

ANNUAL SURVEY OF SOUTH DAKOTA PUBLIC LIBRARIES

READ ALL OF THE FOLLOWING INSTRUCTIONS BEFORE BEGINNING THE SURVEY! THANK YOU!

1. The South Dakota State Library requests each public library in South Dakota to complete and return this annual survey. (All legally established public libraries are REQUIRED to submit an annual report by South Dakota State Law).
2. For your convenience, most fields in Section A have been pre-filled and locked. Please review these fields and contact the State Library Data Coordinator if you believe them to be inaccurate.
3. Each library should report on the fiscal year on which its local governmental unit operates. Deadline for FY2016 report - March 31, 2017. Please note: Your library's annual report is not completed until the signed [Survey Certification Form](#) has been submitted to the State Library.

GENERAL INSTRUCTIONS

4. The purpose of this survey is to ensure the collection of comparable data in all public libraries in South Dakota. This data will be useful in the creation of a composite report on the public libraries of the United States. Data collected will also be useful in state-to-state comparisons and for in-state comparisons by South Dakota libraries.
5. Each library is responsible for the quality of the data submitted for that library. When the data is reported to the State Library, some checks will be performed on the data, but the local library (library director and Chair of the Library Board) should check it carefully for accuracy BEFORE SUBMITTING the Survey.
6. The State Library will report federal data for each library in the state to the FEDERAL Institute of Museum and Library Services (IMLS).
7. The South Dakota Survey will collect and report data for the fiscal year from January 1 through December 31. Libraries observing a different fiscal year should report data for the most recent complete fiscal year.
8. Where annual figures are requested, they should be figures from the most recent complete fiscal year. Where a simple count is requested, it should be accurate as of the end of that fiscal year.
9. Definitions are important to ensure comparability of data from different libraries and states. It is essential that all libraries strictly adhere to them.
10. Estimates are important if exact data is not available. Enter "0" if the appropriate entry for an item is zero or requesting a NUMBER. Enter "N/A" if an item does Not Apply to a particular library. If an exact figure is not available for a particular item but it is known that the amount is greater than zero, the librarian should ENTER AN ESTIMATE OF THE AMOUNT. In the rare situation where information is available, but for some reason beyond your control, cannot be shared, place a "-1" in the line and notify the State Library Data Coordinator to make certain you are doing this correctly.
11. Libraries are encouraged to collect data in all categories so estimates will not be necessary.

12. All financial entries should be rounded off to the nearest dollar.

13. IMPORTANT NOTICE to ALL SCHOOL/PUBLIC combination libraries: Contact the State Library Data Coordinator for instructions on how to report combo library statistics.

Contact the State Library for help on the annual survey

QUESTIONS? If parts of the form are unclear or you need technical assistance, feel free to call or email for assistance.

CONTACT: Data Coordinator, State Library

- Call State Library toll free: 1-800-423-6665, option 6

- Call the Data Coordinator office: 605-280-5834

- Email: Shawn.Behrends@state.sd.us

SECTION A. GENERAL INFORMATION

If you believe any of the prefilled and locked information in Section A to be incorrect, contact the [State Library Data Coordinator](#) for assistance.

A01.Library Name	HURON PUBLIC LIBRARY
A02.County	BEADLE

Mailing Address

A03.Mailing Address	521 DAKOTA AVE SOUTH
A04.Street Address	521 DAKOTA AVE SOUTH
A05.Mailing City	HURON
A06.Mailing ZIP Code	57350
A07.Mailing ZIP+4 Code	2797

Contact

A08.Library Director	Shirley Apley
A09.Phone (Library)	6053538530
A10.Fax	(605) 353-8532
A11.Email address of director	librarydirector@libraryhuronsd.com

HURON PUBLIC LIBRARY 2016

Admin / Population

A12.Fiscal year being reported	Jan - Dec
A13.Legal Service Area Boundary Change	No
A14.Governmental unit under which library is legally established	City
A15.Year legally established	1907
A16.a.Population of the Legal Service Area	13,313
A16.b.Unduplicated population of the service area	13,313
A17.Estimated population of the total service area	18,080
A18.What do you charge for a nonresident library card?	\$20

Outlets

A19.Number of Central Libraries	1
A20.Number of Branch Libraries	0
A21.Number of Bookmobiles	0
A22.Was the library involved in a building or remodeling project during the year?	No
A23.Building or remodeling explanation	N/A
A24.Total square footage of the main library	28,000

Codes

A25.Legal Basis Code	Municipal Government (city, town or village)
A26.Geographic Code	City (most nearly)

Library Hours - Main Library

Main library hours only. Report only HOURS OPEN TO THE PUBLIC.

Leave Open/Close fields blank for days when the library is not open to the public.

	Open	Close	Total Hours Open
Sunday			N/A
Monday	9:00 am	8:00 pm	11.00
Tuesday	9:00 am	8:00 pm	11.00
Wednesday	9:00 am	8:00 pm	11.00
Thursday	9:00 am	8:00 pm	11.00
Friday	9:00 am	5:00 pm	8.00
Saturday	9:00 am	5:00 pm	8.00

HURON PUBLIC LIBRARY 2016**Total Hours**

A27.Total hours open per week	60.00
A28.How many hours per week are reserved for staff administrative time (when the library is NOT OPEN to the public)?	5.00

SECTION B. OUTLET/BRANCH INFORMATION

If you are a standalone library, you must still complete this section for your building.

Branch Library. Branch libraries have all of the following:

(1) separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to the public. They are, however, administered from a central unit.

Contact the State Library Data Coordinator if you have added or closed an outlet, or need to change any of the locked/prefilled information.

Outlet

Location		
HURON PUBLIC LIBRARY		HURON PUBLIC LIBRARY

Address

Location		B02. Address	B03. City	B04. ZIP Code	B05. Zip+4 Code
HURON PUBLIC LIBRARY		521 DAKOTA AVE SOUTH	HURON	57350	2797

Contact

Location		B06. County	B07. *Phone Number
HURON PUBLIC LIBRARY		BEADLE	6053538530

Outlet Code

Location		B08. Outlet Type Code
HURON PUBLIC LIBRARY		Central Library

Facilities

Location		B09. Square footage of branch (or outlet)	B10. Number of Bookmobiles in Outlet Record
HURON PUBLIC LIBRARY		28,000	0

Annual Service Hours

Location		B11. Total Public Service Hours OPEN Per Year	B12. Total Number of Weeks Per Year this branch library is Open
HURON PUBLIC LIBRARY		3,120	52

Branch Librarian / Total Staff

Location		B13. Branch (or outlet) librarian' s name	B14. Total Branch (or outlet) Staff paid
HURON PUBLIC LIBRARY		Shirley Apley	16

Typical Week

Location		B15. Total hours open during a typical week	B16. Total days open during a typical week
HURON PUBLIC LIBRARY		60	6

SECTION C. PERSONNEL

Report figures as of the last day of the fiscal year. Include unfilled positions if a search is currently underway. Salary of the director is reported as annual salary.

Hours worked. Please indicate the total hours worked by all employees within each category (library assistants, clerical, etc). Include student assistants if paid by the library.

Head Librarian

Regardless of educational background, the director of the library is reported as Head Librarian. There can be only one Head Librarian.

C01.Head Librarian	1
C02.Current annual salary (excluding benefits)	68,390.40
C03.Total hours worked per week by head librarian	40
C04.Highest education level achieved by head librarian	Masters of Library Science

Other Librarians

Librarian. Persons reported under this category usually do work that requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect. The usual educational requirement is a master's degree from a library education program approved by the American Library Association.

C05.Total number of OTHER paid librarians	8
C06.Total number of OTHER paid librarian hours worked per week	320
C07.Total hours worked per week - ALL librarians ¹	360
C08.Total Librarians FTE	9.00

All Other Paid Staff

Include all other library staff (not librarians), plant operations, security, and maintenance staff who are paid from the reporting unit budget.

C09.Total number of all other paid staff	7
C10.Total number of all other paid staff hours worked per week	140
C11.All Other Paid Staff FTE	3.50

Total Paid Employees FTE

C12.Total Paid Employees FTE	12.50
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Staff paid from other sources

Include here staff that are paid by sources such as Experienced Worker, CETA, DECA, and other work experience programs.

C13.Number of staff paid from other sources	0
C14.Non-library pay sources	N/A
C15.Average hours per week provided by staff paid by non-library source	0

Volunteers

Count unpaid persons who have given time during the year to the library, including advisory board members, storytellers, book sale personnel, and those who contribute time to operations and/or support (volunteer shelvers, book processors, etc). Count the number of individuals who contributed (not FTE) and an average number of contributed hours per week for all volunteers collectively (not individual totals).

C16.Total number of volunteers	8
C17.Average hours worked per week by ALL volunteers	20.0

ALA-MLS Librarians on staff

Librarians (reported in C01 and C05) who have earned a Masters of Library Science degree from an ALA accredited program.

C18.Number ALA-MLS librarians on staff	2
C19.Hours worked per week by ALA-MLS librarians	80
C20.ALA-MLS Librarians FTE	2.00

SECTION D. INCOME

Report in whole dollars (\$100 not \$99.75) Do not include balance brought forward.

Operating Income Received During Fiscal Year

DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

D01.Operating income - City/Town	\$821,185
D02.Operating income - County	\$0
D03.Operating income - School district	\$0
D04.Operating income - Tribal appropriation	\$0
D05.Operating income - College appropriation	\$0
D06.Operating income - Other contracts (other Libraries or other towns)	\$0
D07.Local Government Revenue	\$821,185
D08.State Government Revenue	\$0
D09.Federal Government Income (Excluding LSTA grants)	\$0
D10.LSTA grants	\$0

Miscellaneous Funds for Operating Expenses

This is all operating revenue other than that reported under local, state, and federal. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

D11.Fines (if kept as income)	\$4,673
D12.Gifts and endowments	\$11,365
D13.Income ONLY from trust funds/savings	\$673
D14.Income from sale of library cards	\$4,480
D15.Other miscellaneous funds	\$40,485
D16.Other Operating Revenue	\$61,676

Total Operating Income

D17 (total operating income) and E09 (total operating expenditures) should be nearly the same amount. If not, you MUST provide a note explaining how much was carried over or forfeited if your budget was zeroed out at the end of the fiscal year.

D17.Total Operating Revenue	\$882,861
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Capital Income

INCLUDE all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipments, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures.

EXCLUDE revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

D18.Local Government Capital Income	\$0
D19.State Government Capital Income	\$0
D20.Federal Government Capital Income	\$0
D21.Other Capital Income	\$0
D22.Total Capital Income	\$0

SECTION E. EXPENDITURES

Report in Whole Dollars.

NOTE: It is very important to report all costs affiliated with the provision of library services. If the library is physically housed in a city building that also houses several other offices, all heating, cooling, insurance, electrical, water, etc. that are billed for the building as a whole should be PRO-RATED to reflect the percentage of space occupied by the library.

Operating Expenditures

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

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.

Staff Expenditures

E01.Salaries and Wages for Library Staff	\$426,865
E02.Total Employee Benefits	\$108,320
E03.Total All Salaries and Benefits	\$535,185

Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. EXCLUDE charges of fees for interlibrary loans and expenditures for document delivery

E04.Print Materials Expenditures	\$106,000
E05.Electronic Materials Expenditures	\$15,500
E06.Other Materials Expenditures	\$15,500
E07.Total Expenditures for Library Materials	\$137,000

Other Operating Expenditures

This includes all expenditures other than those for staff and collection. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, rental of quarters, bookmobile operating expense, and other costs incurred in the operation and physical maintenance of the physical facilities.

*INCLUDE SDLA conference fees, travel, and related expenses, WiFi subscription fees, heating & air expenses.

E08.All Other Operating Expenditures	\$135,137
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Total Operating Expenditures

D17 (total operating income) and E09 (total operating expenditures) should be nearly the same number. If not, you must provide notes with those questions explaining how much was carried over or forfeited if your budget was zeroed out at the end of the fiscal year.

E09.Total Operating Expenditures	\$807,322
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Capital Expenditures

Outside your annual operating budget. Please report the amount of capital expenditures the Library made from January 1 to December 31, 2016.

Examples INCLUDE funds expended for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building additions, or building renovations; new library automation systems; new vehicles; and other one time major projects. EXCLUDE replacement and repair of existing furnishing and equipment, regular purchase of library materials, and investments for capital appreciation.

E10.Capital Expenditures - Land	\$0
E11.Capital Expenditures - Buildings	\$0
E12.Capital Expenditures - Remodeling	\$0
E13.Capital Expenditures - Computer Hardware (and software)	\$0
E14.Capital Expenditures - Audio Visual Equipment	\$0
E15.Capital Expenditures - Other Equipment	\$0
E16.Capital Expenditures - Automotive Vehicles and Bookmobiles	\$0
E17.Capital Expenditures - Debt Payments	\$0
E18.Capital Expenditures - Other	\$0
E19.Total Capital Expenditures	\$0

Expenditure Total

E20.Total Expenditures	\$807,322
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SECTION F. LIBRARY HOLDINGS

Report only items the library has acquired as part of the collection, whether purchased, leased, licensed, by a consortium, the state library, a donor or other person or entity. Do not include items freely available without monetary exchange.

Included items must only be accessible with a valid library card, or at a physical location; inclusion in the catalog is not required.

For all but Electronic Collections, do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

Books

Books in print and ebooks. For information on how and what to count click on the underlined question number for each item.

Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

F01.Books	72,773
F02.a.Ebooks units accessed through SDTG	13,523
F02.b.Other Ebooks units owned, leased, or licensed	500
F02.Total Electronic Books (E-Books)	14,023

Subscriptions

Serials. A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), proceedings, and transactions of societies. For information on how to count click on the underlined question number for each item.

Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

F03.Current Print Serial Subscriptions	152
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Audio, Video, Other

For information on how and what to count click on the underlined question number for each item.

Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

F04.Audio - Physical Units	3,751
F05.a.Audio - Downloadable units accessed through SDTG	4,483
F05.b.Other Downloadable Audio units, owned, leased, or licensed	0
F06.Total Audio - Downloadable Units	4,483
F07.Video - Physical Units ²	3,451
F08.Video - Downloadable Units ³	50
F09.Other (films, multimedia kits, maps, etc.)	1,120

Electronic Collections

ELECTRONIC COLLECTIONS DO NOT HAVE A CIRCULATION PERIOD, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted by the library.

*Include here electronic collections such as Freeding, Freegal, Hoopla, InstantFlix, Tumblebooks, Zinio, and other paid commercial databases. Each of these services counts as "1" electronic collection. The use of these collections is counted in G15-17, Electronic Collection Use.

Definition: A collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or 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.

Note: The data or records are usually collected with a particular intent an relate to a defined topic.

F10.Local/Other cooperative agreement Electronic Collections	32
F11.State Electronic Collections	51
F12.Total Electronic Collections (databases)	83

Total Library Holdings

F13.Total Holdings	99,886
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SECTION G. SERVICES ACTIVITIES

Include data from ALL BRANCHES / OUTLETS.

Library Service Indicators

For directions on what and how to count, click on the underlined question number for each item.

G01. Annual Public Service Hours/Year (ALL outlets)	3,120
G02. Annual Total Attendance in Library	91,733
G03. Annual Total Reference Transactions Completed	5,251
G04. Registered Users	6,817

Collection Use

Formerly Circulation. PLEASE NOTE THAT FEDERAL ELEMENTS FOR COLLECTING AND RECORDING COLLECTION USE HAVE CHANGED. Follow the instructions in this section carefully. Further guidance can be found by downloading the following help sheet: [What Goes Where?](#)

Include use of all items from main library, branch libraries, and bookmobiles.

Circulation of ALL Physical Materials

Annual circulation of all physical library materials of all types, including renewals.

Include circulation of physical items for main library, branches, bookmobiles, and children's materials.

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.

Note: Audio CDs, DVDs, Playaways, game discs, audio cassettes, VHS (where the carrier is physical) should be reported in G07.

G05. Books	73,254
G06. Magazines & other print	834
G07. Non print physical items	26,706
G08. Total Physical Item Circulation (#553)	100,794

Circulation of Electronic (digital) Materials

Count check-outs of items that are distributed digitally and HAVE A DEFINED CIRCULATION PERIOD (items are not retained by the user).

Include here circulation of items from services such as SD Titles to Go, 3M Cloud, Axis 360, OneClickdigital, Overdrive.

G09.Ebooks	9,486
G10.Audiobooks (and music)	4,706
G11.Video	22,000
G12.Use (circulation) of Electronic Materials (#552)	36,192

Total Circulation of Materials / Circulation of Children's Materials

Total Physical Item Circulation + Use (circulation) of Electronic Materials. (Auto-summed)

G13.Total Circulation of Materials (#550)	136,986
G14.Of the above total circulation, how many are CHILDREN'S MATERIALS? Include circulation of materials in ALL FORMATS. (#551)	40,743

Electronic Collection Use (Successful Retrieval of Electronic Information)

Successful Retrieval of Electronic Information is defined as the number of full-content units or descriptive records examined (having the full text of a document fully displayed), downloaded, or otherwise supplied to user from online library resources.

Items in electronic collections require user authentication but DO NOT HAVE A CIRCULATION PERIOD.

DO NOT include use of the library's OPAC or website.

Include here use of electronic collections such as Freeding, Freegal, Hoopla, InstantFlix, Tumblebooks, Zinio, and other paid commercial databases.

G15.SDSL-provided electronic collections (databases) use	4,547
G16.Other electronic collection use (of services purchased or licensed by the library)	127,536
G17.Total Successful Retrieval of Electronic Information (#554)	132,083

Total Electronic Content Use

Use (circulation) of Electronic Materials + Successful Retrieval of Electronic Information. (Auto-summed)

G18.Electronic Content Use (#555)	168,275
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Total Collection Use

Total Physical Item Circulation + Use of Electronic Materials + Successful Retrieval of Electronic Information. (Auto-summed)

G19.Total Collection Use (#556)	269,069
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Library Programs

HOW TO COUNT LIBRARY PROGRAMS:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a special social need. Examples of these types of programs include film showings; lectures; story hours; literacy; English as a second language, and citizenship classes; and book discussions.

Count all programs, regardless of the target age group (children, YA, and adult), whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities (for example, the coin and stamp club, 4-H, etc).

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Count library activities delivered on a one-to-one basis, rather than to a group, in G14.

HOW TO COUNT LIBRARY PROGRAM ATTENDANCE:

This is a count of the audience at library programs. Count every attendee every time they attend an event. Include adults who attend programs primarily intended for children in children's programs. Do not include attendance for programming delivered on a one-to-one basis.

	G20. Library Programs	G21. Library Program Attendance
--Early Literacy - birth thru PreK	100	2,314
--Kindergarten thru age 11	131	9,724
Children TOTAL - (This field is auto-summed from the above age groups)	231	12,038
Young Adult - ages 12 thru 18	323	45,309
Adult - ages 19 and older	108	1,642
TOTAL (Children, YA, Adult)	662	18,989

One-to-one Programs

The number of one-to-one sessions hosted by the library. For example, literacy tutoring, services to homebound, homework assistance, and mentoring activities, test proctoring. These should be PLANNED program activities or services where the library staff or volunteers work one-to-one with students/patrons.

G22.How many one-to-one program sessions did the library conduct?	26
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Reading Programs

G23.Has the library hosted a summer reading program in the past year?	Yes
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Internet

For instructions on what to count and how, click on the underlined question number for each item.

G24.Does your library provide public access to the Internet?	Yes
G25.If yes to G24, how is this access provided?	both
G26.Number of Internet terminals available for use by general public	18
G27.Number of laptop computers available for public use	6
G28.Total Number of Internet Computers Used by General Public	24
G29.Annual Number of Public Access/Internet USES/sessions (per 30-minute sessions)	11,707
G30.Annual Wireless Sessions	12,663
G31.URL of the library's webpage (If the library's primary Internet presence is Facebook page, blog, etc., use that URL.)	http://library.huronsd.com

Library Policies and Practices

G33.What is your standard circulation period for books?	3 weeks
G34.Do you have a written policy for non residents?	Yes
G35.What do you charge/day for over due books?	.10
G36.Is your catalog automated?	Yes
G37.What automation system do you use?	Atrium - Book Systems
G38.If you have an automated system, is it connected to the Internet?	available online

Disability Services Provided by the Library

Does the library provide services for persons with the following disabilities?

What types of services apply? For examples, click on the underlined question number for each item.

G39.a.Services for the Blind	Yes
G39.b.Services for the Seeing Impaired	Yes
G39.c.Services for the Physically Disabled	Yes
G39.d.Services for Learning Disabilities	Yes
G39.e.Services for the Deaf	Yes

Resource Sharing / InterLibrary Loan

An item of library material, or a copy of the material, is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loans are not under the same library administration. Report number of actual items provided to other libraries and actual items received from other libraries.

Count in-state and out-of-state loan items separately.

Note: Circuit Large Print IS NOT interlibrary loan.

In-State

	G40. Received from/borrowed from Other Libraries	G41. Provided/sent/loaned to Other Libraries
a. SD Academic Libraries	44	10
b. SD Public Libraries	190	257
c. SD School Libraries	8	8
d. SD Other Libraries	0	3
e. SD State Library	17	24
f. In-State Total	259	302

Out-of-State

	G40. Received from/borrowed from Other Libraries	G41. Provided/sent/loaned to Other Libraries
g. Minitex	41	11
h. Other Libraries	106	7
i. Non-Library Sources	0	0
j. Out-of-State Total	147	18

Total

	G40. Received from/borrowed from Other Libraries	G41. Provided/sent/loaned to Other Libraries
Total ILLs	406	320

SECTION H. TRUSTEES (Current)

Trustees are appointed by the governing body (i.e., city council, county commission, etc.) for a term of three (3) years. At the end of the term, the governing body should be notified and the trustees either reappointed or replaced.

Please enter the library board president on the first line. Indicate the office held by other trustees. If no specific office is held enter "trustee." The librarian is not a trustee, but can hold the office of recording secretary. List ALL library trustees (FIVE or SIX) and pertinent information. School/Public Combination Libraries: If you have more than 6 Trustees, mail complete PAPER list to the State Library.

Throughout the year, please send (to the State Library) the name and the address of each new trustee as they are appointed to the board. Also indicate which board member that they replace. Your assistance in helping to maintain a current contact list for trustee is appreciated.

Note: Email is the preferred form of contact. Be sure to include EMAIL ADDRESSES for all trustees.

	H01. Trustee Name	H02. Mailing Address	H03. Daytime Phone	H04. Office Held	H05. Term Expires	H06. Trustee Email (We do not share trustee email addresses outside of the State Library.)
	Julie Hill				2017	
	Jim Gropper			Vice-President	2018	
	Kristy Jungeman			Trustee	2018	
	Dave Wright			Trustee	2019	
	Daryn Hicks			Trustee	2019	
	Bryan Smith			City Council Rep.	2017	

Library Trustee / Board Information

Information pertaining to library trustees, board meetings, open meetings law can be found at: [Public Library Trustee Wiki](#)

H07.Trustee Meetings Held per Year	Monthly
H08.Trustees Appointed By	City Council
H09.Trustee Meeting Schedule	Fourth Tuesday of the month at 5 pm
H10.Date of Last Public Library Board Meeting	2017-03-28
H11.Are you aware of and comply with the SD Open Meetings law?	Yes

Friends of the Library

H12.FOL (Friends of the Library Group)	Yes
H13.FOL - President's Name and Address	Sherry Fuglsang, , SD 57350-2841

Library Foundation

H14.Does your library have a Library Foundation?	No
H15.Library Foundation - President's Name and Address	

SECTION I. STANDARDS / POLICIES / SPECIAL EVENTS / SUPPLEMENTAL QUESTIONS

Learn more about voluntary SD Accreditation and Certification on the SDSL website: [SD Public Library Standards](#)

I01.Library Accredited to SD Accreditation Standards?	No
I02.Renewal Year for SD Accreditation Standards	-1
I03.Library Director Certified by SD Certification Standards?	No
I04.Renewal Year for Director's SD Certification Standards	-1
I05.Local Governmental Ordinance or Minutes on file with SDSL?	No
I06.Library Board By-Laws Updated in Last Two Years?	Yes
I07.Technology/Internet Policies Updated in Last Two Years?	Yes
I08.Library has an Up-to-date Disaster Plan?	Yes

Special Services/Events

I09.Narative listing of special events hosted by the library or special services offered in 2016.	Adult crafts & coloring, Authors Among Us series, Teen Tech Week, NLW, Teen Nerf Wars, Lost Sock Day, Wandering Readers, 2016 Readers Challenge,
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Supplemental Questions 2016

I10.Would the library staff and/or library board members like to schedule a visit from one of the State Library Outreach staff in 2017?	No
I11.Do library staff and/or trustees maintain membership (individual or institutional) in the South Dakota Library Association (SDLA)?	Yes

SECTION J. SUBMISSION

1. SD [Survey Certification Form](#) must be printed off and SIGNED by:

- A) the head librarian and
- B) the President of the Board of Trustees and
- C) a city or county official such as the Finance Officer, county commissioner or mayor.

You may scan the completed form and attach it by clicking the "Browse" button (below) and uploading the file from your computer at the time of submission. (Be sure to save original form for your records.)

...or...

Within 30 days of the electronic submission, the signed certificate should be mailed to:

South Dakota State Library
Attn: Shawn Behrends, Data Coordinator
800 Governors Drive
Pierre, South Dakota 57501-2294
1-800-423-6665

By signing it, you are stating that the information is CORRECT, including the accuracy of the financial information, to the best of you and your governing body's (city/county/school district) knowledge. YOUR ANNUAL REPORT IS NOT COMPLETE UNTIL WE HAVE RECEIVED YOUR LIBRARY'S SIGNED CERTIFICATION FORM.

2. When ready to submit your electronic report you must click the Submit/Lock button in the upper right-hand quadrant of the screen.

3. You will see a locked icon where the Submit/Lock button was if your submission is successful. Otherwise, you will receive a notice on your screen listing the fields with missing data, and/or failed edit checks. Please use the notepad icons to the left of the input field at add annotations to satisfy edit checks. After your annual report is submitted electronically you will be contacted for corrections or to clarify answers.

Note: A copy of your survey can be printed before or after your survey has been submitted.

If you experience difficulty submitting your report, call the SDSL Data Coordinator 1-280-5834 or the State Library (toll free) 1-800-423-6665.

Thank you for your assistance in helping us collect accurate and timely information for the state and federal government. This is vital information which supports local, state and federal lobbying for essential library services including the SDSL statewide electronic database resources made available free of charge.

J01.Upload signed and completed South Dakota Public Library Survey Certification Form here.	mailing form
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Survey Contacts

J02.Librarian or Staff Member Completing the Survey	Shirley Apley
J03.President of Board of Trustees (if no Board, then director of institution)	Julie Hill

RATIOS & PERCENTAGES (FYI)

These are key ratios and percentages generated by the survey tool that may be of interest.
Per capita ratios are based on the unduplicated population of the library's service area.

Financial Measures

Local Revenue per Capita	\$61.68
Total Revenue per Capita	\$66.32
Total Operating Expenditures per Capita	\$60.64
Total Collection Expenditures per Capita	\$10.29

Service Measures

Registered Borrowers Per Capita	0.5
Library Visits per Capita	6.9
Circulation Per Registered Borrower	20.1
Total Circulation per Capita	10.3
Public Internet Computer Uses Per Capita	0.9

Collection and Circulation Ratios

Circulation Turnover (Total Circulation/Total Holdings)	1.37
Circulation of Children's Books As Percent of Total Circulation	29.7%
Circulation of Electronic Materials as Percent of Total Circulation	26.4%

Library Program Ratios and Totals

Children's Attendance Per Program	52.1
Young Adult Attendance Per Program	16.4
Adult Attendance Per Program	15.2
Total Attendance Per Program	28.7

¹, C07. This should be 360 not 40. Please change it. Thanks.(0-2017-03-06)

², F07. We reclassified our DVD collection. We many of the children's DVDs were missclassified and others were not classified at all. We also weeded them.(0-2017-03-06)

³, F08. Service was discontinued(0-2017-03-10)

⁴, Our Teen librarian was very aggressive in having teen programs plus we were tracking the attendance with a new software program. Better stats.(0-2017-03-07)