

Cortland Free Library

Annual Report For Public And Association Libraries - 2016

1. GENERAL LIBRARY INFORMATION

- 1.24 Population Chartered to Serve (per 2010 Census) **Note:** Chartered to serve City of Cortland population 19,204, Cortlandville population 8,509, and Virgil population 2,401. Actual total is 30,114

2. LIBRARY COLLECTION

- 2.13 Electronic Books **Note:** 9107 provided by FLLS + 272 = 9379 Question 2.13 Instructions "Count all eBook titles on eReaders owned by your library CFL owns 222 titles on adult Nook readers, 50 titles on teen Nooks = 272
- 2.14 Local Electronic Collections **Note:** 10 owned by FLLS
- 2.17 Audio - Downloadable Units **Note:** Provided by FLLS
- 2.29 Electronic Materials **Note:** 2753 Provided by FLLS + CORT 17 tablets with content.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.16 Young Adult Program Sessions **Note:** Program numbers include total for whole year including summer reading. Some summer reading programs were for ages 0-18 so these numbers included children, teen and adults. ages 0-18 = 21 ages 13-18 = 47
- 3.17 Children's Program Sessions **Note:** Program numbers include total for whole year. Attendance numbers include children and adult. Some summer programs were for ages 0-18 including children, adult and teen numbers. Ages 0-18 =21 Ages 0-12 = 206
- 3.20 One-on-One Program Sessions **Note:** 12 is the # for adult one on one sessions(tech times) tmm DPIL 2096 Steve 10
- 3.23 Young Adult Program Attendance **Note:** Attendance numbers included teen and adult as well as children in summer reading programs with age range 0-18 Ages 0-18 =3,620 Ages 13-18 = 175
- 3.24 Children's Program Attendance **Note:** Attendance included children and adults, as well as teens in summer reading programs that had age range of 0-18 Ages 0-18 = 3,620 Ages 0-12 = 7,005
- 3.27 One-on-One Program Attendance **Note:** 12 is for the adult one on one sessions. 2096 DPIL deliveries Mail It! 106 bags, 279 items in 2016 Steve Marstall computer help sessions 10
- 3.29 Library outlets offering a summer reading program **Note:** Library, Courthouse park, Suggestt park, County Office Building gym, 4 local schools. Most programs were held at Cortland Free Library 6 programs were held in Courthouse Park 2 in Suggestt Park 1 in Cortland County Office building Gym 4 at Local area schools (promoting summer reading program)
- 3.30 Children registered for the library's summer reading program **Note:** Includes children and babies registered in our online program
- 3.32 Adults registered for the library's summer reading program **Note:** we do not require registration for participation in the adult srp tmm
- 3.36 Adult program sessions - Summer 2016 **Note:** This includes ALL adult programs that took place while the SRP was being held. If we are to only include SRP specific programs this would be 20. More drawings (weekly and biweekly) accounts for a higher total here.tmm
- 3.38 Children's program attendance - Summer 2016 **Note:** Attendance numbers include children, teens and adults present at program
- 3.40 Adult program attendance - Summer 2016 **Note:** This includes attendance at ALL adult programs that occurred while the SRP was happening. The number would be 360 if we are to only include attendance at SRP specific programs. tmm
- 3.42 Public school district(s) and/or BOCES **Note:** Randall Elementary School, Cortland Jr.-Sr. High School (Cortland District), Homer Trojan Football (Homer District); S.U.N.Y. Cortland Athletic Department. This year not only did they give

- each child that registered a free kidâ€™s pass to an athletic game of their choice, but also provided us with 50 water bottles. However, our massive increase of minutes read was inspired by S.U.N.Y. Cortlandâ€™s 1,000 minutes incentive. Every child that logged in 1,000 or more received free tickets for themselves and their family to the S.U.N.Y. Cortland Red Dragon opening football game.
- 3.43 Non-public school(s) **Note:** increase of minutes read was inspired by S.U.N.Y. Cortlandâ€™s 1,000 minutes incentive. Every child that logged in 1,000 or more received free tickets for themselves and their family to the S.U.N.Y. Cortland Red Dragon opening football game.
- 3.46 Municipality/Municipalities **Note:** Cortland Youth Bureau
- 3.47 Literacy provider(s) **Note:** CACTC literacy coalition - babytime
- Local Businesses and grant funders: Anonymous Donation - \$250, Noon Rotary Club- \$600, Cortland Breakfast Rotary Club - \$600, FLLS grant for Tim Green, CNY Central Arts Decentralization Grant - \$1,250 Max Graphics, Greek Peak â€™ 2 free vouchers for ski lessons; 2 free vouchers for Water Park; 2 free vouchers for Adventure Park Dan McNeil & McNeil Development - \$100 Frosted â€™ 200 free cookie coupons Geared 2 Sports â€™ mini lacrosse stick and lacrosse balls, hats, t-shirts, and various prizes Hoopla â€™ 3 free coupons for 12 oz cup of yogurt Walmart - \$50 gift card A&W â€™ 9 \$1 off mini golf coupons and 20 free minigolf coupons Cort Lanes- 3 coupons for 2 free games Little Pumpkin Performance â€™ MadPax Pouch (backpack bag) Olympia Sports â€™ 20% off coupons and coupons for free Olympia Sports t-shirts for every child that signed up JM McDonald Center- 11 water bottles and 24 t-shirts
- 3.48 Other (describe using the State note) **Note:** â€™ mini lacrosse stick and lacrosse balls, hats, t-shirts, and various prizes Hoopla â€™ 3 free coupons for 12 oz cup of yogurt Walmart - \$50 gift card A&W â€™ 9 \$1 off mini golf coupons and 20 free minigolf coupons Cort Lanes- 3 coupons for 2 free games Little Pumpkin Performance â€™ MadPax Pouch (backpack bag) Olympia Sports â€™ 20% off coupons and coupons for free Olympia Sports t-shirts for every child that signed up JM McDonald Center- 11 water bottles and 24 t-shirts
- 3.50 Did the library offer early literacy programs? (Enter Y for Yes, N for No) **Note:** We offer several programs that are geared towards 0-5 year olds all of which we read stories and intersperse early literacy tips and demonstrate literacy skills.
- a. Focus on birth - school entry **Note:** Numbers were calculated from the following programs: Books Before Bed is a nighttime preschool storytime of which we had 9 programs. Preschool storytime, along with literacy activity sheets, met 49 times. Several outreaches and field trips where a storytime was conducted and demonstrated for children totaling 30 programs.
- c. Combined audience **Note:** We offer two early literacy programs especially 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. We had 52 programs. Our other program "Ready, Set, Read" 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 is funded by the Shirley and Bernard Carl Rosen Grant. We had 25 programs. We also offer a family program on the second Saturday of every month called Second Saturday Family Fun where we do activities, storytimes and crafts intended for caregivers and children to do together. This year we had 8 programs.
- a. Focus on birth - school entry **Note:** Our nighttime program, Books Before Bed had a total attendance of 206. We also reached a total of 688 attendees with our field trips and various outreaches to local daycares and preschools. Our preschool storytime had a attendance total of 1,869.
- c. Combined audience **Note:** 1,816 attendees participated in our Babytime program while 511 attended our Ready, Set, Read! program. Additionally our Second Saturday program brought in 111 attendees.
- a. Childcare center(s) **Note:** St. Paul's Nursery School Learning Adventure YWCA Preschool SUNY Cortland Childcare
- c. Non-Public School(s) **Note:** Cortland Christian Academy
- e. Other (describe using the State note) **Note:** SUNY Cortland

3.77 Total one-on-one program sessions **Note:** the one on one tech times

4. LIBRARY TRANSACTIONS

4.12 Use of Electronic Material **Note:** Hoopla 363, Overdrive 6063

4.13 Successful Retrieval of Electronic Information **Note:** Zinio 458

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

6.10 Other Staff **Note:** Calculations found in "Approved Salaries and Projected 2016" spreadsheet.

6.11 Vacant Other Staff **Note:** Part-time Librarian

6.15 Salary - Entry Level Librarian (certified) **Note:** Did not include wages from Health care reimbursement.

6.17 Salary - Library Director (certified) **Note:** Actual from W2

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library **Note:** summer: open 49 hours a week for 8 weeks= 392 hrs open 57 hours a week for 44 weeks = 2508 hrs Total of 2900 hours First Friday 2.5 hours x12 = 30 Does not take into account holidays or other oddities

9. SERVICE OUTLET INFORMATION

Repeating Group 1

29. Maximum download speed of connection on the outlet's public Internet computers **Note:** 7 Mbs upload by x 768 Kb download

Repeating Group 1

32. WiFi Access **Note:** The library wifi is left on 24/7 however a library card is needed to access and access is only available for 2 - 30 minute sessions each day. Library visitors may access the wifi without a card. They will be given a pass.

10. OFFICERS AND TRUSTEES

Repeating Group 6

13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). **Note:** This trustee was appointed to complete the remainder of a term of a trustee who resigned their position.

11. OPERATING FUNDS RECEIPTS

Repeating Group 1

3. Amount **Note:** 3/23/16 \$183676.12 10/19/16 \$185256.12 2015 - 2016 Levy was \$367,353.00 The 2016-17 Levy was \$370,775 The 2017-18 Levy request will be \$375,663 2016 taxes collected is part of 2 separate years. Donations 11.14 Donations-Adult Programming 286.07 Donations-Dolly P

- 11.14 Gifts and Endowments **Note:** ImagLib-Books 13,692.61 Donations-Dolly P ImagLib-Admin 2,314.64 Donations-In-Kind Income 1,002.50 Donations-Memorial/Legacies 300.00 Donations-Youth Services 84.90 Donations-Unrestricted 611.68 Donations-Temporary Restricted 2,153.05 Grants: First Friday 1,648.00 Rosen Grant -Ready Set Read 1,969.00 Rosen Grant - ReadITAndSee IT 2,047.00 Donations-Summer Reading Progra 2,750.00 \$8414 total programming grants
- 11.15 Fund Raising **Note:** Artist/Author Sales Commissions 46.50 427.64 = 84.90 + 4.00 + 338.74 TAB Bake sale
- 11.16 Income from Investments **Note:** Endowment Int/Div Income Addtl Endowment Int/Div Income Trustee Endowment Income 61,829.16 Other Income-Bank Account Int Other Income-Dividend 896.22 --construction advances from MS = \$33243.5--- 11492.50 11/23/16 ck 246 11151.00 10/24/16 ck 244 8600.00 7/19/16 ck 8600 2000.00 7/12/16 ck 239 --CFCU \$46485.53 -- 12500 11/1/2016 ck 1121 18670 12/1/16 ck 1123 11053.73 12/1/16 ck 1124 4261.80 1/26/16 ck 1126 ----- Miscellaneous Trustee expenditures transferred from MS 1714.20
- 11.17 Library Charges **Note:** Library Fees 11.17 Other Income-Collection Agency 152.00 Other Income-Computer Printing 569.55 Other Income-Copier 3,637.80 Other Income-Fines 7,082.17 Other Income-Lost Items 1,734.59 Other Income-Microfilm 112.05 Other Income-Out of Systems Fee 90.80 Other Income-Research 60.00 Total Library Fees 11.17 13,423.96
- 11.18 Other **Note:** 432.30 Books Sale \$3780.39 = 3054 + 726.39 Insurance Recovery 169.83 Interest on banking balance
- 11.23 From Other Funds **Note:** From MS = \$21,751 11151 JBK & plan first 8600 computers 2000 ebsco MS Loan \$109200 47975 JBK ap1 7688 Robbins 53537 JBK

BALANCE IN OPERATING FUND - Beginning Balance for

- 11.25 Fiscal Year Ending 2016 (Same as Question 12.40 of previous year if fiscal year has not changed) **Note:** From 2015 12.40

12. OPERATING FUND DISBURSEMENTS

- 12.1 Certified Librarians **Note:** Tammy 36717 Jacie 47668
- 12.4 **Employee Benefits Expenditures** **Note:** Payroll & Related Wages 12.1 + 12.2 208,149.10 Employee Insurance Disability 12.4 539.52 Hospitalization 12.4 13,169.88 Workers' Comp 12.4 2,620.35 Total Employee Insurance 16,329.75 Payroll Taxes 12.4 Medicare Tax 3,050.78 Social Security Tax 13,048.07 Total Payroll Taxes 12.4 16,098.85 Retirement 12.4 18,467.35 Total Payroll & Related 259,045.05
- 12.6 Print Materials Expenditures **Note:** 8479.65 Periodical Subscriptions 27,693.56 Books
- 12.7 Electronic Materials Expenditures **Note:** Significant increases in eBook and streaming purchases coordinated through our System. 387.10 music CD's 208.60 "e-resources" Hoopla and Kindle books 1,808.81 eBooks 1,784.84 DVD's 1,775.67 Audio 318.28 DVD's for Read It See It
- 12.8 Other Materials Expenditures **Note:** 1,147.29 microfilm 207.37 games (paper or e unknown) Had included audio books and DVD's now entered as Electronic
- Total Collection Expenditures**
- 12.9 (Add Questions 12.6, 12.7 and 12.8) **Note:** Should be \$55980 plus added EBSCO costs
- 12.10 From Local Public Funds (71PF) **Note:** 285.00 Technology Hardware - paid by op Furniture & Fixtures-Exp-12.10 829.85
- 12.11 From Other Funds (71OF) **Note:** Technology-Software 12.11 863.35 Technology-Hardware 12.11 5,378.82 Building Repairs 15554 (2900 water damage, 12500 exterior painting, 154

- 12.13 From Local Public Funds (72PF) **Note:** Floor, 1000 water damage, 5.79 fastners, 104.07 Lowes general repairs, -236.90 door counter replaced, 400 front steps, 2500 floor repair bubbles, Lowes Furniture Repair -11.26 Value Home Fasteners -2.94 Lowes Furniture & Fixtures -15.65) Building Maintenance 16,622.32 Elevator Maintenance 2,476.05
- 12.14 From Other Funds (72OF) **Note:** 0016-Exterior - Other 22,306.00 0016-Exterior 22,306.00 2544-Portico/Youth 25.00 4330-Bsmt/PrtRoof/Floor 337.50 5679-Main Read Rm-13.4 155,244.65 Total CAPITAL Project Expenditures 177,913.15
- 12.16 Other Disbursements for Operation & Maintenance of Buildings **Note:** Building Supplies 2,444.40 Fire Extinguish Inspect 96.00 New extinguisher 50.00 PACS Fire Security System 1,400.00 Security System 800.51 Insurance-Building 8,433.38 Electric 7,843.59 Heat 5,093.73 Water & Sewer 426.46
- 12.18 Office and Library Supplies **Note:** Office/Library Supplies 2,420.78 Sign holders 37.98 Public Service Supplies 1,262.24 child Prog 45.53 + 3.88 + 45.53 Lego Club supplies 147.26 Babytime Supplies 8.56 Pokemon 41.9 PinCraft club 129.90 First Friday 342.24 DPIL supplies 4,449.94 Read It See 1,673.89 Ready Set Read 1068.72 Ready Set Read 67.13 2nd Sat. 79.85 TAB trip 202.16 SRP Adults 107.61 SRP Youth 953.11 Bind supplies 16.11 TAB poster 25 Youth supplies reimbursements 91.53
- 12.19 Telecommunications **Note:** Telephone 2,758.21 Internet 1,098.00
- 12.21 Postage and Freight **Note:** Postage 483.61 Shipping & Handling 135.74 SRP Freight 13.35 DPIL postage 88.60
- 12.22 Professional & Consultant Fees **Note:** Payroll Service 1,192.35 Audit Services- 5,700.00 Bookkeeping Service 9,002.50 Collection agency fee 1,287.75 \$1665 educators, program presenters, performers and others. 2100 First Friday performers
- 12.23 Equipment **Note:** Software 1,220.93 Network switch 285 Microfilm Contract 1325.00 6 public computer 5,378.82
- 12.24 Other Miscellaneous **Note:** LOST ILL's reimbursed to other libraries \$443.43 Binding Expenses 16 Miscellaneous 85 Continuing Education 1143.60 Travel 3657.80 Credit card fees 142.06 Mileage 519.88 Technology software 863.35 Miscellaneous Trustee 253.13

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

- 12.26 **Note:** Automation/Polaris 4,667.00
- 12.27 From Local Public Funds (73PF) **Note:** MS Interest Pd Line of Credit 1,461.07 Line of Credit Interest 10,599.45 12060.52 interest CFCU LOC \$1789.70 x 12 = 21476.4

13. CAPITAL FUND RECEIPTS

- 13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) **Note:** Was reported previously as endowment funds
- 13.4 State Aid Received for Construction **Note:** Capital Campaign Income-0386-15-5679-Final Payment
- 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) **Note:** OK Several building projects are now complete including Grants 0386-13-4330 and 0386-15-5679
- 13.10 **NON-REVENUE RECEIPTS** **Note:** MS loan 109200 (paid 315.22 interest) And, transfers from Trustee previously reported in 13.2
- BALANCE IN CAPITAL FUND**
- 13.12 - Beginning Balance for Fiscal Year Ending 2016 (Same as Question 14.11 of previous year, if fiscal year has not changed) **Note:** from 2015 14.11

14. CAPITAL FUND DISBURSEMENTS

- 14.1 Construction
- Note:** JBK Builders. Water Damage 2900 Sposato Floor Coverings, Water Damage Repairs 154.00 AccuFab Inc. Inv 32152 Railing Progress Payment-\$ from MS 11,151.00 AccuFab Inc. Install Window Railings, Adtl labor on project 11,155.00 Plan First Technologies, Inc. Server Room 337.50 Plan First Technologies, Inc. Server Room 337.50 JBK Builders JBK App 1 47,975.00 JBK Builders Main Reading Room 37,019.00 Robbins Rarities Ltd. Antique Light Fixtures 7,390.00 Robbins Rarities Ltd. School house globes 342.50 JBK Builders Main Reading Room 53,537.00
- 14.2 Incidental Construction
- Note:** Grant 5679-Inv 7530 -795.00 Legal Notice - Main Reading Room Restore Grant -6.08 Grant 5679-Inv 7554 -974.28 P/U chandeliers for Main Reading Room-Robbins Rarities, Manlius, NY -42.12 Mileage to Robbins Rarities-Pick up globes -43.31 Grant 5679 mailing -1.36
- 14.4 Interest
- Note:** 12060.07= \$10,599 CFCU Interest 1461.07 MS Interest on Loan

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

No Notes

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes