

# Cortland Free Library

## Annual Report For Public And Association Libraries - 2013

Federal Notes  
State Notes  
Local Notes

### 1. GENERAL LIBRARY INFORMATION

Repeating Group 1

4. Dollar amount

**Local Note:** June 2013 a referendum passed providing a 2% increase, \$7000 more per year.

1.46 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.

**Local Note:** Youth Services was closed for several months for renovations and the front door was closed for several months, so wouldn't the answer be yes? JKC Amy Zuch said that was a minor incident and does not impact the library stats that much. JCS

### 2. LIBRARY COLLECTION

2.9 Total Print Serials

**Local Note:** Estimate - presumed theft of journal issues, both bound and loose, were found at time of reporting. The library will be addressing this in 2014 with a complete inventory.

2.10 All Other Print Materials

**Local Note:** As per Aimee - "Pamphlets in periodical room." JKC

2.13 Electronic Books

**Federal Note:** This figure now includes the system wide Overdrive collections of downloadable e-books through the Finger Lakes Library System.

2.17 Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)

**Local Note:** 6 magazine titles on the iPad - JKC

2.20 Audio - Downloadable Units

**Federal Note:** This figure now includes the system wide Overdrive collections of downloadable audio books through the Finger Lakes Library System.

2.23 All Other Materials (includes microform, films, slides, etc.)

**Local Note:** 658 MFM, 45 Games and multi media. Reported by Aimee.

2.26 Current Print Serial Subscriptions

**Local Note:** 154 adult subscriptions and 12 youth subscriptions for a total of 166.

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

3.4 All Other Program Sessions

**Local Note:** I removed Non-Library Sponsored events and put them in Part 9, Question 18. JKC

e. Other (describe using the State note)

**State Note:** Municipality - Youth Bureau.

3.39 Did the library offer adult literacy programs?

**Local Note:** In past years BOCES held ESOL classes at the library but were not library taught or sponsored. The library was simply a meeting space. We moved these items to part 9 #18  
Average based on actual counts. 1/1/13 to 8/1/13

3.56 Library visits (total annual attendance)

**Local Note:** visits were 62,492. 11/9 to 12/31/13 visits were 13,952. Average visits per weeks was 2012. No visitor counts were taken 8/1 to 11/8.

#### 4. LIBRARY TRANSACTIONS

4.14 Total Reference Transactions

**Local Note:** This total is incorrect. Mary O'Hara tallied the questions asked, 871. 2014 change will be to note directional questions separate from Reference and make sure staff understand the difference. Conversation with some staff have made me believe that is not the case. Jacie

4.15 Does the library offer virtual reference?

**Local Note:** phone, e-mail, Facebook messaging,

#### 5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

#### 6. STAFF INFORMATION

6.4 Librarian (certified)

**Local Note:** Betsy Davison and Amy Discenza and Jacalyn Spoon Betsy 1809 Amy Discenza 1096 Jacalyn Spoon hrs .7115

6.10 Other Staff

**Local Note:** Number of hours worked by all staff is 9469.35/37.5=272.516/52= 4.856: 999.5 42.75 1781.25 870 1619 423.85 21 576 29.75 470.25 453.75 407.5 666.75 942.5 141 24.5 Betsy 1809 Amy Discenza 1096 Jacalyn Spoon hrs .7115

6.15 Salary - Entry Level Librarian (certified)

**Local Note:** \$38,498 Betsy's SS wages from W2 box 3

6.17 Salary - Library Director (certified)

**Local Note:** Kay's earning from W2 box 3

#### 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

#### 8. PUBLIC SERVICE INFORMATION

8.6 Minimum Weekly Total Hours - Main Library

**Local Note:** 49 hours a week in summer July 5 to Sept 2 = 8 weeks 57 hours a week in Winter 52-8 = 44 weeks 392+2508 hrs = 2900 hrs / 52 wks = 55.76 hrs ave

#### 9. SERVICE OUTLET INFORMATION

Repeating Group 1

18. Total number of non-library sponsored programs, meetings and/or events at this outlet

**Local Note:** Formerly in 3.4, all other program sessions. JKC

Repeating Group 1

25. Total number of Internet terminals at this outlet used by the general public

**Local Note:** 3 ipads, 4 macs, 2 in carrels, 6 adult, 4 youth, 2 teen, 15 pcc, 10 gates. Did not count OPAC.

Repeating Group 1

30. WiFi Access (click the hyperlink for types of WiFi Access)

**Local Note:** "Available only when the library is open" is applicable also. JKC

#### 10. OFFICERS AND TRUSTEES

Repeating Group 7

10. Term Begins - Year (year)

**Local Note:** Welcome letter found in Kays docs

Repeating Group 8

10. Term Begins - Year (year)

**Local Note:** Welcome letter found in Kays docs

Repeating Group 9

10. Term Begins - Year (year)

**Local Note:** Verified with welcome letter from Kays docs

**11. OPERATING FUNDS RECEIPTS**

Repeating Group 1

3. Amount

**Local Note:** 550073 restricted for Phase II Capital Expenses. File not found Restriction by board

11.5 Additional State Aid received from the System

**Local Note:** bullet aid senator seward

11.7 Other Cash Grants

**Local Note:** 187.50 Summer Reading Program  
3145.5 summer reading (remove 182 from 11.7)  
2119 memorial 300 restricted 3379 temp

11.14 Gifts and Endowments

**Local Note:** restricted 970.59 unrestricted (remove \$2000 from Bullet Aid 11.5) From Quickbooks  
"Reported by Kay \$700 Friends of the library 14010 - Gifts and endowments"

11.16 Income from Investments

**Local Note:** MS 69107 Dividend Income (Includes 28663.6 Interest / Investment Accounts 599.10 Interest Income bank accounts) + 1404.3 dividend

11.17 Library Charges

**Local Note:** 8238.14 "Cash Drawer" = fines and fees not distributed correctly. 2147.58 Computer Printing  
720.50 Copier 934.04 Fines 299.33 Lost Items  
1166.53 Microfilm 10.00 Out of System Fee  
70.00 Research

11.18 Other

**Local Note:** \$4,367 NYSMEC heat/electric refund 1620.6 in book sales 449.06 refunds 240 Sale of fixed assets Total 6676.66

11.21 BUDGET LOANS

**Local Note:** CFCU Line Of Credit borrowed 6/21/13

**12. OPERATING FUND DISBURSEMENTS**

12.1 Certified Librarians

**Local Note:** kay 50000.08 jacie 4326.93 Amy D 25887.44 Betsy 38497.53

12.2 Other Staff

**Local Note:** PCC wages 11042.21 868.92 taxes

12.4 Employee Benefits Expenditures

**Local Note:** Employee Insurance & comp 11608.41 Retirement 34389.18 (includes employee contributions not yet removed per Lorri Moore) 3731.16 unemployment compensation 1298.44 Continuing Education

12.6 Print Materials Expenditures

**Local Note:** 40112.23 books 8323.72 periodicals 222.13 Lost ILL's total = 48658.08 Kay's 2013 Directors report to Board used \$52,691 not from Quickbooks.

12.7 Electronic Materials Expenditures

**Local Note:** ebooks only What about Apps?  
3491.90 audio 1807.49 DVD 808.97 MFM 22.74

12.8 Other Materials Expenditures

**Local Note:** multi media Total 6131.1 On Kay's Annual Report to the board she also had 1937.48 for videos not found in Quickbooks

12.10 From Local Public Funds (71PF)

**Local Note:** 197.27 Technology Hardware 2401.40 Furniture and Fixtures - Expense This is from school tax / public funds Total 2598.67

12.11 From Other Funds (71OF)

**Local Note:** PCC grant BTOP funds used 2373.92 supplies 353.53 technology 5369.80 "Technology" from Trustee expenditures (Computers are not Capital expenditures but are equipment Total

12.13	From Local Public Funds (72PF)	<b>Local Note:</b>	\$160 I don't know what local funds were used nor for what this was Kay's record. 1504.58 "Repairs"
12.14	From Other Funds (72OF)	<b>Local Note:</b>	2401.40 Furniture and Fixtures Total electric 6074.84 heat 6923.77 water & sewer 464.82 Elevator Maintenance 1911.48 Insurance 10557.26 Supplies 2520.57 Maintenance 8373.98
12.16	Other Disbursements for Operation & Maintenance of Buildings	<b>Local Note:</b>	Fire Extinguisher Inspection 111.50 Fire inspection 100.00 Security System 751.71 2469.48 Office & Lib supplies 846.14 Summer reading expenditures w/o performers 27 Adult Summer reading 1454.56 Miscellaneous Total 4797.18
12.18	Office and Library Supplies	<b>Local Note:</b>	2469.48 Office & Lib supplies 846.14 Summer reading expenditures w/o performers 27 Adult Summer reading 1454.56 Miscellaneous Total 4797.18
12.19	Telecommunications	<b>Local Note:</b>	phone 2599.66
12.20	Binding Expenses	<b>Local Note:</b>	No professional/outsourced binding expenses in 2013 All in house
12.21	Postage and Freight	<b>Local Note:</b>	279.4 Books Shipping and Handling 817.61 Admin Expenses Postage
12.22	Professional & Consultant Fees	<b>Local Note:</b>	Audit 10650 Payroll 1121.96 Bookkeeping 6600 Performers: 600 GiGi 150 Cpt Jack 500 Merry-Go-Round Playhouse 800 Spoon Man 150 Reptile Show 100 Marco Total 20671.96
12.23	Other Miscellaneous	<b>Local Note:</b>	Copier Lease 2325.41 MFM machine contract 1509 Miscellaneous Administrative Expenses 39.50 149.00 25 Advertising 138.25 Software 1089.55 Mileage and Parking 633.53 Total 5909.08

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

12.25		<b>Local Note:</b>	8046.50 Polaris
12.34	From Other Funds (76OF)	<b>Local Note:</b>	\$292,936 Transfer from CFCU Line of Credit to Capital Projects 139237.53 Cash Oper CFCU Checking 73371.55 Cash Oper CFCU Share 11732.55 Cash Oper NBT Check 4058 0 Cash Oper NBT Sav 2681 34660.05 Temp Restricted NBT Ck 0292 20571.41 Temp Restricted NBT SA 9735
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2013	<b>Local Note:</b>	

**13. CAPITAL FUND RECEIPTS**

13.2	All Other Revenues from Local Sources	<b>Local Note:</b>	Capital Campaign Donations
13.4	State Aid Received for Construction	<b>Local Note:</b>	\$ 15638 - 0016 19753.51 - 2544 109233 - 4330
13.8	Transfer from Operating Fund (Same as Question 12.35)	<b>Local Note:</b>	\$292,936 Line of credit
13.10	NON-REVENUE RECEIPTS	<b>Local Note:</b>	Donations of Labor or materials

**14. CAPITAL FUND DISBURSEMENTS**

14.1	Construction	<b>Local Note:</b>	161572.71- 0016 167006.71 (subtract LOC interest payments \$5434 put them on 14.4) 298933.41 - 2544 Youth 19791.50 - 4330 basement portico (487535 Capital Project Expenditures)
14.2	Incidental Construction	<b>Local Note:</b>	See file 2013 Report Notes \$47,706.42 Architect Fees alone
14.4	Interest	<b>Local Note:</b>	From Line of Credit Charded to Ext Project

14.11 **BALANCE IN CAPITAL FUND** - Ending  
Balance for the Fiscal Year Ending 2013

**Local Note:** \$130,831 was

**15. FEDERAL TOTALS**

No Notes

**16. FOR NEW YORK STATE LIBRARY USE ONLY**

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes