

**FY 2016 Annual Survey of South Dakota Public Libraries  
RAPID CITY PUBLIC LIBRARY**

**SECTION A. – GENERAL INFORMATION**

Library Name	County
RAPID CITY PUBLIC LIBRARY	PENNINGTON

Mailing Address	Street Address
610 QUINCY STREET	610 QUINCY STREET
Mailing City	Zip Code
RAPID CITY	57701

**Contact**

Librarian	Email address of director
Jim McShane	jmcshane@rcplib.org
Library Phone	Fax
6053946139	(605) 566-7176

**Admin**

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established
Jan - Dec	No	City	1902

**Population**

Population chartered or contracted to serve <i>Based on Census population estimates for your legal service area.</i>	108,702
Unduplicated population of service area <i>Corrects per capita ratios for libraries serving overlapping legal service areas.</i>	73,569
Estimated population of total service area <i>Estimate the population you actually serve.</i>	100,948

What do you charge for a nonresident library card?	\$	\$90
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**Outlets**

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles
1	1	0

Building/remodeling of library	Building/remodeling explanation	Total Square footage main library
Yes	We started a project to update the paint, carpet, and shelving configuration of the main floor in 2016. This project will continue into 2017 as we finish the transition to a bookstore model for nonfiction.	50,000

**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	1:00 P.M.	5:00 P.M.	4.00
Monday	9:00 A.M.	7:00 P.M.	10.00
Tuesday	9:00 A.M.	7:00 P.M.	10.00
Wednesday	9:00 A.M.	7:00 P.M.	10.00
Thursday	9:00 A.M.	7:00 P.M.	10.00
Friday	9:00 A.M.	5:00 P.M.	8.00
Saturday	9:00 A.M.	5:00 P.M.	8.00

<b>Total hours open per week</b>	60.00
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How many hours per week are reserved for staff administrative time (when the library is NOT OPEN to the public)?	13.00
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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
1	\$ 97,764.42	40	Masters of Library Science

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
4	160	200	5.00

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
36	1,355	33.88	38.88

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
0		0

Volunteers

Total number of volunteers	55
Average number of hours worked by volunteers per week	56.0

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians	FTE librarians ALA-MLS librarians
5	200	5.00

## SECTION D -- INCOME

### Operating Income received during fiscal year

Operating income – City/Town	\$3,086,304
Operating income – County	\$422,398
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	\$3,508,702
State Appropriations	\$0
Federal Income (Excluding LSTA grants)	\$0
LSTA Grants	\$0

### Miscellaneous funds for operating expenses

Fines (if kept as income)	\$31,346
Gifts and Endowments	\$0
Income ONLY from Trust Funds/Savings	\$0
Income from sale of library cards	\$9,523
Other miscellaneous funds	\$18,523
<b>Total miscellaneous operating income</b>	<b>\$59,392</b>

<b>Total Operating Income</b>	<b>\$3,568,094</b>
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### 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	\$1,597,549
Total employee benefits	\$452,532
<b>Total all salaries and benefits</b>	<b>\$2,050,081</b>

### Collection Expenditures

Print materials expenditures	\$139,120
Electronic materials expenditures	\$133,059
Other materials expenditures	\$54,514
<b>Total expenditures for library materials</b>	<b>\$326,693</b>

### Other Operating Expenditures

All other operating expenditures	\$881,534
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<b>Total operating expenditures</b>	<b>\$3,258,308</b>
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### Capital Expenditures

Capital expenditures – Land	\$0
Capital expenditures – Buildings	\$0
Capital expenditures - Remodeling	\$0
Capital expenditures – Computer hardware & software	\$0
Capital expenditures – Audio visual equipment	\$0
Capital expenditures – Other equipment	\$0
Capital expenditures – Automotive vehicles and bookmobiles	\$0
Capital expenditures – Debt payments	\$0
Capital expenditures – Other	\$0
<b>Total Capital Expenditures</b>	<b>\$28,889</b>

<b>Total Expenditures</b>	<b>\$3,287,197</b>
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## SECTION F – LIBRARY HOLDINGS

### Books

Books (print)	109,246
Ebooks accessed through SDTG	0
Other ebooks units* owned, leased, licensed	17,361
<b>Total Ebooks</b>	<b>17,361</b>

### Subscriptions

Current print serial subscriptions	113
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### Audio, Video, Other

Audio – physical units*	4,573
Audio – downloadable units* accessed through SDTG	0
Other downloadable audio units* owned, leased, or licensed	9,561
<b>Total downloadable audio</b>	<b>9,561</b>
Video – physical units*	9,252
Video – downloadable units*	1,380
Other (films, multimedia kits, maps)	345

### Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	19
State licensed electronic collections (databases)	51
<b>Total licensed electronic collections (databases)</b>	<b>70</b>

<b>Total Holdings</b>	<b>151,901</b>
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## SECTION G – SERVICE ACTIVITIES

### Library Service Indicators

Annual public services hours per year (ALL outlets)	4,615
Annual total attendance in the library	377,856
Annual total reference transactions completed.	8,140
Registered users	40,870

### Collection Use

#### Circulation of Physical Materials

Books	324,714
Magazines and other print items not included above	3,641
Non print physical items	158,941
<b>Total Physical Item Circulation</b>	<b>487,296</b>

#### Circulation of Electronic Materials

Ebooks	75,325
Audiobooks (and music)	43,552
Video	230
Use (circulation) of Electronic Materials	119,107

#### Electronic Collection (database) Use

SDSL-provided electronic collections use	21,290
Other electronic collection use	220,661
<b>Successful Retrieval of Electronic Information</b>	<b>241,951</b>

<b>Total Circulation of Materials</b>	<b>606,403</b>
Children's Materials Circulated	160,426
<b>Total Electronic Content Use</b>	<b>361,058</b>
<b>Total Collection Use</b>	<b>848,354</b>

### Library Programs

	Library Programs	Library Program Attendance
--Birth thru PreK	212	6,277
--Kindergarten thru age 11	130	11,354
<b>Children Ages 0-11</b>	<b>342</b>	<b>17,631</b>
<b>Young Adult Ages 12-18</b>	<b>69</b>	<b>3,989</b>
<b>Adult Ages 19 and over</b>	<b>108</b>	<b>3,098</b>
<b>Total</b>	<b>519</b>	<b>24,718</b>

#### One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	1,171
Has the library hosted a summer reading program in the past year?	Yes

### Internet

Does your library provide public access to the Internet?	Yes
--If yes, how is this access provided?	both
Number of Internet terminals available for use by general public	65
Number of laptop computers available for public circulation.	28
Total number of Internet computers for use by general public	93
Annual number of public access/ Internet use sessions (30-minute sessions)	168,898
Annual wireless sessions	-1
URL of the library's webpage	<a href="http://www.rcgov.org/Library/">http://www.rcgov.org/Library/</a>

### Library Policies and Practices

What is your standard circulation period for books?	3 weeks
Do you have a written policy for non residents?	Yes
What do you charge per day for overdue books?	.25
Is your library catalog automated?	Yes
What automation system do you use?	KOHA
If you have an automated system, is it connected to the Internet?	available online

### Disability Services Provided by the Library

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

### Resource Sharing / Interlibrary Loan

In-State	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
SD academic libraries	29	36
SD public libraries	2,381	2,761
SD school libraries	0	12
SD other libraries	0	9
SD State Library	1	42
In-state total	2,411	2,860

Out-of-State	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Minitex	0	58
Other libraries	394	615
Non-library sources	0	
Out-of-state total	394	673

<b>Total ILLs</b>	<b>2,805</b>	<b>3,533</b>
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SECTION H – TRUSTEES (current)

Trustee 1 - Name	Mailing Address	Email
<b>Becky Drury</b>	1 Wyoming Street, RC 57701	beckyjdrury@gmail.com

Home Phone	Office Held	Term Expires
(605) 721-7899		2018

Trustee 2 - Name	Mailing Address	Email
Darla Drew	300 6th Street, RC 57701	Darla.Drew@rcgov.org

Home Phone	Office Held	Term Expires
(605) 939-0084	City Council Rep.	2019

Trustee 3 - Name	Mailing Address	Email
Rod Pettigrew	1203 St. Cloud Street, RC 57701	pettigrewrod@gmail.com

Home Phone	Office Held	Term Expires
(605) 721-3940	Trustee	2017

Trustee 4 - Name	Mailing Address	Email
Maryanne Rohrer	2317 5th Street, RC 57701	maryanneroh@gmail.com

Home Phone	Office Held	Term Expires
(605) 341-4720	Trustee	2017

Trustee 5 - Name	Mailing Address	Email
Faye Bice	3701 Holly Ct., RC 57701	fayebice@rap.midco.net

Home Phone	Office Held	Term Expires
(605) 341-4331	Vice-President	2019

Trustee 6 - Name	Mailing Address	Email
Casey Martin	1918 Hillsvie Dr., RC 57702	caseymartin371@gmail.com

Home Phone	Office Held	Term Expires
(605) 391-0233	Trustee	<b>2019</b>



SECTION H. – TUSTEES (cont.)

Library Trustee / Board Information

Trustee meetings held per year	Monthly
Trustees appointed by what governing body?	City Council
Trustee meeting schedule	2nd Monday at Noon
Date of last public library board meeting	2017-03-13
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?	Yes
President's name and address	Laura Hovey-Neubert, Rapid City, SD
Does your library have a Library Foundation?	Yes
President's name and address	Quentin Riggins, Rapid City, SD

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

Library accredited to SD Accreditation Standards?	Yes
Renewal year for SD Accreditation Standards	2019
Library director Certified by SD Certification Standards?	Yes
Renewal year for SD Certification Standards	2019
Local governmental ordinance or minutes on file with SDSL?	Yes
Library board by-laws updated in last two years?	Yes
Technology/Internet policies updated in the last two years?	Yes
Library has an up-to-date disaster plan?	Yes

Narrative listing any special events	The library partnered with the Rapid City Arts Council in 2016 to hold a Maker Festival showcasing science, technology, engineering, art, and math. This event was attended by over 700 people.
Librarian or staff member completing the survey	Sean Minkel
President of Board of Trustees/ or Director of Institution	Becky Drury

RATIOS AND PERCENTAGES – FY 2016

*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	\$47.69	Registered Borrowers per Capita	0.6
Total Revenue per Capita	\$48.50	Library Visits per Capita	5.1
Total Operating Expenditures per Capita	\$44.29	Circulation per Registered Borrower	14.8
Total Collection Expenditures per Capita	\$4.44	Total Circulation per Capita	8.2
Library Program Ratios and Totals		Public Internet Uses per Capita	2.3
Children's Attendance per Program	51.6	Collection and Circulation Ratios	
Young Adult Attendance per Program	57.8	Circulation Turnover	3.99
Adult Attendance per Program	28.7	Circulation of Children's Books as a Percent of Total Circulation	26.5%
Total Attendance per Program	47.6	Circulation of Electronic Materials as a Percent of Total Circulation	19.6%

## NOTES

### Number of Branch Libraries

The East branch library at Western Dakota Tech was discontinued in 2015 due to issues with the partnership.--2017-03-20

### Total square footage of the main library

The East branch library at Western Dakota Tech was discontinued in 2015 due to issues with the partnership.--2017-03-30

### Annual Total Reference Transactions Completed

In 2015, we tried using a sample period to estimate reference questions for the year but found this to be less than desirable. In 2016, we decided to go back to counting each individual session. We anticipate this number will increase again in 2017 as we continue to work with staff to consistently track each interaction.--2017-03-30

### Young Adult Program Attendance

We hired a new Library Associate II specifically tasked with Teen programming in 2016.--2017-03-29

SECTION B. – OUTLET / BRANCH INFORMATION – FY 2016

B01. Location	RAPID CITY PUBLIC LIBRARY		
B02. Address	B03. City	B04. Zip Code	B05. Zip +4
610 QUINCY STREET	RAPID CITY	57701	3630
B06. County	B07. Phone Number	B08. Outlet Code	
PENNINGTON	6053946139	Central Library	
B09. Square footage of branch / outlet	B10. Number of bookmobiles in outlet record		
50,000	0		
B11. Total public service hours OPEN per year	B12. Total number of weeks per year branch is open		
3,120	52		
B13. Branch Librarian	B14. Total Branch Staff paid		
Jim McShane	41		
B15. Total hours open during typical week	B16. Total days open during typical week		
60	7		

SECTION B. – OUTLET / BRANCH INFORMATION – FY 2016

B01. Location	RAPID CITY PUBLIC LIBRARY - NORTH BRANCH		
B02. Address	B03. City	B04. Zip Code	B05. Zip +4
10 VAN BUREN STREET	RAPID CITY	57701	3630
B06. County	B07. Phone Number	B08. Outlet Code	
PENNINGTON	6057164098	Branch Library	
B09. Square footage of branch / outlet	B10. Number of bookmobiles in outlet record		
6,807	0		
B11. Total public service hours OPEN per year	B12. Total number of weeks per year branch is open		
1,495	52		
B13. Branch Librarian	B14. Total Branch Staff paid		
	0		
B15. Total hours open during typical week	B16. Total days open during typical week		
29	7		