

Cortland Free Library

Annual Report For Public And Association Libraries - 2012

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2012, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	2400111610
1.2	Library Name	CORTLAND FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Cortland
1.6	Beginning Fiscal Reporting Year	01/01/2012
1.7	Ending Fiscal Reporting Year	12/31/2012
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2012
1.12	Ending <u>Local</u> Fiscal Year	12/31/2012
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	32 CHURCH STREET
1.15	City	CORTLAND
1.16	Zip Code	13045
1.17	Mailing Address	32 CHURCH STREET
1.18	City	CORTLAND
1.19	Zip Code	13045
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 753-1042
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 758-7329
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	cortlandlib-dir@twcnny.rr.com
1.23	Library Home Page URL (Enter N/A if no home page URL)	WWW.FLLS.ORG/CORTLANDLIB
1.24	Population Chartered to Serve (per 2010 Census)	19,204
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute

1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	07/20/1925
1.30	Date the library was last registered	05/26/1927
1.31	Federal Employer Identification Number	150569362
1.32	County	CORTLAND
1.33	School District	Cortland
1.34	Library System	Finger Lakes Library System
NOTE: For questions 1.35 through 1.40, report all information for the current library director/manager.		
1.35	Title of Library Director/ Manager (select one):	Ms.
1.36	First Name of Library Director/Manager	Kay
1.37	Last Name of Library Director/Manager	Zaharis
1.38	NYS Public Librarian Certification Number	18841
1.39	E-mail Address of the Director/Manager	cortlandlib-dir@twcnny.rr.com
1.40	Fax Number of the Director/Manager	(607) 758-7329
1.41	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.42	For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget either subject to a public vote(s) or from a previous appropriation(s) which was approved by public vote(s). Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, go to question 1.44.	N
1.	Name of municipality or district holding the vote	N/A
2.	Indicate the type of municipality or district holding the vote	N/A
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N/A
4.	Dollar amount	N/A
5.	Was the vote successful?	N/A
6.	Date the vote was held (mm/dd/yyyy)	N/A
1.43	For the fiscal year that ended in 2012, indicate the total percentage of the library's local public funding that was either subject to public vote(s) <u>or</u> that came from a previous appropriation(s) approved by public vote(s) still in effect.	100%
1.44	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.45.	N
1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	\$0
5.	Enter the appropriate code for range of services provided (select one):	N/A
1.45	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection.	Y

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	18,628
2.2	Adult Non-fiction Books	28,401
2.3	Total Adult Books (Total questions 2.1 & 2.2)	47,029
2.4	Children's Fiction Books	8,539
2.5	Children's Non-fiction Books	5,016
2.6	Total Children's Books (Total questions 2.4 & 2.5)	13,555
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	60,584

Other Print Materials

2.8	Total Uncataloged Books	84
2.9	Total Print Serials	865
2.10	All Other Print Materials	766
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,715
2.12	Total Print Materials (Total questions 2.7 and 2.11)	62,299

ELECTRONIC MATERIALS

2.13	Electronic Books	93
2.14	Local Databases	11
2.15	NOVELNY Databases	9
2.16	Total Databases (Total questions 2.14 and 2.15)	20
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)	0
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	113

ALL OTHER MATERIALS

2.19	Audio - Physical Units	1,556
2.20	Audio - Downloadable Titles	0
2.21	Video - Physical Units	1,771
2.22	Video - Downloadable Titles	0
2.23	All Other Materials (includes microform, films, slides, etc.)	684
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	4,011
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)	66,423

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	168
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	2,346
2.28	All Other Print Materials	294
2.29	Electronic Materials	58
2.30	All Other Materials	791
2.31	Total Additions (Total questions 2.27 through 2.30)	3,489

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.51 through 3.59 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.50 for the 2012 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	16
3.2	Young Adult Program Sessions	22
3.3	Children's Program Sessions	163
3.4	All Other Program Sessions	358
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	559
3.6	Adult Program Attendance	126
3.7	Young Adult Program Attendance	38
3.8	Children's Program Attendance	3,967
3.9	All Other Program Attendance	735
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	4,866

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2012 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Summer Reading at New York Libraries name and/or logo used	Yes
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	Yes
e.	N/A	No
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	123
3.14	Young adults registered for the library's summer reading program	28
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	151
3.16	Children's program sessions - Summer 2012	29
3.17	Young adult program sessions - Summer 2012	7
3.18	Total program sessions - Summer 2012 (total 3.16 + 3.17)	36
3.19	Children's program attendance - Summer 2012	1,064
3.20	Young adult program attendance - Summer 2012	28
3.21	Total program attendance - Summer 2012 (total 3.19 + 3.20)	1,092

COLLABORATORS

3.22	Public school district(s) and/or BOCES	1
3.23	Non-public school(s)	2
3.24	Childcare center(s)	1
3.25	Summer camp(s)	2
3.26	Municipality/Municipalities	1
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	0
3.29	Total Collaborators (total 3.22 through 3.28)	7

EARLY LITERACY PROGRAMS

3.30	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
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3.31 Indicate types of programs offered (check all that apply)

- | | | |
|----|-------------------------------|-----|
| a. | Focus on birth - school entry | Yes |
| b. | Focus on parents & caregivers | No |
| c. | Combined audience | No |
| d. | N/A | No |

3.32 Number of sessions

- | | | |
|----|-------------------------------|-----|
| a. | Focus on birth - school entry | 93 |
| b. | Focus on parents & caregivers | 0 |
| c. | Combined audience | 5 |
| d. | N/A | N/A |

3.33 **Total Sessions** 98

3.34 Attendance at sessions

- | | | |
|----|-------------------------------|-------|
| a. | Focus on birth - school entry | 2,297 |
| b. | Focus on parents & caregivers | 0 |
| c. | Combined audience | 38 |
| d. | N/A | N/A |

3.35 **Total Attendance** 2,335

3.36 Collaborators (check all that apply):

- | | | |
|----|--|-----|
| a. | Childcare center(s) | Yes |
| b. | Public School District(s) and/or BOCES | Yes |
| c. | Non-Public School(s) | Yes |
| d. | Health care providers/agencies | No |
| e. | Other (describe using the State note) | No |
| f. | N/A | No |

ADULT LITERACY

3.37 Did the library offer adult literacy programs? Yes

3.38 Total program sessions 70

3.39 Total program attendance 350

3.40 Collaborators (check all that apply)

- | | | |
|----|--|-----|
| a. | Literacy NY (Literacy Volunteers of America) | No |
| b. | Public School District(s) and/or BOCES | Yes |
| c. | Non-Public Schools | No |
| d. | Other (see instructions and describe using State Note) | Yes |
| e. | N/A | No |

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.41 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) Y

3.42 Children's program sessions 0

3.43 Young adult program sessions 0

3.44 Adult program sessions 105

3.45 **Total program sessions (total 3.42 + 3.43 + 3.44)** 105

3.46 Children's program attendance 0

3.47 Young adult program attendance 0

3.48 Adult program attendance 735

3.49 **Total program attendance (total 3.46 + 3.47 + 3.48)** 735

3.50 Collaborators (check all that apply):

- | | | |
|----|--|-----|
| a. | Literacy NY (Literacy Volunteers of America) | No |
| b. | Public School District(s) and/or BOCES | Yes |

c.	Non-Public School(s)	No
4	Health care providers/agencies	No
d.	Other (describe using the State note)	No
e.	N/A	No

LIBRARY USE

3.51	Library visits (total annual attendance)	118,104
3.52	Registered resident borrowers	9,770
3.53	Registered non-resident borrowers	1,908

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.54	Does the library have an open meeting policy?	Y
3.55	Does the library have a policy protecting the confidentiality of library records?	Y
3.56	Does the library have an Internet use policy?	Y
3.57	Does the library have a disaster policy?	N

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

3.58	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.59	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	32,804
4.2	Adult Non-fiction Books	12,262
4.3	Total Adult Books (Total questions 4.1 & 4.2)	45,066
4.4	Children's Fiction Books	26,286
4.5	Children's Non-fiction Books	8,975
4.6	Total Children's Books (Total questions 4.4 & 4.5)	35,261
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	80,327

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	30,446
4.9	Circulation of Children's Other Materials	3,247
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	33,693
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	114,020
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	38,508

REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	4,316
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INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14	TOTAL MATERIALS RECEIVED	12,463
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15	TOTAL MATERIALS PROVIDED	9,252
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5. AUTOMATION AND TELECOMMUNICATIONS

Report all information as of December 31, 2012.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	15,903
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Number of uses (sessions) of public Internet computers per year	22,045
5.7	Name of the person at the library to contact regarding Information Technology (IT) services	Kay Zaharis
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 753-1042
5.9	IT contact's email address	cortlandlib-dir@twcnny.rr.com

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	2
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	4.38
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	7.38
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$39,000
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$48,217
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2012.

7.1	1. Is governed by board-approved written bylaws.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents an annual report to the community.	Y
7.4	4. Has board-approved written policies.	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y
8.	Maintains a facility to meet community needs, including adequate:	
7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y
9.	Has the equipment and connections necessary to facilitate access to information:	
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. telefacsimile capability (see instructions)	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00
8.10	Annual Total Hours - Main Library	2,860
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0

8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) 2,860.00

9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

1.	Outlet Name	Cortland Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	32 Church Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Cortland
6.	Zip Code	13045
7.	Phone (enter 10 digits only)	(607) 753-1042
8.	Fax Number (enter 10 digits only)	(607) 758-7329
9.	E-mail Address	cortlandlib-dir@twcny.rr.com
10.	Outlet URL	www.flls.org/cortlandlib
11.	County	Cortland
12.	Outlet Type Code (select one):	CE
13.	Public Service Hours Per Year for This Outlet	2,860
14.	Number of Weeks This Outlet is Open	52
15.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
16.	Is the meeting space available for public use even when the outlet is closed?	N
17.	Total number of non-library sponsored programs, meetings and/or events at this outlet	120
18.	Enter the appropriate outlet code (select one):	LO
19.	Who owns this outlet building?	Library Board
20.	Who owns the land on which this outlet is built?	Library Board
21.	Indicate the year this outlet was initially constructed	1927
22.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2011
23.	Square footage of the outlet	30,200
24.	Total number of Internet terminals at this outlet used by the general public	37
25.	Type of connection on the outlet's public Internet computers	Cable
26.	Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 3 mbps and less than 6 mbps
27.	Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 3 mbps and less than 6 mbps
28.	Internet Provider	Time Warner Cable
29.	WiFi Access (click the hyperlink for types of WiFi Access)	Available only when the library is open
30.	Does the outlet have interactive videoconferencing capability for public use?	Y
31.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
32.	Is every public part of the outlet accessible to a person in a wheelchair?	N
33.	<i>LIBID</i>	2400111610

34.	<i>FSCSID</i>	NY0143
35.	<i>Metropolitan Status Code</i>	NO
36.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
37.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2012. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2012 to December 31, 2012)	10
10.2	Number of voting library board positions stated in the library's charter.	5-15
10.3	Number of current <u>voting</u> positions on library board.	10

BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership
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List Officers and Board Members for the current Calendar Year. Complete one record for each board member.

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mrs.
10.6	First Name	Diane
10.7	Last Name	Ames
10.8	Mailing Address	45 W. Court Street
10.9	City	Cortland
10.10	Zip Code (5 digits only)	13045
10.11	Phone (enter 10 digits only)	(607) 756-2058
10.12	E-mail Address	diane@ameslinen.com
10.13	Term Expires - Month	December
10.14	Term Expires - Year (yyyy)	2013
10.15	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.16	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Linda
3.	Last Name of Board Member	Eberly
4.	Mailing Address	25 James Street
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	leberly2@twcnny.rr.com
8.	Office Held or Trustee	Secretary
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Dr.

2.	First Name of Board Member	Mark L.
3.	Last Name of Board Member	Martin
4.	Mailing Address	4351 Kinney Gulf Road
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	janisemartin@verizon.net
8.	Office Held or Trustee	Treasurer
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	William
3.	Last Name of Board Member	Kline
4.	Mailing Address	12 Arthur Avenue
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	bill@wlkline.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2014
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Kathleen
3.	Last Name of Board Member	Hennessy
4.	Mailing Address	75 Greenbush Street
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	kathvsop@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2014
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Sharon
3.	Last Name of Board Member	Tucker
4.	Mailing Address	36 W. Court Street
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	sharontucker6@hotmail.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2017

11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Russ
3.	Last Name of Board Member	Ruthig
4.	Mailing Address	3600 Pendleton Street Ext.
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	rruthig@twcny.rr.com
8.	Office Held or Trustee	Vice President
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2017
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	John
3.	Last Name of Board Member	Musci
4.	Mailing Address	49 Charles Street
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	jmusci@verizon.net
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2017
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	John
3.	Last Name of Board Member	Catalano
4.	Mailing Address	796 N. Lamont Circle
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	Johnfc@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Georgette
3.	Last Name of Board Member	Ogle
4.	Mailing Address	4037 Kinney Gulf Road
5.	City	Cortland
6.	Zip Code (5 digits only)	13045

7.	E-mail address	e3tt7@verizon.net
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2014
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Dale
3.	Last Name of Board Member	Taylor
4.	Mailing Address	2193 Kypriotis Drive
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	momtaylordad19@hotmail.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	John
3.	Last Name of Board Member	Whittleton
4.	Mailing Address	508 Nye Road
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	jrwhittl@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	December
10.	Term Expires - Year (yyyy)	2017
11.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (see instructions).	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Cortland Free Library tax district
3.	Amount	\$350,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

11.2	TOTAL LOCAL PUBLIC FUNDS	\$350,000
SYSTEM CASH GRANTS TO MEMBER LIBRARY		
11.3	Local Library Services Aid (LLSA)	\$9,278
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$2,000
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$182
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$11,460
OTHER STATE AID		
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
FEDERAL AID FOR LIBRARY OPERATION		
11.10	LSTA	\$0
11.11	Other Federal Aid	\$165,908
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$165,908
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
OTHER RECEIPTS		
11.14	Gifts and Endowments	\$6,886
11.15	Fund Raising	\$0
11.16	Income from Investments	\$64,898
11.17	Library Charges	\$14,344
11.18	Other	\$2,637
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$88,765
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$616,133
11.21	BUDGET LOANS	\$0
TRANSFERS		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2012 (Same as Question 12.38 of previous year if fiscal year has not changed)	\$45,913
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$662,046

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$124,408
12.2	Other Staff	\$149,539
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$273,947

12.4	Employee Benefits Expenditures	\$60,444
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$334,391
COLLECTION EXPENDITURES		
12.6	Print Materials Expenditures	\$42,471
12.7	Electronic Materials Expenditures	\$362
12.8	Other Materials Expenditures	\$6,996
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$49,829
CAPITAL EXPENDITURES FROM OPERATING FUNDS		
12.10	From Local Public Funds (71PF)	\$2,354
12.11	From Other Funds (71OF)	\$70,070
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$72,424
OPERATION AND MAINTENANCE OF BUILDINGS		
Repairs to Building & Building Equipment		
12.13	From Local Public Funds (72PF)	\$1,026
12.14	From Other Funds (72OF)	\$626
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$1,652
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$37,836
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$39,488
MISCELLANEOUS EXPENSES		
12.18	Office and Library Supplies	\$3,327
12.19	Telecommunications	\$2,486
12.20	Binding Expenses	\$1,000
12.21	Postage and Freight	\$1,083
12.22	Professional & Consultant fees - All libraries enter total paid for professional and consultant fees. If the cost for any one professional or consultant's fee is over \$10,000, please describe in the State note. See instructions for definition of Professional & Consultant.	\$0
12.23	Other Miscellaneous - If any expense exceeds \$10,000 or 5% of a library's budget, whichever is higher, indicate in a State Note how the funds were spent.	\$122,880
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$130,776
12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$7,416
DEBT SERVICE		
Capital Purposes Loans (Principal and Interest)		
12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0
12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
TOTAL OPERATING FUND DISBURSEMENTS		

12.32 (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$634,324

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0
12.34 From Other Funds (76OF) \$0
12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0
12.36 **Transfer to Other Funds** \$0
12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$0
12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$634,324
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2012 \$27,722
12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$662,046

ASSURANCE

12.41 The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 03/15/2013

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 11/14/2012
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2011-12/12/2011
12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0
13.2 All Other Revenues from Local Sources \$17,297
13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$17,297

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$217,067
13.5 Other State Aid \$0
13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$217,067

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) \$0

13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$234,364
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$234,364
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2012 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$293,117
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$527,481

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1	Construction	\$229,100
14.2	Incidental Construction	\$67,495

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$296,595

14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$296,595

14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2012	\$230,886
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14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$527,481
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15. FEDERAL TOTALS

All questions in Part 15 are calculated. locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

15.1	Total ALA-MLS	2.81
15.2	Total Librarians	2.81
15.3	All Other Paid Staff	4.11
15.4	Total Paid Employees	6.92
15.5	State Government Revenue	\$11,278
15.6	Federal Government Revenue	\$165,908
15.7	Other Operating Revenue	\$88,947
15.8	Total Operating Revenue	\$616,133
15.9	Other Operating Expenditures	\$177,680
15.10	Total Operating Expenditures	\$561,900
15.11	Total Capital Expenditures	\$369,019
15.12	Print Materials	61,533
15.13	Total Registered Borrowers	11,678
15.14	Other Capital Revenue and Receipts	\$0

15.15	Total Number of Internet Terminals Used by the General Public	37
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16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	2400111610
16.2	<i>Interlibrary Relationship Code</i>	ME
16.3	<i>Legal Basis Code</i>	NP
16.4	<i>Administrative Structure Code</i>	SO
16.5	<i>FSCS Public Library Definition</i>	Y
16.6	<i>Geographic Code</i>	OTH
16.7	<i>FSCS ID</i>	NY0143

SUGGESTED IMPROVEMENTS

Library Name:

Library System:

Name of Person Completing Form:

Phone Number:

Please share with us your suggestions for improving the *Annual Report*. Thank you!