	0	Capital Revenue - Total	0
Registered Borrowers	2,619	Local	0
Service Area Population	3,808	State	0
Square Footage	2,800	Federal	0
		Other	0
Circulation - Total	33,137	Mills	
Children's	3,892	City	0
Other	29,245	County	0
Programs - Total	27	District	5
Adult	5	Additional	4
Children's	15	Expenditures - Total	78,074
Young Adult	7	Salaries	41,456
Program Attendance - Total	454	Benefits	5,775
Adult	100	Continuing Education	1,797
Children's	270	Collection - Total	9,042
Young Adult	84	Print Materials	8,497
Service Hours	30	Electronic Materials	545
Main	30	Other Materials	0
Branches	0	Other	20,004
School	0	Capital Expenditures - Total	0
Bookmobiles	0	Building	0
Automation		Collection	0
Internet Computer Users - Yearly	15,080	Equipment	0
Public Access Internet Computers	5	Other	0
Interlibrary Loans			
In State Borrows	154		
In State Loans	255		
Out of State Borrows	50		
Out of State Loans	26		
Staff - Total	2		
FTEs Librarians	1		
FTEs with MLS	0		
FTEs Other Staff	1		
Non-Paid Staff Hours	1		

Performance Indicators

Circulation Per Capita	8.70
Collection Per Capita	6.71
Collection Turnover Rate	1.30
Expenditures Per Capita	20.50
Income Per Capita	21.22
Visits Per Capita	5.03

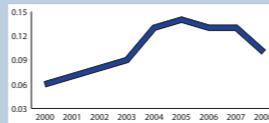
Circulation Per Capita: 2000 - 2008

Relates the number of items a library circulates to the population served.



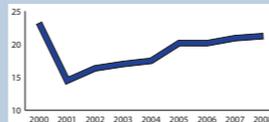
Visits Per Capita: 2000 - 2008

Relates the number of people visiting the library to the population served.



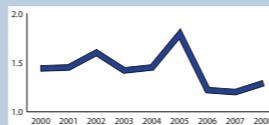
Income Per Capita: 2000 - 2008

Relates library income to the population served.



Collection Turnover Rate: 2000 - 2008

Measures the activity of a library's collection, indicating the number of times each unit of library material would have circulated during the year if circulation had been spread throughout the collection.



Plains Public Library District

PO Box 399

Plains, MT 59859

(406) 826-3101

<http://montanalibraries.org/>

- The Statistics Art section includes the artwork used in the brochures and is provided for individual library use in other publications.

Poster Sidebar



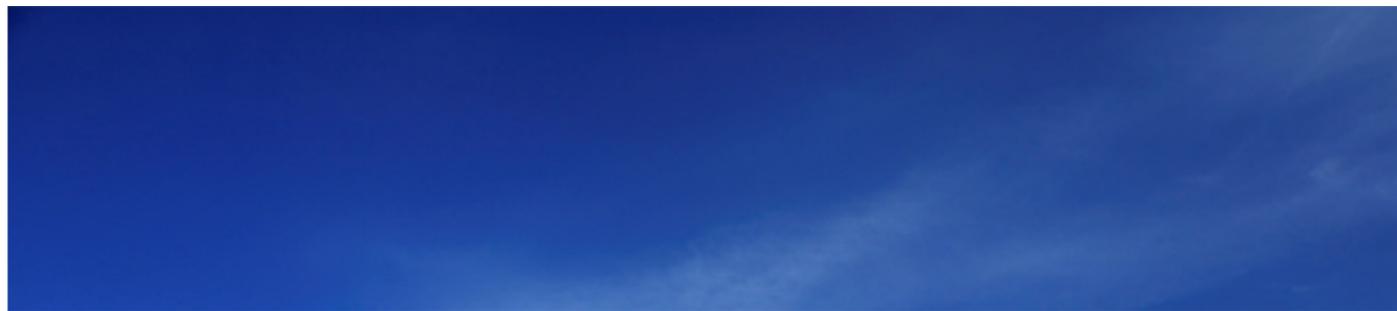
Brochure Front



Tree JPEG



Bookmark - Clouds



Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools



- Scripts containing urls to commonly accessed statistics pages have been provided for use on library websites. To use the scripts, copy and paste the code as a link on the local library website.
 - Public Library Statistics Report Link
 - A link that takes users directly to their library's Public Library Statistics for the most current fiscal year. To begin, select the library's name from the Scripts dropdown list on the Tools page.
 - Public Library Statistics Report Link - Historical Comparison
 - A link that takes users directly to their library's Historical Comparison report.
 - Return on Investment Calculator
 - A link that takes users directly to their library's Return on Investment calculator.

<ul style="list-style-type: none"> Contact Us Library Directory <hr/> <p style="text-align: center;">Event Calendar</p> <hr/> <p style="text-align: center;">Search Catalog</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Words or Phrase ▼ </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Search"/> </div> <hr/> <p style="text-align: center;">Search Website</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Search"/> </div> <hr/> <p style="text-align: center;">Search for an item in</p>	<p>Public Library Statistics Reports - 2008</p> <p><input type="checkbox"/> A link that takes users directly to your library's Public Library Statistics. (Includes all items)</p> <p>Directions: Copy and paste code as a link on your Web Site.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #006633; color: white;"> <th style="text-align: left;">Year Code</th> <th style="text-align: right;">Select Code</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">2008</td> <td style="padding: 5px; text-align: right;">http://msl.mt.gov/For_Librarians/For_Public_Librarians/Statistics/reports/historical/2008.asp?sel_lib=938</td> </tr> <tr> <td style="padding: 5px;">2007</td> <td style="padding: 5px; text-align: right;">http://msl.mt.gov/For_Librarians/For_Public_Librarians/Statistics/reports/historical/2007.asp?sel_lib=938</td> </tr> </tbody> </table>	Year Code	Select Code	2008	http://msl.mt.gov/For_Librarians/For_Public_Librarians/Statistics/reports/historical/2008.asp?sel_lib=938	2007	http://msl.mt.gov/For_Librarians/For_Public_Librarians/Statistics/reports/historical/2007.asp?sel_lib=938
Year Code	Select Code						
2008	http://msl.mt.gov/For_Librarians/For_Public_Librarians/Statistics/reports/historical/2008.asp?sel_lib=938						
2007	http://msl.mt.gov/For_Librarians/For_Public_Librarians/Statistics/reports/historical/2007.asp?sel_lib=938						

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools



Introduction

Overview

Gathering Values

Data Entry

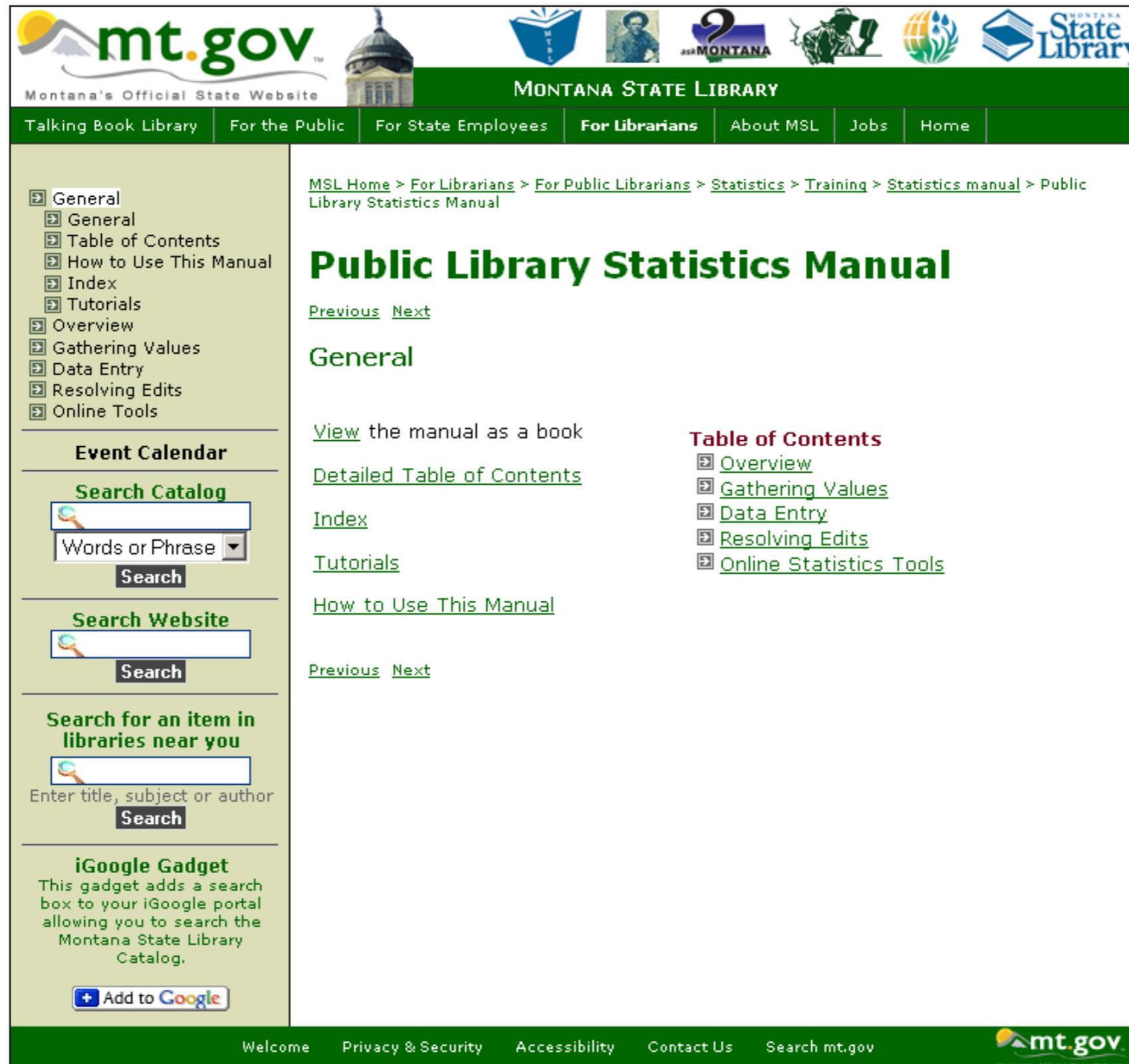
Resolving Edits

Online Tools

- Training
 - Statistics Manual
 - Tutorials
 - Definitions
 - Methodology
 - Additional Training

The average woman consumes 6 pounds of lipstick in her lifetime.

- The Statistics Manual includes all of the information contained in this training, links, and samples.



The screenshot shows the Montana State Library website. At the top, there is a navigation bar with the Montana State Library logo and the text "MONTANA STATE LIBRARY". Below this is a secondary navigation bar with links for "Talking Book Library", "For the Public", "For State Employees", "For Librarians", "About MSL", "Jobs", and "Home".

The main content area is titled "Public Library Statistics Manual" and includes a breadcrumb trail: "MSL Home > For Librarians > For Public Librarians > Statistics > Training > Statistics manual > Public Library Statistics Manual".

On the left side, there is a sidebar menu with the following items:

- General
 - General
 - Table of Contents
 - How to Use This Manual
 - Index
 - Tutorials
- Overview
- Gathering Values
- Data Entry
- Resolving Edits
- Online Tools

Below the sidebar menu, there are three search boxes:

- Search Catalog:** A search box with a magnifying glass icon, a dropdown menu labeled "Words or Phrase", and a "Search" button.
- Search Website:** A search box with a magnifying glass icon and a "Search" button.
- Search for an item in libraries near you:** A search box with a magnifying glass icon and a "Search" button. Below the box is the text "Enter title, subject or author".

At the bottom of the sidebar, there is an "iGoogle Gadget" section with the text: "This gadget adds a search box to your iGoogle portal allowing you to search the Montana State Library Catalog." and an "Add to Google" button.

The main content area on the right has the following sections:

- General:** A section with links for "View the manual as a book", "Detailed Table of Contents", "Index", "Tutorials", and "How to Use This Manual".
- Table of Contents:** A section with links for "Overview", "Gathering Values", "Data Entry", "Resolving Edits", and "Online Statistics Tools".

At the bottom of the page, there is a footer with links for "Welcome", "Privacy & Security", "Accessibility", "Contact Us", and "Search mt.gov", along with the "mt.gov" logo and the text "Montana's Official State Website".



- The Tutorials are a series of Flash movies covering such topics as the Data Entry System, creating reports, and the Online Statistics Tools.



The screenshot shows the Montana State Library website's Library Directory page. The page features a green header with the 'mt.gov' logo and navigation tabs for 'Talking Book Library', 'For the Public', 'For State Employees', 'For Librarians', 'About MSL', 'Jobs', and 'Home'. A left sidebar contains a 'Library Directory' menu with options like 'Browse Path', 'Edit Path', 'Tutorial', 'Download', and 'Print (pdf)'. Below the menu are search boxes for 'Search Catalog' and 'Search Website', and an 'iGoogle Gadget' section. The main content area is titled 'Library Directory' and 'Library Search', showing a list of filters: City, County, Library Type, School Level, Federation, and OCLC Code. A dropdown menu for 'City' is open, displaying a list of Montana cities from Bloomfield to Colstrip. A text box on the right side of the page reads: 'Make your selection from the dropdown menus to isolate the library you are looking for. You... Then click on the "Search" button.'

- Definitions are included for each of the statistics. Information includes statistic category, State Library definition, detailed Federal definition and a link to Edit Messages.



Montana's Official State Website



MONTANA STATE LIBRARY

Talking Book Library
For the Public
For State Employees
For Librarians
About MSL
Jobs
Home

- Reports/Charts
- Publications
- Data Files
- Tools
- Training
- Links
- Statistics Manual
- Contact Us
- Library Directory

Event Calendar

Search Catalog

Words or Phrase
▼

Search

Search Website

Search

Search for an item in libraries near you

Enter title, subject or author

Search

iGoogle Gadget

This gadget adds a search box to your iGoogle portal

[MSL Home](#) > [For Librarians](#) > [For Public Librarians](#) > [Statistics](#) > [Help](#) > Public Library Statistics Definitions

Public Library Statistics Definitions

Borrows - In State

For additional information on this item, visit its related page in the [Statistics Manual](#).

Category

[Interlibrary Loans](#)

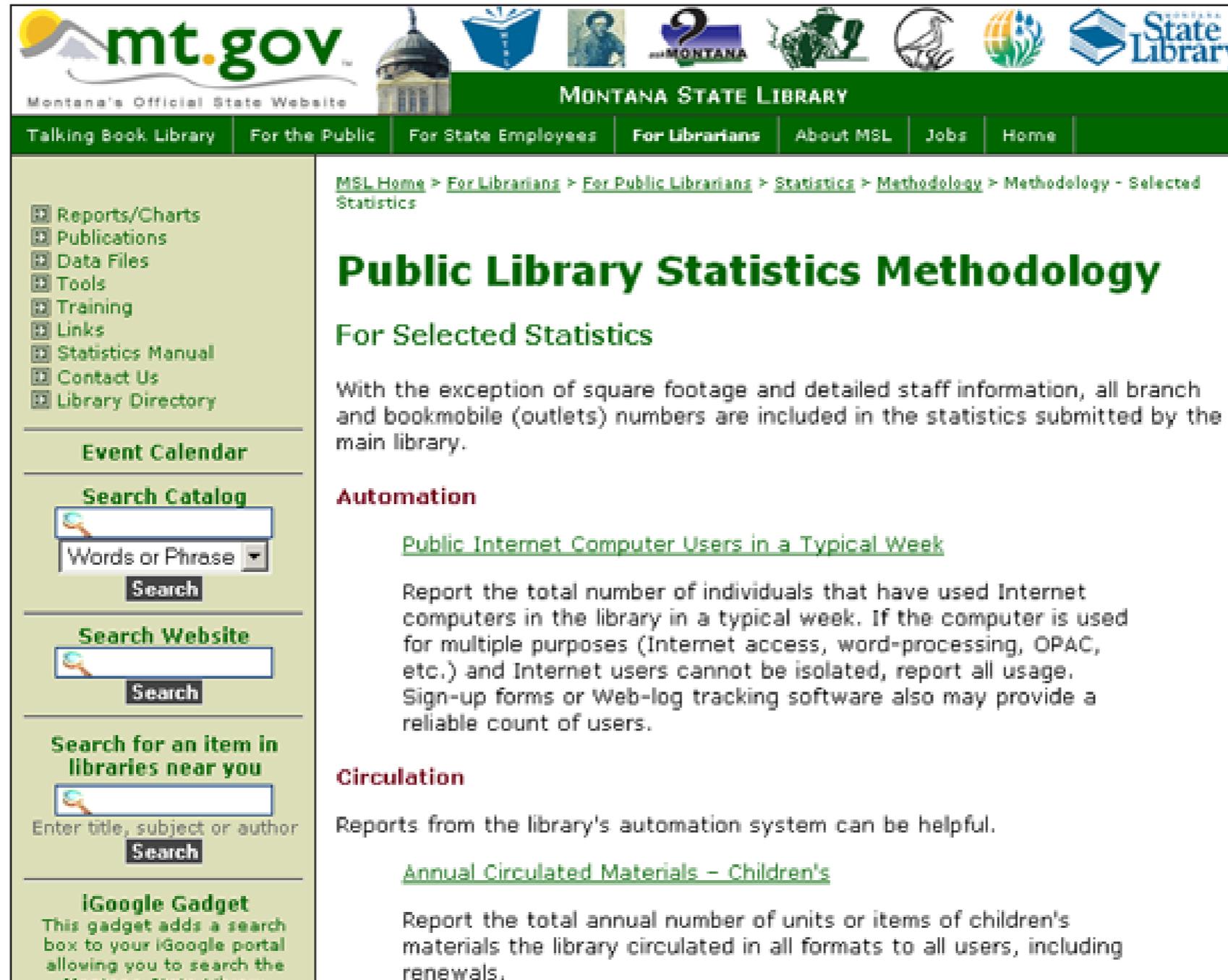
State Library Definition

Report the number of items borrowed from other Montana libraries through the Interlibrary Loan process.

Federal Definition

<i>Federal Name</i>	Not Applicable
Federal Edit Messages	
<i>WinPlus Definition</i>	This information is used to calculate: 63 Interlibrary Loans Received From-Appendix E These are library materials, or copies of the materials, received by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.
<i>WinPlus! Definition, if Different</i>	None
<i>Revised Definition</i>	This information is used to calculate: 63 Interlibrary Loans Received From-Appendix E This is the total annual count of library materials or copies of materials received by one autonomous library from another upon request.
<i>Revised Notes</i>	This information is used to calculate: 63 Interlibrary Loans Received From-Appendix E The libraries involved in interlibrary loans are not under the same library administration.

- Methodology information is included for applicable statistics.



The screenshot shows the Montana State Library website. At the top, there is a navigation bar with the following links: Talking Book Library, For the Public, For State Employees, For Librarians, About MSL, Jobs, and Home. Below the navigation bar is a sidebar with a list of links: Reports/Charts, Publications, Data Files, Tools, Training, Links, Statistics Manual, Contact Us, and Library Directory. The main content area is titled "Public Library Statistics Methodology" and includes a sub-heading "For Selected Statistics". The text explains that with the exception of square footage and detailed staff information, all branch and bookmobile (outlets) numbers are included in the statistics submitted by the main library. There are three sections: "Automation" with a link to "Public Internet Computer Users in a Typical Week", "Circulation" with a link to "Annual Circulated Materials - Children's", and "iGoogle Gadget" which provides instructions on how to use the gadget.

Public Library Statistics Methodology
For Selected Statistics

With the exception of square footage and detailed staff information, all branch and bookmobile (outlets) numbers are included in the statistics submitted by the main library.

Automation

[Public Internet Computer Users in a Typical Week](#)

Report the total number of individuals that have used Internet computers in the library in a typical week. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. Sign-up forms or Web-log tracking software also may provide a reliable count of users.

Circulation

Reports from the library's automation system can be helpful.

[Annual Circulated Materials - Children's](#)

Report the total annual number of units or items of children's materials the library circulated in all formats to all users, including renewals.

iGoogle Gadget
This gadget adds a search box to your iGoogle portal allowing you to search the Montana State Library.

Introduction

Overview

Gathering Values

Data Entry

Resolving Edits

Online Tools

- **WebPLUS User's Guide**
 - The WePLUS User's Guide is the document distributed by IMLS to State Data Coordinators which lists guidelines, instructions, definitions, and edit messages for the federal statistics program.
- **Recent Trainings**
 - The Recent Trainings section includes materials from statistics trainings.





Montana's Official State Website



MONTANA STATE LIBRARY

Talking Book Library
For the Public
For State Employees
For Librarians
About MSL
Jobs
Home

- [Reports/Charts](#)
- [Publications](#)
- [Data Files](#)
- [Tools](#)
- [Training](#)
- [Links](#)
- [Statistics Manual](#)
- [Contact Us](#)
- [Library Directory](#)

Event Calendar

Search Catalog

Words or Phrase
▼

Search

Search Website

Search

Search for an item in libraries near you

Enter title, subject or author

Search

iGoogle Gadget

This gadget adds a search box to your iGoogle portal allowing you to search the Montana State Library Catalog.



[MSL Home](#) > [For Librarians](#) > [For Public Librarians](#) > [Statistics](#) > [Links](#) > [Statistics Reports](#)

Public Library Statistics Links

For additional information, visit the [Links](#) section of the Statistics Manual.

[Other States](#)

[National](#)

[Miscellaneous](#)

Other States

<ul style="list-style-type: none"> Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri 	<ul style="list-style-type: none"> Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington Washington, DC West Virginia Wisconsin Wyoming
--	---

National

- [National Public Library Statistics](#)

PDF reports as produced by the National Center for Education Statistics - 1992 through 2005.

[Introduction](#)

[Overview](#)

[Gathering Values](#)

[Data Entry](#)

[Resolving Edits](#)

[Online Tools](#)

