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**SECTION A. – GENERAL INFORMATION**

Library Name	County

Mailing Address	Street Address
Mailing City	Zip Code

**Contact**

Librarian	Email address of director
Library Phone	Fax

**Admin**

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established

**Population**

Population chartered or contracted to serve <i>Based on Census population estimates for your legal service area.</i>	
Unduplicated population of service area <i>Corrects per capita ratios for libraries serving overlapping legal service areas.</i>	
Estimated population of total service area <i>Estimate the population you actually serve.</i>	

What do you charge for a nonresident library card?	
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**Outlets**

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles

Building/remodeling of library	Building/remodeling explanation	Total Square footage main library

**Codes**

Legal Basis Code	Geographic Code

## Library Hours

*Public services hours of the main branch.*

	Open AM	Close AM	Open PM	Close PM	Total hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

<b>Total hours open per week</b>	
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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
	\$		

## 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

## 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

## 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

## Volunteers

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

## ALA-MLS Librarians

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

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	
Operating income – County	
Operating income – School District	
Operating income – Tribal Appropriation	
Operating income – College Appropriation	
Operating income – Other Contracts (other libraries or towns)	
Local Government Revenue	
State Appropriations	
Federal Income (Excluding LSTA grants)	
LSTA Grants	

Miscellaneous funds for operating expenses

Fines (if kept as income)	
Gifts and Endowments	
Income ONLY from Trust Funds/Savings	
Income from sale of library cards	
Other miscellaneous funds	
Total miscellaneous operating income	

<b>Total Operating Income</b>	
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Capital Income

Local government capital income	
State government capital income	
Federal government capital income	
Other capital income	
Total capital income	

## SECTION E - EXPENDITURES

## Staff Expenditures

Salaries and Wages for Library Staff	
Total employee benefits	
Total all salaries and benefits	

## Collection Expenditures

Print materials expenditures	
Electronic materials expenditures	
Other materials expenditures	
Total expenditures for library materials	

## Other Operating Expenditures

All other operating expenditures	
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<b>Total operating expenditures</b>	
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## Capital Expenditures

Capital expenditures – Land	
Capital expenditures – Buildings	
Capital expenditures - Remodeling	
Capital expenditures – Computer hardware & software	
Capital expenditures – Audio visual equipment	
Capital expenditures – Other equipment	
Capital expenditures – Automotive vehicles and bookmobiles	
Capital expenditures – Debt payments	
Capital expenditures – Other	
Total Capital Expenditures	

<b>Total Expenditures</b>	
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## SECTION F – LIBRARY HOLDINGS

## Books

Books (print)	
Ebooks accessed through SDTG	
Other ebooks units* owned, leased, licensed	
Total Ebooks	

## Subscriptions

Current print serial subscriptions	
Current electronic serial subscriptions	

## Audio, Video, Other

Audio – physical units*	
Audio – downloadable units* accessed through SDTG	
Other downloadable audio units* owned, leased, or licensed	
Total downloadable audio	
Video – physical units*	
Video – downloadable units*	
Other (films, multimedia kits, maps)	

## Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	
State licensed electronic collections (databases)	
Total licensed electronic collections (databases)	

<b>Total Holdings</b>	
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## SECTION G – SERVICE ACTIVITIES

## Library Service Indicators

Annual public services hours per year (ALL outlets)	
Annual total attendance in the library	
Annual total reference transactions completed.	
Registered users	

## Circulation

## Books

	Adult (over 18) circulation	Juvenile circulation	Total circulation of books
Main Library			
Branches/deposit stations			
Bookmobile stops			
Total			

## Circulation for Other Materials

Circulation of magazines and other print items not included above	
Circulation of non-print materials.	
Total electronic materials loaned (circulated)	

<b>Total Circulation of Library Materials</b>	
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## Library Programs

	Library Programs	Library Program Attendance
--Birth thru PreK		
--Kindergarten thru age 11		
<b>Children</b> <i>Ages 0-11</i>		
<b>Young Adult</b> <i>Ages 12-18</i>		
<b>Adult</b> <i>Ages 19 and over</i>		
<b>Total</b>		

## One-to-One Programs

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

Does your library provide public access to the Internet?	
--If yes, how is this access provided?	
Number of Internet terminals available for use by general public	
Number of laptop computers available for public circulation.	
Total number of Internet computers for use by general public	
Annual number of public access/ Internet use sessions (30-minute sessions)	
Annual wireless sessions	

URL of the library's webpage	
How often does the library update the content of its webpage?	

#### Library Policies and Practices

What is your standard circulation period for books?	
Do you have a written policy for non residents?	
What do you charge per day for overdue books?	
Is your library catalog automated?	
What automation system do you use?	
If you have an automated system, is it connected to the Internet?	

#### Disability Services Provided by the Library

Services for the blind	
Services for the seeing impaired	
Services for the physically disabled	
Services for learning disabilities	
Services for the deaf	

#### Resource Sharing / Interlibrary Loan

##### In-State

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
SD academic libraries		
SD public libraries		
SD school libraries		
SD other libraries		
SD State Library		
In-state total		

##### Out-of-State

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Minitex		
Other libraries		
Non-library sources		
Out-of-state total		

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
<b>Total ILLs</b>		

## SECTION H – TRUSTEES (current)

Trustee 1 - Name	Mailing Address	Email

Home Phone	Business Phone	Office Held	Term Expires

Trustee 2 - Name	Mailing Address	Email

Home Phone	Business Phone	Office Held	Term Expires

Trustee 3 - Name	Mailing Address	Email

Home Phone	Business Phone	Office Held	Term Expires

Trustee 4 - Name	Mailing Address	Email

Home Phone	Business Phone	Office Held	Term Expires

Trustee 5 - Name	Mailing Address	Email

Home Phone	Business Phone	Office Held	Term Expires

Trustee 6 - Name	Mailing Address	Email

Home Phone	Business Phone	Office Held	Term Expires



## SECTION H. – TUSTEES (cont.)

## Library Trustee / Board Information

Trustee meetings held per year	
Trustees appointed by what governing body?	
Trustee meeting schedule	
Date of last public library board meeting	
Are you aware of and do you comply with the SD Open Meetings law?	

## Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	
President's name and address	
Does your library have a Library Foundation?	
President's name and address	

## SECTION I. – CERTIFICATION / ACCREDITATION

Library accredited to SD Accreditation Standards?	
Renewal year for SD Accreditation Standards	
Library director Certified by SD Certification Standards?	
Renewal year for SD Certification Standards	
Local governmental ordinance or minutes on file with SDSL?	
Library board by-laws updated in last two years?	
Technology/Internet policies updated in last two years?	
Library has an up-to-date disaster plan?	

## SECTION J. – SPECIAL SERVICES

Narrative listing any special events	
Librarian or staff member completing the survey	
President of Board of Trustees/ or Director of Institution	

## SECTION J. – (Cont.) SUPPLEMENTAL QUESTIONS

## Reading Programs / Book Clubs

Has the library hosted a summer reading program in the past year?	
Has the library hosted a Young Adult book club in the past year?	
Has the library hosted an Adult book club in the past year?	

Would the library staff and/or library board members like to schedule a visit from one of the State Library Outreach staff in 2016?	
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Would you like more information of instruction on any of the following topics?

Grants / opportunities		Library Board training	
Budget / governance		Database access / training	
Adult programming		South Dakota Titles To Go / ebooks	
Children's / teen programming		SD Share It / Ill processes & procedures	
Library Institute / accreditation		Annual SD Survey / using local data	

Is there anything you'd like to tell the State Library that we haven't asked?	
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## RATIOS AND PERCENTAGES

*These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the unduplicated population of the library's service area.*

Financial Measures		Service Measures	
Local Revenue per Capita		Registered Borrowers per Capita	
Total Revenue per Capita		Library Visits per Capita	
Total Operating Expenditures per Capita		Circulation per Registered Borrower	
Total Collection Expenditures per Capita		Total Circulation per Capita	
Library Program Ratios and Totals		Public Internet Uses per Capita	
Children's Attendance per Program		Collection and Circulation Ratios	
Young Adult Attendance per Program		Circulation Turnover	
Adult Attendance per Program		Circulation of Children's Books as a Percent of Total Circulation	
Total Attendance per Program		Circulation of Electronic Materials as a Percent of Total Circulation	

NOTES

**SECTION B. – OUTLET / BRANCH INFORMATION -- FY**

<b>B01. Location</b>			
<b>B02. Address</b>		<b>B03. City</b>	<b>B04. Zip Code</b>
<b>B06. County</b>		<b>B07. Phone Number</b>	<b>B08. Outlet Code</b>
<b>B09. Square footage of branch / outlet</b>		<b>B10. Number of bookmobiles in outlet record</b>	
<b>B11. Total public service hours OPEN per year</b>		<b>B12. Total number of weeks per year branch is open</b>	
<b>B13. Branch Librarian</b>			<b>B14. Total Branch Staff paid</b>
<b>B15. Total hours open during typical week</b>		<b>B16. Total days open during typical week</b>	

SECTION B. – OUTLET / BRANCH INFORMATION -- FY

B01. Location			
B02. Address	B03. City	B04. Zip Code	B05. Zip +4
B06. County	B07. Phone Number	B08. Outlet Code	
B09. Square footage of branch / outlet	B10. Number of bookmobiles in outlet record		
B11. Total public service hours OPEN per year	B12. Total number of weeks per year branch is open		
B13. Branch Librarian	B14. Total Branch Staff paid		
B15. Total hours open during typical week	B16. Total days open during typical week		

**SECTION B. – OUTLET / BRANCH INFORMATION -- FY**

B01. Location	
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B02. Address	B03. City	B04. Zip Code	B05. Zip +4

B06. County	B07. Phone Number	B08. Outlet Code

B09. Square footage of branch / outlet	B10. Number of bookmobiles in outlet record

B11. Total public service hours OPEN per year	B12. Total number of weeks per year branch is open

B13. Branch Librarian	B14. Total Branch Staff paid

B15. Total hours open during typical week	B16. Total days open during typical week