

FY2025 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.

SECTION A. – GENERAL INFORMATION

Library Name	County
BROOKINGS PUBLIC LIBRARY	BROOKINGS

Mailing Address	Street Address
515 THIRD STREET	515 THIRD STREET
Mailing City	Zip Code
BROOKINGS	57006

Contact

Library Director	Email address of director
Ashia Gustafson	agustafson@cityofbrookings-sd.gov
Library Phone	
6056929407	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established
Jan - Dec	No	City	1913

Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	24,555
Estimated population of total service area <i>Estimate the population you actually serve.</i>	36,359

What does the library charge for a nonresident library card?	\$ \$40
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Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles
1	0	0

Building/remodeling of library	Building/remodeling explanation
Yes	Updates to the downstairs bathrooms.

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	e.g., incorporated city or village, censusdesignated),

Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday	1:00	5:00	4.00
Monday	9:30	8:00	11.50
Tuesday	9:30	8:00	11.50
Wednesday	9:30	8:00	11.50
Thursday	9:30	8:00	11.50
Friday	9:30	5:30	8.00
Saturday	9:30	5:30	8.00

Total hours open per week	66.00
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SECTION C. -- PERSONNEL

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
	40	Masters of Library Science	15

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week
4	160

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week
17	420

Total Paid Employees

Total paid employees FTE
15.50

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians
4	160

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
0	N/A	0

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
2	9.0

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	\$1,501,630
Operating income – County	\$25,000
Operating income – School District	\$0
Operating income – Tribal Appropriation	\$0
Operating income – College Appropriation	\$0
Operating income – Other Contracts (other libraries or towns)	\$0
Local Government Revenue	\$1,526,630
State Appropriations	\$0
Federal Income	\$0
Other Operating Income	\$190,731
Total Operating Revenue	\$1,717,361

Capital Income

Local government capital income	\$150,000
State government capital income	\$0
Federal government capital income	\$0
Other capital income	\$0
Total capital income	\$150,000

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	\$651,202
Total employee benefits	\$213,061
Total all salaries and benefits	\$864,263

Collection Expenditures

Print materials expenditures	\$97,175
Electronic materials expenditures	\$23,142
Other materials expenditures	\$29,667
Total expenditures for library materials	\$149,984

Other Operating Expenditures

All other operating expenditures	\$241,012
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Total operating expenditures	\$1,255,259
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Capital Expenditures

Capital expenditures on facility	\$150,000
Capital expenditures on technology	\$13,456
Other capital expenditures	\$0
Total Capital Expenditures	\$163,456

SECTION F – LIBRARY HOLDINGS & CIRCULATION

Physical Materials Holdings – This is the size of the library's physical collections

Books (print)	105,288
Magazines & newspaper subscriptions, other serials	87
Audio	9,840
Video	6,797
Other physical items	840
Total physical items in library's collection	122,852

Circulation of Physical Materials – This is the number of check-outs of the library's physical materials

Books	150,234
Magazines & newspaper subscription, other serials	529
Audio	8,207
Video	19,548
Other physical items	6,751
Total physical item circulation	185,269
Circulation of children's physical materials	68,028
Did the library offer automatic renewal for physical materials?	Yes

Circulation of Electronic Materials – This is the number of checkouts for materials available online

E-books	33,063
E-serials (magazines, newspapers, etc.)	0
E-audio (audiobooks and music recordings)	44,414
E-video	894
Total circulation of electronic materials	78,371

Total Circulation of Materials

263,640

How is access provided for E-materials?

	Provided via the library	Provided via a collective	Provided via SDSL
E-books	Yes	Yes	Yes
E-serials	Yes	No	No
E-audio	Yes	Yes	No
E-videos	Yes	No	No
Research databases	Yes	No	Yes
Online learning platforms	No	No	Yes

Resource Sharing / Interlibrary Loan

	Borrowed from other libraries	Loaned to other libraries
Out-of-state total	196	375
In-state total	969	1,494
Total ILLs	1,165	1,869

SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Registered users	11,178
Annual total attendance in the library	72,182
Attendance reporting method	Annual Count
Annual total reference transactions completed	4,545
Reference transactions reporting method	Annual Count

Library Programs

In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite	241	3,697
Offsite	287	5,200
Virtual	0	0
Total	528	8,897

Children ages 6-11	Programs	Attendance
Onsite	241	5,531
Offsite	287	5,507
Virtual	0	0
Total	528	11,038

Young Adults ages 12-18	Programs	Attendance
Onsite	93	1,530
Offsite	0	0
Virtual	0	0
Total	93	1,530

Adults ages 19+	Programs	Attendance
Onsite	196	231
Offsite	7	324
Virtual	0	0
Total	203	555

General Interest	Programs	Attendance
Onsite	13	947
Offsite	7	324
Virtual	0	0
Total	20	1,271

Total Live Programs

Total number of synchronous program sessions	1,372
Total attendance at synchronous programs	23,291

Recorded Programs (Asynchronous)

Total Number of Recorded (Asynchronous) Program Presentations	0
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	0

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	506
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Self-directed Activities

How many passive activities were offered?	24
Approximately how many patrons took part in these activities?	677

Internet

Total number of Internet computers for use by general public	11
Annual number of public access/ internet use sessions	5,862
Computer uses reporting method	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	1,346
Wireless sessions reporting method	Annual Count
URL of the library's webpage	www.brookingslibrary.org

Library Policies and Practices

Does the library charge overdue fines for any physical materials?	Yes
What automation system do you use?	TLC - The Library Corporation
If you have an automated system, is it connected to the internet?	Yes, available online

SECTION H. – TRUSTEES

Library Board Members

Name	Office Held	Term Expires
Allison Schmidt	President	2028
Mark Binkley	Trustee	2027
Denise Hall	Trustee	2027
Kathy Miller	Trustee	2028
Moriah Flanagan	Trustee	2028

Library Board Appointees

Trustees appointed by what governing body?	City Council
Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.	Yes
Trustee terms are staggered so that all terms do not expire in the same year.	Yes
The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.	Yes
In addition to the appointees, the governing body appoints one of its own members to serve as a full voting member of the library board. (Optional: The governing body determines whether to appoint a representative to the library board.)	No

Library Board Meetings

Number of trustee meetings held per year	Monthly
Trustee meeting schedule	day after the 1st Monday at
Date of last public library board meeting	2026-02-12
Are you aware of and do you comply with the SD Open Meetings law?	Yes

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	Yes
President's name	Alaina Dick
Does you library had a Library Foundation?	No
President's name	

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

Narrative listing any special events

58 participants over 11 Mystery Game sessions. Craft Swap brought 328 attendees and \$1,179 in freewill donations that were split with Brookings Arts Council. Had 182 participants over 7 programs offered at Fandom Fest. 59 people attended the Library's first-ever Bad Art Night. Over the 4 Pride-related activities (Pride earrings, rainbow heart shadowbox, Pride outreach booth at the Brookings Pride Festival, and Pride party), the Library had 72 program participants and 97 people interact with staff at the Library's booth. The 3rd annual Bar Crawl Baking Competition brought in 96 attendees, which is the highest attendance of any baking competition the Library has offered. The Teen Advisory Board put on a Five Nights at Freddy's Escape Room that had great attendance. Workshop Wednesday, a relatively new program, has had full registration for most of the sessions this year. Graphic Novel Club & Book Club have a revived interest from teens. Teens in the Kitchen continues to be popular with full registrations. Teen Hang Zone brings in a regular crowd of kids to play video games, play board games, make a craft, and more. Recurring children's programs such as Music Makers, Storytimes, Tween Book Club, and Puppet Shows continue to be a popular draw for the community. Special events, such as the stuffed animal sleepover and family crafts, have been popular as well. Partnered with the Brookings Disability Awareness Committee to offer American Sign Language classes. Partnered with Prairie Soul Yoga to offer Chair and Accessible Yoga Classes. Partnered with the local middle school and high school to promote Library programs and services for teens. Partnered with local schools to promote the Library and its programs. Partnered with groups such as the SDSU Softball team to put on larger or more time-intensive programs. Partnered with a wide range of local organizations to support the children's programs Historical SD Farmstead Talk with historian Liz Almlie brought in 57 attendees, many of whom were not regulars at Library events. The Fairy Tale Escape Room brought in 103 participants (22 teams) Bar Crawl Baking Competition brought in 96 attendees. International Snack Tasting Diamond Art Magnets Teen Escape Room Foam Party Transportation Fair Tween the pages book club is so popular, there are now 2 sessions per month. Acrylic painting classes Glowforge workshops Produce cooking class iNaturalist talk Hisotry of the Blues concert Summer Reading Challenge Bring your own Craft Night Zooman Bike Rodeo Bingo Swiftmas party Pet Portraits Metal stamped ornaments DIY events: spa night make

Supplemental Questions

Does your library offer meeting room or study spaces that can be reserved by the public?	Yes
Does your library lend devices such as laptops, tablets, and hotspots to be used outside of the library?	No
Does your library have a "library of things" that can be checked out by the public?	Yes
Does your library offer early literacy or school-readiness programs?	Yes
Does your library offer adult educational services?	Yes
Does your library offer job search or workforce support services?	Yes
Does your library provide assistance with wellness, consumer health information, or health insurance resources?	Yes
Does your library offer targeted outreach or services for underserved groups such as homeschool families, rural residents, seniors, immigrants, or people experiencing poverty?	Yes
Do you collaborate with any outside organizations to provide programming and/or services in your library?	Yes
Tell us about any special partnerships your library has with other community organizations	
Please share any feedback or stories about how the library helped individuals or groups with any of the above topics.	

Certify the Annual Report

Certification by Library Director	
Library Director (name):	Ashia Gustafson
Librarian or staff member completing the survey (if not the director):	Ashia Gustafson
Certification by Library Board	
Library board president (name):	Allison Schmidt
Date the annual report was reviewed by the library board:	
Certification by Governing Body	
Name of City or County official who reviewed the annual report:	Samantha Beckman
Position held:	Assistant City Manager
Date the annual report was reviewed by the governing body:	

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SELECTED KEY RATIOS – FY 2025

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 the library serves. *	Your library FY 2025	Your library FY 2024	Statewide average FY 2024
Population used for per capita ratios* <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>	24,555	24,312	826,827
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA.</i>	\$62.17	\$60.91	\$42.21
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>	\$69.94	\$62.73	\$43.56
Total operating expenditures per capita <i>This is total amount spent per resident on day-to-day operation of the library.</i>	\$51.12	\$55.53	\$41.39
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>	\$6.11	\$6.91	\$4.56
Portion of the library's operating budget used for new materials	11.9%	12.4%	11.0%
Service Measures			
Registered borrowers per capita <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. The library's registered borrower records should be purged of inactive users at least every three years.</i>	0.46	0.44	0.39
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>	2.94	3.77	3.36
Computers and Internet <i>Public libraries address the digital divide by providing access to computers, internet and WiFi services.</i>			
Public internet uses per capita <i>The average number of uses per resident of the library's public computers.</i>	0.24	0.25	0.42
Public Wi-Fi network use per capita <i>The number of times per resident that a device connects to the library's public wireless network.</i>	0.05	0.07	1.36
Collection and Circulation Ratios			
Total circulation per capita <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>	10.74	11.17	7.27
Portion of the library's total circulation that is children's materials** <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>	36.7%	0.0%	52.2%
Portion of the library's total circulation that is digital materials <i>Includes ebooks, downloadable audiobooks and video.</i>	29.7%	27.5%	27.4%
Library Program Ratios and Totals <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
Total program attendance per capita <i>Number of people who attended library programs per resident.</i>	0.95	1.01	0.39
Total attendance per program <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>	16.98	19.04	20.00

*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.

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

D10., Other Operating Revenue (#303)

Lowe's Hometown Grant for \$120,000--2026-01-28

D11., Total Operating Revenue (#304)

We recieved a \$120,000 Lowe's hometown grant to update shelving and furniture in the children's and teens area--2026-01-28

E05., Digital Materials Expenditures (materials that are accessed via computer, internet, ebook reader) (#354) Include your library's Overdrive (Libby) fees here.

We added Hoopla and spent \$20,000 in 2025--2026-02-09

E11., Capital expenditures on technology: Additional new computers, computer hardware & software, new library automation systems, audio visual equipment, etc.

New large format printer

in the past i have accidently put this amount in general operating expenses.--2026-02-09

F05.b, E-Serial Circulation (#546)

Hoopla provides magazines, we have no way to track the circulation of them.--2026-02-09

G13., Attendance at Synchronous General Interest Programs - ONSITE (G13.a)

fewer adult programs were offered in 2026--2026-01-28

H06., Term Expires

Kathy Miller and Moriah Flanagan's terms end in 2029--2026-01-26

SECTION B. – OUTLET / BRANCH INFORMATION 2025

Location	BROOKINGS PUBLIC LIBRARY
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Address	City	Zip Code
515 THIRD STREET	BROOKINGS	57006

County	Phone Number	Outlet Code
BROOKINGS	6056929407	Central Library

Square footage of outlet	Number of bookmobiles in outlet record
33,000	0

Total public service hours OPEN per year	Total number of weeks per year outlet is open
3,432	52

Head librarian at this outlet	Total branch staff paid
Ashia Gustafson	23

Total hours open during typical week	Total days open during typical week
66	7

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