

Cortland Free Library

Annual Report For Public And Association Libraries - 2015

Federal Notes State Notes Local Notes

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

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|------|--|--------------------|--|
| 2.14 | Local Electronic Collections
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.) | Local Note: | Linda Beins was waiting for answer in 1/27/16 |
| 2.19 | | Local Note: | Kindles, Nooks, iPads, and Tablets with eBooks, magazines etc loaded onto them. Each gadget counts as 1. |
| 2.26 | Current Print Serial Subscriptions | Local Note: | 148 cataloged purchased individual titles, 165 with gift subscriptions included. |
| 2.29 | Electronic Materials | Local Note: | 2014 may have been incorrect. |

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

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| 3.1 | Library visits (total annual attendance) | Local Note: | Actual # from door counters. Upstairs: 112,449/2 = 56224.5
Downstairs: 15222 + (1691*3) = 20296 Total = 76520.5 |
| | | State Note: | With the exception of 3 months, this is our first year with a door counter on both doors. We averaged the 3 months without. |
| 3.16 | Young Adult Program Sessions | Local Note: | This includes all the programs that we had that included teens throughout the year as well as for summer reading. |
| 3.17 | Children's Program Sessions | Local Note: | This includes all the programs during the year as well as summer reading that had age range of birth to age 12. |
| 3.20 | One-on-One Program Sessions | Local Note: | # of Tech Times - one on one assistance |
| 3.21 | Adult Program Attendance | Local Note: | Does not include the attendees of one on one tech times. (# would be 1214 if they are included) |
| 3.22 | Young Adult Program Attendance | Local Note: | This included total attendance for all programs during the year and summer reading that had 13-18 year age range in it, some of which had the age range 0-18 years not just teens. |
| | | Federal Note: | This included total attendance for all programs during the year and summer reading that had 13-18 year age range in it, some of which had the age range 0-18 years not just teens. |
| 3.23 | Children's Program Attendance | Local Note: | This included all programs during the year as well as summer reading that had the age range 0-12 years. |
| 3.26 | One-on-One Program Attendance | Local Note: | one on one Tech Times, includes even those that were cancelled by patron |
| 3.28 | Library outlets offering a summer reading program | Local Note: | Most of the summer reading programs were held at the Cortland Library; 2 were held in Courthouse Park; 2 were held in the Cortland County Office Building Gym; and 4 were held in Suggett Park |
| 3.31 | Adults registered for the library's summer reading program | Local Note: | No registration required to participate |

3.37	Children's program attendance - Summer 2015	Federal Note:	In 2015 we had a very successful Summer Reading Program. We hired a new Youth Services Librarian in the summer of 2015 and had a very engaged Library Assistant Youth Services. They made a terrific team.
3.45	Municipality/Municipalities	Local Note:	Cortland Youth Bureau
		State Note:	Cortland Youth Bureau
		Federal Note:	Cortland Youth Bureau
a.	Focus on birth - school entry	Local Note:	We offer several programs that are geared towards 0-5 years all of which we read stories and intersperse early literacy tips and demonstrate literacy skills.
			We offer two early literacy programs specially for children and their caregivers: Babytime is designed for birth to 24 months and focuses on stimulating and enhancing a baby's development through books, music, instruments and various forms of play. Early literacy tips and handouts are given weekly stressing "Every Child Ready to Read @ your Library" activities. Ready, Set, Read program is for emergent readers and their caregivers and also stresses and further enhances the ECRR2 tips through literature, games and activities. At the end of each session a child is given a free book. This program was funded by the Shirley and Bernard Carl Rosen Grant.
c.	Combined audience	Local Note:	
a.	Focus on birth - school entry	Local Note:	Books Before Bed is a nighttime preschool storytime we had 8 programs with attendance of 153. Preschool storytime along with literacy activity sheets met 49 times with attendance total of 1,514. Imagination Library roll-out event and storytime for families to engage and sign up to receive free books at their home until child reaches age 5. Several storytime field trips and outreaches where a storytime was conducted and demonstrated for children totaling 17 programs with total of 406.
c.	Combined audience	Local Note:	We had 52 Babytimes with total of 1075 in attendance and 32 Ready, Set, Read programs with total of 497 attending.
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c.	Combined audience	Local Note:	We had 52 Babytimes with total of 1075 in attendance and 32 Ready, Set, Read programs with total of 497 attending.
e.	Other (describe using the State note)	State Note:	SUNY Cortland

4. LIBRARY TRANSACTIONS

4.14	Total Reference Transactions	Local Note:	Youth Services 2015 count = 719 Adult Services 2015 = 912 Continuing to find ways to entice staff to record the number.
4.16	TOTAL MATERIALS RECEIVED	Local Note:	Includes Overdrive titles

5. TECHNOLOGY AND TELECOMMUNICATIONS

5.4	Annual number of visits to the library's web site	Local Note:	19,593 users
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6. STAFF INFORMATION

6.10 Other Staff **Local Note:** 5660.25 total hours worked by part time staff. = 2.9 FTE Asst to Dir = 1 FT Tech Serv = 1 FT FT Circulation Asst = 1 FT = 5.9

7. MINIMUM PUBLIC LIBRARY STANDARDS

7.2 2. Has a board-approved written long range plan of service. **Local Note:** Long Range plan was written for building renovations but not for function of library. Long Range plan for services is being undertaken in 2016.
State Note: A Long Range plan was written for building renovations but not for the function of library. Long Range plan for services is being undertaken in 2016. In January 2016 our new Board President has already formed a committee to create a Long Range Plan.
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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 Minimum Weekly Total Hours - 8.6 Local Note: Summer) Plus 2 first Fridays 2.5 x2 = 397 Summer Hours 8 Main Library 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 8.10 Annual Total Hours - Main Library Local Note: 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 **Federal Note:** The library is open in Summer a minimum of 49 hours per week. Monday & Thursday 9:30-8=10.5 hrs x2 days = 21 hrs Tuesday Wednesday Friday 9:30-5:30= 8 hrs x3 days =24 hrs Saturday 9:30-1:30 = 4 hrs 21+24+4 = 49 hours --- Winter hours last 44 weeks Monday - Thursday 9:30-8 = 10.5 hrs x 4 days = 42 hours x 44 weeks = 1848 Friday 9:30-5:30 = 8 hrs x 44 days = 352 hours Saturday 9:30-4:30 = 7 hrs x 44 days = 308 hours 1848 + 362 + 308 = 2518 hours Summer Hours last 8 weeks: Monday & Thursday 8.10 Annual Total Hours - Main Library Local Note: 9:30-8=10.5x2=21 Tuesday Wednesday Friday 9:30-5:30= 8x3=24 Saturday 9:30-1:30 = 4 21+24+4=49 hours x 8 weeks=392 2900 hours We also hold First Fridays and extend hours that day 5:30-8 = 2.5 hrs x 12 months = 30 hrs --- -Total hours- Summer = 392 hours Winter = 2518 hours + First Friday 30 hours = 2940 hours Minus 6 holidays at 10.5 = 63 hrs = 2877

8.13 **Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)** **Local Note:** M-Th = 42 hours F = 8 hrs S = 7 hrs ----- Winter 57 hours x 44 week = 2508 Summer 49 hrs x 8 weeks = 392 First Friday 2.5 X 12 = 30 2930

9. SERVICE OUTLET INFORMATION

Repeating Group 1

26. Total number of Internet terminals at this outlet used by the general public **Local Note:** 14 Public (#1-10 up; 4 down) 3 PAC's PCC 13 Gates 5 + 2 Mac 4 New ones 10 Total 51

10. OFFICERS AND TRUSTEES

Repeating Group 1

8. Office Held or Trustee **State Note:** Past President

Repeating Group 6

12. Term Expires - Year (yyyy) **Local Note:** Filled a vacancy

State Note: Filled a vacancy

Repeating Group 7

12. Term Expires - Year (yyyy) **Local Note:** Fills a vacancy

State Note: Fills a vacancy

Repeating Group 10

12. Term Expires - Year (yyyy) **Local Note:** Fills a vacancy

Repeating Group 13

12. Term Expires - Year (yyyy) **Local Note:** Filled a vacancy

Repeating Group 14

12. Term Expires - Year (yyyy) **Local Note:** Fills a vacancy

State Note: Fills a vacancy

11. OPERATING FUNDS RECEIPTS

11.2 **TOTAL LOCAL PUBLIC FUNDS** **Local Note:** 2014 = \$360,150 2015 = \$367,353 1st payment received in October 363751.50

11.3 Local Library Services Aid (LLSA) **Local Note:** LLSA \$8532 - 90% on 9/17/15 check from FLLS 895.87 January 2015 from FLLS 948 December from FLLS

11.5 Additional State Aid received from the System **Local Note:** Special Legislative Grant 9/30/15 \$3500check from FLLS

11.14 Gifts and Endowments **Local Note:** Operating Income Other Income 0.00 20,000.00 -20,000.00 0.0% Support Income Grants Rosen Grant -Ready Set Read 2,050.00 Rosen Grant - ReadITAndSee IT 2,129.64 TCPL Music for Babes/Preschool 595.86 Total Grants 4,775.50 Total Support Income 5,723.50 PLUS Donations 11.14 Donations-Adult Programming 44.85 Donations-Dolly Parton Imag Lib 5,573.84 Donations-DP Im Lib-Admin Costs 1,116.16 Donations-First Friday Program 100.00 Donations-Memorial/Legacies 268.94 Donations-Summer Reading Progra 2,400.00 Donations-Youth Services -59.60 Donations-Unrestricted 997.83 Donations-Temporary Restricted 455.00 Donations 11.14 - Other 0.00 5,000.00 -5,000.00 0.0% Total Donations 10,897.02

11.16 Income from Investments **Local Note:** Trustee Endowment Income 11.16 Endowment Int/Div Income 46,187.22 74,964.00 -28,776.78 61.6% Addtl Endowment Int/Div Income 19,604.50 Total Trustee Endowment Income 11.16 65,792 \$38,414 transfer from investments

11.17 Library Charges **Local Note:** Library Fees 11.17 Other Income-Collection Agency 44.00 Other Income-Cash Drawer -950.67 Other Income-Computer Printing 2,131.05 Other Income-Copier 1,115.50 Other Income-Fines 9,787.97 Other Income-Lost Items 1,746.91 Other Income-Microfilm 1,342.99 Other Income-Out of Systems Fee 130.00 Other Income-Research 15.00 Total Library Fees 11.17 15,362.75

\$ 548 Booksales \$50 Sale of bricks 7/29/15 67.73 NYS & local

11.18 Other	Local Note:	retirement refund 9/29/15 \$ 1569 Refund of insurance Utica 4/13/2015 166.10 Utica Insurance rebate 8/27/2015 1598.99 Refund from Utilities NYSMEC 9/16/2015 \$144.05 reimbursement for MFM by Cort Standard 3/12/15 295.30 reimbursement for MFM by Cort Standard 6/29/2015 \$1500 B&B rebate 343.00 Reuters refund 119.00 FLLS refund for returned lost item 10/19/2015 30.00 FLLS refund for returned lost item 10/27/2015 Commissions Art Sales Commissions 100.00
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12. OPERATING FUND DISBURSEMENTS

12.1 Certified Librarians	Local Note:	Jacie 45644.69 Tammy 20640.77 on 12.2 Kay 174.00 Kim 2867.49 (From W2 Box 1)
12.2 Other Staff	Local Note:	From W2 box 1 See excel file "Approved Salaries and projected 2016" Plus Tammy 20640.77
Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	Local Note:	Box 1 from w3 = \$197,134.77
12.8 Other Materials Expenditures	Local Note:	mfm 1147 dvd 2284 Playaways 502 audiobooks 2401 6334
12.10 From Local Public Funds (71PF)	Local Note:	Furniture & Fixtures-Exp-12.10 3,128.45 Technology-12.11 Technology-Software 12.11 570.00
12.11 From Other Funds (71OF)	Local Note:	Technology-12.11 - Other 8,265.30 Total Technology-12.11 8,835.30
12.13 From Local Public Funds (72PF)	Local Note:	Building Repairs 8,193.96 2015 = The year of the plaster ceiling repairs. Elevator Maintenance 2,035.08 Insurance-Building 8,383.38
12.16 Other Disbursements for Operation & Maintenance of Buildings	Local Note:	Building Supplies 1,857.73 Building Maintenance 11,512.75 Security System 461.16 Electric 8,615.53 Heat 2,045.93 Water & Sewer 448.2 35359.76
12.18 Office and Library Supplies	Local Note:	Office/Library Supplies 3,176.71 Summer Reading Program 1,997.77 Public Service Supplies 1,365.64 6540.12
12.19 Telecommunications	Local Note:	twc 828 PHONE 2735.57 3563.57
12.21 Postage and Freight	Local Note:	postage \$605.71 shipping & handling \$ 119.81 725.52
12.22 Professional & Consultant Fees	Local Note:	Payroll Service 1,061.43 Bookkeeping Service 8,652.00 Audit Services-12.22 5,600.00 15313.43
12.23 Equipment	Local Note:	Copier Lease 2,293.64 Microfilm Machines Contract 1,325.00
12.27 From Local Public Funds (73PF)	Local Note:	Principle paid on CFCU loan is \$24,441 Interest is in 14.4 12,348.79

13. CAPITAL FUND RECEIPTS

13.2 All Other Revenues from Local Sources	Local Note:	transfer from Trustee account for construction
13.4 State Aid Received for Construction	Local Note:	Capital Campaign Restricted 0386-13-4330-Bmt/PRoof/Flr-13.4 12,138.00 0386-15-5679-Main Read Rm-13.4 9,630.00 Total Capital Campaign Restricted 21,768.00

14. CAPITAL FUND DISBURSEMENTS

Expense In-Kind Clearing -60.00 CAPITAL Project Expenditures

14.1	Construction	Local Note:	0386-11-0016-Exterior Line of Credit Interest 12,348.79 0386-11-0016-Exterior - Other 9,985.00 Total 0386-11-0016-Exterior 22,333.79 0386-12-2544-Portico/Youth -1,500.00 0386-13-4330-Bsmt/PrtRoof/Floor 149,757.29 0386-15-5679-Main Read Rm-13.4 3,058.64 Elevator Project -50.00 Total CAPITAL Project Expenditures 173,599.72 minus interest 12,348.79 add back in the -1500 + -50
14.2	Incidental Construction	Local Note:	Architect 8509.94 Building Permit 561 9070.94
14.4	Interest	Local Note:	Line of Credit Interest

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes