



August 15, 2011

**M E M O R A N D U M**

**TO:** Georgia Public Library System Directors  
**FROM:** Diana Very, Director of LSTA, Statistics and Research  
**RE:** Fiscal Year 2011 Annual Report

Enclosed please find the paperwork for the FY 2011 Annual Report and the FY 2012 Application for State Aid. We are again using the Bibliostat Collect web-based survey for the data. We are confident that all library systems will be able to complete the report by the **Thursday, October 20, 2011** deadline.

Please have your library system board chair sign a Signature Authority form that we can retain on file for future contracts and other documents. Should the authorized official change during the year, the form should be revised.

In order to provide early reporting of several statistics statewide, a questionnaire is attached. Please address this information quickly and return to me before September 10, 2011 by e-mail, postal service or fax.

The website for the survey is: <http://collect.btol.com>. The login and passwords have not changed. I will be sending those out in the postal mail. If you need them sooner, please give me a call. If any problems arise with the reporting process, help is available. If a question deals with how the software works with your computer, processing time or any other technical problem, please call the Bibliostat helpdesk at 1-866-785-9935. If the question deals with what a question might mean or how to ascertain an answer, please e-mail me at [dvery@georgialibraries.org](mailto:dvery@georgialibraries.org). So that we can track all questions, please use this method for all questions about the report.

If you have any unused state funds that must be returned, the check must be made payable to the Board of Regents and sent directly to their office along with a copy of the Grant Completion Report form. Note the difference on the form of **\$1.00 to \$500.00** for amounts to be transferred to other line items. That address is State Grants, Georgia Public Library Service, 1800 Century Place, Suite 150, Atlanta, Georgia 30345-4304.

Please know that we appreciate your hard work and effort on this annual process. We will make every effort to turn the 2011 data around quickly and provide it to you in a format that will be useful to you.

1800 Century Place, Suite 150  
Atlanta, GA 30345-4304  
404.235.7200 Fax 404.235.7201  
[www.georgialibraries.org](http://www.georgialibraries.org)

*A Unit of the University System of Georgia*