

Annual STURGIS PUBLIC LIBRARY

SECTION A. – GENERAL INFORMATION

Library Name	County
STURGIS PUBLIC LIBRARY	MEADE

Mailing Address	Street Address
1040 HARLEY-DAVIDSON WAY, SUITE 101	1040 HARLEY-DAVIDSON WAY, SUITE 101
Mailing City	Zip Code
STURGIS	57785

Contact

Librarian	Email address of director
Julie Moore-Peterson	jmoore@sturgisgov.com
Library Phone	Fax
6053472624	(605) 720-7211

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established
Jan - Dec	No	City	1922

Population

Population chartered or contracted to serve <i>Based on Census population estimates for your legal service area.</i>	26,951
Unduplicated population of service area <i>Corrects per capita ratios for libraries serving overlapping legal service areas.</i>	18,255
Estimated population of total service area <i>Estimate the population you actually serve.</i>	27,891

What do you charge for a nonresident library card?	\$25
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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	N/A	15,000

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	County (most nearly)

Library Hours

Public services hours of the main branch.

	Open AM	Close AM	Open PM	Close PM	Total hours
Sunday	N/A	N/A	N/A	N/A	N/A
Monday	8:00	N/A	N/A	7:00	11.00
Tuesday	8:00	N/A	N/A	7:00	11.00
Wednesday	8:00	N/A	N/A	7:00	11.00
Thursday	8:00	N/A	N/A	7:00	11.00
Friday	8:00	N/A	N/A	5:00	9.00
Saturday	8:00	N/A	N/A	4:00	8.00

Total hours open per week	61.00
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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	\$ 59,822.00	40	Bachelors Degree

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	80	120	3.00

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
4	110	2.75	5.75

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	Other	12

Volunteers

Total number of volunteers	4
Average number of hours worked by volunteers per week	16

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians	FTE librarians ALA-MLS librarians
1	10	0.25

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	\$296,699
Operating income – County	\$56,400
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	\$353,099
State Appropriations	\$0
Federal Income (Excluding LSTA grants)	\$0
LSTA Grants	\$0

Miscellaneous funds for operating expenses

Fines (if kept as income)	\$1,485
Gifts and Endowments	\$6,689
Income ONLY from Trust Funds/Savings	\$0
Income from sale of library cards	\$142
Other miscellaneous funds	\$3,605
Total miscellaneous operating income	\$11,921

Total Operating Income	\$365,020
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Capital Income

Local government capital income	\$0
State government capital income	\$0
Federal government capital income	\$0
Other capital income	\$53,058
Total capital income	\$53,058

SECTION E - EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	\$217,510
Total employee benefits	\$63,352
Total all salaries and benefits	\$280,862

Collection Expenditures

Print materials expenditures	\$18,203
Electronic materials expenditures	\$3,000
Other materials expenditures	\$1,396
Total expenditures for library materials	\$22,599

Other Operating Expenditures

All other operating expenditures	\$39,737
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Total operating expenditures	\$343,198
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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
Total Capital Expenditures	\$0

Total Expenditures	\$343,198
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SECTION F – LIBRARY HOLDINGS

Books

Books (print)	45,316
Ebooks accessed through SDTG	13,439
Other ebooks units* owned, leased, licensed	13
Total Ebooks	13,452

Subscriptions

Current print serial subscriptions	76
Current electronic serial subscriptions	0

Audio, Video, Other

Audio – physical units*	1,139
Audio – downloadable units* accessed through SDTG	4,058
Other downloadable audio units* owned, leased, or licensed	3
Total downloadable audio	4,061
Video – physical units*	1,567
Video – downloadable units*	0
Other (films, multimedia kits, maps)	1

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	31
State licensed electronic collections (databases)	39
Total licensed electronic collections (databases)	70

Total Holdings	65,682
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SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Annual public services hours per year (ALL outlets)	3,172
Annual total attendance in the library	92,675
Annual total reference transactions completed.	7,826
Registered users	7,308

Circulation

Books

	Adult (over 18) circulation	Juvenile circulation	Total circulation of books
Main Library	18,469	14,333	32,802
Branches/deposit stations	0	0	0
Bookmobile stops	0	0	0
Total	18,469	14,333	32,802

Circulation for Other Materials

Circulation of magazines and other print items not included above	170
Circulation of non-print materials.	13,002
Total electronic materials loaned (circulated)	9,532

Total Circulation of Library Materials	55,506
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Library Programs

	Library Programs	Library Program Attendance
--Birth thru PreK	86	737
--Kindergarten thru age 11	122	2,246
Children Ages 0-11	208	2,983
Young Adult Ages 12-18	34	366
Adult Ages 19 and over	55	1,293
Total	297	4,642

One-to-One Programs

How many one-to-one program sessions did the library conduct?	1,496
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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	23
Number of laptop computers available for public circulation.	1
Total number of Internet computers for use by general public	24
Annual number of public access/ Internet use sessions (30-minute sessions)	25,586
Annual wireless sessions	62,499

URL of the library's webpage	http://sturgispubliclibrary.blogspot.com/
How often does the library update the content of its webpage?	at least monthly

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?	.10
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	24	0
SD public libraries	358	102
SD school libraries	0	1
SD other libraries	5	4
SD State Library	1	1
In-state total	388	108

Out-of-State

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Minitex	2	0
Other libraries	17	0
Non-library sources	0	
Out-of-state total	19	0

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Total ILLs	407	108

SECTION H – TRUSTEES (current)

Trustee 1 - Name	Mailing Address	Email
Bruce McFarland	723 Lazelle St, Sturgis, SD 57785	br_mcf@yahoo.com

Home Phone	Business Phone	Office Held	Term Expires
(605) 720-5224	(605) 347-4562	Vice-President	2018

Trustee 2 - Name	Mailing Address	Email
Terry Hermann	1440 Sherman St, Sturgis, SD 57785	thermann@rushmore.com

Home Phone	Business Phone	Office Held	Term Expires
(605) 720-2701		Trustee	2016

Trustee 3 - Name	Mailing Address	Email
Rod Bradley	3470 Whitewood Rd, Sturgis, SD 57785	N/A

Home Phone	Business Phone	Office Held	Term Expires
(605) 389-3209		City Council Rep.	2016

Trustee 4 - Name	Mailing Address	Email
Cathie Anderson	1316 Evergreen Dr, Sturgis, SD 57785	cathieanderson57@yahoo.com

Home Phone	Business Phone	Office Held	Term Expires
(605) 720-5911	(605) 347-4409	Treasurer	2018

Trustee 5 - Name	Mailing Address	Email
Lance Scherer	PO Box 404, Sturgis, SD 57785	l.scherer@vzw.blackberry.net

Home Phone	Business Phone	Office Held	Term Expires
(605) 499-8734		President	2018

Trustee 6 - Name	Mailing Address	Email
Bob Mechling	66 Belair Cir, Sturgis, SD 57785	N/A

Home Phone	Business Phone	Office Held	Term Expires
(605) 720-2293		Trustee	2016

SECTION H. – TUSTEES (cont.)

Library Trustee / Board Information

Trustee meetings held per year	11xYR
Trustees appointed by what governing body?	City Council
Trustee meeting schedule	Last Wednesday of the Month at 4:00 p.m.
Date of last public library board meeting	02/24/2016
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	N/A
Does your library have a Library Foundation?	No
President's name and address	N/A

SECTION I. – CERTIFICATION / ACCREDITATION

Library accredited to SD Accreditation Standards?	No
Renewal year for SD Accreditation Standards	
Library director Certified by SD Certification Standards?	No
Renewal year for SD Certification Standards	
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 last two years?	Yes
Library has an up-to-date disaster plan?	Yes

SECTION J. – SPECIAL SERVICES

Narrative listing any special events	Green Thumb Gala, Monthly Art Exhibits, American Girl Tea Party, Star Wars Jedi Training, One Book SD, Quilt Show, Pinterest of the Month, Wisdom Begins in Wonder Walk, Read for the Record, Winter Frostival with Cookie Contest, Saturday Read, Armchair Travelers Book Club, Library Card Sign Up Week, Summer Reading Programs, Computer Classes, Coloring Craze, Teen Hour of Code, Notary Public services, Lego Play, Art Attack, Wii Wednesday
Librarian or staff member completing the survey	Julie Moore Peterson
President of Board of Trustees/ or Director of Institution	Lance Scherer

SECTION J. – (Cont.) SUPPLEMENTAL QUESTIONS

Reading Programs / Book Clubs

Has the library hosted a summer reading program in the past year?	Yes
Has the library hosted a Young Adult book club in the past year?	No
Has the library hosted an Adult book club in the past year?	Yes

Would the library staff and/or library board members like to schedule a visit from one of the State Library Outreach staff in 2016?	No
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Would you like more information of instruction on any of the following topics?

Grants / opportunities	No	Library Board training	No
Budget / governance	No	Database access / training	No
Adult programming	No	South Dakota Titles To Go / ebooks	No
Children's / teen programming	No	SD Share It / Ill processes & procedures	Yes
Library Institute / accreditation	No	Annual SD Survey / using local data	No

Is there anything you'd like to tell the State Library that we haven't asked?	N/A
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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	\$19.34	Registered Borrowers per Capita	0.40
Total Revenue per Capita	\$20.00	Library Visits per Capita	5.08
Total Operating Expenditures per Capita	\$18.80	Circulation per Registered Borrower	7.60
Total Collection Expenditures per Capita	\$1.24	Total Circulation per Capita	3.04
Library Program Ratios and Totals		Public Internet Uses per Capita	1.40
Children's Attendance per Program	14.34	Collection and Circulation Ratios	
Young Adult Attendance per Program	10.76	Circulation Turnover	0.85
Adult Attendance per Program	23.51	Circulation of Children's Books as a Percent of Total Circulation	25.82%
Total Attendance per Program	15.63	Circulation of Electronic Materials as a Percent of Total Circulation	17.17%

NOTES

Mailing Address

street name change--2016-03-03
1040 HARLEY-DAVIDSON WAY, SUITE 101--2016-02-13

Number of Staff Paid from Other Sources

Foster Grandparents--2016-02-19

Non-Library Pay Sources

Foster Grandparents--2016-02-19

Total Operating Income

Unspent funds returned to city general fund.--2016-03-30

Other Materials Expenditures

Less movies were purchased in 2015.--2016-03-29

Total Operating Expenditures

Unspent funds returned to city general fund.--2016-03-30

Young Adult Programs

Teen Hour of Code was offered in 2015.--2016-02-22

Young Adult Program Attendance

Teen Hour of Code was offered in 2015.--2016-02-22

SECTION B. – OUTLET / BRANCH INFORMATION -- FY 2015

B01. Location	STURGIS PUBLIC LIBRARY		
B02. Address	B03. City	B04. Zip Code	B05. Zip +4
1040 HARLEY-DAVIDSON WAY, SUITE 101	STURGIS	57785	1595
B06. County	B07. Phone Number	B08. Outlet Code	
MEADE	6053472624	Central Library	
B09. Square footage of branch / outlet	B10. Number of bookmobiles in outlet record		
15,000	0		
B11. Total public service hours OPEN per year	B12. Total number of weeks per year branch is open		
3,172	52		
B13. Branch Librarian	B14. Total Branch Staff paid		
Julie Moore-Peterson	7		
B15. Total hours open during typical week	B16. Total days open during typical week		
61	6		