



2019 Annual Report Training

Kristi Downham



Outline:

1. Completing the Report
2. Where to Go for Help
3. Q&A

Completing the report

- ▶ *Annual Report Introduction*
- ▶ Financial items
- ▶ FAQ's
- ▶ Tips
- ▶ Submitting Your Report
- ▶ *Additions and Changes to the 2019 Report:*
- ▶ Trouble Spots
- ▶ Where To Go For Help
- ▶ Questions



Introduction

- ▶ 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 is critical to file this report accurately and on time, as the information is used to determine Federal Funding and Maintenance of Effort.

Important FAQ's

▶ Bibliostat Collect is now Collect Connect.

The new link is <http://collectconnect.baker-taylor.com:8080/login.aspx>. All logins and passwords are the same. There are several upgrades that are discussed below in the “Tips” section. The most significant upgrade is that any web browser can be used.

▶ 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 only once on the financial reports - in the year in which the funds are received or the cost is incurred. The values of existing assets do not appear on the financial reports.

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. You won't be able to submit the report until they match. *NOTE: Directions for switching QuickBooks from Accrual to Cash Basis are available at www.flls.org/annualreports.*

FAQ's



▶ 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 12.40 and 14.11 on your 2018 report). The beginning balances in both the operating and capital funds (questions 11.25 and 13.12 on your 2019 report) **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 "SHOW LAST YEAR'S ANSWERS" link on the top right of the survey - though the question numbers may be different from the previous year.*

FAQ's



► 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 pen icon and type your answer in the text box. There no longer is a designation for state or federal notations.

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!)

We recommend making notations for yourself in these sections as well in order to track down answers in the future. (i.e. break downs of counts in collections, financials, or explanation of formulas for FTE).

FAQ's

▶ Board Approval:

Please be aware that section 12.42 can NOT be future dated. Your board must approve the annual reports before you submit them to FLLS on February 14th, 2020.



▶ Using Collect Connect:

Your report must be submitted online at <http://collectconnect.baker-taylor.com:8080/login.aspx>. Usernames and passwords are the same each year. If you do not know your username and password, contact kdownham@flls.org.



Tips

- ▶ Please note: Only ONE user can be in the annual report survey at a time. Multiple users entering data at the same time will result in errors and data not being saved or even lost!
- ▶ Libraries should not have reports from two different years open at the same time.
- ▶ In order to save data, users SHOULD hit the Light Blue “Save” button at the bottom of every page before proceeding to another section of the report. Failure to do so may result in lost data.
- ▶ There is a “SHOW LAST YEAR’S ANSWERS” link on the top right of the survey, 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 “Show 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.
- ▶ Reminder: All notes are now encompassed into one note field (there no longer is a federal/State/Local designation). Libraries should feel free to put their local notes in this field.
- ▶ 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 “Flagged Questions”. Hit the “Return To My Survey” link above the printer icon to return to the rest of the annual report.
- ▶ For more information about a question, hit the gray question mark icon to view instructions for that particular question (the full DLD instructions are also available from the top “Instructions” tab).
- ▶ For questions about using/navigating Collect Connect, hit the top “FAQ” link or above that the “Help” link for a user’s manual.
- ▶ To print the report, select the top printer icon tab and follow the instructions.



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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 will 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" tab, and then follow the instructions. If it does not let you submit, check the "Show 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 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.

Major Changes-New Questions



2019 Changes to Part 3: Library Programs, Policies, and Services

- ▶ “Does the library have a sexual harassment prevention policy?” [y/n]
- ▶ “Is there a Board-approved Sexual Harassment Prevention Policy? Every employer is required to adopt a sexual harassment prevention policy and provide sexual harassment prevention training according to Labor Law, Section 201-G. See <https://www.ny.gov/combating-sexual-harassment-workplace/employers> for more guidance.”

2019 Changes to Part 7: Minimum Standards

- ▶ “As of January 1, 2021, all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. While a response is not required in 2019, please indicate which of these standards your library already meets as of December 31, 2019. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York’s libraries are able to successfully comply with the new minimum standards.”

2019 Changes to Part 10: Officers and Trustees

- ▶ 2. Has the trustee participated in trustee education in the last calendar year (2019)? [y/n]

Major Changes-Updated Instructions

3.28 (One-on-One Program Attendance)

- ▶ Addition: “If one walk-in time is scheduled but individual brings along an additional person, count as 1 session with 2 attendees.”

8.13 (Annual Hours Open)

- ▶ Addition: “If the library does not have branches (multiple outlets), Q8.13 Annual Hours Open should equal Q9.15, Public Service Hours Per Year for this Outlet.”

Part 1 10.9 Title (drop-down): Mr., Mrs., Miss, Dr., The Honorable, The Reverend, Other (specify by using the Note), or Vacant -- Changed to the following:

- ▶ Status: Filled/Vacant

Part 2 10.1 Title of Board Member - Changed to the following:

- ▶ Status: Filled/Vacant

10.13 Is this trustee serving a full-term? - See updated instructions

- ▶ “If No, add a Note (for example, this trustee was appointed to complete the remainder of the term of a trustee who resigned their position). The Note should identify the previous trustee whose unexpired term is being filled.”

10.17 - 10.21 (Trustee Term Beginning/Ending Dates) - See updated instructions

- ▶ “Please indicate the beginning and end dates of the trustee's term. If a new trustee is filling a partial term, the end date (year) may be different depending on the type of library and the method of trustee selection (election or appointment). Typically all trustees that have full terms should have terms that start in the same month (with differing years) and end in the same month (with differing years) (e.g. if the terms are based on the calendar year all trustees would have terms beginning in January and ending in December; the months should not vary from trustee to trustee if they are serving full terms).”



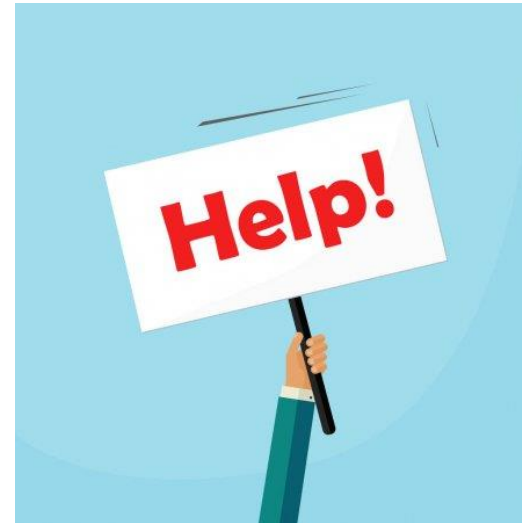
Trouble Spots

- ▶ 1.47 & 1.48 -Do not answer both. One or the other.
- ▶ Section 3: Library Sponsored Programs: Staff working do not count as attendees. Q's 3.17 - 3.29 are total of all programs, the rest is broken down. There IS overlap.
- ▶ Section 6: 1 full FTE is what YOUR board considers full-time. No one person can be over a 1.0 FTE (director, manager, etc).
- ▶ Section 10: Trustee Terms



Where to go for help!

- ▶ Call or email **Kristi**: 607-273-4074 x228 or kdownham@flls.org
- ▶ Call or email **Jenny**: 607-273-4074 x236 or jshonk@flls.org
- ▶ CollectConnect Troubleshooting: (866) 785-9935
- ▶ Online: www.flls.org/annualreports/
 - ▶ CollectConnect login
 - ▶ Helpful documents
 - ▶ Stats from the system
 - ▶ 2012-2018 reports



Any Questions?

