


2024 ANNUAL REPORT

For New York State Public Libraries

January 22, 2025
Fireplace Room
James Prendergast Library



Getting Started

- Why do we do Annual Reports?
- Don't delay; deadline for Submission to the System is **Friday, February 14**
- **You will not receive your first Materials Grant Plan payment until your completed report and notes are received**
- Login at <https://collectconnect.baker-taylor.com/login.aspx>
- Ask Jan if you don't know your login info
- Handouts: cclsny.org – Member Library Resources– Annual Report
- Format of this presentation...
- **Ask questions as we go...**

Your Annual Report Consultants:

Please contact the following "experts" if you have questions:

Jan Dekoff dekoff@cclsny.org
General Questions & Technical Glitches, General Info, Staff, Minimum Standards, Trustees (Sections 1, 6, 7 & 10)

LJ Martin ljmartin@cclsny.org
Programs, Policies, & Public Service, Information (Section 3)

Megan Disbro mdisbro@cclsny.org
Collections, Transactions, Tech, and Telecoms (Sections 2, 4, 5)

Chris Spink cspink@cclsny.org
Public Service and Service Outlet (Sections 8 & 9)

Kathy Gustafson kgustafson@cclsny.org
Financials & Central Libraries (Sections 11, 12, 13, 14, 15)

Carolyn Hughesman chughesman@cclsny.org
Koha Reports

New This Year

- Software has a new look!
- Multiple users can now view and edit reports at the same time.
- There will be a pop-up message to notify you that someone else is working in the report
- Report now saves after every entry or change.
- Have a print or PDF copy of your 2023 Annual Report. Don't have two reports open at once!
- History button allows you to look back at 5 years worth of data

Important Reminders

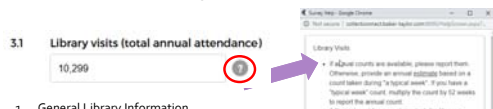
- If a number has a difference of +/- 20% from last year, you need to explain in a note.



- Keep a copy for your records. Print it or save it as a PDF. You will want it handy next year.




Instructions are available throughout the report.






1. General Library Information
2. Library Collection
3. Library Programs, Policies, & Services
4. Library Transactions
5. Technology & Telecommunications
6. Staff Information
7. Minimum Public Library Standards
8. Public Service Information
9. Service Outlet Information
10. Officers & Trustees
11. Operating Fund Receipts
12. Operating Fund Disbursements
13. Capital Fund Receipts
14. Capital Fund Disbursements





Financial Sections 11-14

- This report is Cash basis— only report money received in and paid out by your library in 2024.
- Round to the nearest whole dollar, no cents.
- **Please include Notes where requested.**
 - Notes are needed to review your report at CCLS and may be passed on to NYS reviewers, if necessary.
 - A “typical note” is a list of dollar amounts received in or paid out, along with a description for each amount.
 - Look in Presentation for two icons:
 - Note Required = **N**
 - Part 11 & 12 Examples Handout = 

11—Operating Fund Receipts

-  • **11.1 Local Public Funds:** Report all money received from towns, villages, cities, school districts and complete one record for each. Remember for Question #4, a public vote does not mean the vote of a town, village, city or school board; it means individual residents who voted on a funding proposition placed before them at an election.
-  • **11.3-11.7 System Cash Grants To Member Library:** CCLS provides these figures in a Memo. Do not change the amounts without explaining why in a note.
-  • **11.9 Other State Aid:** Report NYS Construction grants received here IF you do NOT have a separate capital fund; Arts Decentralization grants or any other state aid you received directly (not through CCLS.) **N**

11—Operating Fund Receipts

-  • **11.14 Gifts and Endowments:** Money received from private individuals, foundation grants, or Friends' groups. **N**
-  • **11.15 Fund Raising:** Money from special fundraising activities or events, but **NOT receipts from booksales.** **N**
-  • **11.16 Income from Investments:** Interest on bank accounts, earnings on investments and endowments deposited into the operating fund.
-  • **11.17 Library Charges:** Copy machine receipts, fines, hold/reserve fees, printer and fax fees, PayPal collections from KOHA. **N**

11—Operating Fund Receipts

- **11.18 Other Receipts:** Receipts that do not fit into any other category. **Booksale receipts go here.** N
- **11.22-11.23 Transfers:** Report any transfers into your operating fund from your capital fund or from an investment/endowment fund on these lines. N
- **11.25** - The beginning balance for 2024 is the ending balance of Operating funds as reported on Line 12.39 on the 2023 report!
- **The dollar amount must match what you reported at the end of 2023. Problem? Call me please.**

12—Operating Fund Disbursements

- **12.1 - 12.2 Salaries & Wages Paid to Certified Librarians and Other Staff:** Report gross wages here - wages before any deductions have been made. Do not include independent contractors. Only report wages for those employees included in Part 6 of your annual report.
- **12.4 Employee Benefits Expenditures:** Report only the Library's share of Social Security and Medicare taxes (FICA), Disability Insurance, Workers' Compensation, Unemployment Insurance, Retirement benefits, Health Insurance. **DO NOT INCLUDE** employees' share of their personal withholdings for FICA, Federal Income Tax and State Income Tax. N

12—Operating Fund Disbursements

- **12.6 – 12.8 Collection expenditures.** Refer to definitions for these categories as found in Part 2 of Annual Report instructions and Part 12 Annual Report Examples handout.
- **12.10-12.11 Capital Expenditures from Operating Funds*:** Expenditures for buildings, building additions and new items for the building. For example, a new roof, a new furnace, furniture. N
- **12.13-12.14 Repairs to Building & Building Equipment*:** A repair includes things like fixing a leaking roof, repairing a furnace, plumbing repairs, etc. N
- ***IMPORTANT:** Report expenditures in both these categories on Lines 12.11 and 12.14. (Unless your local public funding body (as reported in Line 11.1) directed you to spend the money it gave you on a capital item or a repair.)

12—Operating Fund Disbursements

- **12.16 Other Disbursements for Operation & Maintenance of Buildings:** Includes utilities, property insurance, custodial and cleaning supplies, contracts with cleaning people, snow removal, lawn mowing, etc. If your library does not pay utilities, please indicate in your Note. **N**
- **12.18 Office and Library Supplies:** Includes copier/printer paper, toner/ink, library cards, receipt printer tape, book bar codes, book jackets, J-lar tape, book binding tape, pens, paper clips, scotch tape, and bank checks costs.
- **12.19 Telecommunications:** Telephone costs, including fax lines and Broadband/Internet costs.

12—Operating Fund Disbursements

- **12.21 Professional and Consultant Fees:** Program Presenters, Performers, Educators, Auditors, Attorneys, and other consultants. If any consultant fee is more than \$10,000, describe in your Note. **N**
- **12.22 Equipment:** Record costs of computers, printers, copiers, fax machines, scanners, rentals/leases of equipment and related repairs and maintenance contracts. If any expense exceeds \$10,000 or 5% of the library's budget, whichever is higher, describe in your Note how the funds were spent. **N**

12—Operating Fund Disbursements

- **12.23 Other Miscellaneous:** Report any other costs which do not fit into the above categories. For example: software, a movie license, program supplies such as craft items, conferences/workshops, travel, membership dues, bank fees, volunteer recognition costs, lost materials AND Postage/Stamps, UPS and other freight and delivery costs. If any expense exceeds \$10,000 or 5% of the library's budget, whichever is higher, describe in your Note how the funds were spent. **N**
- **12.26-12.31 Debt Service:** Refer to State Instructions for Details
- **12.33-12.36 Transfers:** If you transfer money from the Operating fund to the Capital fund or Other fund. **N**

12—Operating Fund Disbursements

- **12.39 – Balance in Operating Fund at 12/31/2024** – Enter in the Operating CASH balance in your bookkeeping records **NOT** on the bank statement(s). Ex. QuickBooks balance @ 12/31/2024
- **Line 12.40 Must Equal Line 11.26 (automatically calculated):** Beginning Operating Fund Balance + Receipts + Transfers In = Ending Operating Fund Balance + Disbursements + Transfers Out.

If you start 2024 with \$10,000 + receive \$100,000 in cash, you had \$110,000 to spend in 2024.

If you end 2024 with \$20,000 left you **MUST** have spent \$90,000 in 2024.

If not....there's a mistake somewhere!

13—Capital Fund Receipts

- **13.2 All Other Revenues:** Grants from Foundations, Gifts/Donations to Capital Fund, Interest earned on Capital Fund Bank Account. **N**
- **13.4 State Aid Received for Construction**
- **13.8 Transfers from Operating Fund** Funds deposited in your Operating Fund account and then transferred to Capital Fund (same as line 12.35)
- **13.12-** The ending balance of funds as reported on Line 14.11 on the 2023 report!

14—Capital Fund Disbursements

- **14.1 Construction:** Payments to contractors including for general construction, heating, a/c, plumbing, electrical. **N**
- **14.2 Incidental Construction:** Architect fees, furniture and other equipment, legal services, site acquisition, surveyors, etc. **N**
- **14.3 – 14.6 Other Disbursements:** Refer to State Instructions for Details
- **Line 13.13 must equal Line 14.12.**

1– General Library Information

- **1.23 Library Home Page URL** – copy from the address bar when on the webpage
- **1.40-41 Educational level of the library director**
 - If you mark Other, please explain in a Note.
- **1.42 Active Public Librarian's Certificate for staff in budgeted librarian positions (6.4)?**
 - If NO for any staff in a *budgeted librarian position*, enter name & email in a Note.

1– General Library Information

- **1.45 Does the Library charge fees for library cards to people residing outside the system's service area?** Answer YES if you charge a fee to an individual who resides OUTSIDE of Chautauqua or Cattaraugus Counties.
- **1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024?** Provide details about a public vote held in 2024 – use repeating groups for additional votes. Compare to what is entered in 11.1. If NO, skip to 1.48.
 - 6a previous amount
 - 6b amount of increase requested
 - 6c total new amount (6a + 6b)

1– General Library Information

- **1.47 Funding approved by a public vote in a prior year?**
Provide details about a public vote held in a prior year that is *still in effect*. Use repeating groups for votes from different entities. Compare to what is entered in 11.1.
- **1.48 Contract to serve areas not chartered under a library?**
A written contract to serve for a fee areas that are outside your chartered area of service and that are not chartered by any library.

2– Library Collections

- **Total Holdings as of December 31, 2024**
- **The system will input figures from KOHA Reports**
Please note...
 - **New this year:** Lines 2.13-2.28 have been deleted. The **Electronic Material** questions have been moved to Part 5. **Non-Electronic Materials** is now called **All Other Materials**.
 - Line 2.8 Total Uncataloged Books
 - Line 2.9 Total Print Serials (**vols. not issues**)
 - **Line 2.15 Other Circulating Physical Items** (was Line 2.23)
Materials in a fixed, physical format available for use outside the library. These can include a variety of item types, such as Wi-Fi hotspots, sewing machines, cake pans, tools, puzzles, museum passes, etc. **New this year, as per the updated instructions, include Vox and Wonderbooks in this line.**

3– Programs, Policies, & Services

Reminders

- **3.1 Library Visits** -Add a Note if you borrowed the System's counter.
- **3.3 Registered non-resident borrowers-** The number of your cardholders who live outside your Chartered to Serve Area.

*Carolyn will send a Koha report of your borrowers. Subtract resident borrowers from the total to get non-resident borrowers.
- **3.4-3.10 & 3.16 Board Approved Policies** - Pre-filled in. Spot-check to make sure they are correct.

3-Programs, Policies, & Services

Reminders

- Age division – What age was the program aimed at
 - 0-5 Children, 6-11 Children, 12-18 Teen, 18+ Adults
- Program Location
 - On-site (at library)
 - Off-site (anywhere else)

New:

- New Questions** – 3.34b through 3.34e – Social Media Questions
Just answer Yes or No depending on what platforms are used
- If a question does not apply to your programming – input 0
Example – Library does not offer adult literacy programs
Sessions – 0
Attendance -0

3– Programs, Policies, & Services

- A **Live** is an event held at the library, another location, or virtually in which the library is the primary contributor of time, money, or people in the planning or presentation
- Each session is an individual program
- Do not count programs with zero attendance
- Do not count staff/volunteers/presenters in attendance
- **One-on-one sessions are *scheduled sessions***. They may be appointments for individuals or scheduled walk-in times. Each person assisted in a scheduled walk-in time counts as a one-on-one session.

3– Programs, Policies, & Services

- Count a program under the ***intended primary audience***, Adults, Young Adults, 0-5, or 6-11.
- No clear ***intended primary audience*** or ***family programs***? Enter under **3.21a & b General Program Sessions**
- Count everyone, regardless of age, in the ***intended primary audience*** attendance figures.
- **Take and Makes** are counted as One-on-One's with a note
 - 150 take and makes given out = 150 one-on-one sessions, 150 one-on-one attendance, with a Note on both

3– Programs, Policies, & Services

- **3.17a-3.47** Total Programs and Attendance for all of 2024 programs
 - Live On-site questions – 3.24a-3.24b
 - Live Off-site questions – 3.25a-3.25b
 - Live Virtual questions- 3.26a-3.26b
 - Prerecorded questions – 3.29-3.30
- 3.22, 3.23, 3.27, 3.28, 3.36-3.47 - Automatically tallied
- Try the adapted Excel sheet in 2025 for easy calculation –
Looks big but really helpful

3- Programs, Policies, & Services

- **3.31 and 3.32** – One on One (include Take and Makes) **N**
 - In notes – indicated include how many are take and makes
 - Walk-ins are counted as a reference question in Part 4
- **3.35- 3.55** – Summer Reading Numbers (Just SRP)
- **3.56-3.62** – Early Literacy specific programs (all year)
- **3.63-3.66** – Adult Literacy specific programs (all year)
- **3.67-3.74** – English as a Second Lang. programs (all year)
- **3.75-3.83** – Digital Literacy specific programs (all year)
- Reminder – put o if programs were not offered

4—Library Transactions

Report all circulation as of the end of December 31, 2024
The system will input CIRC figures from KOHA reports

- **New this year:** Lines 4.12 – 4.16, have been deleted. Some lines have been renumbered. Circulation of Electronic Use has been moved to Part 5.
- **New this year:** 4.13 Did your library offer automatic renewal for any physical materials during the reporting period?
- **4.14 Total Reference Transactions:** Instructions have been updated. What counts as a reference transaction?
4.14 a Is this an annual count or estimate?
- **4.15 Does the library offer virtual reference?**
All Members say YES because of email.
- **4.16 & 4.17 ILL – Materials Borrowed & Provided**
- **New this year:** E-Rate questions are now reported in Part 4, and not Part 5.

5- New this year: **Electronic Use**

Report all information as of December 31, 2024

- Electronic Holdings:** (Accessed online from an electronic device)
- > **Electronic Books** (E-books & e-comics)
 - > **Electronic Serials** (The entire issue of an online newspaper and magazine)
 - > **Electronic Audio** (Digital files of sound only)
 - > **Electronic Video** (Digital files of moving visual images with or without sound)

Research Databases: NOVELny, Ancestry Library Edition
(organized collections of data or records: facts, abstracts, articles, texts, photos)

Online Learning Platforms: Craftsy, The Great Courses, Tech-Talk
(primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building; homework help, language learning, test preparation, professional development, resume assistance, hobby instructions)

- E-Material Circulation for:**
- > e-books: OverDrive, Comics Plus
 - > e-serials: NYTs (JTN only), Booklist Online
 - > e-audio: OverDrive
 - > e-videos: Kanopy

⚠ There's no "spot" for usage of Research Databases & Online Learning Platforms.

6—Staff Information

- 6.1: Use the weekly hours of the employee who works the most weekly hours each week to calculate FTE's (usually the director/manager)
- Budgeted Full Time Equivalents (FTE's)
 - Include FTE's for all positions funded in the library's budget whether those positions are filled or not.
- Salary Information:
 - Report salaries as of December 31, 2024.
 - This is the contractual annual salary (for hourly employees multiply hourly rate x average weekly hours x 52) - NOT year-to-date paid out
- Note: Include only employees whose wages are reported on Line 12.3.

7—Minimum Standards Updates

- All public, free association and Indian libraries in New York State are required to meet minimum standards
<https://www.nysl.nysed.gov/libdev/ministan.htm>
- EVERY member library should be able to answer each question with a YES. If not, contact Jan!
 1. Written bylaws reviewed and re-approved by the board of trustees at least once every five years
 2. Community-based written long-range plan of service
 3. Written annual report as outlined in the library's long-range plan of service;
 4. Written policies -reviewed and updated at least once every five years
 5. Publishes written budget

8—Public Service Information

• 8.4 Other Outlets

Count deposit collections that you provide to nursing homes, senior centers, daycare centers, schools, etc. on this line.

• 8.6 Minimum Weekly Hours

• Enter hours from your shortest scheduled week (not a holiday week). This number must meet the minimum hours listed in the Public Library Standards chart (see Part 7 of Inst.)

• 8.13 Annual Total Hours

• Enter this number on line 9.15, also, unless you have branch hours.

9—Service Outlet Info

• **9 Q26 Total number of Internet computers used by the public**

If you have a different number of computers from last year, explain in a note.

• **9 Q27 Number of public computer uses**

If you do not have a sign-in process, take a tally in an average week and multiply by 52.

• **9 Q29-30 Upload/download speed**

Test both speeds each year: www.speedtest.net

9—Service Outlet Info

• **9 Q32 Wifi Access**

Are passwords or a library card required? Is the Wifi turned off when the library is closed? Use Other and add a note if you have more than one.

• **9 Q33 Number of Wireless Sessions**

Each wireless connection is one session no matter how long it lasts. Count sessions from outside the library and when the library is closed.

If CCLS has access to your Google Analytics data, we will provide this number. Please contact Carolyn if you need help accessing Analytics.

9—Service Outlet Info

• **9 Q34-35 Accessibility**

Are your entrance and all parts of your outlet accessible to persons in wheelchairs? Basic requirements include a minimum of 36" between book stacks and around tables and chairs.

<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag#lib>

10–Trustees and Officers

Library bylaws should have the number of voting positions stated.

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.

LAST YEAR'S ANSWER: N/A

FLAG NOTE HISTORY

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.

LAST YEAR'S ANSWER: 7

FLAG NOTE HISTORY

10.5 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.
 DLD has been asking to have libraries amend their bylaws to include number of voting positions

➔

If your charter does not include term lengths, your bylaws should.

10–Trustees and Officers

- Reminder: Use Feb 1, 2025 information to complete this section, not 2024.
- Good News! Trustee records have been copied from the 2023 Annual Report.
- If nothing changed with a trustee since your last Annual Report – do nothing
- If you have new trustees or change in trustee information, please update
- The number of trustee records must match the number or range reported in Line **10.3/10.4**
- **If you have any empty seats, you need to create a vacant record for each one**

For each Trustee:
 Except in the case of board officers, the answer to Line 8 (Office Held) is "trustee".
 Provide e-mail addresses for all of your trustees

10–Trustees and Officers

- All trustee terms should begin and end with the same months.
- Months should not vary from trustee to trustee if they are serving full terms
 - All terms start and end in the same months
- The only exception is a partial term. Partial terms are started when someone joins the board outside of the typical starting month.
- Contact Jan if you need help figuring out trustee term information.

10–Trustees and Officers

- **10-13 Is this trustee serving a full-term?** "If No, add a Note:
 - John is filling the remainder of Paul's term, which was to run from January 2023 – December 2025
- **Oath of Office:** Only answer if public or school district.
 - Association libraries report N/A
 - **Oaths must be taken within 30 days of election**
- **10-16 Is this a Brand New Trustee?** Only answer yes if the Trustee has never served on **any** Library Board in the past

Suggested Improvements

- Please share your thoughts about the report and things you would like to see changed.
- DLD reads and considers all suggestions.

I am satisfied that this resource (Collect) is meeting library needs.

LAST YEAR'S ANSWER: Neither Agree nor Disagree

FLAG NOTE HISTORY

Applying this resource (Collect) will help improve library services to the public.

LAST YEAR'S ANSWER: Neither Agree nor Disagree

FLAG NOTE HISTORY

Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

Lastly

- Click on Status to check and complete Edit Checks.



- Red edit checks messages must be transformed to green by completing the requested Note.

- Check for and complete any unanswered questions

Lastly

- Print a copy of the report and notes for your files or save as a PDF.



- Reports and Notes will print as separate files

- When you have printed your copy click the SUBMIT button. This will lock you out of your report and will enable CCLS to begin its checking function.



Lastly

- If you are not able to submit because Parts 2, 4, & 5 have not been completed by the system, please contact Megan.
- Let Jan know when you have submitted your report.
- Great job! You did it!
- Consultants will review their sections and contact you with any questions. Please respond quickly.
- Jan will let you know when your report is ready to send to DLD.



January 22, 2025

Annual Report due to CCLS
Friday February 14, 2025

QUESTIONS?
