2015- Kansas Public Library Survey and Annual Report (Kansas Annual Library Statistical Report)

Survey runs from January 1, 2016-February 10, 2016
Statistics reported are to cover calendar year 2015

To login to survey- https://ks.countingopinions.com/

Questions- State Library (Megan Schulz megan.schulz@library.ks.gov) or Regional Library System

For status updates regarding State Aid eligibility visit- www.kslib.info/stateaidstatus

PART 1: IDENTIFICATION

Location

1.1   **Name of Library**
       Provide the official name of your library (name of administrative entity). Only change if different from last year.
       (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. E.g. post office box.
       (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)- 2015 Official Population**
       Legal Service Area (LSA) populations are determined by the State Library using the Kansas Certified Population and the Kansas Library Service Area Populations Worksheet.
       (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.
       (default dropdown 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. If not affiliated, please put "NA". Only change if different from last year.
       (prefilled, not frozen)

1.8   **County**
       Provide the County in which your library is located.
       (prefilled, frozen)

Contact Information

1.9a   **Library Director's Name**

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

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. Only change if different from last year.

(prefilled, not frozen)

1.9b   Library Director's Email Address

This is the email address of the director of the library. Only change if different from last year.

(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. If the same as the director email, or if no such address, enter NA.

(prefilled, not frozen)

1.10a   Library Phone

This element is for the phone number of the director of the library.

(prefilled, not frozen)

1.10b   Library Fax

This is the fax number of the library.

(prefilled, not frozen)

Online Presence

1.10c   Web Address

Enter the web address (URL) of the library website. This can be a traditional website, or one through a blog/hosting service (e.g. WordPress). If your library has only a Facebook page, please enter that in 1.10d below. Only change if different from last year.

(prefilled, not frozen)

1.10d   Facebook

If your library has a Facebook page, please provide the address for your page.

(prefilled, not frozen)

1.10e   Twitter

Please provide your library's Twitter address.

(prefilled, not frozen)

1.10f   Other Social Media

If your library has other social media outlets (Pinterest, LinkedIn, GoodReads, Tumblr, etc.) enter that address here.

1.10f   Other Social Media

If your library has other social media outlets (Pinterest, LinkedIn, GoodReads, Tumblr, etc.) enter that address here.

Other

1.11   Friends

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 *or any unpaid staff or workers*.

(prefilled, not frozen)

PART 2: GENERAL INFORMATION

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

2.1 **Number of Bookmobiles ***
Bookmobiles are staffed with *paid* staff, have regularly scheduled stops, regularly scheduled service hours and carries an organized collection of library materials. Count the number of vehicles in use rather than the number of stops the vehicle makes. Do not count system book vans or courier vans. These are trucks or vans specially equipped to carry books and other library materials; they serve as traveling branch libraries.
(prefilled with previous answer, frozen)

2.2 **Online Public Access Catalog** (OPAC)
The online public access catalog/automated circulation system in use in your library is
(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 library that has established conditions under which the user may borrow library materials and gain access to other library resources. Note: Files should be 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 at least 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)

Information

2.5a **Legal Name**
(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, not frozen)

2.5c **Public Service Hours Per Year**
Please provide the annual number of hours this library is open to the public. You can use your weekly hours multiplied by 52.
(prefilled,not frozen)

2.5d **Public Service Weeks Per Year**
Please provide the number of weeks, rounded to the nearest week; this library was open to the public. Only change if your library was closed for one or more weeks this year.
(prefilled with "52", not frozen)

2.5e **Head Librarian**
(prefilled, not frozen)

2.5f **Street Address**
No post office box numbers
(prefilled, not frozen)

2.5g **City**
Provide the city or town in which the library is located.
(prefilled, not frozen)

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

2.5h **Email Address**
This is the email address of the director of the library. Only change if different from last year.
(prefilled, not frozen)

2.5i **Telephone**
This element is for the phone number of the director of the library. Only change if different from last year.
(prefilled, not frozen)

2.5j **Fax**
This is the fax number of the library. Only change if different from last year.
(prefilled, not frozen)

2.6 **Public Service Hours Per Year ***
This sum will include any additional branch hours previously provided.
(hidden calculation sum of 2.5c=2.6)

2.7 **Library Visits ***
Report the total annual number of times individuals enter the library for whatever purpose (including attending activities and meetings and others requiring no staff services). You may estimate the number of annual visits by counting the total number of visits during a "typical" week and multiplying by 52.

2.8 **Reference Transactions ***
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.
Examples: "Where is the reference librarian? Where is the rest room? Where are the 600s? Can you help me make a photocopy?
You may estimate the number of reference transactions by counting the total number of visits during a "typical" week and multiplying by 52. Includes information and referral services, unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction) and Readers Advisory questions. Duration should not be an element in determining whether a transaction is a reference transaction.
NOTE- it is essential that libraries do not include directional transitions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library.

PART 3: PAID STAFF -Full time equivalent (FTE)

Include total hours for all individuals in each category. 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.

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 education 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**

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

Of the hours listed above in question 3.1 (Total Librarian Hours), how many hours worked by Librarians with master's degrees from programs of library and information studies accredited by the American Library Association? Example- MLS, MLIS or equivalent degrees.

(Prefilled, not frozen)

3.2a **ALA-MLS ***

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 Employee 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. For example, a staff member with an MLS working as a security guard would be counted here, not in 3.2

(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**

This is the total library staff full time equivalent (FTE). This will be done for you when the save button is clicked.

(hidden calculation 3.1+3.3=3.4)

3.4a **Total 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 3.1a+3.3a=3.4a)

PART 4: SALARY SURVEY

Do not report individual employees names. For the purposes of this report, full-time equals 40 hours per week.

4.a **Name of Position**

Enter the position name or title. For example "Library Director"

(prefilled, not frozen)

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**

Please 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 (prefilled, not frozen)

5.1 **Does your library provide paid vacation days?**

Answer **Yes** if vacation leave is paid at your library.

(Yes or No)

5.2 **Does your library provide sick leave days?**

Answer **Yes** if sick leave is paid at your library.

(Yes or No)

5.3 **Does your library provide retirement benefits?**

Answer **Yes** if KPERS or a similar retirement package is offered by your library.

(Yes or No)

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

5.4 **Does your library provide medical insurance?**
Answer **Yes** if medical and/or health benefits are offered by your library.
(Yes or No)

PART 6: OPERATING INCOME
Report all income as whole dollars only; omit cents. 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 **General Fund Mill Levy** (three decimal places)
Provide the general fund mill levy rate of the library to three decimal places (example: 8.750)

6.1b **General 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 **Employee Benefits Fund Levy** (three decimal places)
Include the current levy for the Employee Benefits Fund to three decimal places. If there is no fund, please enter "0".

6.2b **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 above.

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 ***
Total will be calculated when page is saved.
(hidden calculation 6.1b+6.2b+6.3+6.4=6.5)

6.6 **State Grant-in-Aid**
Will be provided by the State Library
(prefilled, frozen)

6.7 **Receipt of System grant funds**
Include your library's past year system grant, if any. Include system, competitive, etc. grant total. This amount may already be prepopulated if it was provided to the State Library by your Regional Library System. If none received, enter "0".
(some prepopulated by Regional Library System)

6.8 **State Government Revenue ***
Total state income. Total will be displayed when the page is saved.
(hidden calculation 6.6+6.7=6.8)

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

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- Kansas Notable Book Grant, and/or AWE Early Literacy Station Grant.
(prefilled, not frozen)

6.10　**Other Revenue ***
Report all income other than that 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 ***
Total will be displayed when the page is saved.
(hidden calculation 6.5+6.8+6.9+6.10=6.11)

PART 7: CAPITAL FUNDS (Financial Information)
Note- the survey definition of acceptable capital expenditures is <u>NOT</u> 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?**
Choose YES only if your library has a capital improvement fund. If you answered No, go to Part 8
(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. 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")

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.
(prefilled with "0")

7.2e　**Total Capital Revenue ***
Total will be displayed when page is saved.
(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 <u>NOT</u> 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")

PART 8: FINANCIAL INFORMATION- EXPENDITURES

To change a "prefilled, frozen" answer, contact the State Library.　　　　　　　　　　　　　　*Federal Question

Report all expenses as whole dollars only; omit cents. 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 ***
        Total will be displayed when page is saved.
        (hidden calculation 8.1+8.2=8.3)

Print Collection Expenditures

8.4a   **Expenditures on Books**
        Include expenditures for print books. Report expenditures for periodicals on 8.4b and microforms on 8.6.

8.4b   **Expenditures on Periodicals**
        Report the amount spent for current print periodical subscriptions during the past year. Exclude expenditures for microforms or bindings of periodicals.

8.4c   **Total Print Materials Expenditures ***
        Total will be displayed when page is saved.
        (hidden calculation 8.4a+8.4b=8.4c)

Electronic Materials Expenditures
        Money contributed to the Statewide Digital Book eLending or another consortium should be included. Funds expended for your own service, not connected with another library or system should also be counted.

8.5a   **Expenditures on EBooks**
        Report expenditures for ebooks only. Designed to be read on a screen or reader or where text is prevalent.

8.5b   **Expenditures on Databases/Online Resources**
        Report the library's expenditure only on databases.

8.5c   **Expenditures on other electronic materials**
        Report the total expenditures for electronic (digital) materials not reported in 8.5a-8.5c. Examples: Downloadable audios or videos, maps, photographs, electronic subscriptions, or other items that can be accessed via computer, internet access or some other device.

8.5d   **Total Expenditures on All Electronic Materials ***
        Total will be displayed when the page is saved.
        (hidden calculation 8.5a+8.5b+8.5c=8.5d)

Collection Expenditures

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

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 ***
Total will be displayed when the page is saved.
(hidden calculation 8.4c+8.5e+8.6=8.7)

Operating Expenditures

8.8 **Other Operating Expenditures ***
Report all other expenditures excluding staff and collect. Examples: water, heating, Internet, office supplies, replacement computers (staff or public), furniture.

8.9 **Total Operating Expenditures ***
Total will be displayed when page is saved.
(hidden calculation 8.3+8.7+8.8=8.9)

PART 9: RESOURCES

9.1a **Books owned at beginning of 2015**
Report the total number of print books in the library's collection at the beginning of calendar year 2015. If possible, count individual items, not titles.
(prefilled, not frozen with prior year 9.1d answer given)

9.1b **Books added during calendar year**
Report the total number of print books added to the library's collection during 2015, whether purchased, or donated as gifts and added as part of your collection and catalogued.

9.1c **Books withdrawn during calendar year**
Report the total number of books withdrawn (through weeding or loss) from the collection during 2015.

9.1d **Total Print Materials at end of 2015***
Total will be displayed when the page is saved.
(hidden calculation 9.1a+9.1b-9.1c=9.1d)

9.2 **Total Audio- Physical Units ***
Report the total number of audio physical units. Examples: CDs and Playaways

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. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

Sunflower Overdrive Consortium	(see 9.5a for total in collection)
Statewide Collection	(prepopulated by State Library)
Overdrive	
Axis360	
Other	
Total	(what is reported to IMLS)

9.3 **Total Video- Physical Units ***

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

Report the total number of video physical units. Examples: DVDs, Playaway Views

_____

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. 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. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

Sunflower Overdrive Consortium	(see 9.5a for total in collection) _____
Overdrive	_____
Axis360	_____
Other	_____
Total	(what is reported to IMLS) _____

9.4 **Total 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. 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. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

Sunflower Overdrive Consortium	(see 9.5a for total in collection) _____
Statewide Collection	(prepopulated by State Library) _____
Overdrive	_____
Axis360	_____
Other	_____
Total	(what is reported to IMLS) _____

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.

_____

9.5a **Number of Sunflower Overdrive Consortia**

The total collection size has been provided by Overdrive, instead of as a breakdown. This number contains all formats.

Sunflower Overdrive Consortium	(prepopulated by NWKLS) _____
Sunflower Overdrive Advantage	(prepopulated by NWKLS) _____
Total	(hidden calculation) _____

9.6 **Total Collections**

Total will be displayed when page is saved.

(hidden calculation 9.1d+9.2+9.2a+9.3+9.3a+9.4+9.5+9.5a=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. Formerly called Local/Other cooperative agreements Licensed 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. Examples- Hoopla, Zinio.

_____

To change a "prefilled, frozen" answer, contact the State Library. *Federal Question

9.9 **State Electronic Collections ***
Will be provided by the State Library. Formerly called State Licensed Databases.
(prefilled with "64", frozen)

9.10 **Total Electronic Collections ***
Report the number of electronic collections (licensed databases) acquired through curation, payment or formal agreement, by source of access. Total will be displayed when page is saved.
(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 (either desktop, laptop or tablet) which are connected to the Internet (wired or wireless) does the library make available for the public to use? Do not include Internet-connected computers that are only available to the staff, or computers or other devices belonging to patrons that the patrons bring to the library. Do not include computers only connected to the OPAC.

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. You may pick a "typical" week, count how many times the computers are used to access the Internet and multiply by 52 to get an annualized estimate.

10.3 **Does your library provide wireless (WiFi) access to the Internet to your patrons?**
Please answer yes or no if your library provides wireless Internet access to your 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. If a single patron connects to the wireless network three times in one day to check email, that is one user, but you would count that as three uses for this question. This is a new question this year and it is understood that not all libraries will have a way to count usage.

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.

Circulation

11.1 **Circulation of Adult Materials**
Report all circulations from your adult collections, 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.

11.3 **Circulation of Electronic Materials ***

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

Report circulation counts for electronic materials, if available. 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)
Statewide Collection	(prepopulated by State Library)
Overdrive	
Axis360	
Other	
Total	(what is reported to IMLS)

11.4 **Total Circulation ***
Total will be displayed when page is saved.
(hidden calculation 11.1+11.2+11.3=11.4)

Interlibrary loan Statistics

11.5 **Returnables Borrowed (books, DVDs, etc.)**
Enter the total number of items borrowed from other libraries through interlibrary loan for your patrons and will be returned to the lender.

11.6 **Copies Borrowed (Photocopies, floating Playaways, printed copies of microfilm, etc.)**
Enter the total number of copies borrowed from other libraries through interlibrary loan for your patrons which are kept by the patron or library and not returned.

11.7 **Interlibrary Loans Received From ***
Enter the total number of items borrowed from other libraries through ILL for your patrons.
(hidden calculation 11.5+11.6=11.7)

11.8 **Borrowing requests that go unfilled**
Unfilled borrowing transactions are counted when you determine that the item is not available at all.

11.9 **Returnables Lent (books, DVDs, etc.)**
Enter the total number of items lent to another library through ILL for their patrons and will be returned to your library.

11.10 **Copies Lent (Photocopies, floating Playaways, printed copies of microfilm, etc.)**
Enter the total number of copies (photocopies, printed copies of microforms, etc.) lent to other libraries through interlibrary loan for your patrons which are kept by the patron or library and not returned.

11.11 **Interlibrary Loans Provided To ***
Enter the total number of items (books, DVDs, games, etc.) lent to other libraries through ILL.
(hidden calculation 11.9+11.10=11.11)

11.12 **Lending requests that go unfilled**
Unfilled lending transactions are counted when you receive a request but are not able to fill.

Programming

Report programs and events whether held on- or off-site, that are sponsored or co-sponsored by the library. Count each instance of a series of programs as a program, in other words, a weekly story hour is 52 programs, not one. Summer Reading numbers have been pre-populated using numbers previously reported and are added together with non-Summer Reading activities which occur throughout the year.

11.13 Does your library participate in the 6 by 6: Ready to Read Program? If no, please move on to the next section.

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

If you participate in 6 by 6: Ready to Read, which of the following apply to your library?

Check all that apply

| | **Library offers 6 by 6 program materials in the library building?** |
| Examples: posters, brochures, card sets, etc. |

| | **Library offers early literacy activities in the building?** |
Examples: early literacy kits borrowed interlibrary loan or activities your library staff designed/purchased.

| | **Library offers 6 by 6 programs?** |
Examples: tips integrated into storytimes, special drop-in 6 by 6 activities, parent/caregiver education.

| | **Library provides outreach to community?** |
Examples: storytime with 6 by 6 tips at local child care facilities, promotion of 6 by 6 at external events, etc.

11.14 **Does your library host or co-host a summer reading program intended for children under 18 years of age?**
(Yes or No) (prefilled, not frozen)

11.15a **Number of Summer Reading programs held for early literacy children birth-5 years?**
(prefilled, not frozen)

11.15b **Attendance count for Summer Reading programs held for early literacy children birth-5 years?**
(prefilled, not frozen)

11.15c **Number of Summer Reading programs held for children 6-11 years?**
(prefilled, not frozen)

11.15d **Attendance count for Summer Reading programs held for children 6-11 years?**
(prefilled, not frozen)

11.15e **Number of additional children's programs/events held for birth-11 years?**
Report number of programs for children under age 12. Count each instance of a series of programs (scheduled and/or sponsored) as a program.

11.15f **Attendance for additional children's programs/events held for birth-11 years?**
Report attendance of all people, regardless of age, who attended the children's program. For example, if two parents, a teenage sibling and a six-year old from the same family attend a story hour, that is four attendees. Be sure to total all attendees to the children's program, not just unique individuals. This can include offsite programs.

11.15g **Total number of children's programs held** *
(hidden calculation 11.15a+11.15c+11.15e=11.15g)

11.15h **Total number of attendance at children's programs** *
(hidden calculation 11.15b+11.15d+11.15f=11.15h)

11.16a **Number of Summer Reading programs held for young adult 12-18 years?**
(prefilled, not frozen)

11.16b **Attendance count for Summer Reading programs for young adults 12-18 years?**
(prefilled, not frozen)

11.16c **Number of additional young adult programs/events held?**
Report the number of programs for young adults, aged 12-18 years.

11.16d **Attendance for additional young adult programs/events held?**
Report the attendance of all people, regardless of age, who attended the young adult programs. For example, if two parents, a teenage sibling and a six-year old from the same family attend a young adult program, that is four attendees. Be sure to total all attendees to the YA programs, not just unique individuals. That teenage sibling in the example would be counted each time they attend a program.

11.16e **Total number of young adult programs/events held?** *
(hidden calculation 11.16a+11.16c=11.16e)

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

11.16f **Total number of attendance at young adult programs/events?** *
(hidden calculation 11.16b+11.16d=11.16f)

11.17a **Number of Summer Reading programs held for adults (18+ years)**
(prefilled, not frozen)

11.17b **Attendance count for Summer Reading programs for adults 18+ years?**
(prefilled, not frozen)

11.17c **Number of additional adult programs/events held?**
Report the number of programs for adults offered.

11.17d **Attendance for additional adult programs/events held?**
Report the total number of attendance of all people, regardless of age, who attended the adult programs. These are events designed for 18 years and over and should also include all attendee, regardless of age.

11.17e **Total number of adult programs/events held? ***
(hidden calculation 11.17a+11.17c=11.17e)

11.17f **Total number of attendance at adult programs/events?** *
(hidden calculation 11.17b+11.17d=11.17f)

11.18 **Total Number of Programs** *
Total will be displayed when page is saved.
(hidden calculations 11.15g+11.16e+11.17e=11.18)

11.19 **Total Program Attendance** *
Total will be displayed when page is saved.
(hidden calculation (11.15h+11.16f+11.17f=11.19)

Technology and computer training (prefilled, not frozen)

11.20 **Does your library provide computer or technology skills training to patrons?**
Please indicate if your library provides *any* 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.
(Yes or No)

11.21 **What formats of training sessions do you provide? Select all that apply:**

Online or on-demand (handouts, online classes, video tutorials, etc.)
This includes videos, webinars, tutorials, handouts, or other training media accessible by your patrons at their convenience. Please do not include LearningExpress classes here, as they are available to all Kansas residents.

One-on-one (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 accounts, etc.)

Classroom/group
These would include more traditional, planned training events introducing patrons to computer or technology skills.

Promotions or tutorials on LearningExpress
Check if you library promotes or provides instruction to your patrons on using LearningExpress or similar statewide self-paced tutorials.

11.22 **Which of these computer and technology training topics does your library provide? Select all that apply:**
All of the following topics are under the umbrella of "Digital Literacy" (which we will not try to define here).

Basic computer use/skills (mouse/keyboarding/basic programs)
Classes or training introduce the user to basic computer use skills including using a mouse, keyboarding, accessing the Internet, and using basic programs like word processing.

To change a "prefilled, frozen" answer, contact the State Library. *Federal Question

Employment (resume writing, job search, etc.)
_____ Instructing patrons how to find and apply for job postings, write resumes, etc.

eGovernment
_____ Assisting patrons with finding appropriate government forms, applications, information or other resources online.

Mobile device use (smartphones, tablets, etc.)
_____ Teaching patrons how to use the features and capabilities of their smartphone or tablet.

Electronic resources (accessing, searching databases)
_____ Training on how to access, use or search databases.

Connections and communications (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.

11.23 **What levels of training does your library provide to patrons? Select all that apply:**
Select all levels of training or classes your library provides to your patrons.

Basic skills
_____ 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.

Intermediate
_____ 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.

Advanced
_____ Advanced training is for those patrons who have mastered the Intermediate level and wish to proceed further. Classes here may include more advanced uses of computer programs, basic webpage or blog creation, advanced database searching, etc.

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. Please enter "0" if your library did not receive funds in the prior year and you wish to apply this year.

12.1 **Amount of Grant last year**
(prefilled, frozen) _____

Expenditures

12.2a **Salaries**
Report the amount of state aid funds spent for salaries.

_____

12.2b **Books**
Report the amount of state aid funds 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. Not to be expended for construction, repair or debt reduction.

_____

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

12.3 **Total State Aid Expenditures for 2015**
This number must be the same as 12.1 (Amount of Grant last year)

_____

12.4 **Percent of total grant dedicated for children's services**
Estimate the percent of your total grant receipt that was used for children's services.

_____

12.5 **Number of children served**
You may take this number either from the children that are regular card holders or you may use the number of children in your municipality.

_____

Part 13: KANSAS CHILDREN'S INTERNET PROTECTION ACT (KS-CIPA)

13.1 **Date last reviewed Kansas Children's Internet Protection Act (KS-CIPA)**
Please 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.

_____

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

PART 14: CIVIL RIGHTS CERTIFICATE

Select YES you agree or Select NO you don't agree.

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,

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question

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 Right Certification**
(Yes or No)

PART 15: CERTIFICATION

Thank you for completing this report. Please make a copy for your library files and submit the original online no later than **February 10, 2016**.

Submission after February 10, 2016 will result in the library being deemed ineligible for State Grants-in-Aid.

15.1 **Respondent's Name**
Provide this information so that you can be contacted if necessary.

15.2 **Respondent's Title**

15.3 **Respondent's Email**

Thank you for completing this report.

Verify before trying to Submit/Lock (upper right corner)
Respond to edit checks (red section highlighted, icon with notepad and pencil)
Internal notes can be added (click on number of question, ex. 2.7)

For current on-going status updates regarding State Aid eligibility visit- www.kslib.info/stateaidstatus

Reminder- Completing this survey is one of two requirements in order to receive State Aid. The other requirement requires maintenance of effort from your municipality.

It is recommended that you save an electronic copy of your submitted survey.
Click "Print" on the upper-right of survey screen.
Select "Download PDF" at the upper-left of the next screen.
This will open your survey as a .pdf document. Right click on the document and click "Save As" and assign file name and location for file to be saved.

To change a "prefilled, frozen" answer, contact the State Library.   *Federal Question