FY2015 Annual Reports: Introduction & Tips

Every chartered public library is required to file a NYS Annual Report. This report is essentially a snapshot of your yearly activities, including your holdings, programs/visits, and financial activities. It's critical to file this report accurately and on time, as the information is used in several ways:

1) Checking Compliance/Maintenance of Effort: NYS uses the data you provide to ensure that you are adhering to your charter and to official minimum standards for public libraries.

- Note that FLLS state aid could be cut 25% if the system fails "Maintenance of Effort", a NYS Ed. Law that requires a specified level of local funding support. *Annual Report Questions that affect MOE are: 11.1, 12.10, 12.13, 12.27, 12.33.*

2) Determination of Federal Funding: NYS passes the information you report on to the Institute of Museum and Library Services. This federal agency uses your data to calculate funding needs (for example, the Summer Reading program).

<u>Important FAQs Before You Begin:</u>

Cash vs. Accrual Basis

Your Financial Section (Operating Funds and Capital Funds) is a **Cash report**, in contrast to Accrual reports, which are more widely used. This means that receipts and the cost of an item appear <u>only once</u> on the financial reports – in the year in which the funds are received or the cost is incurred. <u>The values of existing assets do not appear on the financial reports.</u>

Because it is a "cash in, cash out" report, the "Receipts" and "Disbursements" must also equal each other in both the Operating Fund and Capital Fund sections. <u>You won't be able to submit the report until they match</u>. *NOTE: Directions for switching Quikbooks from Accrual to Cash Basis are available at www.flls.org/annualreports.*

Matching Your Previous Year's Report

This year's beginning balance must logically match last year's previous balance.

- Before you begin, check your previous year's ending balances (questions 11.25 and 13.12 on your 2014 report). The beginning balances in both the operating and capital funds MUST match the ending balance that you reported last year. If there is a discrepancy, a letter of explanation (on library letterhead and signed by the Library Treasurer) must be submitted to the System. *NOTE: You can also see this information by hitting the tan "See Last Year's Answers" Button on the top right of the screen in Bibliostat Collect – though the question numbers may be different from the previous year.*

Edit checks:

Edit checks are triggered automatically by the Bibliostat Collect system when a number you enter is significantly higher/lower than expected based on your reporting last year.

- Once you have double-checked that your calculation is correct, provide a short, relevant explanation in neutral language. To enter, select the notepad icon and choose the indicated tab (federal or state).
- Don't forget that you are writing for a wider audience, and use proper grammar and sentence structure.
- Please do not simply type spaces to bypass the system. If DLD does not receive an adequate answer now, they will call you for an explanation when reviewing your report.

Example answers:
Appropriate:	*"We increased our materials budget to strengthen the collection"*
	"Approximately 3,000 books were weeded from the collection"
Inappropriate:	*"The number is correct"* (you must provide an explanation!)

Local Notes:

We recommend using the local notes edit check field for your personal use, especially in the financials section (optional). For example, if the answer to *11.7 Other Cash Grants* is $1,175, you can include your calculations here, i.e. " $1000 Gates + $175 SRP mini-grant". This information can be VERY helpful later on when you can't figure out why your total numbers don't match and are tracking down an error.

Board Approval:

 Please be aware that section 12.42 can NOT be future dated. The annual reports must be approved by your board before you submit them to FLLS.

Using Bibliostat Collect:

Your report must be submitted online at http://collect.btol.com/. Usernames and passwords are the same each year. If you do not know your username and password, contact kdownham@flls.org.

Tips before you begin:

- In order to save data, users MUST hit the Red "Save" button at the top or bottom of every page before proceeding to another section of the report. *Failure to do so may result in lost data.*
- There is a tan "See Last Year's Answers" button on the top right of the screen which is very helpful – we encourage you to turn this feature on before starting!
- You must fill out all sections and questions (listed on the left side) but you can save your work and come back to them.
- The top "Status" tab lists all answers which are currently blank or which require an edit check. You cannot submit the report until all pending items are cleared.
- You can also "flag" any question for your own use by clicking on the flag icon (for example, to return to later). You can view all the flagged responses by selecting the "Status" tab on the navigation bar at the top of the page; then select "View" all flagged questions.
- For more information about a question, hit the question number to link to view instructions for that particular question (the full DLD instructions are also available from the top "Instructions" tab).
- For questions about using/navigating Bibliostat Collect, hit the top "Frequent Questions" tab.
- To print the report, select the top "Print" tab and follow the instructions.

NOTE: You can also download an in-depth Bibliostat Collect tutorial with screenshots at *www.flls.org/annualreports*

Technical Problems: Please contact Baker & Taylor's Product Support toll-free at 1-866-785-9935 (not FLLS). Product Support is available Monday through Friday from 9:00 a.m. to 6:00 p.m.

Submitting Your Report:

It is CRITICAL that you submit your report on time so that FLLS has time to review your report before our state deadline.

- We recommend that you print and proofread your report AND have a second person proof it before submitting.
- Please don't wait until the last minute to submit, as frequently there are calculation errors that you'll need to investigate before it goes through. You should check the "Status" tab to make sure that all questions have been successfully answered.
- Submit your report by hitting the top "Submit" menu bar, and then follow the instructions. If it does not let you submit, check the "Status" tab to determine the problem.
- If you have any comments for Library Development concerning the Annual Report, you can list 'Suggested Improvements' at the very end of your report (optional).
- Submission is entirely electronic -- no written signature necessary.

Once you have submitted your report, it will be locked from editing and submitted to FLLS. If you find an error after submission, contact FLLS and we can unlock it.

To print a copy after submitting, login and click the top "Home" tab, then select the year you need.

Questions?

General: Please contact Kristi Downham at kdownham@flls.org or 607-273-4074, x228. Please note that emails are preferred and will generally get a faster response!

Running Reports: Please contact Rex Helwig at rhelwig@flls.org or 607-273-4074, x240.

Bibliostat Collect: Please contact Baker & Taylor's Product Support toll-free at 1-866-785-9935 (not FLLS). Product Support is available Monday-Friday, 9 a.m. to 6 p.m.

For all of FLLS's resources related to Annual Reports, including statistics, report tutorials and more, visit www.flls.org/annualreports.