

**Annual Report for Public & Association Libraries 2018
Outline of Major Changes**

Following are changes to the 2018 Public & Association Library Annual Report – Questions and Instructions

IMPORTANT:

- Baker & Taylor has released a new version of the Annual Report software called CollectConnect which all libraries will use to enter their 2018 data. The new URL will be posted on the State Library’s site in January 2019. The new version features enhancements based on user feedback. It is more intuitive, is ADA compliant, and is compatible with major browsers including Google Chrome, Mozilla Firefox, and Internet Explorer.

OTHER NOTES:

- Please expect a minimal amount of re-numbering due to questions added or re-ordered since the 2017 Annual Report. Not all instances of re-numbering are noted in this outline.
- Please see updates in instructions and rewording in questions and instructions. Not all changes are noted in this outline.
- Instructions intended for more than one question are marked as such.
- Responses to new questions may be estimated or left blank for the first year.
- Reminder: All Notes are now encompassed in one note field (rather than Federal/State/Local).

2018 Changes to Part 3: Library Programs, Policies, and Services

3.16 – 3.27 (Library Sponsored Programs) – See updated instructions

Addition: “If the primary audience is families, please count under ‘All Other Program Sessions.’”

2018 Changes to Part 5: Technology and Communications

New Questions –

“Does the library file for E-rate benefits?” (Y/N)

“Is the library part of a consortium for E-rate benefits?” (Y/N)

“If yes, in which consortium are you participating?”

“E-rate benefits are administered by USAC’s (Universal Service Administrative Co.) Schools and Libraries Programs. Check yes if you have applied and received E-rate benefits. Check yes if you are part of a consortium receiving e-rate benefits (usually through your library system), and note the consortium.”

“Does your library use social media?” Y/N

Social media includes Facebook, Instagram, Twitter, Pinterest, YouTube, and more.

2018 Changes to Part 9: Service Outlet Information

New Question –

“Does your outlet have a Makerspace?” Y/N

“A Makerspace is a space in the library that allows patrons to create in a communal space using technology. This could include 3D printing, photo editing, video and audio recording/editing, animation, coding and programming, digital design, robotics, sewing and more.”

2018 Changes to Part 10: Officers and Trustees

10.2 through 10.5 regarding range of trustees will no longer be locked fields. Information different from what was entered last year will generate an edit check. See updated instructions also.

Spreadsheet Option

A template will be available (via a link) with last year’s trustee data. The template may be updated with the current year’s data and then e-mailed to Baker & Taylor to upload into the library’s report. Libraries may also enter the data directly into the report as in the past if that is preferred.

2018 Changes to Part 11: Operating Funds Receipts

11.1 (Local Public Funds) – Updated instructions

Addition: “For special legislative districts, separately report each municipal entity that levies and collects the tax receipts for the district as specified in the library’s legislation.”

11.18 (Other) – Updated instructions

Addition: “Economic development entities – include funds from local or NYS-sponsored industrial development agencies and authorities including PILOT payments.”