



**Annual Report for Public & Association Libraries 2014  
Outline of Major Changes**

LIBRARY DATA REPORT

**Following are changes to the 2014 Public & Association Library Annual Report – Questions and Instructions**

**NOTES:**

- Please expect re-numbering due to questions added or re-ordered since the 2013 Annual Report. Not all instances of re-numbering are noted in this outline.
- Please see updates in instructions and rewording in questions and instructions. Not all changes are noted in this outline.
- Instructions intended for more than one question are marked as such.
- Responses to new questions may be estimated for the first year.

**2014 Changes to Part 1: General Library Information**

**1.44 New Instructions – Public Funding**

“Examples of public votes are school district votes and municipal votes. The vote could have taken place years ago but the library is still receiving funds based on that vote. The funds will remain the same until the library requests a vote for an increase in funding and the vote passes.”

NOTE: Re-phrasing of instructions to clarify.

**2014 Changes to Part 2: Library Collection**

Note general instructions link at the beginning of Part 2. Previously these instructions were only in the Instructions Document.

**2.10 Addition to Instructions – All Other Print Materials**

"Report vertical file materials and similar items that are not individually cataloged, and any other materials requiring special handling not reported in any other category. Count vertical files by file; count individual items in each vertical file only if they are cataloged."

NOTE: Vertical file materials are no longer included in 2.23, All Other Materials.

**2014 Changes to Part 3: Library Programs, Policies, and Services**

Note general instructions link at the beginning of Part 3. Previously these instructions were only in the Instructions Document.

Questions have been rearranged so that all questions that require reporting on a fiscal year are at the beginning of the section and the rest require reporting on a calendar year. Each section indicates the

reporting year required. Library Use, Written Policies and Accessibility have been moved to the beginning of Part 3.

**New Question and Instructions**

“Does the library have a board-approved conflict of interest policy?” This is a “Yes” or “No” question.

"Conflict of interest policy - Is there a Board-approved Conflict of Interest Policy? All public and association libraries are subject to Not-for-Profit Corporation Law, Section 715-a."

**New Question and Instructions**

“Does the library have a board-approved whistle blower policy?” This is a “Yes” or “No” question.

"Whistle Blower Policy - Is there a Board-approved Whistle Blower Policy? All public and association libraries with twenty or more employees AND an annual revenue in excess of one million dollars in the previous fiscal year are subject to Not-for-Profit Corporation Law, Section 715-b."

**New Question**

“Adults registered for the library’s summer reading program.”

**2014 Changes to Part 4: Library Transactions**

**4.14 Change in Instructions – Total Reference Transactions**

Note revised instructions.

**2014 Changes to Part 7: Minimum Public Library Standards**

Note general instructions link at the beginning of Part 7. Previously these instructions were only in the Instructions Document.

**2014 Changes to Part 9: Service Outlet Information**

**Repeating Group Questions #27 and #28 Addition to Questions – Maximum download/upload speeds**

The drop down choices: *greater than 6 mbps and less than 9 mbps* and *greater than 9 mbps and less than 15 mbps* for download and upload speeds have been replaced with the following choices. Most choices now begin with “greater than *or equal to*.”

- Greater than or equal to 6 mbps and less than 10 mbps
- Greater than or equal to 10 mbps and less than 15 mbps

**Part 9, Repeating Group Question #31 Change in Question and Instructions – Number of wireless access uses per year**

“Number of wireless sessions provided by the library wireless service per year.”

“Number of wireless sessions provided by the library wireless service per year: Report the total number of uses of the library's wireless access during the last year (include access from both inside and outside the building; include access even if the library was closed). A typical week or other reliable estimate may be used to determine the annual number. Note: Count each use of wireless access regardless of the amount of time spent online.”

NOTE: In the near future, further instruction will be provided regarding how to get wireless statistics.

**2014 Changes to Part 10: Officers and Board Members**

**New Question and Instructions**

“Trustee term length”

“Trustee term length - Report the length of the full term of library's trustees as stated in the library's charter (for example, 5 years).”

**10.13-10.16 and Repeating Group Questions #9-12 New Instructions – Term Begins/Term Expires**

"Please indicate the beginning and end dates of the trustee's term. If a new trustee is filling a partial term, the end date may be different depending on the type of library and the method of trustee selection (election or appointment).

- For trustees elected by the voters - the end date for a new trustee who is filling someone else's term would reflect that the position will be filled at the next election.
- For trustees appointed by a municipality or district - the end date for a new trustee filling someone else's term would typically be the same end date as that of the trustee who vacated the position.
- Trustee terms are typically three, four or five years and are usually specified in the library's charter (incorporation). In some cases, the length of trustee terms may be specified in Education Law, in special legislation or in the library's bylaws. The expiration of trustee terms is staggered to ensure continuity and stability in governance."

**10.17-10.18 and Repeating Group Questions #13-14 New Instructions – Date the Oath of Office was taken/filed**

"Please indicate the date the trustee took the oath of office and the date it was filed. Trustees should take a new oath of office every time they begin a new term. The oath is required by Public Officers Law (Section 10) for all public (not association) library trustees."

**Repeating Group Question #8 Change in Question – Office Held or Trustee**

Drop-down added:

- Vice President
- Secretary



- Treasurer
- Trustee
- Ex-Officio (Voting)
- Other (Add state note)

**2014 Changes to Part 12: Operating Fund Disbursements**

**New Question and Instructions**

“Equipment”

“Equipment - Record costs of such items as photocopiers, fax machines, computers, printers, scanners, etc. If any expense exceeds \$10,000 or 5% of the library's budget, whichever is higher, indicate in a state note how the funds were spent.”

**2014 New Part 15**

**New Sections:**

**Central Book Aid (CBA)**

**Central Library Development Aid (CLDA)**

NOTE: This part is for Central Libraries only and will not appear on other libraries’ reports. The current Part 15 will become Part 16.

**Changes from Baker & Taylor**

The following Baker & Taylor Bibliostat Collect enhancements are available:

- Search feature (ctrl F) for survey pages, pop-up instructions and instructions document.

1/5/2014