

## FY2024 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>	1,963
Estimated population of total service area <i>Estimate the population you actually serve.</i>	28,053
What does the library charge for a nonresident library card?	\$ \$25

#### 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>	<b>43.00</b>
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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
60,725.85	40	BA plus graduate courses	23

## Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week
2	25

## All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week
3	60

## Total Paid Employees

Total paid employees FTE
3.13

## 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	Historic Preservation	12

## Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
12	0.5

## SECTION D -- INCOME

## Operating Income received during fiscal year

Operating income – City/Town	\$86,321
Operating income – County	\$82,621
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>\$168,942</b>
State Appropriations	\$0
Federal Income	\$0
Other Operating Income	\$2,413
<b>Total Operating Revenue</b>	<b>\$171,355</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	\$113,115
Total employee benefits	\$20,411
Total all salaries and benefits	\$133,526

## Collection Expenditures

Print materials expenditures	\$8,800
Electronic materials expenditures	\$2,711
Other materials expenditures	\$1,989
Total expenditures for library materials	\$13,500

## Other Operating Expenditures

All other operating expenditures	\$33,812
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<b>Total operating expenditures</b>	<b>\$180,838</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)	12,947
Magazines & newspaper subscriptions, other serials	15
Audio	139
Video	3,315
Other physical items	657
Total physical items in library's collection	17,073

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

Books	5,271
Magazines & newspaper subscription, other serials	1,405
Audio	58
Video	3,472
Other physical items	853
Total physical item circulation	11,059
Circulation of children's physical materials	2,768
Did the library offer automatic renewal for physical materials?	No

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

E-books	804
E-serials (magazines, newspapers, etc.)	7
E-audio (audiobooks and music recordings)	1,634
E-video	194
Total circulation of electronic materials	2,639

<b>Total Circulation of Materials</b>	<b>13,698</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	441	859
<b>Total ILLs</b>	<b>441</b>	<b>859</b>

## SECTION G – SERVICE ACTIVITIES

## Library Service Indicators

Registered users	1,911
Annual total attendance in the library	9,827
Attendance reporting method	Annual Count
Annual total reference transactions completed	765
Reference transactions reporting method	Annual Estimate Based on Typical Week(s)

## Library Programs

## In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite	107	976
Offsite	6	64
Virtual	0	0
<b>Total</b>	<b>113</b>	<b>1,040</b>

Children ages 6-11	Programs	Attendance
Onsite	77	951
Offsite	4	44
Virtual	0	0
<b>Total</b>	<b>81</b>	<b>995</b>

Young Adults ages 12-18	Programs	Attendance
Onsite	1	5
Offsite	0	0
Virtual	0	0
<b>Total</b>	<b>1</b>	<b>5</b>

Adults ages 19+	Programs	Attendance
Onsite	2	20
Offsite	0	0
Virtual	0	0
<b>Total</b>	<b>2</b>	<b>20</b>

General Interest	Programs	Attendance
Onsite	4	92
Offsite	2	144
Virtual	0	0
<b>Total</b>	<b>6</b>	<b>236</b>

## Total Live Programs

Total number of synchronous program sessions	203
Total attendance at synchronous programs	2,296

## Recorded Programs (Asynchronous)

Total Number of Recorded (Asynchronous) Program Presentations	26
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	729

## One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	12
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## Self-directed Activities

How many passive activities were offered?	14
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	1,590
Computer uses reporting method	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	2,234
Wireless sessions reporting method	Annual Count
URL of the library's webpage	<a href="http://www.cityofdeadwood.com/library">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
Sue DeGooyer	President	2025
Bree Hutchison	Trustee	2026
Alison Ball	Trustee	2025
Teri Bruce	Trustee	2026
Beverly Posey	Trustee	2025
Sharon Martinisko	City Council Rep.	2025

## 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	d Thursday of month, 8:30A
Date of last public library board meeting	2025-03-27
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 had a Library Foundation?	No
President's name	

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

## Narrative listing any special events

During 2024, we were pleased to host a SD Humanities Scholar for a book discussion on "The Seed Keeper". The event was well received and included attendees from both the Northern and Southern Black Hills area. We continued with our intergenerational quarterly Craft Day programs. This program has been a success for us as all ages work together in creating their personal works of art. Our connection has been maintained with Outlaw Square and the summer reading program. This past year we hosted artist Eliza Blue with a grant from the SD Arts Council and are looking forward to hosting the Joey Leone Band once again. In the past couple years, the library has participated in our community's Trunk or Treat event. Both library staff and community members have enjoyed this connection. We have wonderful pictures from 2024. We've solidified plans for our LIBRARY BACKYARD GARDEN. This is an exciting project for us. When children's program attendance increased, we looked to the space outside of the library -- our backyard - to be able to create more options for STEAM programming. With the support of our city, we now have a new foundation wall, stairs down to the area, attractive fencing, new sod and will soon have a small deck for future entertainment programs. Included in these plans are raised garden beds to allow us the capability of adding gardening for all ages into our library programming. Finally, we have watched our Christmas Tree ornament-making bloom and grow. The first year we invited library visitors to make an ornament for the library tree, people were hesitant. This year we could not keep supplies in stock while ornaments were made in the library. We were also be surprised each day with new ornaments that library visitors created at home and added to the tree. It has become a "quiet" community event and fun for library staff to see evolve and grow.

## Supplemental Questions

Has the library had any challenges to materials in the reporting year?	No
If yes, what material and how was it resolved?	
Does your library have filtering software on its public computers or filtered internet?	Yes
Does the library have a reconsideration policy?	Yes
Does the library's reconsideration policy include a policy restricting minors' access to obscene matter or materials?	Yes
Where did you publish the policy restricting minors from accessing obscene materials?	The library's website

## Certify the Annual Report

<b>Certification by Library Director</b>	
Library Director (name):	Patricia Brown
Librarian or staff member completing the survey (if not the director):	
<b>Certification by Library Board</b>	
Library board president (name):	Sue DeGooyer
Date the annual report was reviewed by the library board:	2025-03-29
<b>Certification by Governing Body</b>	
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:	2025-04-07



## SELECTED KEY RATIOS – FY 2024

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 2024	Your library FY 2023	Statewide average FY 2023
<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>	1,963	1,783	829,185
<b>Financial Measures</b>			
<b>Local government operating revenue per capita</b> <i>All income from local government sources divided by LSA.</i>	\$86.06	\$93.93	\$39.58
<b>Total operating revenue per capita</b> <i>Includes income from state, federal, and miscellaneous sources.</i>	\$87.29	\$95.19	\$41.12
<b>Total operating expenditures per capita</b> <i>This is total amount spent per resident on day-to-day operation of the library.</i>	\$92.12	\$94.01	\$39.07
<b>Collection expenditures per capita</b> <i>This is the dollar amount spent per resident on new library materials.</i>	\$6.88	\$6.78	\$4.55
<b>Portion of the library's operating budget used for new materials</b>	7.5%	7.2%	11.7%
<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>	0.97	1.03	0.40
<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>	5.01	4.81	3.19
<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>	0.81	1.30	0.43
<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	1.07	1.57
<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>	6.98	6.83	6.68
<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>	25.0%	13.3%	40.4%
<b>Portion of the library's total circulation that is digital materials</b> <i>Includes ebooks, downloadable audiobooks and video.</i>	19.3%	18.5%	24.7%
<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>	1.17	1.41	0.35
<b>Total attendance per program</b> <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>	11.31	14.58	18.56

\*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.

\*\*FY2024 measures physical item circulation only. FY2023 measures circulation of all types of materials.

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

A14., Population of the Legal Service Area (#208)

This is the city population plus a portion of the county population outside of city limits.--2025-02-07

## SECTION B. – OUTLET / BRANCH INFORMATION 2024

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
Patricia Brown	6

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