FY2023 Annual Report: 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 DLD (Division of Library Development) 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, 12.26, and 12.33.*

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

Important Tips Before You Begin

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" (questions 11.26 and 13.13) and "DISBURSEMENTS" (question 12.40 and 14.12) 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.

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 12.39 and 14.11 on your 2022 report). The beginning balances in both the operating and capital funds (questions 11.25 and 13.12 on your 2023 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. Please contact Jenny immediately if you think this will be an issue.

Edit checks:
Edit checks are triggered automatically by the CollectConnect software 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 **NOTE** 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 NYS 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 to make room for new materials."
Inappropriate: *"The number is correct."* You MUST provide an explanation!

We DO NOT recommend making notations for yourself in these sections in order to track down answers in the future. (ex. break downs of counts in collections, financials, or explanation of formulas for FTE). Please create a separate document for yourself.

Board Approval:
Please be aware that question 12.41 should not be future-dated. Your board must approve your annual report before you submit it to FLLS.

Using CollectConnect:
Your report must be submitted online at https://collectconnect.baker-taylor.com/login.aspx. Usernames and passwords are the same each year. If you do not know your username and password, contact jshonk@flls.org. See page 3 for technical support info.

CollectConnect Tips:
- Please note: Only 1 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 2 different years open at the same time.
- In order to save data, users SHOULD hit the **SAVE** button, available at the top and 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** button on the top right of the survey, which is very helpful – we encourage you to turn this feature on before starting. Please note that some question numbers may have changed.
- 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 **SHOW STATUS** button lists all answers which are currently blank or which require an Edit Check. You cannot submit the report until all pending items are cleared.
- All notes are encompassed into one note field (there no longer is a federal/State/Local designation). We do NOT recommend putting notes in this field for personal use. NYS DLD and IMLS can view all notes.
- You can also "flag" any question for your own use by clicking on the flag icon. You can view all the flagged responses by selecting the **SHOW STATUS** button on the navigation bar at the top of the page; then select **Flagged Questions**. Click **Return to my Survey** above the printer icon to return to your annual report.
- For more information about a question, hit the gray question mark icon to view instructions for that particular question. The full instructions are also available by clicking the **Instructions** button at the top of the page.
- For questions about using/navigating CollectConnect, click on **FAQ**. You can also click **Help** in the top right corner of the window to access the user's manual.
- To print the report, select the top printer icon and follow the instructions.

Submitting Your Report:
It is CRITICAL that you submit your report on time so that FLLS has time to review your report before the NYS deadline. ***Please submit your report by Monday, February 26 at 12pm.***

- 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 **SHOW STATUS** button to make sure that all questions have been successfully answered.
- Submit your report by hitting the top **SUBMIT** button, and then follow the instructions. If it does not let you submit, check the **SHOW STATUS** button to determine the problem.
- If you have any comments for NYS DLD concerning the Annual Report, you can fill out the **SUGGESTED IMPROVEMENTS** section at the very end of your report. Please keep your comments professional and respectful.
- 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 Jenny to unlock it.

QUESTIONS?

General: Please contact Jenny Shonk at jshonk@flls.org. For resources related to Annual Reports visit https://www.flls.org/annualreports/.

CollectConnect Technical Support: Please contact Baker and Taylor's Product Support at 1-866-785-9935 or bibliostat@btol.com with questions about the software. Product support is available Monday through Friday from 9:00am to 6:00pm.