

Annual Report 2017

Annual Report is DUE Friday, February 23rd!



Web Browsers

DO USE:

- Internet Explorer 6.0 or higher



** When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).*

- Firefox 1.5 or higher



DO NOT USE!:

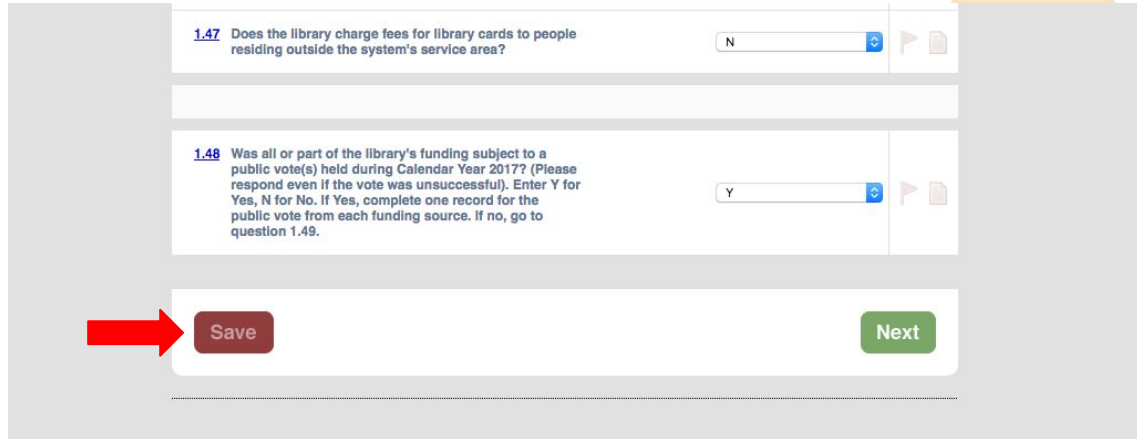
- ~~Google Chrome~~
- ~~Microsoft Edge~~



Please note: No version of the Google Chrome browser can be used to access Collect at this time. **Use of this browser can result in data loss in repeating groups. The Microsoft Edge browser cannot be used. Don't even look at your report in Chrome - you could lose data!*

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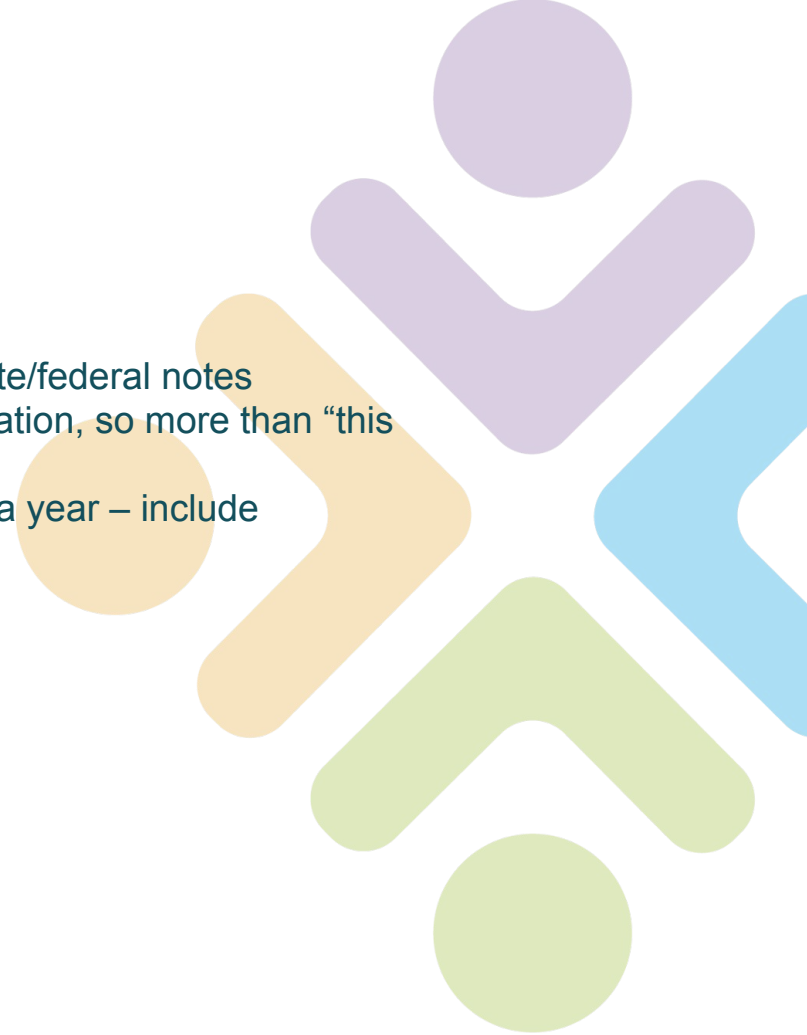
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Save Next

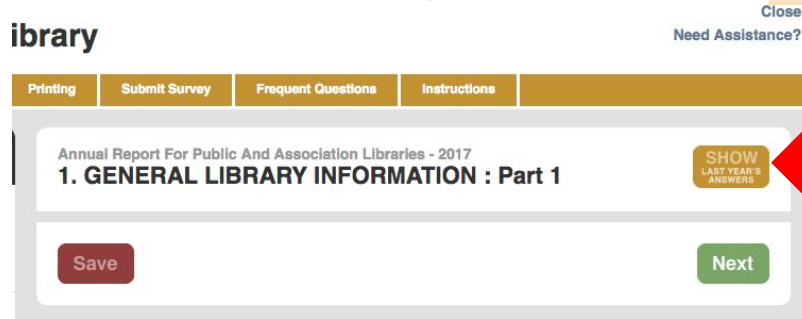
Adding Notes

- This year, there is only one type of note
- You no longer need to differentiate between local/state/federal notes
- When writing a note, you must include a valid explanation, so more than “this is correct”
- For example, if you’re only open half of the weeks in a year – include explanation!



Navigating the Portal

- Use the tab button to get from question to question - **NOT** enter
- To see last year's answers, click "Show last year's answers" at the top right side of the screen



Close
Need Assistance?

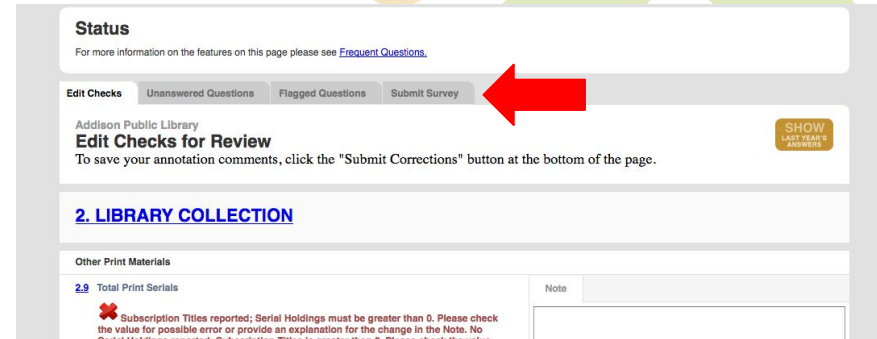
Printing Submit Survey Frequent Questions Instructions

Annual Report For Public And Association Libraries - 2017
1. GENERAL LIBRARY INFORMATION : Part 1

SHOW LAST YEAR'S ANSWERS

Save Next

- Use the "Status" tab at the top menu bar to see your progress, review your edit checks, unanswered/flagged questions



Status
For more information on the features on this page please see [Frequent Questions](#).

Edit Checks Unanswered Questions Flagged Questions Submit Survey

Addleon Public Library
Edit Checks for Review
To save your annotation comments, click the "Submit Corrections" button at the bottom of the page.

SHOW LAST YEAR'S ANSWERS

2. LIBRARY COLLECTION

Other Print Materials

2.9 Total Print Serials

Note

Subscription Titles reported: Serial Holdings must be greater than 0. Please check the value for possible error or provide an explanation for the change in the Note. No Serial Holdings reported: Subscription Titles is greater than 0. Please check the value.

Getting Started

- Open an approved browser
 - Log into the portal: collect.btol.com
 - Need your login information? Contact Erika Jenns, jennse@stls.org
 - Open your report
 - Select “show last year’s answers” - button at top right corner
-
- Note - you can submit the report at any time. However, submitting the report will lock it. BUT we can unlock your report anytime, so don’t worry if you accidentally hit submit - just email Erika.

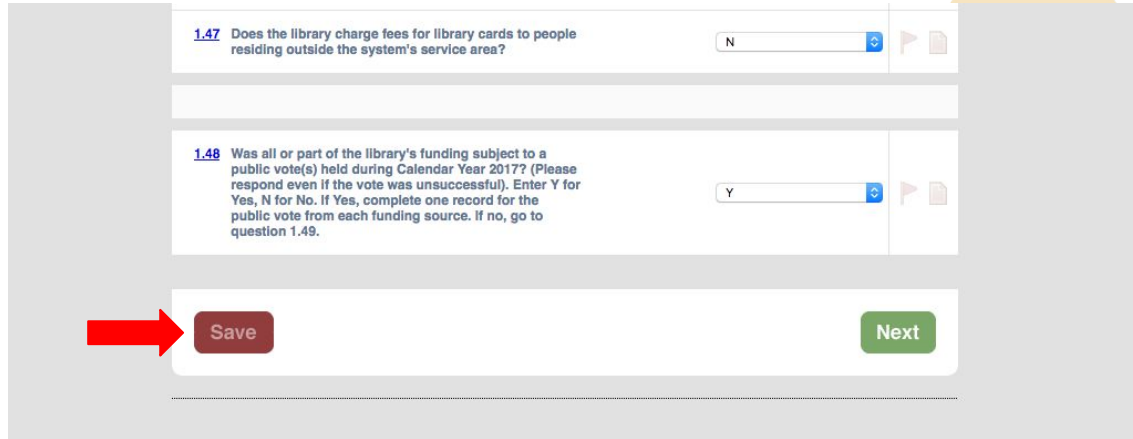


Section 1

- Report all information in Part 1 as of December 31, 2017, except for questions related to the current library director/manager (questions 1.36 through 1.41).
- Q1.6 & 1.7 – there was an issue with the wrong year displaying – should be fixed
 - *this is the year of the annual report
- Part 1.11 & 1.12: Enter the correct fiscal year for your library
- Part 1.48: Respond yes if your library funding (all or part) was subject to a public vote - **even if your vote was unsuccessful!**
 - **Was there a vote in 2017? Check Yes, enter other info *no vote = 1.49 – enter info from previous year**
 - **If you have a public vote mechanism, but you did not hold a vote in 2017 - answer “No.”**
 - **If you have a 259, write “School District”**
 - **CCLD is the only “special legislative district! Everyone else is school/town/village**
 - Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2017? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.
- Part 1.49: If you answered “N” 1.48, have you ever have a vote? Answer “Y” if you’ve ever had a public vote.
- Part 1.50: Only answer “Y” if you have an actual contract. **DO NOT** answer “Y” just because you serve the neighboring town population - you must have a contract & be paid.
- Under Section 1, Part 2, Question 5 (the first #5), “What type of public vote was it?” - the answer to this question must agree with your responses to questions 1-4
- Section 1, Part 3: Only answer “Y” if your library experienced any unusual circumstances - natural disaster, fire, closed for renovations, etc. *If you did not experience any of these, answer “N” and move on to Section 2: Library Collection

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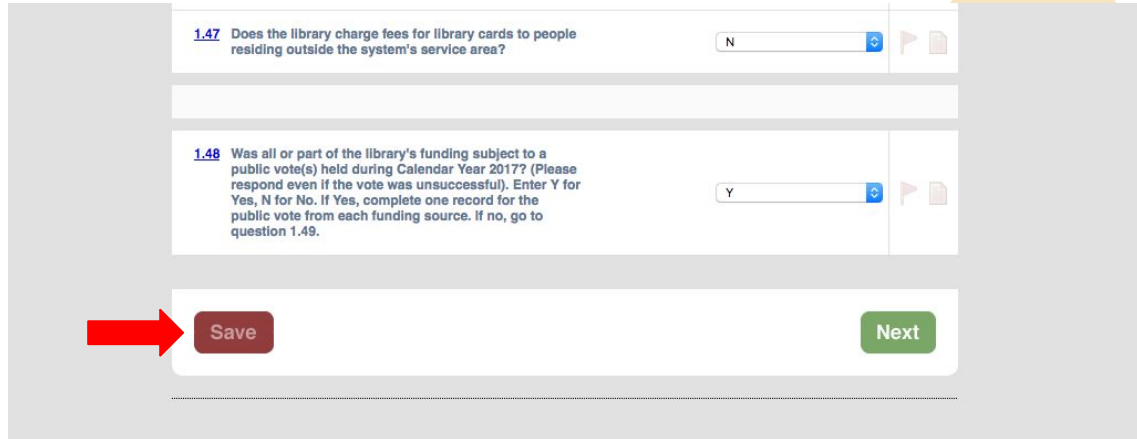
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Section 2

- This section of the survey (2.1-2.22) collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8).
- Under this category report **only items 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 or at a physical library location**; inclusion in the catalog is not required. **Do not include items freely available without monetary exchange.**
- Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.
- **Answers for this section can be found in spreadsheets prepared by STLS! Available here:**
http://www.stls.org/annualreport_2017/
- Questions 2.1-2.24 - Use Holdings spreadsheet
 - Questions 2.1-2.9: items must circulate and be accessible with a library card. Do not include items from the “free” bin
 - Question 2.9: count items that you keep in the library/items you maintain.
 - Question 2.13: this answer will be the same for most libraries
 - Question 2.14: Freegal/Ancestry - Any databases that the system owns/Any databases that the library has, *RBDigital is one electronic collection, do not count individual titles
 - Question 2.19: other items like photos on a CD, etc.
 - Question 2.21: CDs
 - Question 2.22: DVD/Bluray
 - Question 2.23: Microfilm
 - Question 2.26: ONLY subscriptions that are paid for - not donated magazines!
- Questions 2.27-2.30 - Use Additions spreadsheet
 - *Data for both sections is included on the same spreadsheet, different tabs.
 - Question 2.29: OverDrive

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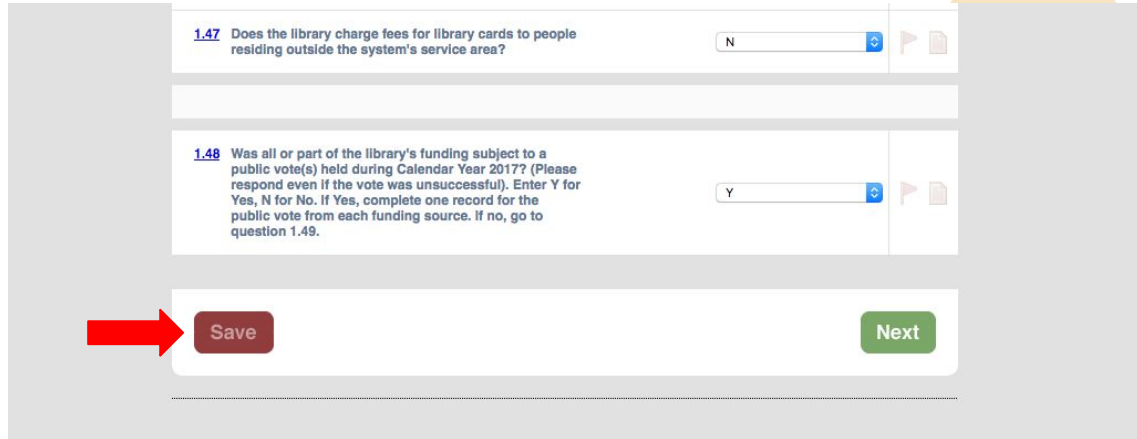
Save Next

Section 3

- Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2017 calendar year.
- Question 3.1: You must provide this number. This includes people who came into your library for programs.
- **Use spreadsheets on STLS website for questions 3.2 & 3.3:** http://www.stls.org/annualreport_2017/
- **Common Programming Count Question!**
 - If I have a 16 year old patron who attends an Adult Literacy workshop as part of my Summer Learning Program where do I count the program and the attendance?
 - You count that program in four different places! First in 3.15 Adult Program Session (even though the patron isn't an adult, the program had adults as the intended audience). Next in 3.28 c. Summer Reading Program Programs for Adults (check the box). Next, in 3.36 Adult program sessions – Summer 2016. And finally, in Adult Literacy, 3.58 Total group program sessions. Attendance for the teen patron will be in the attendance spot for each of those session counts.
- Questions 3.4-3.14: These answers come from you. Specific to each library.
- Question 3.15: If you aren't sure if you participate in the New York State Talking Book and Braille Library or the Andrew Heiskell Braille and Talking Book Library, ask Erika or Keturah!
- Section 3, Part 2, Part 3, Part 4: Programming questions - If you are unsure about any of these fields, ask Erika or Lorie.
- When counting attendance, instructors do not count. **Do not count a program with no attendees!**
- One-on-one – tutoring, homework help, computer help, homebound services – should be activities that are actually scheduled. If it's a one-on-one that's not scheduled – this is a reference interaction.

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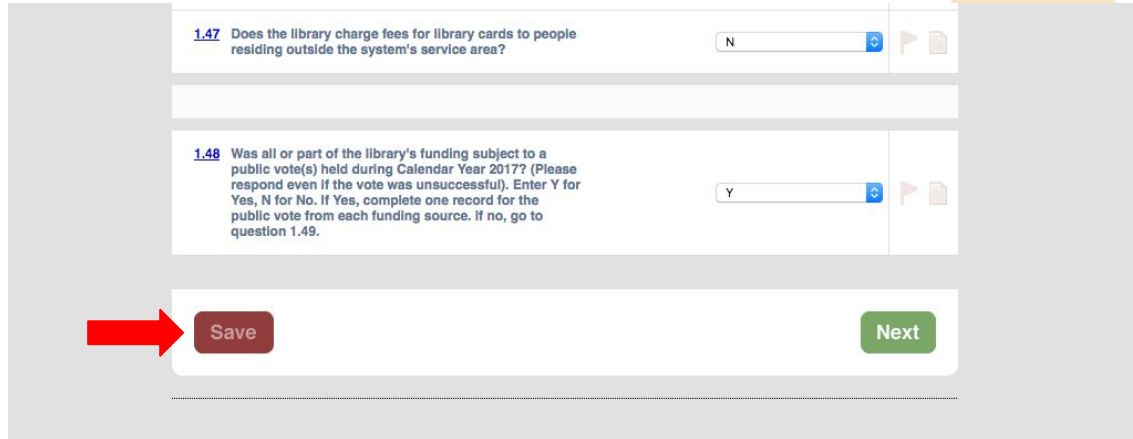
Save Next

Section 4

- Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)
- **Answers for this section can be found in spreadsheets provided by STLS:**
http://www.stls.org/annualreport_2017/
- Questions 4.1-4.13: Use Transactions spreadsheet
 - Question 4.12 refers to OverDrive
 - Count things that circulated, with a limited use time - OverDrive
 - Do not count RBDigital magazines
 - Question 4.13 refers to Freegal, RBDigital, NovelNY
 - Successful retrieval of electronic information - The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Use of NOVELNY databases should be counted under successful retrieval of electronic information if the usage statistics are available for your individual library. Use of electronic collections, such as EBSCO, Gale, and Zinio, should be counted here.
- Question 4.19: Yes; through CCLD
- Questions 4.20 & 4.21: Use Transactions spreadsheet

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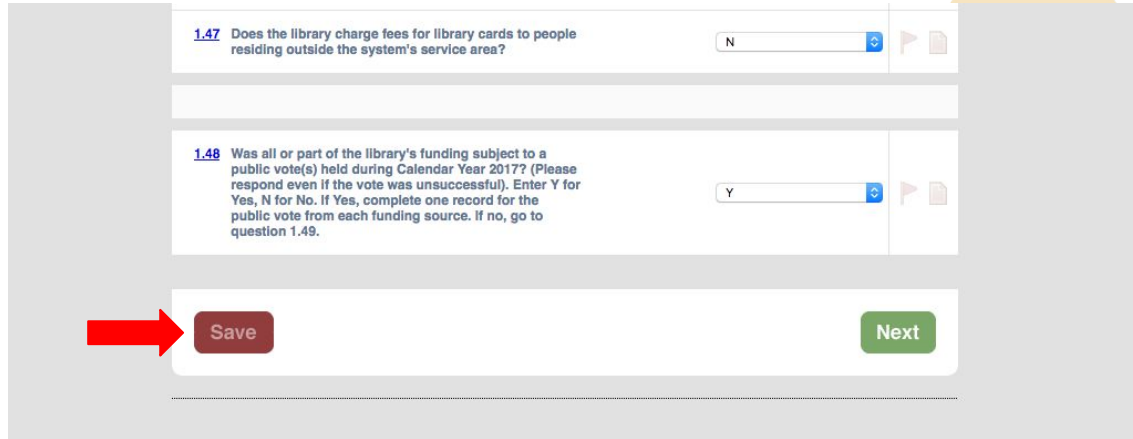
Section 5

- Section 5: Technology and Telecommunications
 - The system provides limited information in this section. If you have your website hosted on the STLS WordPress Server, we may have used Google Analytics to track traffic to your site.
- Information provided by STLS for Question 5.4 can be found here:
http://www.stls.org/annualreport_2017/
- Question 5.1: ILS/Workflows = “Y”
- Question 5.2: OPAC = “Y” - STARCAt!
- Question 5.3: “Y”
- Question 5.4: See spreadsheet from STLS



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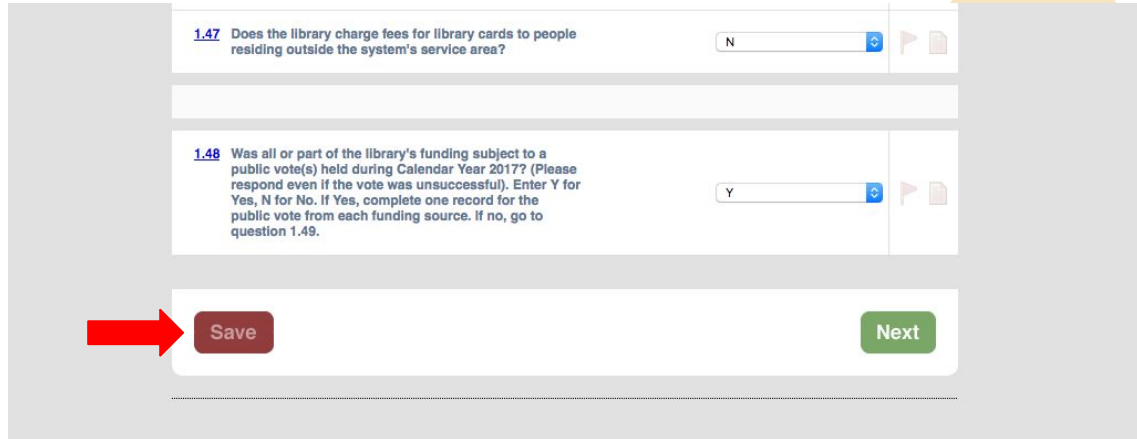
Save Next

Section 6

- Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget **whether those positions are filled or not**. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.
- Question 6.1: If $FTE=40$, then $Q6.2=0.5$, if you (the director) works 20 hours/week.
- Library director vs manager – a library can only have one or the other.
- Question 6.14: If the library doesn't have librarian positions, don't answer 6.14.
 - 6.14: Salary information – answer if you have an entry level library position – whether or not it's filled
 - 6.14: Current salary if the position were to be filled, not the current salary of the person in the position. Give the salary if the position were to be filled at the entry level.
 - Library director salary – current salary. Not if filled. Exactly what the director makes right now.
- MLS=Librarian
- No MLS=Paraprofessional *Directors only!

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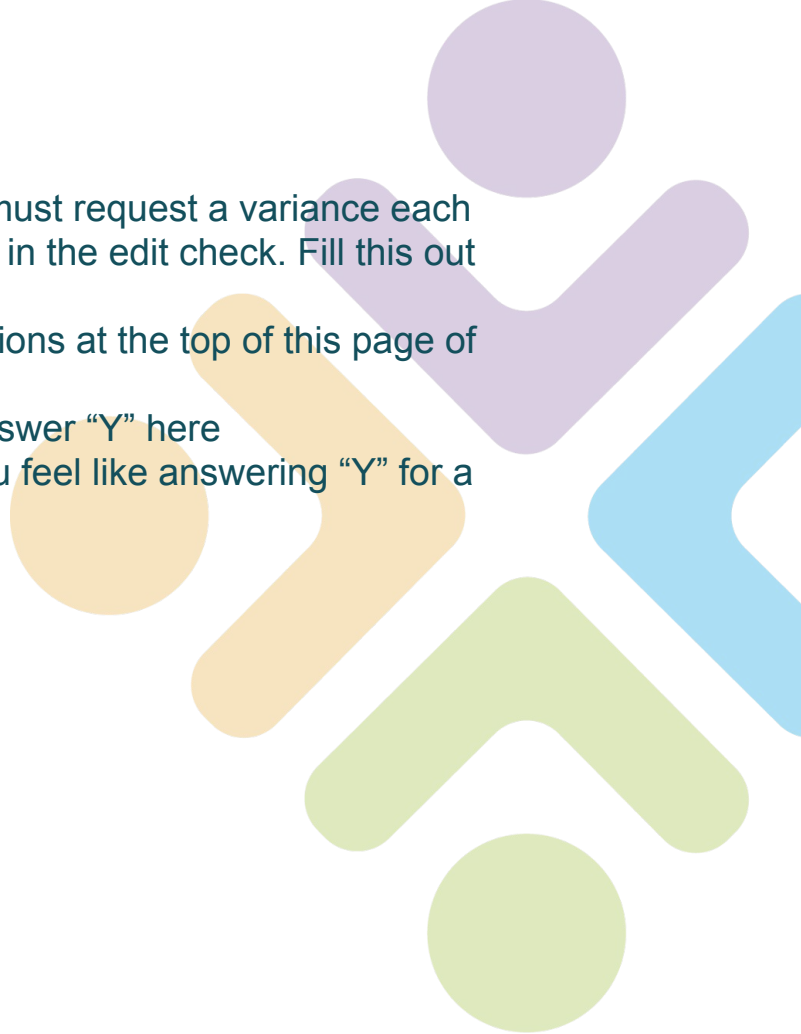
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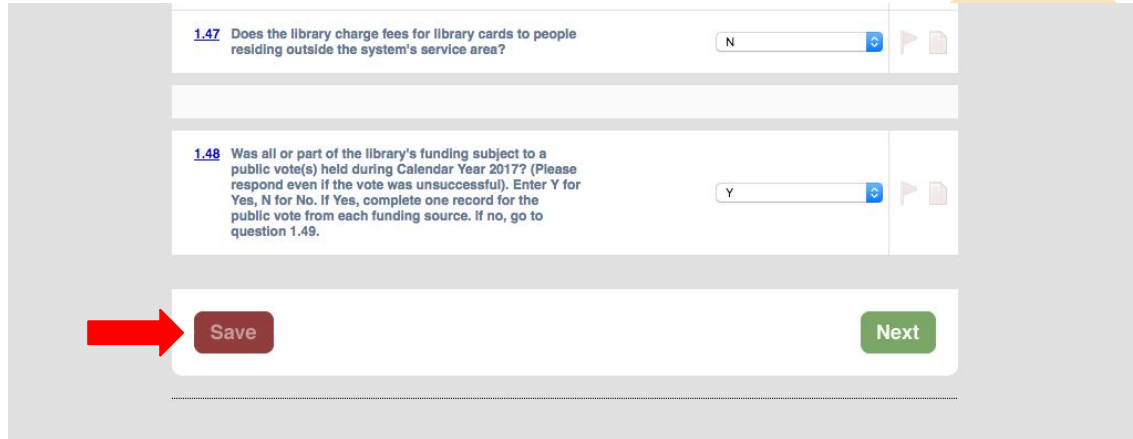
Section 7

- Question 7.7: If the minimum standard isn't met, you must request a variance each year. If you answer no, the variance form will show up in the edit check. Fill this out and send to the system.
 - For clarification, open the link to general instructions at the top of this page of the report.
- Question 7.17: If you use an online fax application, answer "Y" here
- You should answer "Y" for all of these questions, if you feel like answering "Y" for a question is untrue for your library, contact Erika.



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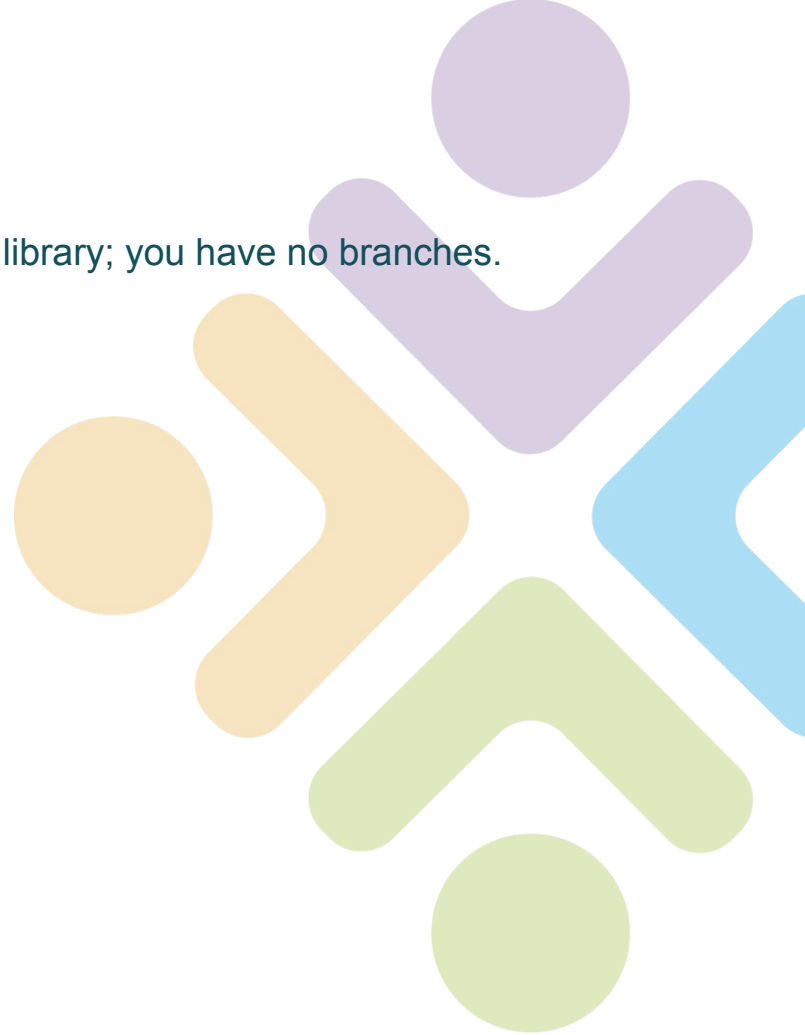
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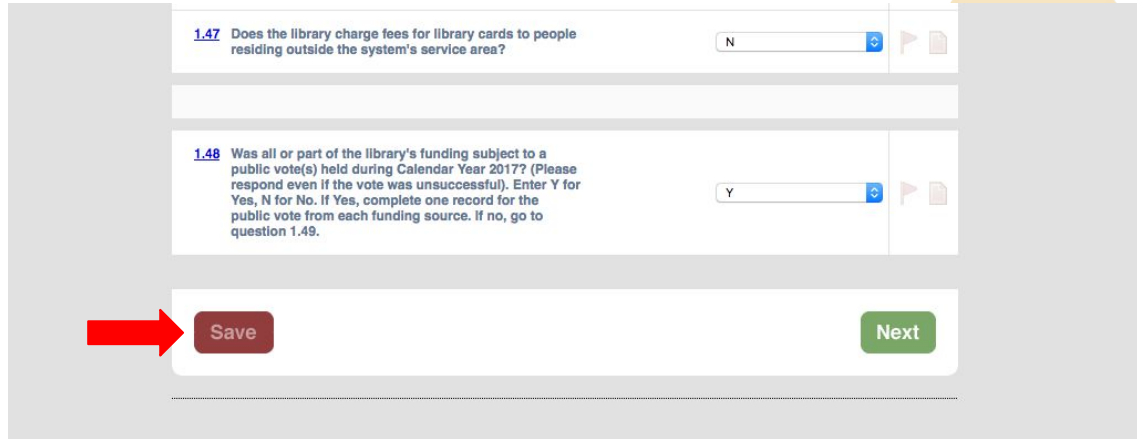
Section 8

- 8.1: This answer should be 1.
- 8.2: This answer should be 0. Your library is the main library; you have no branches.
- 8.3: 0
- 8.4: 0
- 8.5: 1
- 8.7: No branches, so 0
- 8.8: 0
 - *same for 8.11, 8.12



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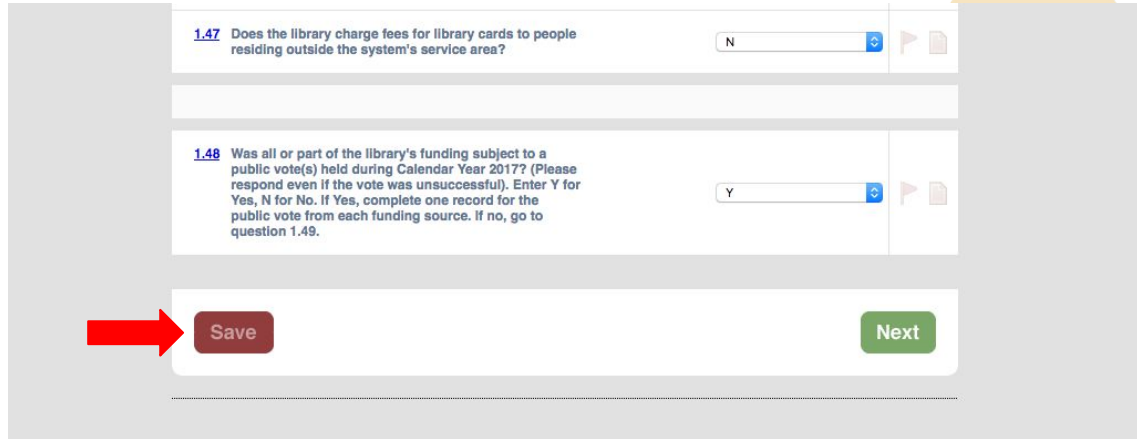
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Section 9

- Question 9.15: HOURS per YEAR. **Take the number of hours you are open each week and multiply that by the number of weeks you are open each year! This should be a number that is larger than 25/35/60 etc.
- Question 9.16: WEEKS per year
 - Use caution and proofread - don't mix these two questions up!
- See spreadsheets provided by STLS for Questions 9.29-9.33, available here: http://www.stls.org/annualreport_2017/
 - 9.29 & 9.30: If you are connected to STLS/STN Fiber, your answer is 100. See this PDF.
 - 9.31: If you are connected to STLS/STN Fiber, select Other and enter STLS in the Notes field. See this PDF.
 - 9.33: See spreadsheet - In an attempt to give a more accurate picture of the number of wireless sessions for libraries on STLS/STN Fiber (data provided by Meraki), I have taken an average of the number of sessions based on data for two random weeks in 2017. If you would like to put together your own numbers for this question and you have a Meraki device, I recommend taking the last report you received in the reporting year window and extrapolating the annual figures from that. For my averages, see this Excel sheet and PDF.
- Question 9.29: If you are not on STLS Fiber, use the Internet Speed Test to check your download/upload speed: <http://beta.speedtest.net/>

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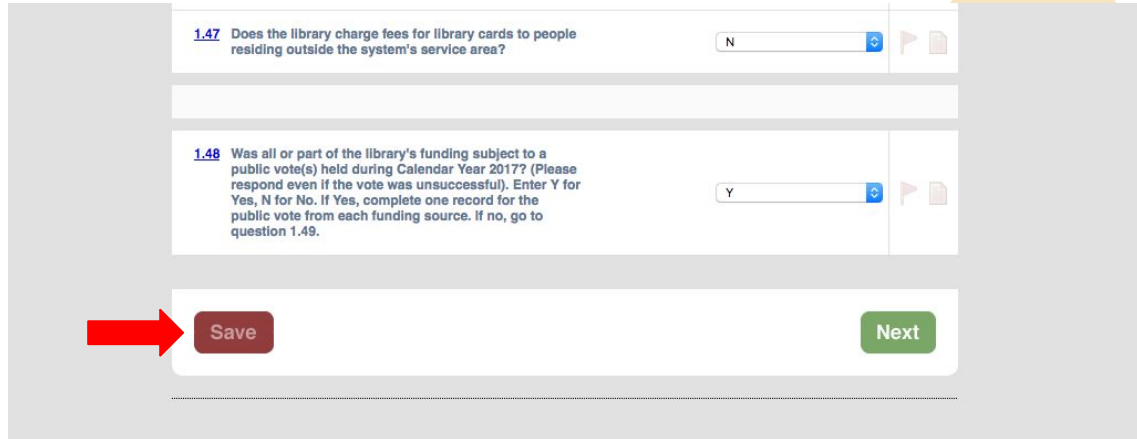
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Section 10

- FYI: Report information about trustee meetings as of December 31, 2017. All public and association libraries are required by Education Law to hold at least four meetings a year.
- Questions 10.2-10.6: These questions are locked this year. Some of the questions don't show up or do when they shouldn't. State is working with B&T to fix this.
- **Charter changes in 2017 – should already be entered. If they are not, enter in a note.**
- Question 10.4 – if you have a range/changed the bylaws, enter a note. The State will change it for you.
- For board members in section 10, there is a new spreadsheet option. You must follow the link for instructions and to get the spreadsheet form. Then, you must send it to Baker and Taylor for uploading. This option is for uploading your Trustees' information.
 - Trustee section: 9 trustees = 9 records, if vacant, include record anyway.
- Question 10.16: **Include your Trustees' email addresses!!**
- Question 10.22 & 10.23: You are not required to answer these, but we encourage you to answer if you do this.
- Trustee term begin/end – Make sure dates add to 4 years, if it's a 4 year term **You may need to count on your hands. Determining term length can be tricky. Count carefully! Contact Erika or Margo if you have questions.

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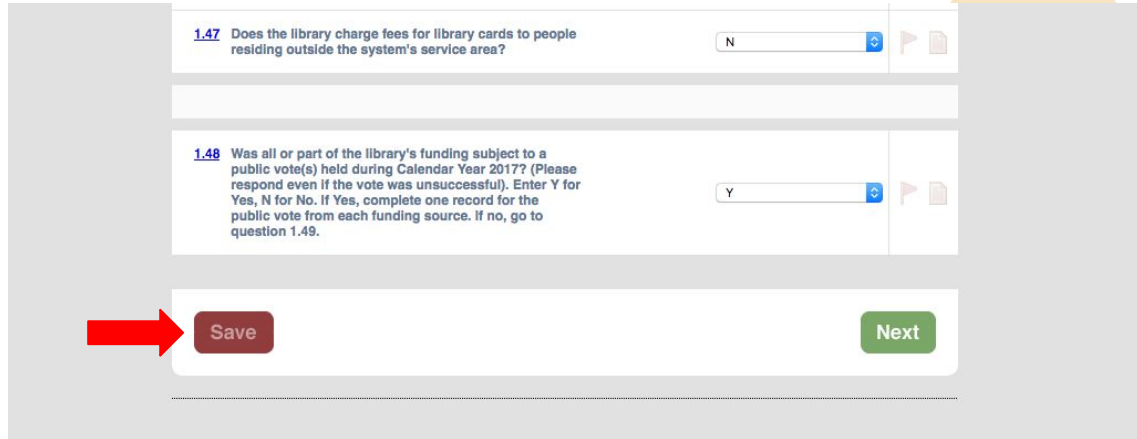
Save Next

Section 11

- You CANNOT submit if this section does not balance!
- Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR.
- Local funding – county, municipality, or district – if multiple municipalities, list each separately. Use “other” to add a note about a special legislative district.
- This report reflects only money actually received and disbursed by the library under direction of its Board of Trustees, except as noted in Employee Benefits.
- Report amounts actually received and/or disbursed during the fiscal reporting year; do not include accruals for anticipated income and/or disbursements.
- The value of endowments, investment accounts or existing assets **SHOULD NOT** appear on the Financial Report; **report only income from investment deposited into the Operating Fund.**
- Do not estimate receipts and/or expenditures for any item furnished free, such as rent, utilities or volunteer help.
- Grand Total Receipts must equal Grand Total Disbursements in both the Operating Fund and the Capital Fund
- Question 11.22: Many/most libraries do not have a capital fund. If you have a question about this, contact Erika/Margo.

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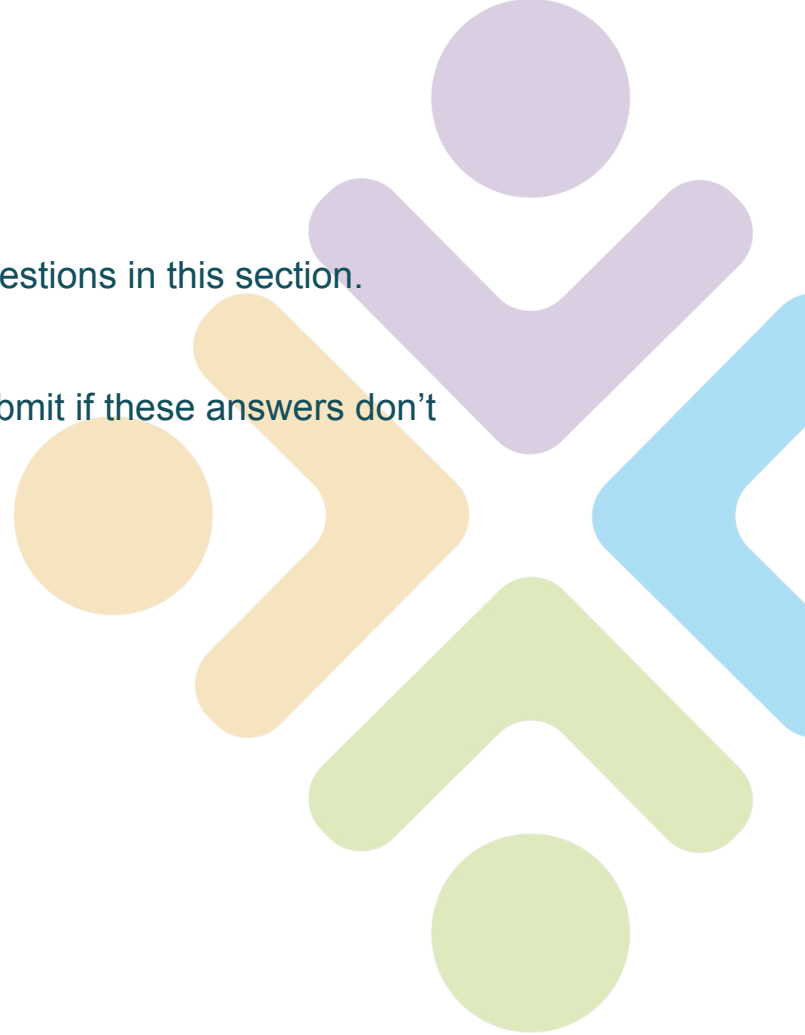
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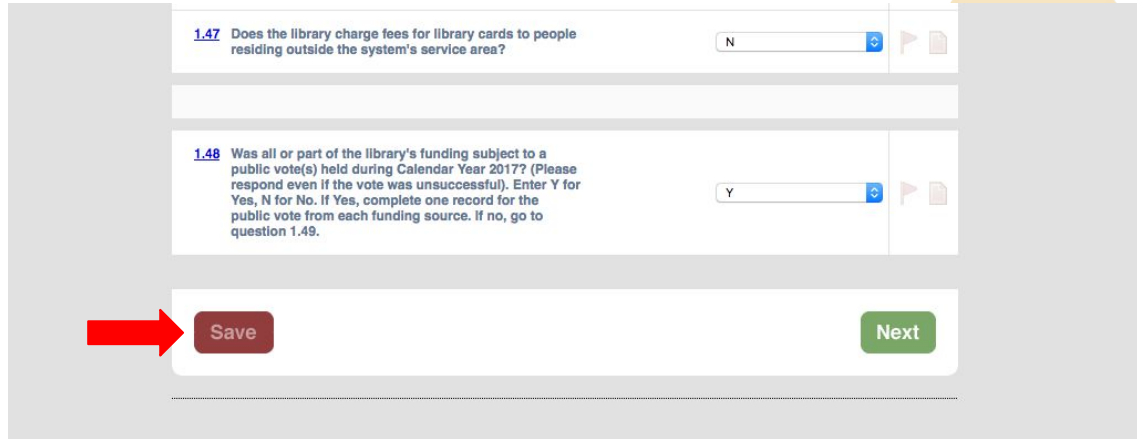
Section 12

- Work with your treasure/bookkeeper to answer the questions in this section.
- Items in the section **MUST BALANCE!** You cannot submit if these answers don't balance.



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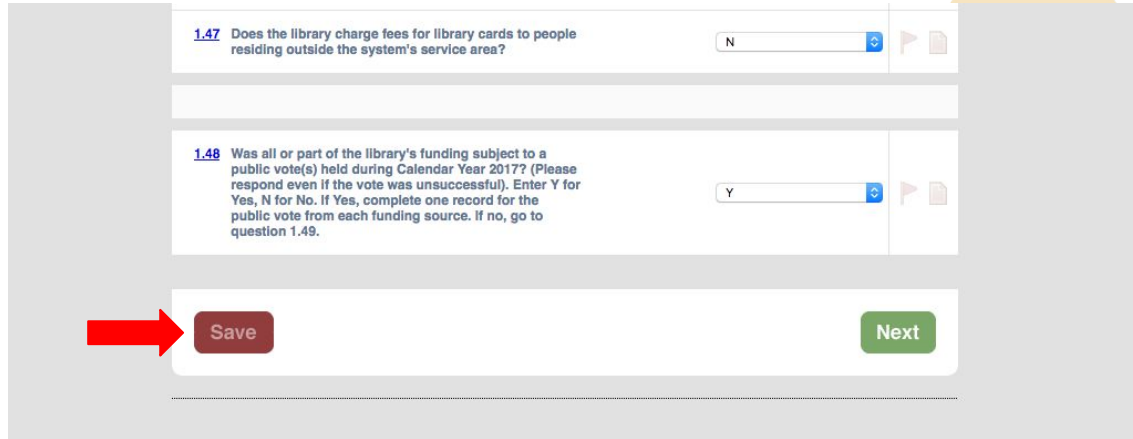
Section 13

- Many/most libraries do not have a capital fund.
- If you are unsure of whether you have a capital fund, 1) you probably don't have one, 2) reach out to Erika/Margo for help.



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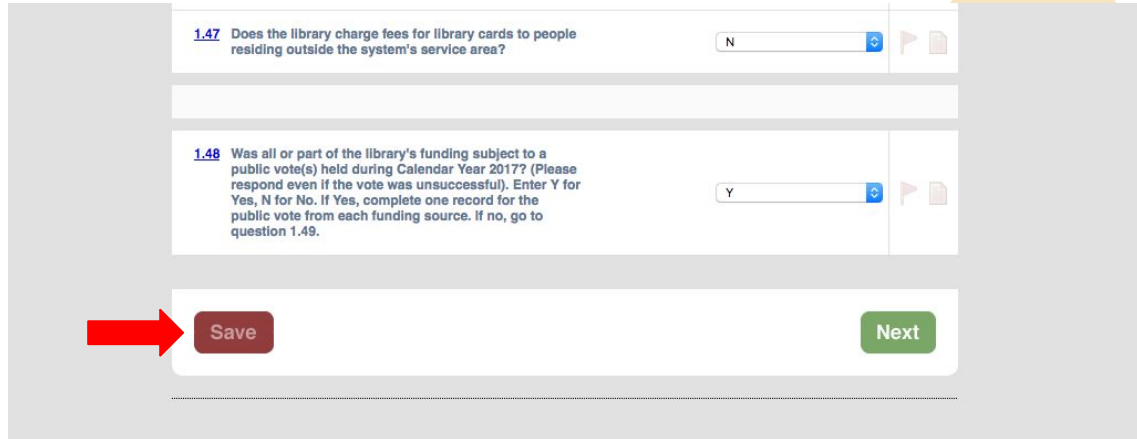
Section 14

- If you have a capital fund, proceed.
- Capital fund disbursements function like taking money out of a savings account for the building. You have to move money to your checking account in order to use it. Moving that money is a disbursement.



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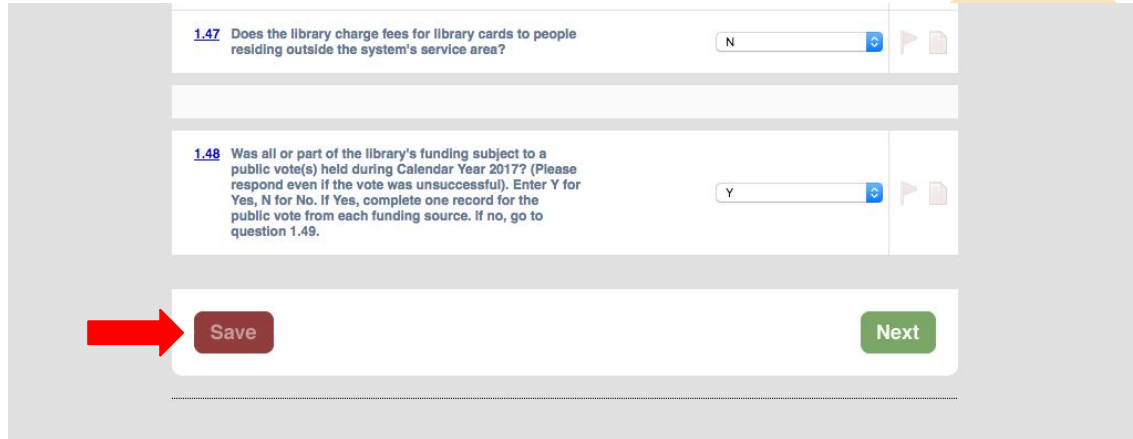
Section 15

- THIS SECTION IS **ONLY FOR CCLD!**
 - From the State:
 - Central libraries – report on calendar year, same year as system
 - State will compare to system information
 - Same fund should not be listed in both system and central library reports
 - only who spent it



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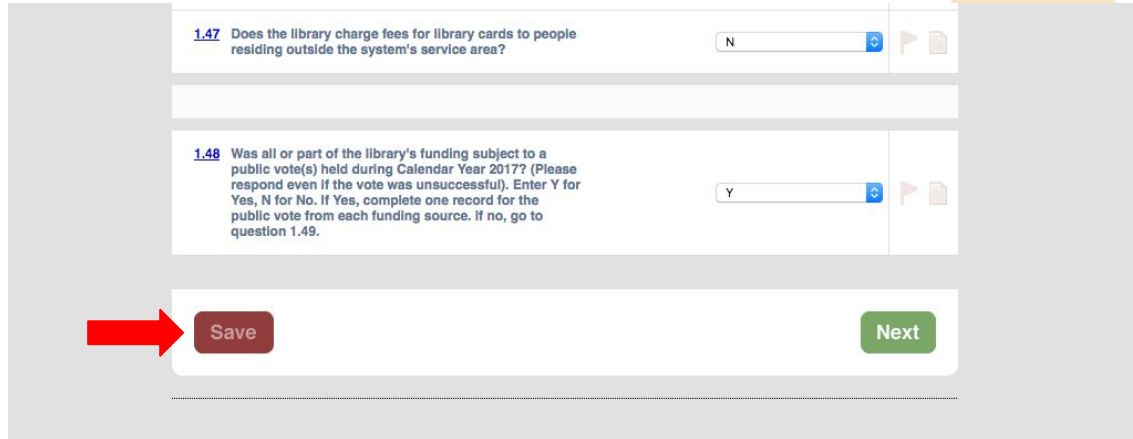
Section 16

- Nothing needs to be entered here!



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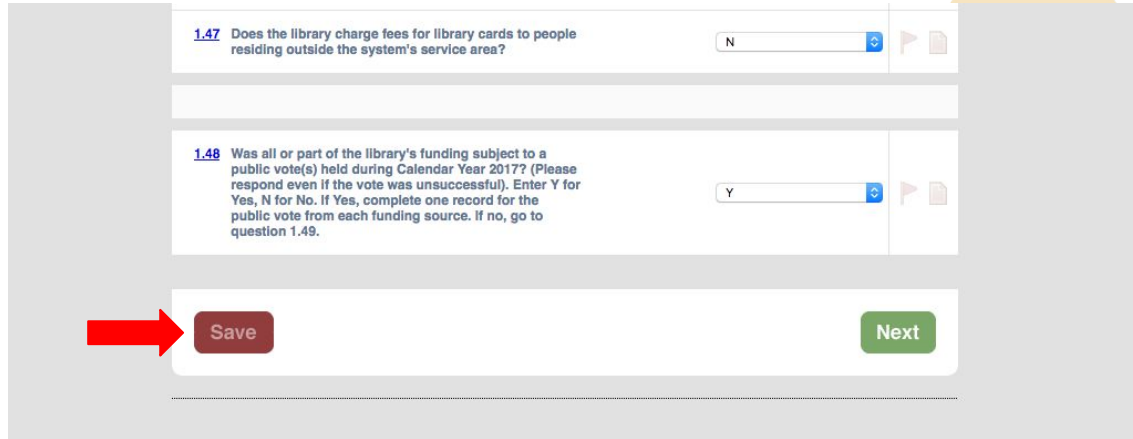
Section 17

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Submitting!

- Before submission – PROOFREAD! Make sure there are no blanks, look at your (red) edit checks, look over the notes that you've added and/or be sure to add a note when necessary. For example, if numbers differ substantially from the previous year.
- You can submit the report at any time. However, submitting the report will lock it. BUT we can unlock your report anytime, so don't worry if you accidentally hit submit - just email Erika.

