

FY 2027 Financial Report & Compliance Form Instructions

The online Financial Report and State Aid Compliance form will be available to fill out on August 4, 2026 and will close on Friday, October 2, 2026.

Completing these surveys and submitting your application for FY27 State Aid is now a 4-step process:

1. Complete, Verify, and Submit/Lock the Financial Report Survey
2. Complete, Verify, and Submit/Lock the Compliance Report Survey
3. AFTER Submitting/Locking the Compliance Report Survey, download/print the State Aid Application & Compliance Form, which can be found by clicking "Print" in the upper right hand corner of the screen, then "PDF" to download.
4. The **State Aid Application & Compliance form** must be printed out, signed in **pen** by the Library Director and the Trustee Chair, scanned, and then the full document sent as an attachment to uechi.ng@mass.gov. **Please also attach official budget documentation for FY27 that matches your FY27 TAMI.** The final day to email the **FY2026 Compliance form signature page and budget documentation** is **Friday, October 2, 2026**.

Please note the following:

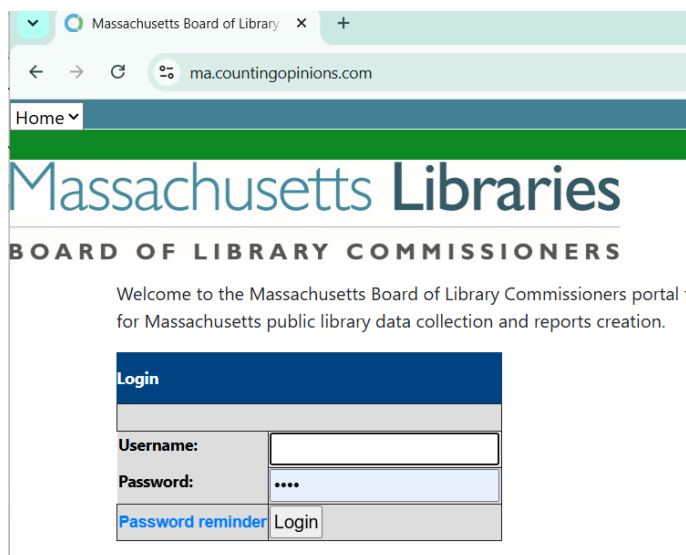
- Enter data for FY2026, even if it is the same as FY2025 data.
- Enter zero only if the number is actually zero; otherwise leave blank.
- No need to enter N/A, just leave blank.
- Write a note whenever the edit check (variation in data from last year) pop-up appears. We rely on those notes for explanation, so we do not have to give you a call. Write your note in the Annotation box to the left of the answer. Please explain why your entry is correct, not just that it is correct.
- Be sure you select VERIFY and review your edit checks and unanswered questions.
- Make sure your official budget documentation matches what you enter for your **FY27 TAMI**. Budget documentation can be a page from a town meeting warrant, a Finance Committee schedule, up-to-date MUNIS page, etc. Please **total and highlight** the Library's budget. *Sending incomplete information or the wrong year may result in a processing delay.*

Questions? Contact Jen Inglis jennifer.inglis@mass.gov
and Cate Merlin cate.merlin@mass.gov

FY 2027 Financial Report & Compliance Form Instructions

Instructions for Accessing Financial Report & Compliance Form Surveys

Login to the survey at: <https://ma.countingopinions.com/>



The screenshot shows a web browser window with the address bar displaying "ma.countingopinions.com". The page has a green header with the "Massachusetts Libraries" logo and the text "BOARD OF LIBRARY COMMISSIONERS". Below the header, a welcome message reads: "Welcome to the Massachusetts Board of Library Commissioners portal for Massachusetts public library data collection and reports creation." A "Login" button is visible. Below the login button, there are input fields for "Username:" and "Password:". A "Password reminder" link is also present. A "Login" button is located at the bottom right of the login section.

When you reach the login screen enter your username and password—This is the same information you used to login to the ARIS.

Click on “Login”.

You will be on the “Welcome” screen which will have information about deadlines and resources to assist with the survey (including this document).



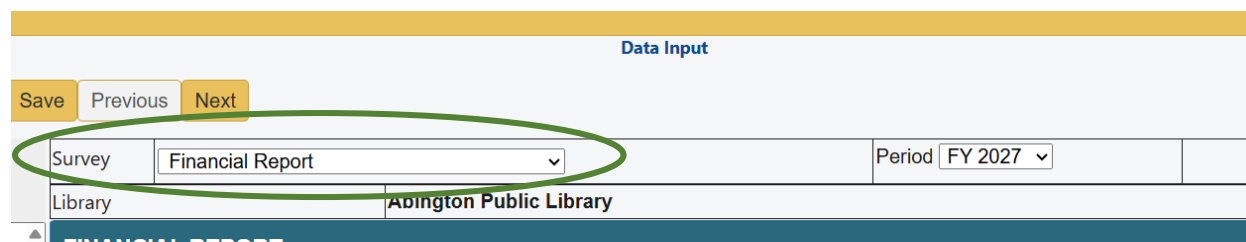
The screenshot shows the "Welcome!" screen of the portal. The header includes the "Massachusetts Libraries" logo and the text "BOARD OF LIBRARY COMMISSIONERS". The main content area features a "Welcome!" heading followed by a sub-header: "Welcome to the MBLC annual ARIS and Financial Report data capture and management portal, featuring LibPAS (developed by Counting Opinions)". Below this, there are two sections of information:

- FY2027 ARIS (FY2026 data)** - opens July 1, 2026, closes August 14, 2026.
 - FY27 ARIS Survey Excel File
 - FY27 ARIS Input Tips
 - FY27 ARIS Definitions
- FY2027 Financial Report (FY2026 data)** - opens August 3, 2026, closes October 2, 2026.
- FY2027 State Aid Compliance Form & Application** - opens August 3, 2026, closes October 2, 2026.

To open the Financial Report, click on the corresponding link. The Compliance Form Survey is a separate survey you need to fill out in the system **after** you finish the Financial Report Survey. These are two separate processes.

FY 2027 Financial Report & Compliance Form Instructions

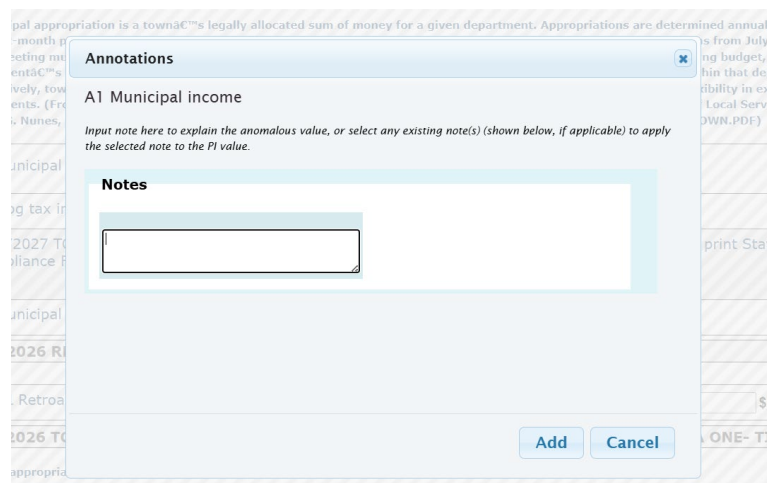
Before you begin, make sure you are entering data in the correct survey. You can change surveys in the drop-down menu. Please note that only libraries in Multiple Independent Libraries should access the “Multiple Independent Compliance Form” option.



The screenshot shows the 'Data Input' section of the form. At the top, there are three buttons: 'Save' (highlighted in orange), 'Previous', and 'Next'. Below these buttons, there is a 'Survey' dropdown menu with 'Financial Report' selected. This dropdown menu is circled in green. To the right of the 'Survey' dropdown is a 'Period' dropdown menu with 'FY 2027' selected. Below these dropdowns, there is a 'Library' field with 'Abington Public Library' entered. At the bottom of the form, there is a blue bar with the text 'FINANCIAL REPORT'.

Financial Report Survey Instructions

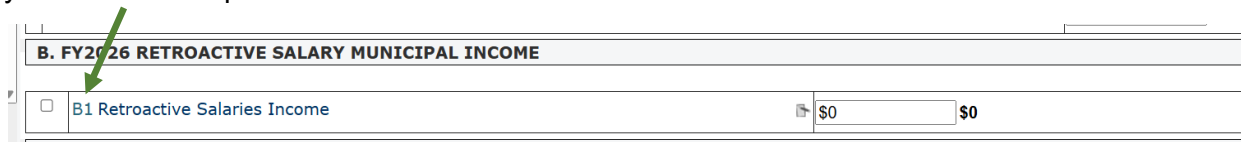
1. To access the questions, select any section of the survey from the sidebar or directly from the page of questions. The survey can have all questions showing on one page.
2. Move from field to field on the form by clicking on a section heading or by tabbing through questions.
3. The form saves as you go. You can also click save from above the navigation menu.
4. You may see a pop-up window prompting you to explain why data may be out of usual range. Edit checks ensure that entered values are within a usual range (i.e. if \$500,000,000 is entered instead of \$50,000 for book expenditures). Please tell us WHY something has changed, not just that the number is correct or that you have checked it. Put the explanation in the Annotation Note field. (This replaces the State and Federal note fields.) Annotation notes should be used whenever the data changes significantly from year to year. Using notes to explain data prevents the MBLC from having to contact your library to verify if data is correct.



The screenshot shows a pop-up window titled 'Annotations'. It contains a section for 'A1 Municipal income' with a text area for 'Notes'. The text area is empty. Below the text area are two buttons: 'Add' and 'Cancel'. The background of the pop-up window is light blue and has a close button (X) in the top right corner.

FY 2027 Financial Report & Compliance Form Instructions

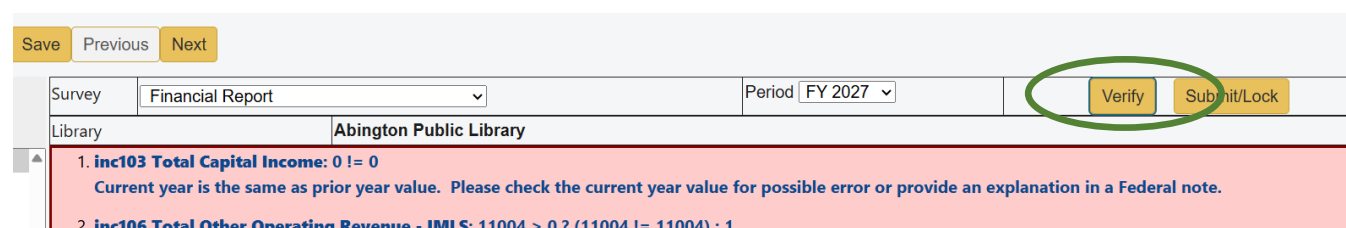
5. Local notes are notes you keep for your own records. These can be reminders of where you found information, and they carry forward from year to year. The local note field opens when you click on the question number.



The screenshot shows a form section titled "B. FY2026 RETROACTIVE SALARY MUNICIPAL INCOME". Below the title is a row with a checkbox, the text "B1 Retroactive Salaries Income", and two input fields for dollar amounts, both showing "\$0". A green arrow points to the question number "B" in the title.

6. Some data entry options are in a drop-down menu format (e.g. for yes/no questions).
7. Some yes/no questions have hidden follow-up questions that appear when necessary.
8. Information that doesn't change often, such as addresses and phone numbers, will be pre-filled. If you need to update your information and the field is locked, contact the MBLC to make changes for you.

When you have finished entering all your data, click on VERIFY which will review your survey and identify any problems. It will check for unanswered questions and unresolved edit checks. You can click on any of the errors and answer them or resolve any edit checks needed by providing an explanation in the ANNOTATION field.



The screenshot shows the bottom of the form. At the top are buttons for "Save", "Previous", and "Next". Below these are fields for "Survey" (set to "Financial Report"), "Period" (set to "FY 2027"), and "Library" (set to "Abington Public Library"). To the right of these fields are two buttons: "Verify" and "Submit/Lock". The "Verify" button is circled in green. Below the buttons is a red box containing two error messages:

1. **inc103 Total Capital Income: 0 != 0**
Current year is the same as prior year value. Please check the current year value for possible error or provide an explanation in a Federal note.
2. **inc106 Total Other Operating Revenue - IMLS: 11004 > 0 ? (11004 != 11004) : 1**

When all Edit Checks are satisfied, click on the **Submit/Lock** button to the right of the Verify button. This will lock the survey. If you need it reopened, contact Jen Inglis, Cate Merlin *and* Uechi Ng at the MBLC.

When you have Verified, then Submitted/Locked the Financial Report Survey, begin the State Aid Compliance Form Survey either by choosing it in the drop-down Survey menu, or via the link on the Welcome Page.

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Compliance Form Survey Instructions

Data entered into the Financial Report Survey will be auto-filled into the Compliance Form survey when you refresh the Compliance Form survey page.

Complete the remaining fields, and ensure that all data auto-filled from the Financial Report survey is accurate.

Verify, and add required Annotations. Please note that if you see the Edit Check below, you will need to add an Annotation that acknowledges you will need to apply for a Waiver of the FY27 MAR because your FY27 TAMI as entered in the Financial Report Survey is lower than the MAR. Please contact cate.merlin@mass.gov for more information.

6. **MU12 Enter your FY2027 Projected Total Appropriated Municipal Income (TAMI) as reported on the FY2026 Financial Report.: 750 >= 426665**
Projected Total Appropriated Municipal Income is less than the Municipal Appropriation Requirement. Please acknowledge in a state note that you are applying for a waiver.

Answer this final question, reminding you to download the State Aid Application & Compliance Form AFTER the survey is locked.

FY27 STATE AID APPLICATION & COMPLIANCE FORM	
The full State Aid Application & Compliance form must be printed, signed, and emailed no later than October 2nd, 2026 to the MBLC for a public library to be considered eligible for FY 2027 State Aid to Public Libraries [M.G.L. c. 78, s. 19A; 605 CMR 4.01 (7)].	
AFTER Submitting/Locking this Survey, the Application/Compliance form may be found by clicking "Print" in the upper right hand corner of the screen, choosing "PDF", and then downloading/printing the document.	
☐ I understand that AFTER Submitting/Locking this survey, I must Print/Download the FY27 State Aid Application & Compliance Form.	☐ Yes

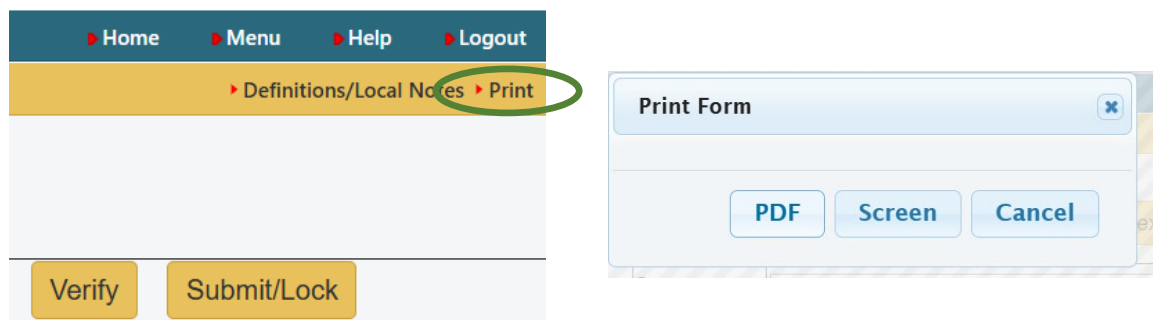
Click on the **Submit/Lock** button. This will lock the survey. If you need it reopened, contact Jen Inglis, Cate Merlin *and* Uechi Ng at the MBLC.

After submitting/locking, you may print the final State Aid Application/Compliance Form.

FY 2027 Financial Report & Compliance Form Instructions

Downloading/Printing the State Aid Application & Compliance Form

AFTER Submitting/Locking the Compliance Form survey, download the FY27 State Aid Application & Compliance Form- click "Print" in the upper right hand corner of the screen, then "PDF"- this will download the file to your computer.



*If you print the Application/Compliance form **before** submitting/locking, the document will have a "DRAFT" watermark on it, because it's not the final version. We cannot accept a form with this watermark, so please ensure that you're downloading/printing after submitting.

sections 19A and 19B (as amended by current budget language) and in 900 Civil 7A.

The undersigned assures the Massachusetts Board of Library Commissioners that the information submitted on this compliance form is "certified by the librarian and subject audit by the state auditor" [M.G.L. Ch. 78, s. 19B] and is correct and true to the best of the librarian's knowledge.

Library:	
Please complete the following:	
Person Completing Survey:	
Title:	
Email Address:	
Best Days/Times to Reach:	
☒ Library Director's Signature:	Date:
☒ Trustee Chair's Signature:	Date:

Submit by October 2, 2026
Return via email to Uechi Ng (uechi.ng@mass.gov)

The final State Aid Application & Compliance Form must be printed out, the Signature Page signed in **pen** by the Library Director and the Trustee Chair, scanned, and then sent as an attachment to uechi.ng@mass.gov.

Attach official budget documentation for FY27 that matches your FY27 TAMI. The final day to email the **FY2026 Compliance form signature page and budget documentation** is **Friday, October 2, 2026**. This process completes your FY27 State Aid application!

FY 2027 Financial Report & Compliance Form Instructions

Further Instructions for Multiple Independent Libraries

Non–Coordinating Multiple Independent Libraries – submit the online Financial Report and Compliance Form surveys for your library and print out the Multiple Independent Compliance Form. Please have the Library Director and Trustee Chair sign, then email/send a copy of it along with any other relevant documentation to the coordinating library in your library system as soon as possible, but no later than October 2, 2026. An additional copy of the multiple independent compliance form and any other relevant documentation may also be emailed by October 2, 2026 to: Uechi Ng Uechi.Ng@mass.gov

Coordinating Multiple Independent Libraries – print out the multiple independent compliance form and submit the online form for your library. Please have the Library Director and Trustee Chair sign, then email it to Uechi Ng Uechi.Ng@mass.gov along with:

- The completed and signed multiple independent compliance form for each library in your multiple library system
- The completed and signed Compiled Compliance form that was emailed to you separately earlier this summer
- The budget documentation for your town/libraries as well as any other relevant documentation (flexibility form, etc.). The due date for these items can be found on your Compiled Compliance form.