

2007 Tip Sheet for Annual Reports

- READ THE SUPPLEMENTAL MATERIAL. Please read the **2007 Outline of Major Changes** and **2007 NYS Instructions** carefully to increase your knowledge and understanding of the Annual Report.

There have been changes to the wording and/or classification of some existing questions on the Annual Report. Other questions have been renumbered because of the addition of new questions this year. In addition, each question on the Annual Report *must* be answered. If you have any questions the **2007 Outline of Major Changes** or **2007 NYS Instructions** do not resolve, please contact your Consultant.

- CHECK THE BEGINNING BALANCES. Beginning balances in both the operating and capital funds **MUST** match the previous year's ending balances. If there is a discrepancy, a letter of brief explanation (on library letterhead and signed by the Library Treasurer) must be submitted to the System.
- UPDATE YOUR TRUSTEE LIST. It is important that the library's list of trustees is up-to-date and accurate so please list trustees for the upcoming 2008 calendar year on the Annual Report and complete all of the fields of information for each trustee.
- USE THE LINKS. Remember to use the "Return to Index" link at the bottom of each page when navigating in the online Annual Report. Using the back arrow instead of the link can cause problems with the data contained in the database.
- EMAIL NOTES. If you have any questions that need further clarification with a note, please email the note referencing the Part and Question Number (EX. Part 9. Question 17 – increase in square footage of the library due to ...) to dvincent@ncls.org or to your Consultant.
- ASK FOR HELP. Our "Annual Report Team" is poised and ready to give you assistance, advice, and direction in completing your annual report. Please don't hesitate to contact us with questions...no matter how small!

Let's work together to make this year's Annual Report process the easiest yet!!!!

Dawn Vincent
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