Introduction to the NYS Annual Report

All public libraries chartered with New York State must complete and submit an annual report to the New York State Division of Library Development (DLD) each year. The report consists of fourteen parts. Steps to complete the Annual Report will vary greatly depending on whether your library is an Automated or Non-Automated library. Please visit the NCLS Annual Reporting pages for Automated and Non-Automated libraries or the DLD website at http://www.nysl.nysed.gov/libdev/libs/index.html for additional annual report information.

Part 1 – GENERAL LIBRARY INFORMATION

Contains general library information such as:

- Name of library
- Address/location of library
- Fiscal reporting period
- Email and web address
- Charter information
- Information on the latest ballot vote (if applicable)
- Library director/manager
- Any unusual circumstances that affected the statistics reported during the current fiscal year (fire, closed for renovations, massive weeding of collection, etc.)

Part 2 – LIBRARY COLLECTION

Contains information on your library’s collection including but not limited to:

- Books
- Audio
- Video
- Serials
- Databases
- Overdrive eBooks and downloadable audiobooks available through NCLS
- Additions to each category

Part 3 – LIBRARY PROGRAMS, POLICIES, AND SERVICES

Contains information on:

- Programs held by the library
- Organizations the library collaborated with on certain programs
- Policies
- Accessibility
- Number of visits to the library (total annual attendance)
- Number of resident and non-resident borrowers

Part 4 – LIBRARY TRANSACTIONS

Contains information on:

- Circulation of the library collection
- Reference Transactions
- Interlibrary loan of the library collection (don’t forget ICICILL)

Part 5 – AUTOMATION AND TELECOMMUNICATIONS

Contains information on:

- Automated circulation system
- Online public access catalog (OPAC)
- Annual visits to the library’s web site
- Internet filtering
- Annual usage of public Internet computers
- Information Technology (IT) contact information
Part 6 – STAFF INFORMATION
Contains information on:

- Hours per work week to be considered full time employee
- Full-time equivalents (FTEs) for staff
- Salary information for entry level Librarian
- Salary information for Library Director/Manager

Part 7 – MINIMUM PUBLIC LIBRARY STANDARDS
All reporting libraries should meet the NYS Minimum Standards listed in this section.

Part 8 – PUBLIC SERVICE INFORMATION
Contains information on:

- Main Library
- Public service hours
- Branches, bookmobiles, and outlets (if applicable)

Part 9 – SERVICE OUTLET INFORMATION
Contains information on the main library (and each branch if applicable) such as:

- Outlet name, address, e-mail address
- Public service hours
- Meeting space and availability of space
- Non-library sponsored programs, meetings, and/or events
- Ownership of library building and land on which the library is built
- Library construction date and date of major renovations
- Square footage of library
- Total public Internet terminals, type of connection, Internet provider, upload and download speeds
- WiFi Access and any restrictions
- Handicap accessibility

Part 10 – OFFICERS AND TRUSTEES
Contains information on:

- Library Board meetings
- Voting positions
- Trustees
FINANCIAL SECTION – Operating Fund

Part 11 – OPERATING FUND RECEIPTS
Contains information on library income (receipts) from sources such as:

- **Local Public Funds** (County, Town Village, City, School District)
- **System Cash Grants to Member Libraries** (Summer Reading Mini-grants, Outreach Mini-grants, Incentive Grants, Special Legislative Funds paid through NCLS, etc.)
- **Other State Aid** (State Aid - such as Special Legislative grants - paid directly to the library)
- **Federal Aid** (Federal Aid – such as NEA, NEH, or IMLS - paid directly to the library)
- **Other Receipts** (gifts/endowments, fundraising, interest, library charges, refunds, etc.)
- **Budget Loans**
- **Transfers** (from the Capital Fund or other library funds)

Part 12 – OPERATING FUND DISBURSEMENTS
Contains information on library expenditures (disbursements) from sources such as:

- **Staff Expenditures** (Salary(ies) and benefits)
- **Collection Expenditures** (Print – Books and serials, electronic (databases, ebooks, downloadable audio/video, etc.), Other (talking books, CDs, DVDs, etc.)
- **Capital Expenditures**
- **Operation and Maintenance of Building** (Repairs, Gas/lights, water, insurance, rental of quarters, contracts for janitorial service, snow removal, window washing, custodial supplies, etc.)

FINANCIAL SECTION – Capital Fund
Please complete this portion if **the library has a separate Capital Fund** OR **the library has received NYS Construction Grant funding**.

Part 13 – CAPITAL FUND RECEIPTS
Contains information on library income (receipts) such as:

- **Revenues From Local Sources** (local government sources, donations, capital campaigns, etc.)
- **State Aid For Capital Projects**
  - Received for Construction (NYS Construction Grant)
  - Other State Aid (Special Legislative Grants, State and Municipal Facilities funding, etc.)
- **Federal Aid For Capital Projects** (USDA Rural Development, etc.)
- **Interfund Revenue** (transfers from operating fund)

Part 14 – CAPITAL FUND DISBURSEMENTS
Contains information on library expenditures (disbursements) such as:

- **Project Expenditures**
  - Construction (money paid out to a contractor)
  - Incidental Construction (architects’ fees, site acquisition, furniture and equipment, and other incidental costs such as advertising, surveying, legal services, etc.)
- **Other Disbursements** (Purchase of buildings, interest, collection expenditures, etc.)