

# HURON PUBLIC LIBRARY

## South Dakota Public Library Survey - Fiscal Year 2012

CURRENT YEAR

*PREVIOUS YEAR*

### SECTION A. GENERAL INFORMATION # A01-A26

To begin survey,

- 1) PRINT "SDSL Certificate" before you begin!
- 2) Go to the top Gold bar. PRINT off INSTRUCTIONS
- 3) NOW Begin Survey

A01	Library	HURON PUBLIC LIBRARY	<i>HURON PUBLIC LIBRARY</i>
A02	County	BEADLE	<i>BEADLE</i>
MAILING ADDRESS			
A03	Mailing Address	521 DAKOTA AVE SOUTH	<i>521 DAKOTA AVE SOUTH</i>
A04	Street Address	521 DAKOTA AVE SOUTH	<i>521 DAKOTA AVE SOUTH</i>
A05	City	HURON	<i>HURON</i>
A06	Zip Code	57350	<i>57350</i>
A07	Zip Extension	2797	<i>2797</i>
A08	Librarian	Shirley Apley	<i>Shirley Apley</i>
A09	Phone (Library)	(605) 353-8530	<i>(605) 353-8530</i>
A10	Fax	(605) 353-8532	<i>(605) 353-8532</i>
A11	Email address of director	sapley@sdl.n.net	<i>sapley@sdl.n.net</i>
A12	Fiscal year being reported	Jan - Dec	<i>Jan - Dec</i>
A13	Was there a change in the boundaries of the legal service area during reporting period?	No	<i>No</i>
A14	Governmental unit under which library is legally established	CITY	<i>CITY</i>
A15	Year legally established	1907	<i>1907</i>
A16	Total Population Chartered OR Contracted to serve most recent	12,592	<i>12,592</i>
A17	ESTIMATED population of total service area	17,398	<i>17,402</i>
A18	What do you charge for a <u>Nonresident</u> library card?	\$20.00	<i>\$20.00</i>
A19	Are you the central library?	Yes	<i>Yes</i>
A20	Number of branch libraries	0	<i>0</i>
A21	Number of bookmobiles	0	<i>0</i>
A22	Was your library involved in a building or remodeling program during the year?	No	<i>No</i>
A23	If yes, please explain. If no, please enter N/A	N/A	<i>n/a</i>
A24	Total square footage	28,000	<i>28,000</i>
A25	Legal basis code	CI - Municipal Government(city, town or village)	<i>CI - Municipal Government(city, town or village)</i>
A26	Geographic code	CI2 - City(most nearly)	<i>CI2 - City(most nearly)</i>

**SECTION B. LIBRARY HOURS # B01-B53**

MAIN LIBRARY HOURS (Place an N/A on each line or date not used.)

B01	Sunday, open AM	n/a	n/a
B02	Sunday, close AM	n/a	n/a
B03	Sunday, open PM	n/a	n/a
B04	Sunday, close PM	n/a	n/a
B05	SUNDAY, TOTAL hours	0	0
B06	Monday, open AM	9:00	9:00
B07	Monday, close AM	n/a	n/a
B08	Monday, open PM	n/a	n/a
B09	Monday, close PM	7:00	7:00
B10	MONDAY, TOTAL hours	10	10
B11	Tuesday, open AM	9:00	9:00
B12	Tuesday, close AM	n/a	n/a
B13	Tuesday, open PM	n/a	n/a
B14	Tuesday, close PM	7:00	7:00
B15	TUESDAY, TOTAL hours	10	10
B16	Wednesday, open AM	9:00	9:00
B17	Wednesday, close AM	n/a	n/a
B18	Wednesday, open PM	n/a	n/a
B19	Wednesday, close PM	7:00	7:00
B20	WEDNESDAY, TOTAL hours	10	10
B21	Thursday, open AM	9:00	9:00
B22	Thursday, close AM	n/a	n/a
B23	Thursday, open PM	n/a	n/a
B24	Thursday, close PM	7:00	7:00
B25	THURSDAY, TOTAL hours	10	10
B26	Friday, open AM	9:00	9:00
B27	Friday, close AM	n/a	n/a
B28	Friday, open PM	n/a	n/a
B29	Friday, close PM	5:00	5:00
B30	FRIDAY, TOTAL hours	8	8
B31	Saturday, open AM	10:00	10:00
B32	Saturday, close AM	n/a	n/a
B33	Saturday, open PM	n/a	n/a
B34	Saturday, close PM	5:00	5:00
B35	SATURDAY, TOTAL hours	7	7
B36	<b>GRAND TOTAL Main Library</b> <b>hours (B5 + B10 + B15 + B20 +</b> <b>B25 + B30 + B35)</b>	55.00	55.00

BRANCH Information and HOURS (If B44 is pre-filled "CE", fill in blanks at the Central Entity.)

B37	Branch Library's name	HURON PUBLIC LIBRARY	HURON PUBLIC LIBRARY
B38	Address	521 DAKOTA AVE SOUTH	521 DAKOTA AVE SOUTH
B39	City	HURON	HURON
B40	Zip Code	57350	57350
B41	Zip Extension	2797	2797
B42	County	BEADLE	BEADLE
B43	Phone Number	(605) 353-8530	N/A

B44	Outlet Type Code	CE	<i>CE</i>
B45	Metropolitan Status Code	NO	<i>NO</i>
B46	Square footage of branch (if B44 is "CE", then same as A24)	28,000	<i>28,000</i>
B47	Number of Bookmobiles in Outlet Record	0	<i>0</i>
B48	Total Public Service Hours OPEN Per Year (actual hours; collected & reported out at the outlet level)	2,824	<i>2,860</i>
B49	Total Number of Weeks Per Year this branch library is Open (actual weeks; collected & reported out at the outlet level)	52	<i>52</i>
B50	Branch librarian	Shirley Apley	<i>Shirley Apley</i>
B51	Total hours open during a <u>typical week</u> ; (branch hours open)	55	<i>55</i>
B52	Total days open during a <u>typical week</u> ; (branch days open)	6	<i>6</i>
B53	Total Branch Staff paid	14	<i>13.5</i>

### **SECTION C. PERSONNEL # C01-C20**

#### Head Librarian

C01	Head Librarian	1	<i>1</i>
C02	Current Annual Salary (excluding benefits)	\$54,725	<i>\$54,725</i>
C03	Total Hours Worked Per Week	40	<i>40</i>

#### Other Librarians

C04	Total number of OTHER Paid Librarians	5	<i>4</i>
C05	Total number of OTHER Paid Librarian hours worked per week	200	<i>160</i>
C06	Total number of hours worked by the Head Librarian AND all other Paid Librarians (C03 + C05)	240.00	<i>200.00</i>
C07	Total Paid Librarians FTE	6.00	<i>5.00</i>

#### All Other Paid Staff

C08	Total Number of All Other Paid Staff	9	<i>8.5</i>
C09	Total Number of All Other Paid Staff hours worked per week	180	<i>170</i>
C10	All Other Paid Staff FTE	4.50	<i>4.25</i>
C11	Total Paid Employees FTE (C07 + C10)	10.50	<i>9.25</i>
C12	How many of the Librarians from LINES C01 and C04 have an ALA Accredited Masters of Library Science Degree?	1	<i>1</i>

C13	Total number of hours worked per week by Librarians from LINE C12 with an ALA Accredited Masters of Library Science Degree	40	40
C14	Total FTE Librarians with ALA Accredited Masters of Library Science Degree	1.00	1.00
C15	Highest Educational Level Achieved by Head Librarian	Masters of Library Science	Masters
C16	Total Number of Volunteers	15	15
C17	Avg. Hours/Week provided by Volunteers	10	10
C18	Number of Staff Paid from Other Sources	1	N/A
C19	List Sources	Experience Works	N/A
C20	Average Hours/Week Provided by Staff Paid by Non-Library Source	20	0

## SECTION D. INCOME (OPERATING) # D01-D22

### Total Income Received During Fiscal Year

D01	City/Town	\$511,358	\$511,358
D02	County	\$0	\$0
D03	School District	\$0	\$0
D04	Tribal Appropriation	\$0	\$0
D05	College Appropriation	\$0	\$0
D06	Contracts With Other Libraries	\$0	\$0
D07	<b>LOCAL GOVERNMENT INCOME (D01 + D02 + D03 + D04 + D05 + D06)</b>	\$511,358	\$511,358
D08	State Appropriations	\$0	\$0
D09	Federal income (Excluding LSTA grants)	\$0	\$0
D10	LSTA Grants	\$0	\$0
Miscellaneous Funds for Operating Expenses			
D11	Fines (If Kept as Income)	\$6,285	\$4,892
D12	Gifts and Endowments	\$3,500	\$2,841
D13	Income ONLY from Trust Funds/Savings	\$1,909	\$1,435
D14	Income from Sale of Library Cards	\$5,510	\$6,400
D15	Other	\$0	\$0
D16	<b>SUBTOTAL MISCELLANEOUS FUNDS (D11 + D12 + D13 + D14 + D15)</b>	\$17,204	\$15,568
D17	<b>TOTAL OPERATING INCOME FISCAL YEAR (D07 + D08 + D09 + D16)</b>	\$528,562	\$526,926

**Capital Income (outside your annual operating budget)**

D18	Local Government Capital Income	\$0	\$0
D19	State Government Capital Income	\$0	\$0
D20	Federal Government Capital Income	\$0	\$0
D21	Other Capital Income	\$0	\$0
D22	<b>TOTAL CAPITAL INCOME</b> (D18 + D19 + D20 + D21)	\$0	\$0

## SECTION E. EXPENDITURES # E01-E20

Total Expenditures During Fiscal Year For: (Round to nearest dollar)

E01	Salaries and Wages for Library Staff (includes Maintenance, Custodial, and Security staff)	\$279,260	\$251,785
E02	Total Employee Benefits (Including Group Insurance)	\$36,580	\$41,003
E03	<b>TOTAL ALL SALARIES AND BENEFITS (E01 + E02)</b>	\$315,840	\$292,788

Library Materials:

E04	Print Materials	\$70,400	\$55,000
E05	Electronic Materials	\$12,000	\$9,000
E06	Other Materials Expenditures	\$9,000	\$12,400
E07	<b>TOTAL EXPENDITURES FOR LIBRARY MATERIALS (E04 + E05 + E06)</b>	\$91,400	\$76,400
E08	ALL <u>Other</u> Operating Expenditures	\$63,618	\$70,000
E09	<b>TOTAL OPERATING EXPENDITURES (E03 + E07 + E08)</b>	\$470,858	\$439,188

Capital Expenditures: (outside your annual operating budget)

E10	Land	\$0	\$0
E11	Buildings	\$0	\$0
E12	Remodeling	\$0	\$0
E13	Computer Hardware	\$12,000	\$6,000
E14	Audio-Visual Equipment	\$2,500	\$2,000
E15	Other Library Equipment includes shelving, desks, etc.	\$8,000	\$11,595
E16	Automotive Vehicles including bookmobiles	\$0	\$0
E17	Debt Payment	\$0	\$0
E18	Other Capital Expenditures (Specify)	\$0	\$0
E19	<b>TOTAL CAPITAL EXPENDITURES (E10 + E11 + E12 + E13 + E14 + E15 + E16 + E17 + E18)</b>	\$22,500	\$19,595
E20	<b>TOTAL EXPENDITURES DURING FISCAL YEAR (E09 + E19)</b>	\$493,358	\$458,783

## SECTION F. LIBRARY HOLDINGS # F01-F11

### PRINTED MATERIALS

#### Books

F01	Total Owned at End of Year	94,866	83,472
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Current Print Serial Subscriptions

F02	Total Owned at End of Year	147	147
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### DATABASES OWNED END OF YEAR

Number of Licensed Databases acquired through payment or formal agreement:

F03	Local/Other: (Local plus SDLN, SD Titles to Go/OverDrive)	41	1
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F04	State (state government or State library)	1	38
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F05	<b>Total (F03 + F04)</b>	42	57
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### OTHER ELECTRONIC MATERIALS

#### Video - Physical Units

F06	Total <u>Owned</u> at End of Year	2,825	2,462
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#### Video - Downloadable Titles

F07	Total <u>Owned</u> at End of Year	20	0
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#### Electronic Books (E-Books)

F08	Total <u>Owned</u> at End of Year	0	0
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#### Audio - Physical Units

F09	Total <u>Owned</u> at End of Year	4,109	3,933
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#### Audio - Downloadable Titles

F10	Total <u>Owned</u> at End of Year	0	0
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#### Other (films, multimedia kits, maps, etc.)

F11	Total <u>Owned</u> at End of Year	500	1,164
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## SECTION G. SERVICES ACTIVITIES # G01-G62

### LIBRARY SERVICE INDICATORS

G01	Annual Public Service Hours/Year (Average weekly hours x 52 wks)	2,824	2,824
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G02	Annual Total Attendance in Library (Typical week x 52)	85,008	100,516
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G03	Annual Total Reference Transactions Completed (average reference transactions per week x 52)	1,600	1,560
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### CIRCULATION AND OTHER LIBRARY USAGE

Total Circulation (Books Loaned for Year):

#### From Main Library

G04	Adult (over 18)	47,623	52,293
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G05	Juvenile	27,659	26,061
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G06	<b>SUB-TOTAL (G04 + G05)</b>	75,282	78,354
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From Branches and Deposit Stations			
G07	Adult (over 18)	0	0
G08	Juvenile	0	0
G09	<b>SUB-TOTAL (G07 + G08)</b>	0	0
From Bookmobile Stops			
G10	Adult (over 18)	0	0
G11	Juvenile	0	0
G12	<b>SUB-TOTAL (G10 + G11)</b>	0	0
TOTAL CIRCULATION FOR YEAR			
G13	<b>ADULT (G04 + G07 + G10)</b>	47,623	52,293
G14	<b>JUVENILE (G05 + G08 + G11)</b>	27,659	26,061
G15	<b>SUB-TOTAL (G13 + G14)</b>	75,282	78,354
G16	Total magazines and other items not included above	1,343	1,615
G17	Total Nonprint Materials Loaned	19,271	16,666
G18	Total e-books loaned (circulated)	2,757	
G19	<b>TOTAL CIRCULATION LOANS FOR ALL TYPES OF MATERIALS (G15 + G16 + G17 + G18)</b>	98,653	96,635
G20	Total Number of Registered Users ( <i>If you do not have a registry, record A16 population here.</i> )	7,351	5,738
LIBRARY PROGRAMS			
G21	Annual Number of Young Adult Programs	0	2
G22	Annual Young Adult Program Attendance	0	8
G23	Annual Number of programs held for Children	200	200
G24	Annual Children's Program attendance (total attendance for all children's programs)	1,500	9,800
G25	Annual number of Adult programs (book clubs, speakers, etc.)	20	17
G26	Annual number of Adult attendance	150	90
G27	<b>TOTAL ANNUAL NUMBER OF ALL LIBRARY PROGRAMS (G21 + G23 + G25)</b>	220	219
G28	<b>TOTAL ANNUAL ATTENDANCE AT ALL LIBRARY PROGRAMS (G22 + G24 + G26)</b>	1,650	9,898
INTERNET			
G29	Does your library have Internet access?	Yes	Yes

G30	Does your library provide public access to the Internet?	Yes	<i>Yes</i>
G31	If "yes" to G29, how is this access provided?	both	<i>both</i>
G32	Number of Internet terminals available for use by general public	6	<i>6</i>
G33	Number of laptop computers available for public circulation	0	<i>0</i>
G34	Annual Number of Public Access/Internet USES/sessions (Note: per 30-minute sessions; See Instructions)	11,176	<i>14,130</i>

#### LIBRARY POLICIES AND PRACTICES

G35	What is your standard circulation period for books?	3 weeks	<i>3 weeks</i>
G36	Do you have a written policy for non residents?	Yes	<i>Yes</i>
G37	What do you charge/day for over due books?	\$.10	<i>.05</i>
G38	Is your catalog automated?	Yes	<i>Yes</i>
G39	What Automation System Do You Use? If the answer is "other," please define using a state note.	SDLN/Aleph	<i>SDLN/Aleph</i>
G40	If you have an automated system, is it connected to the Internet?	available online	<i>available online</i>
G41	Our library serves the following disability groups. Select one or more of these.		
	Blind	Yes	<i>Yes</i>
	Seeing Impaired/Large print	Yes	<i>Yes</i>
	Physically disabled	Yes	<i>Yes</i>
	Learning disabilities	Yes	<i>Yes</i>
	Deaf	Yes	<i>Yes</i>
	None of the above	No	<i>No</i>

#### RESOURCE SHARING / Inter-Library Loan

Note: The statistics reported here (should be) included in the circulation count reported in the last section.  
Circuit Large Print IS NOT "Inter-Library loan"

#### Provided/Sent/Loaned to Other Libraries

##### In-State:

G42	To SD Academic libraries	46	
G43	To SD Public libraries	900	
G44	To SD School libraries	91	
G45	To other SD libraries	45	
G46	To the SD State Library	39	
G47	<b>TOTAL In-State ILL loaned</b> (G42 + G43 + G44 + G45 + G46)	1,121	<i>1,742</i>

##### OUT-OF-STATE:



G48	To Minitex (ND, Minnesota, Wisconsin)	36	
G49	To OTHER libraries outside of SD	1	
G50	<b>TOTAL OUT OF STATE LOANED (G48 + G49)</b>	37	64
G51	<b>TOTAL PROVIDED/Loaned TO (G47 + G50)</b>	1,158	1,806

Received from/borrowed from Other Libraries

In-State:

G52	From SD Academic Libraries	34	
G53	From SD Public Libraries	72	
G54	From SD School Libraries	0	
G55	From Other SD Libraries	0	
G56	From the SD State Library's collection	1	
G57	<b>TOTAL In-State ILL received/borrowed (G52 + G53 + G54 + G55 + G56)</b>	107	179

OUT-OF-STATE:

G58	From Minitex (ND, Minnesota, Wisconsin)	13	
G59	From OTHER libraries outside of SD	4	
G60	From NON-Library sources (i.e. commercial document delivery)	0	
G61	<b>TOTAL OUT-OF-STATE ILL received/borrowed (G58 + G59 + G60)</b>	17	31
G62	<b>TOTAL RECEIVED/Borrowed FROM (G57 + G61)</b>	124	210

## SECTION H. TRUSTEES (Current) # H01-H15

### TRUSTEES

H01	Name	Mona Jensen-Olson	<i>Mona Jensen-Olson</i>
H02	Complete Mailing Address Including PO Box Number or Street		
H03	Home Telephone		
H04	Business Telephone	President	<i>President</i>
H05	Office Held	2015	<i>2012</i>
H06	Term Expires		
H07	E-Mail address (required for President)	Julie Hill	<i>Julie Hill</i>
H01	Name		
H02	Complete Mailing Address Including PO Box Number or Street	57350	
H03	Home Telephone		
H04	Business Telephone		

H05	Office Held	Trustee	<i>Vice-President</i>
H06	Term Expires	2014	<i>2014</i>
H07	E-Mail address		
H01	Name	Mary Keller	<i>Mary Keller</i>
H02	Complete Mailing Address Including PO Box Number or Street	57350	<i>57350</i>
H03	Home Telephone		
H04	Business Telephone		
H05	Office Held	Vice-President	<i>Trustee</i>
H06	Term Expires	2013	<i>2013</i>
H07	E-Mail address		
H01	Name	James Gropper	<i>James Gropper</i>
H02	Complete Mailing Address Including PO Box Number or Street		
H03	Home Telephone		
H04	Business Telephone	N/A	<i>N/A</i>
H05	Office Held	Trustee	<i>Trustee</i>
H06	Term Expires	2015	<i>2012</i>
H07	E-Mail address		
H01	Name	Melanie Timm	<i>Melanie Timm</i>
H02	Complete Mailing Address Including PO Box Number or Street		
H03	Home Telephone		
H04	Business Telephone		
H05	Office Held	Trustee	<i>Trustee</i>
H06	Term Expires	2013	<i>2013</i>
H07	E-Mail address		
H01	Name	Dale Schneider	<i>Dale Schneider</i>
H02	Complete Mailing Address Including PO Box Number or Street	57350	<i>57350</i>
H03	Home Telephone		
H04	Business Telephone	N/A	<i>N/A</i>
H05	Office Held	City Council Rep.	<i>City Council Rep.</i>
H06	Term Expires	2014	<i>2012</i>
H07	E-Mail address		
H08	Number of trustees' meetings held during the calendar year	Monthly	<i>Monthly</i>
H09	What governing body appoints the Library trustees?	City Council	<i>City Council</i>
H10	Indicate the usual scheduled date and hour of meetings (for example, Second Tuesday of the month at 8 p.m., or give specific dates)	Fourth Tuesday of the month at 5 pm	<i>Fourth Tuesday of the month at 5 pm</i>
H11	Date of last public library board meeting	March 26, 2013	<i>March 27, 2012</i>

H12	Does your library have a formally organized Friends of the Library (FOL) group?	Yes	<i>Yes</i>
H13	Friends of the Library President's name and address	Brenda Welch, Huron, SD 57350	<i>Sherry Fuglsang, Huron, SD 57350</i>
H14	Does your library have a Library Foundation?	No	<i>No</i>
H15	Foundation President's name and address	n/a	<i>n/a</i>

## **SECTION I CERTIFICATION/ACCREDITATION # I01-I09**

I01	Is your library accredited according to South Dakota Accreditation Standards?	Yes	<i>Yes</i>
I02	Renewal Year	2012	<i>2012</i>
I03	Is the library director certified according to South Dakota Certification Standards?	No	<i>No</i>
I04	Renewal Year	N/A	<i>NA</i>
I05	Do you have on file with the SDSL a copy of the local governmental ordinance or minutes authorizing your public library's existence?	Yes	<i>Yes</i>
I06	We have reviewed/updated our Library board by-laws in the past two years?	Yes	<i>Yes</i>
I07	We have reviewed/updated our Technology/Internet policy in the past two years?	Yes	
I08	Has the public library participated in the state/national CSLP (children's summer reading) program the past two years?	Yes	
I09	Do you have an up-to-date "disaster plan" for your library?	No	

## **SECTION J. SPECIAL SERVICES**

J01	Narrative Listing of Any Special Events	N/A	<i>Response has been entered.</i>
J02	Librarian or staff member completing the survey (Print or type name)	Shirley Apley	<i>Shirley Apley</i>
J03	President of Board of Trustees/or Director of Institution (Print or type name)	Mona Jensen-Olson	<i>Mona Jensen-Olson</i>

If you have not printed off and signed the certificate form, click [HERE](#).

To Complete Your Survey within Collect: Please see the "Submission" section on the Instructions.