

FY2019 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 / 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	

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			

Total hours open per week	
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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	
Total Operating Income	

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	
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Total operating expenditures	
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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	
Total Capital Expenditures	

Total Expenditures	
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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)	

Total Holdings	
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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	
Total Physical Item Circulation	

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	
Successful Retrieval of Electronic Information	

Total Circulation of Materials	
Children's Materials Circulated	
Total Electronic Content Use	
Total Collection Use	

Library Programs

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

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?	

Makerspaces

What types of tools and materials do the library's makerspaces include?	
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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		
Total ILLs		

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?	
Does the library board need training in any of the following areas?	

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

Library policies & Plans

Has the library board reviewed the following policies and plans in the past year?	
Library bylaws	
Public service policies	
Collection development policy	
Public computer / Internet use policy	
Nonresident policy including reevaluating amount of nonresident fee	
Disaster plan	
Technology plan including timetable for software and hardware updates	
We need more information/examples on how to write the following plans/policies:	

Narrative listing any special events

<p style="font-size: 100px; opacity: 0.1; transform: rotate(-30deg);">DRAFT</p>	
Librarian or staff member completing the survey	
President of Board of Trustees/ or Director of Institution	

Supplemental Questions

2020 Survey of Library Staff Pay

Comparison data from SD public libraries is available upon request to public libraries & their stakeholders.

	Lowest hourly wage	Highest hourly wage	List the job titles of staff reported in this row. (List up to five for each category.)
Librarians (reported in C06)			
Other library staff (reported in C10)			
ALA-MLS Librarians (reported in C19)			

2020 Supplemental Internet Questions

What type of broadband connection does your library currently have? (select highest capacity if more than one type)	
Who pays for the library's broadband service?	
Who is/are your broadband service provider(s)? (you may have different landline and wireless providers)	
What is the average age of the library's public computers?	
Does the library have access to local IT personnel when needed?	
Describe the technology support available to your library:	
May SDSL staff contact your library's IT support person (or your Internet service provider, if you don't have IT support) if we have questions about your library's broadband service?	

IT support person or business SDSL staff may contact if we have technical questions about your library's broadband service:

Name	Position / Title	Phone number	Email address

SELECTED KEY RATIOS – FY 2019

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 2019	Your library FY 2018	Statewide average FY 2018
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>			762,122
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA. This is the best single measure of the library's local financial support.</i>			\$34.47
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>			\$36.28
Total operating expenditures per capita			\$34.85
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>			\$4.59
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.</i>			0.49
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>			5.0
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>			7.7
Public internet uses per capita <i>The average number of sessions (measured in 30 minute units) per resident that the library's public computers were used.</i>			1.3
Collection and Circulation Ratios			
Circulation turnover <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>			1.1
Circulation of children's materials as a % of total circulation <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>			41%
Circulation of electronic materials as a % of total circulation <i>Ratio of digital materials (ebooks, downloadable audiobooks, etc.) to total circulation.</i>			11.8%
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>Ratio of people in the community who attended library programs.</i>			0.44
Children's attendance per program			21.6
Young adult attendance per program			13.9
Adult attendance per program			14.8

*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.

ANNOTATIONS (attached to individual questions on the annual report form)

DRAFT

SECTION B. – OUTLET / BRANCH INFORMATION -- FY

B01. Location			
B02. Address	B03. City	B04. Zip Code	B05. Zip +4
B06. County	B07. Phone Number	B08. Outlet Code	
B09. Square footage of branch / outlet	B10. Number of bookmobiles in outlet record		
B11. Total public service hours OPEN per year	B12. Total number of weeks per year branch is open		
B13. Branch Librarian	B14. Total Branch Staff paid		
B15. Total hours open during typical week	B16. Total days open during typical week		