Cortland Free Library
Annual Report For Public And Association Libraries - 2018

1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

Report all information in Part 1 as of December 31, 2018, except for questions related to the current library director/manager (questions 1.37 through 1.45).

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	01/01/2018
1.7	Ending Fiscal Reporting Year	12/31/2018
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 Local Fiscal Year	01/01/2018

1.12	Ending <u>Local</u> Fiscal Year	12/31/2018
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)	dir@cortlandfreelibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://cortlandfreelibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	30,114
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 must be the result of a Regents charter action. Answer Y for Yes, N for No.	N

1.28   Indicate the type of charter the library currently holds (select   Absolute
        one):

1.29   Date the library was granted its absolute charter or the date of
        the provisional charter if the library does not have an absolute   07/20/1925
        charter

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   Town/City   Cortland

1.35   Library System   Finger Lakes Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a   President/CEO Name

1.36b   President/CEO Phone Number

1.36c   President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37   Title of Library Director/ Manager (select one):   Ms.

1.38   First Name of Library Director/Manager   Tammy

1.39   Last Name of Library Director/Manager   Sickmon

1.40   NYS Public Librarian Certification Number   NHFK4ER

1.41   What is the highest education level of the library
        manager/director?   Master's Degree

1.42   If the library manager/director holds a Master's Degree, is it a
        Master's Degree in Library/Information Science?   Y

1.43   Do all staff working in the budgeted Librarian (certified)
       positions reported in 6.4 have an active NYS Public Librarian   Y
       Certificate? If No, list the name and e-mail address of each
       staff member without an active certificate in a Note.

1.44   E-mail Address of the Director/Manager   dir@cortlandfreelibrary.org

1.45   Fax Number of the Director/Manager   (607) 758-7329

1.46   Is the library a member of the New York State and Local   Y
       Retirement System?

1.47   Does the library charge fees for library cards to people   Y
       residing outside the system's service area?

1.48   Was all or part of the library's funding subject to a public
       vote(s) held during Calendar Year 2018? (Please respond
       even if the vote was unsuccessful). Enter Y for Yes, N for No. Y
       If Yes, complete one record for the public vote from each
       funding source. If no, go to question 1.49.

1.   Name of municipality or district holding the public vote   Cortland Enlarged City
                                                                       School Distrcit

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

3.   Date the vote was held (mm/dd/2018)   05/15/2018

4.   Was the vote successful? Y/N   Y

5.   What type of public vote was it?   school district ballot
                                                                       proposition (Ed. Law
                                                                       §259(1)(a))

6a.   Most recent prior year approved appropriation from a public $375,663
       vote:

6b.   Proposed increase in appropriation as a result of the vote held $7,907
       on the date reported in question number 3:

6c.   Total proposed appropriation (sum of 6a and 6b): $383,570

This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.49   Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2018) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.   N

1.   Name of municipality or district holding the public vote   N/A

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

3.   Date the last successful vote was held (mm/dd/yyyy)   N/A

4.   What type of public vote was it?

5.   What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

1.50   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 1.51.   N

1.   Name of contracting municipality or district   N/A

2.   Is this a written contractual agreement?   N/A

3.   Population of the geographic area served by this contract   N/A

4.   Dollar amount of contract   N/A

5.   Enter the appropriate code for range of services provided (select one):   N/A

1.51   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 Note; if no, please go to Part 2, Library Collection.   N

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	19,138
2.2	Adult Non-fiction Books	22,921
2.3	Total Adult Books (Total questions 2.1 & 2.2)	42,059
2.4	Children's Fiction Books	11,183
2.5	Children's Non-fiction Books	6,107
2.6	Total Children's Books (Total questions 2.4 & 2.5)	17,290
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	59,349

Other Print Materials

2.8	Total Uncataloged Books	602
2.9	Total Print Serials	432
2.10	All Other Print Materials	425
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,459
2.12	Total Print Materials (Total questions 2.7 and 2.11)	60,808

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	11,661
2.14	Local Electronic Collections	0
2.15	NOVELNY Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	16
2.17	Audio - Downloadable Units	5,784
2.18	Video - Downloadable Units	336
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.)	17
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	17,814

Non-Electronic Materials

2.21	Audio - Physical Units	1,814
2.22	Video - Physical Units	3,415
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	88
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	5,317
2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	83,939

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	174

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	2,658

2.28	All Other Print Materials	177

2.29	Electronic Materials	2,942

2.30	All Other Materials	626

2.31	Total Additions (Total questions 2.27 through 2.30)	6,403

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.28 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.29 through 3.80 for the 2018 <u>calendar</u> year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	87,546

3.2	Registered resident borrowers	8,030

3.3	Registered non-resident borrowers	1,813

Please report information on WRITTEN POLICIES as of 12/31/18.

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

3.4	Does the library have an open meeting policy?	Y

3.5	Does the library have a policy protecting the confidentiality of library records?	Y

3.6	Does the library have an Internet use policy?	Y

3.7	Does the library have a disaster plan?	Y

3.8	Does the library have a board-approved conflict of interest policy?	Y

3.9	Does the library have a board-approved whistle blower policy?	Y

Please report information on ACCESSIBILITY as of 12/31/18.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.10	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.12	Does the library have large print books?	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	Y

3.14 - If so, what do you have?

screen reader, such as JAWS or Windoweyes	Yes
refreshable Braille keyboard	No
screen magnification software, such as Zoomtext	No
electronic scanning and reading software, such as OpenBook	No

3.15	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.16	Adult Program Sessions	204
3.17	Young Adult Program Sessions	43
3.18	Children's Program Sessions	294
3.19	All Other Program Sessions	42
3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	583

3.21	One-on-One Program Sessions	497

3.22	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes

3.23	Adult Program Attendance	2,035

3.24	Young Adult Program Attendance	564

3.25	Children's Program Attendance	13,492

3.26	All Other Program Attendance	1,054

3.27	Total Program Attendance (Total questions 3.23 through 3.26)	17,145

3.28	One-on-One Program Attendance	497

Please report information on SUMMER READING PROGRAMS for the 2018 calendar year.

SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2018 (check all that apply):

a.	Program(s) for children	Yes

b.	Program(s) for young adults	Yes

c.	Program(s) for Adults	Yes

d.	Summer Reading at New York Libraries name and/or logo used	Yes

e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes

f.	N/A	No

3.30	Library outlets offering the summer reading program	1

3.31	Children registered for the library's summer reading program	320

3.32	Young adults registered for the library's summer reading program	32
3.33	Adults registered for the library's summer reading program	0
3.34	Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)	352
3.35	Children's program sessions - Summer 2018	87
3.36	Young adult program sessions - Summer 2018	11
3.37	Adult program sessions - Summer 2018	58
3.38	Total program sessions - Summer 2018 (total 3.35 + 3.36 + 3.37)	156
3.39	Children's program attendance - Summer 2018	5,971
3.40	Young adult program attendance - Summer 2018	57
3.41	Adult program attendance - Summer 2018	712
3.42	Total program attendance - Summer 2018 (total 3.39 + 3.40 + 3.41)	6,740

COLLABORATORS

3.43	Public school district(s) and/or BOCES	1
3.44	Non-public school(s)	2
3.45	Childcare center(s)	0
3.46	Summer camp(s)	0
3.47	Municipality/Municipalities	1
3.48	Literacy provider(s)	0
3.49	Other (describe using the State note)	1

| 3.50 | Total Collaborators (total 3.43 through 3.49) | 5 |

Please report information on EARLY LITERACY PROGRAMS for the 2018 calendar year.

EARLY LITERACY PROGRAMS

| 3.51 | Did the library offer early literacy programs? (Enter Y for Yes, N for No) | Y |

3.52 - Indicate types of programs offered (check all that apply)

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

3.53 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	225
b.	Focus on parents & caregivers	0
c.	Combined audience	150
d.	N/A	0

| 3.54 | Total Sessions | 375 |

3.55 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	7,842
b.	Focus on parents & caregivers	0
c.	Combined audience	6,254
d.	N/A	0

| 3.56 | Total Attendance | 14,096 |

3.57 - 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)   Yes

Please report information on ADULT LITERACY for the 2018 calendar year.

ADULT LITERACY

3.58   Did the library offer adult literacy programs?   Yes

3.59   Total group program sessions   0

3.60   Total one-on-one program sessions   1

3.61   Total group program attendance   0

3.62   Total one-on-one program attendance   1

3.63 - Collaborators (check all that apply)
a.   Literacy NY (Literacy Volunteers of America)   No

b.   Public School District(s) and/or BOCES   No

c.   Non-Public Schools   No

d.   Other (see instructions and describe using Note)   No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER
LANGUAGES (ESOL) for the 2018 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.65   Children's program sessions   0

3.66   Young adult program sessions   0

3.67   Adult program sessions   0

3.68   Total program sessions (total 3.65 + 3.66 + 3.67)   0

3.69   One-on-one program sessions   0

3.70   Children's program attendance   0

3.71   Young adult program attendance   0

3.72   Adult program attendance   0

3.73   Total program attendance (total 3.70 + 3.71 + 3.72)   0

3.74   One-on-one program attendance   0

3.75 - Collaborators (check all that apply):
a.   Literacy NY (Literacy Volunteers of America)   No

b.   Public School District(s) and/or BOCES   No

c.   Non-Public School(s)   No

d.   Other (describe using the Note)   No

Please report information on DIGITAL LITERACY for the 2018 calendar year.

DIGITAL LITERACY

3.76   Did the library offer digital literacy programs?   Y

3.77   Total group program sessions   0

3.78   Total one-on-one program sessions   9

3.79   Total group program attendance   0

3.80   Total one-on-one program attendance   9

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	31,629
4.2	Adult Non-fiction Books	12,066
4.3	Total Adult Books (Total questions 4.1 & 4.2)	43,695
4.4	Children's Fiction Books	32,760
4.5	Children's Non-fiction Books	7,407
4.6	Total Children's Books (Total questions 4.4 & 4.5)	40,167
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	83,862

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	25,652
4.9	Circulation of Children's Other Materials	4,217
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	29,869
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	113,731

ELECTRONIC USE

4.12	Use of Electronic Material	8,646
4.13	Successful Retrieval of Electronic Information	405
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	9,051
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	122,377
4.16	Total Collection Use (Total questions 4.13 & 4.15)	122,782
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	44,384

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	2,408
4.19	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	12,641

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	13,146

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2018.

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	195,887
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Tammy Sickmon
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 753-1042
5.12	IT contact's email address	dir@cortlandfreelibrary.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	1
6.4	Librarian (certified)	1
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	5.07
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	6.07
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1

6.15	Salary - Entry Level Librarian (certified)	$47,213
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$50,000
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, 2018. Please click here to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's 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. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

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. Fax capability (see instructions)	Y

7.18	10. Distributes board-approved 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 Commissioner's Regulation 90.8.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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 <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00
8.10	Annual Total Hours - Main Library	2,896.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,896.00

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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.

<u>If you have multiple libraries</u>, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here

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	dir@cortlandfreelibrary.org
10.	Outlet URL	http://cortlandfreelibrary.org
11.	County	Cortland
12.	School District	Cortland City
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,896
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	43
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1927
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2015

25.	Square footage of the outlet	30,200
26.	Number of internet computers at this outlet used by general public	53
27.	Number of uses (sessions) of public Internet computers per year	10,048
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	Other (specify using the State note)
33.	Number of wireless sessions provided by the library wireless service per year	5,223
34.	Does the outlet have interactive videoconferencing capability for public use?	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	N
37.	Does your **outlet** have a Makerspace?	N
38.	*LIBID*	2400111610
39.	*FSCSID*	NY0143
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0

| 41. | *Outlet Structure Status* | 00 (for no change from previous year) |

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2018. 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, 2018 to December 31, 2018)   10

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)?   No

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?   15

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.   Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?   5 years

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one):   O - other (specify using the State note)

List Officers and Board Members as of February 1, 2019. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant   Mrs.

10.10 First Name   Vivian

10.11 Last Name   Bosch

10.12	Mailing Address	4280 Partridge Hill Rd.

10.13	City	Cortland

10.14	Zip Code (5 digits only)	13045

10.15	Phone (enter 10 digits only)	(607) 662-4499

10.16	E-mail Address	vabosch54@gmail.com

10.17	Term Begins - Month	January

10.18	Term Begins - Year (yyyy)	2017

10.19	Term Expires - Month	December

10.20	Term Expires - Year (yyyy)	2021

10.21	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).	Yes

10.22	The date the Oath of Office was taken (mm/dd/yyyy)	N/A

10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

10.24	Is this a brand new trustee?	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to bibliostat@btol.com.

1.	Title of Board Member (select one):	Mrs.

2.	First Name of Board Member	Diane

3.	Last Name of Board Member	Ames

4.	Mailing Address	45 W. Court Street

5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	diane@ameslinen.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Mike
3.	Last Name of Board Member	Anderson
4.	Mailing Address	4387 Meadow Lane
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	mja4387@gmail.com

8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2015
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2019
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Dr.
2.	First Name of Board Member	Mark
3.	Last Name of Board Member	Martin
4.	Mailing Address	4351 Kinney Gulf Rd.
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	janisemartin@verizon.net
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2016

11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2020
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Maria
3.	Last Name of Board Member	Manning
4.	Mailing Address	104 Owego Street
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	Pitts.maria@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the	No

remainder of a term of a trustee who resigned their position).

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Kim
3.	Last Name of Board Member	Hay
4.	Mailing Address	134 Tompkins St.
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	khay@cortlandschools.org
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2022
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Kathleen
3.	Last Name of Board Member	Hennessy
4.	Mailing Address	7482 Song Lake Road
5.	City	Tully
6.	Zip Code (5 digits only)	13159
7.	E-mail address	kathvsop@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2015
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2019
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
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 Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2022
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Myron
3.	Last Name of Board Member	Walter
4.	Mailing Address	1400 Elm Street Ext.
5.	City	Groton

| 6. | Zip Code (5 digits only) | 13073 |

| 7. | E-mail address | mjwalter.cfl@gmail.com |

| 8. | Office Held or Trustee | Trustee |

| 9. | Term Begins - Month | January |

| 10. | Term Begins - Year (year) | 2016 |

| 11. | Term Expires | December |

| 12. | Term Expires - Year (yyyy) | 2020 |

| 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). | Yes |

| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |

| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |

| 16. | Is this a brand new trustee? | N |

| 1. | Title of Board Member (select one): | Mrs. |

| 2. | First Name of Board Member | Randi |

| 3. | Last Name of Board Member | Storch |

| 4. | Mailing Address | 44 West Court Street |

| 5. | City | Cortland |

| 6. | Zip Code (5 digits only) | 13045 |

| 7. | E-mail address | Randi.storch@cortland.edu |

| 8. | Office Held or Trustee | Trustee |

9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2016
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2020
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
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 St.
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	russ@ruthiglaw.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December

12.	Term Expires - Year (yyyy)	2022
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Ms.
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@icloud.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2015
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2019
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).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Sandro
3.	Last Name of Board Member	Mironti
4.	Mailing Address	3323 Walden Oaks Blvd.
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	Sandro.mironti9@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021
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).	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.   Title of Board Member (select one):   Mr.

2.   First Name of Board Member   Bryan

3.   Last Name of Board Member   Riccardi

4.   Mailing Address   69 N. Main Street

5.   City   Cortland

6.   Zip Code (5 digits only)   13045

7.   E-mail address   riccardifh@icloud.com

8.   Office Held or Trustee   Trustee

9.   Term Begins - Month   January

10.   Term Begins - Year (year)   2019

11.   Term Expires   December

12.   Term Expires - Year (yyyy)   2023

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

14.   The date the Oath of Office (mm/dd/yyyy) was taken   N/A

15.   The date the Oath of Office was filed with town or county
        clerk (mm/dd/yyyy)   N/A

16.   Is this a brand new trustee?   Y

1.   Title of Board Member (select one):   Vacant

2.   First Name of Board Member   N/A

3.   Last Name of Board Member   N/A

4.	Mailing Address	N/A
5.	City	N/A
6.	Zip Code (5 digits only)	N/A
7.	E-mail address	N/A
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	
10.	Term Begins - Year (year)	N/A
11.	Term Expires	N/A
12.	Term Expires - Year (yyyy)	N/A
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).	N/A
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS
Specify by name the municipalities or school districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Cortland Enlarged City

School District

3.	Amount	$383,439
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**	$383,439

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$9,993
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$2,696
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$12,689

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	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$25,447

11.15	Fund Raising	$0
11.16	Income from Investments	$99,313
11.17	Library Charges	$11,785
11.18	Other	$3,727
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$140,272
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$536,400
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 2018 (Same as Question 12.40 of previous year if fiscal year has not changed)	$208,364
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$744,764

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$85,965

12.2	Other Staff	$139,142
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$225,107
12.4	**Employee Benefits Expenditures**	$52,681
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$277,788

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$47,470
12.7	Electronic Materials Expenditures	$3,337
12.8	Other Materials Expenditures	$9,641
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$60,448

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0
12.11	From Other Funds (71OF)	$3,564
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$3,564

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$2,404
12.14	From Other Funds (72OF)	$1,156
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$3,560
12.16	Other Disbursements for Operation & Maintenance of Buildings	$46,535
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$50,095

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$3,615
12.19	Telecommunications	$3,633
12.20	Binding Expenses	$0
12.21	Postage and Freight	$1,437
12.22	Professional & Consultant Fees	$58,197
12.23	Equipment	$3,625
12.24	Other Miscellaneous	$31,232
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$101,739
12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$10,855

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	$30,000
12.28	From Other Funds (73OF)	$0
12.29	**Total** (Add Questions 12.27 and 12.28)	$30,000
12.30	Budget Loans (Principal and Interest)	$0
12.31	Short-Term Loans	$0
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$30,000
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$534,489

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$4,340
12.35	From Other Funds (76OF)	$5,272
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	$9,612
12.37	**Transfer to Other Funds**	$0
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$9,612
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$544,101
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2018	$200,663
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$744,764

ASSURANCE

12.42	The Library operated in accordance with all 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).	02/21/2019

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	09/19/2018
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2017-12/31/2017
12.45	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.46	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. Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$9,612
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$9,612
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$9,612
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2018 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$6,794
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$16,406

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	$9,773
14.2	Incidental Construction	$0

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)	$9,773
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$9,773
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2018	$6,633
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$16,406

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	1.88

16.2	Total Librarians	1.88
16.3	All Other Paid Staff	4.75
16.4	Total Paid Employees	6.63
16.5	State Government Revenue	$9,993
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$142,968
16.8	Total Operating Revenue	$536,400
16.9	Other Operating Expenditures	$162,689
16.10	Total Operating Expenditures	$500,925
16.11	Total Capital Expenditures	$13,337
16.12	Print Materials	60,383
16.13	Total Registered Borrowers	9,843
16.14	Other Capital Revenue and Receipts	$9,612
16.15	Total Number of Internet Terminals Used by the General Public	53
16.16	Total Uses (sessions) of Public Internet Computers Per Year	10,048
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	5,223

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	2400111610
17.2	*Interlibrary Relationship Code*	ME

17.3	*Legal Basis Code*	NP

17.4	*Administrative Structure Code*	SO

17.5	*FSCS Public Library Definition*	Y

17.6	*Geographic Code*	OTH

17.7	*FSCS ID*	NY0143

17.8	*SED CODE*	110200700003

17.9	*INSTITUTION ID*	800000053633

SUGGESTED IMPROVEMENTS

Library Name:	CORTLAND FREE LIBRARY
Library System:	Finger Lakes Library System
Name of Person Completing Form:	Tammy Sickmon
Phone Number:	(607) 753-1042
I am satisfied that this resource (Collect) is meeting library needs:	Strongly Agree
Applying this resource (Collect) will help improve library services to the public:	Strongly Agree
Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	