

**Personal Services**

The State Library staff (27.5 FTE) consists of:

1. Division Director
2. Office Administrator
3. 9 Senior Librarians, 2 Librarians, 2.5 Library Technicians, 5.5 Library Associates, 2 Program Assistants II, 1 Information Officer
4. 1 Senior Secretary, 1 Secretary, 1 ~~AV Equipment Coordinator~~ **Equipment & Audio Production Manager**, 1 ~~Library Clerk~~

Duties and responsibilities in the division are:

- Responsible for implementing the policies set by the State Library Board
- Coordinating and supervising programs of the State Library
- Providing leadership for libraries statewide; and carrying out key strategic goals in support of the Library's mission.
- Provide technical and professional support and training to local boards and government officials for the development of local library services
- Coordinate and provide continuing education opportunities for librarians throughout the state
- Coordinate the provision and use of statewide electronic resources
- Provide library services to the visually impaired
- Coordinate the activities of the South Dakota interlibrary loan network
- Organize the Library's print and digital collections
- Administer the federally and state mandated school and public library annual surveys
- Administer the IMLS annual distribution of the LSTA federal funds

**Travel**

In-state travel is necessary to support the Library's mission and strategic goals through consultative on-site visits to libraries throughout the state. It also supports participation in statewide planning activities, continuing education programs, collaborative efforts, and leadership functions.

Out-of-State travel supports participation in national and regional planning and leadership activities that support the National Library Service for the Blind & Visually Handicapped, American Printing House for the Blind and Collaborative Summer Library Program. Professional Development that is necessary for library staff to keep abreast of federal grant funding and continuing education strategies.

**Contractual Services**

Subscriptions: Fees in support of the Library's digital and print collections.

Membership Fees: Participation in several Library councils which supports the national and regional planning and leadership for the Library.

Workshop Registration Fees: Library staff to participate in Professional Development activities to support the national/regional planning and leadership activities.

Contractual: Contracts to support the Summer **Public** Library Institute and **School** Library Boot camp **and to purchase access to statewide databases.**

Janitorial and Maintenance - this represents the space billing rate per square foot assessed by the Bureau of Administration.

Rents Other - includes costs incurred for meeting space.

Telecommunications Services - represents the expenses expected to be incurred for phone usage.

Insurance Premium and Surety Bonds - represents the liability coverage provided through BOA for each FTE in this activity.

**Supplies & Materials**

The funds in this center are used for the general day-to-day expenses necessary for the adequate operation of the Library in pursuit of its mission and strategic goals. The funds for postage support the Library's participation in the statewide interlibrary loan network.

**Grants & Subsidies**

The authority requested for this center is for pass-through funds (federal or private) awarded as grants to local libraries.

**Capital Outlay**

These funds in this center are used to ensure that remaining State Library collections are maintained at an acceptable level of quality and usability. They are also used to support an appropriate cycle for upgrade and replacement of worn out or obsolete equipment.