

Submitting Annual Reports Online - Finishing Up

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Status

For more information on the features on this page please see [Frequent Questions](#).

Edit Checks Unanswered Questions Flagged Questions Submit Survey

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Edit Checks for Review

To save your annotation comments, click the "Submit Corrections" button at the bottom of the page.

1. GENERAL LIBRARY

NOTE: For questions 1.32 through 1.37

1.35 NYS Public Librarian Certification

Population of Chartered Service Certified Director. Please check the change in a State note. (Anno

N/A

SHOW LAST YEAR'S ANSWERS

After completing all the sections of the annual report, click on "Status". From this screen, complete these steps:

- View edit checks
- View all required unanswered questions
- View flagged questions
- Submit the annual report

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Edit Checks Unanswered

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Edit Checks for Review
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1. GENERAL LIBRARY INFORMATION

NOTE: For questions 1.32 through 1.37, report all information for the current library director/manager.

1.35 NYS Public Librarian Certification Number

Population of Chartered Service Area is greater than or equal to 7,500; must have Certified Director. Please check the value for possible error or provide an explanation for the change in a State note. (Annotated State)

N/A

Federal State Local

SHOW LAST YEAR'S ANSWERS

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Clicking on the "Edit Checks" tab will allow the user to view all edit checks and enter Federal, State, and/or Local notes from the Edit Check page. Answers may be entered from this screen – there is no need to go back to the annual report. If the edit check is on an automatic total and the figure is incorrect, you will need to correct the data in the contributing questions.

Edit checks have been developed by the State Library to alert users when there is a problem with the data.

When the edit check report is generated, the question and edit condition will display.

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Unanswered Questions

[View Required Unanswered Questions](#)

11. OPERATING FUNDS RECEIPTS

[11.13](#) [CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE](#)

Save

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Clicking on the "Unanswered Questions" tab will create a list of questions that must be answered before submitting the annual report. Users should be certain that "View Required Unanswered Questions" is selected from the drop-down menu. Answers may be entered from this screen – there is no need to go back into the annual report.

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Edit Checks Unanswered Questions **Flagged Questions** Submit Survey

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Flagged Questions

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.49 through 3.57 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.48 for the 2010 calendar year.

LIBRARY SPONSORED PROGRAMS

[3.1](#) Adult Program Sessions 9,768

SHOW LAST YEAR'S ANSWERS

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Clicking on the "Flagged Questions" tab will create a list of questions that you have flagged. Answers may be entered or revised from this screen – there is no need to go back into the annual report.

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Printing

For more information on the features on this page please see [Frequent Questions](#).

Printable Survey Reports Printable Annotation Reports

2. Set Printing Preferences:

Print Entire Survey 1. GENERAL LIBRARY INFORMATION

☒ With Current Year's Data Only ☐ Without Data ☐ With Current Year and Last Year's Data

Please Note:
Generating this report may take several minutes

Show Web Report Show PDF Report

The final step before submission is to print and save a copy of the annual report. Click on the "Printing" tab, then click on the "Printable Survey Reports" tab; be certain that "Print Entire Survey" and "With Current Year's Data" are selected. The .pdf version it is the best format for saving the annual report.

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Printing

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Printable Survey Reports Printable Annotation Reports

1. Survey Notes:

☐ Federal Notes ☐ State Notes ☐ Local Notes

2. Survey Sections:

☒ All Sections ☐ Specific Section

1. GENERAL LIBRARY INFORMATION

Please Note:
Generating this report may take several minutes

Show Web Report Show PDF Report

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To create the annotation report, click on the "Printable Annotation Report" tab, and select the options desired – "Federal Notes", "State Notes" and/or "Local Notes"; and "All" or a "Specific Section".

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Edit Checks Unanswered Questions Flagged Questions **Submit Survey**

Brooklyn Public Library Submit Survey

Please review items below and then click "Submit Survey" button to the right to complete the survey process.

Submit Survey

Step 1. Verify all questions have been answered.

Step 2. Review any questions that might have been flagged.

Step 3. All of the questions must pass their edit checks before a survey can be submitted.

Step 4. Print & Save a copy of the survey and annotations.

Step 5. Click the '**Submit Survey**' button above to submit the survey.

When ready to submit, go to "Status" and click on the "Submit Survey" tab. When all steps have been completed, click on "Submit Survey". A dialog box will open asking if the user is sure he/she wants to submit. Click on "OK".

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