

New York State Library
Annual Report for Public & Association Libraries 2019
Outline of Major Changes

Following are changes to the 2019 Public & Association Library Annual Report – Questions and Instructions

IMPORTANT:

- Please note: Bibliostat CollectConnect is now using a new interface which is compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please be sure you exit and close the old Bibliostat Collect before you begin your survey.
- Please note: To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost. Libraries should not have reports from two different years open at the same time.

OTHER NOTES:

- Please expect a minimal amount of re-numbering due to questions added or re-ordered since the 2018 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 requiring numerical data 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). Libraries are free to put local notes in this field.

2019 Changes to Part 1: General Library Information

1.47 (Library Budget Subject to Vote (Calendar Year 2019)) -- See updated instructions

“Library Budget Subject to Vote (Calendar Year 2019) – Indicate whether all or part of the library's budget was subject to public vote held during Calendar Year 2019. If yes, complete one record for the public vote from each funding source. If no, go to question 1.48. Chapter 414 of the New York State Laws of 1995 (same as Ed. Law § 259.1) provides public libraries in New York State (including Association Libraries) with the ability to place a funding proposition on a municipal (county, city, town or village) ballot. For further information, please go to <https://www.nysenate.gov/legislation/laws/EDN/259> and scroll down to §259.1.b.”



1.48 Library Budget Subject to Vote (Prior Year) -- See updated instructions

“Library Budget Subject to Vote (Prior Year)– Indicate whether all or part of the library's budget was subject to public vote held during a prior year (prior to calendar year 2019). The vote could have taken place years ago but the library is still receiving funds based on that vote. The funds will remain the same until the library requests a vote for an increase in funding and the vote passes. Do not complete if you answered “Yes” to Q1.47 UNLESS the library has votes from different municipalities/districts that were held in different years, both current and prior.”

2019 Changes to Part 3: Library Programs, Policies, and Services

New Question –

“Does the library have a sexual harassment prevention policy?” [y/n]

“Is there a Board-approved Sexual Harassment Prevention Policy? Every employer is required to adopt a sexual harassment prevention policy and provide sexual harassment prevention training according to Labor Law, Section 201-G. See <https://www.ny.gov/combatting-sexual-harassment-workplace/employers> for more guidance.”

3.28 (One-on-One Program Attendance) – See updated instructions

Addition: “If one walk-in time is scheduled but individual brings along an additional person, count as 1 session with 2 attendees.”

New Questions –

“Did your library offer teen-led activities during this reporting year?” [y/n]

“Did your library offer teen-led activities during 2018?” [y/n]

“Teen-led programs are library programs where teens take the lead in all or many of the aspects of the program. Libraries should strive to involve teens in every step of the programming process, including the design of the program, marketing, hosting the program and program evaluation. Programs should be facilitated by teens, and teens should be allowed to modify and adapt programs as needed to meet their needs. Teen-led programs may also involve peer-to-peer learning activities, should encourage involvement of diverse and underserved teen groups from the community, and should be driven by teens’ needs and interests. Note that data is requested for the last two years.”



2019 Changes to Part 7: Minimum Standards

New Questions –

“As of January 1, 2021, all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. While a response is not required in 2019, please indicate which of these standards your library already meets as of December 31, 2019. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York’s libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library’s website. Questions about the new standards should be directed to your library system.”

2019 Changes to Part 8: Public Service Information

8.13 (Annual Hours Open) – See updated instructions

Addition: “If the library does not have branches (multiple outlets), Q8.13 Annual Hours Open should equal Q9.15, Public Service Hours Per Year for this Outlet.”

2019 Changes to Part 10: Officers and Trustees

10.2 – 10.5 (Number of Trustees) – See updated instructions

Addition: “Note that these fields are pre-filled but not locked. Please explain any changes in the note field.”

10.6 & 10.7 (Terms of Trustees) – See updated instructions

Addition: “Note that these fields are pre-filled but not locked. Please explain any changes in the note field.”

Deleted Question-

Title of President

Part 2 Question 1 Title of Board Member – Changed to the following:

Status: Filled/Vacant

New Question –

(For 2019 Trustees)

1. Trustee Name



2. Has the trustee participated in trustee education in the last calendar year (2019)? [y/n]

“Complete one record for each 2019 trustee. Do not list brand new trustees who are starting their first term in 2020. Trustee education can be completed by participating in trustee training, workshops, and seminars or conference sessions. Trustee education includes in-person and/or online instruction in the following areas: powers, functions, duties and organization of library boards; financial oversight, accountability and fiduciary responsibilities of library boards including budgeting; bylaws and policies; NYS laws and regulations affecting public, free association and Indian libraries; human resources/personnel; advocacy; and related topics.”

10.20 and Question 13 Is this trustee serving a full-term? – See updated instructions

“If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the previous trustee’s term. Example: Trustee is filling the remainder of [name]’s term, which was to run from beginning date to ending date.”

10.16 - 10.20 and Questions 9-13 (Trustee Term Beginning/Ending Dates) – See updated instructions

“Please indicate the beginning and end dates of the trustee's term. If a new trustee is filling a partial term, the end date (year) may be different depending on the type of library and the method of trustee selection (election or appointment). Typically all trustees that have full terms should have terms that start in the same month (with differing years) and end in the same month (with differing years) (e.g. if the terms are based on the calendar year all trustees would have terms beginning in January and ending in December; the months should not vary from trustee to trustee if they are serving full terms).”