

## FY2017 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: [shawn.behrends@state.sd.us](mailto:shawn.behrends@state.sd.us) / 605-280-5834 / toll free 800-423-6665

### SECTION A. – GENERAL INFORMATION

| Library Name | County |
|--------------|--------|
|              |        |

| Mailing Address | Street Address |
|-----------------|----------------|
|                 |                |
| Mailing City    | Zip Code       |
|                 |                |

#### Contact

| Library Director | Email address of director |
|------------------|---------------------------|
|                  |                           |
| Library Phone    | Fax                       |
|                  |                           |

#### 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<br><i>Based on Census population estimates for your legal service area.</i> |  |
|--|--|
| Estimated population of total service area<br><i>Estimate the population you <u>actually</u> serve.</i>          |  |

| What does the library charge for a nonresident library card? | \$ |
|--|----|
|--|----|

#### Outlets

| Number of Central Libraries | Number of Branch Libraries | Number of Bookmobiles |
|-----------------------------|----------------------------|-----------------------|
|                             |                            |                       |

| Building/<br>remodeling of<br>library | Building/remodeling explanation | Total square<br>footage main<br>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> |  |
|----------------------------------|--|

|  |  |
|--|--|
| How many hours per week are reserved for staff administrative time (when the library is NOT OPEN to the public)? |  |
|--|--|

**SECTION C. -- PERSONNEL**

Head Librarian

| Head Librarian | Current Annual Salary | Hours worked per week by head librarian | Highest education level achieved by head librarian |
|----------------|-----------------------|---|--|
|                | \$                    |   |  |

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 (Excluding LSTA grants)                        |  |
| LSTA Grants   |  |

### Miscellaneous funds for operating expenses

|                                      |  |
|--------------------------------------|--|
| Fines (if kept as income)            |  |
| Gifts and Endowments                 |  |
| Income ONLY from Trust Funds/Savings |  |
| Income from sale of library cards    |  |
| Other miscellaneous funds            |  |
| Total miscellaneous operating income |  |

|                               |  |
|-------------------------------|--|
| <b>Total Operating Income</b> |  |
|-------------------------------|--|

### Capital Income

|                                   |  |
|-----------------------------------|--|
| Local government capital income   |  |
| State government capital income   |  |
| Federal government capital income |  |
| Other capital income              |  |
| Total capital income              |  |

## 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 |  |
|----------------------------------|--|

|                                     |  |
|-------------------------------------|--|
| <b>Total operating expenditures</b> |  |
|-------------------------------------|--|

### Capital Expenditures

|  |  |
|--|--|
| Capital expenditures – Land                                |  |
| Capital expenditures – Buildings                           |  |
| Capital expenditures - Remodeling                          |  |
| Capital expenditures – Computer hardware & software        |  |
| Capital expenditures – Audio visual equipment              |  |
| Capital expenditures – Other equipment                     |  |
| Capital expenditures – Automotive vehicles and bookmobiles |  |
| Capital expenditures – Debt payments                       |  |
| Capital expenditures – Other                               |  |
| Total Capital Expenditures                                 |  |

|                           |  |
|---------------------------|--|
| <b>Total Expenditures</b> |  |
|---------------------------|--|

## SECTION F – LIBRARY HOLDINGS

### Books

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

### Subscriptions

|                                    |  |
|------------------------------------|--|
| Current print serial subscriptions |  |
|------------------------------------|--|

### 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> |  |
|-----------------------|--|

## SECTION G – SERVICE ACTIVITIES

### Library Service Indicators

|   |  |
|---|--|
| Annual public services hours per year (ALL outlets) |  |
| Annual total attendance in the library              |  |
| Annual total reference transactions completed.      |  |
| Registered users                                    |  |

### 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> |  |
| Children's Materials Circulated       |  |
| <b>Total Electronic Content Use</b>   |  |
| <b>Total Collection Use</b>           |  |

### Library Programs

|                                      | 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>                         |                  |                            |

### One-to-One Programs / Summer Reading

|   |  |
|---|--|
| How many one-to-one program sessions did the library conduct?     |  |
| Has the library hosted a summer reading program in the past year? |  |

Internet

|  |  |
|--|--|
| How is public internet access provided?                                    |  |
| Total number of Internet computers for use by general public               |  |
| Annual number of public access/ internet use sessions (30-minute sessions) |  |
| Annual wireless sessions   |  |
| URL of the library's webpage   |  |

Library Policies and Practices

|   |  |
|---|--|
| Do you have a written policy for non residents?                   |  |
| 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

| In-State              | Received from/ borrowed from other libraries | Provided/sent/loaned to other libraries |
|-----------------------|--|---|
| SD academic libraries |  |   |
| SD public libraries   |  |   |
| SD school libraries   |  |   |
| SD other libraries    |  |   |
| SD State Library      |  |   |
| In-state total        |  |   |

| Out-of-State        | Received from/ borrowed from other libraries | Provided/sent/loaned to other libraries |
|---------------------|--|---|
| Minitex             |  |   |
| Other libraries     |  |   |
| Non-library sources |  |   |
| Out-of-state total  |  |   |

|                   |  |  |
|-------------------|--|--|
| <b>Total ILLs</b> |  |  |
|-------------------|--|--|

### SECTION H – TRUSTEES (current)

President

| President Name | Mailing Address | Email |
|----------------|-----------------|-------|
|                |                 |       |

| Home Phone | Term Expires |
|------------|--------------|
|            |              |

Other Trustees

| Name | Address | Phone | Email | Office | Term Expiration |
|------|---------|-------|-------|--------|-----------------|
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |
|      |         |       |       |        |                 |



SECTION H. – TRUSTEES (cont.)

Library Trustee / 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

|   |  |
|---|--|
| Renewal year for SD Accreditation Standards                 |  |
| Renewal year for SD Certification Standards                 |  |
| Local governmental ordinance or minutes on file with SDSL?  |  |
| Library board by-laws updated in last two years?            |  |
| Technology/Internet policies updated in the last two years? |  |
| Library has an up-to-date disaster plan?                    |  |

|  |  |
|--|--|
| Narrative listing any special events                       |  |
| Librarian or staff member completing the survey            |  |
| President of Board of Trustees/ or Director of Institution |  |

SUPPLEMENTAL QUESTIONS - 2018

|   |  |
|---|--|
| Would the library staff and/or library board members like to schedule a visit from one of the State Library Outreach staff in 2018? |  |
| Does the library offer assistance to patrons in the following areas?  |  |
| TECHNOLOGY: Such as internet use, basic computer skills, productivity software (e.g. Microsoft Office)                              |  |
| WORKFORCE DEVELOPMENT: Such as finding employment resources, filling job applications, writing resumes, interview skills            |  |
| CONSUMER HEALTH: Such as finding consumer health resources and information, health insurance resources?                             |  |
| SOCIAL SERVICES: Such as helping people access government information resources, programs, and services?                            |  |
| EDUCATION: Such as homework help, test prep, test proctoring, English as a second language assistance?                              |  |
| SOCIAL MEDIA: Such as setting up and using social media applications (e.g. Facebook, Twitter, Blogs, Instagram, Pinterest)          |  |
| Tell us about any programs or services in the above areas that are working well at your library.                                    |  |
| Would you like SDSL assistance in gathering resources for any of the above topics (or other topics) to share? Please explain.       |  |

RATIOS AND PERCENTAGES – FY 2017

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

| Financial Measures                       |  | Service Measures  |  |
|--|--|---|--|
| Local Revenue per Capita                 |  | Registered Borrowers per Capita                                       |  |
| Total Revenue per Capita                 |  | Library Visits per Capita   |  |
| Total Operating Expenditures per Capita  |  | Circulation per Registered Borrower                                   |  |
| Total Collection Expenditures per Capita |  | Total Circulation per Capita  |  |
| Library Program Ratios and Totals        |  | Public Internet Uses per Capita                                       |  |
| Children's Attendance per Program        |  | Collection and Circulation Ratios                                     |  |
| Young Adult Attendance per Program       |  | Circulation Turnover  |  |
| Adult Attendance per Program             |  | Circulation of Children's Books as a Percent of Total Circulation     |  |
| Total Attendance per Program             |  | Circulation of Electronic Materials as a Percent of Total Circulation |  |

## NOTES

**SECTION B. – OUTLET / BRANCH INFORMATION -- FY**

|  |  |   |                                     |
|--|--|---|-------------------------------------|
| <b>B01. Location</b>                                 |  |   |                                     |
|  |  |   |                                     |
| <b>B02. Address</b>                                  |  | <b>B03. City</b>  | <b>B04. Zip Code</b>                |
|  |  |   |                                     |
| <b>B06. County</b>                                   |  | <b>B07. Phone Number</b>                                  | <b>B08. Outlet Code</b>             |
|  |  |   |                                     |
| <b>B09. Square footage of branch / outlet</b>        |  | <b>B10. Number of bookmobiles in outlet record</b>        |                                     |
|  |  |   |                                     |
| <b>B11. Total public service hours OPEN per year</b> |  | <b>B12. Total number of weeks per year branch is open</b> |                                     |
|  |  |   |                                     |
| <b>B13. Branch Librarian</b>                         |  |   | <b>B14. Total Branch Staff paid</b> |
|  |  |   |                                     |
| <b>B15. Total hours open during typical week</b>     |  | <b>B16. Total days open during typical week</b>           |                                     |
|  |  |   |                                     |