



**Annual Report for Public Library Systems 2020
Outline of Major Changes**

Following are changes to the 2020 Public Library System Annual Report – Questions and Instructions

IMPORTANT:

- Given the unanticipated operational challenges impacting New York’s libraries and library systems, the State Library will be extending the due date of the annual reports to April 1, 2021.
- To avoid loss of data, only one person at a time should be logged into a system report. Multiple people logged into the same report will cause data to be lost.
- All systems will continue to use the new version of Annual Report software called CollectConnect to enter their 2020 data. The new version features enhancements based on user feedback. It is more intuitive, is ADA compliant, and is compatible with major browsers including Google Chrome, Mozilla Firefox, and Internet Explorer.

OTHER NOTES:

- Please expect a minimal amount of re-numbering due to questions added or re-ordered since the 2019 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 new questions requiring numerical data may be estimated or left blank for the first year.
- New COVID-19 questions will appear in Part 5- System Services as Part 5A
- Reminder: All Notes are now encompassed in one note field (rather than Federal/State/Local).

2020 Changes to Part 1: General Library Information

Deleted Question: “Is the library system a member of the New York State and Local Retirement System?”

2020 Changes to Part 5: System Services

Addition: Part 5A COVID Questions

“Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic?” (Y/N)



“Did the library system add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?” (Y/N)

“Did the library system allow users to complete registration for system library cards online without having to come to the library system during the Coronavirus (COVID-19) pandemic?” (Y/N)

“Did the library system provide live, virtual programs or training via the Internet during the Coronavirus (COVID-19) pandemic?” (Y/N)

“Did the library system create and provide recordings of program or training content via the Internet during the Coronavirus (COVID-19) pandemic?” (Y/N)

"Enter the Number of Weeks the System Headquarters Building Closed Due to COVID-19. This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, the library system headquarters building was physically closed, and the public/member library staff could not enter, when it otherwise would have been open."

"Enter the Number of Weeks a System Headquarters Building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the year that a system headquarters building implemented limited public occupancy practices for in person services at the building in response to the Coronavirus (COVID-19) pandemic."

“Number of Library System Staff Permanently Laid Off During 2020: Number of Librarians; Number of Other Staff”

“Number of Library System Staff Furloughed During 2020: Number of Librarians; Number of Other Staff; Number of Weeks Furloughed”

2020 Note for Part 13

State Aid - All state aid amounts will be pre-filled in Part 13 with the full appropriation allocations per the FY 2020-2021 State Budget passed in April 2020. However, the system should not report expenditures for 2020 that exceed the total amount of the actual State funding received by the system from the State during calendar year 2020, plus 2019 carryover. FY 2020-2021 State funds not yet received during calendar year 2020 from the State should be reported as carryover into 2021. In Part 6 the system should enter the actual State Aid amounts received during calendar year 2020.