

# Cortland Free Library

## Annual Report For Public And Association Libraries - 2019

### 1. GENERAL LIBRARY INFORMATION

No Notes

### 2. LIBRARY COLLECTION

- 2.1 Adult Fiction Books **Note:** We received grant money for Large Type fiction, which contributed to an increase in Adult Fiction books.
- 2.8 Total Uncataloged Books **Note:** Books were cataloged or gotten rid of, accounting for the difference in number from the previous year's report.

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.2 Registered resident borrowers **Note:** Decrease in number due to annual purge which occurred after the completion of last year's annual report
- 3.14 Does the library have assistive technology for people who are visually impaired or blind? **Note:** Note: The library has Windows10 Narrator and a Magnifier. A Big Eye Magnifying device is also available.
- 3.20 All Other Program Sessions **Note:** Note: This number includes Adult Self Led programs such as contests, puzzle table and coloring (43 total) and Youth self led programs such as contests (14 total).
- 3.22 One-on-One Program Sessions **Note:** Note: This includes for Adults the Mail It! program (78 sessions), Tech Time sessions (10), VITA sessions (107), 38 tests that were proctored, Senior Outreach sessions (490). There was an increase due to new Outreach program.
- 3.25 Young Adult Program Attendance **Note:** Previous year's count included 300 teens and 15 adults that visited the Library table at the Jumpstart 10 conference, which was not held this year.
- 3.26 Children's Program Attendance **Note:** Due to time constraints several school visits to the library could not be scheduled.
- 3.27 All Other Program Attendance **Note:** Note: This number includes Adult Self Led programs such as contests, puzzle table and coloring (1039 total) and Youth self led programs such as contests (2271 total).
- 3.29 One-on-One Program Attendance **Note:** Note: This includes for Adults the Mail It! program (78), Tech Time (10), VITA (107), 38 tests that were proctored, and Senior Outreach (490). There was an increase due to new Outreach program.
- 3.44 Public school district(s) and/or BOCES **Note:** Note: We collaborate with Cortland City School District.
- 3.45 Non-public school(s) **Note:** Note: We collaborate with Cortland Christian Academy and St. Mary's Parochial School.
- 3.46 Childcare center(s) **Note:** We collaborate with Learning Adventure Childcare Center.

- 3.47 Summer camp(s) **Note:** Note: We collaborated with the YWCA, St. Mary's Summer and Salvation Army Summer Camps.
- 3.48 Municipality/Municipalities **Note:** Note: We collaborated with Cortland Youth Bureau.  
Note: We collaborated with Catholic Charities (Cortland Summer lunch Program), SUNY Cortland, 8 FLLS
- 3.50 Other (describe using the State note) **Note:** Member Libraries (Aurora, Groton, Southworth, Port Bryon, Seneca Falls, Moravia, Newfield, Poplar Ridge), Syracuse Astronomical Society and the CNY Observers.  
Note: We provided early literacy programming for
- a. Childcare center(s) **Note:** Learning Adventure Child care Center, St. Paul's Nursery School and Racker Center.
- b. Public School District(s) and/or BOCES **Note:** We provided early literacy programming for Head Start and Kindergartens in the Cortland school district.  
Note: We provided early literacy programming for St.
- c. Non-Public School(s) **Note:** Mary's Parochial School and the Cortland Christian Academy.
- d. Health care providers/agencies **Note:** We provided an early literacy story time at Dr. Djafari's office.  
Note: We collaborated with Capco, SUNY Cortland and Fun For Tots to provide early literacy programming. Cortland Free Library (CFL) is an affiliate of Dolly
- e. Other (describe using the State note) **Note:** Parton's Imagination Library which mails books to the homes of children under 5 years old. CFL registers the children, updates addresses, pays the monthly invoices (totally funded by donations/grants).  
We offered one-on-one sessions, however no one took
- 3.59 Did the library offer adult literacy programs? **Note:** advantage of these, meaning 0 sessions occurred and attendance was 0 (per questions 3.61 and 3.63).

#### 4. LIBRARY TRANSACTIONS

No Notes

#### 5. TECHNOLOGY AND TELECOMMUNICATIONS

- 5.4 Annual number of visits to the library's web site **Note:** This reflects the number of visits to cortlandfreelibrary.org per Finger Lakes Library System and the Webalizer tool they utilized. (Visits are counted each time an IP address requests something from the website; by default, the same IP making multiple requests within 30 minutes is counted as 1 visit.) It was discovered that Google bots were accessing the website as well, causing a large increase in visits.

#### 6. STAFF INFORMATION

- 6.10 Other Staff **Note:** Note: Budgeted positions as of 12.31.19 FT = 4 PT = 8  
**Note:** Total hours = 6505.75 hrs. for 8 people/52= 125.11 hours / 37.5 = 3.34 4 + 3.34 = 7.34 FTE

6.15 Salary - Entry Level Librarian (certified)

**Note:** In last year's report we input the salary for our only then-existing librarian on staff, however we have since clarified the purpose of this question and have determined since she is not "entry level" it is more accurate to report N/A.

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

No Notes

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.

**Note:** We currently provided an annual report to the community in the form of an infographic, but this does not explicitly align with the long-range plan. We will update to align.

## 8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library

**Note:** Monday - Thursday 9:30a.m.-8p.m. = 10.5 hrs. x 4 days = 42 hours Friday 9:30a.m.-5p.m. = 7.5 hrs. Saturday 9:30a.m. - 3 p.m. = 5.5 hrs. 42 + 7.5 + 5.5 = 55 hours First Fridays 5-8pm = 3 hrs. x 12 days = 36 hrs. Trialed Sunday hours 3 hours x 8 weeks = 24 hrs. 55 hrs. x 52 weeks = 2860 + 36 + 24 = 2,920 total annual hours

## 9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet

**Note:** This includes our trial Sunday hours (24 hours) which are not planned for the future.

Repeating Group 1

27. Number of uses (sessions) of public Internet computers per year

**Note:** Study Carrels: 92 Adult: 7215 Youth: 1106

Repeating Group 1

32. WiFi Access

**Note:** 24/7 with Library card in good standing

## 10. OFFICERS AND TRUSTEES

10.8 Enter Board Member Selection Code (select one):

**Note:** The current library board nominates members of the community as new trustees and then votes via a private ballot.

Repeating Group 2

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and

**Note:** Maria Manning filling remaining 4 years of term vacated by Mimi Griswold who resigned effective 12/17. Maria started 1/18.

should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

#### Repeating Group 7

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

**Note:** John Hoeschele filling remaining term vacated by Nick Esposito who resigned in January 2019. John was approved March 2019.

#### Repeating Group 8

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

**Note:** Sandro Mironti filling remaining 4 years of term vacated by Laura Gathagan who resigned 12/17. Sandro started 1/18.

## 11. OPERATING FUNDS RECEIPTS

- |       |   |   |
|-------|---|---|
| 11.5  | Additional State Aid received from the System | <b>Note:</b> Legislative Grant-Bullet Aid awarded for 2018 received in 2019   |
| 11.7  | Other Cash Grants                             | <b>Note:</b> Increase due to anonymous cash grant of \$1,708.82 received through FLLS   |
| 11.14 | Gifts and Endowments                          | <b>Note:</b> Increase in overall donations as well as new Makerspace Grants received.   |
| 11.16 | Income from Investments                       | <b>Note:</b> Decrease in amounts moved into Operating funds and increase in amounts moved into Capital funds for 2019 purchases |
| 11.17 | Library Charges                               | <b>Note:</b> Decrease in copier and microfilm fees in 2019  |
| 11.23 | From Other Funds                              | <b>Note:</b> Increase due to transfer from Endowment to Operating for donations from prior years intended for materials         |

## 12. OPERATING FUND DISBURSEMENTS

- |      |                      |   |
|------|----------------------|---|
| 12.1 | Certified Librarians | <b>Note:</b> Decrease due to no director in 2019; only one librarian (Youth Services) |
| 12.2 | Other Staff          | <b>Note:</b> Increase in pay raises (2 - 6.31% including min wage increase)           |

12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	<b>Note:</b> Added PT Business Manager Position with benefits
12.4	<b>Employee Benefits Expenditures</b>	<b>Note:</b> Increase in pay raises (2 - 6.31% including min wage increase)
12.7	Electronic Materials Expenditures	<b>Note:</b> Decrease due to materials purchased in 2019 but billed in early Jan 2020
12.8	Other Materials Expenditures	<b>Note:</b> Decrease due to materials purchased in 2019 but billed in early Jan 2020
12.11	From Other Funds (71OF)	<b>Note:</b> Decrease in computer purchases - on a rotation schedule for replacements
12.13	From Local Public Funds (72PF)	<b>Note:</b> Decrease due to NYS grant funds covering more building renovations in 2019.
12.14	From Other Funds (72OF)	<b>Note:</b> Decrease due to NYS grant funds covering more building renovations in 2019.
12.16	Other Disbursements for Operation & Maintenance of Buildings	<b>Note:</b> Decrease due to NYS grant funds covering more building renovations in 2019.
12.19	Telecommunications	<b>Note:</b> Decrease due to negotiated rate reduction for telephone and internet services
12.22	Professional & Consultant Fees	<b>Note:</b> Decrease due to removing Bookkeeping Services in 2019
12.24	Other Miscellaneous	<b>Note:</b> Moved copier lease and microfilm contract to 12.23 for 2019 per instructions
12.35	From Other Funds (76OF)	<b>Note:</b> Decrease in amounts moved into Operating funds and increase in amounts moved into Capital funds for 2019 purchases

### 13. CAPITAL FUND RECEIPTS

13.4	State Aid Received for Construction	<b>Note:</b> NYS Construction Grant #0386-19-8015 received
13.8	<b>Transfer from Operating Fund (Same as Question 12.36)</b>	<b>Note:</b> Decrease of amounts moved from Operating fund for capital projects in 2019
13.10	<b>NON-REVENUE RECEIPTS</b>	<b>Note:</b> All transferred from Morgan Stanley Endowment Funds Entered here per Jane Minotti-NYSL 2/3/2020

### 14. CAPITAL FUND DISBURSEMENTS

14.1	Construction	<b>Note:</b> NYS Construction Grant #0386-19-8015 received
14.9	<b>NON-PROJECT EXPENDITURES</b>	<b>Note:</b> Increase in Endowment funds used to pay for capital projects in 2019

### 15. CENTRAL LIBRARIES

No Notes

### 16. FEDERAL TOTALS

16.15	<b>Total Number of Internet Terminals</b>	<b>Note:</b> There are several reasons for the decrease from 53
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**Used by the General Public**

(previous year) to 24 (current year) public terminals. These are as follows: 15 Windows 7 laptops were decommissioned; 3 other laptops are lost/missing and were taken off the list; 2 desktops were replaced with chrome books (not counted as public computers); 3 additional desktops were decommissioned; the remaining 6 either had been decommissioned in the past and we finally got an accurate count of what we actually have available for the public or were possibly office computers that had been counted when they shouldn't have been.

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

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes