

## SECTION J. – SUBMISSION

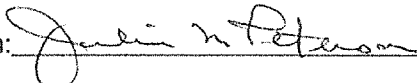
Submission of the library's annual report is not complete until the State Library receives the completed and signed Certification Form. Be sure to complete the survey in time for your library board and local governing body to review and approve the library's annual report.

### South Dakota Public Library Survey FY 2016 Survey Certification Form

Name of Library: Sturgis Public Library City: Sturgis

County: Meade

*I certify that all the information contained herein has been thoroughly reviewed, and is complete and accurate to the best of my knowledge:*

Librarian:  Date signed: 3-6-17


*I certify that all the information contained herein has been thoroughly reviewed, and is complete and accurate to the best of my knowledge:*

Library Board President: \_\_\_\_\_ Date signed: \_\_\_\_\_

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According to **SD Codified Law, Section 14-2-40: (6)** the complete Public Library Survey (annual report) has been submitted to the "governing body" of this library on March 6, 2017 (date).

City or County official (Signature):

 Date signed: March 7, 2017

Position or office held: \_\_\_\_\_

(MAYOR, CITY MANAGER, or CHIEF FINANCIAL OFFICER)

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Print this form out. Questions can be directed to Shawn Behrends, 1-800-423-6665. Return this certificate completely signed and dated within 30 days of electronic submission. The completed form can be scanned and uploaded to the survey portal ([sd.countingopinions.com](http://sd.countingopinions.com)) at the time of submission or mailed to the below address within 30 days of electronic submission:

State Data Coordinator  
South Dakota State Library  
800 Governors Drive  
Pierre, South Dakota 57501

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

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 nearby)

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

<b>Total Operating Income</b>	<b>\$344,455</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	\$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
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<b>Total operating expenditures</b>	<b>\$330,130</b>
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### 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

<b>Total Expenditures</b>	<b>\$334,109</b>
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## SECTION F – LIBRARY HOLDINGS

### Books

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

### Subscriptions

Current print serial subscriptions	74
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### 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
<b>Total downloadable audio</b>	<b>4,486</b>
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
<b>Total licensed electronic collections (databases)</b>	<b>57</b>

<b>Total Holdings</b>	<b>67,499</b>
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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	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
<b>Total Physical Item Circulation</b>	<b>37,688</b>

#### 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
<b>Successful Retrieval of Electronic Information</b>	<b>3,654</b>

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

### Library Programs

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

#### 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	<a href="http://sturgispubliclibrary.blogspot.com">http://sturgispubliclibrary.blogspot.com</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?	.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

<b>Total ILLs</b>	<b>923</b>	<b>902</b>
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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