PUBLIC LIBRARY SURVEY

Please respond to each item, even if the answer is "0"

If any of the General Information is incorrect, please make corrections.

Click on Question Numbers to see definition or select the "Instructions" link from the red navigation bar at the top of the screen.

PART 1: IDENTIFICATION

1.1 Name of Library	**ARKANSAS CITY PUBLIC LIBRARY**
1.2a Physical Street Address	**120 E. 5TH AVENUE**
1.2b Mailing Address	**120 E. 5TH AVENUE**
1.3 City or Town of Administrative Entity	**ARKANSAS CITY**
1.4 Physical Address ZIP Code	**67005**
1.5 Population of the Legal Service Area	**11,929** **11,608**
1.6 Legal Service Area Boundary Change	No
1.7 Regional Library System	SCKLS
1.8 County	COWLEY
1.9a Library Director's Name	**Mendy Pfannenstiel**
1.9b Library Director's Email Address	**mendy@acpl.org**
1.9c General Library Email Address	**arkcitypl@acpl.org**
1.10a Library Phone	**6204421280**

Online Presence

1.10c Library Website (provide URL)	**www.acpl.org**
1.10d Facebook	Yes
1.1d Twitter	Yes
1.1d Instagram	No
1.1d Pinterest	Yes
1.1d Snapchat	No
1.1d You Tube	No
1.1d TikTok	Yes
1.1d Flickr	No
1.1d Goodreads	No
1.1d Linkedin	Yes
1.10d Other Social Media	No

Other

1.11 Friends	No
1.12 Volunteers	Yes
1.13 Do you offer meeting rooms for public use, with or without charge?	Yes
1.14 Does your library charge overdue fines for print materials?*	Yes
1.15 What's something your library did this year that you're proud of? (Optional)	**We started a Bookmobile service and continued new partnerships that were started a few years ago with the USD 470 Early Literacy Initiative.**

As a result of COVID-19 during 2022

C-1 Did any locations close due to COVID-19?	No
C-3 During COVID-19, did the library allow users to register for cards online?	No
C-5 Did the library provide "curbside" service during the COVID-19 pandemic?	Yes
C-6 How many curbside transactions occurred?	**-1 I did not track statistics for this -1**
C-7 Did the library provide Wifi access during the COVID-19 pandemic?	Yes
C-8 External WiFi Access Increased During COVID-19	No

C-9 Was staff reassigned elsewhere instead of, or in addition to their normal duties?	No

PART 2: GENERAL INFORMATION

2.1 Number of Bookmobiles [1]	1
2.2 Online Public Access Catalog	Apollo
2.2a Number of Registered Users [2]	12,743 6,609
2.3 Number of Central Libraries	1
2.4 Number of Branch Libraries	0

Information

Include the main library here. Include name of branch, branch head librarian, street address (no post office box numbers), city, zip + four, email address, telephone, fax and web address. 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.

Location	2.5a Legal Name	2.5b Square footage
ARKANSAS CITY PUBLIC LIBRARY	ARKANSAS CITY PUBLIC LIBRARY	12,369

Hours

Hours that your library was closed to the public but staff were providing "curb-side" services should be included in 2.5e Outlet Closed.

Please select 'Save' to add your total hours to question 2.6

Location	2.5c Public service hours open per year	2.5d Public service weeks open per year	2.5e Number of Weeks an Outlet Closed Due to COVID-19 in 2022	2.5f Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 in 2022
ARKANSAS CITY PUBLIC LIBRARY	2,704 1,612	52 31	0 21	0 0

Total Hours

2.6 Public Service Hours Per Year	2,704 1,612

Address

Location	2.5g Street Address (no post office box numbers)	2.5h City
ARKANSAS CITY PUBLIC LIBRARY	120 E. 5TH AVENUE	ARKANSAS CITY

Contact Information

Location	2.5i Email Address	2.5j Telephone	2.5k Fax
ARKANSAS CITY PUBLIC LIBRARY	arkcitypl@acpl.org	6204421280	6204424277

Library Services

2.7 Library Visits	19,641	8,188
2.7a Library Visits Reporting Method	Annual Count	
2.8 Reference Transactions	4,348	5,139

2.8a Reference Transactions Reporting Method	Annual Count	

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 adding the total hours worked per typical week by all category employees and dividing by 40.

3.1 Total Librarian Hours	120.00	
3.1a Total Librarians	3.00	3.00
3.2 ALA-MLS Hours	0.00	
3.2a ALA-MLS	0.00	0.00
3.3 All Other Paid Employee Hours	142.00	
3.3a All Other Paid Employees	3.55	3.75
3.4 Total Paid Employee Hours	262.00	270.00
3.4a Total Paid Employees	6.55	6.75

Total Staff FTE

PART 4: SALARY SURVEY

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

Summary	7	10	7
	4.a Name of Position	4.b Current number of employees in this position	4.c Current Hourly Salary (or range if more than one is in the position)
	Director	1	28.90
	Assistant Director	1	21.17
	Youth Services Coordinator	1	19.44
	Assistant Librarian	1	13.50
	Circulation Clerk	1	12.00
	Library Clerk	4	9.50
	Custodian	1	11.00

PART 5: BENEFITS

5.1 Does your library provide paid vacation days?	Yes
5.2 Does your library provide sick leave days?	Yes
5.3 Does your library provide retirement benefits?	Yes
5.4 Does your library provide medical insurance?	Yes

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-https://admin.ks.gov/offices/accounts-reports/local-government/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 Rate (three decimal places)	6.000	5.983
6.1b Library Fund Revenue (whole dollars only)	$399,946	$392,771
6.2a Library Employee Benefits Fund Levy Rate (three decimal places)	0.000	0.000
6.2b Library Employee Benefits Fund Revenue (whole dollars only)	$0	$0
6.3 Additional municipal government funds	$0	$0
6.4 Indirect additional local public support	$0	$0
6.5 Local Government Revenue	$399,946	$392,771
6.6 State Grant-in-Aid	$3,324	$3,317
6.7 Receipts of System grant funds	$31,339	$41,755
6.8 State Government Revenue	$34,663	$45,072
6.9 Federal Government Revenue	$0	$27,565
6.10 Other Revenue	$30,696	$20,182

6.11 Total Revenue	$465,305	$485,590

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	
7.2a Local Government Capital Revenue	$38,539	$15,261
7.2b State Government Capital Revenue	$0	$0
7.2c Federal Government Capital Revenue	$0	$0
7.2d Other Capital Revenue	$0	$0
7.2e Total Capital Revenue	$38,539	$15,261
7.3 Total Capital Expenditures	$0	$0

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	$206,492	$211,897
8.2 Employee Benefits Expenditures	$41,468	$41,068
8.3 Total Staff Expenditures	$247,960	$252,965

Print Collection Expenditures

8.4a Expenditures on Print Books	$15,870	$16,485
8.4b Expenditures on Print Periodicals	$2,404	$1,950
8.4c Total Print Materials Expenditures	$18,274	$18,435

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	$5,150	$19,041
8.5b Expenditures on Databases/Online Resources	$0	$0
8.5c Expenditures on other electronic materials	$560	$550
8.5d Total Expenditures on All Electronic Materials	$5,710	$19,591

Collection Expenditures

8.6 Other Materials Expenditures	$4,667	$2,104
8.7 Total Collection Expenditures	$28,651	$40,130

Operating Expenditures

8.8 Other Operating Expenditures	$147,426	$157,670
8.9 Total Operating Expenditures	$424,037	$450,765

PART 9: RESOURCES

9.1a Books owned at the beginning of 2022	35,206	34,869
9.1b Books added during the calendar year	1,578	741
9.1c Books withdrawn during the calendar year	3,087	720
9.1d Total Print Materials at end of 2022	33,697	34,890
9.2 Audio - Physical Units	662	577
9.3 Video - Physical Units	2,127	2,355
9.4 Number of all Other Materials	495	243
9.5 Total Physical Items in Collection	36,981	38,065

9.6a 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. Music should be included in this category.

Statewide Collection (prefilled by State)	35,518	32,367
Sunflower Overdrive Consortium (prefilled by Sunflower)	16,453	12,581
Overdrive (not part of Sunflower)	0	0
Axis 360	0	0
Hoopla	0	0
Other	0	0
9.6a Audio - Downloadable Units	51,971	44,948

9.7a 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. Do not duplicate numbers for each branch. If your library has no downloadable audio units, please enter "0".

Sunflower Overdrive Consortium (prefilled by Sunflower)	0	132
Overdrive (not part of Sunflower)	0	0
Axis 360	0	0
Hoopla	0	0
Other	0	0
9.7a Video - Downloadable Units	0	132

9.8a 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. Count only items that have a set circulation period available for their use. Graphic novels and comic books should be included in this category.

Statewide Collection (prefilled by State)	382,822	347,775
Sunflower Overdrive Consortium (prefilled by Sunflower)	81,602	48,430
Overdrive (not part of Sunflower)	0	0
Axis 360	0	0
Hoopla	0	0
Other	0	0
9.8a Total Electronic Books (Ebooks)	464,424	396,205

Additional Resources

9.9 Total Collections	553,376	479,350
9.10 Current Print Serial Subscriptions	20	18
9.11 Local/Other cooperative agreements	0	0
9.12 State Electronic Collections	73	
9.13 Total Electronic Collections	73	76

PART 10: PUBLIC COMPUTERS & INTERNET ACCESS

10.1 Internet Computers Used by General Public	5	4
10.2 Number of Uses (Sessions) of Public Internet Computers Per Year	869	99
10.2a Number Uses (Sessions) of Public Internet Computers Reporting Method	Annual Count	
10.3 Does your library provide wireless (WiFi) access to the Internet to patrons?	Yes	
10.4 Wireless Sessions - Annually	1,396	2,260
10.4a Wireless Sessions - Reporting Method	Annual Count	
10.5 Website Visits	5,908	6,316
10.5a Website Visits - Reporting Method	Annual Estimate Based on Typical Week(s)	
10.6 Does your library circulate WiFi hotspots?	No	
10.7 Does your library provide computer or technology skills training to patrons?	Yes	

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	14,820	13,768
11.2 Circulation of Children's Materials	10,769	6,097
11.3 Total Physical Item Circulation	25,589	19,865
11.4 Circulation of Other Physical Items	3,768	72

Electronic

11.5 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.

Statewide Collection (cloudLibrary & Freading)	2,265	1,803
Sunflower Overdrive Consortium	7,086	6,377
Overdrive (not part of Sunflower)	0	0
Axis 360	0	0
Hoopla (total circulation of audio, video and ebooks)	0	0
Other	0	0
11.5 Total	9,351	8,180

11.6 Successful Retrieval of Electronic Resources

Electronic content or records examined/viewed, downloaded or supplied to user using online resources requiring user authentication. These are resources that DO NOT have a circulation period. Hoopla should NOT be included here, it goes on 11.5.

Statewide Collection	0	
Zinio-RBdigital	0	0
Flipster	0	0
Other	0	0
11.6 Total	0	0

Total Electronic

11.7 Electronic Content Use	9,351	8,180
11.8 Total Circulation of materials	34,940	28,045
11.9 Total Collection Use	34,940	28,045

Interlibrary Loan Statistics

"Original items" are books, videos, tapes, and other material that will be returned to the lender; "Copies" are items that the user may keep (generally photocopies).

For grant requirements, SCKLS uses its own definition for ILL. Please consult with SCKLS for clarification.

Please include all of your interlibrary loan activity--KICNET, OCLC, sharing via ILS consortium, email, etc.

Borrowing

Requesting of materials from another library for your own patrons.

11.10 Materials Borrowed (books, DVDs, etc.)	596	462
11.11 Non-returnables Received (Photocopies, printed copies of microfilm, electronically delivered articles or book chapters, etc)	0	0
11.12 Interlibrary Loans Received	596	462
11.13 Borrowing requests that go unfilled	210	0

Lending

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

11.14 Materials Loaned (books, DVDs, etc.)	540	418
11.15 Non-returnables Provided (Photocopies, printed copies of microfilm, electronically delivered articles or book chapters, etc)	0	0
11.16 Interlibrary Loans Provided	540	418
11.17 Loan requests that go unfilled	73	0

Self-Directed Activities

11.18 Do you offer self-directed activities at the library?	Yes	**Yes**
11.18a How many self-directed activities were offered?	-1 I did not track statistics for this	25

11.18b Approximately how many patrons took part in these self-directed activities?	-1 I did not track statistics for this	926
11.18c What types of self-directed activities were offered?	Two storywalk locations and grab and go bags, but we tracked our grab and go bags in programming.	

Programming

Count each instance of a series of programs as an event. Example: a weekly story hour is 52 programs, not one.

Recorded Programs

Recorded, not live, on-demand programming.

11.19 Number of recordings of program content	0	6
11.20 Number of views of recorded program content	0	1,741

Kansas Reads to Preschoolers

Count all attendees, regardless of age.

Early Literacy (birth-5)

Count all attendees, regardless of age.

11.22a Number of children's 0-5 physical in-person programs, onsite (at the library)	44	11
11.22b Attendance at children's 0-5 physical in-person programs, held onsite (at the library)	416	117
11.22c Number of children's 0-5 physical in-person programs, held offsite	77	51
11.22d Attendance at children 0-5 physical in-person programs, held offsite	890	653
11.22e Number of live virtual children's 0-5 programs	0	9
11.22f Attendance at live virtual children's 0-5 programs	0	523
11.22g Total early literacy programs	121	71
11.22h Total early literacy program attendance	1,306	1,293

Children (6-11)

Count all attendees, regardless of age.

11.23a Number of children's 6-11 physical in-person programs, onsite (at the library)	16	0
11.23b Attendance at children's 6-11 physical in-person programs, held onsite (at the library)	1,125	0
11.23c Number of children's 6-11 physical in-person programs, held offsite	15	3
11.23d Attendance at children's 6-11 physical in-person programs, held offsite	408	196
11.23e Number of live virtual children's 6-11 programs	0	0
11.23f Attendance at live virtual children's 6-11 programs	0	0
11.23g Total children's 6-11 programs [3]	31	3
11.23h Total children's 6-11 program attendance	1,533	196

Young Adult (12-18)

Count all attendees, regardless of age.

11.24a Number of young adult physical in-person programs, onsite (at the library)	4	0
11.24b Attendance at young adult physical in-person programs, held onsite (at the library)	24	0
11.24c Number of young adult physical in-person programs, held offsite	5	2
11.24d Attendance at young adult physical in-person programs, held offsite	308	49
11.24e Number of live virtual young adult programs	0	1
11.24f Attendance at live virtual young adult programs	0	3
11.24g Total young adult programs	9	3
11.24h Total young adult program attendance	332	52

Adult (19+)

11.25a Number of adult physical in-person programs, onsite (at the library)	2	0
11.25b Attendance at physical in-person programs, held onsite (at the library)	34	0
11.25c Number of adult physical in-person programs, held offsite	12	11
11.25d Attendance at physical in-person programs, held offsite	483	315
11.25e Number of live virtual adult programs	1	2
11.25f Attendance at live virtual adult programs	0	7
11.25g Total number of adult programs/events	15	13

11.25h Total attendance at adult programs/events	517	322

General Interest (all ages)

11.26a Number of general interest physical in-person programs, onsite (at the library)	0	0
11.26b Attendance at general interest physical in-person programs, held onsite (at the library)	0	0
11.26c Number of general interest physical in-person programs, held offsite	5	0
11.26d Attendance at general interest physical in-person programs, held offsite	895	0
11.26e Number of live virtual general interest programs	0	0
11.26f Attendance at live virtual general interest programs	0	0
11.26g Total number of general interest programs/events [4]	5	0
11.26h Total attendance at general interest programs/events [5]	895	0

Program Totals

11.27 Total Children's Programs	152	74
11.28 Children's Program Attendance	2,839	1,489
11.29 Number of In-Person Onsite Program Sessions	66	11
11.30 In-Person Onsite Program Attendance	1,599	117
11.31 Number of In-Person Offsite Program Sessions	114	67
11.32 In-Person Offsite Program Attendance	2,984	1,213
11.33 Total live virtual programs	1	12
11.34 Total live virtual program attendance [6]	0	533
11.35 Total Number of Programs	181	90
11.36 Total Program Attendance	4,583	1,863

All Other Programs (e.g. Adult, Family, Other) (Retired in 2021)

PART 12: STATE AID EVALUATION

Completing this section fulfills your library's reporting eligibility requirement for State Grants-in-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.

State Aid Received

12.1 Amount of Grant received in 2022	$3,324	$3,317

State Aid Expenditures

12.2a Salaries	$0	$0
12.2b Books	$3,324	$3,317
12.2c If funds were spent on books, please estimate the number of books purchased.	222	0
12.2d Other	$0	$0
12.2e If funds were spent on "Other", please indicate what the expenditure was for:		

12.3 TOTAL State Aid Expenditures for 2022 (Must be the same as 12.1)	$3,324	$3,317

State Aid Requested

The State Librarian annually requests aid based on several factors including the amount requested by public libraries. Total requested aid will be included in the State Library's budget proposal. The requested amount will illustrate the level of need among libraries across the state; however, the final allocation for State Aid is determined by the governor and the legislature.

12.4 Indicate amount of State Aid requested (for next state budget cycle) [7]	$40,000

PART 13: 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

13.1 Date last reviewed Kansas Children's Internet Protection Act (KS-CIPA)	2022-01-10	2022-01-17

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 1973, 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.

I agree with the above Civil Right Certification.

14.1 I agree with the above Civil Right Certification.	Yes

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 5, 2023.

Submission after February 12, 2023 will result in the library deemed ineligible for State Grants-in-Aid.

15.1 Respondent's Name	Mendy Pfannenstiel
15.2 Respondent's Title	Director
15.3 Respondent's Email	mendy@acpl.org

[1], 2.1 Field is frozen, but we did start a Bookmobile service in 2022. (*0-2023-02-03*)

[2], 2.2a Last year's number should have been 11,893. (*0-2023-02-03*)

[3], 11.23g We were open all year, numbers went up. (*0-2023-02-03*)

[4], 11.26g Numbers went up; we were open all year. (*0-2023-02-03*)

[5], 11.26h Numbers went up; we were open all year. (*0-2023-02-03*)

[6], 11.34 Didn't do virtual programs. (*0-2023-02-03*)

[7], 12.4 Funds to cover additional full-time staff member. (*0-2023-02-03*)