

## 2021 Kansas Public Library Survey Instructions/Workbook

Survey runs from January 1, 2021-February 1, 2021.

Statistics reported are to cover calendar year 2020.

To login to survey: <https://ks.countingopinions.com>

\*Indicates a federal question

Survey is DUE on February 1st, 2021. Contact your regional library system if you need an extension.

PART 1: Identification		
<b>Location</b>		
1.1	<b>Name of Library *</b>	Prefilled, frozen
	Provide the official name of your library.	
1.2a	<b>Physical Street Address*</b>	Prefilled, frozen
	No post office box numbers. Provide street address where the library is located.	
1.2b	<b>Mailing Address*</b>	Prefilled, not frozen
	Provide if different than street address.	
1.3	<b>City or Town of Administrative Entity*</b>	Prefilled, frozen
	Provide the city or town in which your library is located.	
1.4	<b>Physical Address ZIP Code*</b>	Prefilled, frozen
	Provide ZIP code for the physical address of the library.	
1.5	<b>Population of the Legal Service Area (LSA 2019)*</b>	Prefilled, frozen
	LSA populations are determined by the State Library using the KS Certified Populations.	
	<i>Important: If you believe the population that is listed is inaccurate. Please email <a href="mailto:asmith@ks.gov">asmith@ks.gov</a> ASAP.</i>	
1.6	<b>Legal Service Area Boundary Change*</b>	Defaulted to "NO"
	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.	
1.7	<b>Regional Library System</b>	Prefilled, not frozen
	If your library is affiliated with a Regional Library System, either through membership or contract, indicate which system.	
1.8	<b>County*</b>	Prefilled, frozen
	Provide the county in which your library is located.	
1.9a	<b>Library Director's Name</b>	Prefilled, not frozen
	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.	

## 2021 Kansas Public Library Survey Instructions/Workbook

1.9b	<b>Library Director's Email Address</b>	Prefilled, not frozen
	This is the email address for the director of the library.	
1.9c	<b>General Library Email Address</b>	Prefilled, not frozen
	Provide the general email address for the library, if available. This would be an email address that does not change if the director changes.	
1.10a	<b>Library Phone</b>	Prefilled, not frozen
	Provide the phone number of the library.	
1.10b	<b>Library Fax</b>	Prefilled, not frozen
	Provide the fax number of the library.	
<b>Online Presence</b>		
1.10c	<b>Library Website (Provide URL)</b>	Prefilled, not frozen
	Enter the web address (URL) of the library website.	
1.10d	<b>Facebook</b>	Prefilled, not frozen
	If your library has a Facebook page, provide the address for your page.	
1.10e	<b>Twitter</b>	Prefilled, not frozen
	If your library has a Twitter account, provide the username.	
1.10f	<b>Other Social Media</b>	Prefilled, not frozen
	If your library has other social media (Pinterest, etc.) enter that address.	
1.10g	<b>Other Social Media</b>	
<b>Other</b>		
1.11	<b>Friends of the Library</b>	Prefilled, not frozen
	Does your library have a Friends group?	
1.12	<b>Volunteers</b>	Prefilled, not frozen
	Do you have volunteers working in your library? Answer yes if your library has volunteers or any unpaid staff or workers.	
1.13	<b>Do you offer meeting rooms for public use, with or without charge?</b>	
1.14	<b>Does your library charge fines for late materials?</b>	
1.15	<b>What's something your library did this year that you're proud of? (Optional)</b>	
	In a year where statistics won't tell the full story, this is an opportunity to tell about something you did. This anecdotal information will be available to you for advocacy and marketing.	

## 2021 Kansas Public Library Survey Instructions/Workbook

As a result of COVID-19		
	<b>Did any locations close due to COVID-19?*</b>	
	Closed means that the building was physically closed and the public could not enter, regardless of staff access. A building can be closed and still offer virtual, wifi, or curbside services.	
	<b>Were electronic materials added or increased due to COVID-19?*</b>	
	This includes increasing borrowing limits, increasing holdings, or otherwise augmenting the public's ability to use electronic materials.	
	<b>Before COVID-19, did the library allow users to register for cards online?*</b>	
	This includes issuing cards for online access without requiring physical presence to register. Card registrations done over the phone are considered the same as "online".	
	<b>During COVID-19, did the library allow users to register for cards online?*</b>	
	This includes issuing cards for online access without having to be physically present to register. Card registrations done over the phone are considered the same as "online".	
	<b>Was reference service provided online or by phone when closed due to COVID-19?*</b>	
	Did the library provide reference service via the Internet or phone when the building was physically closed?	
	<b>Did the library provide "curbside" service during the COVID-19 pandemic?*</b>	
	Includes any contactless or minimal contact circulation. Ex. Curbside, vestibule, porch pick-ups, delivery (mail or drop off), drive thru, etc.	
	<b>Did the library provide live, virtual programs during the COVID-19 pandemic?*</b>	
	Live virtual programs are planned, scheduled events that are streamed via an online platform such as facebook, youtube, or Zoom in real-time.	
	<b>Did the library provide recordings of program content during the COVID-19 pandemic?*</b>	
	Programs that were recorded and then uploaded, <b>not live-streamed</b> . Include both regular and summer content on this line only. Do not include promotional or marketing content.	

## 2021 Kansas Public Library Survey Instructions/Workbook

	<b>Did the library provide WiFi access before the COVID-19 pandemic?*</b>	
	Access outside of the building that includes parking lot access.	
	<b>Did the library provide WiFi access during the COVID-19 pandemic?*</b>	
	Access outside of the building that includes parking lot access.	
	<b>External WiFi Access Increased During COVID-19?*</b>	
	Could include removing restrictions or sign-ins, expanding router reach, leaving wifi on 24 hrs, installing or moving access points to promote or improve external access, etc.	
	<b>Was staff reassigned elsewhere instead of, or in addition to their normal duties?*</b>	
	Did library staff work for other govt agencies or non-profits instead of, or in addition to, their normal duties. Ex. Serving lunches, etc.	
	<b>What services (if any) that your library implemented during the COVID-19 pandemic are you planning to continue in the future?</b>	
	This helps us to plan for what we may need to continue tracking or start tracking in the future.	
<b>PART 2: General Information</b>		
2.1	<b>Number of Bookmobiles*</b>	Prefilled with previous answer, frozen
	Bookmobiles are staffed with paid staff, have regularly scheduled stops, regularly scheduled service hours and carry an organized collection of library materials. Provide the total number of vehicles.	
2.2	<b>Online Public Access Catalog (OPAC)</b>	Prefilled with previous answer, not frozen
	The online public access catalog used by your library.	
2.2a*	<b>Number of Registered Users*</b>	
	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	<b>Number of Central Libraries*</b>	Prefilled with previous answer, frozen
	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.	

## 2021 Kansas Public Library Survey Instructions/Workbook

2.3a	<b>Number of Branch Libraries</b>	Prefilled with previous answer, frozen
2.4	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.	
2.5a	<b>Legal Name</b>	Prefilled, frozen
	Full legal name of the library.	
2.5b	<b>Square footage*</b>	Prefilled with previous answer, not frozen
	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.	
<b>HOURS</b>		
2.5c	<b>Public Service Hours Per Year*</b>	
	Provide the annual number of hours the library is open to the public. You can use your weekly hours multiplied by 52.	
2.5d	<b>Public Service Weeks Per Year*</b>	Prefilled with "52", not frozen
	Provide the number of weeks, rounded to the nearest week, this library was open to the public. <b>PLEASE NOTE:</b> The library must have been open for the public to come in. Do NOT count hours that staff was working but public was not allowed inside. Do NOT count hours that the building was closed to the public and you were offering curb-side or pick-up service.	
2.5e	<b>Number of Weeks an outlet Closed Due to COVID-19?*</b>	
	Closed means that the building was physically closed and the public could not enter, regardless of staff access. A building can be closed and still offer virtual, wifi, or curbside services.	
2.5f	<b>Number of Weeks an Outlet had Limited Occupancy Due to COVID-19?*</b>	
	Weeks that limited public occupancy practices for in-person services were implemented in response to the pandemic.	

## 2021 Kansas Public Library Survey Instructions/Workbook

<b>TOTAL HOURS</b>		
2.6	<b>Public Service Hours Per Year*</b>	Prefilled with previous answer, not frozen
	This sum will include any branch hours previously provided.	2.5c = 2.6
<b>CONTACT INFORMATION</b>		
	<b>Head Librarian</b>	Prefilled
	Provide the name of the person holding the position at the end of the calendar year.	
2.5f	<b>Street Address</b>	Prefilled
2.5g	<b>City</b>	Prefilled
2.5h	<b>Email Address</b>	Prefilled
2.5j	<b>Telephone</b>	Prefilled
2.5i	<b>Fax</b>	Prefilled
<b>Library Services</b>		
2.7	<b>Library Visits*</b>	
	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).	
2.7a	<b>Library Visits Reporting Method*</b>	
	Actual counts are preferred, indicate if estimated.	
2.8	<b>Reference Transactions*</b>	
	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.	
2.8a	<b>Reference Transactions Reporting Method*</b>	
	Actual counts are preferred, indicate if estimated.	

## 2021 Kansas Public Library Survey Instructions/Workbook

PART 3: Paid Staff FTE		
3.1	<b>Total Librarian Hours*</b>	Prefilled, not frozen
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.	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".	
3.1a	<b>Total Librarians*</b>	Hidden calculation
	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.	$3.1/40=3.1a$
3.2	<b>ALA-MLS Hours*</b>	Prefilled, not frozen
	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.	
3.2a	<b>ALA-MLS Librarians*</b>	Hidden calculation
	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.	$3.2/40=3.2a$
3.3	<b>All Other Paid Employees Hours*</b>	Prefilled, not frozen
	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.	
3.3a*	<b>All Other Paid Employees*</b>	Hidden calculation $3.3/40=3.3a$
	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.	

## 2021 Kansas Public Library Survey Instructions/Workbook

3.4	<b>Total Paid Employee Hours*</b>	Hidden calculation 3.1+3.3=3.4
3.4a	<b>Total Paid Employees</b>	Hidden calculation 3.1a+3.3a=3.4a
<b>PART 4: Salary Survey</b>		
4.a	<b>Name of Position</b>	Prefilled, not frozen
Do not report individual names.	Enter the position name or title. For example "Library Director".	
4.b	<b>Current number of employees in this position</b>	Prefilled, not frozen
	Indicate the total number of employees who have this position or title (full or part-time).	
4.c	<b>Current Hourly Salary</b>	Prefilled, not frozen
	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.	
<b>PART 5: Benefits</b>		
5.1	<b>Does your library provide paid vacation days?</b>	Prefilled, not frozen
	Answer "Yes" if vacation leave is paid at your library.	
5.2	<b>Does your library provide sick leave days?</b>	Prefilled, not frozen
	Answer "Yes" if sick leave is paid at your library.	
5.3	<b>Does your library provide retirement benefits?</b>	Prefilled, not frozen
	Answer "Yes" if KPERS or a similar retirement package is offered by your library.	
5.4	<b>Does your library provide medical insurance?</b>	Prefilled, not frozen
	Answer "Yes" if medical and/or health benefits are offered by your library.	
<b>PART 6: Operating Income</b>		
6.1a	<b>Library Fund Mill Levy (three decimal places)</b>	
	Provide the library fund mill levy rate to three decimal places (example: 8.750).	
6.1b	<b>Library Fund Revenue (whole dollars only)</b>	
	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	<b>Library Employee Benefits Fund Levy (three decimal places)</b>	
	Include the current levy for the Library Employee Benefits Fund to three decimal places. If no fund, please enter "0".	



## 2021 Kansas Public Library Survey Instructions/Workbook

6.2b	<b>Library Employee Benefits Fund Revenue (whole dollars only)</b>	
	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	<b>Additional Municipal Government Funds</b>	
	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	<b>Indirect additional local public support</b>	
	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	<b>Local Government Revenue*</b>	Hidden calculation 6.1b+6.2b+6.3+6.4=6.5
6.6	<b>State Grant-in-Aid (Received annually in February)</b>	Prepopulated by State Library
6.7	<b>Regional Library System Grant Funds</b>	may be prepopulated by Regional
	Include the <b>total</b> amount of money your library received from the regional systems.	
6.8	<b>State Government Revenue*</b>	Hidden calculation 6.6+6.7=6.8
	State and regional funds are considered "state" for this definition only.	
6.9	<b>Federal Government Revenue*</b>	Prepopulated by State Library, not frozen
	Any funding that is received from the Federal govt. either through direct grants or passed through other agencies such as the State Library. Notable Books and Libraries Care grants have been pre-filled. Please add any Cares funding received from local entities to this number or other additional federal grants, such as SPARKS, etc.	

## 2021 Kansas Public Library Survey Instructions/Workbook

6.1	<b>Other Revenue*</b>	
	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	<b>Total Revenue</b>	Hidden calculation $6.5+6.8+6.9+6.10=6.11$
<b>PART 7: Capital Funds</b>		
7.1	<b>Does your library have a Capital Improvement Fund?</b>	Yes or No
<b>If yes:</b>		skip logic, prefilled, not frozen
7.2a	<b>Local Government Capital Revenue*</b>	Prefilled with "0", not frozen
	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.	
7.2b	<b>State Government Capital Revenue*</b>	Prefilled with "0", frozen
	No state government sources are available for capital improvements.	
7.2c	<b>Federal Government Capital Revenue*</b>	Prefilled with "0", frozen
	Example: FEMA funds received by library.	
7.2d	<b>Other Capital Revenue*</b>	Prefilled with "0"
	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.	
7.2e		Hidden calculation $7.2a+7.2b+7.2c+7.2d=7.2e$

## 2021 Kansas Public Library Survey Instructions/Workbook

7.3	<b>Total Capital Expenditures*</b>	Prefilled with "0"
	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.	
<b>PART 8: Expenditures</b>	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".	
<b>Staff Expenditures</b>		
8.1	<b>Salaries &amp; Wages Expenditures*</b>	
	Include salaries and wages before deductions for all staff paid for the past year. Report employee benefits on line 8.2.	
8.2	<b>Employee Benefits Expenditures*</b>	
	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	<b>Total Staff Expenditures*</b>	Hidden calculation 8.1+8.2=8.3
<b>Print Collection Expenditures</b>		
8.4a	<b>Expenditures on Books</b>	
	Include expenditures for print books.	
8.4b	<b>Expenditures on Periodicals</b>	
	Report the amount spent for current print periodical subscriptions during the past year. Exclude expenditures for microforms or binding of periodicals.	
8.4c	<b>Total Print Expenditures*</b>	Hidden calculation 8.4a+8.4b=8.4c
<b>Electronic Materials Expenditures</b>		
8.5a	<b>Expenditures on Ebooks</b>	
	Report expenditures for ebooks only. Designed to be read on a screen or where text is prevalent.	
8.5b	<b>Expenditures on Databases/Online Resources</b>	
	Report the library's expenditures only on databases.	

## 2021 Kansas Public Library Survey Instructions/Workbook

8.5c	<b>Expenditures on other electronic materials</b>	
	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.	
8.5d	<b>Total Expenditures of All Electronic Materials*</b>	Hidden calculation $8.5a+8.5b+8.5c=8.5$
<b>Collection Expenditures</b>		
8.6	<b>Other Materials Expenditures*</b>	
	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, and/or other non-traditional items.	
8.7	<b>Total Collection Expenditures*</b>	Hidden calculation $8.4c+8.5d+8.6=8.7$
<b>Operating Expenditures</b>		
8.8	<b>Other Operating Expenditures*</b>	
	Report all other expenditures excluding staff and collection. Examples: water, heating, Internet, office supplies, replacement computers (staff or public), furniture.	
8.9	<b>Total Operating Expenditures*</b>	Hidden calculation $8.3+8.7+8.8=8.9$
<b>PART 9: Resources</b>		
9.1a	<b>Books owned at beginning of 2020</b>	Prefilled with prior year 9.1d answer given, not frozen
	Report the total number of print books in the library's collection at the beginning of calendar year 2020. Count individual items, not titles.	
9.1b	<b>Books added during calendar year</b>	
	Report the total number of print books added to the library's collection during 2019, whether purchased, or donated as gifts.	
9.1c	<b>Books withdrawn during calendar year</b>	
	Report the total number of books withdrawn (through weeding or loss) from the collection during 2019.	
9.1d	<b>Total Print Materials at end of 2020*</b>	Hidden calculation $9.1a+9.1b-9.1c=9.1d$

## 2021 Kansas Public Library Survey Instructions/Workbook

9.2	<b>Audio- Physical Units*</b>	
	Report the total number of audio physical units. Examples: CDs, Playaways and Wonderbooks.	
9.3	<b>Video- Physical Units*</b>	
	Report the total number of ALL video physical units, including DVDs.	
9.3b	<b>Total DVDs in collection (subset of 9.3)*</b>	
	Of the video units included on line 9.3, how many were DVDs?	
9.2a*	<b>Audio- Downloadable Units*</b>	
	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 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 where it is available for their use. Music should be included in this category.	
	Sunflower Overdrive Consortium	prepopulated by Sunflower admin
	Statewide Collection	prepopulated by State Library
	Overdrive (not part of Sunflower)	
	Axis 360	
	Hoopla	
	Hoopla NEKLS Consortium	
	Other	
9.2a*	<b>Total Audio-Downloadable Units</b>	what is reported to IMLS
9.3a	<b>Video- Downloadable Units*</b>	
	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 Sunflower Admin
	Overdrive (not part of Sunflower)	
	Axis360	
	Hoopla	
	Hoopla NEKLS Consortium	
	Other	
9.3a	<b>Total Video-Downloadable Units*</b>	what is reported to IMLS

## 2021 Kansas Public Library Survey Instructions/Workbook

9.4	<b>Total Electronic Books (ebooks)*</b>	
	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. Graphic novels and comic books should be included in this category.	
	Sunflower Overdrive Consortium	prepopulated by NWKLS (Sunflower Admin)
	Statewide Collection	prepopulated by State Library
	Overdrive (not part of Sunflower)	
	Axis360	
	Hoopla	
	Hoopla NEKLS Consortium	
	Other	
9.4	<b>Total Electronic Books (ebooks)*</b>	what is reported to IMLS
<b>Additional Resources</b>		
9.5	<b>Number of all Other Materials</b>	
	Include any other circulating materials not included above. This can include book club kits, video games, fishing rods, cake pans, and/or other non-traditional items.	
9.6	<b>Total Collections</b>	Hidden calculation $9.1d+9.2+9.2a+9.3+9.3a+9.4+9.5=9.6$
9.7	<b>Current Print Serial Subscriptions*</b>	
9.6	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	<b>Local/Other cooperative agreements*</b>	
	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.	

## 2021 Kansas Public Library Survey Instructions/Workbook

9.9	<b>State Electronic Collections*</b>	Prefilled with "74", frozen
9.10	<b>Total Electronic Collections*</b>	Hidden calculation 9.8+9.9=9.10
<b>PART 10: Public Computers &amp; Internet Access</b>		
10.1	<b>Internet Computers Used by General Public*</b>	
	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.	
10.2	<b>Number of Uses (Sessions) of Public Internet Computers Per Year*</b>	
	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. Use the number that were available on 12/31/20 if this fluctuated throughout the year.	
10.2a	<b>Number of Uses (Sessions) of Public Internet Computers Per Year REPORTING METHOD*</b>	
	Actual count is preferred. If estimated, please indicate.	
10.3	<b>Does your library provide wireless (WiFi) access to the Internet to patrons?*</b>	Yes or No (prefilled, not frozen)
10.4	<b>Wireless Sessions- Annually*</b>	
	Report the number of wireless sessions provided by the library wireless service annually.	
10.4a	<b>Wireless Sessions Reporting Method*</b>	
	Actual count is preferred. If estimated, please indicate.	
10.5	<b>Website Visits*</b>	
	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.	
10.5a	<b>Website Visits Reporting Method*</b>	
	Actual count is preferred. If estimated, please indicate.	

## 2021 Kansas Public Library Survey Instructions/Workbook

10.6	<b>Does your library circulate WiFi hotspots?</b>	
10.7	<b>Provide annual circulation for WiFi hotspots.</b>	
	**New question, provide only if you tracked this.	
10.8	<b>Does your library provide computer or technology skills training to patrons?</b>	
	Training can be formal or in-formal	
<b>PART 11: Circulation &amp; Programs</b>		
<b>Physical</b>		
11.1	<b>Circulation of Adult Materials</b>	
	Report all circulations from your adult collection, regardless of the age of the person who checks out the material.	
11.2	<b>Circulation of Children's Materials</b>	
	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	<b>Total Physical Item Circulation</b>	Hidden calculation 11.1+11.2=11.2a
11.2b	<b>Circulation of DVDs (subset of 11.2a)</b>	
<b>Electronic Materials</b>		
11.3	<b>Use of Electronic Materials*</b>	
	Sunflower Overdrive Consortium	prepopulated by Sunflower admin @ NWKLS
	Statewide Collection (RB Digital, cloudLibrary & Freading)	prepopulated by State Library
	Overdrive (not part of Sunflower)	
	cloudLibrary (individual collection, not statewide)	
	RB Digital (individual collection, not statewide)	
	Axis360	
	Hoopla	
	Other	
11.3	<b>Total</b>	what is reported to IMLS
11.3a	<b>Successful Retrieval of Electronic Resources*</b>	
	Zinio-RBDdigital	
	Flipster	
	NEKLS Flipster Consortium	may be prepopulated by Regional System
11.3a	<b>Total</b>	what is reported to IMLS
11.3b	<b>Electronic Content Use*</b>	Hidden calculation 11.3+11.3a=11.3b
11.4	<b>Total Circulation of Materials*</b>	Hidden calculation 11.2b+11.3=11.4
11.4a	<b>Total Collection Use*</b>	Hidden calculation 11.2b+11.3+11.3a=11.4a



## 2021 Kansas Public Library Survey Instructions/Workbook

<b>Interlibrary Loan Statistics</b>		
<b>Borrowing</b>		
11.5	<b>Materials Borrowed</b>	
	Requesting of materials from another library for your own patrons.	Examples: books, DVDs, etc.
11.6	<b>Non-returns Received</b>	
	Examples: photocopies, printed copies of microfilm, etc.	
11.6a	<b>Playaways Borrowed</b>	
	Please count the number of floating Playaways on this line. This was previously reported under the "copies" category.	
11.7	<b>Total- Interlibrary Loans Received From*</b>	Hidden calculation 11.5+11.6=11.7
11.8	<b>Borrowing requests that go un-filled</b>	
	Requests made where you determine that an item is not available at all.	
<b>Lending</b>		
11.9	<b>Materials Loaned</b>	
	Sending out of your materials to another library for their patrons.	Examples: books, DVDs, etc.
11.1	<b>Non-returns Borrowed</b>	
	Examples: photocopies, printed copies of microfilm, etc.	
11.10a	<b>Playaways Loaned</b>	
	Please count the number of floating Playaways on this line. This was previously reported under the "copies" category.	
11.11	<b>Total- Interlibrary Loans Provided To*</b>	Hidden calculation 11.9+11.10=11.11
11.12	<b>Loan requests that go un-filled</b>	
	Requests received where you determine that an item is not available or a request that you are not able to fill.	

## 2021 Kansas Public Library Survey Instructions/Workbook

Programming		
11.13	<b>Are you able to report physical in-person programming and live virtual programming separately?*</b>	<b>yes or no</b>
	If you answer yes, then additional lines will be shown so that you can enter your numbers for virtual programs separate from in-person programs. They will be added together for your total programs.	
	Live virtual programs are planned, scheduled events. For events streamed on Facebook, report "1 minute" views. Other platforms, count unique views. ONLY COUNT VIEWS THAT OCCUR DURING THE LIVE STREAM. On-demand view after the stream has ended should be counted on line 11.16.	
Recorded Programs		
	Recorded, not live, on-demand programming	
11.14	<b># of recordings of program content</b>	
	Programs that were recorded and then uploaded, <b>not live-streamed</b> . Include both regular and summer content on this line only.	
11.15	<b># views of recorded program content</b>	
	This is the total "unique" views of the programs in 11.14, recorded, non-live-streamed content that is uploaded to a platform. Count views for full year or time-frame that the content was available.	
11.16	<b># on-demand views of recorded live programs</b>	
	These are views of live-streamed programs that occur after the live stream ends. They are watched later (on-demand). Tracked just like 11.15 but do not include the views that happen during the time the video was streaming live. For programs using the Facebook platform, track "one minute" views. Other platforms, track unique views. Include both regular and summer "on-demand" views on this line only.	

## 2021 Kansas Public Library Survey Instructions/Workbook

<b>Kansas Reads to Preschoolers</b>		
	<i>For attendance, count total number of people, regardless of age.</i>	
11.17a	<b>Number of KS Reads Programs</b>	
	Enter number of programs held for KS Reads to Preschoolers month. Include outreach & virtual programs.	
11.17b	<b>Attendance for KS Reads Programs</b>	
<b>Early Literacy (birth-5)</b>		
	Additional questions are shown in this section if you answered yes to 11.13. Those questions allow you to count the virtual and in-person programs separately. They are added together for the total programs.	
	<i>For attendance, count total number of people, regardless of age.</i>	
11.17a	<b>Number of Summer Reading Program events</b>	
11.17b	<b>Attendance for Summer Reading program events</b>	
11.17a	<b>Number of additional programs</b>	
11.17b	<b>Attendance for additional programs</b>	
11.17a	Total Physical In-person Early Literacy Programs	
11.17b	Total Physical In-person Early Literacy Program Attendance	
<b>Children Age 6-11</b>		
	Additional questions are shown in this section if you answered yes to 11.13. Those questions allow you to count the virtual and in-person programs separately. They are added together for the total programs.	
	<i>For attendance, count total number of people, regardless of age.</i>	
11.17c	<b>Number of Summer Reading program events?</b>	
11.17d	<b>Attendance for Summer Reading program events?</b>	
11.17c	<b>Number of all other programs/events</b>	
11.17d	<b>Attendance for all other programs</b>	
11.17c	<b>Number of Physical In-person Programs?</b>	
11.17d	<b>Attendance at physical in-person programs?</b>	

## 2021 Kansas Public Library Survey Instructions/Workbook

<b>Young Adult 12-18</b>		
	Additional questions are shown in this section if you answered yes to 11.13. Those questions allow you to count the virtual and in-person programs separately. They are added together for the total programs.	
	<i>For attendance, count total number of people, regardless of age.</i>	
11.18a	<b>Number of Summer Reading program events?</b>	
11.18b	<b>Attendance count for Summer Reading program events</b>	
11.18a	<b>Number of all other programs throughout the year</b>	
11.18b	<b>Attendance for all other programs throughout the year</b>	
11.18a	<b>Young Adult Programs*</b>	
11.18b	Young Adult Program Attendance*	
<b>All Other Programs (Family, Adult, Other)</b>		
	Additional questions are shown in this section if you answered yes to 11.13. Those questions allow you to count the virtual and in-person programs separately. They are added together for the total programs.	
	<i>For attendance, count total number of people, regardless of age.</i>	
11.19a	<b>Number of Summer Reading program events?</b>	
11.19b	<b>Attendance at Summer Reading program events?</b>	
11.19a	<b>Number of all other programs throughout the year</b>	
11.19b	<b>Attendance at all other programs throughout the year</b>	
11.19a	<b>Number of Programs</b>	
11.19b	<b>Attendance at physical in-person programs</b>	
<b>TOTAL</b>	<b>Number of Programs/Events*</b>	<b>Attendance at Programs*</b>
<b>Total of All Children*</b>	Hidden calculation (total of 11.15c)	Hidden calculation (total 11.15d)
<b>Total In-person</b>		
<b>Total Virtual</b>		
<b>Total of All Ages*</b>	Hidden calculation (total of 11.16a)	Hidden calculation (total of 11.16b)

## 2021 Kansas Public Library Survey Instructions/Workbook

<b>Part 12: Project Evaluation</b>		
<b>Amount of Grant last year</b>	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.	Prepopulated by State Library
<b>Expenditures</b>		
12.2a	<b>Salaries</b>	
	Report the amount of State Aid spent for salaries.	
12.2b	<b>Books</b>	
	Report the amount of State Aid used for purchasing books.	
12.2c	<b>If funds were spent on books, please estimate the # of books purchased.*</b>	
	This is new. Please just try & estimate.	
12.2d	<b>Other</b>	
	Report all other expenditures with State Aid funds. No fund can be expended for construction, repair or debt reduction.	
12.3	<b>Total State Aid Expenditures for 2020</b>	Hidden calculation 12.2a+12.2b+12.2c+12.2d=12.3
	This number must be the same as what is shown in 12.1.	
<b>PART 13: Kansas Children's Internet Protection Act (KS-CIPA)</b>		
	Date last reviewed (KS-CIPA) Verify your board has reviewed this policy regarding KS-CIPA within the last three years.	Prefilled, not frozen
13.1	Provide the date of last review.	
<b>PART 14: Civil Rights Certificate</b>		
	Verify that you agree with the Civil Rights Certificate.	
14.1	<b>I agree with the above Civil Rights Certifications.</b>	Yes or No
<b>PART 15: Certification</b>		
	Thank you for completing this report. Please submit online no later than <b>February 1, 2021</b> .	Submission after February 1, 2021 will result in the library deemed ineligible for State Grants-in-Aid.
15.1	<b>Respondent's Name</b>	
15.2	<b>Respondent's Title</b>	
15.3	<b>Respondent's Email</b>	

Print or save a copy of the survey for your records.  
You can still print add'l copies after you submit.