

## FY2020 Annual Survey of South Dakota Public Libraries

Shaded fields are prefilled in the online survey. Contact the SDSL Data Coordinator to make changes to these fields:  
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### SECTION A. – GENERAL INFORMATION

Library Name	County

Mailing Address	Street Address
Mailing City	Zip Code

#### Contact

Library Director	Email address of director
Library Phone	

#### Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established

#### Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	
Estimated population of total service area <i>Estimate the population you <u>actually</u> serve.</i>	

What does the library charge for a nonresident library card?	
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#### Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles

Building/ remodeling of library	Building/remodeling explanation	Total square footage main library

#### Codes

Legal Basis Code	Geographic Code

Library Hours - *Public service hours of the main branch.*

	Open	Close	Total hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

<b>Total hours open per week</b>	
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**SECTION C. -- PERSONNEL**

Head Librarian

Head Librarian	Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian	Total number of years head librarian has worked in the field

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week	Total hours worked per week-ALL librarians	Total paid librarians FTE

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week	All other paid staff FTE	Total paid employees FTE

Staff paid by non-library sources

Number of staff paid from other sources	Non-library pay sources	Average hours/week by staff paid by non-library source

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians	FTE librarians ALA-MLS librarians

## SECTION D -- INCOME

### Operating Income received during fiscal year

Operating income – City/Town	
Operating income – County	
Operating income – School District	
Operating income – Tribal Appropriation	
Operating income – College Appropriation	
Operating income – Other Contracts (other libraries or towns)	
Local Government Revenue	
State Appropriations	
Federal Income	
What amount of federal operating income is from LSTA grants?	
Other Operating Income	
<b>Total Operating Income</b>	

### Capital Income

Local government capital income	
State government capital income	
Federal government capital income	
Other capital income	
<b>Total capital income</b>	

## SECTION E -- EXPENDITURES

### Staff Expenditures

Salaries and Wages for Library Staff	
Total employee benefits	
Total all salaries and benefits	

### Collection Expenditures

Print materials expenditures	
Electronic materials expenditures	
Other materials expenditures	
Total expenditures for library materials	

### Other Operating Expenditures

All other operating expenditures	
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<b>Total operating expenditures</b>	
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If there is a large difference between total operating income and total operating expenditures, please provide an explanation for the difference and what happens to unspent revenue.	
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### Capital Expenditures

Capital expenditures on facility	
Capital expenditures on technology	
Other capital expenditures	
<b>Total Capital Expenditures</b>	

<b>Total Expenditures</b>	
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## SECTION F – LIBRARY HOLDINGS

### Books

Books (print)	
Ebooks accessed through SDTG	
Other ebooks units* owned, leased, licensed	
Total Ebooks	

### Subscriptions

Current print serial subscriptions	
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### Audio, Video, Other

Audio – physical units*	
Audio – downloadable units* accessed through SDTG	
Other downloadable audio units* owned, leased, or licensed	
Total downloadable audio	
Video – physical units*	
Video – downloadable units*	
Other (films, multimedia kits, maps)	

### Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	
State licensed electronic collections (databases)	
Total licensed electronic collections (databases)	

<b>Total Holdings</b>	
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## SECTION G – SERVICE ACTIVITIES

Supplemental COVID Questions - PLS FY2020 federal supplemental data elements regarding library operations during COVID-19 pandemic

510 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	
511 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	
512 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	
513 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?	
514 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	
515 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	
516 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	
517 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	
518 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	
519 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?	
520 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	
521 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	
522 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	

### Library Service Indicators

Registered users	
Annual total attendance in the library	
Attendance reporting method	
Annual total reference transactions completed	
Reference transactions reporting method	

### Collection Use

#### Circulation of Physical Materials

Books	
Magazines and other print items not included above	
Non print physical items	
<b>Total Physical Item Circulation</b>	

#### Circulation of Electronic Materials

Ebooks	
Audiobooks (and music)	
Video	
Use (circulation) of Electronic Materials	

Electronic Collection (database) Use

SDSL-provided electronic collections use	
Other electronic collection use	
<b>Successful Retrieval of Electronic Information</b>	

<b>Total Circulation of Materials</b>	
<b>How many of Total Circulation are children's materials?</b>	
<b>Total Electronic Content Use</b>	
<b>Total Collection Use</b>	

Library Programs

Library Programs – In-person and Live (synchronous) Virtual

	Library Programs	Library Program Attendance
--Birth thru PreK		
--Kindergarten thru age 11		
<b>Children</b> <i>Ages 0-11</i>		
<b>Young Adult</b> <i>Ages 12-18</i>		
<b>Adult</b> <i>Ages 19 and over</i>		
<b>Total</b>		

Recorded Programs (synchronous)

Total on-demand views of live virtual programs	
Total recordings of program content (not live) (asynchronous)	
Total views of recorded program content	

Passive Program Activities

How many passive activities were offered?	
Approximately how many patrons took part in these activities?	

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	
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Internet

Total number of Internet computers for use by general public	
Annual number of public access/ internet use sessions (30-minute sessions)	
Does the library offer public Wi-Fi service?	
Annual wireless sessions	
URL of the library's webpage	
Annual Website Visits	
Does the library actively maintain a social media presence?	

Library Policies and Practices

Does the library charge fines for overdue materials?	
What automation system do you use?	
If you have an automated system, is it connected to the internet?	

Resource Sharing / Interlibrary Loan

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Out-of-state total		
In-state total		
<b>Total ILLs</b>		



## SECTION H – LIBRARY TRUSTEES

### Library Board Members

Name	Address	Office Held	Term Expires
		President	

### Library Board Information

Trustee meetings held per year	
Trustees appointed by what governing body?	
Trustee meeting schedule	
Date of last public library board meeting	
Are you aware of and do you comply with the SD Open Meetings law?	

### Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	
President's name and address	
Does your library have a Library Foundation?	
President's name and address	

**SECTION I-J. – STANDARDS / POLICIES / EVENTS / SURVEY CONTACTS**

Supplemental questions

<b>Library Strategic Plan</b>	
When was the library's strategic plan last reviewed?	
If you have a strategic plan, do you have plans to update it?	
Would you and your library board be interested in a training to learn how to write an effective library strategic plan?	
<b>Library Technology Plan / Computers</b>	
Has the library's tech plan been updated/reviewed/revised in the last three years?	
What is the average age of the library's public computers?	
Have you installed any new computers in the last year?	

Narrative listing any special events

Librarian or staff member completing the survey	
President of Board of Trustees/ or Director of Institution	

SELECTED KEY RATIOS – FY 2020

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the population of the library's legal service area (LSA)--the population of the geographic area that the library serves.*	Your library FY 2020	Your library FY 2019	Statewide average FY 2019
<b>Population used for per capita ratios*</b> <i>Per capita ratios: Divides the total monetary or service statistics by the population served. This ratio helps you compare values among libraries of different sizes.</i>			774,127
<b>Financial Measures</b>			
<b>Local government operating revenue per capita</b> <i>All income from local government sources divided by LSA. This is the best single measure of the library's local financial support.</i>			\$34.97
<b>Total operating revenue per capita</b> <i>Includes income from state, federal, and miscellaneous sources.</i>			\$36.65
<b>Total operating expenditures per capita</b>			\$35.10
<b>Collection expenditures per capita</b> <i>This is the dollar amount spent per resident on new library materials.</i>			\$4.33
<b>Service Measures</b>			
<b>Registered borrowers per capita**</b> <i>The ratio of people registered to use library services. This can show what ratio of the community are active library users if the library regularly purges its files of inactive users.</i>			0.48
<b>Library visits per capita</b> <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>			4.8
<b>Total circulation per capita</b> <i>The average number of loans made to residents. Low circulation ratios may be a result of low collection expenditures or indicate that the library should evaluate the relevancy of its new materials purchases to community needs.</i>			7.5
<b>Public internet uses per capita</b> <i>The average number of sessions (measured in 30 minute units) per resident that the library's public computers were used.</i>			1.2
<b>Collection and Circulation Ratios</b>			
<b>Circulation turnover</b> <i>The number of circulation transactions divided by the total number of items in the library's collection. It is an indicator of how often each item is checked out. Low turnover rate may also indicate that the library should consider "weeding" its collection of outdated and unused materials.</i>			0.96
<b>Circulation of children's materials as a % of total circulation</b> <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>			42%
<b>Circulation of electronic materials as a % of total circulation</b> <i>Ratio of digital materials (ebooks, downloadable audiobooks, etc.) to total circulation.</i>			13.8%
<b>Library Program Ratios and Totals</b> <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
<b>Total program attendance per capita</b> <i>Ratio of people in the community who attended library programs.</i>			0.42
<b>Children's attendance per program</b>			22.4
<b>Young adult attendance per program</b>			13.0
<b>Adult attendance per program</b>			15.3

\*For Lawrence, Meade & Pennington county libraries: We calculated your per capita population based on a formula that combines the library's local population and your library's ratio of total circulation for the county.

\*\*The library's registered borrower records should be purged of inactive users at least every three years.

STATE NOTES (attached to individual questions on the annual report form)

SECTION B. – OUTLET / BRANCH INFORMATION - FY

Location	
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Address	City	Zip Code

County	Phone Number	Outlet Code

Square footage of branch / outlet	Number of bookmobiles in outlet record

Total public service hours OPEN per year	Total number of weeks per year branch is open

Number of Weeks an Outlet Closed Due to COVID-19 (#715)	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 (#716)

Branch Librarian	Total Branch Staff paid

Total hours open during typical week	Total days open during typical week