

# Cortland Free Library

## Annual Report For Public And Association Libraries - 2012

### Federal Notes State Notes Local Notes

### 1. GENERAL LIBRARY INFORMATION

- |      |   |                      |   |
|------|---|----------------------|---|
| 1.24 | Population Chartered to Serve (per 2010 Census)   | <b>Federal Note:</b> | 2010 census was greatly reduced from 2000 census.   |
| 1.45 | For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection. | <b>State Note:</b>   | The main entrance to the library was closed for four months, leaving the side door as the sole entrance to the library. A massive weeding of the E picture book, juvenile fiction and nonfiction, and Young Adult fiction and nonfiction collections was done in preparation of renovating the space that houses those collections. |

### 2. LIBRARY COLLECTION

- |      |   |                      |   |
|------|---|----------------------|---|
| 2.8  | Total Uncataloged Books                                       | <b>Local Note:</b>   | see Amy's list  |
| 2.10 | All Other Print Materials                                     | <b>Local Note:</b>   | see Amy's list  |
| 2.13 | Electronic Books  | <b>Local Note:</b>   | Nook Books  |
|      |   | <b>Federal Note:</b> | we purchased eBooks from OverDrive, plus downloaded free eBooks for our Nooks.    |
| 2.16 | <b>Total Databases (Total questions 2.14 and 2.15)</b>        | <b>Federal Note:</b> | previous year report requested number of "other" which increased the total number |
| 2.19 | Audio - Physical Units  | <b>Local Note:</b>   | per FLLS report   |
| 2.21 | Video - Physical Units  | <b>Local Note:</b>   | per FLLS list   |
| 2.23 | All Other Materials (includes microform, films, slides, etc.) | <b>Local Note:</b>   | 652 microfilm + 20 multimedia + 10 Playaways + 2 eReaders                         |
| 2.27 | Cataloged Books   | <b>Local Note:</b>   | per Aimee   |
| 2.28 | All Other Print Materials                                     | <b>Local Note:</b>   | per Aimee   |
| 2.29 | Electronic Materials  | <b>Local Note:</b>   | eBooks CORT purchased from OverDrive  |
| 2.30 | All Other Materials   | <b>Local Note:</b>   | 645DVDs + 112 Playaways + audiobooks + music CDs                                  |

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- |      |   |                      |  |
|------|---|----------------------|--|
| 3.1  | Adult Program Sessions  | <b>Local Note:</b>   | see list in Director's annual report to Board  |
| 3.4  | All Other Program Sessions  | <b>Local Note:</b>   | PCC: 112 workshops + 246 one-on-one  |
|      |   | <b>Federal Note:</b> | BTOP funds provided staff for computer training. We held workshops, one-on-one training and off-site training.         |
| 3.5  | <b>Total Number of Program Sessions (Total questions 3.1 through 3.4)</b> | <b>Federal Note:</b> | BTOP funds provided funds for additional staff and outside trainers for digital literacy, thus we help many workshops. |
| 3.8  | Children's Program Attendance   | <b>Local Note:</b>   | held SRP events off-site   |
| 3.9  | All Other Program Attendance  | <b>Local Note:</b>   | PCC users  |
| 3.10 | <b>Total Program Attendance (Total questions 3.6 through 3.9)</b>         | <b>Federal Note:</b> | BTOP funds provided funds for digital literacy workshops as well as one-on-one training. Many people attended.         |

3.13	Children registered for the library's summer reading program	<b>Local Note:</b>	children needed to read a book before joining SRP; in previous years children signed up an may never read a book
3.19	Children's program attendance - Summer 2012	<b>Local Note:</b>	events were held off site in collaboration with City Youth Bureau and in city parks in collaboration with Catholic Charities
3.23	Non-public school(s)	<b>Local Note:</b>	Christian Academy + St. Mary's
3.24	Childcare center(s)	<b>Local Note:</b>	YNCA Head Start program
3.25	Summer camp(s)	<b>Local Note:</b>	YWCA and Child Development Center's "Summer Sensation Camp"
3.26	Municipality/Municipalities	<b>Local Note:</b>	Cortland Youth Bureau
d.	Other (see instructions and describe using State Note)	<b>State Note:</b>	Tutors from the Cortland City School District met with students at the library. The attendance total is 37.  Our main entrance was closed for 4 months.
3.51	Library visits (total annual attendance)	<b>Local Note:</b>	Some patrons thought the entire library was closed!
3.52	Registered resident borrowers	<b>Local Note:</b>	per FLLS after purging
3.53	Registered non-resident borrowers	<b>Local Note:</b>	purged patrons who had not used their card in previous 3 years.

#### 4. LIBRARY TRANSACTIONS

4.1	Adult Fiction Books	<b>Local Note:</b>	per FLLS report
4.8	Circulation of Adult Other Materials	<b>Local Note:</b>	Audio 5601 + video 17,479 + multimedia 9 + preiodical 4256 + FLLS list 407
4.9	Circulation of Children's Other Materials	<b>Local Note:</b>	aduio 404 + video 2450 + multimedia 37 + FLLS report 95
4.13	Total Reference Transactions	<b>Local Note:</b>	14/day both adult + youth
4.14	TOTAL MATERIALS RECEIVED	<b>Local Note:</b>	per FLLS sheet. includes 169 out of system

#### 5. AUTOMATION AND TELECOMMUNICATIONS

5.6	Number of uses (sessions) of public Internet computers per year	<b>Local Note:</b>	LibData+teens+pcc+tutors BTOP funds provided Public Computer Center. We held computer workshops several times a week plus assisted users one-on-one.
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#### 6. STAFF INFORMATION

No Notes

#### 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

#### 8. PUBLIC SERVICE INFORMATION

No Notes

#### 9. SERVICE OUTLET INFORMATION

Repeating Group 1

24.	Total number of Internet terminals at this outlet used by the general public	<b>Local Note:</b>	6 adult + 4 youth + 2 teen + 15 PCC + 10 Gates
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#### 10. OFFICERS AND TRUSTEES

we have 10 board members and all are eligible to

10.3 Number of current voting positions on library board. **Local Note:** vote

## 11. OPERATING FUNDS RECEIPTS

Repeating Group 1

4. Subject to public vote held in reporting year or in a previous reporting year(s).

**State Note:** we had a vote in 2008

### 11.2 TOTAL LOCAL PUBLIC FUNDS

**Federal Note:** No vote was held for an increase in funding through the school district.

11.5 Additional State Aid received from the System

**Local Note:** Sen Seward's special leg

11.11 Other Federal Aid

**Federal Note:** BTOP grant (2010-2012)for Public Computer Center

11.16 Income from Investments

**Local Note:** 40,502MS + 23977 bank accts

11.18 Other

**Local Note:** 1736 book sale + 891 refund Utical Natl + 10 refund Staples

## 12. OPERATING FUND DISBURSEMENTS

12.8 Other Materials Expenditures

**Local Note:** 2783.20 audio + 1209.38 DVD + L&P +1165.51 current papers 1600.55 older papers

12.10 From Local Public Funds (71PF)

**Local Note:** purchased 3 computers

12.11 From Other Funds (71OF)

**Local Note:** BTOP funds

12.16 Other Disbursements for Operation & Maintenance of Buildings

**Local Note:** see list

12.23 Other Miscellaneous - If any expense exceeds \$10,000 or 5% of a library's budget, whichever is higher, indicate in a State Note how the funds were spent.

**Local Note:** see list

**State Note:** BTOP funds spent \$103,077

### 12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE

**Local Note:** Polaris connection

12.34 From Other Funds (76OF)

**Local Note:** did not need to transfer any funds this year. In 2011 we transferred funds from operating for capital project.

## 13. CAPITAL FUND RECEIPTS

13.2 All Other Revenues from Local Sources

**Local Note:** donations

13.4 State Aid Received for Construction

**State Note:** 39,255 end of elevator grant 177,812 grant 0386-12-2544

13.8 Transfer from Operating Fund (Same as Question 12.35)

**Local Note:** did not transfer any funds

13.10 NON-REVENUE RECEIPTS

**Local Note:** did not transfer any funds

## 14. CAPITAL FUND DISBURSEMENTS

No Notes

## 15. FEDERAL TOTALS

15.14 Other Capital Revenue and Receipts

**State Note:** did not transfer any funds in 2012 from operating funds.

**Federal Note:** we did not transfer money in 2012 for the capital project as we did in 2011.

## 16. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes