

Cortland Free Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

- 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.
- 1.49 **Note:** We were instructed by our library system not to list COVID-19 as an unusual circumstance.

2. LIBRARY COLLECTION

- 2.9 Total Print Serials **Note:** 2020 number is higher than last year due to lack of weeding prior to completing annual report.
- 2.10 All Other Print Materials **Note:** Previously this had included pamphlets which have since been discarded.
- 2.13 Electronic Books **Note:** FLLS increased eBook holdings during shut down due to restrictions circulating physical materials.
- 2.18 Video - Downloadable Units **Note:** Our Hoopla subscription was discontinued in 2020, as were the subscriptions of most other FLLS libraries due to low ROI (not enough users compared with high cost of the platform).

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.1 Library visits (total annual attendance) **Note:** Due to the pandemic, the number of library visits was fewer in 2020 than in previous years.
- 3.17 Adult Program Sessions **Note:** This number includes programs held from January through March (in-person programs: book clubs, knitting group, craft club, chess club, and D&D club as well as one-time programs) and throughout the rest of the year via Zoom.
- 3.18 Young Adult Program Sessions **Note:** This number includes programs that we were able to have January through March in-person (Dungeons & Dragons Club; Homeschool Hour; TAB; Teen Time and Craft programs) as well as Virtual Live programs held after March.
- 3.19 Children's Program Sessions **Note:** This number includes all the in-person programs we had January through March 12, 2020 (Babytime; Books Before Bed; Preschool

- Storytime; Crafty Kids; Get Ready to Read and Ready, Set, Read; LEGO Club; Second Saturday; Field trips and Little Thinkers/Curious Minds) as well as the Virtual LIVE programs held after March 12. Any recorded programs are not included in this number but had to be added in section 8A. COVID.
- This number includes 16 Youth Services programs, including Scavenger Hunt, Display Walls, Lego Contests, Movie Trivia, and
- 3.20 All Other Program Sessions **Note:** per FLLS, Summer Take & Makes. It also includes 24 Adult Services programs, including contests (9), puzzle table (8), and per FLLS, Summer Take & Makes (7).
- 3.21 **Total Number of Program Sessions (Total questions 3.17 through 3.20)** **Note:** While we still continued our programming virtually after March 12, 2020 most of these programs were recorded and could not be counted here.
- 3.22 One-on-One Program Sessions **Note:** Of this total, 47 were Youth services programs (Take & Makes; self directed programs, reported here per FLLS) and 245 were Adult Services programs including the Mail It! program (58 sessions), Tech Time sessions (1), VITA sessions (69), tests proctored (18), Senior Outreach sessions (80), FB Passive programs (7) and per FLLS, Take & Makes other than Summer Reading (12 programs with 112 participants/attendees).
- 3.24 Adult Program Attendance **Note:** This number includes attendance for programs held from January through March (in-person programs: book clubs, knitting group, craft club, chess club, and D&D club as well as one-time programs) and throughout the rest of the year via Zoom.
- 3.25 Young Adult Program Attendance **Note:** Program attendance was lower than last year since we were only able to do in-person programming from January to March. The rest of the year most of our programming was recorded programs.
- 3.26 Children's Program Attendance **Note:** Programs and attendance could only be counted if the program was in-person and/or LIVE virtually. Our in-person programming was only January- March 12 after which we offered almost all of our regular programming but in a recorded virtual format due to COVID restrictions.
- 3.27 All Other Program Attendance **Note:** This includes an attendance total of 566 for Youth Services programs, including 6 contests (number of entries); 8 Summer Take & make programs (number of participants); 1 StoryWalk (number of participants); and 1 Sidewalk chalk obstacle course (number of participants). It also includes an attendance total of 266 for Adult Services programs, including contests (169 entries), puzzle table (63), and Summer Take & Makes per FLLS (34 participants).
- 3.29 One-on-One Program Attendance **Note:** Youth Services: 1,250 Numbers calculated as such: - Preschool Projects, Crafty Kids, Teen Take & makes (does not include Summer Take & Makes which were counted in 3.27 per FLLS instructions) = 223 participants - I Spy online activity (CFL built and posted) = 388 interactions on social media - Babytime Weekly Book Drawing 13 weeks with a total of 571 entries - Preschool Story Time Weekly Book Drawing for 13 weeks with a total of 68 entries Adult Services: 416 Numbers calculated as such: Mail It! program (58 sessions), Tech Time sessions (1), VITA sessions (69), tests proctored (18), Senior Outreach sessions (80), Per FLLS Non Summer Take & Makes (12 programs {112 attendance}), FB Passive programs (7 activities; 78 attendance). The increase of

		passive programs, such as these, was due to COVID-19 and is reported here as per FLLS instructions.
3.32	Children registered for the library's summer reading program	Note: Our numbers were considerably lower this year due to the fact that we were unable to provide the programs and incentives we normally do due to COVID restrictions. Many children sign up when they come into the library.
3.36	Children's program sessions - Summer 2020	Note: This number includes 2 live programs and 10 Take & Make Programs, per FLLS instructions. (Please note that most of the programs we held were recorded and so are not represented in this field but are represented in COVID section 8a).
3.37	Young adult program sessions - Summer 2020	Note: While we provided a number of recorded videos and programs for teens they were not interested in participating in live programs and we were not able to have in-person programming due to COVID-19.
3.38	Adult program sessions - Summer 2020	Note: Take & Makes, Event via Zoom
3.40	Children's program attendance - Summer 2020	Note: This number only reflects attendance at the LIVE programming, not all of the other programming that we provided for children that was recorded and is reported in COVID section 8a.
3.42	Adult program attendance - Summer 2020	Note: Take & Makes, Event via Zoom
3.47	Summer camp(s)	Note: YWCA Summer Camp
3.50	Other (describe using the State note)	Note: 9 local businesses
3.55	Total Sessions	Note: Programs could only be counted here if they were in-person (here at the library) or done virtually LIVE. Since we were only able to do in-person programming from January to March 12 this affected our numbers considerably. Our families were also more receptive to recorded virtual programs rather than LIVE virtual programs.
3.57	Total Attendance	Note: Programs could only be counted here if they were in-person (here at the library) or done virtually LIVE. Since we were only able to do in-person programming from January to March 12 this affected our numbers considerably. Our families were also more receptive to recorded virtual programs rather than LIVE virtual programs.
e.	Other (describe using the State note)	Note: SUNY Cortland
3.59	Did the library offer adult literacy programs?	Note: Due to the pandemic, we did not offer in-person literacy help.

4. LIBRARY TRANSACTIONS

4.1	Adult Fiction Books	Note: Circulation was lower this year due to the pandemic. The public was unable to borrow physical books from mid March to June.
4.2	Adult Non-fiction Books	Note: Circulation was lower this year due to the pandemic. The public was unable to borrow physical books from mid March to June.
4.3	Total Adult Books (Total questions 4.1 & 4.2)	Note: Total circulation down due to the pandemic.
4.4	Children's Fiction Books	Note: Circulation was lower this year due to the pandemic. The public was unable to borrow physical books from mid March to June.
4.6	Total Children's Books	Note: Total circulation down due to the pandemic.

	(Total questions 4.4 & 4.5)	
	Total Cataloged Book	
4.7	Circulation (Total question 4.3 & 4.6)	Note: Circulation was lower this year due to the pandemic. The public was unable to borrow physical books from mid March to June.
4.8	Circulation of Adult Other Materials	Note: Circulation was lower this year due to the pandemic. The public was unable to borrow physical books from mid March to June.
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	Note: Circulation was lower this year due to the pandemic. The public was unable to borrow physical books from mid March to June.
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	Note: Physical item circulation was lower this year due to the pandemic. The public was unable to borrow physical books from mid March to June.
4.12	Use of Electronic Material	Note: Use of electronic material increased slightly, likely due to the pandemic (i.e., decreased access to physical materials drove more patrons to electronic materials).
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	Note: Decrease in total circulation of materials due to the pandemic.
4.16	Total Collection Use (Total questions 4.13 & 4.15)	Note: Decrease in total collection use due to the pandemic.
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	Note: Decrease in total circulation of children's materials due to the pandemic.
4.18	Total Reference Transactions	Note: In addition to in-house questions and phone calls, this includes reference questions emailed to the library during the pandemic and/or messages sent to the library through FB.
4.20	TOTAL MATERIALS RECEIVED	Note: Delivery services were suspended for several months in 2020 due to the pandemic.
4.21	TOTAL MATERIALS PROVIDED	Note: Delivery services were suspended for several months in 2020 due to the pandemic.

5. TECHNOLOGY AND TELECOMMUNICATIONS

5.4	Annual number of visits to the library's web site	Note: There were 1,598,609 "hits" but 72,132 actual visits according to FLLS reporting. There were 39,525 unique visitors.
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6. STAFF INFORMATION

6.10	Other Staff	Note: Budgeted positions as of 12.31.20 FT = 5 (Jen & Tammy counted above) PT = 8 Total hours = 6316 hrs. for 8 people/52= 121.46 hours / 37.5 = 3.24 3FT + 3.34FTE = 6.24 FTE (decrease because Tammy was inaccurately included in this last year)
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7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Note: Due to the pandemic, the library was not open the minimum standard number of public service hours in 2020.
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7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

No Notes

8. PUBLIC SERVICE INFORMATION

- 8.10 Annual Total Hours - Main Library
- Note:** Although we continued to provide virtual services and access to our digital collections for the duration of the pandemic, as well as curbside services during a portion of this time, the library was physically closed from March 14 to July 20 and Dec 14 to Dec 31. In the time it was open to a limited number of people, July 20 to Dec 14, it was open 44 hours a week for an annual total of 1,474 hours

8A. COVID

- CV10 Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.**
- Note:** Youth Services: 254 recorded programs which had a total attendance (views) of 12,942 (8,257 for programs that staff planned and recorded and 4,685 for recorded programs from paid performers). Our community was more receptive to recorded programs that could be viewed at any time rather than live programs that would need to be viewed only at a specific time, which is what this number reflects. Adult Services: 3 First Friday programs were recorded (242 attendance), 2 of these were held live with a recorded version also available (attendance of recorded version: 830)

9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet
- Note:** January: 4 weeks x 55 hours/week = 220 February: 4 weeks x 55 hours/week = 220 March: 2 weeks x 55 hours = 110 THEN CLOSED (ACCORDING TO THE DEFINITION OF THE ANNUAL REPORT) until July 20 (in actuality we offered virtual programming and digital collections the entire time; we also provided curbside service at 44 hours a week from June 15 to July 18 and December 14 to December 31). July 20 – Dec 14 (21 weeks) x 44 hours / week = 924

Repeating Group 1

- 16a Number of weeks an outlet closed due to COVID-19
- Note:** Includes June 15 - July 18 and Dec 14 - Dec 31 (curbside service only, which counts as "closed" according to instructions, although service was provided).

Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet
- Note:** League of Women Voters, American Cancer Society Committee held meetings at the library January and February 2020, as well as the Friends of the Library.

Repeating Group 1

24. Indicate the year this outlet
- Note:** Art Gallery, Periodicals Room, Youth Services A/C, Youth Services

underwent a major renovation costing \$25,000 or more

storage room.

Repeating Group 1

27. Number of uses (sessions) of public Internet computers per year **Note:** This is actual 2020 count. TM

Repeating Group 1

32. WiFi Access **Note:** During 2020 a library card number was still required. This changed in early 2021.

10. OFFICERS AND TRUSTEES

- 10.1 Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) **Note:** Due to the pandemic we found it necessary to hold meetings in the summer months when we would not normally, meaning we held 12 in 2020 instead of our usual 10.

- 10.8 Enter Board Member Selection Code (select one): **Note:** The current library board nominates members of the community as new trustees and then votes via a private ballot.

Repeating Group 2

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. **Note:** Trustee is filling the remainder of Russ Ruthig's term, which was to run from 2018 to 2022.

Repeating Group 8

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. **Note:** Trustee is filling the remainder of Sandro Mironti's term, which was to run from 2017 to 2021.

11. OPERATING FUNDS RECEIPTS

11.3	Local Library Services Aid (LLSA)	Note: Decrease due to state funding cuts in 2020
11.5	Additional State Aid received from the System	Note: Decrease due to special Legislative Bullet Aid Grant not received in 2020
11.7	Other Cash Grants	Note: Decrease due to Sr Outreach Mini and Anonymous Grant not received in 2020
11.16	Income from Investments	Note: Increase In Endowment Earnings 2020
11.17	Library Charges	Note: Decrease due to Fines Elimination as well as reduction in printing and fees assessed due to Covid closures in 2020
11.18	Other	Note: Decrease due to Unemployment Insurance Refund received in 2019, but not 2020
11.21	BUDGET LOANS	Note: PPP Funds received in 2020. Not yet forgiven at 12/31/2020, but may be forgiven in 2021.
11.23	From Other Funds	Note: Increase due to transfer of endowment funds in 2020 to cover public service supplies, programming, and other allocated expenses per policy

12. OPERATING FUND DISBURSEMENTS

12.1	Certified Librarians	Note: Increase due to hiring new Director Feb 2020 (no Director in 2019)
12.2	Other Staff	Note: Increase due to pay raises (2 - 6.31% including min wage increase)
12.4	Employee Benefits Expenditures	Note: Increase due to hiring new Director Feb 2020 - No Director in 2019. Also, added benefits to other FT staff.
12.6	Print Materials Expenditures	Note: Decrease due to ordering materials being reduced due to Covid related building closures and reduction in services in 2020.
12.7	Electronic Materials Expenditures	Note: Decrease due to ordering materials being reduced due to Covid related building closures and reduction in services in 2020.
12.8	Other Materials Expenditures	Note: 3,640.68 A Audiobooks 2,451.65 A Dvds 1,182.85 A Video Games 16.95 A Misc 219.18 Y Dvds
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	Note: Decrease due to ordering materials being reduced due to Covid related building closures and reduction in services in 2020.
12.11	From Other Funds (71OF)	Note: Decrease due to NYS grant funds covering all building renovations in 2020.
12.13	From Local Public Funds (72PF)	Note: Decrease due to NYS grant funds covering all building renovations in 2020.
12.15	Total Repairs (Add Questions 12.13 and 12.14)	Note: Decrease due to NYS grant funds covering all building renovations in 2020.
12.16	Other Disbursements for Operation & Maintenance of Buildings	Note: Decrease due to building closures in 2020.
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	Note: Decrease due to no repairs and building closures in 2020.
12.18	Office and Library Supplies	Note: Decrease due to building closures in 2020.

12.21	Postage and Freight	Note: Increase in remote services due to building closures.
12.23	Equipment	Note: Decrease due to building closures/less use of equipment in 2020.
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	Note: Decrease due to eliminating Hoopla Fees (System electronic resources) in 2020.
12.27	From Local Public Funds (73PF)	Note: Decrease due to remaining loan paid off with endowment funds
12.34	From Local Public Funds (76PF)	Note: Decrease due to less operating funds allocated for capital projects being paid with NYS Grant Funds
12.37	Transfer to Other Funds	Note: Decrease in donations transferred into endowment per policy

13. CAPITAL FUND RECEIPTS

13.2	All Other Revenues from Local Sources	Note: Increase due to donations for capital projects received in 2020.
13.10	NON-REVENUE RECEIPTS	Note: Increase in 2020 from endowment funds allocated to capital projects

14. CAPITAL FUND DISBURSEMENTS

14.1	Construction	Note: NYS Construction Grant Expenses (funds received in 2019)
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15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.14	Other Capital Revenue and Receipts	Note: Increase due to donations for capital projects received in 2020.
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17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes