



City Council

Agenda Item

Subject: 2021 Watertown Regional Library Annual Report
Meeting: City Council - Mar 21 2022
From: Deirdre Whitman, Library Director

SUGGESTED MOTION:

No action needed

ATTACHMENT(S):

[2021 WRL Annual Report](#)

FY2021 Annual Survey of South Dakota Public Libraries

Shaded fields are prefilled in the online survey. Contact the SDSL Data Coordinator to make changes to these fields.

SECTION A. – GENERAL INFORMATION

Library Name	County

Mailing Address	Street Address
Mailing City	Zip Code

Contact

Library Director	Email address of director
Library Phone	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established

Population

Population of the Legal Service Area <i>Based on Census population estimates for your legal service area.</i>	
Estimated population of total service area <i>Estimate the population you <u>actually</u> serve.</i>	

What does the library charge for a nonresident library card?	
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Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles

Building/ remodeling of library	Building/remodeling explanation	Total square footage main library

Codes

Legal Basis Code	Geographic Code

Library Hours - Public service hours of the main branch.

	Open	Close	Total hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Total hours open per week	
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SECTION C. -- PERSONNEL

Head Librarian

Head Librarian	Current Annual Salary	Hours worked per week by head librarian	Highest education level achieved by head librarian	Total number of years head librarian has worked in the field

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week	Total hours worked per week-ALL librarians	Total paid librarians FTE

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week	All other paid staff FTE	Total paid employees FTE

Staff paid by non-library sources

Number of staff paid from other sources	Non-library pay sources	Average hours/week by staff paid by non-library source

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians	FTE librarians ALA-MLS librarians

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	
Operating income – County	
Operating income – School District	
Operating income – Tribal Appropriation	
Operating income – College Appropriation	
Operating income – Other Contracts (other libraries or towns)	
Local Government Revenue	
State Appropriations	
Federal Income	
What amount of federal operating income is from LSTA grants?	
Other Operating Income	
Total Operating Income	

Capital Income

Local government capital income	
State government capital income	
Federal government capital income	
Other capital income	
Total capital income	

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SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	
Total employee benefits	
Total all salaries and benefits	

Collection Expenditures

Print materials expenditures	
Electronic materials expenditures	
Other materials expenditures	
Total expenditures for library materials	

Other Operating Expenditures

All other operating expenditures	
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Total operating expenditures	
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If there is a large difference between total operating income and total operating expenditures, please provide an explanation for the difference and what happens to unspent revenue.	
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Capital Expenditures

Capital expenditures on facility	
Capital expenditures on technology	
Other capital expenditures	
Total Capital Expenditures	

Total Expenditures	
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SECTION F – LIBRARY HOLDINGS

Books

Books (print)	
Ebooks accessed through SDTG	
Other ebooks units* owned, leased, licensed	
Total Ebooks	

Subscriptions

Current print serial subscriptions	
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Audio, Video, Other

Audio – physical units*	
Audio – downloadable units* accessed through SDTG	
Other downloadable audio units* owned, leased, or licensed	
Total downloadable audio	
Video – physical units*	
Video – downloadable units*	
Other (films, multimedia kits, maps)	

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	
State licensed electronic collections (databases)	
Total licensed electronic collections (databases)	

Total Holdings

Total Physical Items in Collection	
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SECTION G – SERVICE ACTIVITIES

Supplemental COVID Questions - PLS FY2021 federal supplemental data elements regarding library operations during COVID-19 pandemic

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?	
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?	
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?	
515 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?	
516 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	
520 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?	
521 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?	
522 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?	

Library Service Indicators

Registered users	
Annual total attendance in the library	
Attendance reporting method	
Annual total reference transactions completed	
Reference transactions reporting method	

Collection Use

Circulation of Physical Materials

Books	
Magazines and other print items not included above	
Non print physical items	
Non print physical items, minus audio and video materials	
Total Physical Item Circulation	

Circulation of Electronic Materials

Ebooks	
Audiobooks (and music)	
Video	
Use (circulation) of Electronic Materials	

Electronic Collection (database) Use

SDSL-provided electronic collections use	
Other electronic collection use	
Successful Retrieval of Electronic Information	

Total Circulation of Materials	
How many of Total Circulation are children's materials?	
Total Electronic Content Use	
Total Collection Use	

Library Programs

In-person Program Sessions Offered

	Children Ages 0-5	Children Ages 6-11	Young Adults Ages 12-18	Adults Ages 19+	General Interest
Onsite					
Offsite					
Total					

In-person Program Attendance

	Children Ages 0-5	Children Ages 6-11	Young Adults Ages 12-18	Adults Ages 19+	General Interest
Onsite					
Offsite					
Total					

Live Virtual Programming

Number of Synchronous Virtual Program Sessions	
Synchronous Virtual Program Attendance	

Recorded Programs (synchronous)

Total Number of Recorded (Asynchronous) Program Presentations	
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	
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Self-directed Activities

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

Internet

Total number of Internet computers for use by general public	
Annual number of public access/ internet use sessions	
Reporting Method for Number of Uses of Public Internet Computers Per Year	
Does the library offer public Wi-Fi service?	
Annual wireless sessions	
Reporting Method for Wireless Sessions	
URL of the library's webpage	
Annual Website Visits	

Library Policies and Practices

Does the library charge fines for overdue materials?	
What automation system do you use?	
If you have an automated system, is it connected to the internet?	

Resource Sharing / Interlibrary Loan

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Out-of-state total		
In-state total		
Total ILLs		

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SECTION H. – TRUSTEES

Library Board Members

Name	Address	Office Held	Term Expires
		President	

Library Board Appointees

Trustees appointed by what governing body?	
Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.	
Trustee terms are staggered so that all terms do not expire in the same year.	
The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.	
In addition to the appointees, the governing body appoints one of its own members to serve as a full voting member of the library board. (Optional: The governing body determines whether to appoint a representative to the library board.)	

Library Board Meetings

Number of trustee meetings held per year	
Trustee meeting schedule	
Date of last public library board meeting	
Are you aware of and do you comply with the SD Open Meetings law?	

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	
President's name and address	
Does your library have a Library Foundation?	
President's name and address	

SECTION I-J. – STANDARDS / POLICIES / EVENTS / SURVEY CONTACTS

Supplemental questions

Library Strategic Plan	
When was the library's strategic plan last reviewed?	
If you have a strategic plan, do you have plans to update it?	
Would you and your library board be interested in a training to learn how to write an effective library strategic plan?	
Library Technology Plan / Internet	
Has the library's tech plan been updated/reviewed/revised in the last three years?	
Would you like to be contacted by the State Library Technology Coordinator for more information about creating a technology plan?	
Does your library currently meet CIPA compliance requirements? (Federal Children's Internet Protection Act)	
Does the library currently take advantage of federal E-rate discounts for broadband connectivity or equipment costs?	
Would you like to be contacted by the State Library Technology Coordinator for more information about E-rate?	

Narrative listing any special events

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Would the library staff and/or library board members like to schedule a visit from one of the State Library Outreach staff in 2022?	
List any specific topics you'd like covered during a library visit from SDSL staff:	

Certify the Annual Report

Certification by Library Director	
Library Director (name):	
Librarian or staff member completing the survey (if not the director):	
Certification by Library Board	
Library board president (name):	
Date the annual report was reviewed by the library board:	
Certification by Governing Body	
Name of City or County official who reviewed the annual report:	
Position held:	
Date the annual report was reviewed by the governing body:	

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SELECTED KEY RATIOS – FY 2021

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the population of the library's legal service area (LSA)--the population of the geographic area the library serves.*	Your library FY 2021	Your library FY 2020	Statewide average FY 2020
Population used for per capita ratios* <i>Per capita ratios: Divides the total monetary or service statistics by the population served. This ratio helps you compare values among libraries of different sizes.</i>			790,528
Financial Measures			
Local government operating revenue per capita <i>All income from local government sources divided by LSA.</i>			\$33.88
Total operating revenue per capita <i>Includes income from state, federal, and miscellaneous sources.</i>			\$35.48
Total operating expenditures per capita			\$33.63
Collection expenditures per capita <i>This is the dollar amount spent per resident on new library materials.</i>			\$3.88
Portion of the library's operating budget used for new materials			11.6%
Service Measures			
Registered borrowers per capita <i>The ratio of people registered to use library services. This can show what ratio of the community are active library users if the library regularly purges its files of inactive users. The library's registered borrower records should be purged of inactive users at least every three years.</i>			0.45
Library visits per capita <i>The average number of library visits per resident. It is an indicator of public awareness of library services.</i>			1.87
Computers and Internet <i>Public libraries address the digital divide by providing access to computers, internet and WiFi services.</i>			
Public internet uses per capita <i>The average number of uses per resident of the library's public computers.</i>			0.38
Public Wi-Fi network use per capita <i>The number of times per resident that a device connects to the library's public wireless network.</i>			0.62
Collection and Circulation Ratios			
Total circulation per capita <i>The average number of loans made to residents. Low circulation ratios may be a result of low collection expenditures or indicate that the library should evaluate the relevancy of its new materials purchases to community needs.</i>			5.24
Portion of the library's total circulation that is children's materials <i>Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.</i>			37.5%
Portion of the library's total circulation that is digital materials <i>Includes ebooks, downloadable audiobooks and video.</i>			22.2%
Library Program Ratios and Totals <i>Programs require increased allocation of library resources such as staff, time, materials.</i>			
Total program attendance per capita <i>Number of people who attended library programs per resident.</i>			0.14
Total attendance per program <i>Ratio of program attendance (all ages) to the total number of live programs held.</i>			15.56

*For Lawrence, Meade & Pennington county libraries: We calculated your per capita population based on a formula that combines the library's local population and your library's ratio of total circulation for the county.

STATE NOTES (attached to individual questions on the annual report form)

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SECTION B. – OUTLET / BRANCH INFORMATION - FY

Location			
Address	City	Zip Code	
County	Phone Number	Outlet Code	
Square footage of branch / outlet	Number of bookmobiles in outlet record		
Total service hours OPEN to public per year	Total number of weeks branch open to public		
Number of Weeks an Outlet was Closed to the Public Due to COVID-19	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19		
Branch Librarian	Total Branch Staff paid		
Total hours open during typical week	Total days open during typical week		

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