

Cortland Free Library

Annual Report For Public And Association Libraries - 2017

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
- Repeating Group 1
1. Name of municipality or district holding the public vote **Note:** 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
2. Indicate the type of municipality or district holding the public vote **Note:** See note #1
- Repeating Group 1
- 6a. Most recent prior year approved appropriation from a public vote: **Note:** Corrected per VB Reported incorrectly in 2016
- Repeating Group 1
- 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
- Repeating Group 1
- 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 Removing outdated books was a priority.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.
- 2.9 Total Print Serials **Note:** Reliable complimentary copies of serials received are being added to the catalog. Annual weeding of old issues has not been completed.
- 2.13 Electronic Books **Note:** OverDrive, hoopla figures provided by consortium. 271 titles on CFL owned eReaders.
- 2.14 Local Electronic Collections **Note:** Per new instructions the system is reporting this number.
- 2.18 Video - Downloadable Units **Note:** Figure provided by FLLS.
- 2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) **Note:** CORT 17 tablets with content
- 2.23 Other Non-Electronic Materials (includes films, slides, etc.) **Note:** eReaders, Internet Station (computers) no longer included
- 2.25 **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) **Note:** non fiction was weeded.
- 2.26 Current Print Serial Subscriptions **Note:** reliable complimentary serial subscriptions are being added to the catalog.
- 2.28 All Other Print Materials **Note:** Old Reference material is being weeded, many items are now available for free on the Internet and are not being replaced.
- 2.29 Electronic Materials **Note:** CORT 17 tablets with content Per new instructions we are counting only CORT holdings here instead of System holdings.

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
Mail It! - 80 sessions, Tech Time -16 sessions, Resume Job application 1 session, VITA - 4 sessions, Tests Proctored - 21 sessions. Lower
- 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:** 1,750 Adult Programs
- 3.24 Young Adult Program Attendance **Note:** Includes programs for 0-18 years and programs 13-18 years
- 3.26 All Other Program Attendance **Note:** Adult Self Led Programs- Puzzle table, Contests and Coloring Sessions
Mail It!- 80 Tech time - 16 Resume Job application 1 VITA - 4 sessions
- 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
Cortland Free Library building County Office Building Courthouse Park
- 3.30 Library outlets offering a summer reading program **Note:** Suggett Park Barry Elementary School Smith Elementary School Randall Elementary School Virgil Elementary School Cortland Christian Academy St.Marys School S.U.N.Y. Cortland
- 3.33 Adults registered for the library's summer reading program **Note:** Adults participate without registering.
- 3.35 Children's program sessions - Summer 2017 **Note:** Includes all program during the summer for this age group
- 3.36 Young adult program sessions - Summer 2017 **Note:** Includes all programs during the summer for this age group
- 3.37 Adult program sessions - Summer 2017 **Note:** Includes all adult programs for June, July and August
- 3.43 Public school district(s) and/or BOCES **Note:** (All within Cortland School District) Barry Elementary School Smith Elementary School Randall Elementary School Virgil Elementary School Each one required a separate individual & plan for action. We coordinated with each school and their team
- 3.44 Non-public school(s) **Note:** Christian Academy St.Marys School
- 3.46 Summer camp(s) **Note:** YWCA Summer camp
- 3.47 Municipality/Municipalities **Note:** Cortland Youth Bureau
Catholic Charities, Cortland Summer Lunch Program, S.U.N.Y.
- 3.49 Other (describe using the State note) **Note:** Cortland students helped with activities and received credit for the activity.
Includes the following groups: Babytime (0-2 yr) Preschool storytime (3-5 yr) Learning Adventure Preschool (2-5 yr) St.Paul's Nursery School (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)
- a. Focus on birth - school entry (kindergarten) **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) UPK (4-5 yr)
- c. Combined audience **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

- a. Focus on birth - school entry (kindergarten) **Note:** (3-5 yr) Learning Adventure Preschool (2-5 yr) St.Paul's Nursery School (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)
- c. Combined audience **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)
- a. 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.
- e. Other (describe using the State note) **Note:** CFL registers the children, updates addresses, pays the monthly invoices (totally funded by donations/grants). 4663 books were delivered in 2017.
- 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

- 6.10 Other Staff **Note:** So we have the 3 full time hourly people " 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 " 1265 total 2017 hours /52 = 24.33 average 24.33/37.5 = 0.65 (round up) FTE #2 " 879.25 total/ 52 = 16.91 avg. 16.91/37.5 = 0.45 FTE #3 " 436.75 total/ 52 = 8.4 avg. 8.4/37.5 = 0.22 FTE #4 " 287 total/ 52 = 5.52 avg. 5.52/37.5 = 0.15 FTE #5 " 685.5 total/52 = 13.18 avg. 13.18/37.5 = 0.35 FTE #6 " 644.25 total/ 52 = 12.39 avg. 12.39/37.5 = 0.33 FTE #7 " 330.75 total/ 52 = 6.36 6.36/37.5 = 0.17 FTE #8- 23.5 total/ 52 = .45 0.45/37.5 = 0.1 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.
- 6.15 Salary - Entry Level Librarian (certified) **Note:** Wage increase per NYS minimum for Administrative Employee Overtime Exemption

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

- 8.6 Minimum Weekly Total Hours - Main Library
- 8.10 Annual Total Hours - Main Library
- Note:** 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

19. 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

24. 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

26. 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

27. Number of uses (sessions) of public Internet computers per year
- Note:** 11196 9686 Adults 1321 Children 189 Study Carrels

Repeating Group 1

29. Maximum download speed of connection on the outlet's public Internet computers
- Note:** In 2017 we upgraded internet service.

Repeating Group 1

32. WiFi Access
- Note:** 24/7 with library card in good standing

10. OFFICERS AND TRUSTEES

- 10.3 If yes, what is the range?
- Note:** Should be blank, No Range, 15
- 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

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 (replaced Mimi Griswold)

Repeating Group 14

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. (Replaced Laura Gathagan)

11. OPERATING FUNDS RECEIPTS

Repeating Group 1

1. Source of Funds

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.

Repeating Group 1

3. Amount

Tax Levy \$375,663-Amt Returned \$3478.41= \$372,155 As reported by **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

11.3 Local Library Services Aid (LLSA)

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

11.7 Other Cash Grants

Note: Mini Outreach grant

Increase from 2016 mainly due to substantial increase in donations /grants 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

11.14 Gifts and Endowments

Note: Donations-Summer Reading Progra 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

11.15 Fund Raising

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

In the past we have not been withdrawing funds from the endowment in accordance with the board's investment and spending policies. The

11.16 Income from Investments

Note: 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.

11.17 Library Charges

Library Fees 11.17 Other Income-Collection Agency 206.31 Other Income-Computer Printing 431.50 Other Income-Copier 3,273.82 Other **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

11.18 Other

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

11.25 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.

12.4 Employee Benefits Expenditures

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
12.7	Electronic Materials Expenditures	Note: 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
12.8	Other Materials Expenditures	Note: 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
12.10	From Local Public Funds (71PF)	Note: Increase Due to increased Hardware expenditures in 2017 Hardware- 2,676.19 Tech Service- 346.25 275 Exterior other 480.25 Bsmt/PrtRoof
12.11	From Other Funds (71OF)	Note: 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
12.13	From Local Public Funds (72PF)	Note: 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
12.14	From Other Funds (72OF)	Note: 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.
12.16	Other Disbursements for Operation & Maintenance of Buildings	Note: Telephone Basic Monthly Service 2,406.76 Elevator Phone 97.75 Total Telephone 2,504.51 Electric 7,943.34 Heat 3,510.42 Water & Sewer 423.62 14381.89
12.18	Office and Library Supplies	Note: 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 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
12.19	Telecommunications	Note: 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.
12.21	Postage and Freight	Note: 217.80 shipping and handling 496.89 Postage
12.22	Professional & Consultant Fees	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
12.23	Equipment	Note: 1022.78 Op Software 346.25 Computer Service 9160.86 Trustee Computer Hardward & Software
		Increase due to Morgan Stanley Fees in 2017. Continuing

12.24 Other Miscellaneous Education-12.1 Cont Education-Fees-12.1 1,773.00 Cont Education-Lodging-12.1 1,390.00 Cont Education-Meals-12.1 273.25 Cont Education-Mileage-12.1 817.37 Continuing Education-12.1 - Other **Note:** 5.78 Total Continuing Education-12.1 4,259.40 Meetings 283.18 Outreach 87.23 370.41 Advertsing 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.

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

12.26 **Note:** 4812.5 Trustees Polaris 4812.5 Operating Polaris

12.27 From Local Public Funds (73PF) **Note:** Line of Credit Interest 22412.69 \$85239 paid MS ck 267

12.28 From Other Funds (73OF) **Note:** Increase due to: The CFCU loan was paid down in Nov 2017 with unspent funds from the library endowment. The loan was taken to pay the cost of renovations not covered by the State Construction grant received. It was determined a prudent use of these unspent funds as they were earmarked by donors as for building maintenance and furniture and fixtures.

12.29 **Total** (Add Questions 12.27 and 12.28) **Note:** \$85239 paid MS ck 267

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

No Notes