

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:
shawn.behrends@state.sd.us / 605-280-5834 / toll free 800-423-6665

SECTION A. – GENERAL INFORMATION

Library Name	County
DEADWOOD PUBLIC LIBRARY	LAWRENCE

Mailing Address	Street Address
435 WILLIAMS ST	435 WILLIAMS ST
Mailing City	Zip Code
DEADWOOD	57732

Contact

Library Director	Email address of director
Patricia Brown	patricia@cityofdeadwood.com
Library Phone	
6055782821	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established
Jan - Dec	No	City	1895

Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	25,844
Estimated population of total service area <i>Estimate the population you actually serve.</i>	25,844

What does the library charge for a nonresident library card?	\$25
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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	Total square footage main library
No		5,360

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	County (most nearly)

Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday			N/A
Monday	10:00	7:00	9.00
Tuesday	10:00	7:00	9.00
Wednesday	10:00	7:00	9.00
Thursday	10:00	5:00	7.00
Friday	10:00	5:00	7.00
Saturday	12:00	4:00	4.00

Total hours open per week	45.00
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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
1	50,000.00	40	BA plus graduate courses	19

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
2	35	75	1.88

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
1	10	0.25	2.13

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
1	Historic Preservation	10

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
16	0.5

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week - ALA-MLS librarians	FTE librarians ALA-MLS librarians
0	0	0.00

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	\$67,091
Operating income – County	\$91,801
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	\$158,892
State Appropriations	\$0
Federal Income	\$12,025
What amount of federal operating income is from LSTA grants?	
Other Operating Income	\$2,467
Total Operating Income	\$173,384

Capital Income

Local government capital income	\$0
State government capital income	\$0
Federal government capital income	\$0
Other capital income	\$0
Total capital income	\$0

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	\$69,412
Total employee benefits	\$9,326
Total all salaries and benefits	\$78,738

Collection Expenditures

Print materials expenditures	\$5,786
Electronic materials expenditures	\$1,125
Other materials expenditures	\$2,558
Total expenditures for library materials	\$9,469

Other Operating Expenditures

All other operating expenditures	\$18,594
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Total operating expenditures	\$106,801
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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	\$0
Capital expenditures on technology	\$0
Other capital expenditures	\$0
Total Capital Expenditures	\$0

Total Expenditures	\$106,801
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SECTION F – LIBRARY HOLDINGS

Books

Books (print)	12,367
Ebooks accessed through SDTG	0
Other ebooks units* owned, leased, licensed	28,361
Total Ebooks	28,361

Subscriptions

Current print serial subscriptions	25
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Audio, Video, Other

Audio – physical units*	74
Audio – downloadable units* accessed through SDTG	0
Other downloadable audio units* owned, leased, or licensed	16,801
Total downloadable audio	16,801
Video – physical units*	3,001
Video – downloadable units*	515
Other (films, multimedia kits, maps)	786

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	2
State licensed electronic collections (databases)	59
Total licensed electronic collections (databases)	61

Total Holdings	61,991
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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?	Yes
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?	Yes
512 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	Yes
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?	No
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?	No
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?	Yes
516 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
517 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	Yes
518 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	Yes
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?	Yes
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?	Yes
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?	No
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?	No

Library Service Indicators

Registered users	1,670
Annual total attendance in the library	4,093
Attendance reporting method	Annual Count
Annual total reference transactions completed	774
Reference transactions reporting method	estimate Based on Typical Week(s)

Collection Use

Circulation of Physical Materials

Books	2,474
Magazines and other print items not included above	622
Non print physical items	3,843
Total Physical Item Circulation	6,939

Circulation of Electronic Materials

Ebooks	696
Audiobooks (and music)	392
Video	5
Use (circulation) of Electronic Materials	1,093

Electronic Collection (database) Use

SDSL-provided electronic collections use	183
Other electronic collection use	0
Successful Retrieval of Electronic Information	183

Total Circulation of Materials	8,032
How many of Total Circulation are children's materials?	1,015
Total Electronic Content Use	1,276
Total Collection Use	8,215

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

	Library Programs	Library Program Attendance
--Birth thru PreK	0	0
--Kindergarten thru age 11	6	36
Children Ages 0-11	6	36
Young Adult Ages 12-18	0	0
Adult Ages 19 and over	1	78
Total	7	114

Recorded Programs (synchronous)

Total on-demand views of live virtual programs	7
Total recordings of program content (not live) (asynchronous)	16
Total views of recorded program content	2,374

Passive Program Activities

How many passive activities were offered?	6
Approximately how many patrons took part in these activities?	10

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	2
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Internet

Total number of Internet computers for use by general public	5
Annual number of public access/ internet use sessions (30-minute sessions)	2,899
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	3,800
URL of the library's webpage	www.cityofdeadwood.com/library
Annual Website Visits	1,401
Does the library actively maintain a social media presence?	Yes

Library Policies and Practices

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

Resource Sharing / Interlibrary Loan

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Out-of-state total	0	0
In-state total	63	776
Total ILLs	63	776

SECTION H – LIBRARY TRUSTEES

Library Board Members

Name	Address	Office Held	Term Expires
Dawn Burns	501 Main St.	President	2021
Tessa Allen	160 Charles St.	Vice President	2022
Raul Ponce De Leon	10 Denver Ave.		2021
Krystal Stulken	PO Box 169		2023
Teri Bruce	35 Madison St.		2023
Michael Johnson	8 Van Buren	City Council Rep.	

Library Board Information

Trustee meetings held per year	10xYR
Trustees appointed by what governing body?	other governmental unit
Trustee meeting schedule	2nd Wed. of month, 8:30AM
Date of last public library board meeting	2021-03-31
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?	No
President's name and address	
Does your library have a Library Foundation?	No
President's name and address	

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

Supplemental questions

Library Strategic Plan	
When was the library's strategic plan last reviewed?	pre 2010
If you have a strategic plan, do you have plans to update it?	Yes
Would you and your library board be interested in a training to learn how to write an effective library strategic plan?	Yes
Library Technology Plan / Computers	
Has the library's tech plan been updated/reviewed/revised in the last three years?	Yes
What is the average age of the library's public computers?	1-3 years old
Have you installed any new computers in the last year?	Yes, both staff and public

Narrative listing any special events

The library closed to the public on March 15, 2020. We reopened with limited hours (20 hours per week), visitor capacity, and social distancing the middle of June. During this time, we offered curbside service which we continue to do. We were also able to offer Summer Reading participants a book bag with books related to their interests and age appropriate at-home activities. There were no in-library programs during 2020. We sponsored one adult virtual program, "Lose 8 Pounds by the End of 2020 and Still Enjoy the Holidays" hosted by a library board member & certified life coach via Zoom. We had 16 registrants and many positive responses to this program: "The program sparked me to think differently about how I react to situations." "I liked that it was by Zoom, if missed a meeting there was a recording that I was able to watch." A resounding "Yes" from all participants that they would recommend this program to a friend. We also learned that a primary way to improve online programming is to begin with "a few suggestions for handling the technology" and not assume everyone has attended a virtual program prior to the class. During the time of closure to the public, we were able to begin an inventory of our collection (which we continue to work on), do some major cleaning of storage areas, re-envision the Children's/YA area, refinish furniture with the help of our Public Buildings & Facilities department, apply for and receive CARES ACT funding for technology from the State Library and SD Humanities Council. In addition to the challenges due to the COVID pandemic, our library also experienced a turn-over in staff, hiring a new director and 1 part-time staff member. (A second part-time staff member was hired in early 2021.) While all of these changes alone could serve as "times of trial", the existing staff and new staff have handled each of the changes and challenges with a professional, creative, and energetic edge. The COVID pandemic brought challenges to 'normal' library services, yet other changes brought new energy and a concerted team effort (which included library staff, other City Departments and supportive Department Heads) working towards preserving the history of our library while providing innovative and contemporary library services.

Librarian or staff member completing the survey	Patricia Brown
President of Board of Trustees/ or Director of Institution	Dawn Burns

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
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>	2,006	2,076	774,127
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>	\$79.21	\$76.54	\$34.97
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>	\$86.43	\$77.94	\$36.65
Total operating expenditures per capita	\$53.24	\$65.94	\$35.10
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>	\$4.72	\$5.35	\$4.33
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>	0.83	0.78	0.48
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>	2.0	6.5	4.8
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>	4.0	7.7	7.5
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>	1.4	4.2	1.2
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>	0.13	0.34	0.96
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>	12.6%	16.8%	42%
Circulation of electronic materials as a % of total circulation <i>Ratio of digital materials (ebooks, downloadable audiobooks, etc.) to total circulation.</i>	13.6%	6.8%	13.8%
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>	0.06	1.08	0.42
Children's attendance per program	6.0	8.0	22.4
Young adult attendance per program	0.0	0.0	13.0
Adult attendance per program	78.0	21.2	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)

Total Operating Revenue (#304)

Additional funding from CARES ACT funds - State Library and SD Humanities Council--2021-04-15

Explain the Income Difference if needed

Staffing changes, closure due to COVID, additional funding from CARES ACT funds--2021-04-15

Total Audio - Downloadable Units (#453)

2019 report used title #, not copies - explains increase--2021-03-22

Other (films, multimedia kits, maps, etc.)

number adjusted to include microfilm and # of maps in library collection--2021-04-15

Library Visits (annual total attendance) (#501)

Closure due to COVID, then reduced hours affected visitor numbers--2021-04-01

SECTION B. – OUTLET / BRANCH INFORMATION - FY 2020

Location	DEADWOOD PUBLIC LIBRARY
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Address	City	Zip Code
435 WILLIAMS ST	DEADWOOD	57732

County	Phone Number	Outlet Code
LAWRENCE	6055782821	Central Library

Square footage of branch / outlet	Number of bookmobiles in outlet record
5,360	0

Total service hours OPEN to public per year	Total number of weeks branch open to public
680	34

Number of Weeks an Outlet was Closed to the Public Due to COVID-19	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
13	34

Branch Librarian	Total Branch Staff paid
Patricia Brown	3

Total hours open during typical week	Total days open during typical week
45	6

Print this form out. Questions can be directed to the State Library Data Coordinator, 1-800-423-6665.
Return this certificate completely signed and dated within 30 days of survey submission.

South Dakota Public Library Survey FY2020 Survey Certification Form

Name of Library: Deadwood Public Library City: Deadwood

County: Lawrence

I certify that all the information contained herein has been thoroughly reviewed, and is complete and accurate to the best of my knowledge:

Librarian: Patricia J. Brown Date signed: 4/15/2021

I certify that all the information contained herein has been thoroughly reviewed, and is complete and accurate to the best of my knowledge:

Library Board President: _____ Date signed: _____

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According to **SD Codified Law, Section 14-2-40: (6)** the complete Public Library Survey (annual report) has been submitted to the "governing body" of this library on

April 19, 2021 (date).

City or County official (Signature):

_____ Date signed: _____

Position or office held: _____

(MAYOR, CITY MANAGER, or CHIEF FINANCIAL OFFICER)

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Thank you for being accurate. This will be part of South Dakota's record and part of the national data. This helps IMLS create a narrative that is an accurate reflection of our state and county's library services and resources. You are participating in an important annual national survey. Funding from which your library benefits is based in part on this survey. - Daria Bossman, State Librarian

The completed form can be scanned and uploaded to the survey portal (sd.countingopinions.com) at the time of submission or mailed to the below address within 30 days of electronic submission:

State Data Coordinator
South Dakota State Library
800 Governors Drive
Pierre, South Dakota 57501