New York State Library

New York State Library

Annual Report for Public & Association Libraries 2022
Outline of Major Changes

Following are changes to the 2022 Public & Association Library Annual Report – Questions and Instructions

IMPORTANT:

- The State Library due date of the annual reports will be March 15, 2023.

- 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.

- All libraries will continue to use the Baker & Taylor interface to enter their 2022 data. http://collectconnect.baker-taylor.com/login.aspx

OTHER NOTES:
- Please expect a minimal amount of re-numbering due to questions added, removed, or re-ordered since the 2021 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 any new questions requiring numerical data may be estimated or left blank for the first year.
- COVID-19 questions continue to appear in Part 8- Public Service Information as Part 8A.
- Some Part 3 Program questions are now referred to as Synchronous (Live Program Events).
- Reminder: All Notes are now encompassed in one note field (rather than Federal/State/Local).
- Reminder: Beginning with the 2021 report, Central Library monies are now combined into one State aid funding program called Central Library Services Aid (CLSA). These are reported in Part 15 (central libraries only).

TIPS and TOOLS:

- Auto calculating fields do not calculate until the page is Saved.
- The Save button is located at the top and bottom of each page. (On some pages, you may have to scroll down.)
- Take & Make Kits can be reported in Q3.22, One-on-One Program Sessions, and Q3.29 One-on-One Program Attendance. (Please see page 3 of the Outline for more program-reporting guidance.)

- To update the 2022 outlet information, a link to an Excel sheet listing prior year outlets is located in section 9. After the sheet is completed, email it to collectconnect@baker-taylor.com; the outlet information will be uploaded by Baker & Taylor.
- To update the 2022 trustee information, a link to an Excel sheet listing prior year trustees is located in section 10. After the sheet is completed, email it to collectconnect@baker-taylor.com; the trustee information will be uploaded by Baker & Taylor.
- To print the report with page numbers, click on the Printer icon in the menu at the top of the page, go to "Show Web Report" and then Control P for Print. Page numbers will be displayed.

2022 Changes to Part 1: General Library Information

Q1.24 Population Chartered to Serve – has been updated by NYS Library per 2020 Census.

2022 Changes to Part 3: Library Programs, Policies, and Services

Q3.17 – 3.29b (Library Sponsored Programs) – See updated Instructions for examples of synchronous and asynchronous programs.

Revised Question and Definition:
Q3.29b Total Views of Asynchronous Program Presentations within 30 Days – updated wording and definition.

Deleted Questions:
Q3.19 Number of Children's Programs
Q3.26 Children's Program Attendance

Added Questions:
Q3.30 Total Number of Children's Programs (sum of Q3.19a and Q3.19b)
Q3.31 Total Children's Program Attendance (sum of Q3.26a and Q3.26b)

2022 Changes to Part 4: Library Transactions

New Question:
Q4.18 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (Y/N)

2022 Changes to Part 17: For New York State Library Use Only

Q17.6 Geographic Code – has been updated by NYS Library per 2020 Census.

TIPS for Reporting Live Programs
When Reporting Library-Sponsored Live (Synchronous) Programs in Part 3

INCLUDE:	EXCLUDE:
• All program sessions that are sponsored or cosponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event. • Examples of synchronous programs include live story hours, film or movie showings, puppet shows, lectures, or concerts.	• Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
• Both in-person on-site and in-person off-site program sessions. For example, include a story time at a farmer's market or a presentation to a school group about library resources conducted at a school.	• Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
• Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.	• Recorded (asynchronous) presentations of program content. For example, exclude any recording of program content (such as a pre-recorded story time) that cannot be viewed live as it unfolds. These should be counted in Total Number of Asynchronous Program Presentations (Q3.29a). • Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

INCLUDE:	EXCLUDE:
• Program sessions with attendance of zero or one if they were intended for a group.	• Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
	• Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time.
	• Take & Make kits that are not part of a synchronous program such as a story hour. Report Take & Make kits that are left out for patrons to pick up under Q3.22, One-on-One Program Sessions, and Q3.29 One-on-One Program Attendance. Count each kit prepared as one session, and each kit picked up as one attendee.