

## 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
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
Kennedy Penk	kennedy@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>	1,968
Estimated population of total service area <i>Estimate the population you actually serve.</i>	29,201

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
No	

**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			N/A
Monday	10:00	6:00	8.00
Tuesday	10:00	6:00	8.00
Wednesday	10:00	6:00	8.00
Thursday	10:00	6:00	8.00
Friday	10:00	5:00	7.00
Saturday	12:00	4:00	4.00

<b>Total hours open per week</b>	43.00
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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
56,000.00	40	Other Masters	3

## Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week
3	52

## All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week
2	42

## Total Paid Employees

Total paid employees FTE
3.35

## ALA-MLS Librarians

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

## 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	Deadwood Historic Preservation	10

## Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
6	1.0

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	\$112,806
Operating income – County	\$90,833
Operating income – School District	\$0
Operating income – Tribal Appropriation	\$0
Operating income – College Appropriation	\$0
Operating income – Other Contracts (other libraries or towns)	\$0
<b>Local Government Revenue</b>	<b>\$203,639</b>
State Appropriations	\$0
Federal Income	\$0
Other Operating Income	\$3,228
<b>Total Operating Revenue</b>	<b>\$206,867</b>

Capital Income

Local government capital income	\$0
State government capital income	\$0
Federal government capital income	\$0
Other capital income	\$0
<b>Total capital income</b>	<b>\$0</b>

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	\$108,542
Total employee benefits	\$24,884
Total all salaries and benefits	\$133,426

Collection Expenditures

Print materials expenditures	\$8,148
Electronic materials expenditures	\$3,822
Other materials expenditures	\$1,530
Total expenditures for library materials	\$13,500

Other Operating Expenditures

All other operating expenditures	\$29,068
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<b>Total operating expenditures</b>	<b>\$175,994</b>
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Capital Expenditures

Capital expenditures on facility	\$0
Capital expenditures on technology	\$0
Other capital expenditures	\$0
<b>Total Capital Expenditures</b>	<b>\$0</b>

## SECTION F – LIBRARY HOLDINGS &amp; CIRCULATION

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

Books (print)	12,668
Magazines & newspaper subscriptions, other serials	12
Audio	100
Video	3,369
Other physical items	276
<b>Total physical items in library's collection</b>	<b>16,425</b>

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

Books	4,659
Magazines & newspaper subscription, other serials	1,200
Audio	42
Video	2,848
Other physical items	649
<b>Total physical item circulation</b>	<b>9,398</b>
Circulation of children's physical materials	1,945
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	962
E-serials (magazines, newspapers, etc.)	17
E-audio (audiobooks and music recordings)	2,006
E-video	152
<b>Total circulation of electronic materials</b>	<b>3,137</b>

<b>Total Circulation of Materials</b>	<b>12,535</b>
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How is access provided for E-materials?

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

Resource Sharing / Interlibrary Loan

	Borrowed from other libraries	Loaned to other libraries
Out-of-state total	0	0
In-state total	615	1,062
<b>Total ILLs</b>	<b>615</b>	<b>1,062</b>

## SECTION G – SERVICE ACTIVITIES

## Library Service Indicators

Registered users	1,994
Annual total attendance in the library	9,245
Attendance reporting method	Annual Count
Annual total reference transactions completed	800
Reference transactions reporting method	Annual Count

## Library Programs

## In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite	60	453
Offsite	0	0
Virtual	0	0
<b>Total</b>	<b>60</b>	<b>453</b>

Children ages 6-11	Programs	Attendance
Onsite	68	998
Offsite	0	0
Virtual	0	0
<b>Total</b>	<b>68</b>	<b>998</b>

Young Adults ages 12-18	Programs	Attendance
Onsite	1	17
Offsite	0	0
Virtual	0	0
<b>Total</b>	<b>1</b>	<b>17</b>

Adults ages 19+	Programs	Attendance
Onsite	1	12
Offsite	0	0
Virtual	0	0
<b>Total</b>	<b>1</b>	<b>12</b>

General Interest	Programs	Attendance
Onsite	2	22
Offsite	1	160
Virtual	0	0
<b>Total</b>	<b>3</b>	<b>182</b>

### Total Live Programs

Total number of synchronous program sessions	133
Total attendance at synchronous programs	1,662

### 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?	0
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### Self-directed Activities

How many passive activities were offered?	10
Approximately how many patrons took part in these activities?	75

### Internet

Total number of Internet computers for use by general public	6
Annual number of public access/ internet use sessions	1,336
Computer uses reporting method	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	2,242
Wireless sessions reporting method	Annual Count
URL of the library's webpage	<a href="https://www.cityofdeadwood.com/library">https://www.cityofdeadwood.com/library</a>

### Library Policies and Practices

Does the library charge overdue fines for any physical materials?	No
What automation system do you use?	KOHA
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
Brianne Hutchison	President	2026
Beverly Posey	Trustee	2027
Teri Bruce	Trustee	2026
John W. Singer	Trustee	2028
Lenessa Keehn	Trustee	2028
Michael Johnson	City Council Rep.	2026

## 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. <i>(Optional: The governing body determines whether to appoint a representative to the library board.)</i>	Yes

## Library Board Meetings

Number of trustee meetings held per year	10xYR
Trustee meeting schedule	1st Thursday of month, 12:00P
Date of last public library board meeting	2026-03-19
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	
Does your library have a Library Foundation?	No
President's name	

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

### Narrative listing any special events

2025 posed many challenges for the Deadwood Public Library but through perseverance and determination, the library now celebrates many accomplishments. We welcomed 8,382 visitors, offered 134 programs, and celebrated our 120th birthday. A few of the programs were the After-School Activities, Summer Reading Program for children and adults, Early Childhood Development classes, Little Bookworms Storytimes, the Outlaw Square Concert, Make -Your-Own Ornament station, and Family Game Night. Our intention with each program offered is to continue the library's mission of encouraging life-long learning and community connection. At the heart of every library are those who support it and this year we received many generous donations from community members. One such donation helped bring back access to genealogy databases for patrons and staff. These databases were previously lost due to federal funding cuts. Library staff members also stepped up amid a staffing shortage to help lead some of our most vital programs and work extra hours to ensure our doors stayed open. Looking outside, the renovation of the backyard/garden area was completed in July. It was transformed into a beautiful oasis for multi-purpose use by the library and community. The library looks back at 2025 as a year filled with many wonderful accomplishments and looks forward to the endless possibilities awaiting in 2026. We are so proud to serve the Deadwood and Lawrence County citizens.

### Supplemental Questions

Does your library offer meeting room or study spaces that can be reserved by the public?	No
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	We have partnerships with the Lead/Deadwood Elementary School, Outlaw Square, Historic Preservation, the Friday Farmer's Market, Deadwood History Inc, local businesses who show their support through monetary donations, and local individuals who also donate or volunteer their time.
Please share any feedback or stories about how the library helped individuals or groups with any of the above topics.	

Certify the Annual Report

<b>Certification by Library Director</b>	
Library Director (name):	Kennedy Penk
Librarian or staff member completing the survey (if not the director):	
<b>Certification by Library Board</b>	
Library board president (name):	Brianne Hutchison
Date the annual report was reviewed by the library board:	2026-03-19
<b>Certification by Governing Body</b>	
Name of City or County official who reviewed the annual report:	Charlie Struble-Mook
Position held:	Mayor
Date the annual report was reviewed by the governing body:	2026-04-06

## 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
<b>Population used for per capita ratios*</b> <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>	1,968	1,963	826,827
<b>Financial Measures</b>			
<b>Local government operating revenue per capita</b> <i>All income from local government sources divided by LSA.</i>	\$103.48	\$86.06	\$42.21
<b>Total operating revenue per capita</b> <i>Includes income from state, federal, and miscellaneous sources.</i>	\$105.12	\$87.29	\$43.56
<b>Total operating expenditures per capita</b> <i>This is total amount spent per resident on day-to-day operation of the library.</i>	\$89.43	\$92.12	\$41.39
<b>Collection expenditures per capita</b> <i>This is the dollar amount spent per resident on new library materials.</i>	\$6.86	\$6.88	\$4.56
<b>Portion of the library's operating budget used for new materials</b>	7.7%	7.5%	11.0%
<b>Service Measures</b>			
<b>Registered borrowers per capita</b> <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>	1.01	0.97	0.39
<b>Library visits per capita</b> <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>	4.70	5.01	3.36
<b>Computers and Internet</b> <i>Public libraries address the digital divide by providing access to computers, internet and WiFi services.</i>			
<b>Public internet uses per capita</b> <i>The average number of uses per resident of the library's public computers.</i>	0.68	0.81	0.42
<b>Public Wi-Fi network use per capita</b> <i>The number of times per resident that a device connects to the library's public wireless network.</i>	1.14	1.14	1.36
<b>Collection and Circulation Ratios</b>			
<b>Total circulation per capita</b> <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>	6.37	6.98	7.27
<b>Portion of the library's total circulation that is children's materials**</b> <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>	20.7%	25.0%	52.2%
<b>Portion of the library's total circulation that is digital materials</b> <i>Includes ebooks, downloadable audiobooks and video.</i>	25.0%	19.3%	27.4%
<b>Library Program Ratios and Totals</b> <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
<b>Total program attendance per capita</b> <i>Number of people who attended library programs per resident.</i>	0.84	1.17	0.39
<b>Total attendance per program</b> <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>	12.50	11.31	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)

D11., Total Operating Revenue (#304)

We received an increase in funding from both the City and County in 2025. Hence the increase in total operating revenue.--2026-03-20

G16.b, Total Views of Recorded (Asynchronous) Program Presentations (within 30 days) (#630)

Due to fluctuating staff, we did not host any asynchronous events/programs in 2025.--2026-03-20

G25., Annual Wireless Sessions (#652) WhoFi users: Use the "Total Session Count" metric

Adjusted by SDC based on WhoFi report.--2026-03-23

I03., Does your library lend devices such as laptops, tablets, and hotspots to be used outside of the library?

We have laptops available for in library use only.--2026-02-23

SECTION B. – OUTLET / BRANCH INFORMATION 2025

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 outlet	Number of bookmobiles in outlet record
5,360	0

Total public service hours OPEN per year	Total number of weeks per year outlet is open
2,236	52

Head librarian at this outlet	Total branch staff paid
Kennedy Penk	6

Total hours open during typical week	Total days open during typical week
43	6