



## FY2020 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 is 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 11.2, 12.10, 12.13, 12.27, and 12.34.*

**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).

### Important FAQs Before You Begin:

**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](http://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 12.40 and 14.11 on your 2019 report). The beginning balances in both the operating and capital funds (questions 11.25 and 13.12 on your 2020 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.*

## 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).

## 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 March 1<sup>st</sup>, 2021.

## 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](mailto:kdownham@flls.org).

Tips before you begin:

- 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.

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 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.

### **Questions?**

General: Please contact Kristi Downham at [kdownham@flls.org](mailto:kdownham@flls.org).

Polaris Stats: Please contact Jenny Shonk at [jshonk@flls.org](mailto:jshonk@flls.org).

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](http://www.flls.org/annualreports).