FY2025 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
PHOEBE APPERSON HEARST FREE LIBRARY	LAWRENCE

Mailing Address	Street Address
315 W. MAIN	315 WEST MAIN
Mailing City	Zip Code
LEAD	57754

Contact

Library Director	Email address of director
Sarah Shoop	SarahS@cityoflead.com
Library Phone	
6055842013	

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established
Jan - Dec	No	County	1894

Population

Population of the Legal Service Area *Based on Census population estimates for your legal service area.*	3,729
Estimated population of total service area *Estimate the population you actually serve.*	4,385

What does the library charge for a nonresident library card?	$ $20

Outlets

Number of Central Libraries	Number of Branch Libraries	Number of Bookmobiles
1	0	0

Building/ remodeling of library	Building/remodeling explanation
No	

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	e.g., incorporated city or village, censusdesignated),

Library Hours - *Public service hours of the main branch.*

	Open	Close	Total hours
Sunday			N/A
Monday	10:00	5:00	7.00
Tuesday	10:00	6:00	8.00
Wednesday	10:00	6:00	8.00
Thursday	10:00	5:00	7.00
Friday	10:00	5:00	7.00
Saturday	9:00	12:00	3.00

Total hours open per week	40.00

SECTION C. -- PERSONNEL

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
58,198.00	40	Bachelors Degree	8

Other Librarians

Total number of OTHER paid librarians	Total number of OTHER librarians worked per week
2	80

All Other Paid Staff

Total number of all other paid staff	Total number of all other paid staff hours worked per week
2	30

Total Paid Employees

Total paid employees FTE
3.75

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians
0	0

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
0	N/A	0

Volunteers

Total number of volunteers	Average number of hours worked by volunteers per week
1	3.0

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	$188,524
Operating income – County	$107,653
Operating income – School District	$0
Operating income – Tribal Appropriation	$0
Operating income – College Appropriation	$0
Operating income – Other Contracts (other libraries or towns)	$0
Local Government Revenue	$296,177
State Appropriations	$0
Federal Income	$0
Other Operating Income	$43
Total Operating Revenue	$296,220

Capital Income

Local government capital income	$0
State government capital income	$0
Federal government capital income	$0
Other capital income	$0
Total capital income	$0

SECTION E -- EXPENDITURES

Staff Expenditures

Salaries and Wages for Library Staff	$187,964
Total employee benefits	$63,153
Total all salaries and benefits	$251,117

Collection Expenditures

Print materials expenditures	$10,244
Electronic materials expenditures	$1,100
Other materials expenditures	$2,570
Total expenditures for library materials	$13,914

Other Operating Expenditures

All other operating expenditures	$9,261

Total operating expenditures	$274,292

Capital Expenditures

Capital expenditures on facility	$0
Capital expenditures on technology	$6,312
Other capital expenditures	$0
Total Capital Expenditures	$6,312

SECTION F – LIBRARY HOLDINGS & CIRCULATION

Physical Materials Holdings – This is the size of the library's physical collections

Books (print)	17,772
Magazines & newspaper subscriptions, other serials	15
Audio	987
Video	3,173
Other physical items	20
Total physical items in library's collection	21,967

Circulation of Physical Materials – This is the number of check-outs of the library's physical materials

Books	9,850
Magazines & newspaper subscription, other serials	30
Audio	307
Video	4,197
Other physical items	18
Total physical item circulation	14,402
Circulation of children's physical materials	4,142
Did the library offer automatic renewal for physical materials?	No

Circulation of Electronic Materials – This is the number of checkouts for materials available online

E-books	1,673
E-serials (magazines, newspapers, etc.)	0
E-audio (audiobooks and music recordings)	3,033
E-video	0
Total circulation of electronic materials	4,706

Total Circulation of Materials	19,108

How is access provided for E-materials?

	Provided via the library	Provided via a collective	Provided via SDSL
E-books	No	Yes	Yes
E-serials	No	No	No
E-audio	No	Yes	No
E-videos	No	No	No
Research databases	Yes	No	Yes
Online learning platforms	No	No	Yes

Resource Sharing / Interlibrary Loan

	Borrowed from other libraries	Loaned to other libraries
Out-of-state total	0	0
In-state total	620	1,415
Total ILLs	620	1,415

SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Registered users	1,901
Annual total attendance in the library	12,359
Attendance reporting method	Annual Count
Annual total reference transactions completed	2,471
Reference transactions reporting method	Annual Estimate Based on Typical Week(s)

Library Programs

In-person Program Sessions Offered

Children ages 0-5	Programs	Attendance
Onsite	26	356
Offsite	27	768
Virtual	0	0
Total	53	1,124

Children ages 6-11	Programs	Attendance
Onsite	0	0
Offsite	9	521
Virtual	0	0
Total	9	521

Young Adults ages 12-18	Programs	Attendance
Onsite	17	69
Offsite	0	0
Virtual	0	0
Total	17	69

Adults ages 19+	Programs	Attendance
Onsite	30	147
Offsite	0	0
Virtual	0	0
Total	30	147

General Interest	Programs	Attendance
Onsite	0	0
Offsite	0	0
Virtual	0	0
Total	0	0

Total Live Programs

Total number of synchronous program sessions	109
Total attendance at synchronous programs	1,861

Recorded Programs (Asynchronous)

Total Number of Recorded (Asynchronous) Program Presentations	0
Total Views of Recorded (Asynchronous) Program Presentations (within 7 days)	0

One-to-One Programs / Summer Reading

How many one-to-one program sessions did the library conduct?	0

Self-directed Activities

How many passive activities were offered?	0
Approximately how many patrons took part in these activities?	0

Internet

Total number of Internet computers for use by general public	6
Annual number of public access/ internet use sessions	672
Computer uses reporting method	Annual Count
Does the library offer public Wi-Fi service?	Yes
Annual wireless sessions	1,981
Wireless sessions reporting method	Annual Count
URL of the library's webpage	https://lead.yoursdlibrary.org/

Library Policies and Practices

Does the library charge overdue fines for any physical materials?	No
What automation system do you use?	KOHA
If you have an automated system, is it connected to the internet?	Yes, available online

SECTION H. – TRUSTEES

Library Board Members

Name	Office Held	Term Expires
Gary Linn	President	2028
Beth Bertolotto	Trustee	2026
Micki Moore	Trustee	2027
Barb Foshiem	Trustee	2028
Elizabeth Groeger	Trustee	2027

Library Board Appointees

Trustees appointed by what governing body?	City Council
Trustees reside, own property, or own a business within the boundaries of the library's local governing unit.	Yes
Trustee terms are staggered so that all terms do not expire in the same year.	Yes
The library's governing body replaces or reappoints library trustees every three years upon expiration of their terms.	Yes
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.)*	No

Library Board Meetings

Number of trustee meetings held per year	Bi-Monthly
Trustee meeting schedule	hday of every other month a
Date of last public library board meeting	2026-02-09
Are you aware of and do you comply with the SD Open Meetings law?	Yes

Friends of the Library / Library Foundation

Does your library have a Friends of the Library group?	No
President's name	
Does you library had a Library Foundation?	Yes
President's name	Kim Borsch

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

Narrative listing any special events

Our library offered a variety of programs for all ages. We had story time aimed at preschoolers, but all ages were welcome. We also had craft group which was geared toward adults, but all ages were welcome. This is an informal group where participants are welcome to bring their current project to work on and converse with other crafty people. It is not an instructional group. We also had our monthly adult book club which has really blossomed in popularity. Additionally, we also had summer reading activities for all ages. Children had reading and activities. Young adults and adults participated in reading bingo and these were both popular. We will be doing them again in 2026.

Supplemental Questions

Does your library offer meeting room or study spaces that can be reserved by the public?	Yes
Does your library lend devices such as laptops, tablets, and hotspots to be used outside of the library?	No
Does your library have a "library of things" that can be checked out by the public?	Yes
Does your library offer early literacy or school-readiness programs?	Yes
Does your library offer adult educational services?	Yes
Does your library offer job search or workforce support services?	No
Does your library provide assistance with wellness, consumer health information, or health insurance resources?	No
Does your library offer targeted outreach or services for underserved groups such as homeschool families, rural residents, seniors, immigrants, or people experiencing poverty?	Yes
Do you collaborate with any outside organizations to provide programming and/or services in your library?	Yes
Tell us about any special partnerships your library has with other community organizations	We team up with the local preschool and have our children's librarian read to them in their classroom every Tuesday morning. It has been a very rewarding program.
Please share any feedback or stories about how the library helped individuals or groups with any of the above topics.	We team up with the local preschool and have our children's librarian read to them in their classroom every Tuesday morning. It has been a very rewarding program.

Certify the Annual Report

Certification by Library Director	
Library Director (name):	Sarah Shoop
Librarian or staff member completing the survey (if not the director):	
Certification by Library Board	
Library board president (name):	Gary Linn
Date the annual report was reviewed by the library board:	2026-03-02
Certification by Governing Body	
Name of City or County official who reviewed the annual report:	Dustin Huepel
Position held:	Mayor
Date the annual report was reviewed by the governing body:	2026-03-02

SELECTED KEY RATIOS – FY 2025

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 2025	Your library FY 2024	Statewide average FY 2024
Population used for per capita ratios* *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.*	3,729	4,110	826,827
Financial Measures			
Local government operating revenue per capita *All income from local government sources divided by LSA.*	$79.43	$68.46	$42.21
Total operating revenue per capita *Includes income from state, federal, and miscellaneous sources.*	$79.44	$68.48	$43.56
Total operating expenditures per capita *This is total amount spent per resident on day-to-day operation of the library.*	$73.56	$62.90	$41.39
Collection expenditures per capita *This is the dollar amount spent per resident on new library materials.*	$3.73	$3.53	$4.56
Portion of the library's operating budget used for new materials	5.1%	5.6%	11.0%
Service Measures			
Registered borrowers per capita *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.*	0.51	0.44	0.39
Library visits per capita *The average number of library visits per resident. It is an indicator of public awareness of library services.*	3.31	3.04	3.36
Computers and Internet *Public libraries address the digital divide by providing access to computers, internet and WiFi services.*			
Public internet uses per capita *The average number of uses per resident of the library's public computers.*	0.18	0.26	0.42
Public Wi-Fi network use per capita *The number of times per resident that a device connects to the library's public wireless network.*	0.53	0.30	1.36
Collection and Circulation Ratios			
Total circulation per capita *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.*	5.12	3.71	7.27
Portion of the library's total circulation that is children's materials** *Compares ratio of children's materials circulated to total circulation. It is useful to know when considering other services to children.*	28.8%		52.2%
Portion of the library's total circulation that is digital materials *Includes ebooks, downloadable audiobooks and video.*	24.6%	33.1%	27.4%
Library Program Ratios and Totals *Programs require increased allocation of library resources such as staff, time, materials.*			
Total program attendance per capita *Number of people who attended library programs per resident.*	0.50	0.57	0.39
Total attendance per program *Ratio of program attendance (all ages) to the total number of live programs held.*	17.07	18.96	20.00

*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)

A14., Population of the Legal Service Area (#208)
 This is the city population plus a portion of the county population outside of city limits.--2025-10-27
A16., What is the annual fee for a nonresident library card?
 In 2025 we switched from a one-time $15 fee for out-of-county residents to a yearly $20 fee. I'm not sure why the one-time fee was established. It didn't make sense because local residents pay their yearly taxes that fund the library. Out-of-county patrons should also have to contribute annually.--2026-02-09

E09., Total Operating Expenditures (#358)
 I'm not sure why this is being flagged. I double checked the numbers I entered and they are correct.--2026-02-09
E11., Capital expenditures on technology: Additional new computers, computer hardware & software, new library automation systems, audio visual equipment, etc.
 We had to upgrade all of our computers to Windows 11.--2026-02-09

G25., Annual Wireless Sessions (#652) WhoFi users: Use the "Total Session Count" metric
 We started using Who-Fi in October. I have included the session counts from that month on. Before then, we counted individuals on our Wi-Fi so the total number is a combination of the two methods of recording.--2026-02-04

I04., Does your library have a "library of things" that can be checked out by the public? Examples: Fishing poles, kitchen appliances, gardening equipment, tools, toys/games, musical instruments, sports/outdoor gear?
 We have a set of Pickleball paddles and the State Park Passes, but that is the extent of our Library of Things.--2026-02-09
I06., Does your library offer adult educational services? Examples: GED prep, English language learning, digital literacy or tech classes, online learning platforms, test proctoring
 We have a summer reading program and direct people to Dolly Parton's Imagination Library resources.--2026-02-09

SECTION B. – OUTLET / BRANCH INFORMATION   2025

Location	PHOEBE APPERSON HEARST FREE LIBRARY

Address	City	Zip Code
315 WEST MAIN	LEAD	57754

County	Phone Number	Outlet Code
LAWRENCE	6055842013	Central Library

Square footage of outlet	Number of bookmobiles in outlet record
10,000	0

Total public service hours OPEN per year	Total number of weeks per year outlet is open
2,080	52

Head librarian at this outlet	Total branch staff paid
Sarah Shoop	5

Total hours open during typical week	Total days open during typical week
40	6