FY2022 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 *Based on Census population estimates for your legal service area.*	1,833
Estimated population of total service area *Estimate the population you actually serve.*	26,165

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	Total square footage main library
No		5,360

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	(e.g., incorporated city or village, censusdesignated), d

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

Total hours open per week	43.00

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	53,045.00	40	BA plus graduate courses	21

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
3	38	0.95	2.88

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	10	Average number of hours worked by volunteers per week	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	$69,950
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
Local Government Revenue	$152,571
State Appropriations	$0
Federal Income	$6,578
Other Operating Income	$2,522
Total Operating Income	$161,671

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	$89,868
Total employee benefits	$18,300
Total all salaries and benefits	$108,168

Collection Expenditures

Print materials expenditures	$7,413
Electronic materials expenditures	$1,125
Other materials expenditures	$3,103
Total expenditures for library materials	$11,641

Other Operating Expenditures

All other operating expenditures	$30,446

Total operating expenditures	$150,255

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.	

Capital Expenditures

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

SECTION F – LIBRARY HOLDINGS

Books

Books (print)	12,908
Ebooks accessed through SDTG	0
Other ebooks units* owned, leased, licensed	35,085
Total Ebooks	35,085

Subscriptions

Current print serial subscriptions	14

Audio, Video, Other

Audio – physical units*	140
Audio – downloadable units* accessed through SDTG	0
Other downloadable audio units* owned, leased, or licensed	22,641
Total downloadable audio	22,641
Video – physical units*	3,333
Video – downloadable units*	700
Other (films, multimedia kits, maps)	661

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	1
State licensed electronic collections (databases)	58
Total licensed electronic collections (databases)	59

Total Holdings	75,541
Total Physical Items in Collection	17,056

SECTION G – SERVICE ACTIVITIES

Supplemental COVID Questions - PLS FY2022 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?	No
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?	No
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	1,730
Annual total attendance in the library	6,485
Attendance reporting method	Annual Count
Annual total reference transactions completed	780
Reference transactions reporting method	Annual Estimate Based on Typical Week(s)

Collection Use

Circulation of Physical Materials

Books	3,697
Magazines and other print items not included above	1,076
Non print physical items	4,700
Non print physical items, minus audio and video materials	107
Total Physical Item Circulation	9,473

Circulation of Electronic Materials

Ebooks	884
Audiobooks (and music)	727
Video	158
Use (circulation) of Electronic Materials	1,769

Electronic Collection (database) Use

SDSL-provided electronic collections use	0
Other electronic collection use	337
Successful Retrieval of Electronic Information	337

Total Circulation of Materials	11,242
How many of Total Circulation are children's materials?	1,071
Total Electronic Content Use	2,106
Total Collection Use	11,579

Library Programs

In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite	52	619
Offsite	0	0
Virtual	0	0
Total	52	619

Children ages 6-11	Programs	Attendance
Onsite	32	160
Offsite	2	100
Virtual	0	0
Total	34	260

Young Adults ages 12-18	Programs	Attendance
Onsite	0	0
Offsite	0	0
Virtual	0	0
Total	0	0

Adults ages 19+	Programs	Attendance
Onsite	2	48
Offsite	0	0
Virtual	2	6
Total	4	54

General Interest	Programs	Attendance
Onsite	1	50
Offsite	1	225
Virtual	0	0
Total	2	275

Total Live Programs

Total number of synchronous program sessions	92
Total attendance at synchronous programs	1,208

Recorded Programs (synchronous)

Total Number of Recorded (Asynchronous) Program Presentations	50
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	1,816

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	17

Self-directed Activities

How many passive activities were offered?	3
Approximately how many patrons took part in these activities?	42

Internet

Total number of Internet computers for use by general public	6
Annual number of public access/ internet use sessions	2,992
Reporting Method for Uses of Public Computers	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	2,803
Reporting Method for Wireless Sessions	Annual Count
URL of the library's webpage	www.cityofdeadwood.com/library
Annual Website Visits	-1

Library Policies and Practices

Does the library charge overdue fines for any physical 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	216	1,070
Total ILLs	216	1,070

SECTION H. – TRUSTEES

Library Board Members

Name	Address	Office Held	Term Expires
Krystal Stulken	PO Box 169, Deadwood, SD 57732	President	2023
Emily Kutil	2 Ryan Rd. Deadwood, SD 57732	Vice President	2025
Tessa Allen	160 Charles St. Deadwood SD 57732	Trustee	2026
Sue DeGooyer	788 Stage Run Road Deadwood, SD 57732	Secretary	2025
Teri Bruce	35 Madison St. Deadwood SD 57732	Trustee	2023
Michael Johnson	8 Van Buren Deadwood SD 57732	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. (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 Wed of month, 8:30AM
Date of last public library board meeting	2023-03-08
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 you library had a Library Foundation?	No
President's name and address	

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

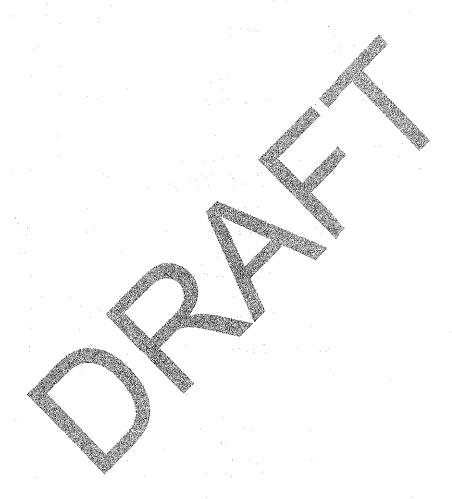Narrative listing any special events

The library, once again, partnered with local businesses to host our summer reading kick-off event at Outlaw Square with a live band, registration and activities for children, and volunteers sharing general library information with visitors. The Summer Reading program was completed with an ice cream social in the park. The Library was pleased to have received funding through an ARP grant from the SD Humanities Council. This grant allowed us to continue our long range project of upgrading furnishings and technology. These new purchases have enhanced the library atmosphere of being a welcoming place. During National Library Week, we invited library patrons to share with us what they love about their library. These spontaneous stories were videotaped and saved, to be added to a newly created YouTube channel. In May, the library hosted the Deadwood Chamber Mixer. This was a first. We partnered with a local restaurant for food and beverages. Attendance was over 75. It was a positive event for the library. A County Commissioner posted photos of the event and stated, "The Carnegie Library continues to serve the citizens of Deadwood and Lawrence County and its many visitors. Stop by and see for yourself what an exquisite conserved library it still is today!" We created a PowerPoint presentation highlighting programs and events of the library that ran continuously throughout the evening. In September, we added 2 more preschool groups to our Story Time schedule, which brings the total of preschool groups to three. Each group visits the library once a week for stories, crafts and fun. Our fall afterschool program (the K25 Club) invited students to join us on adventure Around Our Town. Each week special guests visited to share local history, music, archeology and other information. Activities were developed with each weekly theme. In December we hosted a meet and greet with library board members, staff, city employees, commissioners and the Mayor. It was our way to say Happy Holidays and share in the excitement of our 16 foot tree in the center of the library. We encouraged all ages to make an ornament and add to the tree. Finally, we began the process of establishing a safe "park space" behind the library and continue to make plans for gardening spots and outdoor picnic/entertainment areas.

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):	Krystal Stulken
Date the annual report was reviewed by the library board:	2023-04-12
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:	2023-~~05-17~~ 05-01

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

Population of the Legal Service Area (#208)
  Unable to change amount given.--2023-04-16

SELECTED KEY RATIOS – FY 2022

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 2022	Your library FY 2021	Statewide average FY 2021
Population used for per capita ratios* *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.*	1,833	1,664	789,226
Financial Measures			
Local government operating revenue per capita *All income from local government sources divided by LSA.*	$83.24	$92.53	$36.39
Total operating revenue per capita *Includes income from state, federal, and miscellaneous sources.*	$88.20	$93.88	$38.14
Total operating expenditures per capita	$81.97	$80.07	$36.16
Collection expenditures per capita *This is the dollar amount spent per resident on new library materials.*	$6.35	$6.44	$4.54
Portion of the library's operating budget used for new materials	7.7%	8.0%	12.5%
Service Measures			
Registered borrowers per capita *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.*	0.94	1.03	0.42
Library visits per capita *The average number of library visits per resident. It is an indicator of public awareness of library services.*	3.54	2.84	2.57
Computers and Internet *Public libraries address the digital divide by providing access to computers, internet and WiFi services.*			
Public internet uses per capita *The average number of uses per resident of the library's public computers.*	1.63	1.78	0.31
Public Wi-Fi network use per capita *The number of times per resident that a device connects to the library's public wireless network.*	1.53	1.68	0.74
Collection and Circulation Ratios			
Total circulation per capita *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.*	6.13	6.22	6.36
Portion of the library's total circulation that is children's materials *Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.*	9.5%	12.4%	40.7%
Portion of the library's total circulation that is digital materials *Includes ebooks, downloadable audiobooks and video.*	15.7%	20.4%	22.7%
Library Program Ratios and Totals *Programs require increased allocation of library resources such as staff, time, materials.*			
Total program attendance per capita *Number of people who attended library programs per resident.*	0.66	0.35	0.23
Total attendance per program *Ratio of program attendance (all ages) to the total number of live programs held.*	13.13	12.80	18.75

*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.

Location	DEADWOOD PUBLIC LIBRARY

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
2,236	52

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
0	0

Branch Librarian	Total Branch Staff paid
Patricia Brown	6

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