Annual Report 2018

Annual Report is DUE Friday, February 15th!

New Portal

- Baker & Taylor has released a new version of the Annual Report software called **CollectConnect**.

- The new URL: http://collectconnect.baker-taylor.com:8080/login.aspx

- The new version features enhancements based on user feedback. It is ADA compliant and is compatible with major browsers including Google Chrome, Mozilla Firefox, and Internet Explorer.

SAVE. SAVE. SAVE.

- Save every page before you click Next.
- Save even if you haven't entered any new information on the page!
- Calculations may not change until you've clicked "save."

Adding Notes

- All Notes are now encompassed in one note field (rather than Federal/State/Local).
- 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!

Changes & New Sections for 2018 Report

- 3.16 – 3.27 (Library Sponsored Programs) – See updated instructions: "If the primary audience is families, please count under 'All Other Program Sessions.'"
- Part 5: Technology and Communications - New Questions
  - "Does the library file for E-rate benefits?" (Y/N)
  - "Is the library part of a consortium for E-rate benefits?" (Y/N)
  - "If yes, in which consortium are you participating?"
  - "Does your library use social media?" Y/N Social media includes Facebook, Instagram, Twitter, Pinterest, YouTube, etc.
- Part 9: Service Outlet Information - New Question
  - "Does your outlet have a Makerspace?" Y/N
  - A Makerspace is a space in the library that allows patrons to create in a communal space using technology. This could include 3D printing, photo editing, video and audio recording/editing, animation, coding and programming, digital design, robotics, sewing and more.
- Part 10: Officers and Trustees Questions 10.2 through 10.5 regarding range of trustees will no longer be locked fields. Information different from what was entered last year will generate an edit check. See updated instructions also.
  - Spreadsheet Option - A template will be available (via a link) with last year's trustee data. The template may be updated with the current year's data and then e-mailed to Baker & Taylor to upload into the library's report. Libraries may also enter the data directly into the report as in the past if that is preferred.
- Part 11: Operating Funds Receipts
  - 11.1 (Local Public Funds) – Updated instructions Addition: "For special legislative districts, separately report each municipal entity that levies and collects the tax receipts for the district as specified in the library's legislation."
  - 11.18 (Other) – Updated instructions Addition: "Economic development entities – include funds from local or NYS-sponsored industrial development agencies and authorities including PILOT payments."

Getting Started

- Log into the portal: http://collectconnect.baker-taylor.com:8080/login.aspx
  - Need your login information? Contact Erika Jenns, jennse@stls.org
- Open your FY2018 report
- Select "show last year's answers" - at the top right corner
- Read the instructions:
  http://www.nysl.nysed.gov/libdev/libs/18instructions.pdf

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
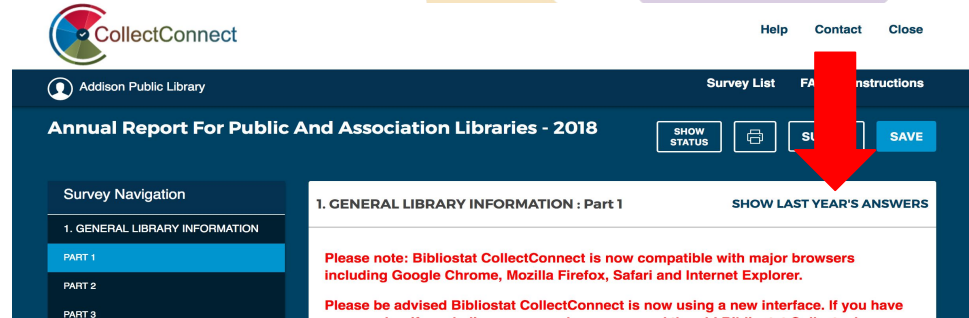
- Use the "Status" tab at the top menu bar to see your progress, review your edit checks, unanswered/flagged questions
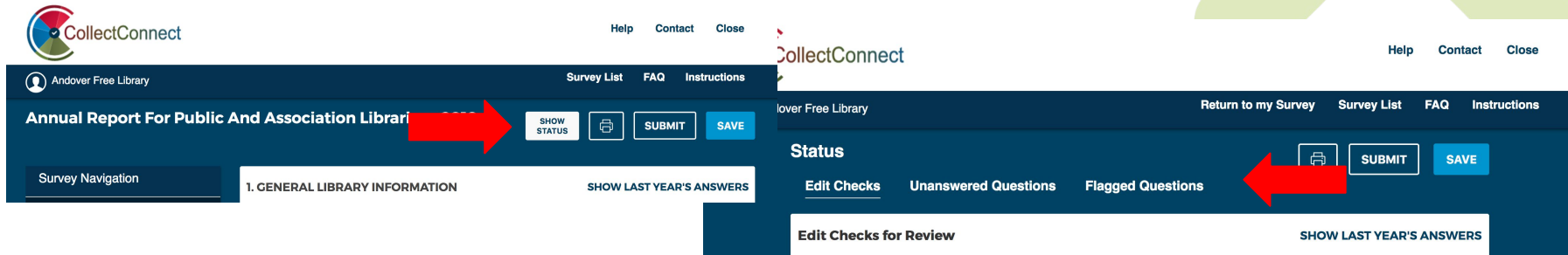
Section 1

- Report all information in Part 1 as of December 31, 2018, except for questions related to the current library director/manager (questions 1.37 through 1.45).
- 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 2018? Check Yes, enter info.** If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.
  - **If you have a public vote mechanism, but you did not hold a vote in 2018 - answer "No."**
  - **If you have a 259, write "School District"**
  - **CCLD is the only "special legislative district! Everyone else is school/town/village**
  - 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
- Part 1.49: If you answered "N" in 1.48, have you ever have a vote? Answer "Y" in 1.49 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.
- Section 1, Part 3, Q1.51: 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

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.**
- **Answers for this section can be found in spreadsheets prepared by STLS! Available here:** https://www.stls.org/annual-report-to-the-state-fy2018/
- 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 databsees 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
  - Question 2.29: OverDrive

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 2018 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: https://www.stls.org/annual-report-to-the-state-fy2018/
- **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.
- Check out Lorie's super helpful guide to answering programming questions - available here: https://www.stls.org/annual-report-to-the-state-fy2018/

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: https://www.stls.org/annual-report-to-the-state-fy2018/
- 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 RBdigital, should be counted here.
- Question 4.19: Yes; through CCLD
- Questions 4.20 & 4.21: ILL; use the Transactions spreadsheet

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: https://www.stls.org/annual-report-to-the-state-fy2018/
- Question 5.1: ILS/Workflows = "Y"
- Question 5.2: OPAC = "Y" - STARCat!
- Question 5.3: "Y"
- Question 5.4: See spreadsheet from STLS
- Question 5.6: Social media
- Question 5.7-5.9: E-rate, see spreadsheet from STLS

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) work 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: Answer if you have an entry level library position – whether or not it's filled
    - 6.15: 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!

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 the questions in Section 7. If you feel like answering "Y" for a question is untrue for your library, contact Erika.
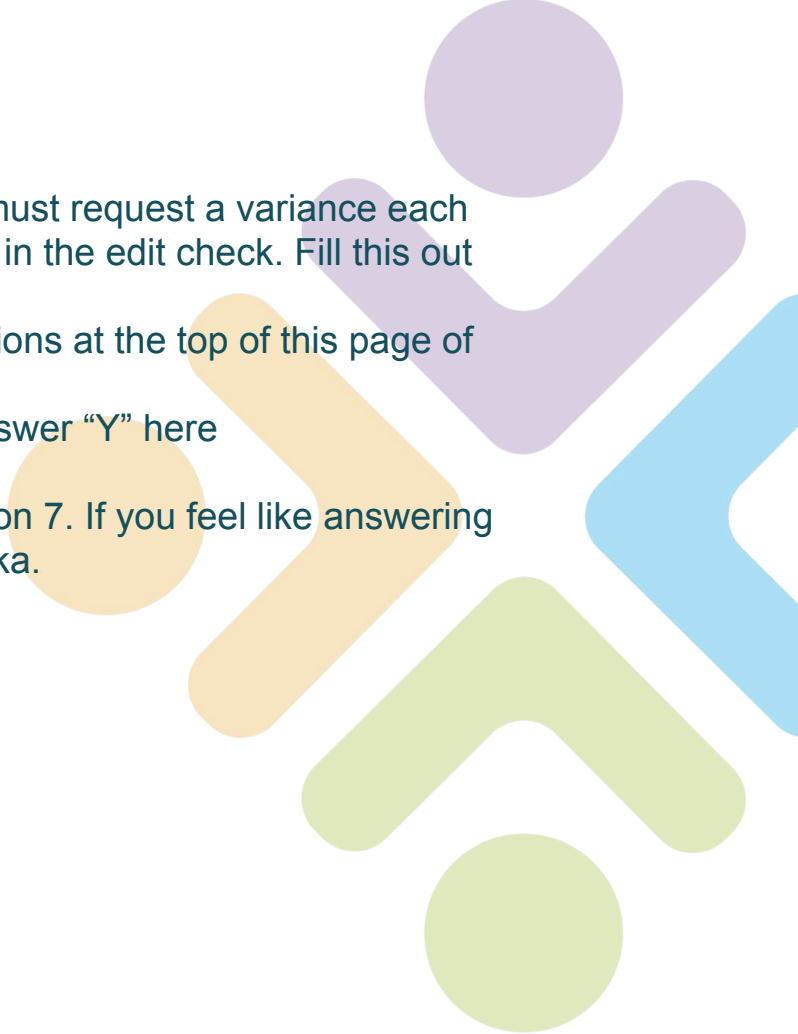
Section 8

- 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

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 the STLS website for Questions 9.29-9.33, available here: https://www.stls.org/annual-report-to-the-state-fy2018/
  - 9.29 & 9.30: If you are connected to STLS/STN Fiber, your answer is: "11 Greater than or equal to 100 mbps and less than 1gbps."
  - 9.31: If you are connected to STLS/STN Fiber, select Other. You must also add a State note that says you are using STLS Fiber.
  - 9.33: See spreadsheet
- 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/
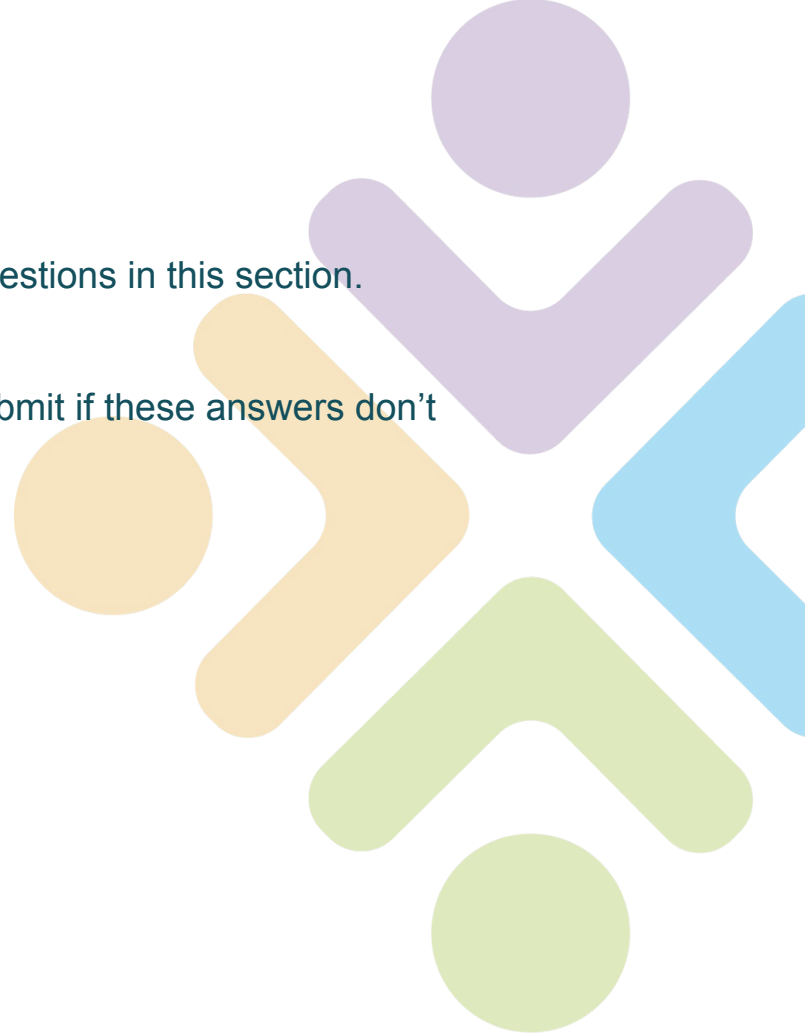
Section 10

- FYI: Report information about trustee meetings as of December 31, 2018. All public and association libraries are required by Education Law to hold at least four meetings a year.
- Part 10: Officers and Trustees Questions 10.2 through 10.5 regarding range of trustees will no longer be locked fields. Information different from what was entered last year will generate an edit check. See updated instructions also.
  - Spreadsheet Option - A template will be available (via a link) with last year's trustee data. The template may be updated with the current year's data and then e-mailed to Baker & Taylor to upload into the library's report. Libraries may also enter the data directly into the report as in the past if that is preferred.
- 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!!**
- 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 if you have questions.

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/Brian.

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.

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/Brian for help.

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.

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

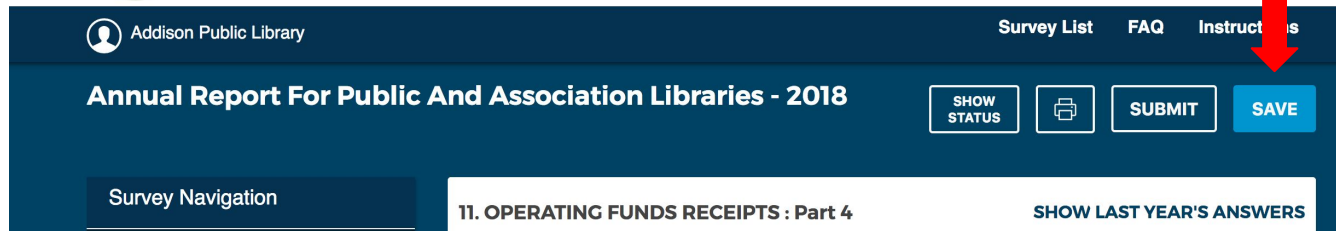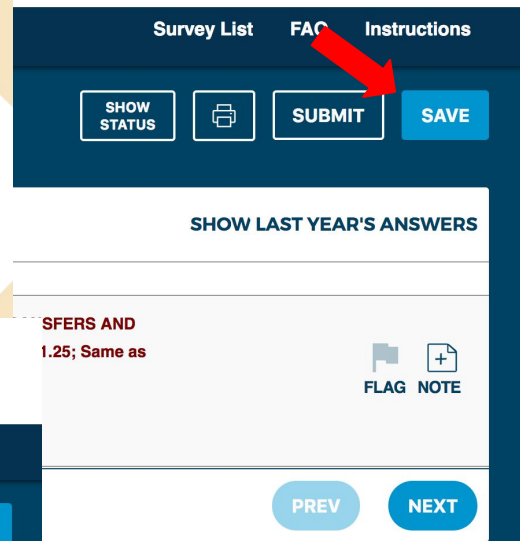# Section 16

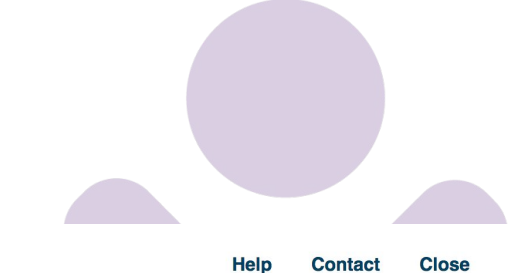- Nothing needs to be entered here!

Section 17

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SAVE. SAVE. SAVE.

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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.

  Reports are due to STLS on Friday, Feb. 15th, by 5:00pm. Please email Erika, jennse@stls.org, when you have submitted.