# Worksheet – Public Library Survey – FY 2020

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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)
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Worksheet – Public Library Survey – FY 2020

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. Please note: Your library's annual report is not completed until the signed Survey Certification Form has been submitted to the State Library.

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 online form, please contact the State Data Coordinator to make corrections.

<table>
<thead>
<tr>
<th>A01. Library Name (#152)</th>
<th>locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>The legal name of the administrative entity or outlet.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A02. County (#161)</th>
<th>locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>The county in which the administrative entity is located.</td>
<td></td>
</tr>
</tbody>
</table>

**MAILING ADDRESS**

<table>
<thead>
<tr>
<th>A03. Mailing Address (#157)</th>
<th>locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>The mailing address of the administrative entity. Note: This can be a post office box or general delivery.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A04. Street Address (#153)</th>
<th>locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical location (street address) of the library. This CANNOT be a post office box.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A05. Mailing City (#158)</th>
<th>locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>The city or town of the mailing address for the administrative entity.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A06. Mailing ZIP Code #159</th>
<th>locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>The five-digit postal zip code for the mailing address of the administrative entity.</td>
<td></td>
</tr>
</tbody>
</table>

**CONTACT**

<table>
<thead>
<tr>
<th>A07. Library Director</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>List only one. If more than one librarian shares the duties of the director, you must choose just one librarian's name to enter here.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A08. Email address of director</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the address we will use to contact you regarding your annual report.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A09. Library Phone (#162)</th>
<th>locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>The telephone number of the administrative entity or outlet, including area code.</td>
<td></td>
</tr>
</tbody>
</table>

**ADMIN / POPULATION**

<table>
<thead>
<tr>
<th>A10. Fiscal year being reported</th>
<th>prefilled</th>
</tr>
</thead>
</table>
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

A13. Year the library was legally established

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.

A15. Estimated population of the total service area

Estimate the population of the area that you ACTUALLY serve. For example, a city library that serves the larger shopping area would enter that number here. 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. How much does the library charge for a nonresident library card? (annual fee)

OUTLETS

A17. Number of central libraries (#209)

This is the main library. No administrative entity may report more than one central library. All other libraries should be reported as branch libraries

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.

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.

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.

A21. Total square footage of the main library

CODES
A22. Legal Basis Code (#201)

In this data element you are asked to assign a code to your library based on the type of local government structure within which the library functions. It will reflect the state law that authorized the founding of your 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).

A23. Geographic Code (#205)

This code is based on the geographic area from which the library is deriving income to serve. A complete explanation of these codes can be found on the online PLS form (click on the hyperlinked question number).

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>
<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>
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<tr>
<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Thursday</td>
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<td></td>
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<td>Friday</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A24. Total hours open per week auto calculated

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**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.

Branch libraries have all of the following: (1) Separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to the public. They are, however, administered from a central unit.

**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.

### B05. County of the Outlet (#707)
prefilled

### B06. Phone Number (#708)
prefilled

### FACILITIES

#### B07. Outlet Type Code (#709)
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).
prefilled

#### B08. Square footage of branch (#711)
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.
prefilled

#### B09. Number of bookmobiles in outlet record (#712)
prefilled

### ANNUAL SERVICE HOURS

#### B10. Public service hours OPEN per year (#713)
This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile).

*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.

#### B11. Number of weeks per year the library is open (#714)
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.

#### #715. Number of weeks outlet was CLOSED due to COVID-19
This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, an outlet building was physically closed and the public could not enter, when it otherwise would have been open.

*NOTE:* Round to the nearest whole number. If building did not close to the public due to the pandemic, enter zero. The sum of data elements #714 and #715 should equal or be fewer than 52 weeks.

An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or “curbside” services outside the building.
**Worksheet – Public Libraries Survey FY 2020**

**#716. Number of weeks and outlet had LIMITED OCCUPANCY due to COVID-19**

This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in-person services at the library building in response to the Coronavirus (COVID-19) pandemic.

**NOTE:** Round to the nearest whole number. If building did not have a limited occupancy or similar practice due to the pandemic, enter zero. Weeks can be counted in both data elements #714 and #716 (that is, a library was open to the public and implementing limited occupancy practices in the same week). Data element #716 should not be greater than data element #714.

Limited public occupancy practices can include reduced hours open, limits on the number of public members inside the physical building, appointment only on-site library use, visitor time limits, closed stacks or meeting rooms, etc.

<table>
<thead>
<tr>
<th>BRANCH LIBRARIAN / TOTAL STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>B12. Outlet librarian’s name</td>
</tr>
<tr>
<td>B13. Total outlet staff paid</td>
</tr>
<tr>
<td>Include here the total number of paid staff that work at the branch library.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPICAL WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>B14. Total hours open during a typical week</td>
</tr>
<tr>
<td>B15. Total days open during a typical week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION C. – PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Hours worked. Please indicate the total hours worked by all employees within each category. Include student assistants if paid by the library.</td>
</tr>
<tr>
<td><strong>COMBO libraries:</strong> 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 do not serve the public, then do not include them in personnel.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEAD LIBRARIAN INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regardless of educational background, the director of the library is reported as head librarian (Director). There can be only one head librarian.</td>
</tr>
<tr>
<td>C01. Head Librarian (Director)</td>
</tr>
<tr>
<td>C02. Annual salary (excluding benefits)</td>
</tr>
<tr>
<td>Current annual salary for director excluding benefits</td>
</tr>
<tr>
<td>C03. Total hours worked per week by head librarian</td>
</tr>
<tr>
<td>Total annual hours worked</td>
</tr>
<tr>
<td>C04. Highest education level achieved by head librarian</td>
</tr>
<tr>
<td>C05. Total number of years worked in the library field</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER LIBRARIANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

Worksheet – Public Libraries Survey FY 2020
| C06. | Total number of OTHER paid librarians |
| C07. | Total number of OTHER paid librarian hours worked per week |
| C08. | Total hours worked per week - ALL librarians |
| | Total number of hours worked by the library director AND all other paid librarians. |
| C09. | Total Librarians FTE (#251) |
| | Total number of paid FTE librarians. Total includes head librarian AND other paid librarians. |
| | One FTE is equal to 40 hours of work per week; .05 FTE is equal to 20 hours of work per week, etc. |
| C10. | Total number of all other paid staff |
| C11. | Total number of all other paid staff hours worked per week |
| C12. | All Other Paid Staff FTE (#252) |
| | One FTE is equal to 40 hours of work per week; .05 FTE is equal to 20 hours of work per week, etc. |
| C13. | Total Paid Employees FTE (#253) |
| | 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. |
| C14. | Number of staff paid from other sources |
| C15. | List the entities or programs that pay these staff members |
| C16. | Average hours per week provided by staff paid by non-library source |
| C17. | Total number of volunteers |
| C18. | Average hours worked per week by ALL volunteers |
| C19. | Number of ALA-MLS librarians on staff |
| | How many of the Librarians from LINES C01 and C06 have an ALA Accredited Masters of Library Science degree? |
### C20. Total hours worked per week by ALA-MLS librarians

### C21. ALA-MLS Librarians FTE (#250)

One FTE is equal to 40 hours of work per week; .05 FTE is equal to 20 hours of work per week, etc.

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#### 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 INCOME RECEIVED DURING FISCAL YEAR**

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

INCLUDE income 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 INCOME FROM GOVERNMENT SOURCES**

Report total operating income 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 income 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.

**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(a). 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 CARES Act grants received in 2020.

**D09(b). What amount for federal operating income received (in D09a) is from LSTA grants?**

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Worksheet – Public Libraries Survey FY 2020
OTHER OPERATING INCOME
This is all operating income other than that reported under local, state, and federal operating income.

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 Income
D11 (total operating income) 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.

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.

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) auto calculated
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.
### 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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E01.</td>
<td>Salaries and Wages for Library Staff (#350)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>E02.</td>
<td>Total Employee Benefits (#351)</td>
</tr>
<tr>
<td></td>
<td>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. 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.</td>
</tr>
<tr>
<td>E03.</td>
<td>Total All Salaries and Benefits (#352) auto calculated</td>
</tr>
</tbody>
</table>

**COLLECTION EXPENDITURES**

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.

EXCLUDE charges of fees for interlibrary loans and expenditures for document delivery. (Report those in Other Operating Expenditures category.)

**COMBO libraries:** Report only items available to the public.

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E04.</td>
<td>Print Materials Expenditures (#353)</td>
</tr>
<tr>
<td></td>
<td>Books, current serial subscriptions, government documents, and any other print acquisitions.</td>
</tr>
<tr>
<td>E05.</td>
<td>Digital Materials Expenditures (#354)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>E06.</td>
<td>Other Materials Expenditures (#355)</td>
</tr>
<tr>
<td></td>
<td>All operating expenditures for other materials including microform, physical audio and video units such as CDs.</td>
</tr>
<tr>
<td>E07.</td>
<td>Total Expenditures for Library Materials (#356) auto calculated</td>
</tr>
</tbody>
</table>

Worksheet – Public Libraries Survey FY 2020
### OTHER OPERATING EXPENDITURES

This includes all expenditures that have not been reported under staff and collection.

**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.

**INCLUDE:**
- Conference fees, travel, and related expenses
- Broadband and WiFi service fees, heating & air expenses
- ILS/automation annual fees

**COMBO libraries:** Include all expenses that keep the library open and running.

<table>
<thead>
<tr>
<th>E08.</th>
<th>All Other Operating Expenditures (#357)</th>
</tr>
</thead>
</table>

### TOTAL OPERATING EXPENDITURES

<table>
<thead>
<tr>
<th>E09.</th>
<th>Total Operating Expenditures (#358)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This is the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures (data elements #352, #356, and #357).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E10.</th>
<th>Explain the Income Difference if needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>D11 (total operating income) and E09 (total operating expenditures) should be nearly the same amount. If not, you will be prompted to provide an explanation for the difference and what happens to unspent operating revenue in question E10.</td>
</tr>
</tbody>
</table>

### CAPITAL EXPENDITURES

Outside your annual operating budget. Please report the amount of capital expenditures the library made from January 1 to December 31, 2020.

**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.

**EXCLUDE** replacement and repair of existing furnishing and equipment, regular purchase of library materials, and investments for capital appreciation.

<table>
<thead>
<tr>
<th>E11.</th>
<th>Capital expenditures on facility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Land acquisition, new building, remodeling &amp; improvements materials &amp; labor, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E12.</th>
<th>Capital expenditures on technology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Additional new computers, computer hardware &amp; software, new library automation systems, audio visual equipment, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E13.</th>
<th>Other capital expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Automotive vehicles &amp; bookmobile expenses, debt payments, other equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E14.</th>
<th>Total Capital Expenditures (#405)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>auto calculated</td>
</tr>
</tbody>
</table>
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 helpsheet (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.

If you need to estimate the total numbers of volumes, contact: Development Services, State Library, 1-800-423-6665 for assistance.

F02(a). Ebooks units accessed through South Dakota Titles To Go consortium

F02(b). Other Ebooks units owned, leased, or licensed

Include Overdrive Advantage, Black Hills Overdrive collection, Axis 360, 3M Cloud Library, etc. See definition of ebook units under F02.

F02. Total Ebooks (#451)

E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents.

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.

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.

The complete definition of this data element and how to count can be found on the online PLS form (click on the hyperlinked question number).

SUBSCRIPTIONS
### F03. Current Print Serial Subscriptions

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.

**AUDIO, VIDEO, OTHER**

INCLUDE only items that have a set circulation period where it is available for patron use.

EXCLUDE items that are permanently retained by the patron.

### F04. Audio - Physical Units (#452)

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 CDs, 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.

### F05(a). Audio - Downloadable units accessed through South Dakota Titles To Go consortium

### F05(b). 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)

### 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.

The complete definition of this data element and how to count can be found on the online PLS form (click on the hyperlinked question number).

### F06. 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.
### F07. 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.

The complete definition of this data element and how to count can be found on the online PLS form (click on the hyperlinked question number).

### F08. 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.

### 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.

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.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

<table>
<thead>
<tr>
<th>F09. Local/Other cooperative agreement Electronic Collections (#456)</th>
</tr>
</thead>
<tbody>
<tr>
<td>F10. State Electronic Collections (#457)</td>
</tr>
<tr>
<td>F11. Total Electronic Collections (databases) (#458)</td>
</tr>
</tbody>
</table>

### TOTAL LIBRARY HOLDINGS

<table>
<thead>
<tr>
<th>F12. Total Holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the sum of Local/Other cooperative agreements and State electronic collections (data elements #456 and #457).</td>
</tr>
</tbody>
</table>
SECTION G – SERVICES & ACTIVITIES
Include data from ALL BRANCHES / OUTLETS

COVID SUPPLEMENTAL QUESTIONS

PLS FY2020 federal supplemental data elements regarding library operations during COVID-19 pandemic
Answer "Yes" or "No" to the following questions.

510. Were any of the library’s outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?
NOTE: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual, Wi-Fi, or “curbside” services outside the building.

511. Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?
NOTE: Services to the public can include activities such as
• answering calls, emails, or texts with answers to information requests from the public;
• hosting virtual programming or recorded content;
• offering "curbside," delivery (mail or drop-off), or drive-thru circulation of physical materials;
• managing IT services to ensure external Wi-Fi access; and
• providing other types of online and electronic services, regardless of the location of library staff when they provided services (i.e., working from home or in the building that was closed to the public).

512. Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?
NOTE: Adding or increasing materials can include
• increasing the concurrent or monthly borrowing limits for electronic materials,
• increasing the number of electronic materials and holdings, or
• otherwise augmenting the public’s ability to use electronic materials.
These materials can include those the library did not pay for itself, such as those provided through the state library administrative agency, library consortium, or vendor at no cost in response to the pandemic.
Types of electronic materials include e-books, audio and video downloadables, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library.

513. Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic?
NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users (data element #503).

514. Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?
NOTE: Online library cards provide users access to electronic collection materials and databases without having to be physically present at a library outlet to register for the card. Refer to the definition of Number of Registered Users (data element #503).
<table>
<thead>
<tr>
<th>Question Number</th>
<th>Question</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>515.</td>
<td>Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?</td>
<td>NOTE: Refer to the definition of Reference Transactions (data element #502). Include references service provided via email, chat, and text.</td>
</tr>
<tr>
<td>516.</td>
<td>Did the library provide ‘outside’ service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?</td>
<td>NOTE: Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc.</td>
</tr>
<tr>
<td>517.</td>
<td>Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?</td>
<td>NOTE: Live, virtual programs (see definition of Total Number of Library programs, data element #600) are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.</td>
</tr>
<tr>
<td>518.</td>
<td>Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?</td>
<td>NOTE: Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.</td>
</tr>
<tr>
<td>519.</td>
<td>Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?</td>
<td>NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities.</td>
</tr>
<tr>
<td>520.</td>
<td>Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?</td>
<td>NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities.</td>
</tr>
<tr>
<td>521.</td>
<td>Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?</td>
<td>NOTE: Includes “parking lot access,” bookmobiles or other mobile facilities with Wi-Fi capabilities. Increasing access could mean removing restrictions on sign-in authorizations, expanding router reach, leaving Wi-Fi service on 24 hours, installing or moving access points to promote or improve external access, etc.</td>
</tr>
<tr>
<td>522.</td>
<td>Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?</td>
<td>NOTE: Include reassignments to other government agencies (e.g., to process unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count but volunteering off hours would not.</td>
</tr>
</tbody>
</table>

**LIBRARY SERVICE INDICATORS**

Worksheet – Public Libraries Survey FY 2020
G01. Registered Users (#503)

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.

Note: Files should have been purged within the past three (3) years.

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. If the library does not have a user’s registry, report the total service population (see LINE A14). Then add a State Note indicating service population was used.

G02. Library Visits (annual total attendance) (#501)

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.

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).

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].

G06. Books
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.

G07. Magazines & other print
Include here any materials checked out excluding books and audiovisual; for example, magazines and newspapers, patterns, catalogs, and other printed materials.

G08. Non print physical items - includes audio CDs, DVDs, Playaways, game discs, audio cassettes, VHS
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.

G09. Total Physical Item Circulation (#553)
The total annual circulation of all physical library materials of all types, including renewals.

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.

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.

G10. Ebooks (include magazines checked out through Overdrive)
| G11. | Audiobooks (and music) |
| G12. | Video |
| G13. | 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. |
| G14. | Total Circulation of Materials (#550)  
Total Physical Item Circulation (#553) + Use (circulation) of Electronic Materials (#552). |
| G15. | 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. |
| G16. | 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. |
| G17. | 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. |
| G18. | Total Successful Retrieval of Electronic Information (#554)  
auto calculated |
| G19. | Electronic Content Use (#555)  
Use (circulation) of Electronic Materials + Successful Retrieval of Electronic Information  
auto calculated |
| G20. | 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.

**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 storytimes, 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.

<table>
<thead>
<tr>
<th>G21. Library Programs</th>
<th>G22. Library Program Attendance</th>
</tr>
</thead>
</table>

**LIBRARY PROGRAMS AND PROGRAM ATTENDANCE (INCLUDES LIVE VIRTUAL PROGRAMS)**

**HOW TO COUNT 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.

INCLUDE live programs done in real-time via the Internet, e.g., Facebook Live. A program should be sponsored or co-sponsored by the library. A program streamed on multiple platforms counts as one program.

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 (those are reported in G22). EXCLUDE passive programs where attendees are not engaged with library program staff.

**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 Early Literacy or Youth age category.

> 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.

> LIVE VIRTUAL PROGRAM ATTENDANCE: count 1-minute views at the 24-hour mark.
RECORDED PROGRAMS
These non-federal data elements will be used at the state level to report on additional programming activities employed during the COVID pandemic. Please report if you have tracked the following. If you did not record and post programs, then report “0” in the appropriate lines.

EXCLUDE programming or content from another entity that is shared via social media, but 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.

G23. Total on-demand views of live virtual programs
If you made any of the live virtual programs (reported in LINES G21 & G22) available for later viewing, count total on-demand views for the reporting period (fiscal year). Do not include views of the LIVE broadcast (those are reported in G22).
NOTE: For events made available via Facebook, report 1-minute views. For other platforms, report unique views.

G24. Total recordings of program content (not live) (asynchronous)
A recording of program content is a video or audio recording of content that meets the definition of a program (see above) except that it is not streamed live.

G25. Total views of recorded program content
Count total views of recorded program content for the reporting period (fiscal year).
NOTE: For events made available via Facebook, report 1-minute views. For other platforms, report unique views.

PASSIVE PROGRAM ACTIVITIES
We are providing a space for reporting additional activities the library provided to engage users while in-person programming opportunities were limited. Report if you tracked these activities. If your library did not provide these activities, enter “0” in the appropriate fields.

This is an activity in which library staff provide for patrons, typically on an occasional basis, without the expectation of staff interaction, while the activity is being completed. Craft bags for children to take home, social media challenges, story walks are examples of passive activities. Include all ages.

EXCLUDE: Activities like a chess board or Legos left out at all times.

G26. How many passive activities were offered?
G27. Approximately how many patrons took part in these activities?

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.

G28. How many one-to-one program sessions did the library conduct?
CHILDREN/TEEN/ADULT PROGRAM STAFF

G29. 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.

<table>
<thead>
<tr>
<th></th>
<th>a. Programming staff name(s)</th>
<th>b. Programming staff email address(es)</th>
</tr>
</thead>
<tbody>
<tr>
<td>G29. Children’s programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G30. Teen programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G31. Adult programs</td>
<td></td>
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</tr>
</tbody>
</table>

INTERNET

G32. 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) and laptops], whether purchased, leased, or donated, used by the general public in the library. Do not include staff computers.

G33. Annual Number of Public Access/Internet USES/sessions (per 30-minute sessions) (#651)

Report the total number of half-hour sessions (30 minutes or less) public Internet computers were used in the library during the last year. Sign-up forms or web-log tracking software may provide a reliable count of uses.

While an accurate count is preferred over a guesstimate, a statistically accurate guess can be obtained by conducting a “count” during a typical two-week period. Multiply this number by 26. Numbers submitted CANNOT be exactly the same year after year.

NOTE: The number of users may be counted manually, using registration logs. Count each use. If a patron uses the computer for 75 minutes that would be recorded as “three (3) uses.”

G34. Does the library offer public Wi-Fi service?

Visitors can use their own devices to access the library’s wireless network.

G35. Annual Wireless Sessions (#652)

Report the total number of uses of wireless access in the library during the last year. A typical week or other reliable estimate may be used to determine the annual number.

A wireless session is when someone connects to your library’s wireless network to use the Internet.

NOTE: Count each use of wireless access regardless of the amount of time spent online. If your library is not using the free SDSL-provided WhoFi wireless counter, contact the SDSL data coordinator to add this service.

G36. URL of the library’s webpage

URL (website address) of the library’s home website (or webpage on city/county website).

G37. 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.

See APPENDIX B for additional information regarding collection of website visits.
G38. Does the library actively maintain a social media presence? (Facebook or other)

LIBRARY POLICIES AND PRACTICES

G39. Does library charge fines for overdue materials?

G40. What automation system do you use?
If the answer is "other," please define using a state note.

G41. 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.

<table>
<thead>
<tr>
<th></th>
<th>G42. Total ILLs, Received from/ borrowed from other libraries</th>
<th>G43. Total ILLs, Provided/ sent/ loaned to other libraries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-of-state total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-state total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total ILLs</td>
<td>Auto summed</td>
<td>Auto summed</td>
</tr>
</tbody>
</table>

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 and the address of each new trustee as they are appointed to the board. Also indicate which board member that they replace. Your assistance in helping to maintain a current contact list for trustees is appreciated.

Trustees are appointed by the governing body (i.e., city council, county commission, etc.) for a term of three (3) years. At the end of the term, the governing body should be notified and the trustees either reappointed or replaced. See SD Statute 14-2-35 regarding trustee appointments. Trustee records on this report will be reviewed to confirm that the library's board is in compliance with this statute.
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 is the preferred form of contact. Be sure to include EMAIL ADDRESSES for all trustees.

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

Trustees (H1 – H11)

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Address (Street, City, SD, Zip)</th>
<th>Daytime Phone</th>
<th>Email</th>
<th>Office Held</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>President</td>
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</tbody>
</table>

LIBRARY TRUSTEE / BOARD INFORMATION

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. What governing body appoints the Library Trustees?

H14. 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)

H15. Date of most recent public library board meeting

H16. Are you aware of and comply with the SD Open Meetings law?
SD Open Meetings law: SDCL 1-25-1?

FRIENDS OF THE LIBRARY

H17(a). Does your library have a formally organized Friends of the Library (FOL) Group?

H17(b). Library Foundation - President's Name and Address

LIBRARY FOUNDATION

H18(a). Does your library have a Library Foundation?

H18(b). Library Foundation - President's Name and Address
# SECTION I – POLICIES / SPECIAL EVENTS / SUPPLEMENTAL QUESTIONS

**LIBRARY STRATEGIC PLAN**
A strategic plan is a long-range plan (3-5 years) of goals for the library to accomplish.

Note: Your library’s Technology Plan can be separate or part of an overall strategic plan that would involve all aspects of the library’s resources and services.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I01.</td>
<td>When was the library’s strategic plan last reviewed?</td>
</tr>
<tr>
<td>I02.</td>
<td>If you have a strategic plan, do you have plans to update it?</td>
</tr>
<tr>
<td>I03.</td>
<td>Would you and your library board be interested in a training to learn how to write an effective library strategic plan?</td>
</tr>
</tbody>
</table>

**LIBRARY TECHNOLOGY PLAN / COMPUTERS**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I04.</td>
<td>Has the library’s tech plan been updated/reviewed/revised in the last three years?</td>
</tr>
<tr>
<td>I05.</td>
<td>What is the average age of the library’s public computers? (computers available to the public for accessing the internet)</td>
</tr>
<tr>
<td>I06.</td>
<td>Have you installed any new computers in the last year? (choose all that apply)</td>
</tr>
</tbody>
</table>

**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?

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I07.</td>
<td>What happened in 2020?</td>
</tr>
</tbody>
</table>
Section J – Submit Annual Report

1. PRINT AND COMPLETE THE SURVEY CERTIFICATION FORM (APPENDIX C). The form must be SIGNED 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.

You may scan the completed form and attach it to question J01 (below) at the time of submission. Be sure to save original form for your records.

...or...

Within 30 days of the electronic submission, the signed certificate should be mailed to the address on the form.

By signing the certification form, you are stating that the information is CORRECT to the best of you and your governing body’s (city/county/school district) knowledge. YOUR ANNUAL REPORT IS NOT COMPLETE UNTIL WE HAVE RECEIVED YOUR LIBRARY’S SIGNED CERTIFICATION FORM.

2. CLICK ON THE SUBMIT/LOCK BUTTON in the upper right-hand quadrant of the data input screen on the online report form. You will see a locked icon where the Submit/Lock button was if your submission is successful. Otherwise, you will receive a notice on your screen listing the fields with missing data, and/or failed edit checks.

3. CLEAR ANY REMAINING EDIT CHECKS. Please use the notepad icons to the left of the input field at add annotations to satisfy edit checks. Then attempt to SUBMIT/LOCK again.

4. CHECK YOUR EMAIL. The library director and library board president 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 submitted 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.

THANK YOU for your assistance in helping us collect accurate and timely information for the state and federal government. This is vital information which supports local, state and federal lobbying for essential library services including the SDSL statewide electronic database resources made available free of charge.

J01. Upload signed and completed South Dakota Public Library Survey Certification Form here. (Please save file as a PDF.)

   You may upload the form before you submit/lock the annual report or mail it later as per directions above.

SURVEY CONTACTS

J02. Librarian or staff member completing the survey

J03. President of Board of Trustees (if no Board, then director of institution)
APPENDIX A

Instructions for reporting library programs and program attendance on the FY2020 Public Libraries Survey

In addition to reporting # of programs and # of program attendees for in-person programs, we are allowing the reporting of virtual programs that are hosted by libraries online and passive programming activities. Please follow the directions carefully when recording the following 2020 data elements:

- Number of live (synchronous, real-time) virtual library programs
- Live virtual (synchronous, real-time) program attendance
- On-demand (asynchronous) views of live virtual programs
- Total recordings of programming content
- Total views of recorded program content
- Number of passive activities offered and estimated participation

Library Programs (in-person)

The in-person programming definitions remain the same as always:

WHAT IS A LIBRARY PROGRAM?

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, and citizenship classes; and 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).
EXCLUDE programs delivered on a one-to-one basis.
EXCLUDE passive programs where attendees are not engaged with library program staff.

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 children’s programs. Do not include attendance for programming delivered on a one-to-one basis.

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.
Live Virtual Library Programs

IMLS has determined that live virtual library programs may be counted under the same definition as in-person library programs (see page 1). Report live (synchronous, real-time) programs in the same fields an in-person programs are reported [G21 programs & G22 attendees].

WHAT IS A LIVE VIRTUAL LIBRARY PROGRAM?

A live virtual program is done in real-time, for example, via Facebook Live. A live virtual program follows the same definition as the PLS in-person programming data elements: A program should be sponsored or co-sponsored by the library. Length of programming is not important as long as there is content creation, it should be considered a library program.

EXCLUDE programming or content from another entity that is shared via social media, but not sponsored or co-sponsored by the library. For example: Sharing a video from an author’s Facebook page of them reading should not count towards programming numbers.

EXCLUDE recorded programming. Keep live and recorded programming attendance separate. Keep number of live and number of recorded programs separate.

REPORT number of live programs in the age category of the intended audience in field G21 on the annual report.

HOW TO COUNT LIVE VIRTUAL LIBRARY PROGRAM ATTENDANCE

One-minute views at the 24-hour mark count towards attendance. (If program is deleted immediately after it ends, views can be counted immediately.) A program streamed on multiple platforms counts as one program.

Attendees from multiple platforms can be added together to total the attendance for the program.

AGE CATEGORIES: Count attendees by the intended audience of the program, or by each system’s preferred age categories. Do not double-count programs. Pick an age group and report all attendees in that same age category—same method as in-person programs.

TRACKING OF LIVE VIRTUAL PROGRAMS

a. Track one-minute views at the 24-hour (one day) mark on the day program was broadcasted as attendance.

b. One device equals one view. Do not multiply counts for children’s or other programming, unless viewers specifically indicate that there is more than one person watching.

c. A program streamed on multiple platforms counts as one program.

d. Attendees from multiple platforms can be added together to total the attendance for a program.

SPECIAL CONSIDERATIONS BY PLATFORM

a. Facebook Watch party: a watch party can count towards live programming if it has a host, in real time.

b. YouTube - Track one-minute views at the 24-hour mark, when available

c. Zoom/GoToMeeting/Other virtual meeting platforms - Attendance equals the number of actual accounts in a program

REPORT number of live program attendees in the age category of the intended audience in field G22 on the annual report.

Recorded Library Programs

IMLS recommends that we also collect data for programs that the library has recorded. These are not federal data elements for FY2020 but will be used at the state level to report on additional programming activities employed during the COVID pandemic. Please report if you have tracked the following.

G23. On-demand live virtual programs

Worksheet – Public Libraries Survey FY 2020
For live-streamed events (see page 2) made available for later viewing, count total on-demand views for the reporting period (calendar year).
Note: For events made available via Facebook, report 1-minute views. For other platforms, report unique views.

**EXCLUDE views of the live broadcast (those are reported in live virtual program attendance).**

G24. Recorded programs

A recording of program content is a video or audio recording of content that meets the definition of a program (see page 2) except that it is not streamed live.

**EXCLUDE programming or content from another entity that is shared via social media, but not sponsored or co-sponsored by the library.**

G25. Views of recorded programs

Count total views of recorded program content for the reporting period (calendar year).
Note: For events made available via Facebook, report 1-minute views. For other platforms, report unique views.

**TRACKING OF RECORDED PROGRAMS**

a. Track one-minute views as attendance.
b. One device equals one view.
c. A program streamed on multiple platforms counts as one program.
d. Attendees from multiple platforms can be added together to total the attendance for a program.

**Passive Program Activities**

We are providing a space for reporting additional activities the library provided to engage users while in-person programming opportunities were limited. Report if you tracked these activities.

G26. How many passive activities were offered?

G27. Approximately how many patrons took part in these activities?

This is an activity which library staff provide for patrons, typically on an occasional basis, without the expectation of staff interaction while the activity is being completed. (These are activities with an investment of staff time for preparation.) Examples include craft bags for children to take home, social media challenges, story walks. Include all ages.

**EXCLUDE: Activities like a chess board or legos left out at all times.**
APPENDIX B

Public Libraries Survey Data Element #653 – Website Visits FAQs

DEFINITION

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.

WHY SHOULD WE COLLECT WEBSITE VISITS?

Traditional output measures such as visits, circulation, and program attendance are increasingly inadequate to capture the wide variety of ways that people use the library. A growing number of people use library services via library websites without ever setting foot in the building, and a subset of those who visit the building use the library website during their visit. If we don’t track website visits, then the story we can tell about library usage is incomplete.

WHAT IF MY LIBRARY DOESN’T HAVE A WEBSITE?

You should only report this data element if your library has its own website. If your “website” is your Facebook page, then do not report. If your library’s web presence is a page on your city or county website, then report only if the site administrator can give you website visits to the library webpage—not the entire website.

HOW DO LIBRARIES COLLECT THIS DATA ELEMENT?

If a library is not already tracking website visits, one option for collecting this information is Google Analytics (GA), a free web analytics tool that tracks and reports website visits. After signing up for GA, respondents will need to establish an account for their library’s website. Then, they can view the “Audience” report, which presents four data elements in the “Overview” section: Sessions, Users, Pageview, and Pages / Session. “Sessions” contains the data that should be reported. Respondents can filter the data by year by clicking on the date range in the top right corner of the “Overview” section and using the pop-up calendars to select a date range.

To implement GA, respondents need to have editing access to their library’s website. If they do not have direct access, they can go through an intermediary such as an IT department. If their library’s website is managed by an external agency such as the city or county government, this provides an opportunity for them to build relationships with these agencies while gaining access to data that will enable them to better serve their users.

ATTN YourSDLibrary libraries: Your Google Analytics account has been set up for you.

There are alternatives to GA for tracking website analytics such as Crazy Egg, however, these typically require a paid subscription.

ADDITIONAL ARTICLES REGARDING GOOGLE ANALYTICS WITH SOME POPULAR WEBSITE PLATFORMS:

Use Analytics with Blogger: [https://support.google.com/blogger/answer/7039627?hl=en](https://support.google.com/blogger/answer/7039627?hl=en)
Weebly: Google Analytics Guide: [https://www.weebly.com/guides/google-analytics-guide](https://www.weebly.com/guides/google-analytics-guide) (see chapter 2)
Print this form out. Questions can be directed to the State Library Data Coordinator, 1-800-423-6665. Return this certificate completely signed and dated within 30 days of survey submission.

South Dakota Public Library Survey FY2020
Survey Certification Form

Name of Library: __________________________________City: ____________________________
County: _______________________

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

Librarian: ___________________________ Date signed: __________________

Library Board President: ___________________________ Date signed: __________________

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

City or County official (Signature):

__________________________ Date signed: ______________

Position or office held: ___________________________
(MAYOR, CITY MANAGER, or CHIEF FINANCIAL OFFICER)

The completed form can be scanned and uploaded to the survey portal (sd.countingopinions.com) at the time of submission or mailed to the below address within 30 days of electronic submission:

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

Worksheet – Public Libraries Survey FY 2020