

Worksheet – Public Libraries Survey – FY 2023

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Did you know we provide instructional videos for completing each section of the survey?

Visit <https://libguides.library.sd.gov/services/pls> > Resources for completing the PLS



[PLS FY2023 instructional videos](#)

Introduction and instructional videos for completing the annual report.



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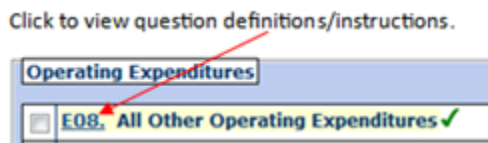
Questions? Contact State Data Coordinator...

Shawn.Behrends@state.sd.us | 605-280-5834 (direct line) | 800-423-6665, opt. 5 (toll free)

Worksheet – Public Library Survey – FY 2023

Brief instructions are provided for some of the survey questions on this worksheet. Find complete question definitions/instructions by clicking on the question number on the online survey form.

Survey URL: <https://sd.countingopinions.com>



INSTRUCTIONS

The South Dakota State Library requests each public library in South Dakota to complete and return this annual survey. All legally established public libraries are **REQUIRED** by South Dakota State Law to submit this annual report.

The purpose of this survey is to ensure the collection of comparable data in all public libraries in South Dakota. This data will be useful in the creation of a composite report on the public libraries of the United States. Data collected will also be useful in state-to-state comparisons and for in-state comparisons by South Dakota libraries.

Current selected public library data for individual SD libraries is available for your use here: libguides.library.sd.gov/services/pls. Contact the State Library Data Coordinator for additional data elements and assistance in compiling and analyzing library data.

GENERAL INSTRUCTIONS

1. Each library should report on the fiscal year on which its local governmental unit operates. The annual deadline for the report is March 31.
2. Each library is responsible for the quality of the data submitted for that library. When the data is reported to the State Library, some checks will be performed on the data, but the local library (library director and library board president) should check it carefully for accuracy **BEFORE** submitting the annual report.
3. The State Library will report federal data for each library in the state to the FEDERAL Institute of Museum and Library Services (IMLS).
4. The South Dakota survey will collect and report data for the fiscal year from January 1 through December 31. Libraries observing a different fiscal year should report data for the most recent complete fiscal year.
5. Where annual figures are requested, they should be figures from the most recent complete fiscal year. Where a simple count is requested, it should be accurate as of the end of that fiscal year.
6. Definitions are important to ensure comparability of data from different libraries and states. It is essential that all libraries strictly adhere to them.
7. Estimates are important if exact data is not available. Enter "0" if the appropriate entry for an item is zero or requesting a NUMBER. Enter "N/A" if an item does Not Apply to a particular library. If an exact figure is not available for a particular item but it is known that the amount is greater than zero, the librarian should **ENTER AN ESTIMATE OF THE AMOUNT**. In the rare situation where information is available, but for some reason beyond your control, cannot be shared, notify the State Library Data Coordinator.
8. Libraries are encouraged to collect data in all categories so estimates will not be necessary.

SECTION A. – GENERAL INFORMATION

If any of the prefilled/locked information is **incorrect** on the online form, please contact the State Data Coordinator to make corrections.

A01.	Library Name (#152) The legal name of the administrative entity or outlet.	locked
A02.	County (#161) The county in which the administrative entity is located.	locked
MAILING ADDRESS		
A03.	Mailing Address (#157) This can be a post office box or general delivery.	locked
A04.	Street Address (#153) Physical location (street address) of the library. This CANNOT be a post office box.	locked
A05.	Mailing City (#158) The city or town of the mailing address for the administrative entity.	locked
A06.	Mailing ZIP Code (#159) The five-digit postal zip code for the mailing address of the administrative entity.	locked
CONTACT		
A07.	Library Director List the <i>current</i> director.	
A08.	Email address of director This is the address we will use to contact you regarding your annual report.	
A09.	Library Phone (#162) The 10-digit telephone number of the administrative entity.	locked
ADMIN / POPULATION		
A10.	Fiscal year being reported	prefilled
A11.	Did the administrative entity's legal service area boundaries change since last year? (#205) NOTE: Changes are likely to result, for example, when a municipality annexes land, when one municipality in a county becomes either an independent city or its own city necessitating its exclusion from the first county's geography, or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).	
A12.	Government unit under which library is legally established	locked
A13.	Year the library was legally established	locked

A14.	Population of the Legal Service Area (#208) This element is prefilled based on most current Census population estimates for your legal service area. If you believe this data to be incorrect, contact State Library Data Coordinator. Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. Populations that are served without a formal contract or with little or no fiscal support are reported in A15, not here. Contact your State Library Data Coordinator for assistance with this question.	locked
A15.	Estimated population of the total service area Estimate the population of the area that you ACTUALLY serve. For example: <ul style="list-style-type: none"> • A city library that serves the larger shopping area would add that population to its city population. • A combo library which has city authority for its public side, but serves a larger school district, would include the school district population here. In this situation, try not to guess but get the most recent numbers from the school's main administrative office. IF you issue nonresident cards, you should include this number in your count.	
A16.	What is the annual fee for a nonresident library card?	
OUTLETS		
A17.	Number of central libraries (#209) This is the main library. All other libraries should be reported as branch libraries.	prefilled
A18.	Number of branch libraries (#210) A branch library is an auxiliary unit of an administrative entity which has at least all the following: (1) separate quarters, (2) an organized collection of library materials, (3) paid staff, (4) regularly scheduled hours for being open to the public.	prefilled
A19.	Number of bookmobiles (#211) A bookmobile is a traveling branch library. It consists of at least all the following: a truck or van that carries an organized collection of library materials; paid staff; and regularly scheduled hours (bookmobile stops) for being open to the public.	prefilled
A20(a).	Was the library involved in a building or remodeling project during the year?	
A20(b).	Explain any building or remodeling done during the year or answer NA.	
CODES		
A21.	Legal Basis Code (#201) The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law, which authorizes the library. It does NOT reflect all the income sources that apply to your library. A complete explanation of these codes can be found on the online PLS form (click on the hyperlinked question number).	locked

A22.	Geographic Code (#205) Describes the legal service area (LSA) for which the public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. A complete explanation of these codes can be found on the online PLS form (click on the hyperlinked question number).	locked																																
Library Hours prefilled: Please review and update hours on the online form. Report public service hours for the main branch only. COMBO libraries: Report only hours when library is open to the public. If the library has different summer hours, leave a State Note on the fields with different hours. Leave Open/Close fields blank for the days when the library is not open to the public.																																		
<table border="1"> <thead> <tr> <th></th> <th>Open</th> <th>Close</th> <th>Total hours open</th> </tr> </thead> <tbody> <tr> <td>Sunday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Monday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tuesday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Wednesday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Friday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Saturday</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Open	Close	Total hours open	Sunday				Monday				Tuesday				Wednesday				Thursday				Friday				Saturday			
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A23.	Total hours open per week	auto summed																																

SECTION B. – OUTLET / BRANCH INFORMATION

This section must be filled out for the main library and for each branch and bookmobile. See Section B of the online form for a complete record of all your library's outlets.

Contact the State Library Data Coordinator if you have added or closed an outlet or need to change any of the locked/prefilled information.

ADDRESS / CONTACT

B01.	Outlet Name (#702) The legal name of the library outlet	prefilled
B02.	Street Address (#703) Do not report a post office box or general delivery.	prefilled
B03.	City (#704)	prefilled
B04.	Zip Code (#705) This is the standard five-digit postal ZIP code for the street address of the outlet.	prefilled
B05.	County of the Outlet (#707)	prefilled
B06.	Phone Number (#708)	prefilled

FACILITIES		
B07.	<p>Outlet Type Code (#709)</p> <p>An outlet is a unit of an administrative entity that provides direct public library service. A complete explanation of these codes can be found on the online PLS form (click on the hyperlinked question number).</p>	prefilled
B08.	<p>Square footage of branch (#711)</p> <p>This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.</p>	prefilled
B09.	<p>Number of bookmobiles in outlet record (#712)</p> <p>A bookmobile is a traveling branch library. It consists of at least all the following: A truck or van that carries an organized collection of library materials; a paid staff; and regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.</p>	prefilled
ANNUAL SERVICE HOURS		
Read INSTRUCTIONS carefully when completing this section.		
B10.	<p>Public service hours OPEN per year (#713)</p> <p>This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile).</p> <p>Note: For each bookmobile, count only the hours during which the bookmobile is open to the public. Minor variations in public service hours need not be included. Extensive hours closed to the public due to natural disasters or other events should be excluded from the count.</p>	
B11.	<p>Number of weeks per year the library is open (#714)</p> <p>This is the number of weeks during the year that an outlet was open to the public. For each bookmobile, count only the weeks during which the bookmobile is open to the public. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.</p>	
BRANCH LIBRARIAN / TOTAL STAFF		
B12.	<p>Outlet librarian's name</p> <p>Who is in charge of this outlet?</p>	
B13.	<p>Total outlet staff paid</p> <p>Include here the total number of paid staff that work at the outlet.</p>	
TYPICAL WEEK		
B14.	Total number of hours open during a typical week	
B15.	Total number of days open during a typical week	

SECTION C. – PERSONNEL

Report figures as of the last day of the fiscal year. Include unfilled positions if a search is currently underway. Salary of the director is reported as annual salary.

Hours worked. Please indicate the total hours worked by all employees within each category. Include student assistants if paid by the library.

COMBO libraries: Include staff who serve the public. For example, if you are the only librarian, then report your total hours and salary. If the school library staff does not serve the public, then do not include them in personnel.

HEAD LIBRARIAN INFORMATION

Regardless of educational background, the director of the library is reported as head librarian (Director). There can be only one head librarian.

C01. Annual salary (excluding benefits) of head librarian

C02. Total hours worked per week by head librarian

C03. Highest education level achieved by head librarian

C04. Total number of years worked in the library field

OTHER LIBRARIANS

Librarians: Persons reported under this category usually do work that requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect. This data also includes ALA-MLS degreed librarians.

C05. Total number of OTHER paid librarians

C06. Total number of OTHER paid librarian hours worked per week

ALL OTHER PAID STAFF

Include all other library staff (who do not hold the title of "librarian") paid from the reporting unit budget, for example, library assistants, pages, plant operations, security, and maintenance staff who are paid from the reporting unit budget.

C07. Total number of all other paid staff

C08. Total number of all other paid staff hours worked per week

TOTAL PAID EMPLOYEES FTE

C09. Total Paid Employees FTE (#253) auto calculated
Total FTE staff includes librarians and all other FTE staff. One FTE is equal to 40 hours of work per week;.05 FTE is equal to 20 hours of work per week, etc.

ALA-MLS LIBRARIANS ON STAFF

Librarians (including head librarian and other librarians reported in C05) who have earned a Masters of Library Science degree from an ALA accredited program.
EXCLUDE library staff who have earned an MLS degree, but do not hold a "librarian" position.

C10.	Number of ALA-MLS librarians on staff How many of the Librarians (including head librarian and other librarians reported in C05) have an ALA Accredited Masters of Library Science degree?
C11.	Total hours worked per week by ALA-MLS librarians
STAFF PAID FROM OTHER SOURCES Include here staff that are paid by sources such as work experience programs, local school district, college work study.	
C12.	Number of staff paid from other sources
C13.	List the entities or programs that pay these staff members
C14.	Average hours per week provided by staff paid by non-library source
VOLUNTEERS Count unpaid persons who have given time during the year to the library, including advisory board members, storytellers, book sale personnel, and those who contribute time to operations and/or support (volunteer shelvers, book processors, etc). Count the number of individuals who contributed (not FTE) and an average number of contributed hours per week for all volunteers collectively (not individual totals).	
C15.	Total number of volunteers
C16.	Average hours worked per week by ALL volunteers

SECTION D. – INCOME

Report in whole dollars (\$100 not \$99.75) Do not include balance brought forward.

COMBO libraries: Include all income and that keeps the library running.

OPERATING REVENUE RECEIVED DURING FISCAL YEAR

This is the revenue used for the library's operating expenditures.

INCLUDE revenue that the library uses for day-to-day OPERATING expenses. Any revenue used for repair or replacement of existing furniture and equipment, and regular purchasing of library materials should be reported in OPERATING income.

EXCLUDE revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover)

OPERATING REVENUE FROM GOVERNMENT SOURCES

Report total operating revenue received during the fiscal year. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

D01.	Operating income - City/Town
D02.	Operating income – County
D03.	Operating income - School district COMBO libraries: Include school revenue that goes into library operation expenses.

D04.	Operating income - Tribal appropriation	
D05.	Operating income - College appropriation	
D06.	Operating income - Other contracts (other libraries or other towns)	
D07.	Local Government Revenue (#300) This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. Report in the appropriate subcategory in LINES D01-D06. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.	auto calculated
D08.	State Government Revenue (#301) These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state.	
D09.	Federal Government Income (Including LSTA grants) (#302) This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state. Include ARPA grants received in 2022.	
OTHER OPERATING REVENUE This is all operating revenue other than that reported under local, state, and federal operating revenue. INCLUDE fines kept as income, income from sale of library cards, fees for library services, grants, monetary gifts and endowments (IF used in the reporting year), income ONLY from trust funds/savings, other miscellaneous funds. EXCLUDE the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.		
D10.	Other Operating Revenue (#303) Total Operating Revenue D11 (total operating revenue and E09 (total operating expenditures) should be nearly the same number. If not, you must provide explanation in LINE E10 of how much was carried over or forfeited if your budget was zeroed out at the end of the fiscal year.	
D11.	Total Operating Revenue (#304)	auto calculated
CAPITAL INCOME INCLUDE all revenue to be used for major capital expenditures. Examples include funds received for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; set-up fees & equipment for new library automation systems; new vehicles; and other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. EXCLUDE revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by only one of the public libraries		

D12.	Local Government Capital Income (#400) Report all governmental funds designated by the community, district, or region and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.	
D13.	State Government Capital Income (#401) Report all funds distributed to public libraries by state government for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state.	
D14.	Federal Government Capital Income (#402) Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.	
D15.	Other Capital Income (#403) Report private (nongovernmental funds), including grants received by the library for the purpose of major capital expenditures.	
D16.	Total Capital Income (#404) This is the sum of Local Government Capital Revenue, State Government Capital Revenue, Federal Government Capital Revenue, and Other Capital Revenue (data elements #400 through #403). Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.	auto calculated

SECTION E – EXPENDITURES

Report in whole dollars.

Report ALL costs affiliated with the provision of library services. If the library is physically housed in a city building that also houses several other offices, all costs for heating, cooling, insurance, electrical, water, etc. that are billed for the building as a whole should be PRO-RATED to reflect the percentage of space occupied by the library.

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

INCLUDE only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement.

EXCLUDE the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

STAFF EXPENDITURES

COMBO libraries: Report only for staff included in Section C.

E01.	Salaries and Wages for Library Staff (#350) This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.	
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E02.	<p>Total Employee Benefits (#351)</p> <p>These are the benefits outside of salaries and wages paid and accruing to employees, regardless of whether the benefits or equivalent cash options are available to all employees.</p> <p>Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.</p>	
E03.	Total All Salaries and Benefits (#352)	auto calculated
<p>COLLECTION EXPENDITURES</p> <p>INCLUDE all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed.</p> <p>EXCLUDE charges of fees for interlibrary loans and expenditures for document delivery. (Report those in Other Operating Expenditures category.)</p> <p>COMBO libraries: Report only items available to the public.</p>		
E04.	<p>Print Materials Expenditures (#353)</p> <p>Books, current serial subscriptions, government documents, and any other print acquisitions.</p>	
E05.	<p>Digital Materials Expenditures (#354)</p> <p>Materials that are accessed via computer, internet, ebook reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses.</p> <p>INCLUDE: Report Overdrive subscription fees here, also books the library has purchased for the Kindles and Nooks (etc.) they lend to patrons.</p>	
E06.	<p>Other Materials Expenditures (#355)</p> <p>All operating expenditures for other materials including microform, physical audio and video units such as CDs.</p>	
E07.	Total Expenditures for Library Materials (#356)	auto calculated
<p>OTHER OPERATING EXPENDITURES</p> <p>This includes all expenditures that have not been reported under staff and collection.</p> <p>INCLUDE expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; costs of computer hardware and software used to support library operations or to link to external networks, including internet; rental of quarters, bookmobile operating expense, and other costs incurred in the operation and maintenance of the physical facilities.</p> <p>INCLUDE:</p> <p>Conference fees, travel, and related expenses</p> <p>Broadband and WiFi service fees, heating & air expenses</p> <p>ILS/automation annual fees</p> <p>COMBO libraries: Include all expenses that keep the library open and running.</p>		
E08.	All Other Operating Expenditures (#357)	
<p>TOTAL OPERATING EXPENDITURES</p>		

E09.	Total Operating Expenditures (#358) This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).	auto calculated
<p>CAPITAL EXPENDITURES</p> <p>Outside your annual operating budget. Please report the amount of capital expenditures the library made during the reporting year.</p> <p>INCLUDE funds expended for site acquisition; new buildings; additions to or renovation of library buildings; furnishings, equipment and initial book stock for new buildings, building additions, or building renovations; new library automation systems; new vehicles; and other one-time major projects.</p> <p>EXCLUDE replacement and repair of existing furnishing and equipment, regular purchase of library materials, and investments for capital appreciation</p>		
E10.	Capital expenditures on facility Land acquisition, new building, remodeling & improvements materials & labor, etc.	
E11.	Capital expenditures on technology Additional new computers, computer hardware & software, new library automation systems, audio visual equipment, etc.	
E12.	Other capital expenditures Automotive vehicles & bookmobile expenses, debt payments, other equipment	
E13.	Total Capital Expenditures (#405)	auto calculated

SECTION F – LIBRARY HOLDINGS

This is the SIZE of the library's collections.

INCLUDE only items the library has acquired as part of the collection, whether purchased, leased or licensed by a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card, or at a physical location. Count only items that have a set circulation period where it is available for use. (Inclusion in the catalog is not required.)

EXCLUDE items freely available without monetary exchange. For all but Electronic Collections, EXCLUDE items that are permanently retained by the patron.

Find instructions for reporting DIGITAL / STREAMING / DOWNLOADABLE library collections in the What Goes Where help sheet (find link on the online survey form).

COMBO libraries: Report all items that can be checked out by the public. Do not include items from the school's collections that are not available to the public.

BOOKS

F01.	Books (#450) Report the number of physical units, including duplicates. Books are non-serial printed publications (including music scores or other bound forms of printed music, and maps) that are bound in hard or soft covers, or in loose-leaf format. Do not include unbound sheet music. Include non-serial government documents. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.
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F02(a).	Ebooks units accessed through South Dakota Titles To Go consortium	prefilled
F02(b).	<p>Other Ebooks units owned, leased, or licensed</p> <p>Include Overdrive Advantage, Black Hills Overdrive collection, Axis 360, 3M Cloud Library, etc. See definition of ebook units under F02.</p> <p>E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.</p> <p>Report the number of units. Report only items the library has selected as part of the collection (exclude public domain / uncopyrighted e-books that have unlimited access.</p>	
F02.	Total Ebooks (#451)	auto calculated
SUBSCRIPTIONS		
F03.	<p>Current Print Serial Subscriptions</p> <p>Current Print Serial Subscriptions. Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.</p>	
AUDIO, VIDEO, OTHER		
<p>INCLUDE only items that have a set circulation period where it is available for patron use.</p> <p>EXCLUDE items that are permanently retained by the patron.</p>		
F04.	<p>Audio - Physical Units (#452)</p> <p>These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both.</p> <p>Include records, audiocassettes, audio cartridges, audio CDs, audio-reels, talking books, and other sound recordings stored in a fixed, physical format. *Playaways (audio version) are reported here.</p> <p>Do not include downloadable electronic audio files.</p> <p>Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.</p>	
F05(a).	Audio - Downloadable units accessed through South Dakota Titles To Go consortium	prefilled

F05(b).	<p>Other Downloadable Audio units, owned, leased, or licensed Include Overdrive Advantage, OneClickdigital, etc. See definition of downloadable audio units under LINE F05. Total Audio - Downloadable Units (#453) These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.</p>	
F05.	Total Audio - Downloadable Units (#453)	auto calculated
F06.	<p>Video - Physical Units (#454) These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g., two DVDs for one movie) and checked out as a unit are counted as one physical unit.</p>	
F07.	<p>Video - Downloadable Units (#455) Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired. Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.</p>	
F08.	<p>Other (films, multimedia kits, maps, etc.) Include all other forms of multimedia that are circulated and not included above. Examples of items that would be reported in this category include: 16 mm films, 8 mm films, slide/tape programs, maps, puzzles, games, cake pans, art prints, etc. *E-readers (Nooks, Kindles, etc.), electronic game devices, children's tablet devices (Nabi, etc.) that are circulated to library patrons are reported here.</p>	

ELECTRONIC COLLECTIONS (DATABASES)

Report the number of electronic collections.

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third-party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

	<p>Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.</p> <p>Note: The data or records are usually collected with a particular intent and relate to a defined topic.</p> <p>Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:</p>	
F09.	Local/Other cooperative agreement Electronic Collections (#456)	
F10.	State Electronic Collections (#457)	prefilled
F11.	Total Electronic Collections (databases) (#458) This is the sum of Local/Other cooperative agreements and State electronic collections (data elements #456 and #457).	auto calculated
TOTAL LIBRARY HOLDINGS		
F12.	Total Holdings	auto calculated
F13.	Total Physical Items in Collection (#461)	auto calculated

SECTION G – SERVICES & ACTIVITIES

Include data from ALL BRANCHES / OUTLETS

LIBRARY SERVICE INDICATORS

G01.	<p>Registered Users (#503)</p> <p>A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.</p> <p>Note: Files should have been purged within the past three (3) years.</p> <p>If the library has household registration rather than or in addition to individual registration, the library should estimate the number of individuals covered by household cards. If the library does not have a user's registry, report the total service population (see LINE A14). Then add a State Note indicating that service population was used.</p>	
G02.	<p>Library Visits (annual total attendance) (#501)</p> <p>This is the total number of persons entering the library for whatever purpose during the year, including persons attending activities, meetings, and those persons requiring no staff services.</p> <p>Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).</p>	

G03. Library Visits Reporting Method (#501a)
Regarding the number of Library Visits (data element #501) entered, is this an annual count or an annual estimate based on a typical week or weeks?

G04. Annual Total Reference Transactions Completed (#502)
Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.
Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.

NOTES:

- (1) A reference transaction includes information and referral service, unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).
- (2) Count Readers Advisory questions as reference transactions.
- (3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.
- (4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.
- (5) If a contact includes both reference and directional services, it should be reported as one reference transaction.
- (6) Duration should not be an element in determining whether a transaction is a reference transaction.
- (7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

Annual Count vs. Annual Estimate

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

Example: If there are four weeks sampled, multiply the totals for those four weeks by 13 to get an estimate for the full year. If the sample is done twice a year (one week at each time, two weeks total) multiply the count by 26 to get the estimated annual count.

G05. Reference Transactions Reporting Method (#502a)
Regarding the number of Reference Transactions (data element #502) entered, is this an annual count or an annual estimate based on a typical week or weeks?

COLLECTION USE

Follow the instructions in this section carefully. Further guidance can be found by downloading the following help sheet: What Goes Where?

INCLUDE use of all items from main library, branch libraries, and bookmobiles.

COMBO libraries: If you cannot separate public and school circulation, then it is acceptable to report both.

CIRCULATION OF ALL PHYSICAL MATERIALS

Annual circulation transactions of all physical library materials of all types charged out for use outside the library.

INCLUDE renewal transactions; interlibrary loan transactions for items borrowed for users (do not include items checked out to another library); audio CDs, DVDs, Playaways, game discs, audio cassettes, VHS (where the carrier is physical) should be reported as nonprint physical items [G08].

SD Braille and Talking Book cartridges and players lent to patrons may be reported in G08 Non print physical items.

G06.	<p>Books</p> <p>Total annual circulation of adult and juvenile books from main library, branches, deposit stations and bookmobiles. Circulation of large print circuit books is counted here.</p>	
G07.	<p>Magazines & other print</p> <p>Include here any materials checked out excluding books and audiovisual; for example, magazines and newspapers, patterns, catalogs, and other printed materials.</p>	
G08.	<p>Non print physical items</p> <p>Include here all non-print items checked out such as CDs, DVDs, Playaways, game discs, audio cassettes, VHS, videos, games, books on tape, cake pans, toys, etc.</p>	
G09.	<p>Of the above non print physical item circulation, how many are NOT audio or video materials? (#561)</p> <p>Circulation of all physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454), and serials, including renewals.</p> <p>These are materials in a fixed, physical format available for use outside the library. These can include a variety of items types, such as wi-fi hotspots, sewing machines, cake pans, tools, telescopes, board games, video games, etc.</p>	
G10.	<p>Total Physical Item Circulation (#553)</p> <p>The total annual circulation of all physical library materials of all types, including renewals.</p> <p>Note: Count all physical materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.</p>	auto calculated

CIRCULATION OF ELECTRONIC (DIGITAL) MATERIALS

Count check-outs of items that are distributed digitally and HAVE A DEFINED CIRCULATION PERIOD (items are not retained by the user).

INCLUDE here circulation of items from services such as SD Titles to Go, 3M Cloud, Axis 360, OneClickdigital, Overdrive.

South Dakota Titles to Go consortium libraries can download a report of their annual circulation transactions on this section of the online form.

G11.	Ebooks (include magazines checked out through Overdrive)	
G12.	Audiobooks (and music)	
G13.	Video	
G14.	Use (circulation) of Electronic Materials (#552) Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication and have a limited period of use.	auto calculated

TOTAL CIRCULATION OF MATERIALS / CIRCULATION OF CHILDREN'S MATERIALS

G15.	Total Circulation of Materials (#550) Total Physical Item Circulation (#553) + Use (circulation) of Electronic Materials (#552).	auto calculated
G16.	Of the above total circulation, how many are CHILDREN'S MATERIALS? Include circulation of materials in ALL FORMATS. (#551) The total annual circulation of all children's materials in all formats to all users, including renewals.	

SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION (DATABASE USE)

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but DO NOT HAVE A CIRCULATION PERIOD. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. INCLUDE use both inside and outside the library.

G17.	SDSL-provided electronic collections (databases) use As a courtesy, SDSL prefills this field with user data that we are able collect from the database vendors. However, if your library tracks usage and you wish to supply your own value for this field, contact the State Library Data Coordinator to change the value.	prefilled
G18.	Other electronic collection use (of services purchased or licensed by the library) INCLUDE use of electronic collections such as Freading, Freegal, Hoopla, InstantFlix, Tumblebooks, Zinio, and other paid commercial databases. EXCLUDE use of the OPAC or website. If you have questions about which usage metric to use, contact the State Library Data Coordinator.	

G19.	Total Successful Retrieval of Electronic Information (#554)	auto calculated
G20.	Electronic Content Use (#555) Use (circulation) of Electronic Materials + Successful Retrieval of Electronic Information	auto calculated
G21.	Total Collection Use (#556) Total Physical Item Circulation + Use of Electronic Materials + Successful Retrieval of Electronic Information.	auto calculated

LIBRARY PROGRAMS

The IMLS has released guidelines for reporting virtual programs. See APPENDIX A for complete guidelines regarding library program and program attendance.

Regardless of the number of formats in which a program session is offered, each program session should only be counted once and in one format category

COMBO libraries: Do not count class visits to the library unless they involve some type of library-sponsored activity or event. Examples of when you should count class visits include story times, craft/makerspace programs, group instruction in research skills and using library media. Class visits to obtain library materials are counted in the School Libraries Survey that runs April-May.

G22.-G31

HOW TO COUNT IN-PERSON LIBRARY PROGRAMS:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a special social need. Examples of these types of programs include film showings; lectures; story hours; literacy; English as a second language, citizenship classes; book discussions.

INCLUDE all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library.

EXCLUDE programs sponsored by other groups that use library facilities (for example, the coin and stamp club, 4-H, etc). **EXCLUDE** programs delivered on a one-to-one basis (there is a separate data element for reporting those). **EXCLUDE** passive programs where attendees are not engaged with library program staff.

PROGRAM FORMATS

ONSITE: Report programs that took place at the library facilities in the Onsite fields.

OFFSITE: Report programs that took place somewhere other than the library or the library grounds. Example: holding a book club at a local nursing home.

VIRTUAL: Report programs that were streamed live over the internet.

HOW TO COUNT LIVE VIRTUAL PROGRAM SESSIONS:

A synchronous (live) virtual program session is any planned event that is live-streamed over the Internet.

Count only programs that are sponsored or co-sponsored by the library.

Count virtual program sessions at the administrative entity level; do not duplicate numbers at each branch.

INCLUDE virtual program sessions that are also recorded.

INCLUDE program sessions hosted on Facebook Premiere that are facilitated by a staff member.

EXCLUDE program sessions that also have an in-person component; these should be counted under Number Synchronous In-Person Onsite Program Sessions or Number of Synchronous In-Person Offsite Program Sessions.

AGE CATEGORIES: a program session should only be counted in one age category based on its primary target audience.

Note: GENERAL INTEREST program category is for events appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. Examples include family game nights and holiday events.

=====

HOW TO COUNT LIBRARY PROGRAM ATTENDANCE: This is a count of the audience at library programs. Count every attendee every time they attend an event. Include adults who attend programs primarily intended for children in the same children's age category in which the program session was reported.

>SERIES PROGRAMS: count each program in the series. For example, a film series that is offered once a week for eight weeks should be counted as eight programs. A headcount of the attendees should be reported for each program.

>FAMILY PROGRAMS: report the program in the age category (Early Literacy, Youth, or YA) that is the predominant audience. Report ALL attendees of family programs in the same age category in which the program was reported. For example, a puppet show that appeals primarily to preschoolers would be counted as one program in the Early Literacy age group. Attendees--including parents and older children--would all be counted in the Early Literacy attendance field.

HOW TO COUNT LIVE VIRTUAL PROGRAM ATTENDANCE:

Count each participant device connected to a virtual program as a single attendee. For program sessions hosted on Facebook Live, YouTube Live, or similar platforms, count peak concurrent viewers.

For those hosted on videoconferencing platforms, count the maximum number of non-staff participants during the session.

EXCLUDE views that occur after the session has ended (if session is recorded for later viewing); these should be counted under Total Views of Asynchronous Program Presentations.

EXCLUDE in-person attendees for virtual sessions that have an in-person component; this should be counted under Synchronous In-Person Onsite Program Attendance or Synchronous In-Person Offsite Program Attendance.

Children ages 0-5	G22. Program Sessions	G27. Attendance
a. Onsite		
b. Offsite		
c. Virtual		
d. Total	auto calc	auto calc
Children ages 6-11	G23. Program Sessions	G28. Attendance
a. Onsite		
b. Offsite		
c. Virtual		
d. Total	auto calc	auto calc
YA ages 12-18	G24. Program Sessions	G29. Attendance
a. Onsite		
b. Offsite		
c. Virtual		
d. Total	auto calc	auto calc
Adults ages 19+	G25. Program Sessions	G30. Attendance
a. Onsite		
b. Offsite		
c. Virtual		
d. Total	auto calc	auto calc
General Interest	G26. Program Sessions	G31. Attendance
a. Onsite		
b. Offsite		
c. Virtual		
d. Total	auto calc	auto calc

G32.-G37. These fields no longer appear on the data input screen.

G38.-G39. Synchronous Program Totals auto calculated
These fields are auto calculated.

G41. Total Number of Recorded (Asynchronous) Program Presentations (#620)
An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once.
Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member. Count asynchronous program presentations at the administrative entity level; do not duplicate numbers at each branch. Include recordings of synchronous program sessions that were available for asynchronous viewing after the session ended..

G42. Total Views of Recorded (Asynchronous) Program Presentations (within 30 days) (#630)

The count of views of asynchronous program presentations for a period of 30 days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video.

For program presentations that are recordings of synchronous virtual program sessions, exclude synchronous attendance; these should be counted under Synchronous In-Person Onsite Program Attendance, Synchronous In-Person Offsite Program Attendance, or Synchronous Virtual Program Attendance (data elements 616, 617, or 618).

ONE-TO-ONE PROGRAMS

The number of one-to-one sessions hosted by the library. For example, literacy tutoring, services to homebound, homework assistance, and mentoring activities, test proctoring. These should be PLANNED program activities or services where the library staff or volunteers WORK ONE-TO-ONE with students/patrons.

G43. How many one-to-one program sessions did the library conduct?

SELF-DIRECTED ACTIVITIES

Report if you tracked these activities. If your library did not provide these activities, enter "0" in the appropriate fields.

This is an activity that library staff provide for patrons, typically for a limited time. Unlike traditional programming, it does not require direct staff interaction while the activity is being completed. Examples include take-home crafts, social media challenges or trivia, outdoor story walks, and other activities that the library provides resources for, but that the patron does independently. The activity reported on is one which requires a moderate amount of staff work to prepare and facilitate, beyond just leaving out photocopied coloring pages or a pile of board games.

G44. How many self-directed activities were offered? Each time you update an activity with new content, it should count as a new activity.

G45. Approximately how many patrons took part in these activities? Include all ages.

INTERNET

G49. Total Number of Internet Computers Used by General Public (Include internet connected laptops and tablets available for use by the public.) (#650)

Report the number of the library's Internet computers [personal computers (PCs), laptops, and tablets], whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., to access an OPAC or specific database, or to train the public) or purposes.

G50.	<p>Annual Number of Public Access/Internet USES/sessions (#651)</p> <p>Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).</p> <p>NOTE: This count includes only the library's Internet computers. Do not include wifi access using nonlibrary computers. The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.</p>
G50.a	<p>Reporting Method for Number of Uses of Public Internet Computers Per Year (#651a)</p> <p>Regarding the Number of Uses (Sessions) of Public Internet Computers per Year (data element 651) entered, is this an annual count or an annual estimate based on a typical week or weeks?</p>
G51.	<p>Does the library offer public Wi-Fi service?</p> <p>Visitors can use their own devices to access the library's Wi-Fi network.</p>
G52.	<p>Annual Wireless Sessions (#652)</p> <p>Report the number of wireless sessions provided by the library wireless service annually. Count one session for each time a device connects to the library's wireless network, regardless of the duration of connection. If possible, only count sessions for patron devices and exclude library devices such as routers, access points, printers, and public access computers; otherwise, if patron devices cannot be isolated, report sessions for all devices.</p> <p>NOTE: If an annual count of wireless sessions is unavailable, count wireless sessions during a typical week or weeks using methods like hardware logging or network scanning, and multiply the count to represent an annual estimate. (Do not conduct visual surveys of devices in use as a method to establish a count of a typical week.) A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.</p>
G52.a	<p>Reporting Method for Wireless Sessions (#652a)</p> <p>Regarding the number of Wireless Sessions (data element 652) entered, is this an annual count or an annual estimate based on a typical week or weeks of hardware logging or network scanning?</p>
G53.	<p>URL of the library's webpage</p> <p>Website address of the library's home website (or webpage on city/county website).</p>

- G54. **Annual Website Visits (#653)**
 Visits represent the annual number of sessions initiated by all users from inside or outside the library to the library website. The library website consists of all webpages under the library's domain. A website "visit" or "session" occurs when a user connects to the library's website for any length of time or purpose, regardless of the number of pages or elements viewed.
 Usage of library social media accounts (e.g., Facebook, Twitter, etc.) should not be reported here.
 Libraries unable to collect a count of their website visits should report "-1" (missing). Libraries without websites should report "-3" (not applicable). (Missing values will be imputed in the final dataset, whereas values of not applicable will not be imputed.)

LIBRARY POLICIES AND PRACTICES

- G55. As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (#504)
- G56. What automation system do you use?
 If the answer is "other," please define using a state note.
- G57. If you have an automated system, is it connected to the Internet?
 Can it be accessed online outside of the library?

RESOURCE SHARING / INTERLIBRARY LOAN

An item of library material, or a copy of the material, is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loans are not under the same library administration. Report number of actual items provided to other libraries and actual items received from other libraries. Count in-state and out-of-state loan items separately.

Note: Circuit Large Print IS NOT interlibrary loan.

	G58. Total ILLs, Received from/ borrowed from other libraries	G59. Total ILLs, Provided/ sent/ loaned to other libraries
Out-of-state total		
In-state total		
Total ILLs (#575 / #576)	Auto summed	Auto summed

SECTION H - LIBRARY BOARD / FRIENDS GROUPS / FOUNDATIONS

TRUSTEE RECORD (CURRENT)

THIS IS A RECORD OF THE LIBRARY'S CURRENT TRUSTEES. Throughout the year, please send (to the State Library) the name of each new trustee as they are appointed to the board and indicate which board member they replace. Your assistance in helping to maintain a current record of trustees is appreciated.

List ALL library trustees (FIVE or SIX) and pertinent information. School/Public Combination Libraries may have more (see SD Statute 14-2-37 or SD Statute 14-2-38). The library's bylaws should indicate which statute guides library board composition. Please list all current library trustees on this form.

VACANCIES: Enter "VACANT" in the name field for any unfilled positions on the library board.

TRUSTEES

List ALL library trustees (FIVE or SIX) and pertinent information. School/Public Combination Libraries may have more (see SD Statute 14-2-37 or SD Statute 14-2-38). The library's bylaws should indicate which statute guides library board composition. Please list all current library trustees on this form.

EMAIL: If the president does not have an EMAIL address that he/she maintains, then substitute the EMAIL address of another board member who agrees to serve as point-of-contact.

VACANCIES: Enter "VACANT" in the trustee name field for any unfilled positions on the library board.

Trustees (H1 – H06)

Name of Board Member	Email Address	Role on Library Board	Term Expires
		President	
	--	Trustee	
	--	Trustee	
	--	Trustee	
	--	Trustee	
	--	City/County/School Rep. (optional)	
	--		
	--		

LIBRARY BOARD APPOINTEES

Appointment and terms of library board trustees are in accordance with SD Statute 14-2-35

H07. What governing body appoints the library Trustees?

H08. Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.

H09. Trustee terms are staggered so that all terms do not expire in the same year.

H10.	The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.
H11.	In addition to the appointees, the governing body appoints one of its own members to serve as a full voting member of the library board. (Optional: The governing body determines whether to appoint a representative to the library board.)
LIBRARY BOARD MEETINGS	
Information pertaining to library trustees, board meetings, open meetings law can be found at: https://libguides.library.sd.gov/services/trustees	
H12.	Number of trustee meetings held per year
H13.	Trustee meeting schedule (date & time) Indicate the usual scheduled date and hour of trustee meetings (example, Tuesday of the month at 8 p.m., or give specific dates)
H14.	Date of most recent public library board meeting
H15.	Are you aware of and comply with the SD Open Meetings law? SD Open Meetings law: SDCL 1-25-1?
FRIENDS OF THE LIBRARY	
H16(a).	Does your library have a formally organized Friends of the Library (FOL) Group?
H16(b).	Library Foundation - President's Name
LIBRARY FOUNDATION	
H17(a).	Does your library have a Library Foundation?
H178(b).	Library Foundation - President's Name
SECTION I – POLICIES / SPECIAL EVENTS / SUPPLEMENTAL QUESTIONS	
SPECIAL SERVICES/EVENTS	
Narrative of library events. Tell us about special events hosted by the library and any special programs or services your library offered. How was your library impacted by the COVID pandemic? How did you meet those challenges?	
I01.	What happened in 2023?
SUPPLEMENTAL QUESTIONS FOR FY2023	
I02.	Has the library had any challenges to materials in the reporting year? A materials challenge is an attempt by a person or group of people to have materials, such as books, removed from the library or otherwise restricted.
I02.a	If yes, what material and how was it resolved?
I03.	Would the library staff and/or library board members like to schedule a visit from one of the State Library Outreach staff in 2024?
I03.a	List any specific topics you'd like covered during a library visit from SDSL staff.
I04.	When a new library director is hired, who is responsible for filling that position?

Section J – Submit Annual Report

1. USE THE VERIFY BUTTON at the top of this form to identify and clear all edit checks. You may need to add annotations to some questions to satisfy edit checks that aren't cleared by correcting field values.

2. CERTIFY THE ANNUAL REPORT.

Have the annual report reviewed by:

- A) the head librarian and
- B) the President of the Board of Trustees and
- C) a city or county official such as the finance officer, county commissioner or mayor.

Complete the certification fields below.

3. LOCK THE SURVEY FORM by clicking the SUBMIT/LOCK button near the top of the screen.

4. CHECK YOUR EMAIL. The library director and will be notified by email when the annual report has been reviewed by SDSL staff--usually within two weeks.

PRINT THE REPORT: You may print a copy of the annual report at any time using the "Print" prompt at the top of the page. (Copies printed before the report is locked will display the "draft" watermark.)

TROUBLE SUBMITTING: If you experience difficulty submitting your report, call the SDSL Data Coordinator 1-605-280-5834 or the State Library (toll free) 1-800-423-6665.

By completing the certification fields, you are affirming that the information is CORRECT to the best of you and your governing body's knowledge. YOUR ANNUAL REPORT IS NOT COMPLETE UNTIL IT HAS BEEN REVIEWED AND APPROVED BY YOUR LIBRARY BOARD AND YOUR LIBRARY'S GOVERNING BODY.

CERTIFICATION BY LIBRARY DIRECTOR

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

J01. Librarian Director (name):

J02. Librarian ore staff member completing he survey (if not the director):

CERTIFICATION BY LIBRARY BOARD

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

J03. Library board president (name):

J04. Date the annual report was reviewed by the library board:

CERTIFICATION BY GOVERNING BODY

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

J05. Name of City or County official who reviewed the annual report:

J06. Position held:

J07. Date the annual report was reviewed by the governing body: