MONTANA PUBLIC LIBRARIES SURVEY
DATA ELEMENTS LIST – FY2021

Contents

Notes

- FY2021 reporting period – July 1, 2020 through June 30, 2021
- Question numbers correspond to Bibliostat Collect survey questions
- PLS numbers correspond to IMLS FY2021 Data Elements
- Unless otherwise instructed, calculate all totals for the entire reporting period
- Unless otherwise instructed, calculate all totals for main library and all branches/bookmobiles
- Round all monetary figures to the nearest dollar
- Some library information fields will be pre-populated
- MontanaLibrary2Go (MTLib2Go), Montana Shared Catalog (MSC), and OCLC Group Services libraries will have some collection and circulation data pre-populated
- If you have questions on a data element, please contact Jessica Edwards, Montana State Library Data Coordinator, at jedwards@mt.gov

Section 1 – Contact Information

SURVEY #	PLS ID	QUESTION	NOTES
1.1	152	Library Name	
1.2	150	FSCS ID & Extension	Pre-populated
1.3	--	Contact Name & Position	
1.4	--	Contact E-mail Address	
1.5	153	Street Address	Pre-populated
1.6	157	Mailing Address	Pre-populated
1.7	154	City	Pre-populated
1.8	--	State	Pre-populated
1.9	155	Zip	Pre-populated
1.10	161	County	Pre-populated
1.11	162	Phone Number	Pre-populated
1.12	--	Fax Number	Pre-populated
1.13	--	Library Website	Pre-populated

Section 2 – Population

SURVEY #	PLS ID	QUESTION	NOTES
2.1	208	Service Area Population	Pre-populated

Section 3 – General Information

SURVEY #	PLS ID	QUESTION	NOTES
3.1	200	Interlibrary Relationship	Pre-populated
3.2	201	Legal Basis	Pre-populated
3.3	202	Administrative Structure	Pre-populated
3.4	203	FSCS Public Library	Pre-populated
3.5	204	Geographic Code	Pre-populated
3.6	205	Legal Service Area Boundary Change	Pre-populated
3.7	209	Number of Central Libraries	Pre-populated
3.8	210	Branches	Pre-populated
3.9	211	Bookmobiles	Pre-populated
3.10	--	Number of Dedicated Voted Library Mills - City	
3.11	--	Number of Dedicated Voted Library Mills - County	
3.12	--	Number of Dedicated Voted Library Mills - Library District	
3.13	--	Number of General Mills - City	
3.14	--	Number of General Mills - County	

3.15	--	Number of General Mills - School District	
3.16	--	Did your library have a mill levy election on the ballot during this fiscal year?	Yes/No
3.17	--	Was the mill levy election successful?	Yes/No/NA

Section 4 – Staff

SURVEY #	PLS ID	QUESTION	NOTES
4.1	--	FTE of Library Director	
4.2	--	FTE of Librarians (Main)	
4.3	--	FTE of Librarians with ALA-Accredited Master's Degree (Main)	
4.4	250	Total FTE of Librarians with ALA-Accredited Master's Degree (Main and Branches)	4.3 + 14.16
4.5	251	Total FTE of Librarians (Main and Branches)	4.2 + 14.14
4.6	--	FTE of All Other Paid Staff (Main)	
4.7	252	Total FTE of All Other Paid Staff (Main and Branches)	4.6 + 14.15
4.8	253	Total FTE All Staff (Main and Branches)	4.4 + 4.5 + 4.7
4.9	--	Does the Library Director have an ALA-Accredited Master's Degree?	
4.10	--	Number of hours volunteers worked for the library this fiscal year	

Section 5 – Income

SURVEY #	PLS ID	QUESTION	NOTES
5.1	--	Local Government Income - Library District	
5.2	--	Local Government Income - City General Fund	
5.3	--	Local Government Income - City Income from Dedicated Voted Library Mills	
5.4	--	Local Government Income - County General Fund	
5.5	--	Local Government Income - County Income from Dedicated Voted Library Mills	
5.6	--	Local Government Income - Other	
5.7	300	Total Local Government Income	5.1 + 5.2 + 5.3 + 5.4 + 5.5 + 5.6
5.8	--	State Federation Grant	
5.9	--	State Aid Per Capita/Per Square Mile	
5.10	301	Total State Government Income	5.8 + 8.9

5.11	302	Federal Government Revenue	
5.12	303	Other Income	
5.13	304	Total Income	5.7 + 5.10 + 5.11 + 5.12
5.14	400	Local Government Capital Income	
5.15	401	State Government Capital Income	
5.16	402	Federal Government Capital Income	
5.17	403	Other Government Capital Income	
5.18	404	Total Capital Income	5.14 + 5.15 + 5.16 + 5.17

Section 6 – Expenditures

SURVEY #	PLS ID	QUESTION	NOTES
6.1	350	Employee Salaries & Wages	
6.2	351	Employee Benefits	
6.3	352	Total Staff Expenses	6.1 + 6.2
6.4	353	Print Material Expenditures	
6.5	354	Electronic Material Expenditures	
6.6	355	Other Material Expenditures	
6.7	356	Total Collection Expenditures	6.4 + 6.5 + 6.6
6.8	--	Continuing Education Expenditures	
6.9	--	Other Operating Expenditures	
6.10	357	Total Other Operating Expenditures	6.8 + 6.9
6.11	358	Total Operating Expenditures	6.3 + 6.7 + 6.10
6.12	--	Capital Collection Expenditures	
6.13	--	Capital Furnishing & Equipment Expenditures	
6.14	--	Capital Buildings Expenditures	
6.15	--	Capital Other Expenditures	
6.16	405	Total Capital Expenditures	6.12 + 6.13 + 6.14 + 6.15

Section 7 – Collection

SURVEY #	PLS ID	QUESTION	NOTES
7.1	450	Print Materials	Pre-populated for MSC libraries
7.2	--	E-Books Provided by the State Library	Pre-populated for MTLib2Go libraries
7.3	--	Other E-Books	Pre-populated for MSC libraries

7.4	451	Total E-Books	7.2 + 7.3
7.5	452	Audio - Physical Units	Pre-populated for MSC libraries
7.6	--	Audio - Downloadable Units Provided by the State Library	Pre-populated for MTLib2Go libraries
7.7	--	Other Audio - Downloadable Units	
7.8	453	Total Audio - Downloadable Units	7.6 + 7.7
7.9	454	Video - Physical Units	Pre-populated for MSC libraries
7.10	455	Video - Downloadable Units	
7.11	457	Licensed Databases - State	Pre-populated
7.12	456	Licensed Databases - Local/Other Cooperative Agreements	
7.13	458	Total Licensed Databases	7.11 + 7.12
7.14	--	Current Print Serial Subscriptions	
7.15	462	Other Circulating Physical Items	Pre-populated for MSC libraries
7.16	461	Total Physical Items	7.1 + 7.5 + 7.9 + 7.15

Section 8 – Library Information

SURVEY #	PLS ID	QUESTION	NOTES
8.1	713	Total Number of Hours Open Annually (Main)	
8.2	714	Total Number of Weeks Open Annually (Main)	
8.3	711	Square Footage (Main)	
8.4	709	Branch Type	
8.5	--	Branch/Bookmobile Name	
8.6	713	Total Number of Hours Open Annually (Branch/Bookmobile)	
8.7	714	Total Number of Weeks Open Annually (Branch/Bookmobile)	
8.8	--	Total Number of Hours Open Annually (Main and Branches)	8.1 + 8.6
8.9	--	Total Number of Weeks Open Annually (Main and Branches)	8.2 + 8.7
8.10	711	Total Square Footage (Main and Branches)	8.3 + 14.13

Section 9 – Transactions

SURVEY #	PLS ID	QUESTION	NOTES

9.1	501	Total Number of Library Visits	
9.2	501a	Library Visits Reporting Method	Annual Count/Annual Estimate
9.3	502	Total Number of Reference Transactions	
9.4	502a	Reference Transactions Reporting Method	Annual Count/Annual Estimate
9.5	--	Total Attendees in Technology Classes	
9.6	--	Total Attendees in One-On-One Technology Assistance	

Section 10 – Circulation

SURVEY #	PLS ID	QUESTION	NOTES
10.1	503	Registered Borrowers	Pre-populated for MSC libraries
10.2	553	Circulation of Physical Materials	Pre-populated for MSC libraries
10.3	--	Circulation of Children's Materials - Physical Materials	Pre-populated for MSC libraries
10.4	--	Circulation of Children's Materials - Electronic Materials (State)	Pre-populated for MTLib2Go libraries
10.5	551	Total Circulation of Children's Materials	10.3 + 10.4
10.6	--	Circulation of Electronic Materials (State)	Pre-populated for MTLib2Go libraries
10.7	--	Circulation of Electronic Materials (Other)	
10.8	552	Total Circulation of Electronic Materials	10.6 + 10.7
10.9	561	Circulation of Other Physical Items	Pre-populated for MSC libraries
10.10	554	Total Successful Database Retrievals	
10.11	555	Total Electronic Content Use	10.8 + 10.10
10.12	556	Total Collection Use	10.2 + 10.11
10.13	550	Total Circulation	10.2 + 10.8
10.14	--	Number of Electronic Cards Issued	

Section 11 – Programs

SURVEY #	PLS ID	QUESTION	NOTES
11.1	601a	Number of Children's Programs	
11.2	601	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	**New survey element, not required for FY2021 if unavailable**

11.3	602	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	**New survey element, not required for FY2021 if unavailable**
11.4	603	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	
11.5	604	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	
11.6	605	Number of Synchronous General Interest Program Sessions	**New survey element, not required for FY2021 if unavailable**
11.7	606	Number of Synchronous In-Person Onsite Program Sessions	
11.8	607	Number of Synchronous In-Person Offsite Program Sessions	
11.9	608	Number of Synchronous Virtual Program Sessions	
11.10	600	Total Number of Synchronous Program Sessions	11.7 + 11.8 + 11.9
11.11	611a	Children's Program Attendance	
11.12	611	Attendance at Synchronous Programs Targeted at Children Ages 0-5	**New survey element, not required for FY2021 if unavailable**
11.13	612	Attendance at Synchronous Programs Targeted at Children Ages 6-11	**New survey element, not required for FY2021 if unavailable**
11.14	613	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	
11.15	614	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	
11.16	615	Attendance at Synchronous General Interest Programs	**New survey element, not required for FY2021 if unavailable**
11.17	616	Synchronous In-Person Onsite Program Attendance	
11.18	617	Synchronous In-Person Offsite Program Attendance	
11.19	618	Synchronous Virtual Program Attendance	
11.20	610	Total Attendance at Synchronous Programs	11.17 + 11.18 + 11.19
11.21	620	Total Number of Asynchronous Program Presentations	
11.22	621	Total Views of Asynchronous Program Presentations within 7 days	**New survey element, not required for FY2021 if unavailable**

Section 12 – Interlibrary Loans

SURVEY #	PLS ID	QUESTION	NOTES
12.1	--	Loans - In State	Pre-populated for MSC and OCLC libraries
12.2	--	Loans - Out of State	Pre-populated for OCLC libraries
12.3	575	Total Loans	12.1 + 12.2
12.4	--	Borrows - In State	Pre-populated for MSC and OCLC libraries
12.5	--	Borrows - Out of State	Pre-populated for OCLC libraries
12.6	576	Total Borrows	12.4 + 12.5

Section 13 – Internet Access

SURVEY #	PLS ID	QUESTION	NOTES
13.1	--	Does the Library Have Internet Access? (Main)	
13.2	--	Does the Library Provide Wireless Access? (Main)	
13.3	--	Does the Library Have Different Bandwidth for Staff and for the Public? (Main)	
13.4	--	Type of Internet Connection (Main)	
13.5	--	Laptop/Device Checkouts (Main)	
13.6	650	Internet-Accessible Computers - Public (Main)	
13.7	--	Internet-Accessible Computers - Staff (Main)	
13.8	651	Public Internet Computer Uses Annually (Main)	
13.9	651a	Reporting Method for Number of Uses	Annual Count/Annual Estimate
13.10	652	Wireless Sessions (Main)	
13.11	652a	Reporting Method for Wireless Sessions	Annual Count/Annual Estimate
13.12	653	Library Website Visits (Main)	
13.1B	--	Does the Library Have Internet Access? (Branch)	
13.2B	--	Does the Library Provide Wireless Access? (Branch)	
13.3B	--	Does the Library Have Different Bandwidth for Staff and for the Public? (Branch)	
13.4B	--	Type of Internet Connection (Branch)	
13.5B	--	Internet-Accessible Computers - Public (Branch)	
13.6B	--	Internet-Accessible Computers - Staff (Branch)	

13.7B	--	Public Internet Computer Uses Annually (Branch)	

Section 14 – Branches

SURVEY #	PLS ID	QUESTION	NOTES
14.1	700	FSCS ID & Extension	
14.2	702	Library Name	
14.3	--	Contact Name & Position	
14.4	--	Contact E-mail Address	
14.5	703	Street Address	
14.6	--	Mailing Address	
14.7	704	City	
14.8	705	Zip	
14.9	707	County	
14.10	708	Phone Number	
14.11	--	Fax Number	
14.12	709	Branch Type	
14.13	711	Square Footage	
14.14	--	FTE of Librarians	
14.15	--	FTE of All Other Paid Staff	
14.16	--	FTE of Librarians with ALA-Accredited Master's Degree	

Section 15 – COVID-19

SURVEY #	PLS ID	QUESTION	NOTES
15.1	510	Closed Outlets Due to COVID-19?	
15.2	511	Public Services During COVID-19?	
15.3	514	Electronic Library Cards Issued During COVID-19?	
15.4	515	Reference Service During COVID-19?	
15.5	516	Outside Service During COVID-19?	
15.6	519	External WiFi Access During COVID-19?	
15.7	521	External WiFi Access Increased During COVID-19?	
15.8	522	Staff Re-Assigned During COVID-19?	
15.9	715	Number of Weeks an Outlet Closed Due to COVID-19	

| 15.10 | 716 | Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 | |