

# Cortland Free Library

## Annual Report For Public And Association Libraries - 2018

### 1. GENERAL LIBRARY INFORMATION

1.38 First Name of Library Director/Manager **Note:** Interim Director / Youth Services Librarian

### 2. LIBRARY COLLECTION

2.1 Adult Fiction Books **Note:** Weeded in preparation for collection shift.

2.2 Adult Non-fiction Books **Note:** Weeded reference, adult non-fiction collection in order to shift collections.

2.9 Total Print Serials **Note:** Did not complete weed before end of 2018.

2.29 Electronic Materials **Note:** Figure provided by FLLS.

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

3.7 Does the library have a disaster plan? **Note:** Basic plan has been established.

3.13 Does the library have assistive technology for the blind and visually impaired?  
screen reader, such as JAWS or Windoweyes **Note:** Windows10 Narrator and Magnifier. Also available is a Big Eye Magnifying device.

3.19 All Other Program Sessions **Note:** Adult Self Led programs: Contests, Puzzle Table and Coloring = 38  
Youth self led programs: contests  
Adults: Mail It! - 116 sessions, Tech Time -9 sessions, Resume Job application 1 session, VITA - 111 sessions, Tests Proctored - 46 sessions; Senior Outreach - 214 sessions. 497 total. Increase due to new Outreach program and VITA counted per instructions

3.21 One-on-One Program Sessions **Note:** application 1 session, VITA - 111 sessions, Tests Proctored - 46 sessions; Senior Outreach - 214 sessions. 497 total. Increase due to new Outreach program and VITA counted per instructions

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? **Note:** Jump Start 10 conference: 300 teens and 15 adults visited our table promoting the library and resources.

3.24 Young Adult Program Attendance **Note:** Includes 300 teens and 15 adults that visited the Library table at the Jumpstart 10 conference. Decrease in number due to calculations just for teen programs, does not include teens at children's programs.

3.26 All Other Program **Note:** Adult - 620 -for Adult Self Led Programs: Contests, puzzle table and

- Attendance coloring Youth - 434 for Youth self led programs: Contests  
Adults: Mail It! - 116 sessions, Tech Time -9 sessions, Resume Job application 1 session, VITA - 111 sessions, Tests Proctored - 46 sessions; Senior Outreach - 214 sessions. 497 total: Increase due to
- 3.28 One-on-One Program Attendance **Note:** new Outreach program and VITA counted per instructions "if one walk-in time is scheduled and library staff meet with 5 individuals separately it may be counted as 5 sessions with a total of 5 attendees"
- 3.30 Library outlets offering the summer reading program **Note:** # Provided by FLLS  
Adults registered for the
- 3.33 library's summer reading program **Note:** Adults participate without registering
- 3.43 Public school district(s) and/or BOCES **Note:** Cortland City School District
- 3.44 Non-public school(s) **Note:** Cortland Christian Academy St. Mary's  
YMCA and YWCA come to the library but we do not use their
- 3.46 Summer camp(s) **Note:** facilities
- 3.47 Municipality/Municipalities **Note:** Cortland Youth Bureau
- 3.49 Other (describe using the State note) **Note:** Catholic Charities - the Cortland Summer lunch Program
- a. Childcare center(s) **Note:** Learning Adventure St. Paul's Nursery School SUNY Cortland childcare
- b. Public School District(s) and/or BOCES **Note:** Randall Kindergarten
- c. Non-Public School(s) **Note:** St. Mary's Cortland Christian Academy  
Capco Cortland Free Library (CFL) is an affiliate of Dolly Parton's Imagination Library which mails books to the homes of children
- e. Other (describe using the State note) **Note:** under 5 years old. CFL registers the children, updates addresses, pays the monthly invoices (totally funded by donations/grants). 6084 books were delivered in 2018.
- 3.60 Total one-on-one program sessions **Note:** Programs are offered monthly but attendance is rare

#### 4. LIBRARY TRANSACTIONS

- 4.13 Successful Retrieval of Electronic Information **Note:** Has not been filled in before - Per FLLS, this is CFL's RBDigital circ number.
- 4.18 Total Reference Transactions **Note:** Adult = 1381 Children = 1016 Obituary & research requests = 11

#### 5. TECHNOLOGY AND TELECOMMUNICATIONS

- 5.5 Does the library use Internet filtering software on any computer? **Note:** Meraki appliance installed through FLLS

#### 6. STAFF INFORMATION

- 6.2 Library Director (certified) **Note:** Interim Director is the Youth Services Librarian
- 6.4 Librarian (certified) **Note:** Interim Director / Youth Services Librarian
- 6.10 Other Staff **Note:** Budgeted positions as of 12.31.18 FT = 3 PT = 8 Total hours =  
4027.25 hrs. for 8 people/52= 77.45 hours / 37.5 = 2.07 3+2.07 =  
5.07 FTE
- 6.15 Salary - Entry Level Librarian (certified) **Note:** 40,507.50 salary + 1656 bonus + 5049.46 health rebate

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

## 8. PUBLIC SERVICE INFORMATION

- 8.10 Annual Total Hours - Main Library **Note:** Monday - Thursday 9:30a.m.-8p.m. = 10.5 hrs. x 4 days = 42 hours  
Friday 9:30a.m.-5p.m. = 7.5 hrs. Saturday 9:30a.m. - 3 p.m. = 5.5  
hrs. 42 + 7.5 + 5.5 = 55 hours First Fridays 5-8pm = 3 hrs. x 12 days  
= 36 hrs. 55 hrs. x 52 weeks = 2860 + 36 = 2896 total annual hours

## 9. SERVICE OUTLET INFORMATION

### Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet **Note:** attendance = 256 for non library events League of Women Voters, Crown City Toastmasters, Nature Buffs' (knitters merged to our group)

### Repeating Group 1

27. Number of uses (sessions) of public Internet computers per year **Note:** Adult = 8441 Children = 1519 Study Carrels = 88 - lower #-  
sometimes these are "disabled" so a patron doesn't run out of time while taking a test - so they are not registered as being used.

### Repeating Group 1

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

## 10. OFFICERS AND TRUSTEES

- 10.8 Enter Board Member Selection Code (select one): **Note:** Note: Board members are nominated from the community by the sitting library board and a blind vote completed.

### Repeating Group 4

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 (Laura Gathagan) who resigned their position.

### Repeating Group 12

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

example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

## 11. OPERATING FUNDS RECEIPTS

11.5	Additional State Aid received from the System	<b>Note:</b> Seward grant monies for 2018 were not received until 2019
11.7	Other Cash Grants	<b>Note:</b> \$ 2,250 Family Literacy Grant \$ 446 Outreach Mini Grant
11.14	Gifts and Endowments	<b>Note:</b> Decrease due to smaller donations Note: Decrease is due to withdrawing funds from the endowment in accordance with the board's investment and spending policies and an overall decrease in 2018 market performance. We also paid down principal on our CFCU loan from endowment funds."
11.16	Income from Investments	<b>Note:</b>
11.23	From Other Funds	<b>Note:</b> Incorrect ending balance was recorded in 2017. The 2017 correction/change to the beginning balance was an attempt to correct a long-standing error, but the correction was less than it should have been. Our Director was out on medical leave in early 2018 (and subsequently never returned) and could not complete the report. (2) board members stepped in to help complete the report. They did not completely understand the process for calculating the correct ending balance in the Operating Fund accounts and did not include restricted operating funds in the main operating account (ie: donations specifically designated to purchase materials which are segregated into a sub account for tracking purposes) nor the amount in our operating savings account. The amount reported was \$75,734, but should it have been \$208,364.
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)	<b>Note:</b>

## 12. OPERATING FUND DISBURSEMENTS

12.7	Electronic Materials Expenditures	<b>Note:</b> STEM downloadables - increase for 2018 (Hoopla \$1,200 now under 12.26)
12.10	From Local Public Funds (71PF)	<b>Note:</b> Decrease due to no large computer purchases in 2018 (on a rotation schedule - large purchases in 2017)
12.11	From Other Funds (71OF)	<b>Note:</b> Decrease due to no large computer purchases in 2018 (on a rotation schedule - large purchases in 2017)
12.13	From Local Public Funds (72PF)	<b>Note:</b> Decrease due to "other building expenses" included here in 2017 Included in 12.16 for 2018
12.14	From Other Funds (72OF)	<b>Note:</b> Decrease due to reduced projects in 2018. 2017 included several additional repairs and purchases
12.16	Other Disbursements for Operation & Maintenance of Buildings	<b>Note:</b> Increase due to including misc building maintenance here, as opposed to last year 12.13 and 12.14 were used
12.18	Office and Library Supplies	<b>Note:</b> Decrease due to program supplies included here for 2017 are included in 12.24 Other Misc for 2018
12.19	Telecommunications	<b>Note:</b> Increase due to all internet/telephone services included here for 2018 (some included in technology for 2017) and hot spots added for

## Bright Ideas grant

- 12.20 Binding Expenses **Note:** Decrease due to no binding expenses in 2018
- 12.21 Postage and Freight **Note:** Increase due to increase in shipping costs
- 12.22 Professional & Consultant Fees **Note:** Increase due to including performers for 2018, and increased hours for bookkeeper
- 12.23 Equipment **Note:** Decrease due to decreased purchases for 2018

**CONTRACTS WITH PUBLIC LIBRARIES**

- 12.26 **AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** **Note:** \$ 9,625 Polaris Fees 1,200 Hoopla Fee 30.17 Website

- 12.28 From Other Funds (73OF) **Note:** Note: Decrease 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.
- 12.34 From Local Public Funds (76PF) **Note:** Increased transfer of funds from Operating fund to Capital Fund for improvements
- 12.35 From Other Funds (76OF) **Note:** Transfer of funds from MS Endowment fund to Capital Fund for improvements

**13. CAPITAL FUND RECEIPTS**

- 13.11 **TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)** **Note:** Increase due to transfers made from Operating accounts to Capital Fund accounts to better track expenditures on projects.
- 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) **Note:** Incorrect ending balance was recorded in 2017. Our Director was out on medical leave in early 2018 (and subsequently never returned) and could not complete the report. (2) board members stepped in to help complete the report. They did not completely understand the process for calculating the correct ending balance in the Capital Fund accounts and did not record the balance in the (2) Capital checking accounts. The amount reported was \$0, but should it have been \$6,794.

**14. CAPITAL FUND DISBURSEMENTS**

- 14.1 Construction **Note:** Increase due to new construction projects from Cap funds in 2018

**15. CENTRAL LIBRARIES**

No Notes

**16. FEDERAL TOTALS**

- 16.7 **Other Operating Revenue** **Note:** Note: 11.14 Decreased donations received in 2018 11.16 Decrease is due to withdrawal of funds from the endowment in accordance with the board's investment and spending policies and an overall decrease

in 2018 market performance. We also paid down principal on our CFCU loan from endowment funds.

16.14 **Other Capital Revenue and Receipts** **Note:** Increase due to transfers were made from Operating accounts to Capital Fund accounts to better track expenditures on projects.

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

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes