



Public Libraries Survey (Annual Statistical Report)

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

This worksheet is provided as a reference to help libraries prepare their responses. All data must be entered directly into the Counting Opinions online portal; paper copies will not be accepted. [Download definitions](#) for each question or view the definitions via the online portal.

For the Staffing Information (Rotating Research) section, you may either enter the data in the online portal or complete the accompanying [Excel worksheet](#) to support collaboration with human resource staff and other local government offices. If you choose the Excel option, please submit the completed file by email to the Montana State Library Data Coordinator at rkamp@mt.gov.

Administrative Information

This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet.

Question	Response
FSCS ID	Pre-filled and locked
Structure Status	Pre-filled and locked
Name Status	Pre-filled and locked (notify MSL about legal name changes)
Address Status	Pre-filled and locked (notify MSL about address changes)
Library ID	Pre-filled and locked
Library Name	Pre-filled and locked
Contact name and position	
Contact's email address	
Street Address	Pre-filled and locked
City	Pre-filled and locked

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ZIP Code	Pre-filled and locked
Mailing Address	
Mailing City	
Mailing ZIP Code	
County	
Federation	
Phone	
Library website	
Interlibrary Relationship Code	Pre-filled and locked
Legal basis code	Pre-filled and locked (notify MSL about changes in legal basis)
Administrative Structure	Pre-filled and locked
FSCS Public Library Definition	Pre-filled and locked
Geographic Code	Pre-filled and locked
Legal Service Area Boundary Change	Pre-filled and locked
Reporting Period Start Date (mm/dd/yyyy)	07/01/2024
Reporting Period End Date (mm/dd/yyyy)	06/30/2025
Population of the legal service area	Pre-filled and locked
Does your library receive funding from dedicated property tax millage that was approved by voters specifically for the library?	Select [Yes, No]
Did your library have a mill levy election on the ballot during this fiscal year?	Select [Yes, No] (If yes, was the mill levy successful?)
Number of Central Libraries	Pre-filled and locked
Branches	Pre-filled and locked (notify MSL about new or closed branches)
Bookmobiles	Pre-filled and locked (notify MSL about new or closed bookmobiles)

Outlet

Each library administrative entity includes one or more outlets. Outlet types include the central library, branches, and bookmobiles.

Outlet ID

Question	Response
Outlet Type Code	Pre-filled and locked
FSCS ID of the Administrative Entity	Pre-filled and locked
FSCS Outlet Suffix	Pre-filled and locked
State assigned identification number	Pre-filled and locked
Legal Name	Pre-filled and locked

Outlet Address

Question	Response
Physical Street Address	Pre-filled and locked (notify MSL about any changes)
City	Pre-filled and locked
ZIP Code	Pre-filled and locked
County	Pre-filled and locked
Phone	

Outlet Condition

Question	Response
Area in Square Feet of outlet	Pre-filled and locked (notify MSL about any changes)
When was the library originally built?	
When was the library's last renovation completed?	
How would you rate the physical condition of the library?	Select [Excellent, Good, Fair, Poor]
How would you rate the library facility's ability to meet your programming needs?	Select [Excellent, Good, Fair, Poor]

Outlet Hours

Question	Response
Average public service hours per week	
Number of weeks open per year	

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Library total number of hours open per year	Calculated
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Outlet Staff

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). For example, a staff person that works 20 hours a work is considered 0.5 FTE.

Question	Response
Director FTE	
Librarians FTE	
All other staff FTE	
How many FTE classified as director or as a librarian have an MLS?	

Outlet Internet

Question	Response
What type of Internet access does the library have?	Select [DSL, Cable, Fiber, Satellite, Other]
Who is the library's Internet provider?	

Outlet Internet Speed

Run speed tests using <https://www.speedtest.net/> Report the results in Megabits per second (Mbps).

Question	Response
What is the subscribed download speed (in Mbps) for the library's Internet connection?	
What is the subscribed upload speed (in Mbps) for the library's Internet connection?	
What is the download speed (in Mbps) measured from a speed test on the library's public wired connection?	
What is the upload speed (in Mbps) measured from a speed test on the library's public wired connection?	

Outlet Wi-Fi

Question	Response
Does the library provide public Wi-Fi access?	Select [Yes, No]
How would you describe the reliability of the library's Internet connection?	Select [Very dependable, Dependable, Mostly reliable, Sometimes reliable, Not reliable]

Staffing

Library staff totals are calculated using data reported in the outlet section. If the totals are incorrect, they must be updated in the outlet section above. Click recalculate after updating the staff counts in the outlet section to see refreshed totals.

Question	Response
Total FTE director and librarians	Calculated (summed from Outlet Staff section)
Total all other staff FTE	Calculated (summed from Outlet Staff section)
Total paid employees	Calculated (summed from Outlet Staff section)
Total FTE director and librarians with MLS	Calculated (summed from Outlet Staff section)
Total hours worked by non-paid staff (volunteers, interns) per year	

Finances

Operating Revenue

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

Question	Response
Local government revenue - city general fund	
Local government revenue - city dedicated voted library mills	
Local government revenue - county general fund	
Local government revenue - county dedicated voted library mills	
Local government revenue - library district	

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Local government revenue - other	
Total local government revenue	Calculated
State federation grant	Pre-filled and locked
Per capita, per square mile state aid	Pre-filled and locked
State government revenue - other	
Total state government revenue	Calculated
Federal government revenue	
Other operating revenue	
Total operating revenue	Calculated

Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

Question	Response
Salaries and wages expenditures	
Employee benefits expenditures	
Total staff expenditures	Calculated
Print materials expenditures	
Electronic content expenditures	
Other physical materials expenditures	
Total collection expenditures	Calculated
Continuing education expenditures	
Other operating expenditures	
Total other operating expenditures	Calculated

Total operating expenditures	Calculated
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Capital Revenue

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Question	Response
Local government capital revenue	
State government capital revenue	
Federal government capital revenue	
Other capital revenue	
Total capital revenue	Calculated

Capital Expenditures

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, nonprint, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Question	Response
Capital collection expenditures	
Capital furnishings and equipment expenditures	
Capital building expenditures	
Other capital expenditures	
Total capital expenditures	

Services

The following section includes services provided by the library. If an actual count of visits or reference transactions is unavailable, you can provide an annual estimate. Determine an annual estimate by counting visits and/or reference transactions during a typical week in October and multiplying the count by 52. 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 in the library. Choose a week in which the library is open its regular hours.

Question	Response
Library visits	
Library visits reporting method	Select [Annual count, Annual estimate based on typical week(s)]
Reference transactions	
Reference transactions reporting method	Select [Annual count, Annual estimate based on typical week(s)]
Number of registered users	Pre-filled for MSC members
As of the end of the reporting period, does the library charge overdue fines for books?	Select [Yes, No]
Did the library offer automatic renewal for any physical materials during the reporting period?	Select [Yes, No]

Collections

Under this category report only items that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period.

Physical Collection

The following section of the survey collects data on selected types of physical materials including print materials, physical audio, physical video, and library of things. Do not include serials (i.e. magazines, newspapers).

Question	Response
Print materials	Pre-filled for MSC members
Audio physical units	Pre-filled for MSC members
Video physical units	Pre-filled for MSC members

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Other circulating physical items	Pre-filled for MSC members
Total physical collection	Calculated

Electronic Collection

The following section of the survey collects data on selected types of electronic materials. An electronic collection may be funded by the library, provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

Question	Did the library provide access purchased solely at the local level?	Did the library provide access purchased through a consortium or cooperative?	Did the library provide access purchased by the state library?
Electronic books (e-books)	Select [Yes, No]	Pre-filled and locked	Pre-filled and locked
Electronic magazines and newspapers (e-serials)	Select [Yes, No]	Pre-filled and locked	Pre-filled and locked
Electronic audiobooks and music (e-audio)	Select [Yes, No]	Pre-filled and locked	Pre-filled and locked
Electronic videos (e-videos)	Select [Yes, No]	Pre-filled and locked	Pre-filled and locked
Research databases	Select [Yes, No]	Pre-filled and locked	Pre-filled and locked
Online learning platforms	Select [Yes, No]	Pre-filled and locked	Pre-filled and locked

Circulation

Physical Circulation

The total annual circulation of all physical library materials of all types, including renewals. Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

Question	Response
Circulation of children's physical material	Pre-filled for MSC members
Circulation of things (e.g. hot spots, telescopes, games, cake pans, etc.)	Pre-filled for MSC members
Total physical circulation	Pre-filled for MSC members

Electronic Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

Question	MontanaLibrary2Go Circulation	Other Electronic Circulation	Total Electronic Circulation
Electronic books (e-books)	Pre-filled and locked		Calculated
Electronic magazines and newspapers (e-serials)	Pre-filled and locked		Calculated
Electronic audiobooks and music (e-audio)	Pre-filled and locked		Calculated
Electronic videos (e-videos)	Pre-filled and locked		Calculated

Total Circulation

Question	Response
Total electronic circulation	Calculated
Total circulation (physical circ and e-circ)	Calculated

Interlibrary Loans

These are library materials, or copies of the materials, received or loaned between autonomous libraries upon request. The libraries involved in interlibrary loans are not under the same library administration. Do not include materials loaned between branches of the same library system.

Question	Response
Loans - in state	Pre-filled
Loans - out of state	Pre-filled
Interlibrary loans provided to other libraries	Calculated
Borrows - in state	Pre-filled
Borrows - out of state	Pre-filled
Interlibrary loans received from other libraries	Calculated

Programs

Program Sessions

A program session is any planned, synchronous event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

Question	Response
Infant, toddler, preschool programs (ages 0-5)	
School age programs (ages 6-11)	
Young adult programs (ages 12-18)	
Adult programs (ages 19+)	
General interest programs (all ages)	
Total program sessions	Calculated
Of the above, how many sessions were presented at the library?	
Of the above, how many sessions were offsite at another location?	
Of the above, how many sessions were online with a live audience?	
Total program sessions	Calculated

Program Attendance

This is a total count of the audience at all program sessions during the reporting period. Include all attendees regardless of age (e.g., count all adult attendees of school age programs in school age program attendance).

Question	Response
Infant, toddler, preschool program attendance	
School age program attendance	
Young adult program attendance	
Adult program attendance	

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General interest program attendance	
Total attendance	Calculated
Of the above, how many attended at the library?	
Of the above, how many attended offsite at another location?	
Of the above, how many attended online as a live participant?	
Total attendance	Calculated

Pre-recorded Programs

Pre-recorded (asynchronous) program presentations are recorded videos or audio of program content that are posted online for downloading or on-demand viewing (rather than livestreaming).

Question	Response
Total program presentations recorded and posted online	
Total presentation views within 30 days of posting	

Summer Reading Program (Optional)

This section is optional but will help the Montana State Library better understand how libraries support learning in their communities.

Question	Response
Did your library offer a summer reading program?	Select [Yes, No]

If yes, then please respond to the following questions.

Question	Infant, toddler, preschool (ages 0-5)	School age (ages 6-11)	Young adult (ages 12-18)	Adults (ages 19+)	General interest (all ages)	Total
How many people registered for the summer reading program?						Calculated
How many people completed the summer reading program?						Calculated

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How many summer reading events did you offer?						Calculated
How many people attended the summer reading events?						Calculated

Self-Directed Programs (Optional)

This section is optional but will help the Montana State Library better understand how libraries support learning in their communities.

Question	Response
Did your library offer self-directed activities (e.g. story walks, book bingo, take and make activities, program in a box, etc.)?	Select [Yes, No]

If yes, then please respond to the following questions.

Question	Response
Describe the self-directed activities your library offered.	
How many people participated in the self-directed activities?	

Technology

The following section includes technology services provided by the library. If an actual count of uses (sessions) of public Internet computers or Wi-Fi sessions is unavailable, you can provide an annual estimate. Determine an annual estimate by counting uses/sessions during a typical week in October and multiplying the count by 52. 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 in the library. Choose a week in which the library is open its regular hours.

Question	Response
Total attendance at technology classes	
Total recipients of one-on-one technology assistance	
Total device circulation	
Number of Internet computers used by general public	
Number of Internet computers used by staff	

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Number of uses (sessions) of public Internet computers per year	
Reporting method for number of uses of public Internet computers per year	Select [Annual count, Annual estimate based on typical week(s)]
Total Wi-Fi sessions	
Reporting method for wireless sessions	Select [Annual count, Annual estimate based on typical week(s)]

Rotating Research

Benefits

In this section, please indicate whether your library offers each of the benefits listed by selecting Yes or No. For each benefit you offer, enter the minimum number of hours per week an employee must work to be eligible. Use the Notes/Comments field to include any additional information, such as differences in eligibility for full-time and part-time employees or benefits that apply only to specific positions. At the end of the list, an "Other" option is provided. Use this option to describe any additional benefits your library offers that are not included in the list.

Question	Is this benefit offered?	Minimum hours per week for eligibility	Notes/Comments
Health insurance	Select [Yes, No]		
Dental insurance	Select [Yes, No]		
Vision insurance	Select [Yes, No]		
Flexible Spending Account (FSA)	Select [Yes, No]		
Health Saving Account (HSA)	Select [Yes, No]		
Retirement plan	Select [Yes, No]		
Paid time off (PTO)	Select [Yes, No]		
Vacation leave	Select [Yes, No]		
Sick leave	Select [Yes, No]		
Employee Assistance Program (EAP)	Select [Yes, No]		
Flexible scheduling	Select [Yes, No]		
Professional development	Select [Yes, No]		
Other (please specify)	Select [Yes, No]		

Staff Information

In this section, you will be asked to categorize each staff member according to the role that best matches their primary responsibilities, using the definitions provided. We recognize that local job titles may differ from the categories listed. For each staff member, you will also have the opportunity to enter their local job title. Please select the role category that most closely reflects what the staff member primarily does, even if it is not an exact match to your local title. If a staff member works in more than one role, assign them to the category that reflects the duties they perform for the majority of their working time. If your library has many staff members, you may use the provided Excel spreadsheet to collect the necessary information before entering it into this survey. You may also choose to submit the completed spreadsheet instead of completing this section online. The spreadsheet can be accessed here: https://msl.mt.gov/libraries/library_development/statistics. When completed, please email the file to rkamp@mt.gov.

Library Director

The Library Director oversees the operations and management of a public library, serving as the chief executive responsible for all aspects of library administration. This position involves a combination of administrative, leadership, and managerial responsibilities. The director advises the library board on matters pertaining to policy, budget, and planning, and is accountable for achieving the library's mission and goals. In the smallest communities, the library director may be the sole employee, so duties can vary widely and may include direct service to patrons as well as all operational tasks.

Question	Response
Number of individuals in the Library Director role (headcount, not FTE)	

Question	Job title	Hourly wage	Average hours per week	Years in Position	Education Level
For each staff person in the Library Director role, enter the following details.					Select [Some high school, no diploma, High school diploma or equivalent, Associate's degree, Bachelor's degree, Master's degree, MLS, Doctorate]

Assistant Director

The Assistant Director supports the overall operation and management of the library by providing administrative support to the Director. Key responsibilities include coordinating staff, managing budgets, and assisting with daily operations to ensure the library runs efficiently. The Assistant Director may serve as Acting Director in the Director's absence and is sometimes appointed as part of a leadership succession plan.

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Question	Response
Number of individuals in the Assistant Director role (headcount, not FTE)	

Question	Job title	Hourly wage	Average hours per week	Years in Position	Education Level
For each staff person in the Assistant Director role, enter the following details.					Select [Some high school, no diploma, High school diploma or equivalent, Associate's degree, Bachelor's degree, Master's degree, MLS, Doctorate]

Branch Manager

The Branch Manager leads the daily operations, planning, and delivery of public services at a branch library, which operates as part of a larger library system. The Branch Manager provides localized management by supervising staff, coordinating programs and services, and ensuring the branch meets the unique needs of its community. This role ensures that the branch functions effectively as an extension of the main library.

Question	Response
Number of individuals in the Branch Manager role (headcount, not FTE)	

Question	Job title	Hourly wage	Average hours per week	Years in Position	Education Level
For each staff person in the Branch Manager role, enter the following details.					Select [Some high school, no diploma, High school diploma or equivalent, Associate's degree, Bachelor's degree, Master's degree, MLS, Doctorate]

Librarian Supervisor

The Librarian Supervisor supervises and coordinates the work of professional and technical library staff within a library department or team. Responsible for scheduling, training, performance evaluations, policy implementation, and ensuring high-quality library services. May also handle complex reference, circulation, or cataloging tasks.

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Question	Response
Number of individuals in the Librarian Supervisor role (headcount, not FTE)	

Question	Job title	Hourly wage	Average hours per week	Years in Position	Education Level
For each staff person in the Librarian Supervisor role, enter the following details.					Select [Some high school, no diploma, High school diploma or equivalent, Associate's degree, Bachelor's degree, Master's degree, MLS, Doctorate]

Librarian

The Librarian provides information services, assists patrons with research and reference, organizes and manages library collections, and develops programs and events to support library operations. This professional position serves the public in areas such as reference, acquisitions, cataloging, collection development, and programming, all of which require subject knowledge and expertise. This position may have marketing and outreach duties, such as creating publicity for programs or operating a bookmobile. This role does not include supervisory or managerial responsibilities.

Question	Response
Number of individuals in the Librarian role (headcount, not FTE)	

Question	Job title	Hourly wage	Average hours per week	Years in Position	Education Level
For each staff person in the Librarian role, enter the following details.					Select [Some high school, no diploma, High school diploma or equivalent, Associate's degree, Bachelor's degree, Master's degree, MLS, Doctorate]

Library Assistant

The Library Assistant provides essential public-facing services and operational support in the library. Library Assistants assist patrons with locating materials, using computer equipment, and registering for library cards. They handle the charge and discharge of materials, check items in and out, scan barcodes, shelve books, maintain records, and assist with basic cataloging and clerical duties. Library Assistants often provide frontline

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customer service, help keep the library organized, and play a key role in supporting access to the library collection and ensuring smooth daily operations. This position might also assist with marketing and communications.

Question	Response
Number of individuals in the Library Assistant role (headcount, not FTE)	

Question	Job title	Hourly wage	Average hours per week	Years in Position	Education Level
For each staff person in the Library Assistant role, enter the following details.					Select [Some high school, no diploma, High school diploma or equivalent, Associate's degree, Bachelor's degree, Master's degree, MLS, Doctorate]

Library Aide

The Library Aide performs routine, entry-level tasks such as shelving books, checking materials for damage, assisting with basic circulation functions, and helping maintain the library's physical order. Most of a Library Aide's time is spent reshelving materials and organizing book carts, requiring strong attention to detail to ensure items are returned to the correct place. Library Aides also follow established procedures and routines, such as pulling books to fill hold requests, scanning shelves for inventory, and emptying the book drop throughout the day. This position is considered an entry-level opportunity in the library.

Question	Response
Number of individuals in the Library Aide role (headcount, not FTE)	

Question	Job title	Hourly wage	Average hours per week	Years in Position	Education Level
For each staff person in the Library Aide role, enter the following details.					Select [Some high school, no diploma, High school diploma or equivalent, Associate's degree, Bachelor's degree, Master's degree, MLS, Doctorate]

Technology Specialist

The Technology Specialist performs skilled technical work to support the library's computer network, systems, and related devices. Responsibilities include maintaining computer hardware and software, managing networks and digital resources, ensuring cybersecurity, and providing technical support to staff and patrons. Technology Specialists may also assist with technology training, troubleshooting, and the operation of maker or technology labs for public use.

Question	Response
Number of individuals in the Technology Specialist role (headcount, not FTE)	

Question	Job title	Hourly wage	Average hours per week	Years in Position	Education Level
For each staff person in the Technology Specialist role, enter the following details.					Select [Some high school, no diploma, High school diploma or equivalent, Associate's degree, Bachelor's degree, Master's degree, MLS, Doctorate]