



## 2024 Annual Report Introduction & Tips

Every chartered public library is required to file a NYS Annual Report. This report is 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 multiple 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, & 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 <https://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 2023 report). The beginning balances in both the operating and capital funds (questions 11.25 and 13.12 on your 2024 report) **MUST** match the ending balances 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 or response is correct, provide a short, relevant explanation in neutral language. Select the **NOTE** icon and type your answer in the text box.
- Don't forget that you are writing for a wider audience, use proper grammar and sentence structure. Please keep in mind that all notes can be viewed by State and Federal government officials. Notes should be professional and respectful. Do not include private or confidential information.
- Please **DO NOT** simply type spaces to bypass the system. If NYS DLD does not receive an adequate answer now, they will ask for an explanation when reviewing your report.

## Examples

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!

## 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 using the CollectConnect software:

<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 Jenny.

For CollectConnect tips and tricks, view *CollectConnect Help* [User Manual] and *2024 Annual Report Outline of Major Changes* documents available on our website:

<https://www.flls.org/annualreports/>.

## Submitting Your Report:

It is CRITICAL that you submit your report on time so that FLLS has time to review it before the NYS deadline. **Please submit your report by Saturday, February 22, 2025.** If you need an extension, please contact Jenny immediately.

- 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 there may be calculation errors that you will need to investigate. Click the **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 the software does not let you submit, check the **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](mailto: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](mailto:bibliostat@btol.com) with questions about the software. Product support is available Monday through Friday from 9:00am to 6:00pm.