Top 3 Corrections and/or Questions

- Electronic Resources
- Interlibrary Loan
- Trustee Section
Electronic Resources

**Collection – Part 2**
- NCLS supplies the electronic books collection total for all titles in OverDrive (Line 2.13).
- NCLS supplies the number of all local and NOVEL databases (Line 2.14 & 2.15) provided to our member libraries by NCLS, the Central Libraries and NNYLN.

**Circulation – Part 4**
- NCLS supplies the circulation of the electronic resources provided through Overdrive (Line 4.12).
- NCLS supplies the successful retrieval of electronic information (Line 4.13) for databases provided by NCLS, the Central Libraries and NNYLN.

If a library has additional electronic resources (books or local databases), those figures should be added into the PLUS column under collection - Part 2 - with a note of explanation in the NOTES column. Any circulation resulting from those electronic resources should be added in the PLUS column under circulation – Part 4 - with a note of explanation in the Library Notes column of the Google Sheet.
Interlibrary Loan

- NCLS automatically pulls figures for the interlibrary loan of items through the SIRSI system but could not pull all interlibrary loan figures (such as DueNorth – previously ICICILL).

The North Country Library System can now collect this information for our member libraries; DueNorth figures will now be NCLS SUPPLIED.
Trustee Section

The number of records entered should be the number of trustees stated in your charter. If you have a range, the number of trustees should equal the number of current voting positions stated in the bylaws (and be within the range stated in the library’s charter).

Make sure your term end dates are in the future & match, and that your start/end dates match the length of your terms. If trustee is not serving a full term, provide a note of explanation in Bibliostat.

Unless you’re an Association Library, your trustees have to take the Oath of Office - at the start of every term.

Keep trustee information updated on the NCLS website – pulls this information into the annual report, your website and the NCLS directory.

If your library would like a Trustee Chart to follow your trustee terms, please contact Dawn Vincent.
Additional things to keep in mind

- Do not answer both **Line 1.48 and Line 1.49**, answer one or the other – Line 1.48 if you went out to vote in the current year – Line 1.49 if you did not go out to vote in the current year but are receiving an appropriation from a vote in a previous year.

- The **annual hours** reported in Part 8 must match the annual hours reported in Part 9.

- Remember that **Contracts with Library System (Line 12.26)** includes only SIRSI/JAB automation fees and Overdrive fees. Amounts paid to NCLS for other services (printing, signage, computers, etc.) will go on the line corresponding to those expenses.
Additional things to keep in mind

- DLD stated that “Suggested Improvements—Needs to be filled in with contact info for person completing report.”

- Make sure to provide notes for any figures that have a large increase or decrease and make sure that all notes are clear. If the note is for an edit check, make sure that the note answers the question being asked by the edit check.

- The annual report needs to be reviewed and accepted by your Board before it is submitted. Please plan accordingly. If your annual report is submitted to NCLS before it is approved by your Board, you need to provide a follow up email confirming that the Board reviewed and approved the annual report and provide the date of the approval.
Get a head start on the 2019 Annual Report!

- Enter library data (Programs, Computer Sessions, Library Visits, Reference Transaction) onto the NCLS website – let the Google Sheet pull and compute the annual totals for you! It saves you time and requires less review time and corrections once submitted to NCLS!

- Review trustee information and library hours on the NCLS website for accuracy and keep updated with any changes.

- Still have questions about the annual report process or feel comfortable with the process but want some time for hands-on assistance to specific questions? Join us at one of our Annual Report Open Labs (not yet scheduled but coming in January).