

Annual Report Aides

Reports must be submitted to OWWL by February 12, 2024.

The 2024 Annual Report for Public and Association Libraries is available using a version of the Baker and Taylor software called CollectConnect. The URL to access the software is <https://collectconnect.baker-taylor.com/login.aspx>. This new version of CollectConnect features enhancements, is more intuitive, is ADA compliant, and is compatible with major browsers including Google Chrome, Mozilla Firefox, and Internet Explorer.

Please find attached:

Outline of Major Changes – 2024

AIDE Sheets:

A. Annual Report for Public & Association Libraries SAMPLE – 2024 **NOTE: I've added comments and in some cases answers, so please follow along with Aide A when you are completing your annual report.**

B. Annual Report for Public & Association Libraries – 2024 Instructions **NOTE: The instructions are helpful, so please refer to the instructions if you have questions.**

C. Local Public Support Contracts from 2023 Annual Reports. Question 1.48

Use this as a **GUIDE ONLY**. Use **2024** information when completing question 1.48.

D. Statistics generated from OWWL for:

Part 2 – Library Collection

Part 3 – Library Programs, Policies and Services – Registered Borrowers

Part 4 – Library Transactions

Part 9 – Service Outlet Information

- Part 2 and 4: ___ Items with unknown annual report category counts are shown here. These records probably have a stat category missing and should be fixed in Evergreen. You will need to manually add those into the counts provided for this year's annual report. Computers are NOT considered a library material holding.

E. System Cash Grants to Member Libraries. Annual Report entries 11.3 through 11.7

I've "pointed" to the corresponding columns with a hand icon. Only amounts from these columns should be entered. (Amounts in the center of the spreadsheet with NO pointing finger at the top of the column are detail for your reference only.) The OWWL Cash Grants are totaled into TOTAL OTHER CASH Line 11.7.

NOTE: These amounts may differ if your deposits & OWWL payments did not occur in the same calendar year. Please report this income in the year YOU deposited it.

F. Contracts paid to OWWL by your library in 2024. Report what your library paid OWWL for OWWL Cost Shares in 2024 - Annual report entry Line 12.25 – Operating Fund Disbursements – Contracts with Public Libraries and/or Public Library Systems in NYS. **2024 Telecommunications (Internet) paid to OWWL by your library** should be included on line 12.19 – Operating Fund Disbursements–Telecommunication. **2024 Funds paid to OWWL for Overdrive (Overdrive commitments & FFRPL Grant)** should be included on line 12.7 Operating Fund Disbursements – Electronic Materials Expenditures.

G. Service Outlet Information – Section 9 - Q28 - Q31 – Download and Upload internet speeds and your Internet provider.

H. Electronic Use – Section 5 Questions 5.19-5.22 – Overdrive and Kanopy stats provided

- For libraries that ordered **directly** from Overdrive, you will have to add your checkouts to the counts provided by OWWL. If you need help with these numbers, Kathryn should be able to help you.

IMPORTANT - Additional Helpful Information PLEASE READ:

- **SAVE – SAVE –SAVE** – Auto-save is now enabled, but it is recommended to save often to ensure data retention.
- Flags are for your use only as you are completing the report. Use flags to mark a question that you want to go back to answer later. Click the flag off when you are certain of your answer.
- **Add a NOTE** – If there is a sizable difference from last year's answer, please add a note detailing why there is an increase/decrease from last year to this year. Notes are helpful when the System and DLD are reviewing your report.
- Opening balances for Operating Funds Q11.25 & Capital Funds Q13.12 must match previous year's closing balance (Operating -Q12.39 on 2023's annual report; Capital Fund Q14.11 on 2023's annual report); if there is a discrepancy, please make a detailed note of why there is a discrepancy.
- Operating and Capital Funds are cash basis reports. Receipts (Section 11 & Section 13) and Disbursements (Section 12 & Section 14) should only be included on this annual report if the funds were deposited or the cost was incurred within your fiscal period (Q1.6 & Q1.7). If your fiscal period is July-June but for this annual report you are reporting financial information from January-December, please let me know so I can inform DLD. DLD will need to update Q1.6 & Q1.7 as these are locked fields. Q1.8-Q1.10 will need to be updated with the new reporting year. **Print your financial reports (from Quickbooks) as CASH BASIS when completing Sections 11 and 12 of the annual report.**
- Trustee Information Section 10 - **Please submit information for the current board as of 2/1/2025.** Please do not leave blanks. There should be NO term expiration dates that end 12/31/2024 or before.
- The date that the annual report was approved by the library board must be entered in question 12.41. **I would recommend putting in the date of your next board meeting after you completed your annual report.** We may make some changes, so you should wait until you receive a PDF of your annual report back from OWWL before having your board approve.
- **Trustees Oath of Office:**
Trustees of Public Libraries are required to file their oath of office within 30 days of their appointment. A new oath is required for each term a trustee is elected or appointed to fill. Be sure to check your bylaws to make sure the procedure your library follows is up to date.
 - Association Libraries, you are not required to file an oath, but having trustees take one is a good practice to have in place, especially if you collect public funds.

Please feel free to contact me with any questions. **Do NOT contact DLD with annual report questions.**

The due date to submit your annual report to OWWL is February 12,2025.

Thanks.
Kelly