



March 16, 2016

Mayor Lindsay, Commissioners Johnson, Corbin, Waldner and Thill:

Attached is a copy of the Madison Public Library's annual report for 2015. This report is submitted as required by SD Codified Law 14-2-41: (6).

On behalf of the Library's Board of Trustees and the library staff, thank you for your support of the Madison Public Library. Your support made it possible for the library to expand its collections and programs in 2015.

As of October 2015, the Madison Public Library has a new integrated library system. The staff invested a good deal of time and effort into making the migration from Aleph to Library.Solution as painless as possible for our patrons. In preparation for the migration, we purged patron files, weeded collections, and learned new ways to do everything from cataloging to interlibrary loan to checking out material. We are very pleased with the new system and invite you to take a look at the new online catalog.

Access to the online catalog and other online resources is available through the Library's webpage—<http://madisonpubliclibrary.blogspot.com>. The Public Library's patrons have access to 76 electronic databases including Mitchell Manuals for automobile repair, World Book Encyclopedia, Newsbank which includes online access to the Madison Daily Leader, and many more. At the end of 2015 our patrons could use their library cards to download any of 14,033 e-books, or any of the 10,674 e-audiobooks. They also had access to 82 magazine subscriptions through Zinio. Music is available to stream or download from Freegal Music. InstantFlix and Freegal Movies offer patrons over 10,000 movies to stream.

While the circulation of electronic resources is increasing, the real, tangible items are still the most utilized resources. The library loaned 66,979 items in 2015. 88% of that total was books, movies, books on compact disc or playaway, video games and magazines borrowed from the Library.



The national trends written about in library journals are evident in Madison. The circulation of physical items is decreasing while the circulation of electronic books is increasing. The demand for time on the public access computers is decreasing while the number of times the Library's wireless Internet is accessed is increasing.

Finally, the Madison Public Library was host to the Dust, Drought and Dreams Gone Dry exhibit in November and December of 2015. This national exhibit and the concurrent programs brought many area residents into the Library. Those who hadn't been here for a while were impressed with what they found.

We expect there will be fewer major changes at the Public Library in 2016, but it is our constant endeavor to provide consistently good library service to the residents of Madison. Your support makes that possible. Thank you.

Sincerely,

**Nancy Sabbe
Librarian**

FY 2015 Annual Survey of South Dakota Public Libraries

MADISON PUBLIC LIBRARY

SECTION A. – GENERAL INFORMATION

Library Name	County
MADISON PUBLIC LIBRARY	LAKE

Mailing Address	Street Address
209 EAST CENTER	209 E CENTER
Mailing City	Zip Code
MADISON	57042

Contact

Librarian	Email address of director
Nancy Sabbe	nancy.sabbe@cityofmadisonsd.com
Library Phone	Fax
6052567525	(605) 256-7526

Admin

Fiscal year reporting	Legal Service Area Boundary Change	Government unit under which library is legally established	Year legally established
Jan - Dec	No	City	1906

Population

Population chartered or contracted to serve <i>Based on Census population estimates for your legal service area.</i>	7,126
Unduplicated population of service area <i>Corrects per capita ratios for libraries serving overlapping legal service areas.</i>	7,126
Estimated population of total service area <i>Estimate the population you actually serve.</i>	12,000

What do you charge for a nonresident library card?	\$15
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Outlets

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

Building/remodeling of library	Building/remodeling explanation	Total Square footage main library
No	N/A	12,000

Codes

Legal Basis Code	Geographic Code
Municipal Government (city, town or village)	City (most nearly)

Library Hours

Public services hours of the main branch.

	Open AM	Close AM	Open PM	Close PM	Total hours
Sunday	N/A	N/A	N/A	N/A	N/A
Monday	10:00	N/A	N/A	9:00	11.00
Tuesday	10:00	N/A	N/A	9:00	11.00
Wednesday	10:00	N/A	N/A	9:00	11.00
Thursday	10:00	N/A	N/A	9:00	11.00
Friday	10:00	N/A	N/A	5:00	7.00
Saturday	10:00	N/A	N/A	5:00	7.00

Total hours open per week	58.00
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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
1	\$ 57,500.00	40	Masters of Library Science

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
2	66	106	2.65

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
3	74	1.85	4.50

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		0

Volunteers

Total number of volunteers	4
Average number of hours worked by volunteers per week	5

ALA-MLS Librarians

Total number of ALA-MLS librarians	Hours worked per week – ALA-MLS librarians	FTE librarians ALA-MLS librarians
2	74	1.85

SECTION D -- INCOME

Operating Income received during fiscal year

Operating income – City/Town	\$490,100
Operating income – County	\$15,000
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	\$505,100
State Appropriations	\$0
Federal Income (Excluding LSTA grants)	\$0
LSTA Grants	\$0

Miscellaneous funds for operating expenses

Fines (if kept as income)	\$2,580
Gifts and Endowments	\$500
Income ONLY from Trust Funds/Savings	\$0
Income from sale of library cards	\$330
Other miscellaneous funds	\$3,471
Total miscellaneous operating income	\$6,881

Total Operating Income	\$511,981
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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	\$192,381
Total employee benefits	\$68,433
Total all salaries and benefits	\$260,814

Collection Expenditures

Print materials expenditures	\$62,822
Electronic materials expenditures	\$34,363
Other materials expenditures	\$23,806
Total expenditures for library materials	\$120,991

Other Operating Expenditures

All other operating expenditures	\$90,361
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Total operating expenditures	\$472,166
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Capital Expenditures

Capital expenditures – Land	\$0
Capital expenditures – Buildings	\$0
Capital expenditures - Remodeling	\$0
Capital expenditures – Computer hardware & software	\$21,939
Capital expenditures – Audio visual equipment	\$0
Capital expenditures – Other equipment	\$0
Capital expenditures – Automotive vehicles and bookmobiles	\$0
Capital expenditures – Debt payments	\$0
Capital expenditures – Other	\$0
Total Capital Expenditures	\$21,939

Total Expenditures	\$494,105
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SECTION F – LIBRARY HOLDINGS

Books

Books (print)	53,245
Ebooks accessed through SDTG	13,439
Other ebooks units* owned, leased, licensed	594
Total Ebooks	14,033

Subscriptions

Current print serial subscriptions	148
Current electronic serial subscriptions	82

Audio, Video, Other

Audio – physical units*	5,469
Audio – downloadable units* accessed through SDTG	4,058
Other downloadable audio units* owned, leased, or licensed	6,616
Total downloadable audio	10,674
Video – physical units*	3,685
Video – downloadable units*	0
Other (films, multimedia kits, maps)	523

Electronic Collections (Databases)

Local/other licensed electronic collections (databases)	37
State licensed electronic collections (databases)	39
Total licensed electronic collections (databases)	76

Total Holdings	87,935
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SECTION G – SERVICE ACTIVITIES

Library Service Indicators

Annual public services hours per year (ALL outlets)	3,016
Annual total attendance in the library	34,704
Annual total reference transactions completed.	2,028
Registered users	5,297

Circulation

Books

	Adult (over 18) circulation	Juvenile circulation	Total circulation of books
Main Library	17,580	23,752	41,332
Branches/deposit stations	0	0	0
Bookmobile stops	0	0	0
Total	17,580	23,752	41,332

Circulation for Other Materials

Circulation of magazines and other print items not included above	876
Circulation of non-print materials.	16,666
Total electronic materials loaned (circulated)	8,105

Total Circulation of Library Materials	66,979
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Library Programs

	Library Programs	Library Program Attendance
--Birth thru PreK	177	1,721
--Kindergarten thru age 11	58	1,750
Children Ages 0-11	235	3,471
Young Adult Ages 12-18	5	59
Adult Ages 19 and over	39	517
Total	279	4,047

One-to-One Programs

How many one-to-one program sessions did the library conduct?	79
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Internet

Does your library provide public access to the Internet?	Yes
--If yes, how is this access provided?	both
Number of Internet terminals available for use by general public	6
Number of laptop computers available for public circulation.	0
Total number of Internet computers for use by general public	6
Annual number of public access/ Internet use sessions (30-minute sessions)	7,752
Annual wireless sessions	14,300

URL of the library's webpage	http://madisonpubliclibrary.blogspot.com/
How often does the library update the content of its webpage?	at least monthly

Library Policies and Practices

What is your standard circulation period for books?	4 weeks
Do you have a written policy for non residents?	Yes
What do you charge per day for overdue books?	.05
Is your library catalog automated?	Yes
What automation system do you use?	_C - The Library Corporation
If you have an automated system, is it connected to the Internet?	available online

Disability Services Provided by the Library

Services for the blind	Yes
Services for the seeing impaired	Yes
Services for the physically disabled	Yes
Services for learning disabilities	Yes
Services for the deaf	Yes

Resource Sharing / Interlibrary Loan

In-State

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
SD academic libraries	124	16
SD public libraries	641	709
SD school libraries	7	53
SD other libraries	0	9
SD State Library	6	0
In-state total	778	787

Out-of-State

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Minitex	119	18
Other libraries	205	13
Non-library sources	0	
Out-of-state total	324	31

	Received from/ borrowed from other libraries	Provided/sent/loaned to other libraries
Total ILLs	1,102	818

SECTION H – TRUSTEES (current)

Trustee 1 - Name	Mailing Address	Email
Wilson Kleibacker	P.O. Box 45, Madison	kleibacker@sio.midco.net

Home Phone	Business Phone	Office Held	Term Expires
(605) 256-6175	(605) 256-6677	President	2018

Trustee 2 - Name	Mailing Address	Email
Jody Johnson	211 N. Highland, Madison	kjmjohnson@yahoo.com

Home Phone	Business Phone	Office Held	Term Expires
(605) 256-4837	(605) 256-6518	Vice-President	2018

Trustee 3 - Name	Mailing Address	Email
Millie Gross	P.O. Box 238, Madison	sdgross@sio.midco.net

Home Phone	Business Phone	Office Held	Term Expires
(605) 256-4110		Trustee	2018

Trustee 4 - Name	Mailing Address	Email
Paula Froehlich	728 NE 7th St., Madison	tfralic@gmail.com

Home Phone	Business Phone	Office Held	Term Expires
(605) 256-2708		Trustee	2016

Trustee 5 - Name	Mailing Address	Email
Gail Hamman	817 W. Center St., Madison	ghamman42036@gmail.com

Home Phone	Business Phone	Office Held	Term Expires
(605) 256-3024		Trustee	2017

Trustee 6 - Name	Mailing Address	Email
Kelly Johnson	602 N. Egan, Madison	missioner.johnson@cityofmadisons

Home Phone	Business Phone	Office Held	Term Expires
(605) 427-0427	(605) 427-0427	City Council Rep.	2016

SECTION H. – TUSTEES (cont.)

Library Trustee / Board Information

Trustee meetings held per year	Monthly
Trustees appointed by what governing body?	City Council
Trustee meeting schedule	Third Tuesday of the month at 5:15 p.m.
Date of last public library board meeting	December 15, 2015
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?	Yes
President's name and address	Jennifer Wolff
Does your library have a Library Foundation?	No
President's name and address	N/A

SECTION I. – CERTIFICATION / ACCREDITATION

Library accredited to SD Accreditation Standards?	No
Renewal year for SD Accreditation Standards	
Library director Certified by SD Certification Standards?	Yes
Renewal year for SD Certification Standards	2017
Local governmental ordinance or minutes on file with SDSL?	Yes
Library board by-laws updated in last two years?	Yes
Technology/Internet policies updated in last two years?	Yes
Library has an up-to-date disaster plan?	No

SECTION J. – SPECIAL SERVICES

Narrative listing any special events	The Madison Public Library hosted "Dust, Drought, and Dreams Gone Dry" from November 9 through December 16.
Librarian or staff member completing the survey	Nancy Sabbe
President of Board of Trustees/ or Director of Institution	Wilson Kleibacker

SECTION J. – (Cont.) SUPPLEMENTAL QUESTIONS

Reading Programs / Book Clubs

Has the library hosted a summer reading program in the past year?	Yes
Has the library hosted a Young Adult book club in the past year?	No
Has the library hosted an Adult book club in the past year?	Yes

Would the library staff and/or library board members like to schedule a visit from one of the State Library Outreach staff in 2016?	No
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Would you like more information of instruction on any of the following topics?

Grants / opportunities	Yes	Library Board training	Yes
Budget / governance	No	Database access / training	No
Adult programming	Yes	South Dakota Titles To Go / ebooks	No
Children's / teen programming	Yes	SD Share It / Ill processes & procedures	Yes
Library Institute / accreditation	No	Annual SD Survey / using local data	No

Is there anything you'd like to tell the State Library that we haven't asked?	
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RATIOS AND PERCENTAGES

These are key ratios and percentages generated by the survey tool. Per capita ratios are based on the unduplicated population of the library's service area.

Financial Measures		Service Measures	
Local Revenue per Capita	\$70.88	Registered Borrowers per Capita	0.74
Total Revenue per Capita	\$71.85	Library Visits per Capita	4.87
Total Operating Expenditures per Capita	\$66.26	Circulation per Registered Borrower	12.64
Total Collection Expenditures per Capita	\$16.98	Total Circulation per Capita	9.40
Library Program Ratios and Totals		Public Internet Uses per Capita	1.09
Children's Attendance per Program	14.77	Collection and Circulation Ratios	
Young Adult Attendance per Program	11.80	Circulation Turnover	0.76
Adult Attendance per Program	13.26	Circulation of Children's Books as a Percent of Total Circulation	35.46%
Total Attendance per Program	14.51	Circulation of Electronic Materials as a Percent of Total Circulation	12.10%

NOTES

Other Miscellaneous Funds

Includes \$1200 from ALA for Dust, Drought and Dreams Gone Dry exhibition.--2016-03-14

Total Operating Expenditures

\$10,000 was budgeted for replacement of air conditioners and/or furnaces. None were replaced in 2015. This amount is returned to the city's general fund. The ILS we adopted was \$7,876 less expensive than anticipated. This amount is also returned to the city's general fund.--2016-03-03

Capital Expenditures - Computer Hardware (and software)

ILS purchase--2016-03-14

Young Adult Program Attendance

Programs that included a photo booth and painting a picture attracted more of the kids this year.--2016-03-09

Annual Number of Public Access/Internet USES/sessions (per 30-minute sessions)

We have noticed a steady decline in the use of the public access computers and a corresponding increase in the number of individuals using the library's wireless connection for their devices.--2016-03-09

Library Accredited to SD Accreditation Standards?

The library's application for accreditation got lost in the mail. The library was accredited again in 2016.--2016-03-09

SECTION B. – OUTLET / BRANCH INFORMATION – FY 2015

B01. Location	MADISON PUBLIC LIBRARY		
B02. Address	B03. City	B04. Zip Code	B05. Zip +4
209 E CENTER	MADISON	57042	2998
B06. County	B07. Phone Number	B08. Outlet Code	
LAKE	6052567525	Central Library	
B09. Square footage of branch / outlet	B10. Number of bookmobiles in outlet record		
12,000	0		
B11. Total public service hours OPEN per year	B12. Total number of weeks per year branch is open		
3,016	52		
B13. Branch Librarian	B14. Total Branch Staff paid		
Nancy Sabbe	6		
B15. Total hours open during typical week	B16. Total days open during typical week		
58	6		