2023 ANNUAL REPORT
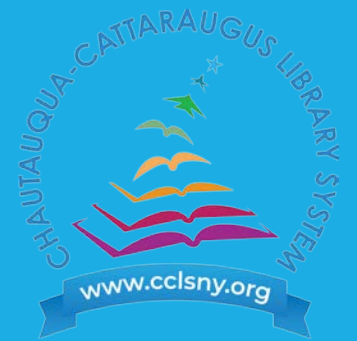
For New York State Public Libraries

January 24, 2024
Fireplace Room
James Prendergast Library

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM

www.cclsny.org

Getting Started

- Why do we do Annual Reports?
- Don't delay; deadline for Submission to the System is **Friday, February 16**
- <u>**You will not receive your first Materials Grant Plan payment until your completed report and notes are received**</u>
- Login at https://collectconnect.baker-taylor.com/login.aspx
- Ask Jan if you don't know your login info
- Handouts: cclsny.org – For Librarians – 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
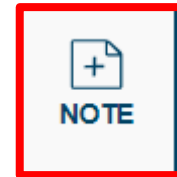Koha Reports

Important to Note

- <u>One Person, One Report</u>:

- Only one person at a time should be logged into a member library report.

- Have a print or PDF copy of your 2022 Annual Report. Don't have two reports open at once!

- Section 3 : LJ will explain changes

- Section 10: Trustee Education – use trustees as of 12/31/2023

New this year!

- Some sections come with information pre-populated from the 2022 report

  - Check this information carefully
    - Section 1 – Library Director Information
    - Section 3 – Policy Information
    - Section 7 – Minimum Standards
    - Section 9- Library/Building General Information
    - Section 10 – Trustee Records

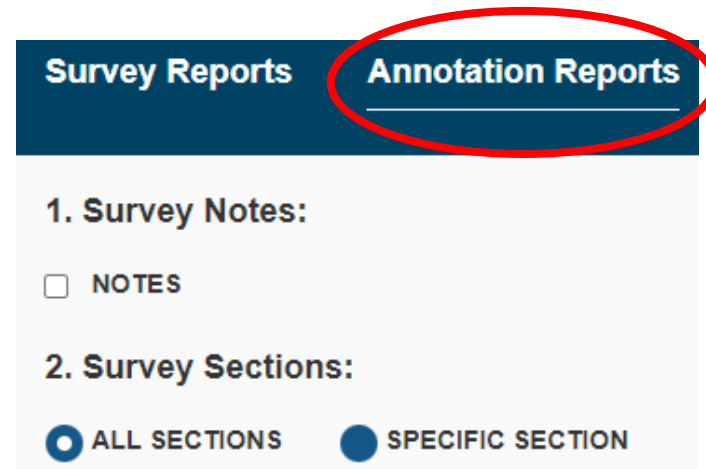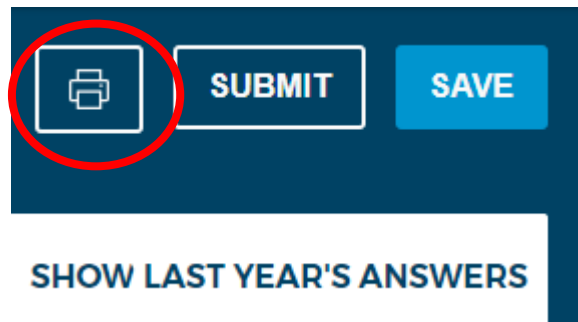 - Change anything that is not accurate!

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.

LIBRARY USE

3.1 **Library visits (total annual attendance)**

Survey Help - Google Chrome

ⓘ Not secure | collectconnect.baker-taylor.com:8080/HelpScreen.aspx?...

Library Visits

- If annual counts are available, please report them. Otherwise, provide an annual _estimate_ based on a count taken during "a typical week". If you have a "typical week" count, multiply the count by 52 weeks to report the annual count.
- A "typical week" is a week in which the library is open its regular hours, is neither unusually slow nor unusually busy, and containing no holidays/special events. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. Please report all figures for the same week, if possible. It is recommended that libraries take a count during a

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 <u>Cash</u> basis– <u>only</u> report money received in and paid out by your library <u>in 2023</u>.

- Round to the nearest whole dollar, no cents.

- <u>**Please include Notes where requested**</u>.
  - Notes = List of $$ amounts <u>AND</u> description.
    - 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 (if you do not have a separate capital fund,) legislative member items, Bullet Aid, Arts Decentralization grants or any other state aid you received directly (not through CCLS.)

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, fine money, hold/reserve fees, printer and fax fees. **N**

11—Operating Fund Receipts

- **11.18 Other Receipts:** Any 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 2023 is the ending balance of Operating funds as reported on Line 12.40 on the 2022 report!

  - **The dollar amount must match what you reported at the end of 2022.**

12—Operating Fund Disbursements

- **12.1 - 12.2 Salaries & Wages Paid to Certified Librarians and Other Staff:** Report <u>gross</u> wages here - wages before any deductions have been made. <u>Do not include</u> independent contractors. Only report wages for those employees included in Part 6 of your annual report.

- **12.4 Employee Benefits Expenditures:** Report only the <u>Library's</u> share of Social Security and Medicare taxes (FICA), Disability Insurance, Workers' Compensation, Unemployment Insurance, Retirement benefits, Health Insurance. **<u>DO NOT INCLUDE</u>** <u>employees</u>' share of their personal withholdings for FICA, Federal Income Tax and State Income Tax.

N

12—Operating Fund Disbursements

- **12.6 – 12.9** Collection expenditures. Refer to definitions for these categories as found in Part 2 of Annual Report instructions.

- ~~**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 <u>Note</u>.

  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, stationery, pens, paper clips, scotch tape, and bank checks costs.

- **12.19 Telecommunications:** <u>Telephone costs ,</u> including fax lines and <u>Broadband/Internet</u> costs.

12—Operating Fund Disbursements

- ~~**12.20 Postage and Freight** – Stamps, UPS, FedEx~~
  NEW for 2023: Reported on Line 12.23 – Other Misc.

- **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 <u>Note</u>. **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 <u>Note</u> 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 <u>AND</u> **NEW FOR 2023** – 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 <u>Note</u> 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 12/31/2023 –** Enter in the Operating CASH balance in your bookkeeping records **NOT** on the bank statement(s). Ex. QuickBooks balance @ 12/31/2023

- **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 2023 with $10,000 + receive $100,000 in cash, you had $110,000 to spend in 2023.

If you end 2023 with $20,000 left you <u>MUST</u> have spent $90,000 in 2023.
If not....there's a <u>mistake</u> 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 2022 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 2023?** Provide details about a public vote held in 2023 – 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.

- **1.49 Unusual Circumstances**

2– Library Collections

■ **Total Holdings as of December 31, 2023**

■ **The system will input figures from KOHA Reports**
Please note…

- ■ Line 2.8 Total Uncataloged Books

- ■ Line 2.9 Total Print Serials (*vols. not issues*)

- ■ Line 2.14 Local Electronic Collections (system-wide databases) 4 (*Ancestry Library Edition, Tech-Talk, NYTimes, WSJ*) + *library's databases (ABC MOUSE?)*

- ■ Line 2.23 Other Circulating Physical Items
  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, etc.

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 and Changes

- Wording Change
  - **Live**
  - **Pre-recorded** (count views in 30 days after posting)

- Age division – What age was the program aimed at
  - **0-5 Children, 6-11 Children, 12-18 Teen, 18+ Adults**

- Program Location
  - **On-site, Off-site**

New:

- More Questions are automatically tallied based on your input

- The number of attendance questions is right after a number of program questions.
  - See Printed Example

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, or Children.

- No clear ***intended primary audience*** or ***family programs***? Enter under **3.21 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's with Note

3– Programs, Policies, & Services

- **3.17a-3.47** Total Programs and Attendance for all of 2023 programs
  - ➢Live On-site questions - 3.17a – 3.21b
  - ➢Live Off-site questions – 3.24-3.28
  - ➢Live Virtual questions- 3.31a-3.35a
  - ➢Prerecorded questions – 3.48-3.51

- 3.22, 3.23, 3.29, 3.30, 3.36-3.47 - Automatically tallied based on input
- Try the adapted Excel sheet in 2024 for easy calculation – **Looks big but really helpful**

3– Programs, Policies, & Services

N

- **3.50 and 3.51** – One on One (include Take and Makes)
  - In notes – indicated including take and makes
  - Walk-ins are counted as a reference question in Part 4
- **3.55- 3.74** – Summer Reading Numbers (Just SRP)
  - LJ will send your 2023 SRP report attachment
  - A collaborator must actively participate
- **3.75-3.81** – Early Literacy programs (all year)
- **3.82-3.85**- Adult Literacy programs (all year)
- **3.86-3.93** – English as a Second Lang. programs (all year)
- **3.94-3.96b**- Digital Literacy programs (all year)

4—Library Transactions

- **4.12 Use of Electronic Materials**
(CIRC requires authentication & lending period – All OverDrive, Kanopy, Craftsy, The Great Courses CIRC)

- **4.13 Successful Retrieval of Electronic Information** (Authentication required but no lending period; # of records supplied/viewed, count: Ancestry Library Edition, NOVELny, Tech-Talk & your local databases)

- **4.19 Total Reference Transactions:** What counts as a reference transaction?
4.19a Is this an annual count or estimate?

- **4.20 Does the library offer virtual reference?**
All Members say YES because of email

- **4.21 & 4.22 ILL – Materials Borrowed & Provided**

5– Technology & Telecom.

- 5.4 Annual number of visits to the library's web site?
Only count internal & external hits to your library's website.
Do not include social media usage in this line.

- 5.5 Does the library use Internet filtering software on any computer? If you receive eRate, say YES

- 5.7 Does the library file for E-rate benefits?

- 5.8 Is the library part of a consortium for E-rate benefits?

- 5.9 If yes, in which consortium are you participating?

- 5.10 – 5.12: If your library does not have its own IT contact, it's OK to list the Director or Mike Jones

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, 2023.
  - 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
6. Periodically evaluates programs, services and collections as outlined in the library's long-range plan of service;
7. Open the minimum standard number of public service hours for population served;

7—Minimum Standards Updates

8. Maintains a facility that addresses community needs, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;
9. Provides programming to address community needs, as outlined in the library's long-range plan of service;
10. Provides a circulation system and provides equipment, technology, and internet connectivity
11. Provides access to current library information in print and online, including standards (1) through (5) of this subdivision
12. Employs a paid director in accordance with the provisions of section 90.8
13. Provides library staff with annual technology training,
14. Establishes and maintains partnerships with other educational, cultural or community organizations

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 your 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 they are connected. Count sessions from outside the library and when the library is closed. **If** the System 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 entry 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
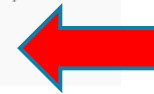
10–Trustees and Officers

NUMBER OF TRUSTEES AND TERMS

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.

[ ] ?

10.3 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.

[ ] ?

Library bylaws should have the number of voting positions stated.

DLD has been asking to have libraries amend their bylaws to include number of voting positions

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.

[7] ?

10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.

[5] ?

10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.

[▼] ?

New!

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

10–Trustees and Officers

- Reminder: **Use Feb 1, 2024** information to complete this section, **not 2023**.

- Good News! Trustee records have been copied from the 2022 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 <u>all</u> of your trustees

    Tip: **SAVE** after entering each trustee*

10–Trustees and Officers

- All trustee terms should <u>begin and end with the same months</u>.
  - Months should not vary from trustee to trustee if they are serving full terms
    - All terms start and end in the same months
  - Years will be different depending on the year the trustee was elected/appointed
  - Ex: January 2020- December 2024 or January 2020- January 2025

  - **There is an exception….**

10–Trustees and Officers

- **Partial Terms!**

- Trustee is completing a term that vacated by another trustee
    - John is completing Paul's three year term (January 2023-December 2025)
        - Paul leaves in October 2023
        - John is appointed in November 2023
        - John's term is November 2023 – December 2025
        - John will start his first FULL term in January 2026

- Trustee is filling a vacant seat after the start of the typical term
    - One seat was vacant at the start of the year (January 2023)
    - Mary is appointed to a vacant seat in August 2023
        - This is a partial term because she started after the term typically begins
        - Her term would be August 2023 – December 2025
        - Mary will start her first FULL term in January 2026

10–Trustees and Officers

- Term Length Errors are common
  - You can use the trustee term calculator (On CCLS Annual Report webpage)
  - Enter the term start date and the number of months in their term
    - The calculator fills in the end date for you

Trustee Name	Start Date	Months	End Date
John	11/1/2021	14	12/31/2022
Rose	1/1/2020	36	12/31/2022
George	1/1/2019	36	12/31/2021
Ken	1/1/2021	36	12/31/2023

- Example of 5 year terms:
  - January 2016 to December 2020√
  - January 2016 to January 2021 √
  - January 2016 to December 2021 X (that's 6 years)

  - **If you aren't sure, contact Jan for help**

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.
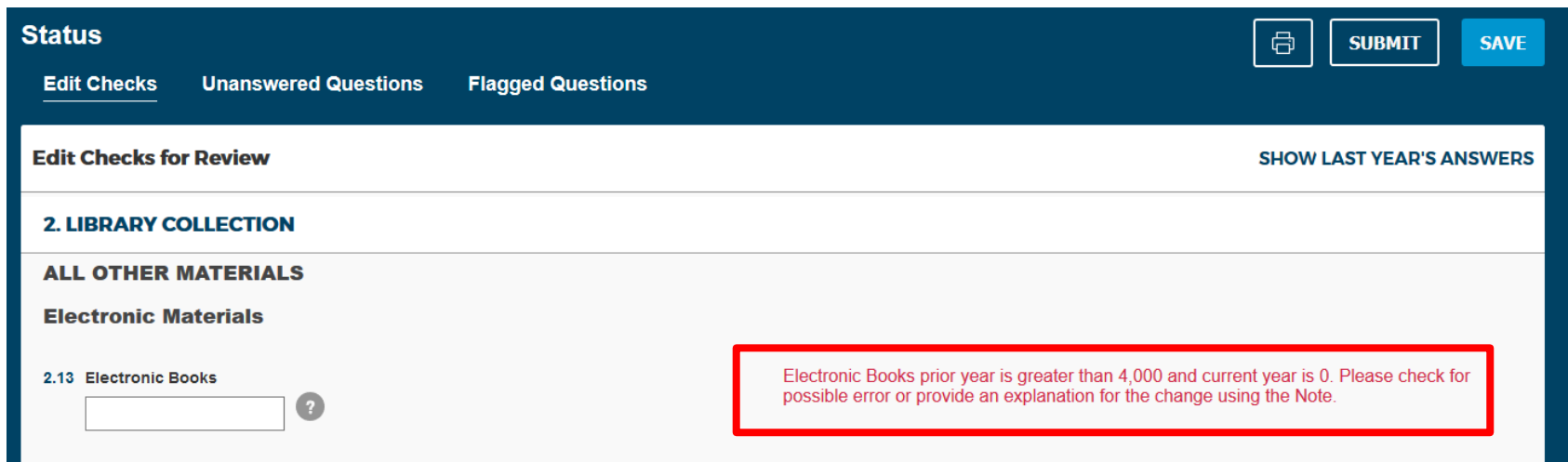
Lastly

- Click on Show Status to check and complete Edit Checks.

SHOW STATUS | 🖶 | **SUBMIT** | **SAVE**

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

Status

Edit Checks   **Unanswered Questions**   **Flagged Questions**

🖶 | **SUBMIT** | **SAVE**

Edit Checks for Review   **SHOW LAST YEAR'S ANSWERS**

2. LIBRARY COLLECTION

ALL OTHER MATERIALS

Electronic Materials

2.13 Electronic Books   ❓

Electronic Books prior year is greater than 4,000 and current year is 0. Please check for possible error or provide an explanation for the change using the 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.

Printing Preferences for Annual Report For Public And Associati

Survey Reports   **Annotation Reports**

Set Preference

Print Entire Survey

☐ INCLUDE ANNOTATIONS

- When you have printed your copy click on the Blue 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 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 24, 2024

Annual Report due to CCLS
Friday February 16,2024

QUESTIONS?