FY2023 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.*	1,783
Estimated population of total service area *Estimate the population you __actually__ serve.*	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)	Place (e.g., incorporated city or village, censusdesi

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

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
57,289.00	40	BA plus graduate courses	22

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week
2	37

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week
3	39

Total Paid Employees

Total paid employees FTE
2.91

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
9	0.5

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	$84,863
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	$167,484
State Appropriations	$0
Federal Income	$0
Other Operating Income	$2,243
Total Operating Revenue	$169,727

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	$107,063
Total employee benefits	$20,138
Total all salaries and benefits	$127,201

Collection Expenditures

Print materials expenditures	$8,006
Electronic materials expenditures	$1,840
Other materials expenditures	$2,245
Total expenditures for library materials	$12,091

Other Operating Expenditures

All other operating expenditures	$28,326

Total operating expenditures	$167,618

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)	13,002
Ebooks accessed through SDTG	0
Other ebooks units* owned, leased, licensed	35,881
Total Ebooks	35,881

Subscriptions

Current print serial subscriptions	17

Audio, Video, Other

Audio – physical units*	147
Audio – downloadable units* accessed through SDTG	0
Other downloadable audio units* owned, leased, or licensed	20,916
Total downloadable audio	20,916
Video – physical units*	3,271
Video – downloadable units*	700
Other (films, multimedia kits, maps)	641

Electronic Collections (Databases)

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

Total Holdings	74,634
Total Physical Items in Collection	17,078

SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Registered users	1,833
Annual total attendance in the library	8,576
Attendance reporting method	Annual Count
Annual total reference transactions completed	724
Reference transactions reporting method	Annual Estimate Based on Typical Week(s)

Collection Use

Circulation of Physical Materials

Books	3,752
Magazines and other print items not included above	1,224
Non print physical items	4,955
Non print physical items, minus audio and video materials	137
Total Physical Item Circulation	9,931

Circulation of Electronic Materials

Ebooks	903
Audiobooks (and music)	1,275
Video	71
Use (circulation) of Electronic Materials	2,249

Electronic Collection (database) Use

SDSL-provided electronic collections use	0
Other electronic collection use	330
Successful Retrieval of Electronic Information	330

Total Circulation of Materials	12,180
How many of Total Circulation are children's materials?	1,624
Total Electronic Content Use	2,579
Total Collection Use	12,510

Library Programs

In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite	87	1,014
Offsite	4	40
Virtual	0	0
Total	91	1,054

Children ages 6-11	Programs	Attendance
Onsite	53	521
Offsite	2	36
Virtual	0	0
Total	55	557

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	20	591
Offsite	0	0
Virtual	0	0
Total	20	591

General Interest	Programs	Attendance
Onsite	4	68
Offsite	2	237
Virtual	0	0
Total	6	305

Total Live Programs

Total number of synchronous program sessions	172
Total attendance at synchronous programs	2,507

Recorded Programs (Asynchronous)

Total Number of Recorded (Asynchronous) Program Presentations	50
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	813

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	10

Self-directed Activities

How many passive activities were offered?	16
Approximately how many patrons took part in these activities?	80

Internet

Total number of Internet computers for use by general public	6
Annual number of public access/ internet use sessions	2,325
Computer uses reporting method	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	1,900
Wireless sessions reporting method	Annual Count
URL of the library's webpage	www.cityofdeadwood.com/library
Annual Website Visits	5,125

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

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	193	923
Total ILLs	193	923

SECTION H. – TRUSTEES

Library Board Members

Name	Office Held	Term Expires
Emily Kutil	President	2025
Brianne Hutchison	Trustee	2026
Alison Ball	Trustee	2027
Sue DeGooyer	Trustee	2025
Teri Bruce	Trustee	2026
Charlie Stuble-Mook	City Council Rep.	2024

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	3rd Wed of month, 8:30AM
Date of last public library board meeting	2024-03-27
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 you library had a Library Foundation?	No
President's name	

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

Narrative listing any special events

In 2023, a new position was created, Education/Programs Coordinator at 25 hours per week. This individual has been able to focus on program planning and creation which has meant we were able to add 2 additional weekly children's programs. One group is a private school, kindergarten through grade 6, that visits for their school library time. Our education coordinator plans all the lesson plans, activities and crafts for this group. In addition, we have started a once a month Saturday program for all ages. This has included Craft Days, Scavenger Hunts, Board Games, Winter Fun and an adult book discussion to name a few. These programs have been well-received and attended. During Summer Reading, we once again had two special events at Outlaw Square, shared with the Lead Library and staff. This has become a wonderful partnership as we work together to gain exposure outside of our library buildings. In September, we hosted the author reception for the Festival of Books at the library. This was a first and from the many positive responses, we know we will plan the event in the future. We also hosted 2 days of authors/speakers presentations. Library staff were available to welcome guests, assist with technology and room set-up. In December, we decorated the library with a live tree and invited the public to create ornaments throughout the month. This was the third year we have done this and participation continues to grow. Another new staff member joined us mid-year. This position concentrates on circulation services. With the 2 new staff members, we have been able to move forward with future planning, program creation and a renewed commitment to library services for our community.

Supplemental Questions for FY2023

Has the library had any challenges to materials in the reporting year?	No
If yes, what material and how was it resolved?	
Would the library like to schedule a visit from SDSL staff in 2024?	No
List any topics you'd like covered during a visit from SDSL staff.	

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):	Emily Kutil
Date the annual report was reviewed by the library board:	2024-04-08
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:	2024-04-15

SELECTED KEY RATIOS – FY 2023

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 2023	Your library FY 2022	Statewide average FY 2022
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.*	1,783	1,833	813,743
Financial Measures			
Local government operating revenue per capita *All income from local government sources divided by LSA.*	$93.93	$83.24	$37.88
Total operating revenue per capita *Includes income from state, federal, and miscellaneous sources.*	$95.19	$88.20	$39.90
Total operating expenditures per capita	$94.01	$81.97	$37.02
Collection expenditures per capita *This is the dollar amount spent per resident on new library materials.*	$6.78	$6.35	$4.55
Portion of the library's operating budget used for new materials	7.2%	7.7%	12.3%
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.*	1.03	0.94	0.41
Library visits per capita *The average number of library visits per resident. It is an indicator of public awareness of library services.*	4.81	3.54	3.06
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.*	1.30	1.63	0.38
Public Wi-Fi network use per capita *The number of times per resident that a device connects to the library's public wireless network.*	1.07	1.53	1.45
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.*	6.83	6.13	6.47
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.*	13.3%	9.5%	41.3%
Portion of the library's total circulation that is digital materials *Includes ebooks, downloadable audiobooks and video.*	18.5%	15.7%	25.6%
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.*	1.41	0.66	0.32
Total attendance per program *Ratio of program attendance (all ages) to the total number of live programs held.*	14.58	13.13	18.61

*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)

A14., Population of the Legal Service Area (#208)
 This is the city population plus a portion of the county population outside of city limits.--2023-11-20

SECTION B. – OUTLET / BRANCH INFORMATION   2023

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

Branch Librarian	Total Branch Staff paid
Patricia Brown	6

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