Cortland Free Library
Annual Report For Public And Association Libraries - 2014

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2014, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	2400111610
1.2	Library Name	CORTLAND FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Cortland
1.6	Beginning Fiscal Reporting Year	01/01/2014
1.7	Ending Fiscal Reporting Year	12/31/2014
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2014
1.12	Ending <u>Local</u> Fiscal Year	12/31/2014
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	32 CHURCH STREET
1.15	City	CORTLAND
1.16	Zip Code	13045
1.17	Mailing Address	32 CHURCH STREET
1.18	City	CORTLAND
1.19	Zip Code	13045
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 753-1042
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 758-7329
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	cortlandlib-dir@twcny.rr.com
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://cortlandfreelibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	19,204
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	07/20/1925

1.30	Date the library was last registered	05/26/1927
1.31	Federal Employer Identification Number	150569362
1.32	County	CORTLAND
1.33	School District	Cortland
1.34	Town/City	Cortland
1.35	Library System	Finger Lakes Library System

NOTE: For questions 1.36 through 1.41, report all information for the current library director/manager.

1.36	Title of Library Director/ Manager (select one):	Ms.
1.37	First Name of Library Director/Manager	Jacalyn
1.38	Last Name of Library Director/Manager	Spoon
1.39	NYS Public Librarian Certification Number	21012
1.40	E-mail Address of the Director/Manager	cortlandlib-dir@twcny.rr.com
1.41	Fax Number of the Director/Manager	(607) 758-7329
1.42	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.43	Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.	Y
1.	Name of municipality or district holding the vote	Cortland Enlarged City School District
2.	Indicate the type of municipality or district holding the vote	School District
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	Y
4.	Dollar amount	$360,150
5.	Was the vote successful?	Y
6.	Date the vote was held (mm/dd/yyyy)	06/03/2008
1.44	For the fiscal year that ended in 2014, indicate the *total percentage of the library's local public funding* that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote	100.00
1.45	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.46.	N
1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A
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.	N

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	19,623
2.2	Adult Non-fiction Books	29,071
2.3	Total Adult Books (Total questions 2.1 & 2.2)	48,694
2.4	Children's Fiction Books	9,467
2.5	Children's Non-fiction Books	5,796
2.6	Total Children's Books (Total questions 2.4 & 2.5)	15,263
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	63,957

Other Print Materials

2.8	Total Uncataloged Books	187
2.9	Total Print Serials	437
2.10	All Other Print Materials	425
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,049
2.12	Total Print Materials (Total questions 2.7 and 2.11)	65,006

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	5,449
2.14	Local Databases	11
2.15	NOVELɴʏ Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	22
2.17	Audio - Downloadable Units	2,520
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	6
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	7,997

Non-Electronic Materials

2.21	Audio - Physical Units	1,478
2.22	Video - Physical Units	2,554
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	44
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	4,076
2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	77,079

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	166

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	3,020
2.28	All Other Print Materials	0
2.29	Electronic Materials	42
2.30	All Other Materials	605
2.31	Total Additions (Total questions 2.27 through 2.30)	3,667

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.21 as of the end of the _fiscal_ year reported in Part 1; report information on questions 3.22 through 3.67 for the 2014 _calendar_ year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	126,846
3.2	Registered resident borrowers	9,118
3.3	Registered non-resident borrowers	1,983

Please report information on WRITTEN POLICIES as of 12/31/14.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	N
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y

Please report information on ACCESSIBILITY as of 12/31/14.

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.12	Adult Program Sessions	132
3.13	Young Adult Program Sessions	29
3.14	Children's Program Sessions	219
3.15	All Other Program Sessions	0
3.16	Total Number of Program Sessions (Total questions 3.12 through 3.15)	380
3.17	Adult Program Attendance	887
3.18	Young Adult Program Attendance	246
3.19	Children's Program Attendance	6,943
3.20	All Other Program Attendance	0
3.21	Total Program Attendance (Total questions 3.17 through 3.20)	8,076

Please report information on SUMMER READING PROGRAMS for the 2014 calendar year.

SUMMER READING PROGRAM

3.22- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2014 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.23	Library outlets offering a summer reading program	1
3.24	Children registered for the library's summer reading program	276
3.25	Young adults registered for the library's summer reading program	19
3.26	Adults registered for the library's summer reading program	0
3.27	Total number registered for the library's summer reading program (total 3.24 + 3.25 + 3.26)	295
3.28	Children's program sessions - Summer 2014	35
3.29	Young adult program sessions - Summer 2014	6
3.30	Adult program sessions - Summer 2014	10
3.31	Total program sessions - Summer 2014 (total 3.28 + 3.29 + 3.30)	51
3.32	Children's program attendance - Summer 2014	1,739
3.33	Young adult program attendance - Summer 2014	33
3.34	Adult program attendance - Summer 2014	212
3.35	Total program attendance - Summer 2014 (total 3.32 + 3.33 + 3.34)	1,984

COLLABORATORS

3.36	Public school district(s) and/or BOCES	1
3.37	Non-public school(s)	0
3.38	Childcare center(s)	1
3.39	Summer camp(s)	1
3.40	Municipality/Municipalities	1
3.41	Literacy provider(s)	0
3.42	Other (describe using the State note)	1
3.43	Total Collaborators (total 3.36 through 3.42)	5

Please report information on EARLY LITERACY PROGRAMS for the 2014 calendar year.

EARLY LITERACY PROGRAMS

3.44	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y

3.45 Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No

3.46 Number of sessions

a.	Focus on birth - school entry	168
b.	Focus on parents & caregivers	0
c.	Combined audience	28
d.	N/A	0
3.47	Total Sessions	196

3.48 Attendance at sessions

a.	Focus on birth - school entry	4,206
b.	Focus on parents & caregivers	0
c.	Combined audience	532
d.	N/A	0
3.49	Total Attendance	4,738

3.50 Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	Yes
f.	N/A	No

Please report information on ADULT LITERACY for the 2014 calendar year.

ADULT LITERACY

3.51	Did the library offer adult literacy programs?	Yes
3.52	Total program sessions	16
3.53	Total program attendance	36

3.54 Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using State Note)	No
e.	N/A	Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2014 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.55	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.56	Children's program sessions	0
3.57	Young adult program sessions	0
3.58	Adult program sessions	0
3.59	Total program sessions (total 3.56 + 3.57 + 3.58)	0
3.60	Children's program attendance	0
3.61	Young adult program attendance	0
3.62	Adult program attendance	0
3.63	Total program attendance (total 3.60 + 3.61 + 3.62)	0

3.64 Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No

| d. | Other (describe using the State note) | No |
| e. | N/A | Yes |

Please report information on DIGITAL LITERACY for the 2014 calendar year.

DIGITAL LITERACY

3.65	Did the library offer digital literacy programs?	Y
3.66	Total program sessions	149
3.67	Total program attendance	294

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	29,396
4.2	Adult Non-fiction Books	13,099
4.3	Total Adult Books (Total questions 4.1 & 4.2)	42,495
4.4	Children's Fiction Books	27,996
4.5	Children's Non-fiction Books	9,942
4.6	Total Children's Books (Total questions 4.4 & 4.5)	37,938
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	80,433

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	23,332
4.9	Circulation of Children's Other Materials	3,864
4.10	Circulation of Electronic Materials	5,365
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	32,561
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	112,994
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	41,802

REFERENCE TRANSACTIONS

| 4.14 | Total Reference Transactions | 1,772 |
| 4.15 | Does the library offer virtual reference? | Y |

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.16 | TOTAL MATERIALS RECEIVED | 13,986 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.17 | TOTAL MATERIALS PROVIDED | 10,668 |

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2014.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	27,269
5.5	Does the library use Internet filtering software on any computer?	N

5.6	Number of uses (sessions) of public Internet computers per year	14,894
5.7	Name of the person responsible for the library's Information Technology (IT) services	Jacalyn Spoon
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 753-1042
5.9	IT contact's email address	cortlandlib-dir@twcny.rr.com

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not . This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	2
6.5	Vacant Librarian (certified)	1
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	8.54
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	11.54
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	$40,034
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$45,000
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2014. Please click here to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y

7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	49
8.7	Minimum Weekly Total Hours - Branch Libraries	N/A
8.8	Minimum Weekly Total Hours - Bookmobiles	N/A
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	49.00
8.10	Annual Total Hours - Main Library	2,930
8.11	Annual Total Hours - Branch Libraries	N/A
8.12	Annual Total Hours - Bookmobiles	N/A

8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,930.00

9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

1.	Outlet Name	Cortland Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	32 Church Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Cortland
6.	Zip Code	13045
7.	Phone (enter 10 digits only)	(607) 753-1042
8.	Fax Number (enter 10 digits only)	(607) 758-7329
9.	E-mail Address	cortlandlib-dir@twcny.rr.com
10.	Outlet URL	http://cortlandfreelibrary.org
11.	County	Cortland
12.	School District	Cortland City
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,930
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	69
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1927
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2011
25.	Square footage of the outlet	30,200
26.	Total number of Internet terminals at this outlet used by the general public	43
27.	Type of connection on the outlet's public Internet computers	Cable
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	6 Greater than or equal to 6 mbps and less than 10 mbps
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	3 Greater than or equal to 768 kbps and less than 1.5 mbps
30.	Internet Provider	Time Warner Cable
31.	WiFi Access	Password required
32.	Number of wireless sessions provided by the library wireless service per year	7,625
33.	Does the outlet have interactive videoconferencing capability for public use?	N

34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N
36.	*LIBID*	2400111610
37.	*FSCSID*	NY0143
38.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
39.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2014. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2014 to December 31, 2014)	10
10.2	Number of voting library board positions stated in the library's charter.	5-15
10.3	Number of current <u>voting</u> positions on library board.	15
10.4	Trustee term length	5 years

BOARD MEMBER SELECTION

10.5	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership

List Officers and Board Members as of March 1, 2015. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mrs.
10.7	First Name	Diane
10.8	Last Name	Ames
10.9	Mailing Address	45 W. Court Street
10.10	City	Cortland
10.11	Zip Code (5 digits only)	13045
10.12	Phone (enter 10 digits only)	(607) 756-2058
10.13	E-mail Address	diane@ameslinen.com
10.14	Term Begins - Month	January
10.15	Term Begins - Year (yyyy)	2013
10.16	Term Expires - Month	January
10.17	Term Expires - Year (yyyy)	2018
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.20	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Aaron
3.	Last Name of Board Member	Hart
4.	Mailing Address	4429 Kinney Gulf Rd.
5.	City	Cortland
6.	Zip Code (5 digits only)	13045

7.	E-mail address	mimi.griswold@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2016
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	Y
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Vivian
3.	Last Name of Board Member	Bosch
4.	Mailing Address	4280 Partridge Hill Rd.
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	vabosch@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2016
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	Y

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Cortland Enlarged City School District
3.	Amount	$360,150
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$360,150

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$8,950
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$3,000
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$0

11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$11,950

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$0

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$11,347
11.15	Fund Raising	$0
11.16	Income from Investments	$75,347
11.17	Library Charges	$14,240
11.18	Other	$2,050
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$102,984
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$475,084
11.21	**BUDGET LOANS**	$0

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 12.39 of previous year if fiscal year has not changed)	$50,693
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$525,777

12. OPERATING FUND DISBURSEMENTS
STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

Please click here to read general instructions before completing this section.

12.1	Certified Librarians	$91,286
12.2	Other Staff	$128,400
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$219,686
12.4	**Employee Benefits Expenditures**	$71,765
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$291,451

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$53,511
12.7	Electronic Materials Expenditures	$195

| 12.8 | Other Materials Expenditures | $7,137 |

12.8	Other Materials Expenditures	$7,137
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$60,843

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$3,332
12.11	From Other Funds (71OF)	$6,443
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$9,775

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$563
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$563
12.16	Other Disbursements for Operation & Maintenance of Buildings	$38,094
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$38,657

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$5,645
12.19	Telecommunications	$3,087
12.20	Binding Expenses	$25
12.21	Postage and Freight	$590
12.22	Professional & Consultant Fees	$14,900
12.23	Equipment	$4,192
12.24	Other Miscellaneous	$884
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$29,323
12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$8,890

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	$64,127
12.28	From Other Funds (73OF)	$0
12.29	**Total** (Add Questions 12.27 and 12.28)	$64,127
12.30	Budget Loans (Principal and Interest)	$0
12.31	Short-Term Loans	$0
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$64,127
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$503,066

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$0
12.35	From Other Funds (76OF)	$0
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	$0
12.37	**Transfer to Other Funds**	$0
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$0

12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$503,066
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2014	$22,711
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$525,777

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	2/18/2015

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	10/27/2014
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	12/31/2012-12/31/2013
12.45	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.46	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0
13.2	All Other Revenues from Local Sources	$25,000
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$25,000

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$25,000
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$25,000
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$190,085
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$215,085

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

Please click here to read general instructions before completing this section.

14.1	Construction	$35,220
14.2	Incidental Construction	$10,968
Other Disbursements		
14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$46,188
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$46,188
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2014	$168,897
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$215,085

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	3.75
16.2	Total Librarians	3.75
16.3	All Other Paid Staff	8.01
16.4	Total Paid Employees	11.76
16.5	State Government Revenue	$11,950
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$102,984
16.8	Total Operating Revenue	$475,084
16.9	Other Operating Expenditures	$76,870
16.10	Total Operating Expenditures	$429,164
16.11	Total Capital Expenditures	$55,963
16.12	Print Materials	64,581
16.13	Total Registered Borrowers	11,101
16.14	Other Capital Revenue and Receipts	$25,000
16.15	Total Number of Internet Terminals Used by the General Public	43

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2400111610

17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	NP
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	OTH
17.7	*FSCS ID*	NY0143

SUGGESTED IMPROVEMENTS

Library Name: CORTLAND FREE LIBRARY

Library System: Finger Lakes Library System

Name of Person Completing Form: Jacalyn Spoon

Phone Number: (607) 753-1042

Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

An earlier release of questions and start date would allow easier handling of this giant form at libraries