1. GENERAL LIBRARY INFORMATION

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

We are an association library and collect a library tax under section
Note: 259(1)(a) of NYSED law. The school district acts as our tax collector and passes the funding to the library.

1. Name of municipality or district holding the public vote

2. Indicate the type of municipality or district holding the public vote

6a. Most recent prior year approved appropriation from a public vote:
Note: Corrected per VB Reported incorrectly in 2016

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:
Note: corrected per VB Reported incorrectly in 2016

6c. Total proposed appropriation (sum of 6a and 6b):
Note: Amounts on 2016 report were incorrect. FLLS contacting State regarding amending the 2016 report. VB

2. LIBRARY COLLECTION

2.2 Adult Non-fiction Books
Note: considerable weeding has taken place. Removing outdated books was a priority. Many non-fiction books (especially reference) are replaced with freely available online resources.
Note: Reliable complimentary copies of serials received are being added to the catalog. Annual weeding of old issues has not been completed.

2.9 Total Print Serials
Note: OverDrive, hoopla figures provided by consortium. 271 titles on CFL

2.13 Electronic Books
Note: Per new instructions the system is reporting this number.

2.14 Local Electronic Collections
Note: Figure provided by FLLS.

2.18 Video - Downloadable Units
Note: CORT 17 tablets with content

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.)

2.23 Other Non-Electronic Materials (includes films, slides, etc.)
Note: non fiction was weeded.

2.25 GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)
Note: reliable complimentary serial subscriptions are being added to the catalog.

2.26 Current Print Serial Subscriptions
Note: Old Reference material is being weeded, many items are now available for free on the Internet and are not being replaced.

2.28 All Other Print Materials
Note: CORT 17 tablets with content Per new instructions we are counting only CORT holdings here instead of System holdings.

2.29 Electronic Materials
3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.2 Registered resident borrowers
Note: Figure compiled after first purge in 4 years.

3.3 Registered non-resident borrowers
Note: Figure compiled after first purge in four years.

3.7 Does the library have a disaster plan?
Note: A disaster Plan is being formulated.

3.16 Adult Program Sessions
Note: 183 "Adult Programs" includes ALL adult programs Jan-Dec Except Coloring, Puzzles and Contests and one on ones

3.17 Young Adult Program Sessions
Note: This includes programs ages 0-18 years as well as programs for 13-18 years.

3.19 All Other Program Sessions
Note: coloring, puzzles and contests

3.21 One-on-One Program Sessions
Note: number due to inclusion of Dolly Parton Imagination Library in 2016 numbers. --- Many programs are offered regularly but not attended. These sessions are not counted.

3.23 Adult Program Attendance
Note: Includes programs for 0-18 years and programs 13-18 years

3.24 Young Adult Program Attendance
Note: Adult Self Led Programs- Puzzle table, Contests and Coloring Sessions

3.26 All Other Program Attendance
Note: Mail It! - 80 sessions, Tech Time -16 sessions, Resume Job application 1 session, VITA - 4 sessions, Tests Proctored - 21 sessions. Lower

3.28 One-on-One Program Attendance
Note: Tests Proctored - 21 Lower 2017 number due to inclusion of Dolly Parton Imagination Library in 2016 numbers

3.30 Library outlets offering a summer reading program

3.33 Adults registered for the library's summer reading program

3.35 Children's program sessions - Summer 2017

3.36 Young adult program sessions - Summer 2017

3.37 Adult program sessions - Summer 2017

3.43 Public school district(s) and/or BOCES

3.44 Non-public school(s)

3.46 Summer camp(s)

3.47 Municipality/Municipalities
Note: Cortland Youth Bureau

3.49 Other (describe using the State note)
Note: Cortland students helped with activities and received credit for the activity.

a. Focus on birth - school entry (kindergarten)
Note: Includes the following groups: Babytime (0-2 yr) Preschool storytime (3-5 yr) Learning Adventure Preschool (2-5 yr) St.Paul's Nursery School

b. Combined audience
Note: (All within Cortland School District) Barry Elementary School Smith Elementary School Randall Elementary School Virgil Elementary School Cortland Christian Academy St.Marys School S.U.N.Y. Cortland

Note: Adults participate without registering.

Note: Includes all program during the summer for this age group

Note: Includes all programs during the summer for this age group

Note: Includes all adult programs for June, July and August

Note: Catholic Charities, Cortland Summer Lunch Program, S.U.N.Y.

Note: Includes the following groups: Babytime (0-2 yr) Preschool storytime (3-5 yr) Lunch in the park (3-5 yr) 2nd Saturday Family Fun (3-7 yr) Books Before Bed (3-5 yr) Ready, Set, Read (4-7 yr) UPK (4-5 yr)

Note: Babytime (0-2 yr) Preschool storytime (3-5 yr) Lunch in the park (3-5 yr) 2nd Saturday Family Fun (3-7 yr) Books Before Bed (3-5 yr) Ready, Set, Read (4-7 yr) DPIL= 4663

Includes the following groups: Babytime (0-2 yr) Preschool storytime
Focus on birth - school entry (kindergarten)  

(3-5 yr) Learning Adventure Preschool (2-5 yr) St.Paul's Nursery School  
Note: (4-5 yr) St. Mary's (4 yr) Lunch in the park (3-5 yr) 2nd Saturday Family Fun (3-7 yr) Books Before Bed (3-5 yr) Ready, Set, Read (4-7 yr) UPK  
(4-5 yr) Babytime (0-2 yr) Preschool storytime (3-5 yr) Lunch in the park (3-5 y r) 2nd Saturday Family Fun (3-7 yr) Books Before Bed (3-5 yr) Ready, Set, Read (4-7 yr)  

Childcare center(s)  
Note: Learning Adventure St. Paul's Nursery School St. Mary's UPK at Smith Elementary  

Cortland Free Library (CFL) is an affiliate of Dolly Parton's Imagination Library which mails books to the homes of children under 5 years old.  
Note: CFL registers the children, updates addresses, pays the monthly invoices (totally funded by donations/grants). 4663 books were delivered in 2017.  

Other (describe using the State note)  
Note: Did the library offer adult literacy programs?  

3.58 Did the library offer adult literacy programs?  
Note: Job/resume help  

3.60 Total one-on-one program sessions  
Note: Programs are offered monthly but attendance is rare.  

3.76 Did the library offer digital literacy programs?  
Note: Tech Time  

4. LIBRARY TRANSACTIONS  

4.8 Circulation of Adult Other Materials  
Note: Increased DVD collection led to spike in circulation of same. Increased periodical borrowing.  

4.9 Circulation of Children's Other Materials  
Note: Increased DVD borrowing.  

4.13 Successful Retrieval of Electronic Information  
Note: Zinio counted in 2016 - Consortium purchased electronic items for the collection, not CFL.  

4.18 Total Reference Transactions  
Note: = 1589 Adult, 1273 Youth, 6 obit, 2 newspaper  

5. TECHNOLOGY AND TELECOMMUNICATIONS  

5.4 Annual number of visits to the library's web site  
Note: 2017 transitioned to System hosted website: 37345 In-house From FLLS 100563 as of 6/1-12/31  

5.8 IT contact's email address  
Note: E-mail is transitioning to dir@cortlandfreelibrary.org We will maintain the old email address indefinitely.  

6. STAFF INFORMATION  

So we have the 3 full time hourly people â€“ each at 37.5 hours a week. These would total 3.0 We have 8 part time people to report hours for (one of them only worked 2 weeks), They are as follows: #1 â€“ 1265 total 2017 hours /52 = 24.33 average 24.33/37.5 = 0.65 (round up) FTE #2 â€“ 879.25 total/ 52 = 16.91 avg. 16.91/37.5 = 0.45 FTE #3 â€“ 436.75 total/ 52 = 8.4 avg. 8.4/37.5 = 0.22 FTE #4 â€“ 287 total/ 52 = 5.52 avg. 5.52/37.5 = 0.15 FTE #5 â€“ 685.5 total/ 52 = 13.18 avg. 13.18/37.5 = 0.35 FTE #6 â€“ 644.25 total/ 52 = 12.39 avg. 12.39/37.5 = 0.33 FTE #7 â€“ 330.75 total/ 52 = 6.36 avg. 6.36/37.5 = 0.17 FTE # 8 - 23.5 total/ 52 = 0.45 avg. 0.45/37.5 = 0.01 FTE TOTAL FTE = 3.0 + 0.65 + 0.45 + 0.22 + 0.15 + 0.35 + 0.33 + 0.17 + 0.1 = 5.42 FTE for all other staff.  

6.10 Other Staff  

Note: Salary - Entry Level Librarian (certified)  
Note: Wage increase per NYS minimum for Administrative Employee Overtime Exemption  

6.15 Salary - Entry Level Librarian (certified)  

7. MINIMUM PUBLIC LIBRARY STANDARDS  

No Notes  

8. PUBLIC SERVICE INFORMATION
Minimum week is in summer with no First Friday for 6 weeks and is 49 hours. Summer: 49 hours a week in summer July 10 to August 25 = 6 weeks (Week of July 7, August 4, and Sept 2 include First Friday Celebration library open 9:30am - 8pm) 49 hrs * 6 weeks = 294 hrs --- With First Friday open hours week is 51.5 hours *3 weeks = 154.5

Note: Summer Hours: 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 ---- Monday - Thursday 9:30am - 8:00pm 5 days * 10 hours = 50 Saturday 9:30am - 4:30pm = 7 hours Friday 9:30am - 5:30pm = 8 hours First Friday 9:30am - 8:00pm = 10 hours Winter =

Note: Summer was 6 weeks in 2017

9. SERVICE OUTLET INFORMATION

Repeating Group 1
Total number of non-library sponsored programs, meetings and/or events at this outlet

Note: 476 = attendance for non-library sponsored events

Repeating Group 1
Indicate the year this outlet underwent a major renovation costing $25,000 or more

Note: Renovations continued through 2016 but were not major and included lighting and computing services.

Repeating Group 1
Number of internet computers at this outlet used by general public

Note: We have actually added more useful computers and begun lending laptops outside of the building.

Repeating Group 1
Number of uses (sessions) of public Internet computers per year

Note: 11196 9686 Adults 1321 Children 189 Study Carrels

Repeating Group 1
Maximum download speed of connection on the outlet’s public Internet computers

Note: In 2017 we upgraded internet service.

Repeating Group 1
WiFi Access

Note: 24/7 with library card in good standing

10. OFFICERS AND TRUSTEES

10.3 If yes, what is the range?

10.8 Enter Board Member Selection Code (select one):

Note: Board members are nominated from the community by the sitting library board and a blind vote completed.

Repeating Group 12
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 (replaced Mimi Griswold)

Repeating Group 14
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. (Replaced Laura Gathagan)
11. OPERATING FUNDS RECEIPTS

We are an association library and collect a library tax under section 259(1)(a) of NYSED law. The school district acts as our tax collector and passes the funding to the library.

Repeating Group 1

1. Source of Funds

Note: Tax Levy $375,663-Amt Returned $3478.41= $372,155 As reported by Kristi FLLS

Note: VB. VB believes the 2016 amount may be incorrect, and should have been reported as $370,775. --- 375,663 From Report by Kristi FLLS

3. Amount

Note: 10883.96 FLLS 2016- 988.96 $ 8,906.00 $898.00

11.3 Local Library Services Aid (LLSA)

Note: Mini Outreach grant

Increase from 2016 mainly due to substantial increase in donations to Dolly Parton's Imagination Library. These are restricted funds. Chess Club 48.00 Donations-Adult Programming 374.50 Donations-Dolly P ImagLib-Admin 4,280.13 Donations-Dolly P ImagLib-Books 21,353.47 Donations-Friends of The CFL 8.00 Donations-In-Kind Income 36.69 Donations-Memorial/Legacies 378.00

11.4 Gifts and Endowments

Note: Donations-Summer Reading Program 1,545.90 Donations-Temporary Restricted 1,912.31 Donations-Unrestricted 1,919.66 Donations-Youth Services 178.44 32,035.10 Artist/Author Sales Commissions 50.00 Support Income Grants TCPL Spanish Titles 580.23 First Friday Program 1,340.00 FLLS - ReadITAndSee IT 1,589.04 Rosen Grant -Ready Set Read 2,059.00 Summer Reading Program 2,493.00 Up Front In Person 150.00 Total Grants 8,211.27

11.5 Fund Raising

Note: There were no special fund raising events held in 2017.

11.6 Income from Investments

Note: In the past we have not been withdrawing funds from the endowment in accordance with the board's investment and spending policies. The larger withdrawal was to get us back in line with the policy. We also paid down principal on our CFCU loan from endowment funds. Trustees believe the 2016 amount may be incorrect.

Library Fees 11.17 Other Income-Collection Agency 206.31 Other Income-Computer Printing 431.50 Other Income-Copier 3,273.82 Other Income-Microfilm 2,432.19 Other Income-Out of Systems Fee 74.00 Other Income-Research 30.00 Total Library Fees 11.17 12,145.85

11.7 Library Charges

Note: Income-Fines 3,923.43 Other Income-Lost Items 1,774.60 Other Income-Microfilm 2,432.19 Other Income-Out of Systems Fee 74.00 Other Income-Research 30.00 Total Library Fees 11.17 12,145.85

11.8 Other Income

Note: Booksale 791.98 Other Income-Bank Account Int 189.51 Other Income-Dividend 1,232.41 Other Income 262.85 1,421.92+791.98

BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year

Ending 2017 (Same as Question 12.40 of previous year if fiscal year has not changed)

Note: This number has been off for a number of years and we would to correct it this year going forward.

12. OPERATING FUND DISBURSEMENTS

12.1 Certified Librarians

Note: 49,148 Jacie 37,830 Tammy. Tammy received an additional Health Insurance Rebate $4922.

Disability 12.4 506.88 Employer HSA Contribution 1,829.60 - 1998.00 Hospitalization 12.4 11,528.63 Workers' Comp 12.4 2,461.46 Total Employee Insurance 16,326.57 Payroll Taxes 12.4 Medicare Tax 3,129.00 Social Security Tax 13,377.11 Total Payroll Taxes 12.4 16,506.11 Retirement 12.4 19,101.45 Tammy Health Insurance Rebate $4922 may have been missing from 2016 and entered into salary line.

Increase due to increased print materials expenditures. Dolly...
| 12.6  | Print Materials Expenditures | **Note:** | Parton-Imag Lib-BOOKS 146.86 Large Type 5,357.87 Lost ILL 12.6 58.97 Processing Fee 447.79 Cost of Books 12.6 - Other 32,261.66 38,273.15 Subscriptions 12.6 8,957.89 Decrease due to rebalancing of materials expenditures. As per instructions DVDs and Audio Books are no longer included here as they were in 2016. 1247 cost of E-Resources 789 cost of E-Books 12.7  Electronic Materials Expenditures | **Note:** | instructions DVDs and Audio Books are no longer included here as they were in 2016. 1247 cost of E-Resources 789 cost of E-Books Increase due to Rebalancing of collections expenditures. As per instructions DVDs and Audio Books are included here. Were included in Electronic Materials in 2016. Cost of DVD 12.8 $2,569.33 Cost of Games 26.90 Cost of Music CDs 389.05 Microfilm 12.8 1,204.65 Audio books 3327.97 Misc 524 Other 425 12.8  Other Materials Expenditures | **Note:** | Increase Due to increased Hardware expenditures in 2017 Hardware- 2,676.19 Tech Service- 346.25 275 Exterior other 480.25 Bsmt/PrtRoof  Increase Due to increased Hardware Expenditures in 2017. These are our endowment funds. In the past these have been under spent. We are balancing our spending with endowment funds paying for expenditures for the public. Trustee Furniture & Fixtures- 2,751.76 Technology-Hardware 12.11 9,160.86 Technology-Software 12.11 149.62 9,310.48 Increase due to general repairs being accomplished instead of major building projects also an insurance payment billed and paid in 2017 not billed or paid in 2016 due to insurance co. error. Building Expenses 12.16 Building Maintenance 10,569.26 Building Repairs 2,423.06 Building Supplies 1,702.15 Elevator Maintenance 3,918.87 Fire Extinguish Inspect 98.00 Insurance-Building 21,217.94 PACS Fire Security System 700.00 Security System 270.00 Total Building Expenses 40,899.28 Decrease due to No Building Project in 2017 Trustee Repairs 10,143.34 Bd restricted 26038 Furniture and Fixtures 10415 2016 would represent a building project expense paid from the endowment funds. In 2017 we did not have any building project. 12.13  From Local Public Funds (71PF) | **Note:** | Telephone Basic Monthly Service 2,406.76 Elevator Phone 97.75 Total 12.14  From Other Funds (71OF) | **Note:** | Telephone 2,504.51 Electric 7,943.34 Heat 3,510.42 Water & Sewer 423.62 14381.89 Decrease due to DPIL book invoices being included in Office & Library Supplies in 2016 and included in Print Material Expenditures in 2017. Public Service Supplies 2,007.63 Summer Read Prog-Adult- 95.80 12.16  Other Disbursements for Operation & Maintenance of Buildings | **Note:** | Telephone 2,504.51 Electric 7,943.34 Heat 3,510.42 Water & Sewer 423.62 14381.89 Decrease due to DPIL book invoices being included in Office & Library Supplies in 2016 and included in Print Material Expenditures in 2017. Public Service Supplies 2,007.63 Summer Read Prog-Adult- 95.80 12.18  Office and Library Supplies | **Note:** | Summer Read Prog-Youth- 3,180.68 Office/Library Supplies 2038.77 Rosen Grant-Read-It See-It 72.43 Rosen Grant-Ready, Set, Read 790.74 Summer Reading Program-Youth 402.13 Youth Services Supplies 219.31 1,484.61 Decrease due to switching internet/telephone provider resulting in a significant amount of savings. Internet/Telephone 1,579.04 A change was made in 2017 to Time Warner cable for phone and Internet. Moving away from Verizon for phone. 12.19  Telecommunications | **Note:** | 217.80 shipping and handling 496.89 Postage 12.21  Postage and Freight | **Note:** | $16904.50 Audit 5,800.00 Bookkeeping 10,362.50 Payroll 742.06 1375 MFM contract 2852.59 copier lease 2676.19 Op Hardware Increase due to Morgan Stanley Fees in 2017. Continuing 12.22  Professional & Consultant Fees | **Note:** | 1022.78 Op Software 346.25 Computer Service 9160.86 Trustee Computer Hardware & Software 12.23  Equipment | **Note:** |
### CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE

12.24 Other Miscellaneous

**Note:** 5.78 Total Continuing Education-12.1 4,259.40 Meetings 283.18 Outreach 87.23 370.41 Advertising 216.43 Collection agency fee 1253 Membership 300 Credit card fees 83.75 Program Fund 271.85 MSC 130 MS Brokerage fees 25221 Return of Tax receipts 3478.41 Continuing education expenses were broken out in 2017 and reported here.

13. CAPITAL FUND RECEIPTS

13.4 State Aid Received for Construction

**Note:** Construction Grants are complete.

13.6 **Total State Aid** (Add Questions 13.4 and 13.5)

**Note:** Capital projects are complete

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)

**Note:** Capital projects are complete

13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12)

**Note:** Capital projects are complete

### 14. CAPITAL FUND DISBURSEMENTS

14.4 Interest

**Note:** CFCU LOC Interest

### 15. CENTRAL LIBRARIES

**No Notes**

### 16. FEDERAL TOTALS

16.14 Other Capital Revenue and Receipts

**Note:** Capital projects are complete.

16.15 Number of internet computers used by general public

**Note:** Laptop computers were upgraded, old out of warranty ones which were still usable are now used as circulating computers outside of the building. Old computers that were not usable were not replaced but they had not actually been used in years as they were out of date.

16.16 **Total Uses (sessions) of Public Internet Computers Per Year**

**Note:** 11196 = 189 Study Carrel, 9686 Adult Computer, 1321 Youth Computer

16.17 **Total Wireless Sessions Provided by the Library Wireless Service Per Year**

**Note:** Wireless service was upgraded with more upgrades planned for 2018.

### 17. FOR NEW YORK STATE LIBRARY USE ONLY

**No Notes**

**SUGGESTED IMPROVEMENTS**