

Library Service & Technology Act Trustee Training Grant

2016/2017



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov



Commonwealth of Pennsylvania

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www.statelibrary.pa.gov/LSTA

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Background

Funds are available to states from the federal Institute of Museum and Library Services (IMLS) through a program stipulated by the Library Services and Technology Act (LSTA) to develop library services throughout the States, U.S. Territories, and the Freely Associated States. This program is administered in Pennsylvania through the Office of Commonwealth Libraries for assisting libraries in providing all users access to information, developing partnerships, and increasing information access for persons who have difficulty gaining it. Assistance is available to all types of Pennsylvania libraries.

The intent of Trustee Training Grants is to provide trustees with more opportunities to obtain the knowledge and resources they need to better serve their communities. Having the workshops within multi-districts requires less travel on the part of the trustees, which will ensure a better attendance. Conducting workshops through the multi-district model permit more targeted knowledge and resources, which may be needed by trustees in a particular area of the state.

Funding is currently available for eight grants with an amount up to \$6000 for district libraries to hold separate Trustee Trainings in 2017. These trainings are to target public library trustees within multi-district areas. Trustees will have the opportunities to obtain the relevant knowledge and resources needed to better serve their communities. This is due to the training catered to the needs in that area of the state.

Applicant Eligibility

All applicants must participate in the Access Pennsylvania Database project.

All applicants must have a FEIN, Vendor Number, AUN and DUNS number.

All public libraries that request LSTA funds must certify compliance with the Children's Internet Protection Act. If funds are not sought for direct costs associated with internet access or equipment used to access the internet, indicate the form does not apply. See pages 6 and 10.

Each multi-district group must select one district library to apply and administer the LSTA grant. Historically the following districts have worked together.

Capital Area: Capital Area, Chambersburg, Lancaster, Lebanon, York Districts
Lehigh Valley Area: Allentown, Bethlehem, Easton, Reading Districts
North Central Area: North Central District
North East Area: Pottsville, Scranton, Wilkes-Barre Districts
North West Area: Erie, New Castle, Oil Creek, Seneca Districts
South Central Area: Altoona, Central PA, Johnstown Districts
South East Area: Chester, Delaware, Bucks, Montgomery, Philadelphia Districts
South West Area: Aliquippa, Westmoreland, Pittsburgh, Washington

Application Parameters

Trustees in the multi-district area must be surveyed prior to completion of the application in order to determine training dates, times and topics desired by the trustees.

The Trustee Training must take place between April 1, 2017 and August 31, 2017.

Use of Funds

Eligible Expenditures

1. Attendee meals with an educational component
2. Speakers and their related hotel/travel/meal costs
3. Handouts
4. Printed materials
5. Venue costs
6. Indirect Costs up to 10% of the grant total.

Ineligible Expenditures

1. Electronic materials already provided on a statewide basis
2. Subscriptions that expire after the contract termination date
3. Supplies for processing library materials
4. Furniture
5. Extended Warranties that expire after the contract termination date
6. Salaries of current staff

Restrictions on the Use of LSTA Funds

1. The Office of Commonwealth Libraries will not approve grant awards for projects already under way or complete at the time of the grant application or before the grant is approved.
2. LSTA funds may not be used for basic operating costs of a library.
3. LSTA funds may not be used to supplant previously available local funds.
4. LSTA funds may not be used for capital improvements.
5. LSTA funds may not be used for promotional items and memorabilia.
6. LSTA funds may not be used for food.
7. Applicable federal and state laws govern LSTA funds.
8. Grant recipients may make no financial commitments of grant funds until the library receives the fully executed agreement containing the signatures of the appropriate officials.
9. The Office of Commonwealth Libraries will not approve indirect costs, overhead charges, or contingency funds in program budgets submitted by libraries or other agencies applying for grants for their own purposes.

10. An administrative fee is allowed for a library performing a service on behalf of the Office of Commonwealth Libraries. An administrative fee, not to exceed 10%, is allowed for a library applying for a grant on behalf of another library or libraries. Costs (e.g., supplies and secretarial support, as well as other administrative costs) must be identified and enumerated in the indirect costs section of the budget.

Application Instructions

Applications must be submitted to ra-lsta@pa.gov with the subject line 2016/2017 TRUSTEE TRAINING APPLICATION by close of business (5:00 P.M.) Tuesday, January 20, 2017.

Applicant Information

Each multi-district area, made up of the district libraries in that area, will select one district library in that area to submit the Trustee Training application.

Reimbursement contracts will be written with the district library administering the grant. Below are definitions of key elements in the 'Applicant Information for Administering District' section of the application.

FEIN	The library Federal Employer Identification Number or the Employer Identification Number (EIN).
Vendor Number	This number is required for entities who receive payments from the Commonwealth of Pennsylvania. You can register for OR confirm an already existing Non-Procurement Vendor number at: http://www.vendorregistration.state.pa.us/

Trustee Pre-Survey

The selected library will send out a survey to trustees in the multi-district area in order to determine suitable dates, times, and needed topics for training. A sample survey can be found on pages 14 - 15.

Survey results should include:

1. Date of survey
2. Number of trustees surveyed
3. Number of districts/libraries surveyed
4. Top topic results
5. Top dates and times desired by trustees

Trustee Event Information

The trustee training must take place between April 1, 2017 and August 31, 2017.

The trustee training must be a minimum of five hours long.

Budget

The budget crosswalk can be found on www.statelibrary.pa.gov/LSTA. Below are definitions of the grant eligible budget categories.

Consulting Fees

1. Includes all expenses related to acquiring the services of a consultant for a specific activity within the project. Include costs that will be paid to the consultant, including fees, travel, accommodations and support services.
2. Provide the consultant's name and description of expertise that the consultant brings to the project.

Travel (at State rates)

1. Include travel costs for speakers. Travel must be related to project activities and considered educational, not entertainment. This includes transportation as well as costs and fees for educational sites, meetings or programs if appropriate.
2. Budget the most economical mode of transportation, considering travel time, costs and purpose for travel. Please reference the [Traveling at State Rates](#) quick-sheet on the LSTA page of the PA Department of Education's website.
3. Provide the number of travelers, destination and purpose for travel and a description of the types of travel expenditures expected.
 - a. **Example:** *mileage, registration fees*

Supplies/Materials

1. Include costs for supplies and materials purchased specifically for the project.
2. This includes: books, non-print resources, software, virtual or tangible materials, and computing devices if the acquisition cost per unit is less than \$5,000. List office and library supplies. Books, periodicals, audiovisual formats, microforms, and other library materials.

Services

1. Services may include, but are not limited to, hiring a firm to provide instruction and training as well as technical assistance, outsourcing and databases.
2. Budget project activities to be undertaken by a third-party contractor or vendor as services such as databases, reference services, publicity, and maintenance of equipment.

Indirect Costs

An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs."

Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Choose **one** of the three options:

1. Do not include any indirect costs.
2. Use a rate not to exceed 10% of total indirect costs if you have never had a federally negotiated indirect cost rate.
3. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.

If you selected Option number 2 **OR** 3 from the Indirect Costs menu:

1. Enter the Indirect Cost percentage value in the field located next to the Indirect Cost drop-down menu.
 - a. **Example:** type 0.10 in the percentage field, if your Indirect Cost rate is 10%.

Acknowledgement of Responsibilities

The grant recipient must acknowledge the following expectations of the grant.

1. Trustees in the Multi-District area will be surveyed, see pages 14- 15
2. Registration information will be provided to the Office of Commonwealth Libraries for inclusion in the Compendium at least two weeks prior to the event.
3. Trustee Training attendees will be provided with a post-event survey that will be made available online or in hard copy.
4. The Office of Commonwealth Libraries post-event survey will be used, see pages 16-17. Additional question relevant to multi-district areas can be added.
5. Eligible reimbursement expenses include attendee meals during LSTA related activities conducted, speakers and related hotel/meals and travel, handouts, printed materials, venue costs, and indirect costs up to 10% of the grant total.
6. Total award will not exceed \$6000.
7. Final LSTA Grant report will be submitted no later than one month after the event
8. An article about the event will be submitted to the Compendium within one month after the event.

[Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries](#)

CIPA is the Children’s Internet Protection Act, which applies to public libraries and public elementary and secondary school libraries seeking funds under the federal Universal Service E-rate program or the Library Services and Technology Act (LSTA) grant programs funded by the Institute of Museum and Library Services (IMLS) and administered by the Office of Commonwealth Libraries

Applications must be submitted to ra-ista@pa.gov with the subject line 2016/2017 TRUSTEE TRAINING APPLICATION by close of business (5:00 P.M.) Tuesday, January 20, 2017.

Trustee Training Application Questions

MULTI-DISTRICT TRUSTEE TRAINING APPLICATION			
APPLICANT INFORMATION FOR ADMINISTERING DISTRICT			
Name of contact person completing application:			
Position:	Email:	Work Phone:	
Contract will be written with Library listed below:			
Name of Library District:			
Name of District Administrator:			
Email:		Work Phone:	
Address:			
FEIN:		VENDOR #:	
City:		State:	ZIP Code:
SURVEY INFORMATION			
<p>Trustees in the multi-district area should be surveyed prior to completion of this application in order to determine training dates, times and topics desired by the trustees. Surveys should be sent to all libraries in each district. The scheduling of the event and the agenda should be influenced by the survey.</p> <p>Past trustee surveys indicated a desire for information on Fiscal Oversight (financial planning and sustainability), Structure and Responsibilities (Building Dynamic Boards), Communication Best Practice (with Municipalities and Community) and Laws and Regulation.</p> <p>Sample survey questions are available for your use by contacting dmeqdad@pa.gov.</p>			
Date of Survey:	Number of Trustees Surveyed:	Number of Districts/Libraries Represented:	/
Top Topic Results from Survey:			
EVENT INFORMATION			
Name of Event:			
Date(s) of Event:		Location(s) of Event:	

Topics:	
Speaker(s):	
Amount Requested:	Please Use the Attached LSTA Budget Form
Please provide a brief description of the training:	
ACKNOWLEDGEMENT OF RESPONSIBILITES	
<p>In addition to contract responsibilities, the District agrees that:</p> <ul style="list-style-type: none"> • Pre and post surveys will be made available to trustees: Trustees in the Multi-District area will be surveyed as provided under 'Survey Information' above. Trustee Training attendees will be provided with a post-event survey that will be made available online or in hard copy. The post-event survey will be provided by the Office of Commonwealth Libraries. • Registration information will be provided to the Office of Commonwealth Libraries for inclusion in the Compendium at least two weeks prior to the event. • Eligible reimbursement expenses are attendee meals, speakers and related hotel/meals and travel, handouts, printed materials, venue costs and indirect costs up to 10% of the grant total. • Final LSTA grant will be due one month after the event • An article about the event will be submitted to the Compendium within one month after the event 	
Signature of District Administrator:	Date:

Column A	Column B	Column C	Column D	Column E
Budget Category	LSTA	Cash Match	In-Kind	Total (B+C+D=E)
Salaries/Wages/Benefits				
Subtotal				
Explanation:				
Consulting Fees				
Subtotal				
Explanation:				
Travel (at state rates)				
Subtotal				
Explanation:				

Column A	Column B	Column C	Column D	Column E
Budget Category	LSTA	Cash Match	In-Kind	Total (B+C+D=E)
Supplies/Materials				
Subtotal				
Explanation:				
Equipment (Items over \$5,000 per unit)				
Subtotal				
Explanation:				
Services				
Subtotal				
Explanation:				
Project Subtotal				
Indirect Cost				
Grant Total				



INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

As the duly authorized representative of the applicant library, I hereby certify that the library is (*check only **one** of the following boxes*)

A. CIPA Compliant (*The applicant library has complied with the requirements of 20 U.S.C. § 9134(f)(1) et seq.*)

OR

B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

OMB No. 3137-0071; Expiration Date: 9/30/2015

Evaluation Criteria

Very Good	Specific and comprehensive to the question. Detailed and clearly articulated information in the answer. Thoroughly developed ideas.
Good	General but sufficient detail. Adequate information as to how the question was answered, but some important details were not fully explained. Some minor inconsistencies or weaknesses.
Fair	Sketchy and non-specific. Question is minimally answered, but limited information is provided. Lacks focus and detail.
Poor	Does not answer the question, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification.

Reviewers will use the point values below in determining a score for each application.

Criteria	Very Good	Good	Fair	Poor
Application Completeness	25	20	10	5
Clear incorporation of results from pre-survey	25	20	10	5
Realistic Budget	25	20	10	5
Acknowledgement of grant expectations	25	20	10	5

Grant Award Decisions

Each grant application will be reviewed by a team of evaluators consisting of staff from the Office of Commonwealth Libraries.

The Office of Commonwealth Libraries staff will consider geographic distribution and the management of past LSTA or Keystone funds in the recommendation of applications. Applicants that have demonstrated poor management of previous grants will not be recommended for funding. Using the recommendations, the Bureau of Library Development will make funding recommendations for projects to the Deputy Secretary.

The Pennsylvania Department of Education Secretary makes the final decision of awards.

Following the evaluation and selection process, each applicant will receive a letter with notification of the approval or rejection of their application.

Grant Recipients Requirements

Funding of Projects

Grant award recipients shall be paid on a reimbursement basis upon final execution of the Grant Agreement and with the submission of invoices and supporting documentation of expenditures.

Grant Agreement/Formal Contract

The Grant Agreement is a binding agreement between the PA Department of Education and the eligible grant award recipient. The beginning and ending date of the project, total amount of funds, and project number will appear on the grant agreement.

The authorized signer of the district library must sign the grant agreement in blue ink. Stamped signatures are not acceptable on the original copy.

The originally signed grant agreement should be mailed to:

Pennsylvania Department of Education
Office of Commonwealth Libraries
Forum Building
ATTN: LSTA Administrator
607 South Drive
Harrisburg PA 17120-0600

The approved application becomes part of the contract. By signing the contract, the grant recipient assumes full responsibility of all activities related to the grant.

Changes to the contract language will require review and approval by PA Department of Education, Office of Chief Counsel and will cause delays in approving the agreement.

After complete review and approval by PA Department of Education and the Comptroller's Office, an approved and fully executed contract will be mailed to the grant recipient.

[Federal Funding Accountability and Transparent Act \(FFATA\)](#)

Grantee must maintain current registration in the System for Award Management (www.sam.gov) at all times during which they have active federal awards funded pursuant to this agreement. A Dun and Bradstreet Data Universal Numbering System (DUNS) number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

The FFATA form is located at www.statelibrary.pa.gov/LSTA.

[Assurances - Non Construction Programs](#)

This is a Standard Form that applicants must complete to apply for Federal funding of non-construction projects.

The Assurances - Non Construction Programs form is located at www.statelibrary.pa.gov/LSTA.

Audit

Some libraries receiving federal grant funds, such as LSTA, may be responsible for performing a single audit under provision to the single Audit Act of 1994, as amended, and all rules and regulations promulgated pursuant to the Act.

Cash Management

Grant recipients must provide Office of Commonwealth Libraries with invoices for reimbursement. Templates will be provided. Invoices must be submitted with the final report and include supporting documentation of charges.

Recipients of LSTA funds are required to deposit the funds into a non-interest bearing account, or an account that will prevent them from accumulating more than \$100 interest.

Records Management

All libraries receiving LSTA funds are advised to retain files on awarded projects that include documentation on any activity associated with the project for at least five years after completion of the project.

Reporting

Grant recipients will be required to submit Final LSTA and Final Financial Reports to the Office of Commonwealth Libraries within 30 days of the close of the grant period. A follow-up report may be requested after the grant period to gather information about the current state of the project and the difference it has made in the community.

Sharing Results

Grant recipients must agree to share the results of their projects with other libraries and statewide. All grant recipients are expected to conduct an evaluation of their project that includes outcomes. Some grant recipients may be selected for project review by an outside evaluator.

Trustee Training Pre-Survey

The purpose of this survey is to collect information from trustees in order to plan Trustee Training. Your input is valuable! We appreciate your willingness to assist the planning process by answering the questions below.

Dates

Please circle all days of the week that are convenient for you to attend training:

- a. Sunday b. Monday c. Tuesday d. Wednesday
- e. Thursday f. Friday g. Saturday

Times

Please circle all times that you would be able to attend training:

Weekdays:

- a. 8:00am-2:00pm b. 9:00am-3:00pm c. 10:00am-4:00pm d. 12:00pm-5:00pm
- e. 1:00pm-6:00pm f. 2:00pm-7:00pm g. 3:00pm-8:00pm

Saturdays:

- a. 8:00am-2:00pm b. 9:00am-3:00pm c. 10:00am-4:00pm d. 12:00pm-5:00pm
- e. 1:00pm-6:00pm f. 2:00pm-7:00pm g. 3:00pm-8:00pm

Topics

Please circle all topics that you would be interested in learning about.

Add any topic not listed in the comment section. (fundraising or advocacy topics are **not permitted** with the grant funds for this training)

STRUCTURE and RESPONSIBILITIES

Membership:

- a. Recruitment and Orientation b. Trustee Job Description
- c. Responsibilities & Evaluation d. Term Limits e. Building Dynamic Boards

Directors:

- a. Role of Board in Relationship to Director b. Evaluation & Hiring & Firing
- c. Director Job Description

Meetings:

- a. Effective Bylaws b. Effective Meetings

Organization:

- a. Structure of Libraries in PA

LAWS AND REGULATIONS

Federal and State:

- a. Nonprofit Laws
- b. Duty of Care, Loyalty & Obedience
- c. Registration & Filing
- d. Employment Law
- e. Legal Issues in Policy Development
- f. American Disabilities Act & Facilities

State Code and Regulations:

- a. Standards & Waivers
- b. State Aid

FISCAL OVERSIGHT

Public Library Funding:

- a. How Libraries are Funded in PA
- b. State and Federal Grants Available to Libraries

Planning:

- a. Financial Planning & Sustainability
- b. Budgeting

Implementing:

- a. Financial Best Practices & Safeguards
- b. Reading & Monitoring Financial Reports

Reporting:

- a. Audits and 990's
- b. Annual Reports to the Community
- c. State Annual Report

FACILITIES

- a. Building Security
- b. Building Maintenance
- c. Facility Planning

BEST PRACTICES

Strategic Planning:

- a. Library Trends
- b. Technology/Broadband
- c. How to Create & Implement Your Plan

Resources:

- a. Other Organizations & Partnerships
- b. Statistics
- c. Sample Policies & Online Resources
- d. When You Need an Expert
- e. Office of Commonwealth Libraries Website and Compendium

Communications:

- a. Municipality & Community (Community Engagement)
- b. Crisis Management
- c. Trustee Listservs

ADD A TOPIC:

TRUSTEE TRAINING 2016

PURPOSE

The purpose of this survey is to collect feedback about the Trustee Training. Your input is valuable in planning future trustee training and is always welcome. We appreciate your willingness to assist the Office of Commonwealth Libraries by answering the questions below.

1. Please circle your role
 Trustee Director
 Other Staff

Other _____

2. **Where did you attend training? Please circle the location.**

- Location one Location five
 Location two Location six
 Location three Location seven
 Location four Location eight

3. **Approximately how many miles did you travel (one way) to attend? Please circle your answer.**

- | | |
|-----------|------------|
| 1 to 30 | 121 to 150 |
| 31 to 60 | 151-200 |
| 61 to 90 | over 200 |
| 91 to 120 | |

4. **Please rate the trustee training on a scale of 5 (most favorable) to 1 (least favorable).**

Please circle your answer.

a. Presenter	5	4	3	2	1
b. Meeting other trustees	5	4	3	2	1
c. Handouts	5	4	3	2	1
d. Facility	5	4	3	2	1
e. Food	5	4	3	2	1

Comments:

5. Please rate the keynote speaker on a scale of 5 (most favorable) to 1 (least favorable).

Please circle your answer.

a. Presentation content	5	4	3	2	1
b. Allocated time	5	4	3	2	1
c. Question and answer period	5	4	3	2	1
d. Usefulness of the information provided	5	4	3	2	1

Comments:

OUTCOMES The following questions are for collecting information about the outcomes realized by attendees as a result of the trustee training. An outcome is something that you have learned, an idea or an attitude that may have resulted from your attendance.

6. Circle the answer that best describes how much you agree or disagree with each statement

a. You learned something that is helpful
 Strongly Agree Agree Disagree Strongly Disagree

b. You feel more knowledgeable about the topic presented
 Strongly Agree Agree Disagree Strongly Disagree

c. You are more aware of resources available to trustees
 Strongly Agree Agree Disagree Strongly Disagree

d. You feel confident in sharing this information
 Strongly Agree Agree Disagree Strongly Disagree

Comments:

7. Describe something that you learned or were made aware of during the training:

8. How do you intend on using the information that was covered during the training?

PLANNING The following questions will help us plan future Trustee Trainings.

Please give us your thoughts.

9. Recommendations for future locations (towns, name or type of facility etc):

10. Recommendations for future days of the week or starting/ending times:

11. Recommendations for future topics:

121. Would you participate in online training?

yes

no

13. Other comments you would like to share:

THANK YOU!