

Instructions / Worksheet for PLS FY2024

A. GENERAL INFORMATION

[View Section A - General Information tutorial](#) (Opens in a separate tab.)

For your convenience, many of the fields in this section have been pre-filled and locked. Please review the pre-filled fields. If you believe any of the information in Section A to be incorrect, contact the [State Library Data Coordinator](#) for assistance.

A01. Library Name (#152)	<i>The legal name of the administrative entity or outlet.</i>	prefilled
A02. County (#161)	<i>The county in which the administrative entity is located.</i>	prefilled
Administration type: Entity/entities under which the library currently serves	<i>This field is used to sort libraries by the type of administration they operate under.</i>	prefilled
A03. Mailing Address (#157)	<i>The mailing address of the administrative entity. Note: This can be a post office box or general delivery.</i>	prefilled
A04. Street Address (#153)	<i>This is the complete street address of the administrative entity. Note: Do not report a post office box or general delivery.</i>	prefilled
A05. Mailing City (#158)	<i>The city or town of the mailing address for the administrative entity.</i>	prefilled
A06. Mailing ZIP Code (#159)	<i>The standard five-digit postal zip code for the mailing address of the administrative entity.</i>	prefilled
A07. Library Director	<i>Current library director's name.</i>	
A08. Email address of director	<i>This is the address we will use to contact you if we have questions regarding your annual library's annual report.</i>	
A09. Library Phone (#162)	<i>The telephone number of the administrative entity or outlet, including area code.</i>	prefilled
A10. Fiscal year being reported	<i>PLS in South Dakota covers calendar year. If your library is reporting other FY, please leave annotation indicating period being reported.</i>	

<p>A11. Did the administrative entity's legal service area boundaries change since last year? (#205)</p>	<p>Answer Yes or No to the following question: "Did the administrative entity's legal service area boundaries change since last year?"</p> <p>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 county 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).</p>	
<p>A12. Governmental unit under which library is legally established</p>	<p>Government unit under which the library is legally established.</p>	<p>prefilled</p>
<p>A13. Year legally established</p>	<p>Year the library was legally established.</p>	<p>prefilled</p>
<p>A14. Population of the Legal Service Area (#208)</p>	<p>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, 605-773-3131.</p> <p>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.</p> <p>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 liaison for assistance with this question.</p>	<p>prefilled</p>
<p>A15. Estimated population of the total service area (the population the library ACTUALLY serves)</p>	<p>ESTIMATE the population of the area that you ACTUALLY serve.</p> <p>Examples:</p> <p>--A city library that serves the larger shopping area would add that population to its city population figure.</p> <p>--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.</p> <p>IF you issue nonresident cards, you should include this number in your count.</p>	

A16. What is the annual fee for a nonresident library card?	<i>What is the annual fee for a nonresident library card?</i>	
Outlets		
A17. Number of Central Libraries (#209)	<i>This is the main library..</i>	prefilled
A18. Number of Branch Libraries (#210)	<i>A branch library is an auxiliary unit of an administrative entity which has at least all of 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.</i>	prefilled
A19. Number of Bookmobiles (#211)	<i>A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials 2) paid staff 3) regularly scheduled hours (bookmobile stops) for being open to the public. NOTE: Count the number of vehicles in use, not the number of stops the vehicle makes.</i>	prefilled
A20. Was the library involved in a building or remodeling project during the year?	<i>Was your library involved in a building or remodeling program during the year?</i>	
A20(b). Building or remodeling explanation	<i>Explain any building or remodeling done during the year or select N/A.</i>	
A21. Legal Basis Code (#201)	<i>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 of the income sources that apply to your library.</i>	prefilled
A22. Geographic Code (#204)	<i>The Geographic Code should represent the basis for the Population of Legal Service Area (data element #208), including areas served under contract, and as such should be determined by the state library agency.</i>	prefilled
Library Hours - Main Library Library hours fields are prefilled based on last year's annual report. REVIEW AND UPDATE FIELDS WITH ANY CHANGES. Report hours for main library hours only. Report only HOURS OPEN TO THE PUBLIC. Leave Open/Close fields blank for days when the library is not open to the public.		

Sunday opening time		
Sunday closing time		
Total Library Hours - Sundays	<i>Total Hours Open on Sundays</i>	
Monday opening time		
Monday closing time		
Total Library Hours - Mondays	<i>Total Hours Open on Mondays</i>	
Tuesday opening time		
Tuesday closing time		
Total Library Hours - Tuesdays	<i>Total Hours Open on Tuesdays</i>	
Wednesday opening time		
Wednesday closing time		
Total Library Hours - Wednesdays	<i>Total Hours Open on Wednesday</i>	
Thursday opening time		
Thursday closing time		
Total Library Hours - Thursdays	<i>Total Hours Open on Thursdays</i>	
Friday opening time		
Friday closing time		
Total Library Hours - Fridays	<i>Total Hours Open on Fridays</i>	
Saturday opening time		
Saturday closing time		
Total Library Hours - Saturdays	<i>Total Hours Open on Saturdays</i>	
A23. Total hours open per week	<i>Sum of Total Hours Open Sun-Sat</i>	Calculated

B. OUTLET INFORMATION		
View Section B - Outlet Information tutorial (Opens in a separate tab.) Include an entry for your main library, as well as each branch and bookmobile in your library system. Standalone libraries should complete this section for their building. If you've recently added or closed an outlet or need to update any locked or pre-filled information, please contact the State Library Data Coordinator .		
B01. Outlet Name (#702)	<i>This is the legal name of the outlet.</i>	prefilled
B02. Street Address (#703)	<i>This is the complete street address of the outlet. Contact the State Library Data Coordinator if the outlet's address has changed.</i> <i>Note: For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates.</i>	prefilled
B03. City (#704)	<i>This is the city or town in which the outlet is located.</i>	prefilled
B04. ZIP Code (#705)	<i>This is the standard five-digit postal ZIP code for the street address of the outlet.</i>	prefilled
B05. County (#707)	<i>This is the county in which the outlet is physically located.</i>	prefilled
B06. Phone Number (#708)	<i>This is the telephone number of the outlet, including area code.</i>	prefilled
Do not report square footage for bookmobiles. Check the "Not Applicable" box.		
B07. Outlet Type Code (#709)	Prefilled	prefilled
B08. Square footage of branch (#711)	<i>Provide the area, in square feet, of the public library outlet (central library or branch). Report the total area in square feet for each library outlet (central library or branch) separately. 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.</i> <i>Do not report square footage for bookmobiles.</i>	

B09. Number of Bookmobiles in Outlet Record (#712)	<p><i>The number of bookmobiles in the bookmobile outlet record.</i></p> <p><i>Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS—Bookmobile(s) (see outlet data element #709). A bookmobile is a traveling branch library. It consists of at least all of the following:</i></p> <ul style="list-style-type: none"> <i>-A truck or van that carries an organized collection of library materials</i> <i>-A paid staff</i> <i>-Regularly scheduled hours (bookmobile stops) for being open to the public</i> <p><i>Count vehicles in use, not the number of stops the vehicle makes.</i></p>	
B10. Public Service Hours OPEN Per Year (actual hours) (#713)	<p><i>This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books-by-Mail Only)</i></p>	
B11. Number of Weeks Per Year library was Open to the Public (#714)	<p><i>This is the number of weeks during the year that an outlet was open to the public.</i></p> <p><i>Note: Include the number of weeks open for public service for Centrals (data element #209), Branches (data element #210), Bookmobiles (data element #211), and Books-by-Mail Only.</i></p> <p><i>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.</i></p>	
B12. Outlet librarian's name	<p><i>Branch (or outlet) librarian's name</i></p>	
B13. Total outlet staff paid	<p><i>Include here the total number of paid staff that work at each outlet.</i></p>	
B14. Total hours open during a typical week	<p><i>Total hours the outlet was open during a typical week</i></p>	
B15. Total days open during a typical week	<p><i>Total days the library was open during a typical week</i></p>	

C. PERSONNEL

[View Section C - Personnel Information tutorial](#) (Opens in a separate tab.)

Report figures as of the last day of your fiscal year. Include any unfilled positions if an active search is in progress.

Report the director's salary as an annual figure.

Total hours worked: Indicate the combined hours worked by all employees within each category, including student assistants if they are paid by the library.

Head Librarian

Regardless of educational background, the director of the library is reported as Head Librarian. There can be only one Head Librarian.

C01. Annual salary (excluding benefits) of head librarian (director)

Current annual salary for head librarian excluding benefits. Report figures as of the last day of the fiscal year.

C02. Total hours worked per week by head librarian

On average, how many hours does the head librarian (director) work per week?

C03. Highest education level achieved by head librarian

Highest level of education achieved by the library director.

C04. Total number of years head librarian has worked in the library field

Total number of years the head librarian has been working in the library field (include any type of library).

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

All OTHER staff who do professional level work as described will be reported as 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. The usual educational requirement is a master's degree from a library education program approved by the American Library Association.

C06. Total number of OTHER paid librarian hours worked per week. Do not include the director in this field.

Total Hours Worked Per Week by other paid librarians. All OTHER staff who do professional level work as described above will be reported as librarians.

All Other Paid Staff Include all other library staff (who do not hold the title of "librarian"), 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	<i>The sum of all other paid staff not including librarians.</i>	
C08. Total number of all other paid staff hours worked per week	<i>Total hours worked per week by other paid staff.</i>	
Total Paid Employees FTE		
C09. Total Paid Employees FTE (#253)	<i>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.</i>	Calculated
ALA-MLS Librarians on staff Librarians (including the director and those reported in line C05) who hold a Master of Library Science (MLS) degree from an ALA-accredited program. Exclude staff members with an MLS degree who do not serve in a 'librarian' role.		
C10. Number ALA-MLS librarians on staff	<i>How many of the Librarians including the director and librarians reported in C05 have an ALA Accredited Masters of Library Science Degree?</i>	
C11. Total hours worked per week by ALA-MLS librarians	<i>Total number of hours worked per week by librarians with an ALA Accredited Masters of Library Science Degree.</i>	
Staff paid from other sources Include staff here who are funded through sources such as work experience programs, local school districts, or college work-study programs.		
C12. Number of staff paid from other sources	<i>Staff paid from other sources. Include here staff that are paid by sources such as Experienced Worker, CETA, DECA, and other work experience programs.</i>	
C13. List the entities or programs that pay these staff members	<i>Non library pay sources. Include here staff that are paid by sources such as work experience programs, local school district, college work study.</i>	
C14. Average hours per week provided by staff paid by non-library source	<i>Average hours worked per week worked by staff paid by non-library pay source.</i>	

<p>Volunteers Include unpaid individuals who have volunteered time to the library throughout the year. This includes advisory board members, storytellers, book sale volunteers, and those assisting with operations or support tasks (such as shelving or book processing). Report the total number of volunteers (not FTE) and the average weekly hours contributed collectively by all volunteers (rather than individual totals).</p>		
C15. Total number of volunteers	<i>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 shelvees, 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).</i>	
C16. Average hours worked per week by ALL volunteers	<i>Average number of hours worked by 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 shelvees, 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).</i>	
D. INCOME		
<p>View Section D - Revenue Information tutorial (Opens in a separate tab.) Report in whole dollars (\$100 not \$99.75) Do not include balance brought forward.</p>		
<p>OPERATING REVENUE This is revenue allocated for the library's operating expenditures during the fiscal year. Include revenue used for daily operating costs, such as repair or replacement of existing furniture and equipment, and routine purchasing of library materials as part of operating income. Exclude revenue designated for major capital expenditures, contributions to endowments, revenue passed through to other agencies (e.g., fines), or unspent funds from the previous fiscal year (e.g., carryover).</p>		
Operating Revenue from Government Sources		
D01. Operating income - City/Town	<i>Total operating income received from city/town during fiscal year</i>	
D02. Operating income - County	<i>Total operating Income received from county during fiscal year.</i>	
D03. Operating income - School district	<i>Total operating income received from school district during fiscal year.</i>	

D04. Operating income - Tribal appropriation	<i>Total operating income received from tribal appropriation during fiscal year</i>	
D05. Operating income - College appropriation	<i>Total operating income received from college appropriation during fiscal year.</i>	
D06. Operating income - Other contracts (other libraries or other towns)	<i>Total operating Income received from contracts from other libraries.</i>	
D07. Local Government Revenue (#300)	<i>Includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. Do not include state, federal, and other funds passed through local government for libraries. Report these funds with state or federal government revenue, as appropriate.</i>	Calculated
D08. State Government Revenue (#301)	<i>All funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights. NOTE: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).</i>	
D09. Federal Government Income (#302)	<i>This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.</i>	
<p>Other Operating Revenue Report all operating income not included under local, state, or federal sources. Include fines retained as income, income from library card sales, fees for library services, grants, monetary gifts and endowments (if used in the reporting year), income from trust funds or savings, and other miscellaneous funds. Exclude the value of contributed or in-kind services, and non-monetary gifts or donations.</p>		
D10. Other Operating Revenue (#303)	<i>This is all operating revenue other than that reported under local, state, and federal (data elements #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.</i>	

<p>Total Operating Revenue If D11 (total operating revenue) and E09 (total operating expenditures) do not closely align, please provide a note explaining the amount carried over or forfeited, if applicable, due to the budget being zeroed out at the end of the fiscal year.</p>		
D11. Total Operating Revenue (#304)	<i>This is the sum of Local Government Revenue, State Government Revenue, Federal Government Revenue, and Other Operating Revenue (data elements #300 through #303).</i>	Calculated
<p>CAPITAL INCOME Include all revenue designated for major capital expenditures, such as site acquisition, new buildings, expansions or renovations, furnishings, equipment, and initial book collections for new or renovated buildings. Also include setup fees and equipment for new library automation systems, new vehicles, and other significant one-time projects. Report federal, state, local, and other revenue intended for these major capital projects. Exclude revenue allocated for replacement or repair of existing furnishings and equipment, routine purchases of library materials, and investments for capital appreciation. Also exclude contributions to endowments, revenue passed through to other agencies (e.g., fines), unspent funds from the previous fiscal year (e.g., carryover), and any funds transferred between public libraries (reportable by only one library).</p>		
D12. Local Government Capital Income (#400)	<i>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.</i>	
D13. State Government Capital Income (#401)	<i>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.</i>	
D14. Federal Government Capital Income (#402)	<i>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.</i>	
D15. Other Capital Income (#403)	<i>Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.</i>	
D16. Total Capital Income (#404)	<p><i>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).</i></p> <p><i>Note: The amounts reported for Total Capital Revenue and Total Capital Expenditures are not expected to be equal.</i></p>	Calculated
<p>E. EXPENDITURES</p>		

[View Section E - Expenditures Information tutorial](#) (Opens in a separate tab.)

Report all costs in whole dollars.

If the library shares a building with other city offices, prorate expenses for utilities (heating, cooling, insurance, electricity, water, etc.) based on the percentage of space the library occupies.

Additional guidelines for reporting expenditures can be found in the [What Goes Where](#) help sheet.

OPERATING EXPENDITURES

Operating expenditures are the ongoing costs required to provide library services.

Include only funds that are documented with supporting expenditure records (such as invoices, contracts, or payroll records) at the time they are spent.

Exclude the value of any free items, estimated costs, and any capital expenditures from this category.

Staff Expenditures

Salaries & Wages: Include the total pay for all library staff, including maintenance and janitorial personnel.

Report the amount before any deductions, but do not include employee benefits.

Employee Benefits: Include costs for Social Security, retirement, medical insurance, disability income protection, unemployment compensation, worker's compensation, and tuition assistance.

E01. Salaries and Wages for Library Staff (#350)	<i>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.</i>	
E02. Total Employee Benefits (#351)	<i>These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. 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.</i>	
E03. Total All Salaries and Benefits (#352)	<i>This is the sum of Salaries & Wages Expenditures and Employee Benefits Expenditures (data elements #350 and #351).</i>	Calculated

Collection Expenditures

Include all operating expenditures from the library budget for materials in print, microform, electronic, and other formats that are part of the library's collection. This includes items that are purchased, leased, or licensed.

Exclude fees for interlibrary loans and document delivery services. (Report these in the "Other Operating Expenditures" category.)

E04. Print Materials Expenditures (books, serial subscriptions, government documents other physical print acquisitions) (#353)	<i>Report all operating expenditures for the following print materials: books, current serial subscriptions, government documents, and any other print acquisitions.</i>	
E05. Digital Materials Expenditures (materials that are accessed via computer, internet, ebook reader) (#354)	<p><i>Report all operating expenditures for electronic (digital) content. Include expenditures for electronic content for which the library has acquired permanent or temporary access rights. Include fees paid to platforms that provide licensed content.</i></p> <p><i>Electronic content can be accessed online from an electronic device. Types of electronic content include electronic materials (e-books, e-serials, e-audio, e-video), research databases, online learning platforms, reference tools, scores, maps, and pictures in electronic or digital format.</i></p> <p><i>Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (data element #357).</i></p>	
E06. Other Materials Expenditures (microform, physical audio and video units such as CDs, DVDs where the carrier is physical) (#355)	<p><i>Report all operating expenditures for other materials, such as microforms, audio, video, DVD, and materials in new formats.</i></p> <p><i>INCLUDE: Expenditures for any library collections not reported in Print or Electronic Materials Expenditures. Playaways, Leapsters purchased for the library should be recorded here. Kindles, Nooks, and other ereader devices that are lent to the public should be reported here. The ebooks purchased for these devices should be reported in Electronic Materials Expenditures.</i></p>	
E07. Total Expenditures for Library Materials (#356)	<i>This is the sum of Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (data elements #353, #354, and #355).</i>	Calculated
<p>Other Operating Expenditures Include all expenses not covered under staff or collection expenditures. This includes costs such as binding, supplies, repair or replacement of existing furnishings and equipment, and computer hardware and software for library operations or network connectivity, including the internet. Also include rental of facilities, bookmobile operating expenses, and costs related to maintaining physical spaces. Specific Examples: - SDLA conference fees, travel, and related expenses - WiFi subscription fees, heating and air conditioning expenses - Annual fees for ILS/automation systems.</p>		

E08. All Other Operating Expenditures (#357)	<p><i>This includes all expenditures other than those for staff and collection.</i></p> <p><i>Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and 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 physical maintenance of the physical facilities.</i></p> <p>INCLUDE:</p> <p><i>SDLA conference fees, travel, and related expenses.</i></p> <p><i>WiFi subscription fees, heating & air expenses.</i></p> <p><i>ILS automation fees should go here.</i></p>	
<p>Total Operating Expenditures = Total Staff Expenditures+ Total Collection Expenditures + All Other Expenditures (Calculated)</p>		
E09. Total Operating Expenditures (#358)	<p><i>This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).</i></p>	Calculated
<p>CAPITAL EXPENDITURES</p> <p>Report the total capital expenditures made by the library from January 1 to December 31 of the reporting year, excluding your regular operating budget.</p> <p>Include funds spent on site acquisition, new buildings, additions or renovations, furnishings, equipment, and initial book stock for new or renovated buildings, new library automation systems, new vehicles, and other one-time major projects.</p> <p>Exclude spending on routine replacement or repair of furnishings and equipment, regular purchases of library materials, investments for capital appreciation, contributions to endowments, revenue passed to other agencies (e.g., fines), and funds transferred between public libraries (reportable by only one library).</p>		
E10. Capital expenditures on facility: Land acquisition, new building, remodeling & improvements materials & labor, etc.	<p><i>Include funds expended for site acquisition, new buildings, additions to or renovation of library buildings; furnishings, equipment & initial book stock for new buildings, building additions or renovations. Renovation expenses for new roofing, paint, carpeting, landscaping, etc., should be reported here.</i></p>	
E11. Capital expenditures on technology: Additional new computers, computer hardware & software, new library automation systems, audio visual equipment, etc.	<p><i>Include all funds expended for new library technology hardware & software. Do not report expenses for repair or replacement of existing equipment. Expenditures for new hardware and upgrades including scanning equipment, wireless printers, 3-printers, etc. should be reported here.</i></p>	

E12. Other capital expenditures: Automotive vehicles & bookmobile expenses, debt payments, other equipment	<i>Include one-time major expenses outside of your annual operating budget that are not included in the Facility & Technology fields.</i>	
E13. Total Capital Expenditures (#405)	<i>Major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local or other revenue used for major capital expenditures. Only funds that are supported by expenditures (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement of and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or income passed through to another agency (e.g. fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.</i>	Calculated
F. LIBRARY HOLDINGS & CIRCULATION		
<p>View Section F - Holdings and Circulation tutorial (Opens in a separate tab.)</p> <p>Note: Significant changes have been made to the reporting of holdings and circulation this year. Please review the above tutorial.</p>		
<p>Physical Materials Holdings: This is the size of the library's physical collections. Include only items with a set circulation period, making them available for patrons to borrow. Exclude items that are permanently retained by the patron.</p>		
F01.a Books (#450)	<i>Report a single figure that includes the following: Books in print. 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.</i>	

F01.b Magazine and newspaper subscriptions and other serials	<p><i>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.</i></p>	
F01.c Audio (physical units) - includes audio CDs, audio cassettes, records, talking books (#452)	<p><i>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. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. *Playaways (audio version) are reported here. Do not include downloadable electronic audio files. 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.</i></p>	
F01.d Video (physical units) - includes DVDs, Blu-ray, VHS, film reels (#454)	<p><i>These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. 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. *Playaway Views are reported here.</i></p>	
F01.e Other physical items - includes wifi hotspots, games, tools, cake pans, etc. (#462a)	<p><i>Report a single figure that includes the following: all circulating physical items other than print books (data element 450), physical audio units (data element 452), physical video units (data element 454). 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, etc. Report the number of units, including duplicates. Items packaged together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.</i></p>	
F01. Total Physical Items in Collection (#461)	<p><i>All circulating physical items in the collection. These are materials in a fixed, physical format available for use outside the library. Report the number of units, including duplicates. Items package together as a unit (such as a set of cookie cutters) and checked out as a unit are counted as one physical unit.</i></p>	Calculated

<p>Circulation of Physical Materials: This is the total annual count of all circulation transactions for physical library materials checked out for use outside the library.</p> <p>Include renewals, interlibrary loans borrowed for patrons (but exclude items loaned to other libraries). SD Braille and Talking Book cartridges and players loaned to patrons may be reported under the Audio (physical) category.</p>		
F02.a Books	<p><i>Total annual circulation of adult and juvenile books from main library, branches, deposit stations and bookmobiles. Circulation of large print circuit books is also counted here.</i></p> <p><i>Books in print. 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.</i></p>	
F02.b Magazines and other serials	<p><i>Circulation of magazines and other serial print publications. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.</i></p>	
F02.c Audio (physical) - includes audio CDs, audio cassettes, records, talking books	<p><i>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. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format.</i></p> <p><i>*Playaways (audio version) are reported here.</i></p>	
F02.d Video (physical) - includes DVDs, Blu-ray, VHS, film reels	<p><i>These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files.</i></p>	
F02.e Circulation of Other Physical Items - includes wifi hotspots, games, tools, etc. (#561)	<p><i>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. 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.</i></p>	
F02. Total Physical Item Circulation (#553)	<p><i>The total annual circulation of all physical library materials of all types, including renewals.</i></p> <p><i>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.</i></p>	Calculated

F03. Circulation of Children's Physical Material (#549)	<i>The total annual circulation of all children's materials in all physical formats to all users, including renewals. Include circulation of other physical items for children (e.g., kits, games, technology). If possible, do not include materials for teens/young adults. If unknown, report -1.</i>	
Automatic renewal means patrons did not have to take any action for automatic renewals.		
F04. Did your library offer automatic renewal for any physical materials during the reporting period? (#505)	<p><i>Answer Yes or No.</i></p> <p><i>NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.</i></p>	
<p>Circulation of Electronic Materials: Electronic (digital) materials are items accessed online through an electronic device.</p> <p>Include only items that require user authentication and have a limited use period. Count all checkouts, including renewals.</p> <p>Instructions for Retrieving Overdrive Circulation Statistics</p>		
F05.a E-Book Circulation (#545)	<i>The total circulation of e-books during the reporting period. E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.</i>	
F05.b E-Serial Circulation (#546)	<i>The total circulation of e-serials during the reporting period. E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.</i>	
F05.c E-Audio Circulation (#547)	<i>The total circulation of e-audio during the reporting period. E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device.</i>	
F05.d E-Video Circulation (#548)	<i>The total circulation of e-videos during the reporting period. E-videos are digital files of moving visual images (e.g., movies, television shows) with or without sound that may be accessed online from an electronic device.</i>	
F05. Use (circulation) of Electronic Materials (#552)	<i>This is the sum of E-book Circulation, E-serial Circulation, E-audio Circulation, and E-video Circulation (data elements #545, #546, #547, and #548).</i>	Calculated
F06. Total Circulation of Materials (#550)	<i>This is the sum of Use of Electronic Material and Physical Item Circulation (data elements #552 and #553).</i>	Calculated

HOW IS ACCESS PROVIDED FOR E-MATERIALS?

Answer Yes or No to the following questions.

DO NOT consider resources available for free in the public domain when answering the following questions. Questions regarding e-resources provided via the State Library have been prefilled and locked.

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics.

If the library purchases e-books through the Overdrive Advantage program, answer "Yes" on #525.

If the library belongs to either the SD Titles to Go or BH Digital Library consortium, answer "Yes" on #526.

<p>F07.a E-Books purchased by the library - Did the library provide access to e-books purchased solely by the library? (#525)</p>	<p><i>E-books are the digital equivalent of printed books that may be accessed online from an electronic device. Ebooks also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	
<p>F07.b E-Books through a consortium or cooperative - Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (#526)</p>	<p><i>E-books are the digital equivalent of printed books that may be accessed online from an electronic device. Ebooks also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	
<p>F07.c E-Books provided by the State Library - Did the library provide access to e-books provided by the state library or another state agency at no or minimal cost to the library? (#527)</p>	<p><i>E-books are the digital equivalent of printed books that may be accessed online from an electronic device. Ebooks also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	<p>prefilled</p>
<p>E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query.</p>		
<p>F08.a E-Serials purchased by the library - Did the library provide access to e-serials purchased solely by the library? (#528)</p>	<p><i>E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	

<p>F08.b E-Serials through a consortium or cooperative - Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (#529)</p>	<p><i>E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	
<p>F08.c E-Serials provided by the State Library - Did the library provide access to e-serials provided by the state library or another state agency at no or minimal cost to the library? (#530)</p>	<p><i>E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	<p>prefilled</p>
<p>E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. If the library purchases audiobooks through the Overdrive Advantage program, answer "Yes" on #531. If the library belongs to either the SD Titles to Go or BH Digital Library consortium, answer "Yes" on #532.</p>		
<p>F09.a E-Audio purchased by the library - Did the library provide access to e-audio purchased solely by the library? (#531)</p>	<p><i>E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	
<p>F09.b E-Audio through a consortium or cooperative - Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (#532)</p>	<p><i>E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	
<p>F09.c E-Audio provided by the State Library - Did the library provide access to e-audio provided by the state library or another state agency at no or minimal cost to the library? (#533)</p>	<p><i>E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	<p>prefilled</p>

<p>E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device.</p>		
<p>F10.a E-Video purchased by the library - Did the library provide access to e-videos purchased solely by the library? (#534)</p>	<p><i>E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	
<p>F10.b E-Video through a consortium or cooperative - Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (#535)</p>	<p><i>E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	
<p>F10.c E-Video provided by the State Library - Did the library provide access to e-videos provided by the state library or another state agency at no or minimal cost to the library? (#536)</p>	<p><i>E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.</i></p>	prefilled
<p>Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not include research databases provided by the SD State Library in #538.</p>		
<p>F11.a Research Databases purchased by the library - Did the library provide access to research databases purchased solely by the library? (#537)</p>	<p><i>Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.</i></p>	

<p>F11.b Research Databases through a consortium or cooperative - Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level (not including the State Library)? (#538)</p>	<p><i>Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.</i></p>	
<p>F11.c Research Databases provided by the State Library - Did the library provide access to research databases provided by the state library or another entity at no or minimal cost to the administrative entity? (#539)</p>	<p><i>Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.</i></p>	<p>prefilled</p>
<p>Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not include online learning platforms provided by the SD State Library in #541.</p>		
<p>F12.a Online Learning Platforms purchased by the library - Did the library provide access to online learning platforms purchased solely by the library? (#540)</p>	<p><i>Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.</i></p>	

<p>F12.b Online Learning Platforms through a consortium or cooperative - Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level (not including the State Library)? (#541)</p>	<p><i>Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.</i></p>	
<p>F12.c Online Learning Platforms provided by the State Library - Did the library provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the library? (#542)</p>	<p><i>Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.</i></p>	<p>prefilled</p>
<p>RESOURCE SHARING / INTERLIBRARY LOAN An interlibrary loan (ILL) is when a library material or its copy is lent by one library to another upon request. This includes both lending and borrowing between libraries that are not under the same administration. Report the number of actual items provided to other libraries and those received from other libraries, counting in-state and out-of-state loans separately. The large print circuit collection does not qualify as interlibrary loan activity.</p>		
<p>Total ILLs, Out of State, Received or Borrowed (F13.a)</p>	<p><i>Library materials, or copies of the materials, received upon request by the library from another out-of-state library.</i></p>	
<p>Total ILLs, Out of State, Provided or Loaned (F14.a)</p>	<p><i>Library materials, or copies of the materials, provided upon request by the library to another out-of-state library.</i></p>	
<p>Total ILLs, In-State, Received or Borrowed (F13.b)</p>	<p><i>Library materials, or copies of the materials, received upon request by one autonomous library from another library within the state. The libraries involved in interlibrary loans are not under the same library administration.</i></p>	
<p>Total ILLs, In-State, Provided or Loaned (F14.b)</p>	<p><i>Library materials, or copies of the materials, provided on request by one autonomous library to another within the state. The libraries involved in interlibrary loans are not under the same library administration.</i></p>	

F13. Total ILLs Received or Borrowed From (#576)	<i>Auto-summed. Library materials, or copies of the materials, received by one autonomous library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.</i>	Calculated
F14. Total ILLs Provided or Loaned To (#575)	<i>Auto-summed. Library materials, or copies of the materials, provided by one autonomous library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.</i>	Calculated
G. SERVICES & ACTIVITIES		
Include data from ALL BRANCHES / OUTLETS.		
LIBRARY SERVICE INDICATORS View Section G, Part 1 - Library Services tutorial (Opens in a separate tab.) For directions on what and how to count, click on the underlined question number for each item.		
G01. Registered Users (#503)	<i>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.</i> <i>Note: Files should have been purged within the past three (3) years.</i> <i>If the library has household registration rather than or in addition to individual registration, the library should report individuals by multiplying the number of households registered by the average number of persons in each household in the state.</i>	
G02. Library Visits (annual total attendance) (#501)	<i>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.</i> <i>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).</i>	

<p>G02.a Library Visits Reporting Method (#501a)</p>	<p><i>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? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)</i></p>	
<p>G03. Annual Total Reference Transactions Completed (#502)</p>	<p><i>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.</i></p> <p><i>Reference transactions do not include formal instruction or exchanges that provide assistance with locations, schedules, equipment, supplies, or policy statements.</i></p> <p><i>NOTES:</i></p> <p><i>(1) A reference transaction includes information and referral service, unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).</i></p> <p><i>(2) Count Readers Advisory questions as reference transactions.</i></p> <p><i>(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.</i></p> <p><i>(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.</i></p> <p><i>(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.</i></p> <p><i>(6) Duration should not be an element in determining whether a transaction is a reference transaction.</i></p> <p><i>(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?"</i></p>	

<p>G03.a Reference Transactions Reporting Method (#502a)</p>	<p><i>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? Select one of the following: CT—Annual Count ES—Annual Estimate Based on Typical Week(s)</i></p>	
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LIBRARY PROGRAMS
[View Section G, Part 2 - Library Programs tutorial](#) (Opens in a separate tab.)
 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.

Synchronous (In-person) Program Sessions and Attendance

Events to Report: A reportable program is any planned event that introduces attendees to library services or activities, or provides cultural, recreational, or educational information.
 Examples include: storytimes, book discussions, film showings, English as a second language classes
 Do not include events sponsored by outside groups using library space, one-on-one sessions (reported elsewhere), or passive programs without attendee engagement.

Counting Program Sessions
 Series Programs: Count each session individually. (e.g., a weekly storytime series over eight weeks = 8 sessions).
 Formats: Report by format:
 - In-person Onsite: events at the library
 - In-person Offsite: events held elsewhere
 - Live Virtual: live-streamed events
 Count each session once, even if offered in multiple formats. Choose a single age category if the program serves multiple age groups; use the "General Interest" category only for intergenerational programs without a clear target age.

Counting Attendance
 In-person Attendance: Headcount each attendee at each session. Report by the same age and venue category as the program session.
 Virtual Attendance: Count unique devices connected, using the peak number of non-staff participants.

Children ages 0-5

G04.a	Early Literacy Programs - Birth to Pre-K - ONSITE	
G05.a	Early Literacy Program Attendance - Birth to Pre-K - ONSITE	
G04.b	Early Literacy Programs - Birth to Pre-K - OFFSITE	
G05.b	Early Literacy Program Attendance - Birth to Pre-K - OFFSITE	
G04.c	Early Literacy Programs - Birth to Pre-K - Virtual	
G05.c	Early Literacy Program Attendance - Birth to Pre-K - Virtual	

G04. Number of Synchronous Program Sessions Targeted at Children Ages 0-5 (#601)	<i>A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children.</i>	Calculated
G05. Attendance at Synchronous Programs Targeted at Children Ages 0-5 (#611)	<i>The count of the audience at all program sessions for which the primary audience is children ages 0 to 5 years. Please count all attendees of these program sessions regardless of age.</i>	Calculated
Children ages 6-11		
G06.a	Kindergarten - age 11 Programs - ONSITE	
G07.a	Kindergarten - age 11 Program Attendance - ONSITE	
G06.b	Kindergarten - age 11 Programs - OFFSITE	
G07.b	Kindergarten - age 11 Program Attendance - OFFSITE	
G06.c	Kindergarten - age 11 Programs - Virtual	
G07.c	Kindergarten - age 11 Program Attendance - Virtual	
G06. Number of Synchronous Program Sessions Targeted at Children Ages 6-11 (#602)	<i>A program session targeted at children ages 6-11 is any planned event for which the primary audience is elementary-school-age children.</i>	Calculated
G07. Attendance at Synchronous Programs Targeted at Children Ages 6-11 (#612)	<i>The count of the audience at all program sessions for which the primary audience is children ages 6 to 11 years. Please count all attendees of these program sessions regardless of age.</i>	Calculated
Young Adults ages 12-18		
G08.a	Young Adult Programs - ONSITE	
G09.a	Young Adult Program Attendance - ONSITE	
G08.b	Young Adult Programs - OFFSITE	
G09.b	Young Adult Program Attendance - OFFSITE	
G08.c	Young Adult Programs - Virtual	
G09.c	Young Adult Program Attendance - Virtual	

G08. Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 (#603)	<i>A young adult program session is any planned event for which the primary audience is young adults ages 12 to 18 years.</i>	Calculated
G09. Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 (#613)	<i>The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.</i>	Calculated
Adults ages 19+		
G10.a	Adult Programs - ONSITE	
G11.a	Adult Program Attendance - ONSITE	
G10.b	Adult Programs - OFFSITE	
G11.b	Adult Program Attendance - OFFSITE	
G10.c	Adult Programs - Virtual	
G11.	Adult Program Attendance - Virtual	
G10. Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older (#604)	<i>An adult program session is any planned event for which the primary audience is adults ages 19 or older.</i>	Calculated
G11. Attendance at Synchronous Programs Targeted at Adults Age 19 or Older (#614)	<i>The count of the audience at all program sessions for which the primary audience is adults ages 19 or older. Please count all attendees of these program sessions regardless of age.</i>	Calculated
General Interest Only report programs in this category if the target audience is not better represented in another of the age level categories.		
G12.a	Number of Synchronous General Interest Program Sessions - ONSITE	
G13.a	Attendance at Synchronous General Interest Programs - ONSITE	
G12.b	Number of Synchronous General Interest Program Sessions - OFFSITE	
G13.b	Attendance at Synchronous General Interest Programs - OFFSITE	

G12.c	Number of Synchronous General Interest Program Sessions - Virtual	
G13.c	Attendance at Synchronous General Interest Programs - Virtual	
G12. Number of Synchronous General Interest Program Sessions (#605)	<i>A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and inter-generational program sessions. Avoid including program sessions that are targeted at more than one non-adult age category (and are not targeted at adults); these should be counted in the child or young adult age category that best represents the target audience.</i>	Calculated
G13. Attendance at Synchronous General Interest Programs (#615)	<i>The count of the audience at program sessions that are appropriate for any age group or multiple age groups. Please count all attendees of these program sessions regardless of age.</i>	Calculated
These fields are calculated. You do not need to enter anything in these fields.		
G14.	Total Number of Synchronous Program Sessions (#600)	Calculated
G15.	Total Attendance at Synchronous Library Programs (#610)	Calculated
<p>Recorded Programs</p> <p>Please report if you have tracked the following. If you are unable to report figures, check the "Unavailable" box. If no programs or content were recorded and posted, report "0" in the corresponding fields.</p> <p>Exclude programming or content from other entities that is shared via social media but is not sponsored or co-sponsored by the library. For example, sharing a video from an author's Facebook page of them reading should not be counted.</p>		
G16.a Total Number of Recorded (Asynchronous) Program Presentations (#620)	<p><i>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.</i></p> <p><i>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.</i></p>	

G16.b Total Views of Recorded (Asynchronous) Program Presentations (within 30 days) (#630)	<i>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.</i>	
One-to-one Programs Report the number of one-to-one sessions hosted by the library, such as literacy tutoring, services for the homebound, homework assistance, mentoring activities, and test proctoring. These should be planned program activities or services where library staff or volunteers work directly with students or patrons on an individual basis.		
G17. How many one-to-one program sessions did the library conduct?	<i>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.</i>	
Self-directed Activities Report if you tracked these activities. If you are unable to report figures, check the "Unavailable" box. If your library did not provide these activities, enter "0" in the appropriate fields. This refers to activities provided by library staff for patrons, typically for a limited time, that do 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 where the library provides resources, but patrons complete the activity independently. The activity should require moderate staff effort to prepare and facilitate, beyond simply leaving out photocopied coloring pages or a stack of board games.		
G18.a How many self-directed activities were offered?	Each time you update an activity with all new content, it should count as a new activity.	
G18.b Approximately how many patrons took part in these activities? Include all ages.	<i>Estimate how many patrons do you think took part in these activities.</i>	
Children/Teen/Adult Program Staff Help SDSL staff target announcements and opportunities to your library's programming staff. Please list staff who are in charge of planning the library's programs for the following age levels.		
G19.a	Name(s) of staff in charge of children's programming	
G19.b	Email address(es) of staff in charge of children's programming	
G20.a	Name(s) of staff in charge of teen programming	

G20.b	Email address(es) of staff in charge of teen programming	
G21.a	Name(s) of staff in charge of adult programming	
G21.b	Email address(es) of staff in charge of adult programming	
INTERNET / TECHNOLOGY View Section G, Part 3 – Technology and Internet tutorial (Opens in a separate tab.) For detailed instructions on what to count and how, click on the question number for each item.		
G22. Total Number of Internet Computers Used by General Public (Include internet connected laptops and tablets available for use by the public.) (#650)	<p><i>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.</i></p> <p><i>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.</i></p>	
G23. Annual Number of Uses (Sessions) of Public Internet Computers Per Year (#651)	<p><i>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).</i></p> <p><i>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).</i></p>	
G23.a Reporting Method for Number of Uses of Public Internet Computers Per Year	<i>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?</i>	
G24. Does the library offer public Wi-Fi service?	<i>Visitors can use their own devices to access the library's Wi-Fi network.</i>	

<p>G25. Annual Wireless Sessions (#652)</p>	<p><i>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.</i></p> <p><i>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.</i></p>	
<p>625.a Reporting Method for Wireless Sessions</p>	<p><i>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?</i></p>	
<p>G26. URL of the library's webpage</p>	<p><i>URL (website address) of the library's home website (or webpage on city/county website)</i></p>	
<p>Library Policies and Practices</p>		
<p>G27. 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)</p>	<p><i>Answer Yes or No to the following question: 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?</i></p> <p><i>NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.</i></p>	
<p>G28. What automation system do you use?</p>	<p><i>What automation system does the library use? If the answer is "other," please define using a state note.</i></p>	
<p>G28.a If you have an automated system, is it connected to the Internet?</p>	<p><i>If you have an automated system, is it connected to the Internet? (Can it be accessed online outside of the library?)</i></p>	
<p>H. LIBRARY BOARD MEMBERS (Current)</p>		

[View Section H – Library Board tutorial](#) (Opens in a separate tab.)
 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). 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.

Library Board President
 The library board's CURRENT president.
 Email Address: The president is the POINT-OF-CONTACT for State Library communications to library boards. If the president does not have an EMAIL address that he/she monitors, then substitute the EMAIL address of another board member who agrees to serve as point-of-contact. Do not use the library's email address here.

H01. President Name	<i>Name of CURRENT library board president</i>	
H02. Term Expires	<i>Year in which the library board president's term expires</i>	
H03. Email Address (Do not use the library's email address.)	<i>Enter the library board president's email address or the email of another board member who agrees to serve as point-of-contact for State Library communications to library boards.</i>	

Trustees
 This is a record of the library's CURRENT trustees.
 List ALL other library board voting members here. Enter "VACANT" in the name field for any unfilled positions on the library board.
 Role on Library Board: Indicate whether the board member is a trustee appointed by the library's governing body or a member of the city/county/school district serving as a full voting member on the library board.
 The library director is not a trustee, but can hold the office of recording secretary. Do not include the library director on this form.

H04. Name of Board Member		
H05. Role on Library Board	<i>In which role does the board member serve? Trustee: The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. City, County, School District Representative: In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.</i>	
H06. Term Expires	<i>Year in which the library board member's term expires</i>	

Appointment and Terms of Library Board Members
 Appointment and terms of library board trustees are in accordance with [SD Statute 14-2-35](#):

H07. Trustees are appointed by (library's governing body):	<i>What governing body appoints the Library Trustees?</i>	
H08. Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.	<i>The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit.</i>	
H09. Trustee terms are staggered so that all terms do not expire in the same year.	<i>One of the citizens shall be appointed for one year, two for two years, and two for three years and annually thereafter reappointments or new appointments shall be for a term of three years or to complete an unexpired term.</i>	
H10. The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.	<i>One of the citizens shall be appointed for one year, two for two years, and two for three years and annually thereafter reappointments or new appointments shall be for a term of three years or to complete an unexpired term.</i>	
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. (The governing body determines whether to appoint a representative to the library board.)	<i>In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.</i>	
<p>Library Board Meetings Information pertaining to library trustees, board meetings, open meetings law can be found at: SD Library Boards & Trustees</p>		
H12.	<i>Number of trustees meetings held during the calendar year</i>	
H13.	<i>Indicate the usual scheduled date and hour of trustee meetings (example, Tuesday of the month at 8 p.m., or give specific dates)</i>	
H14.	<i>Date of the last public library board meeting</i>	
H15. Are you aware of and comply with the SD Open Meetings law?	<i>SD Open Meetings law: SDCL 1-25-1?</i>	

<p>Friends of the Library Friends of Libraries are non-profit groups formed to support libraries. More information can be found at Friends and Foundations Groups</p>		
H16.	<i>Does your library have a formally organized Friends of the Library (FOL) Goup?</i>	
H16(b).	<i>Name of the President of Friends of the Library (FOL)</i>	
<p>Library Foundation A Library Foundation is separate from the library board, Friends group, or funding authority. More information can be found at Friends and Foundations Groups</p>		
H17.	<i>Does your library have a Library Foundation?</i>	
H17(b).	<i>Foundations President's name and address</i>	
<p>I. POLICIES / SPECIAL EVENTS / SUPPLEMENTAL QUESTIONS</p>		
<p>View Section I – Narrative and Supplemental Questions tutorial (Opens in a separate tab.)</p>		
<p>NARRATIVE OF LIBRARY EVENTS Tell us about special events hosted by the library and any special programs or services your library offered.</p>		
I01. What happened in 2024?	<i>Narrative listing of any special events at the library in the reporting year.</i>	
<p>SUPPLEMENTAL QUESTIONS</p>		
<p>Materials Challenges A challenge is an attempt by a person or group of people to have materials, such as books, removed from the library or otherwise restricted.</p>		
I02. Has the library had any challenges to materials in the reporting year?	<i>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.</i>	
I02.a If yes, what material and how was it resolved?		
<p>HB 1197 Policy Implementation The SD Legislature passed House Bill 1197 in 2024. This bill has implications for public libraries. The deadline for implementation is January 1, 2025. Information about how this bill impacts libraries can be found on the SD State Library's website.</p>		

<p>I03.a Does your library have filtering software on its public use computers or filtered internet?</p>	<p><i>Internet filtering in libraries utilizes software tools or hardware to restrict or block access to certain websites, online content, or services on library computers and networks. The intent of filtering is to restrict minors from accessing obscene matter or materials. Filtering can be done on the computer, routers, or from the provider. This does not include wireless (WiFi) internet.</i></p>	
<p>I03.b Does the library have a reconsideration policy?</p>	<p><i>A library reconsideration policy is a formal process that provides a way for library patrons or community members to challenge or request the review of materials, programs, or services they find objectionable, inappropriate, or not aligned with the library's mission or values. This policy ensures that concerns are addressed in a consistent, transparent, and fair manner, while also upholding the library's commitment to intellectual freedom and access to diverse viewpoints.</i></p> <p><i>The library can publish the policy on their website and have the political subdivision* link to it on their website.</i></p> <p><i>*Political subdivision is the city, county, township, etc.</i></p>	
<p>I03.c Does the library's reconsideration policy include a policy restricting minors' access to obscene matter or materials?</p>	<p><i>Library policies should include a section regarding how they will "restrict minors from accessing obscene matter or materials."</i></p>	
<p>I03.d Where did you publish the policy restricting minors from accessing obscene materials?</p>	<p><i>Public libraries are required to publish their policies regarding minors' access to obscene materials.</i></p>	

[View Section J – Certify and Lock tutorial](#) (Opens in a separate tab.)

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 and complete the fields in this section.
Have the annual report reviewed by:
 - the head librarian and
 - the President of the Board of Trustees and
 - a city or county official such as the finance officer, county commissioner or mayor.
3. Lock the survey form by clicking the SUBMIT/LOCK button near the top of the screen.
4. Check your email. The library director will be notified by email when the annual report has been reviewed by SDSL staff--usually within two weeks.

CERTIFY THE ANNUAL REPORT
 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 the library board and the 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.	<i>Name of library director.</i>	
J02.	<i>Librarian or staff member completing the survey.</i>	

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.	<i>President of Board of Trustees/or Director of Institution.</i>	
J04.	<i>Date the annual report was reviewed by the library board.</i>	

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.	<i>Name of City or County official who reviewed the annual report.</i>	
J06. Position held:	<i>Position held by the governing body official who reviewed the annual report.</i>	
J07.	<i>Date the annual report was reviewed by the governing body.</i>	