FY 2016 Annual Survey of South Dakota Public Libraries

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 of contracted to serve *Based on Census population estimates for your legal service area.*	25,903
Unduplicated population of service area *Corrects per capita ratios for libraries serving overlapping legal service areas.*	18,331
Estimated population of total service area *Estimate the population you actually serve.*	27,988

What do you 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	N/A	15,000

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

Total hours open per week	61.00

How many hours per week are reserved for staff administrative time (when the library is NOT OPEN to the public)?	0.00

SECTION C. -- PERSONNEL

Head Librarian

Head Librarian	Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian
1	$ 61,300.00	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	16.0

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	$299,765
Operating income – County	$14,115
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	$313,880
State Appropriations	$0
Federal Income (Excluding LSTA grants)	$0
LSTA Grants	$0

Miscellaneous funds for operating expenses

Fines (if kept as income)	$1,591
Gifts and Endowments	$3,829
Income ONLY from Trust Funds/Savings	$0
Income from sale of library cards	$143
Other miscellaneous funds	$25,012
Total miscellaneous operating income	$30,575

Total Operating Income	$344,455

Capital Income

Local government capital income	$0
State government capital income	$0
Federal government capital income	$0
Other capital income	$51,669
Total capital income	$51,669

SECTION E - EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	$221,190
Total employee benefits	$66,974
Total all salaries and benefits	$288,164

Collection Expenditures

Print materials expenditures	$19,843
Electronic materials expenditures	$3,000
Other materials expenditures	$1,395
Total expenditures for library materials	$24,238

Other Operating Expenditures

All other operating expenditures	$17,728

Total operating expenditures	$330,130

Capital Expenditures

Capital expenditures – Land	$0
Capital expenditures – Buildings	$0
Capital expenditures - Remodeling	$0
Capital expenditures – Computer hardware & software	$2,559
Capital expenditures – Audio visual equipment	$0
Capital expenditures – Other equipment	$1,420
Capital expenditures – Automotive vehicles and bookmobiles	
Capital expenditures – Debt payments	$0
Capital expenditures – Other	$0
Total Capital Expenditures	$3,979

Total Expenditures	$334,109

SECTION F – LIBRARY HOLDINGS

Books

Books (print)	46,424
Ebooks accessed through SDTG	13,523
Other ebooks units* owned, leased, licensed	13
Total Ebooks	13,536

Subscriptions

Current print serial subscriptions	74

Audio, Video, Other

Audio – physical units*	1,244
Audio – downloadable units* accessed through SDTG	4,483
Other downloadable audio units* owned, leased, or licensed	3
Total downloadable audio	4,486
Video – physical units*	1,677
Video – downloadable units*	0
Other (films, multimedia kits, maps)	1

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	6
State licensed electronic collections (databases)	51
Total licensed electronic collections (databases)	57

Total Holdings	67,499

SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Annual public services hours per year (ALL outlets)	3,172
Annual total attendance in the library	94,776
Annual total reference transactions completed.	6,396
Registered users	7,567

Collection Use

Circulation of Physical Materials

Books	30,147
Magazines and other print items not included above	241
Non print physical items	7,300
Total Physical Item Circulation	37,688

Circulation of Electronic Materials

Ebooks	5,662
Audiobooks (and music)	3,182
Video	0
Use (circulation) of Electronic Materials	8,844

Electronic Collection (database) Use

SDSL-provided electronic collections use	1,774
Other electronic collection use	1,880
Successful Retrieval of Electronic Information	3,654

Total Circulation of Materials	46,532
Children's Materials Circulated	12,796
Total Electronic Content Use	12,498
Total Collection Use	50,186

Library Programs

	Library Programs	**Library Program Attendance**
--Birth thru PreK	97	934
--Kindergarten thru age 11	118	1,661
Children *Ages 0-11*	215	2,595
Young Adult *Ages 12-18*	24	177
Adult *Ages 19 and over*	49	923
Total	288	3,695

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	1,416
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	21
Number of laptop computers available for public circulation.	2
Total number of Internet computers for use by general public	23
Annual number of public access/ Internet use sessions (30-minute sessions)	23,766
Annual wireless sessions	65,585
URL of the library's webpage	http://sturgispubliclibrary.blogspot.com

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	7	0
SD public libraries	902	901
SD school libraries	0	1
SD other libraries	0	0
SD State Library	1	0
In-state total	910	902

Out-of-State	**Received from/ borrowed from other libraries**	**Provided/sent/loaned to other libraries**
Minitex	0	0
Other libraries	13	0
Non-library sources	0	
Out-of-state total	13	0

Total ILLs	923	902

SECTION H – TRUSTEES (current)

Trustee 1 - Name	Mailing Address	Email
Lance Scherer	PO Box 404, Sturgis, SD 57785	l.scherer@vzw.blackberry.net

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

Trustee 2 - Name	Mailing Address	Email
Bruce McFarland	723 Lazelle St, Sturgis, SD 57785	br_mcf@yahoo.com

Home Phone	Office Held	Term Expires
(605) 720-5224	Vice-President	2019

Trustee 3 - Name	Mailing Address	Email
Terry Hermann	1440 Sherman St, Sturgis, SD 57785	thermann@rushmore.com

Home Phone	Office Held	Term Expires
(605) 720-2701	Trustee	2019

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

Home Phone	Office Held	Term Expires
(605) 720-5911	Treasurer	2019

Trustee 5 - Name	Mailing Address	Email
David Martinson	113 David Dr, Sturgis, SD 57785	martinsondavid348@yahoo.com

Home Phone	Office Held	Term Expires
(605) 720-5299	City Council Rep.	2018

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

Home Phone	Office Held	Term Expires
(605) 720-2293	Trustee	**2017**

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	2017-02-22
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 / CONTACTS

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 the last two years?	Yes
Library has an up-to-date disaster plan?	Yes

Narrative listing any special events	Green Thumb Gala, Monthly Art Exhibits, American Girl Tea Party, One Book SD, Quilt Show, History Day, Scavenger Hunt, Wisdom Begins in Wonder Walk, Read for the Record, Saturday Read, KOHA Patron Training, Armchair Travelers Book Club, Library Card Sign Up Week, Summer Reading Program, Computer Help, Coloring Craze, Girls Code Club, Raspberry Pi Robots, Star Wars Jedi Training, Pi Day, OverDrive Training, Donuts with Dad, Sensory Story Time, MakerSpace Monday, Wonder Math, Pop-Up Art Show, Story Time Take-Out, Lego Play, Art Attack, Wii Wednesday, Notary
Librarian or staff member completing the survey	Julie Moore Peterson
President of Board of Trustees/ or Director of Institution	Lance Scherer

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	$17.12	Registered Borrowers per Capita	0.4
Total Revenue per Capita	$18.79	Library Visits per Capita	5.2
Total Operating Expendutures per Capita	$18.01	Circulation per Registered Borrower	6.1
Total Collection Expenditures per Capita	$1.32	Total Circulation per Capita	2.5
Library Program Ratios and Totals		Public Internet Uses per Capita	1.3
Children's Attendance per Program	12.1	Collection and Circulation Ratios	
Young Adult Attendance per Program	7.4	Circulation Turnover	0.69
Adult Attendance per Program	18.8	Circulation of Children's Books as a Percent of Total Circulation	27.5%
Total Attendance per Program	12.8	Circulation of Electronic Materials as a Percent of Total Circulation	19.0%

SECTION B. – OUTLET / BRANCH INFORMATION -- FY 2016

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