

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

Federal Notes State Notes Local Notes

1. GENERAL LIBRARY INFORMATION

- 1.24 Population Chartered to Serve (per 2010 Census) **State Note:** The Cortland Free Library is chartered to serve the City of Cortland population 19,059, Truxton population 1,133 and Virgil population 2401. Total population served is 22593
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): **Federal Note:** The Cortland Free Library is chartered to serve the City of Cortland population 19,059, Truxton population 1,133 and Virgil population 2401. Total population served is 22593
- 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* **Federal Note:** Not editable

2. LIBRARY COLLECTION

- 2.10 All Other Print Materials **Federal Note:** Newcomen Pamphlets, Potential to be discarded 2015.
CORT has: 6 teen nooks with 32 books 6 Teen nooks with 29 book 4 Adult Nooks with 209 books, 1 magazine, and 35 apps. 2 Adult Kindles with 34 books 3 ipads with 6 magazines "E-books packaged together as a unit (e.g. , multiple titles on a single e-book reader) and checked out as a unit are counted as one unit." Question 2.13. How many electronic books do we have? Answer: FLLS = 5,431 plus any your library has preloaded on your Nook or other eReader. If you have multiple titles on 1 Nook then the count for your library would be 1 regardless of how many titles are on that 1 Nook. So, each eReader would be counted as a single unit since it can only be used by 1 user at a time. Rex Helwig
- 2.13 Electronic Books **Local Note:** The number provided by Finger Lakes Library System was incorrect for 2013.
- 2.14 Local Databases **Local Note:** 2.14 Local Databases FLLS has 11. You would add this number to any databases you offer yourself. If you don't offer any databases then the answer would just be 11. For question 2.15 NOVELNY this is already pre-filled by the State and can't be changed. Please let me know if you have any other questions. Thank you, Kristi Downham
- 2.17 Audio - Downloadable Units **Local Note:** FROM Kristi: Question 2.17. Audio - Downloadable Units. Ditto. What is this and how many do we say we have? > Answer: FLLS = 2,520
- 2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) **Local Note:** 2013 reported 6 magazine titles on 3 iPads - JKC

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1	Library visits (total annual attendance)	Local Note:	Only one door counter: Actual number divided by 1/2 to account for people leaving and then half added to account for Court Street Door. Jenny's estimate.
3.18	Young Adult Program Attendance	State Note:	We received 3 grants in 2013 and 2014 for Youth Programming. With good advertising these programs took off in 2014.
		Federal Note:	We received 3 grants in 2013 and 2014 for Youth Programming. With good advertising these programs took off in 2014.
3.26	Adults registered for the library's summer reading program	State Note:	Registration not required
3.42	Other (describe using the State note)	State Note:	Local Business. JKC
a.	Focus on birth - school entry	Local Note:	â€œReady, Set, Read!â€ is an hour long program for children ages 4-7. The first half hour is a group story time filled with literacy themes. After the story time parents will be encouraged to join their children at one of five activity tables that reinforce early literacy skills through game and practice. The program will run in 4 week sessions throughout the school year starting in September 2015. At the end of each session children will receive a book to keep and a packet of fun activities to practice their reading skills at home.
a.	Focus on birth - school entry	Local Note:	Summer birth to 3 yr 35 programs Books before bed 10 programs 176 attendees Baby Storytime (0-2) 50 programs 883 attendees Story time (2-5) 45 programs 861 attendees Ready set read (4-7) 28 programs 547 attendees
a.	Focus on birth - school entry	Local Note:	Summer Birth - 3 years 1739 includes parents Books before bed 10 programs 176 attendees Baby Storytime (0-2) 50 programs 883 attendees Story time (2-5) 45 programs 861 attendees Ready set read (4-7) 28 programs 547 attendees
e.	Other (describe using the State note)	State Note:	SUNY Cortland. JKC
3.51	Did the library offer adult literacy programs?	Local Note:	Includes the following sessions: 1 Job Resources presentation for DSS Work Experience, 5 Jenny's Job Corner, 1 Library Catalog Assistance, 7 Tech Time appointments for job applications, 2 Tech Time appointments for resume writing. JKC
3.65	Did the library offer digital literacy programs?	Local Note:	This includes the following sessions: 2 3D Modeling classes, 2 3D Printing Demos, 7 Digital Storytelling Workshops, 1 Job Resources presentation, 5 Jenny's Job Corner, 1 Library Catalog Assistance, 116 Tech Time Appointments (Topics include: eBooks, iPad, iPhone, Windows 8, job applications, resume help, basic computer, email, Microsoft Office, social media, etc.), 1 Blogging class, 3 Basic Computer classes, 1 Basic Internet & Searching class, 1 Computer Basics Refresher class, 1 eBooks for Nook class, 1 eBooks for Kindle class, 2 iPad/iPhone classes, and 4 Windows 8 classes. JKC

4. LIBRARY TRANSACTIONS

4.14	Total Reference Transactions	Local Note:	Jenny 1250 questions 522 Circ desk Ref transactions
		Federal Note:	The number submitted this year is based upon staff annotations. It is possible that staff did not take the time to note reference transactions in 2014.

5. TECHNOLOGY AND TELECOMMUNICATIONS

5.6	Number of uses (sessions) of public Internet computers per year	Local Note:	14843 Public Computer Use 51 Internet Station = Laptop check outs "Aimee"
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6. STAFF INFORMATION

6.10 Other Staff **Local Note:** 16648.25 total hours worked: Jenny 2475 Jaymie 109.25 Aimee 2477.5 Alyssa 2375.25 Kim 371.5 James 21 Abi 707.75 Larry 468 Steve 297.5 Theresa 2160.75 Megan 151 Mary 506.75 Dianne 989.5 Kay 167.5 16648.25 / 52 weeks = 320.16 / 37.5 (1 work week) = 5.54

6.14 FTE - Entry Level Librarian (certified) **Local Note:** Betsy

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

8.6 Minimum Weekly Total Hours - Main Library **Local Note:** Minimum week is in summer with no first Friday: Summer: 49 hours a week in summer July 5 to Sept 2 = 8 weeks (49*8=3928 Summer) Plus 2 first Fridays 2.5 x2 = 397 Summer Hours 8 weeks: Monday & Thursday 9:30-8=10.5x2 =21 Tuesday Wednesday Friday 9:30-5:30= 8x3=24 Saturday 9:30-1:30 = 4 Winter hours 44 weeks Monday - Thursday 9:30-8 = 10.5x4=42 Friday 9:30-5:30 = 8 Saturday 9:30-4:30 = 7 42+8+7=57 x 44 weeks= 2508 Summer Hours 8 weeks: Monday & Thursday 9:30-8=10.5x2=21 Tuesday Wednesday Friday 9:30-5:30= 8x3=24 Saturday 9:30-1:30 = 4 21+24+4=49hours x 8weeks= 392 2900 hours First Fridays 5:30-8 = 2.5 x12 = 30

8.10 Annual Total Hours - Main Library **Local Note:**

9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet **Local Note:** Winter hours 44 weeks Monday - Thursday 9:30-8 = 10.5x4=42 Friday 9:30-5:30 = 8 Saturday 9:30-4:30 = 7 42+8+7=57 x 44 weeks= 2508 Summer Hours 8 weeks: Monday & Thursday 9:30-8=10.5x2=21 Tuesday Wednesday Friday 9:30-5:30= 8x3=24 Saturday 9:30-1:30 = 4 21+24+4=49hours x 8weeks= 392 2900 hours First Fridays 5:30-8 = 2.5 x12 = 30

Repeating Group 1

26. Total number of Internet terminals at this outlet used by the general public **Local Note:** 15 PCC 9 gates 12 Public Computers 4 Macs 3 OPAC

10. OFFICERS AND TRUSTEES

Repeating Group 1

10.15 Term Begins - Year (yyyy) **Local Note:** Began service in 1996

Repeating Group 3

10. Term Begins - Year (year) **Local Note:** Began service in 2008

Repeating Group 4

10. Term Begins - Year (year) **Local Note:** Began service in 2004

Repeating Group 5

10. Term Begins - Year (year) **Local Note:** Began service in 1974

Repeating Group 9

10. Term Begins - Year (year) **Local Note:** Began service in 2010

Repeating Group 13

11. Term Expires **Local Note:** Filling a vacant term
State Note: Filling a vacant term

Repeating Group 1

- 12. Term Expires - Year (yyyy) **Local Note:** Filling a vacant term
State Note: Filling a vacant term

Repeating Group 14

- 12. Term Expires - Year (yyyy) **Local Note:** Filling a vacant term
State Note: Filling a vacant term

11. OPERATING FUNDS RECEIPTS

Repeating Group 1

- 3. Amount **Local Note:** The school district fiscal year does not match the library fiscal year. 11.1 Amount is \$360 150 On 11/22/2013 \$18075 was received as payment 1 of 2 With a total levy of \$360150 On 4/14/14 \$180075 was received as payment 2 of 2 for the year 2013-2014 11/20/2014 The library received \$180076 part 1 of 2 for the fiscal year 2014 - 2015

Federal Note:

- 11.3 Local Library Services Aid (LLSA) **Local Note:** 886.69 1/2/14 8063.10 9/5/14 3000.00 Bullet Aid 11/3/2014
- 11.14 Gifts and Endowments **Local Note:** Friends Playaway \$500.00 Rosen Read it see it \$2,398.88 Ready Set Read \$2150 Plus general gifts \$6298.42
- 11.17 Library Charges **Local Note:** 14,240.39 - lost items 351.99
- 11.18 Other **Local Note:** book sales 2,027.67 Art Sales commissions 22.30 NYSMEC
- 11.21 **BUDGET LOANS** **Local Note:** CFCU Line Of Credit borrowed 6/21/13 Balance on December 31, 2014 240,786.31 NOT a budget loan a capital loan

GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS

- 11.26 **AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41) **Local Note:** 11.26 must equal 12.41

12. OPERATING FUND DISBURSEMENTS

- 12.1 Certified Librarians **Local Note:** Jacie 45000.02 Betsy 38599.32 Kay 4125.39 Kim 3561.10 91285.83
- 12.2 Other Staff **Local Note:** Jenny 30127.56 Jaymie 874.00 Aimee 28174.66 Alyssa 19593.19 James 168.00 Abi 5756.7 Larry 4680.00 Steve 4527.5 Theresa 16025.54 Megan 1208.00 Mary 2996.54 Diane 14268.59 128400.28
- 12.4 **Employee Benefits Expenditures** **Local Note:** 473.82 Disability 12.4 16,006.89 Hospitalization 12.4 2,250.00 Workers' Comp 12.4 3,195.75 Medicare Tax 13,664.68 Social Security Tax 36,174.01 Retirement 12.4
- 12.6 Print Materials Expenditures **Local Note:** 45,999.07 books + large type 7,512.29 subscriptions
- 12.7 Electronic Materials Expenditures **Local Note:** 195.26
- 12.8 Other Materials Expenditures **Local Note:** 4,962.38 Audiobooks 12.8 1,294.33 DVD 12.8 880.72 Microfilm
- 12.10 From Local Public Funds (71PF) **Local Note:** 2,977.56 Computer Hardware 354 Furniture and Fixtures
- 12.11 From Other Funds (71OF) **Local Note:** 6,442.84 Technology
- 12.16 Other Disbursements for Operation & Maintenance of Buildings **Local Note:** 7,385.51 Electric 3,381.10 Heat 496.56 Water & Sewer 1,970.88 Elevator 11,177.02 Insurance-Building 1,831.61 Building Supplies 9,965.56 Building Maintenance 167.50 Fire Extinguish Inspect 747.50 ACS Fire Security System 970.69 Security System
- 12.18 Office and Library Supplies **Local Note:** 1,358.66 Summer Reading 2,021.18 General office 2,264.98 Public Services Supplies
- 12.19 Telecommunications **Local Note:** Phone bill 2,638.28 448.50 Time Warner Cable (new 2014)

12.21	Postage and Freight	Local Note:	502.56 Postage (reductions due to e-mail board meeting minutes) 87.85 Shipping and handling fees
12.22	Professional & Consultant Fees	Local Note:	5,500.00 Audit Services 7,100.00 Bookkeeping 1,040.00 Payroll 1,260 Summer performances: Doug Rogeux \$350 Nate and Kate \$350 Merry Go Round Youth Theatre -- \$500.00 Birds of Prey Presentation by Peter Herrity \$60.00
12.23	Equipment	Local Note:	2,296.25 Xerox contract 1,615.00 Microfilm contract Epson printer purchased 2014 280.98
12.24	Other Miscellaneous	Local Note:	186.79 Advertising Software 619.57 Mileage and Parking 78.00 Miscellaneous

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

12.26		Local Note:	2,222.50 Polaris 6,667.50 Polaris Technology
12.27	From Local Public Funds (73PF)	Local Note:	CFCU Line of credit payments made from School Tax receipts Principle payments made 1/30/14 \$30,000 (15,000 was intended for 2013 but reported here because it is paid in 2014) 5/23/2014 \$10,000 12/11/14 \$10,000

GRAND TOTAL DISBURSEMENTS,

12.41	TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	Local Note:	11.26 must equal 12.41
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13. CAPITAL FUND RECEIPTS

13.2	All Other Revenues from Local Sources	Local Note:	25000 JM McDonald Painting
13.6	Total State Aid (Add Questions 13.4 and 13.5)	Federal Note:	We did not receive any funds for building projects in 2014

14. CAPITAL FUND DISBURSEMENTS

14.1	Construction	Local Note:	193.5 Electric 2390.10 YS Shelves finished 11000 Portico Roof 21636 Sposato deposit
14.2	Incidental Construction	Local Note:	10688.46 Architect Fees 226.66 boxes to move YS shelves for floor 47.44 packing tape 5.00 Historical Asso
14.4	Interest	Local Note:	Line of Credit Interest is recorded in Operating Fund disbursements 12.27
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2014	Local Note:	129,620.02 x2221 balance 1/17/14 40,964.29 x0292 20,571.41 x0805 (closed act) Balance \$191,155.72 Morgan Stanley is holding money for Capital expenses. Must match 13.13
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	Local Note:	14.12 must equal 13.13

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes