

2019 Kansas Public Library Survey and Annual Report

Survey runs from January 1, 2020-February 10, 2020.

Statistics reported are to cover calendar year 2019.

To login to survey: <https://ks.countingopinions.com>Questions: State Library (Alice Smith alice.smith@ks.gov) or Regional System Consultants

* Indicates a Federal Question

PART 1: Identification**Location**

1.1	Name of Library Provide the official name of your library.	Prefilled, frozen
1.2a	Physical Street Address No post office box numbers. Provide street address where the library is located.	Prefilled, frozen
1.2b	Mailing Address Provide if different than street address.	Prefilled, not frozen
1.3	City or Town of Administrative Entity Provide the city or town in which your library is located.	Prefilled, frozen
1.4	Physical Address ZIP Code Provide ZIP code for the physical address of the library.	Prefilled, frozen
1.5	Population of the Legal Service Area (LSA 2019) LSA populations are determined by the State Library using the KS Certified Populations.	Prefilled, frozen
1.6	Legal Service Area Boundary Change Have there been any changes to the library's legal service area boundaries during the past year? Changes might be the result of city annexation, change in library status (i.e. city to township or district), creation of new library, or similar increases to the library taxing district.	Defaulted to "NO"
1.7	Regional Library System If your library is affiliated with a Regional Library System, either through membership or contract, indicate which system.	Prefilled, not frozen
1.8	County Provide the county in which your library is located.	Prefilled, frozen
1.9a	Library Director's Name This is the name of the person hired to be responsible for operating the library. If there have been staffing changes during the year, provide the name of the person holding the position at the end of the reporting year.	Prefilled, not frozen
1.9b	Library Director's Email Address This is the email address for the director of the library.	Prefilled, not frozen
1.9c	General Library Email Address Provide the general email address for the library, if available. This would be an email address that does not change if the director changes.	Prefilled, not frozen
1.10a	Library Phone Provide the phone number of the library.	Prefilled, not frozen
1.10b	Library Fax Provide the fax number of the library.	Prefilled, not frozen

Online Presence

1.10c	Website Address Enter the web address (URL) of the library website.	Prefilled, not frozen
1.10d	Facebook If your library has a Facebook page, provide the address for your page.	Prefilled, not frozen

1.10e	Twitter If your library has a Twitter account, provide the username.	Prefilled, not frozen
1.10f	Other Social Media If your library has other social media (Pinterest, etc.) enter that address.	Prefilled, not frozen
Other		
1.11	Friends of the Library Does your library have a Friends group?	Prefilled, not frozen
1.12	Volunteers Do you have volunteers working in your library? Answer yes if your library has volunteers <i>or any unpaid staff or workers.</i>	Prefilled, not frozen
PART 2: General Information		
2.1*	Number of Bookmobiles Bookmobiles are staffed with <i>paid</i> staff, have regularly scheduled stops, regularly scheduled service hours and carry an organized collection of library materials. Provide the total number of vehicles.	Prefilled with previous answer, frozen
2.2	Online Public Access Catalog (OPAC) The online public access catalog used by your library.	Prefilled with previous answer, not frozen
2.2a*	Number of Registered Users Report the number of registered users. A registered user is a library user who has applied for and received an identification number or card from the public. Note: Inactive patron accounts should have been purged within the past three (3) years.	
2.3*	Number of Central Libraries Synonymous with main library. A central library is one type of single outlet library or the library which is the operational center of a multi-outlet library. Usually all processing is centralized here and the principal collections are housed here.	Prefilled with previous answer, frozen
2.4	Number of Branch Libraries A branch library is an auxiliary unit of an administrative entity which has all of the following: 1) separate quarters, 2) an organized collection of library materials, 3) paid staff, and 4) regularly scheduled hours for opening to the public.	Prefilled with previous answer, frozen
2.5a	Legal Name Full legal name of the library.	Prefilled, frozen
2.5b	Square footage Provide the area, in square feet, of the library. This is the area of all floors (including attics and basements) enclosed by the outer walls of the library. Include all areas occupied by the library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the library has use of the area. This includes hallways, restrooms, office space, shared meeting rooms, closets, etc.	Prefilled with previous answer, not frozen
2.5c	Public Service Hours Per Year Provide the annual number of hours the library is open to the public. You can use your weekly hours multiplied by 52.	Prefilled with previous answer, not frozen
2.5d	Public Service Weeks Per Year Provide the number of weeks, rounded to the nearest week, this library was open to the public.	Prefilled with "52", not frozen
2.5e	Head Librarian	Prefilled
2.5f	Street Address	Prefilled
2.5g	City	Prefilled
2.5h	Email Address	Prefilled
2.5i	Telephone	Prefilled
2.5j	Fax	Prefilled

2.6*	Public Service Hours Per Year This sum will include any branch hours previously provided.	hidden calculation 2.5c = 2.6
2.7*	Library Visits Report the total annual number of times individuals enter the library for whatever purpose (include attending activities and meetings and others requiring no staff services).	
2.8*	Reference Transactions Questions answered to patrons. 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. This includes providing Readers Advisory.	

PART 3: Paid Staff

Include total hours for all individuals in each category. The full time equivalent (FTE) for any staff category is determined by adding the total hours worked per typical week by all category employees and dividing by 40.

3.1	Total Librarian Hours Weekly hours worked by all paid staff holding the title of Librarian. Provide the average number of hours per week worked by library staff persons holding the title of "Librarian" or equivalent. "Librarians" are defined as persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work or both, as distinct from its mechanical or clerical aspect. The usual educational requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of "Librarian".	Prefilled, not frozen
3.1a*	Total Librarians The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per typical week by all category employees and dividing by 40.	Hidden calculation 3.1/40=3.1a
3.2	ALA-MLS Hours Of the hours listed above in question 3.1 (Total Librarian Hours), how many hours worked by Librarians with master's degrees from programs or library and informational studies accredited by the American Library Association? Example- MLS, MLIS or equivalent degrees.	Prefilled, not frozen
3.2a*	ALA-MLS Librarians The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per typical week by all category employees and dividing by 40.	Hidden calculation 3.2/40=3.2a
3.3	All Other Paid Employees Hours Weekly hours worked by all other paid staff not included in question 3.1. This should include maintenance, office, housekeeping, security, etc. regardless of their educational background.	Prefilled, not frozen
3.3a*	All Other Paid Employees The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per typical week by all category employees and dividing by 40.	Hidden calculation 3.3/40=3.3a
3.4	Total Paid Employee Hours	Hidden calculation 3.1+3.3=3.4
3.4a*	Total Paid Employees	Hidden calculation 3.1a+3.3a=3.4a

PART 4: Salary Survey

Do not report individual names.

4.a	Name of Position Enter the position name or title. For example "Library Director".	Prefilled, not frozen
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4.b	Current number of employees in this position Indicate the total number of employees who have this position or title (full or part-time).	Prefilled, not frozen
4.c	Current Hourly Salary Enter the hourly pay for this position or job title. If more than one employee holds this position, enter a range. For salaried employees, you can either divide by the hours worked to get an hourly rate, or enter the annual salary.	Prefilled, not frozen

PART 5: Benefits

5.1	Does your library provide paid vacation days? Answer "Yes" if vacation leave is paid at your library.	Prefilled, not frozen
5.2	Does your library provide sick leave days? Answer "Yes" if sick leave is paid at your library.	Prefilled, not frozen
5.3	Does your library provide retirement benefits? Answer "Yes" if KPERS or a similar retirement package is offered by your library.	Prefilled, not frozen
5.4	Does your library provide medical insurance? Answer "Yes" if medical and/or health benefits are offered by your library.	Prefilled, not frozen

PART 6: Operating Income

Report all income as whole dollars only. If your library does not have an item in its budget or if the information is not available, enter "0". For most libraries, mill levy information can be located at: <http://admin.ks.gov/offices/chief-financial-officer/municipal-services/municipal-budgets> or by asking your city office. Locate the appropriate budget for your library. Spreadsheet budgets will have a red tab called "Library Grant", .PDF budgets will have a page headed "Worksheet for State Grant-in-Aid to Public Libraries". Note: some libraries will have more than one budget to check.

6.1a	Library Fund Mill Levy (three decimal places) Provide the library fund mill levy rate to three decimal places (example: 8.750).	
6.1b	Library Fund Revenue (whole dollars only) This includes all tax funds designated by all taxing entities involved (city, township, county), and available for expenditure by the public library. This includes ad valorem, motor vehicle, RV, 16-20M, boat and aircraft taxes and delinquent back taxes. All other income is to be reported in 6.2 or 6.3.	
6.2a	Library Employee Benefits Fund Levy (three decimal places) Include the current levy for the Library Employee Benefits Fund to three decimal places. If no fund, please enter "0".	
6.2b	Library Employee Benefits Fund Revenue (whole dollars only) Include any payments received for a separate library employee benefit fund levy. If your library does not have a separate library employee benefits fund levy, enter "0".	
6.3	Additional Municipal Government Funds Include any additional monies from your municipality, such as electric funds, water funds, transfers from general funds unless already reported in line 6.1.	
6.4	Indirect additional local public support Indirect local support includes any goods or services for the library that are paid for directly by the municipality. This may include things like utilities, Internet or phone service, or capital improvements. Include only the actual monetary value of local government contributions towards these services that can be documented from the local government. If none, enter "0".	

6.5*	Local Government Revenue	Hidden calculation 6.1b+6.2b+6.3+6.4=6.5
6.6	State Grant-in-Aid	Prepopulated by State Library
6.7	Regional Library System Grant Funds Include the total amount of money your library received from the regional systems.	may be prepopulated by Regional
6.8*	State Government Revenue State and regional funds are considered "state" for this definition only.	Hidden calculation 6.6+6.7=6.8
6.9*	Federal Government Revenue Include any monies received from the Federal government either through direct grants or through grants passed through the State Library from the Library Services and Technology Act (LSTA). Examples: KS Notable Books Grant.	Prepopulated by State Library, not frozen
6.10*	Other Revenue Report all income other than given in 6.2-6.9. Examples: Gifts from Friends of the Library or Foundations, fines and fees, interest earned, or any fundraising efforts (book sales). Do not include designated for capital purposes; the value of any contributed or in-kind services or non-monetary gifts or donations; or carryover funds from the previous year.	
6.11*	Total Revenue	Hidden calculation 6.5+6.8+6.9+6.10=6.11

PART 7: Capital Funds

Note: The survey definition of acceptable capital expenditures is NOT the same as the Kansas statute definition. To the best of your ability, please use the survey definition here. Funds designated for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furniture and equipment, regular purchase of library materials, and investments for capital appreciation.

7.1	Does your library have a Capital Improvement Fund?	Yes or No skip logic, prefilled, not frozen
7.2a*	Local Government Capital Revenue Report all tax sources for capital funds from the local government. Example: city gives to a library capital fund. Report income received only in the reporting year. Do not report the current balance, only calendar year additions. Include transfers from the operating budget which can be a maximum of 10% of your tax income. Any amount in excess of this percentage should be reported in 7.2d.	Prefilled with "0", not frozen
7.2b*	State Government Capital Revenue No state government sources are available for capital improvements.	Prefilled with "0", frozen
7.2c*	Federal Government Capital Revenue Example: FEMA funds received by library.	Prefilled with "0", frozen
7.2d*	Other Capital Revenue Report any other sources of capital funds, including: building fund campaigns, insurance claim funds received, interest, transfers from the operating budget in excess of 10%, and donations. Do not report the current balance, only calendar year additions.	Prefilled with "0"
7.2e*	Total Capital Revenue	Hidden calculation 7.2a+7.2b+7.2c+7.2d=7.2e

7.3*	Total Capital Expenditures Note: the survey definition of acceptable capital expenditures is NOT the same as the Kansas statute definition. To the best of your ability, please use the survey definition here. Include funds spent for the acquisitions of, or additions to, fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishing and equipment, regular purchase of library materials, and investments for capital appreciation. This does not need to match 7.2e.	Prefilled with "0"
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PART 8: Expenditures

Report all expenses as whole dollars only. If your library does not have an item in its budget or the information is not available, enter "0".

Staff Expenditures

8.1*	Salaries & Wages Expenditures Include salaries and wages before deductions for all staff paid for the past year. Report employee benefits on line 8.2.	
8.2*	Employee Benefits Expenditures Include benefits paid to all employees. Examples: Social Security, Medicare (FICA), retirement (KPERs), medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workers compensation and tuition.	
8.3*	Total Staff Expenditures	Hidden calculation 8.1+8.2=8.3

Print Collection Expenditures

8.4a	Expenditures on Books Include expenditures for print books.	
8.4b	Expenditures on Periodicals Report the amount spent for current print periodical subscriptions during the past year. Exclude expenditures for microforms or binding of periodicals.	
8.4c*	Total Print Expenditures	Hidden calculation 8.4a+8.4b=8.4c

Electronic Materials Expenditures

8.5a	Expenditures on Ebooks Report expenditures for ebooks only. Designed to be read on a screen or where text is prevalent.	
8.5b	Expenditures on Databases/Online Resources Report the library's expenditures only on databases.	
8.5c	Expenditures on other electronic materials Report the total expenditures for electronic (digital) materials not reported in 8.5a or 8.5b. Examples: Downloadable audios or videos, maps, photographs, electronic subscriptions, or other items that can be accessed via computer, internet access or some other device.	
8.5*	Total Expenditures of All Electronic Materials	Hidden calculation 8.5a+8.5b+8.5c=8.5

Collection Expenditures

8.6*	Other Materials Expenditures Report total expenditures for materials in the collection not reported on 8.4a-8.5d. Examples: audio CDs, DVDs, video games, Playaways, cake pans, fishing poles, ereaders, etc.	
8.7*	Total Collection Expenditures	Hidden calculation 8.4c+8.5d+8.6=8.7

Operating Expenditures		
8.8*	Other Operating Expenditures Report all other expenditures excluding staff and collection. Examples: water, heating, Internet, office supplies, replacement computers (staff or public), furniture.	
8.9*	Total Operating Expenditures	Hidden calculation 8.3+8.7+8.8=8.9
PART 9: Resources		
9.1a	Books owned at beginning of 2019 Report the total number of print books in the library's collection at the beginning of calendar year 2019. Count individual items, not titles.	Prefilled with prior year 9.1d answer given, not frozen
9.1b	Books added during calendar year Report the total number of print books added to the library's collection during 2019, whether purchased, or donated as gifts.	
9.1c	Books withdrawn during calendar year Report the total number of books withdrawn (through weeding or loss) from the collection during 2019.	
9.1d*	Total Print Material at end of 2019	Hidden calculation 9.1a+9.1b-9.1c=9.1d
9.2*	Audio- Physical Units Report the total number of audio physical units. Examples: CDs, Playaways and Wonderbooks.	
9.3*	Video- Physical Units Report the total number of video physical units. Examples: DVDs, Playaway Views	
9.2a*	Audio- Downloadable Units Report the total number of downloadable audio units 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; 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 patrons; count only items that have a set circulation period where it is available for their use.	
	Sunflower Overdrive Consortium	prepopulated by NWKLS (Sunflower Admin)
	Statewide Collection	prepopulated by State Library
	Overdrive (not part of Sunflower)	
	Axis360	
	Other	
	Total	what is reported to IMLS
9.3a*	Video- Downloadable Units Report the total number of downloadable video units 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; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count only items that have a set circulation period available for their use.	
	Sunflower Overdrive Consortium	prepopulated by NWKLS (Sunflower Admin)
	Overdrive (not part of Sunflower)	
	Axis360	
	Other	
	Total	what is reported to IMLS

9.4*	Electronic Books (Ebooks) Ebooks are defined as electronic equivalents of paper books; they are electronic documents that require a device (eReader, computer, etc.) to access. Report only ebook units 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; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count only items that have a set circulation period available for their use.	
	Sunflower Overdrive Consortium	prepopulated by NWKLS (Sunflower Admin)
	Statewide Collection	prepopulated by State Library
	Overdrive (not part of Sunflower)	
	Axis360	
	Other	
	Total	what is reported to IMLS

Additional Resources

9.5	Number of all Other Materials Include any other circulating materials not included above. This can include book club kits, video games, fishing rods, cake pans, etc.	
9.6	Total Collections	Hidden calculation $9.1d+9.2+9.2a+9.3+9.3a+9.4+9.5=9.6$
9.7*	Current Print Serial Subscriptions Provide the number of current print serial subscriptions, including duplicates for branches, not the number of items. Examples: magazines, newspapers, yearbooks, annual reports, proceedings.	
9.8*	Local/Other cooperative agreements Report the number of electronic collections acquired through curation, payment or formal agreement, purchased by the library either on its own or in cooperation with other libraries or Regional Library System. Do not count the statewide databases. 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. Example: Hoopla (count as 1/each).	
9.9*	State Electronic Collections	Prefilled with "74", frozen
9.10*	Total Electronic Collections	Hidden calculation $9.8+9.9=9.10$

PART 10: Public Computers & Internet Access

10.1*	Internet Computers Used by General Public How many computers (desktop, laptop or tablet) which are connected to the Internet (wired or wireless) does the library make available for public use? Do not include Internet-connected computers that are only available to the staff. Do not include computers that are only used for the OPAC.	
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10.2*	Number of Uses (Sessions) of Public Internet Computers Per Year Report the total number of times (number of sessions) your public access Internet computers were used for Internet access. If a single patron uses your computers three times in one day to check email, that is one user, but you would count that as three uses for this question.	
10.3	Does your library provide wireless (WiFi) access to the Internet to patrons?	Yes or No (prefilled, not frozen)
10.4*	Wireless Sessions- Annually Report the number of wireless sessions provided by the library wireless service annually.	
10.5*	Website Visits Report 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. Usage of library social media accounts should not be reported here.	

PART 11: Circulation & Programs

The total annual circulation of all library materials of all types, including renewals. Count all materials in all formats that are checked out for use outside the library. Count interlibrary loan transactions only for items borrowed and checked out to patrons. Do not include items checked out to another library. Do not use circulation multipliers. For example, if a film is checked out and shown to 30 people, count 1 circulation, not 30. Do not report "automatic renewals" as circulations. Report annual totals.

Physical

11.1	Circulation of Adult Materials Report all circulations from your adult collection, regardless of the age of the person who checks out the material.	
11.2	Circulation of Children's Materials Children's materials are those which are intended for use by persons age 18 and under, regardless of the age of the person who checks out the material. Include young adult materials also in this count.	
11.2a	Total Physical Item Circulation	Hidden calculation 11.1+11.2=11.2a

Electronic

11.3*	Use of Electronic Materials 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. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one. Include circulation only for items that require a user authentication and have a limited period of use. Note: not all of the Statewide Digital Book eLending statistics are available at the local library level. Some other consortium services may not be available either, even though your library may have electronic material expenditures.	
	Sunflower Overdrive Consortium	prepopulated by NWKLS (Sunflower Admin)
	Statewide Collection (RB Digital, cloudLibrary & Freanding)	prepopulated by State Library
	Overdrive (not part of Sunflower)	
	cloudLibrary (individual collection, not statewide)	
	RB Digital (individual collection, not statewide)	
	Axis360	
	Other	
	Total	what is reported to IMLS
11.3a*	Successful Retrieval of Electronic Resources The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs.	
	Hoopla	may be prepopulated by Regional System
	Zinio	may be prepopulated by Regional System
	Other	
	Total	what is reported to IMLS
11.3b*	Electronic Content Use	Hidden calculation 11.3+11.3a=11.3b
11.4*	Total Circulation of Materials	Hidden calculation 11.2b+11.3=11.4
11.4a*	Total Collection Use	Hidden calculation 11.2b+11.3+11.3a=11.4a

Interlibrary Loan Statistics**Borrowing**

Requesting of materials from another library for your own patrons.

11.5	Returnables Examples: books, DVDs, etc.	
11.6	Copies Examples: photocopies, printed copies of microfilm, etc.	
11.6a	Playaways Please count the number of floating Playaways on this line. This was previously reported under the "copies" category.	
11.7*	Total- Interlibrary Loans Received From	Hidden calculation 11.5+11.6=11.7
11.8	Unfilled Requests made where you determine that an item is not available at all.	

Lending

Sending out of your materials to another library for their patrons.

11.9	Returnables Examples: books, DVDs, etc.	
11.10	Copies Examples: photocopies, printed copies of microfilm, etc.	

11.10a	Playaways Please count the number of floating Playaways on this line. This was previously reported under the "copies" category.	
11.11*	Total- Interlibrary Loans Provided To	Hidden calculation 11.9+11.10=11.11
11.12	Unfilled Requests received where you determine that an item is not available or a request that you are not able to fill.	

Programming

Report program and events whether held on-site OR off-site, that are sponsored or co-sponsored by the library. Count each instance of a series of programs as an event. Example: a weekly story hour is 52 programs, not one.

Early Literacy (birth-5)

	11.15a Number of Programs/Events	11.15b Attendance (regardless of age)
Summer Reading Program		
KS Reads to Preschoolers		
Other		
Total	Hidden calculation (total of 11.15a)	Hidden calculation (total of 11.15b)

Children (6-11)

	11.15c Number of Programs/Events	11.15d Attendance (regardless of age)
Summer Reading Program		
Other		
Total	Hidden calculation (total of 11.15c)	Hidden calculation (total 11.15d)

Young Adult (12-18)

	11.16a Number of Programs/Events	11.16b Attendance (regardless of age)
Summer Reading Program		
Other		
Total *	Hidden calculation (total of 11.16a)	Hidden calculation (total of 11.16b)

Adult (18+)

	11.17a Number of Programs/Events	11.17b Attendance (regardless of age)
Summer Reading Program		
Other		
Total *	Hidden calculation (total of 11.17a)	Hidden calculation (total of 11.17b)

Total

	11.18 Number of Programs/Events	11.19 Attendance (regardless of age)
Total of All Children *	Hidden calculation 11.15a+11.15c	Hidden calculation 11.15b+11.15d
Total of All Ages*	Hidden calculation 11.15e+11.16a+11.17a	Hidden calculation 11.15f+11.16b+11.17b

Technology and Computer Training (prefilled, not frozen)

11.20	<p>Does your library provide computer or technology skills training to patrons? Indicate if your library provides <i>any</i> kind of training, guidance or education to your patrons on computer or technology skills, such as using computers, accessing social media sites, searching databases, downloading eBooks, or using smartphones. Training activities can be planned or unplanned, formal or informal, individual or group.</p>	Yes or No
11.21	<p>What formats of training sessions do you provide? Select all that apply:</p>	
	<p><u>Online or on-demand</u> (handouts, online classes, video tutorials, etc.) This includes videos, webinars, tutorials, handouts, or other training media accessible by your patrons at their convenience.</p>	Checkbox
	<p><u>One-on-one</u> (including unscheduled, time-of-need) Include any training directly between a library staff member and a patron. This can include a pre-planned or scheduled meeting or a situation where the patron asks for immediate assistance learning a skill. (e.g. setting up email, Facebook account, etc.).</p>	Checkbox
	<p><u>Classroom/group</u> These would include more traditional, planned training events introducing patrons to computer or technology skills.</p>	Checkbox
	<p><u>Promotions of LearningExpress</u> Indicate if your library promotes or provides instruction to your patrons on using LearningExpress or similar statewide self-paced learning.</p>	Checkbox
11.22	<p>Which of these computer and technology skills topics does your library provide? All of the following topics are under the umbrella of "Digital Literacy" (which we will not try to define here). Select all that apply:</p>	
	<p><u>Basic computer use/skills</u> (mouse/keyboard/basic programs) Classes or training to introduce the user to basic computer use skills including using a mouse, keyboarding, accessing the Internet, and using basic programs such as Word.</p>	Checkbox
	<p><u>Employment</u> (resume writing, job search, etc.) Instructing patrons how to find and apply for online job postings, write resumes, etc.</p>	Checkbox
	<p><u>eGovernment</u> Assisting patrons with finding appropriate government forms, applications, information or other resources online.</p>	Checkbox
	<p><u>Mobile device use</u> (smartphones, tablets, etc.) Teaching patrons how to use the features and capabilities of their smartphone or tablet.</p>	Checkbox
	<p><u>Electronic resources</u> (accessing, searching databases) Training on how to access, use or search databases.</p>	Checkbox
	<p><u>Connections and communications</u> (email, social media, etc.) Teaching patrons how to set up or use email, download or upload digital photos or videos, using social media (Facebook, Twitter, Pinterest, etc.) using Skype or similar communications.</p>	Checkbox
11.23	<p>What level of training does your library provide to patrons? Select all that apply:</p>	
	<p><u>Basic skills</u> This is the most basic skill level for the type of training. Basic classes would introduce the patron to the topic, and provide them the basic skills to move to more advanced training. Examples might include how to use a mouse, how to open or save a file, how to find and download an app to a smartphone, how to navigate the Internet, etc.</p>	Checkbox
	<p><u>Intermediate</u> Classes at this level assume the patron has the basic skills necessary to use the applicable item or resource. Skills at this level might include using basic computer programs, searching for and downloading eBooks, being able to file taxes online, creating a social media account, uploading and downloading pictures, etc.</p>	Checkbox
	<p><u>Advanced</u> For patrons who have mastered the Intermediate level and wish to proceed further.</p>	Checkbox

	Classes here may include more advanced uses of computer programs, basic webpage or blog creation, advanced database searching, etc.	
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Part 12: Project Evaluation

Completing this section fulfills your library's reporting eligibility requirement for State Grants-in-Aid (State Aid) and serves as your application for Grants-in-Aid.

12.1	Amount of Grant last year	Prepopulated by State Library
Expenditures		
12.2a	Salaries Report the amount of State Aid spent for salaries.	
12.2b	Books Report the amount of State Aid used for purchasing books.	
12.2c	Periodicals Report the amount of State Aid funds spent for purchasing periodicals.	
12.2d	Other Report all other expenditures with State Aid funds. No fund can be expended for construction, repair or debt reduction.	
12.3	Total State Aid Expenditures for 2019 This number must be the same as what is shown in 12.1.	Hidden calculation $12.2a+12.2b+12.2c+12.2d=12.3$

PART 13: Kansas Children's Internet Protection Act (KS-CIPA)

The applicant provides this assurance for the purpose of certifying ongoing compliance with:

- The Kansas children's internet protection act, K.S.A. 75-2589, which requires that any public library that provides public access to a computer shall implement and enforce technology protection measures as specified by statute, and with
- Public library internet access policy, KAR 54-4-1, which defines the internet access policy required under statute, and directs the governing body to review this policy at least once every three years.

The applicant further certifies that review of the policy is current by providing the date of the most recent policy review. *If the pre-filled date is not within the past three years, you are not in compliance.* You must review the policy at a board meeting and record the new date. If the review will occur after the survey is submitted, contact the State Library and we will update your review date.

13.1	Date last reviewed Kansas Children' Internet Protection Act (KS-CIPA) Verify that your library board has reviewed library's policy regarding KS-CIPA within the last 3 years and provide the date of the most recent review.	Prefilled, not frozen
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PART 14: Civil Rights Certificate

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to education programs or activities from the Institute of Museum and Library Services.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended. 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504, of the Rehabilitation Act of 1964, as amended, as amended, 29 U.S.C. 794 et seq., which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended. 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

4. The Age Discrimination Act of 1975, as amended. 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the Institute of Museum and Library Services.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Institute of Museum and Library Services may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

14.1	I agree with the above Civil Rights Certifications.	Yes or No
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PART 15: Certification

Thank you for completing this report. Please submit online no later than **February 10, 2020**.

Submission after February 10, 2020 will result in the library deemed ineligible for State Grants-in-Aid.

15.1	Respondent's Name Provide the name of the person completing this report online so that this person can be contacted if necessary.	
15.2	Respondent's Title	
15.3	Respondent's Email	