

Annual Report Q & A

For the Items Due August 15:

- Q: Preliminary question re public access computers-does that include catalog/opac or just Internet access?
- A: It does include catalog stations, but NOT staff-only stations or computers that aren't available for use by the public.
- Q: I'm assuming we include teens as children in our VRP attendance count. But before hitting send, I want to confirm.
- A: Yes, teens are included if they attended a VRP program.

Other Questions:

- Q: How do we report the Gates Grant we received?
- A: Show them as local funds, but include a note with the amount and the source.
- Q: How about a grant from the GA Archives?
- A: That would be recorded in Other State Grants.
- Q: Is the Board Chairman information for June 30th or as of July 1st, 2007?
- A: In the System Information section, list the board chair as of 6/30—in the trustees section (and on the supplementary board roster sheets); list board members on July 1, 2007.
- Q: Is the System Population as of June 30th?
- Q: Question number 52 of the System Information Section asks for the System Population. That is usually filled in by you or at least in the past the information comes from the state. Do you have a number we are supposed to use in that box for System Population? Or are we suppose to use the actual census population of the area?
- A: The population entered should be the OPB figure that was used to calculate your FY07 state grants.
- Q: Though I knew this in the past, I forget.... On the annual report, System Finance, part 2, question 5, it ask for "Total of other Local Revenue". Do we lump together gifts and in-house generated (fees, overdues, etc.) all into this category? I thought that at one time, in-house generated had to be listed separately.
- A: Yes, those items will all go into the Other Local total.

- Q: For the question: *Estimate how many patrons used a computer at the library this fiscal year. THIS INCLUDES OPAC USE--* Our automation system has not allowed us to track OPAC use by branch during this fiscal year.
- A: If you don't count OPAC use systematically, you may sample (e.g., count for a 2-week period and multiply by 26).
- Q: If we have unexpended funds in state benefits, can we roll them into the system services grant?
- A: Yes, if it is not a large amount (under \$100).
- Q: In the VRP section of the annual report there is a line for the library budget and one for other funds for VRP. Do we include or not the VRP grant funds we received or is the budget only the funds taken from the library system budget? Also, does the budget include the donations we received even though there is another line for donations?
- A: The library budget amount should include the VRP grant you received, as well as any money you planned to spend for VRP out of the regular library operating budget. The other line would include any additional money solicited and/or received from other sources (outside the regular library budget) to help fund VRP.
- Q. We received a sizable bequest (\$200000) in March which we put immediately into a 6 month CD. When the CD comes due in September, we will draw out \$25,000 to be used for materials, computer programs, etc the next 6 months and then we will use the monies over a period of 5 to 8 or so years. My Annual Report clarification is: do I count the entire revenue of \$200,000 as local revenue in FY07?
- A. Yes, you would count it as revenue for FY06. It is special one-time revenue, however, so won't be calculated for MOE.
- Q. I know that we count internet or computer usage – do we also count wireless usage? I know that 2 people have used the wireless connections we have at least 12 hours. So do we count that and if so should it be counted differently than our computer usage?
- A. Count the use if the patron is using a library computer.
- Q. What is "in behalf of"? I thought it meant the same as "in kind". Does this include salaries?
- A. "In-behalf" refers to a county, city or other local government that provided funding for your library. An example is: A county government providing funds for the library parking lot to be resurfaced. Salaries and benefits can be paid by other government taxing agencies "in-behalf" of the library. The key is that the funds come from a taxing agency. Definition for in-kind is revenue that is received not in cash but in actual services or times, such as free rent, photocopy paper, food, volunteer time etc.

- Q. While waiting for a new branch to be constructed, we have developed a collection of approximately 8,000 books for the new branch. Should this collection not be counted? Or, should this collection be included in the headquarters library?
- A. Include the collection as part of the headquarters library collection.
- Q. On the financial part, it asks for 'local funds used for salaries and wages'. The pop up note says not to count in-behalf expenditures. Have we not counted that in the past? I know that I have. Four of our five counties pay the salaries directly to the employees.
- A. Question 3d of the financial system is the section to include in-behalf expenditures. The grand total will automatically calculate in-behalf, state, local, and federal salaries and wages expenditures.
- Q. It reads 'local funds used'; does this mean that the check has actually been written or the cost incurred. We have the expenses incurred but might not actually transfer the money to the county for months after the expenditure. We owe the money to the county, but we don't pay them until they ask for it. So, do we count is as 'used' when it is paid to the employees or when we reimburse the county?
- A. Most libraries use the Accrual Accounting Method, which means that the funds are used when they are obligated or encumbered, not when the check is written.
- Q. Does the software allow two people to login/work on different sections of the annual report at the same time?
- A. This is instruction from the Bibliostat Documentation under login instructions. If you are in different sections, I don't think that it would be a problem. Log in again after you have both logged out to make sure your entries are correct.
Enter your assigned username and password. These are not case sensitive. Only one user at a time should log in with the username and password. More than one user CAN be logged in at the same time, but they risk over-writing one another. We recommend that only one person be logged in at any one time to avoid the risk of over-writing.
- Q. Can we "count" our van that delivers materials to a variety of places throughout the region as a bookmobile (BKM)?
- A. A bookmobile is for patrons to get on and browse a collection—in that sense it is like a branch that is "open" to the public—anyone who wants to come. A delivery van is to take (usually specific) materials to (usually specific) patrons. If you are pulling materials from a separate "bookmobile" collection, I would just add those stats to your HQ circulation, unless you really are making a bookmobile-type collection available via your van with regular stops where people can come to meet you.

- Q. I'm working on answering the VRP questions on the Annual Report. There is a question that I think could be interpreted a couple of different ways and I would like some clarification. The question that reads "**Other funds for VRP**" (**Friends, foundations, donations, etc**) it is question 8 on my list, but 20 elsewhere. Some of our counties receive a "Grassroots" grant to pay for performers. Do you want that amount included in the answer to that question?
- A. Yes.
- Q. Do you want us to include funds received from the LSTA VRP minigrant in the answer?
- A. Yes—please include any funding from all sources including grants (anything that wasn't part of the library's budget).
- Q. We received free food coupons donated from local restaurants, but there is no way to put a dollar figure on that donation. Do you want it noted in the answer to that question that we rcvd donation from local restaurants, if so how?
- A. I think you could take the value of the coupon (say \$0.80 for a small drink at a fast food place) and then multiply that by the number of coupons received. Diana Very (our annual report guru) said to note "in-kind donations"—again using the monetary value of the coupons (what the item would cost the patron if he or she went to the restaurant and purchased the item)—on #8. If you are concerned that the total is really huge because of the 10,000 drink coupons just make a note of that in the annual report narrative.
- Q. Trustee Section – Do we input all local boards as well as, Regional Boards?
- A. Only input the Regional Governing Board.
- Q. On the state annual report, questions 51-64 deal with materials permanently assigned to each facility. We have a floating collection, so "permanently" would really only apply to reference materials and some periodicals. Do you want us to just do a capture date and give you those figures for the report?
- A. Yes.
- Q. We have several locations (waiting rooms at dr. office, health dept. auto service shops, apartment complexes, etc.) where we place materials and change out these materials on a monthly basis. We only use donated books and do not catalog them in any way. These are books that would otherwise go the FOL book sale. The goal of the program is to expand access and visibility of literature throughout the community. We've established about 10-15 of these sites since June. Book deposits or not?
- A. Not considered as Book Deposits.
- Q. The instructions state that financial information should be taken directly from our reports. We keep our accounts on the modified accrual basis. The question

(System Financial Information #1 – 1b) asking for how much revenue is provided from local taxing agencies asks for CASH received from that agency. We have one county that pays for its fiscal year which extends three months into our next fiscal year. I booked that extra three months money as deferred revenue, not as revenue, but we did receive the cash. Which number do I use on the state report?

A. Deferred revenue on your books would not be reported as cash received in last fiscal year. You will report it next year.

Q. Also, a question was asked about entering System Trustees. The report asks for trustees sitting on the governing board. Since the Regional board is the “governing board” for all libraries, do we have to list the trustees for each affiliate library?

A. Regional board members should be entered in the online report—there is a paper form for all other trustees.

Q. On the Trustee section of the Annual Report, do you want all of our board members or just the system board? I think in the past we have listed all of them.

A. On the web survey, enter just the system board members. There is a paper form for the others.

Q. Having trouble with this annual report software. We put in data to update our files and it just kicks us out; does not accept updates at all. I’m wondering if it’s us or if this is more systemic.

A. Please call the technical support number (1-866-785-9935) if that continues.

Q. We aren’t certain how to account for donations. I can’t keep my fiscal years straight, but an example is \$20,000 in adopt-a-book funds. Of that, \$13,000 actually purchased materials. Does this count as local funds or are donations ignored?

A. Local donations are reported as local funds received. I assume you’re talking about cash?

Q. I know you aren’t receiving the reports, but to whom do I address questions?

A. Please address your questions and send your final report to Diana Very, dvery@georgialibraries.org, 404-235-7156.

Q. I may have missed this somewhere in the documentation that was sent, but, do we need to print out and copy the report this year, or do we send it only electronically and submit only the forms that require signatures in hard copy? Thanks.

A. We didn’t ask for a print copy (we can print it out). Just submit the additional paper forms—you can mark to the attention of Diana Very. Thanks!

