

2007 Member Library Annual Report Questions and Answers

What is the preferred way to count/record Tumble Books on the Annual Report?

Tumble Books is a subscription based online collection of e-books that patrons have access to through their library's web site. Since these books are never really part of the library's collection and are lost once the subscription is cancelled, Tumble Books should be counted under "Other Databases" which is Question 2.16 on the Annual Report.

Do preschool story hours count as early literacy programs?

Yes, preschool story hours DO COUNT as early literacy programs.

How do you count sessions and attendance for a program with children ranging in age from 2-4 years old when the questions on the Annual Report are categorized as Birth to Three Years?

The session and attendance for that corresponding session would be counted under the predominant age category. For example, if you have ten children aged birth to three years old and only five four year olds, you would count the session under "Birth to Age Three."

What is considered an outlet (Question 3.12)?

An outlet is a specific location that provides library services for the corresponding library AT ALL TIMES! Do not count as an outlet just because a program was held there.

Who/What is considered a collaborator (Questions 3.22-3.28, 3.40 and 3.50)?

In regards to this question, a collaborator is an organization that provides services or space for a specific library program.

What is the difference between Capital Expenditures Question 12.10 – From Local Public Funds and Question 12.11 – From Other Funds?

Local Public Funds is any Village, Town, or County Funding while Other Funds would be any fundraising or donations made to help with capitol improvements (i.e. NYS Construction Grant funds would be recorded here if you reported them as being expended from your operating fund).

How do you know if all or part of your library's budget (funding) is subject to a public vote (Question 1.35)?

If your school ballot funding was voted on **THIS YEAR** (2007), enter "Y" for yes (even if the vote was not successful). If you have school ballot funding that is in effect from a **previous year**, enter "N" for no.

How do you answer Question 1.36 regarding the percentage of the library's income that was either subject to library vote or that came from previous appropriations approved by public vote that are still in effect?

If the vote was NOT successful and you have never been approved for funding on the school ballot, enter N/A. However, if your library has EVER been approved for school ballot funding (whether this year or a previous year) and that funding is still in effect, you must calculate what percentage of your funding comes from the school ballot funding. The formula is the **amount received from public vote DIVIDED BY the Total Local Public Funds** reported on Line 11.2.

If your library building is owned by the Association, which code do you use in Part 9, Question 14?

If the building is owned by the Association, the code to use is LO (library owns).

How are serials counted in Question 2.9 – Print Serials and 2.25 – Print Serial Subscriptions?

For **Question 2.9**, the library needs to count all serial holdings in the library by volume, regardless of how they were obtained and whether or not they are bound. Single issues are not counted but, rather, the number of volumes. For example, if a journal is issued monthly, there might be 12 issues to a single volume. The number of "issues" is not what is counted but, rather, the number of volumes.

For Question 2.25, the number should be just the current subscriptions.