

FY2021 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
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>	25,768
Estimated population of total service area <i>Estimate the population you actually serve.</i>	25,768

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	11:00	6:00	7.00
Tuesday	11:00	6:00	7.00
Wednesday	11:00	6:00	7.00
Thursday	11:00	7:00	8.00
Friday	11:00	5:00	6.00
Saturday	12:00	4:00	4.00

Total hours open per week	39.00
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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	51,500.00	40	BA plus graduate courses	20

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	37	77	1.93

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
2	29	0.73	2.66

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
14	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	\$62,174
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	\$153,975
State Appropriations	\$0
Federal Income	\$0
What amount of federal operating income is from LSTA grants?	
Other Operating Income	\$2,234
Total Operating Income	\$156,209

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	\$82,723
Total employee benefits	\$17,536
Total all salaries and benefits	\$100,259

Collection Expenditures

Print materials expenditures	\$6,238
Electronic materials expenditures	\$2,125
Other materials expenditures	\$2,355
Total expenditures for library materials	\$10,718

Other Operating Expenditures

All other operating expenditures	\$22,253
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Total operating expenditures	\$133,230
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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.

Over budgeted for health insurance in 2021 request. Money returns to general fund.

Capital Expenditures

Capital expenditures on facility	\$0
Capital expenditures on technology	\$0
Other capital expenditures	\$0
Total Capital Expenditures	\$0

Total Expenditures	\$133,230
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SECTION F – LIBRARY HOLDINGS

Books

Books (print)	12,616
Ebooks accessed through SDTG	0
Other ebooks units* owned, leased, licensed	31,100
Total Ebooks	31,100

Subscriptions

Current print serial subscriptions	26
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Audio, Video, Other

Audio – physical units*	137
Audio – downloadable units* accessed through SDTG	0
Other downloadable audio units* owned, leased, or licensed	19,758
Total downloadable audio	19,758
Video – physical units*	3,196
Video – downloadable units*	705
Other (films, multimedia kits, maps)	785

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	2
State licensed electronic collections (databases)	62
Total licensed electronic collections (databases)	64

Total Holdings	68,387
Total Physical Items in Collection	16,760

SECTION G – SERVICE ACTIVITIES

Supplemental COVID Questions - PLS FY2021 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
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
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	1,718
Annual total attendance in the library	4,732
Attendance reporting method	Annual Count
Annual total reference transactions completed	728
Reference transactions reporting method	Based on Typical Week(s)

Collection Use

Circulation of Physical Materials

Books	3,201
Magazines and other print items not included above	832
Non print physical items	4,205
Non print physical items, minus audio and video materials	33
Total Physical Item Circulation	8,238

Circulation of Electronic Materials

Ebooks	762
Audiobooks (and music)	1,342
Video	10
Use (circulation) of Electronic Materials	2,114

Electronic Collection (database) Use

SDSL-provided electronic collections use	0
Other electronic collection use	57
Successful Retrieval of Electronic Information	57

Total Circulation of Materials	10,352
How many of Total Circulation are children's materials?	1,279
Total Electronic Content Use	2,171
Total Collection Use	10,409

Library Programs

In-person Program Sessions Offered

	Children Ages 0-5	Children Ages 6-11	Young Adults Ages 12-18	Adults Ages 19+	General Interest
Onsite	18	22	0	2	1
Offsite	0	0	0	0	1
Total	18	22	0	2	2

In-person Program Attendance

	Children Ages 0-5	Children Ages 6-11	Young Adults Ages 12-18	Adults Ages 19+	General Interest
Onsite	153	117	0	11	50
Offsite	0	0	0	0	200
Total	153	117	0	11	250

Live Virtual Programming

Number of Synchronous Virtual Program Sessions	1
Synchronous Virtual Program Attendance	45

Recorded Programs (synchronous)

Total Number of Recorded (Asynchronous) Program Presentations	41
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	1,559

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	38
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Self-directed Activities

How many passive activities were offered?	4
Approximately how many patrons took part in these activities?	35

Internet

Total number of Internet computers for use by general public	6
Annual number of public access/ internet use sessions	2,955
Reporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	2,797
Reporting Method for Wireless Sessions	Annual Count
URL of the library's webpage	www.cityofdeadwood.com/library
Annual Website Visits	5,118

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	220	987
Total ILLs	220	987

SECTION H. – TRUSTEES

Library Board Members

Name	Address	Office Held	Term Expires
Tessa Allen	160 Charles St., Deadwood, SD 57732	President	2022
Emily Kutil	2 Ryan Rd., Deadwood, SD 57732	Vice President	2025
Krystal Stulken	PO Box 169, Deadwood, SD 57732	Trustee	2023
Teri Bruce	35 Madison, Deadwood, SD 57732	Trustee	2023
Sue DeGooyer	788 Stage Run, Deadwood, SD 57732	Trustee	2025
Michael Johnson	8 Van Buren	City Council Rep.	

Library Board Appointees

Trustees appointed by what governing body?	other governmental unit
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.)	Yes

Library Board Meetings

Number of trustee meetings held per year	10xYR
Trustee meeting schedule	2nd Thurs of month, 8:30AM
Date of last public library board meeting	2022-02-10
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?	NA - no strategic plan
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 / Internet	
Has the library's tech plan been updated/reviewed/revised in the last three years?	Yes
Would you like to be contacted by the State Library Technology Coordinator for more information about creating a technology plan?	No
Does your library currently meet CIPA compliance requirements? (Federal Children's Internet Protection Act)	Yes
Does the library currently take advantage of federal E-rate discounts for broadband connectivity or equipment costs?	No
Would you like to be contacted by the State Library Technology Coordinator for more information about E-rate?	Yes

Narrative listing any special events

SPECIAL EVENTS: The library partnered with the Lead-Deadwood PTO to host a summer reading kick-off event at Outlaw Square which included a live band, activities related to the summer reading theme, volunteers sharing information about the library and signing people up for library cards. This became an all ages event, putting the library on the community's radar. A second event happened in December with a 16 foot live tree placed in the center of the library. City staff set the tree up, put all the lights on and the tree topper. Library staff created an ornament-making table for library visitors to create an ornament and add to the tree. Many of the ornament activities as well as the tree topper were created from discarded books. Volunteers baked cookies and bars, making it possible for us to have coffee, tea and treats each day during our holiday festivities. During this time, we also partnered with a local business TOYS FOR TOTS campaign by offering fine forgiveness for donated toys. A fun holiday event that involved participation from community members and partnering with another entity in our community. Two library board members attended the Framing the Future virtual events along with the Director. Library staff participated in several virtual trainings as well as 8 CE trainings plus the Summer Institute. Library staff and board members participated in a number of planning meetings for the SD Book Festival which, disappointingly, was moved to all virtual events. **COVID IMPACTS:** We remained closed to the public for the first two weeks of January, re-opening with limited hours and limits to the number of people in the library at one time. Beginning in March, we increased our hours from 20/week to 34/week. By May, hours were at 39/week. During the time of restricted hours, we continued to offer curbside service.

Would the library staff and/or library board members like to schedule a visit from one of the State Library Outreach staff in 2022?	No
List any specific topics you'd like covered during a library visit from SDSL staff:	Answered no because I would like to discuss this with library board members before answering for sure. We had

Certify the Annual Report

Certification by Library Director	
Library Director (name):	Patricia Brown
Librarian or staff member completing the survey (if not the director):	
Certification by Library Board	
Library board president (name):	Tessa Allen
Date the annual report was reviewed by the library board:	2022-03- 18 17
Certification by Governing Body	
Name of City or County official who reviewed the annual report:	David R. Ruth, Jr.
Position held:	Mayor
Date the annual report was reviewed by the governing body:	2022-03- 07 21

SELECTED KEY RATIOS – FY 2021

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 2021	Your library FY 2020	Statewide average FY 2020
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>	1,664	2,006	790,528
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA.</i>	\$92.53	\$79.21	\$33.88
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>	\$93.88	\$87.66	\$35.48
Total operating expenditures per capita	\$80.07	\$53.24	\$33.63
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>	\$6.44	\$4.72	\$3.88
Portion of the library's operating budget used for new materials	8.0%	8.9%	11.6%
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>	1.03	0.83	0.45
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>	2.84	2.04	1.87
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>	1.78	1.45	0.38
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>	1.68	1.89	0.62
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>	6.22	4.00	5.24
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>	12.4%	12.6%	37.5%
Portion of the library's total circulation that is digital materials <i>Includes ebooks, downloadable audiobooks and video.</i>	20.4%	13.6%	22.2%
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>	0.35	0.00	0.14
Total attendance per program <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>	12.80	0.00	15.56

*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)**Total Operating Revenue (#304)**

We did not receive any funds from grants in 2021--2022-03-01

Audio - Physical Units (#452)

A number of our audiobooks were not in the automated circulation system. These were added along with new audio books.--2022-02-28

SECTION B. – OUTLET / BRANCH INFORMATION - FY 2021

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
1,950	50

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
2	20

Branch Librarian	Total Branch Staff paid
Patricia Brown	4

Total hours open during typical week	Total days open during typical week
39	6