

Cortland Free Library

Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director 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.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No

1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
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)	director@cortlandfreelibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	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 one): | Absolute |
| 1.29 | Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter | 07/20/1925 |
| 1.30 | Date the library was last registered | 05/26/1927 |
| 1.31 | Federal Employer Identification Number | 150569362 |
| 1.32 | County | CORTLAND |
| 1.33 | School District | Cortland |
| 1.34 | 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 1.44, report all information for the current library director/manager.

- | | | |
|------|---|----------------------------------|
| 1.37 | First Name of Library Director/Manager | Jen |
| 1.38 | Last Name of Library Director/Manager | Graney |
| 1.39 | NYS Public Librarian Certification Number | GF2LW8Z |
| 1.40 | What is the highest education level of the library manager/director? | Master's Degree |
| 1.41 | If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? | Y |
| 1.42 | Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. | Y |
| 1.43 | E-mail Address of the Director/Manager | director@cortlandfreelibrary.org |
| 1.44 | Fax Number of the Director/Manager | (607) 758-7329 |
| 1.45 | Does the library charge fees for library cards to people residing outside the system's service area? | Y |

Public Votes/Contracts

- | | | |
|------|---|--|
| 1.46 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. | Y |
| 1. | Name of municipality or district holding the public vote | Cortland Enlarged City School District |
| 2. | Indicate the type of municipality or district holding the public vote | School District |

- | | | |
|-----|--|--|
| 3. | Date the vote was held (mm/dd/2021) | 05/18/2021 |
| 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 vote: | \$401,024 |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | \$7,111 |
| 6c. | Total proposed appropriation (sum of 6a and 6b): | \$408,135 |

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. 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? | N/A |

Unusual Circumstances

1.48 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 1.49. 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

1.49 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

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) 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 (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	21,473
2.2	Adult Non-fiction Books	24,028
2.3	Total Adult Books (Total questions 2.1 & 2.2)	45,501
2.4	Children's Fiction Books	12,801
2.5	Children's Non-fiction Books	6,766
2.6	Total Children's Books (Total questions 2.4 & 2.5)	19,567
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	65,068

Other Print Materials

2.8	Total Uncataloged Books	162
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Note: The number was higher in 2020 because of all of the ordering done in December 2020, because of unspent money in the budget that year; that created a backlog. This past year we were able to order throughout the year.

2.9	Total Print Serials	427
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Note: Serials were weeded this past year.

2.10	All Other Print Materials	0
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2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	589
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2.12	Total Print Materials (Total questions 2.7 and 2.11)	65,657
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ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	26,309
2.14	Local Electronic Collections	5
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20
2.17	Audio - Downloadable Units	8,741
2.18	Video - Downloadable Units	0
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)	35,087

Non-Electronic Materials

2.21	Audio - Physical Units	2,328
2.22	Video - Physical Units	4,702
2.23	Other Circulating Physical Items	377
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	7,407

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	108,151
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	3,484
2.27	All Other Print Materials	156
2.28	Electronic Materials	9,751
2.29	All Other Materials	866
2.30	Total Additions (Total questions 2.26 through 2.29)	14,257

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar 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)	38,185
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	6,840
3.3	Registered non-resident borrowers	1,589

Please report information on WRITTEN POLICIES as of 12/31/21.

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 |
| 3.10 | Does the library have a board-approved sexual harassment prevention policy? | Y |

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

- | | | |
|------|--|---|
| 3.11 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | Y |
| 3.12 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | N |
| 3.13 | Does the library have large print books? | Y |
| 3.14 | Does the library have assistive technology for people who are visually impaired or blind? | Y |

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA	Yes
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refreshable Braille commonly referred to as a refreshable Braille display	No
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screen magnification software, such as Zoomtext	No
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electronic scanning and reading software, such as OpenBook	No
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3.16 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

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 87

Note: This # includes Book Clubs, Knitters, Chess Club, Craft Club, and one-time events.

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 13

Note: This number includes programs that we were able to have January through December 2021 in-person (TAB; Teen Time; Math Club; and Summer Reading programs).

3.19 Number of Children's Programs 154

Note: This number includes all the in-person programs we had January through December 2021 (Babytime; Books Before Bed; Preschool Storytime; Crafty Kids; Get Ready to Read and Ready, Set, Read; LEGO Club; Field trips and Outreaches; Book Buddies; Tales for Tails; Halloween Pics with Lucca; Reindeer Food; Time Travel; Chess Tournament; Summer Reading Program) as well as the Virtual LIVE programs (4th and 5th Grade Book club; 5th Grade Book club; LEGO Club online). Any recorded programs are not included in this number but had to be added in section 3.29a. Not included in this number are 12 passive programs (Scavenger Hunt; Sidewalk obstacle course; Storywalks; I Spy; Contests; Display Wall). Not included this year b/c we did not have this program, but including here as a note for future years: Second Saturday; Little Thinkers/Curious Minds.

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 97

Note: Babytime; Books Before Bed; GRTR; RSR; Preschool Storytime; Halloween pics with Lucca; Reindeer Food; CAPCO; Outreaches.

3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11 57

Note: Book Buddies; Crafty Kids; LEGO Club online and in-person; Tales for Tails; 4th and 5th Grade Book Club; 5th Grade Book Club; Time Travel; Chess Tournament; Summer Reading Program; Author Visit; Football Game.

3.20 Number of Synchronous General Interest Program Sessions 11

Note: This # includes 11 Adult General Interest Program sessions (contests, scavenger hunts)

3.20a Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20) 265

3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age. 265

3.21a Number of Synchronous In-Person Onsite Program Sessions 187

Note: This # includes 75 Adult In-Person Onsite program sessions This # includes 112 Youth In-Person programs (Babytime; Book Buddies; Books before Bed; Crafty Kids; GRTR; LEGO Club; Preschool Storytime; RSR; Tales for Tails; Halloween Pics; Reindeer Food; Field trips; Time Travel; Chess Tournament; Math Club; Summer Reading Program youth and teen programs; Teen Time)

3.21b Number of Synchronous In-Person Offsite Program Sessions 42

Note: Youth outreaches (Candypalooza; Starbucks Storytime; Racker Center; Storytime At Suggett; Babytime and Preschool Storytime at Court House Park; Football Game; Big Screen Gaming; Dan the Snakeman; K-9 program)

3.21c Number of Synchronous Virtual Program Sessions 36

Note: This # includes 23 Adult Virtual Program Sessions This # includes 13 Youth Live Virtual Program Sessions (LEGO Club; 4th and 5th Grade Book Club and 5th Grade Book Club)

3.22 One-on-One Program Sessions 1,421

Note: This # includes Adult Services programs including the Mail It! program (89 sessions), tests proctored (11), Dial-a-Story (139), and self-directed Take & Makes (444). This # includes 738 Youth programs (Crafty Kids Take & Makes; Preschool Projects; Summer Reading Program Take

& Makes; Teen Take & Makes).

3.23 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

3.24 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older 611

Note: Attendance at Book Clubs, Knitters, Chess Club and one-time Events.

3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 65

Note: Math Club; Teen SRP; Teen Time; TAB

3.26 Children's Program Attendance 3,460

Note: Note: This number includes all the in-person programs we had January through December 2021 (Babytime; Books Before Bed; Preschool Storytime; Crafty Kids; Get Ready to Read and Ready, Set, Read; LEGO Club; Field trips and Outreaches; Book Buddies; Tales for Tails; Halloween Pics with Lucca; Reindeer Food; Time Travel; Chess Tournament; SRP) as well as the Virtual LIVE programs (4th and 5th Grade Book club; 5th Grade Book club; LEGO Club online). Any recorded programs are not included in this number but had to be added in section 3.29a. Not included in this number are the passive programs with attendance of 1,036 (Scavenger Hunt; Sidewalk obstacle course; Storywalks; I Spy; Contests; Display Wall) Not included this year b/c we did not have this program but include here for future years (Second Saturday; Little Thinkers/Curious Minds)

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5 2,240

Note: Babytime; Books Before Bed; GRTR; RSR; Preschool Storytime; Halloween pics with Lucca; Reindeer Food; CAPCO; Outreaches)

3.26b Attendance at Synchronous Programs Targeted at Children Ages 6-11 1,220

Note: Book Buddies; Crafty Kids; LEGO Club online and in-person; Tales for Tails; 4th and 5th Grade Book Club; 5th Grade Book Club; Time Travel; Chess Tournament; SRP; Author Visit; Football Game)

3.27 Attendance at Synchronous General Interest Programs 201

Note: This # includes 201 Adult attendance at General Interest Programs

3.27a **Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total** 4,337

questions 3.24, 3.25, 3.26, 3.27)

3.28 Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age. 4,337

3.28a Synchronous In-Person Onsite Program Attendance 2,023

Note: This # includes 582 Adult Onsite Program Attendance This # includes 1,441 Youth Onsite Program Attendance (Babytime; Book Buddies; Books before Bed; Crafty Kids; Get Ready To Read; LEGO Club; Preschool Storytime; Ready Set Read; Tales for Tails; Halloween Pics; Reindeer Food; Field trips; Time Travel; Chess Tournament; Math Club; Summer Reading Program youth and teen programs; Teen Time)

3.28b Synchronous In-Person Offsite Program Attendance 1,955

Note: Youth outreaches (Candypalooza; Starbucks Storytime; Racker Center; Storytime At Suggett; Babytime and Preschool Storytime at Court House Park; Football Game; Big Screen Gaming; Dan the Snakeman; K-9 program)

3.28c Synchronous Virtual Program Attendance 359

Note: This # includes 230 Adult Virtual Program Attendance This # includes Youth Live Virtual Program Sessions attendance of 129 (LEGO Club; 4th and 5th Grade Book Club and 5th Grade Book Club)

3.29 One-on-One Program Attendance 1,421

Note: This # includes 683 for Adult attendance: Mail It (89); Tests Proctored (11); Dial-a-Story (139); Self Directed Take & Makes (444) This # includes total Youth attendance of 738 for these programs (Crafty Kids Take & Makes; Preschool Projects; SRP Take & Makes; Teen Take & Makes)

3.29a Total Number of Asynchronous Program Presentations 81

Note: Recorded programs: Babytime; Books Before Bed; Get Ready To Read; Preschool Storytime; Ready Set Read; Happy Birthday Dolly; Capco Pajama Party; Summer Reading Promo; Checkers

3.29b Total Views of Asynchronous Program Presentations within 7 Days 1,874

Note: Recorded programs: Babytime; Books Before Bed; GRTR; Preschool Storytime; RSR; Happy Birthday Dolly; Capco Pajama Party; Summer Reading Promo; Checkers

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the

library during the summer of 2021 (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
3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	231
3.33	Young adults registered for the library's summer reading program	34
3.34	Adults registered for the library's summer reading program	47
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	312
3.36	Children's program sessions - Summer 2021	48
3.37	Young adult program sessions - Summer 2021	5
3.38	Adult program sessions - Summer 2021	18
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	71

3.40	Children's program attendance - Summer 2021	1,727
3.41	Young adult program attendance - Summer 2021	52
3.42	Adult program attendance - Summer 2021	102
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	1,881

COLLABORATORS

3.44	Public school district(s) and/or BOCES	0
3.45	Non-public school(s) Note: SUNY Cortland	1
3.46	Childcare center(s)	0
3.47	Summer camp(s) Note: YWCA; YMCA	2
3.48	Municipality/Municipalities Note: Cortland Youth Bureau; City of Cortland Police K9 Unit	2
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note) Note: Therapy dog and owner for Tales 4 Tails program	1
3.51	Total Collaborators (total 3.44 through 3.50)	6

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

- 3.52 Did the library offer early literacy programs? (Enter Y for Yes, N for No) Y
- 3.53 - 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 |

3.54 - Number of sessions

- | | | |
|----|--|----|
| a. | Focus on birth - school entry (kindergarten) | 95 |
|----|--|----|

Note: Babytime; Books Before Bed; GRTR; RSR; Preschool Storytime; CAPCO; Outreaches-Candypalooza; Starbucks Storytime; Racker Center; Storytime at Suggett. Not included in this number- 68 recorded virtual programs for Babytime; Books Before Bed; GRTR; RSR; Preschool story time; Happy Birthday Dolly; Capco Pajama Party

- | | | |
|----|-------------------------------|---|
| b. | Focus on parents & caregivers | 0 |
|----|-------------------------------|---|

- | | | |
|----|-------------------|----|
| c. | Combined audience | 92 |
|----|-------------------|----|

Note: Babytime; Books Before Bed; GRTR; RSR; Preschool Storytime; CAPCO; Outreaches-Candypalooza; Starbucks Storytime; Storytime at Suggett. Not included in this number- 68 recorded virtual programs for Babytime; Books Before Bed; GRTR; RSR; Preschool storytime; Happy Birthday Dolly; Capco Pajama Party

- | | | |
|----|-----|---|
| d. | N/A | 0 |
|----|-----|---|

- | | | |
|------|-----------------------|-----|
| 3.55 | Total Sessions | 187 |
|------|-----------------------|-----|

3.56 - Attendance at sessions

- | | | |
|----|--|-------|
| a. | Focus on birth - school entry (kindergarten) | 2,198 |
|----|--|-------|

Note: Babytime; Books Before Bed; GRTR; RSR; Preschool Storytime; CAPCO; Outreaches-Candypalooza; Starbucks Storytime; Racker Center; Storytime at Suggett. Not included in this number- 1,158 total attendance for recorded virtual programs for Babytime; Books Before Bed; GRTR; RSR; Preschool story time; Happy Birthday Dolly; Capco Pajama Party

- | | | |
|----|-------------------------------|---|
| b. | Focus on parents & caregivers | 0 |
|----|-------------------------------|---|

- | | | |
|----|-------------------|-------|
| c. | Combined audience | 2,161 |
|----|-------------------|-------|

Note: Babytime; Books Before Bed; GRTR; RSR; Preschool Storytime; CAPCO; Outreaches-Candypalooza; Starbucks Storytime; Storytime at Suggett. Not included in this number- 1,158 attendance for recorded virtual programs for Babytime; Books Before Bed; GRTR; RSR; Preschool storytime; Happy Birthday Dolly; Capco Pajama Party

d.	N/A	0
3.57	Total Attendance	4,359
3.58 - Collaborators (check all that apply):		
a.	Childcare center(s)	Yes
Note: Racker Center		
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0
3.64 - 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 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.66 Children's program sessions 0

3.67 Young adult program sessions 0

3.68 Adult program sessions 0

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

3.70 One-on-one program sessions 0

3.71 Children's program attendance 0

3.72 Young adult program attendance 0

3.73 Adult program attendance 0

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

3.75 One-on-one program attendance 0

3.76 - 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 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	5
3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	5
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	21,445
4.2	Adult Non-fiction Books	8,604
4.3	Total Adult Books (Total questions 4.1 & 4.2)	30,049
4.4	Children's Fiction Books	22,463
4.5	Children's Non-fiction Books	6,139
4.6	Total Children's Books (Total questions 4.4 & 4.5)	28,602
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	58,651

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	13,397
4.9	Circulation of Children's Other Materials	1,837
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	15,234
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	73,885

ELECTRONIC USE

4.12	Use of Electronic Material	12,378
4.13	Successful Retrieval of Electronic Information	0

Note: The number reported last year was for use of RBdigital which was through FLLS and has since been discontinued.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	12,378
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	86,263
4.16	Total Collection Use (Total questions 4.13 & 4.15)	86,263
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	30,439

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	1,900
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED 9,112

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED 13,866

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

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 85,077

Note: Number of visits as provided by FLLS. Number of unique visitors: 55,111.

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 Jen Graney

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 director@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) 1

6.3 Vacant Library Director (certified) 0

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 5.96

Note: 5.96 includes two staff members who did not work the entirety of the year. If those two are not to be included, this number would be 5.58.

6.11 Vacant Other Staff 0

6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 7.96

6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) 0.00

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified) 0

6.15 Salary - Entry Level Librarian (certified) N/A

6.16 FTE - Library Director (certified) 1

6.17 Salary - Library Director (certified) \$56,100

6.18 FTE - Library Manager (not certified) 0

6.19 Salary - Library Manager (not certified) \$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2021**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier Y

if required by law.

- | | | |
|------|--|---|
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 8. | Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | |
| 8a. | space | Y |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
| 10. | Provides | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |

- | | | |
|------|---|---|
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | 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 two 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	2,860.00
Note: Increase due to no COVID closings in 2021 as opposed to 2020.		
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)	2,860.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

- CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes
- CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? Yes
- CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes
- CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes

CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

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.

If you have multiple libraries, 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 CollectConnect. 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](#). Complete this form and email it to collectconnect@baker-taylor.com

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 | director@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 | 2,860 |
- Note:** 55 hours/week x 52 weeks. Instructions say to exclude minor variations so holidays are not counted here.
- | | | |
|-----|--|----|
| 16. | Number of Weeks This Outlet is Open | 52 |
| 16a | Number of weeks an outlet closed due to COVID-19 | 0 |
- Note:** We were at curbside service for January and February 2021, however the instructions ask that this reflect March 7, 2021 to December 31, 2021.
- | | | |
|-----|---|---|
| 16b | Number of weeks an outlet had limited occupancy due to COVID-19 | 0 |
|-----|---|---|
- Note:** We were at curbside service for January and February 2021, however the instructions ask that this reflect March 7, 2021 to December 31, 2021.

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	22
Note: Include CCMA's Really Free Markets; Girl Scouts; various one-time groups/meetings		
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	2020
25.	Square footage of the outlet	30,200
26.	Number of Internet Computers Used by General Public	5
Note: Actual in use/available due to COVID/social distancing		
27.	Number of uses (sessions) of public Internet computers per year	2,216
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
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	No restrictions to access
33.	Wireless Sessions	4,484
Note: Higher this past year due to open access/no password/library card needed.		
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	2400111610
38.	<i>FSCSID</i>	NY0143
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. 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, 2021 to December 31, 2021) 11

Note: 10 regular board meetings and one special meeting in July 2021.

NUMBER OF TRUSTEES AND TERMS

- 10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No
- 10.3 If yes, what is the range?
- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?
- 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 Yes no, please explain in a Note.
- 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)

Note: The current library board nominates members of the community as new trustees and then votes via a private ballot.

List Officers and Board Members as of February 1, 2022. 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 First Name John
- 10.10 Last Name Hoeschele
- 10.11 Mailing Address 53 Prospect Terrace
- 10.12 City Cortland
- 10.13 Zip Code (5 digits only) 13045

10.14	Phone (enter 10 digits only)	(607) 423-2290
10.15	E-mail Address	jhoeschele@gmail.com
10.16	Term Begins - Month	March
10.17	Term Begins - Year (yyyy)	2019
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2023

10.20 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. No

Note: John Hoeschele is filling the remainder of Nick Esposito's term, which was to run from 2019 to 2023.

10.21	The date the Oath of Office was taken (mm/dd /yyyy)	N/A
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.23	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 CollectConnect (**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 collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Lauren
3.	Last Name of Board Member	Mossotti-Kline
4.	Mailing Address	385 Nye Road

- | | | |
|-----|----------------------------|----------------------|
| 5. | City | Cortland |
| 6. | Zip Code (5 digits only) | 13045 |
| 7. | E-mail address | laurenmk@lmkvoce.com |
| 8. | Office Held or Trustee | Vice President |
| 9. | Term Begins - Month | September |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2022 |

- | | | |
|-----|---|----|
| 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. | No |
|-----|---|----|

Note: Trustee Mossotti-Kline is filling the remainder of Russ Ruthig's term, which was to run from January 1, 2018 to December 30, 2022.

- | | | |
|-----|--|-----|
| 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. | Status | Filled |
| 2. | First Name of Board Member | Vivian |
| 3. | Last Name of Board Member | Bosch |

4.	Mailing Address	4280 Partridge Hill
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	vabosch54@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
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.	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.	Status	Filled
2.	First Name of Board Member	Mark
3.	Last Name of Board Member	Martin

4.	Mailing Address	4351 Kinney Gulf Road
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	janisemartin@verizon.net
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2025
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.	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.	Status	Filled
2.	First Name of Board Member	Diane

- | | | |
|-----|---|----------------------|
| 3. | Last Name of Board Member | Ames |
| 4. | Mailing Address | 45 West Court Street |
| 5. | City | Cortland |
| 6. | Zip Code (5 digits only) | 13045 |
| 7. | E-mail address | diane@ameslinen.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 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. | 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. | Status | Filled |
| 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) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2024 |
| 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. | 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. | Status | Filled |
| 2. | First Name of Board Member | Julie |

3.	Last Name of Board Member	Campbell
4.	Mailing Address	798 Macbean Lane
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	jacampbe@nycourts.gov
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
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.	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.	Status	Filled

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)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
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.	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.	Status	Filled

2.	First Name of Board Member	Kim
3.	Last Name of Board Member	Hay
4.	Mailing Address	134 Tompkins Street
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 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.	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.	Status	Filled

- | | | |
|-----|---|----------------------|
| 2. | First Name of Board Member | Elizabeth |
| 3. | Last Name of Board Member | Cole |
| 4. | Mailing Address | 7 Wadsworth Street |
| 5. | City | Cortland |
| 6. | Zip Code (5 digits only) | 13045 |
| 7. | E-mail address | lizzy.cole@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2026 |
| 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. | 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.	Status	Filled
2.	First Name of Board Member	Bryan
3.	Last Name of Board Member	Riccardi
4.	Mailing Address	69 North 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 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.	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. | Status | Filled |
| 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) | 2020 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2025 |
| 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. | 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. | Status | 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 | January |
| 10. | Term Begins - Year (year) | 2022 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2025 |
| 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. | 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? | |

1.	Status	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	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2024
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.	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?

- | | | |
|-----|---|--------------------|
| 1. | Status | Filled |
| 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 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. | 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

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name Vivian Bosch

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Elizabeth Cole

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Lauren Mossotti-Kline

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Kim Hay

2. Has the trustee participated in trustee education in the last calendar year (2021)? Y

1. Trustee Name Diane Ames

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Mike Anderson

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Julie Campbell

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Kathleen Hennessy

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name John Hoeschele

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Mark Martin

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Bryan Riccardi

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Myron Walter

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name John Whittleton

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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	\$404,580
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	\$404,580

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- 11.3 Local Library Services Aid (LLSA) \$11,492

Note: Increase due to: \$2,727 received from 2020 delayed payment. \$8,765 received is 90% of 2021 payment (final 10% not yet received).

- 11.4 Record all Central Library Services Aid monies received from system headquarters \$0

11.5	Additional State Aid received from the System	\$5,000
Note: \$5,000 Special Legislative Grant - Bullet Aid Received		
11.6	Federal Aid received from the System	\$1,583
Note: Cares Act Reimbursement		
11.7	Other Cash Grants	\$250
Note: \$ 250.00 FLLS Early Literacy Grant		
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$18,325

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
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Federal Aid/Other Receipts

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	\$44,656
Note: Increased due to restoring operations and programs after COVID-related closures in 2020.		
11.15	Fund Raising	\$1,989
Note: Bookplates: \$300 What's Your Story Campaign: \$1,688.88		
11.16	Income from Investments	\$92,279
Note: Note: Increase In Endowment Earnings 2021		

11.17 Library Charges \$4,585

11.18 Other \$5,868

Note: Increase due to restoring operations and programs after COVID-related closures in 2020.

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$149,377

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$572,282

11.21 **BUDGET LOANS** \$0

Note: \$45,672 PPP Loans Forgiven in 2021

Transfers/Grant Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) \$10,600

Note: \$10,600.00 Reimbursed operating for capital expenses

11.23 From Other Funds \$24,882

Note: \$16,259 Endowment Reimbursements for budgeted trustee expenses was increased from 2020 due to increasing hours back toward normal. Repairs \$3,185.72, Furniture and Fixtures \$1,667.06 and Technology \$10,946.22 and \$460 staff gifts expenditures. \$ 7,623 Endowment Allocation to offset payroll expenses \$ 1,000 Endowment Allocation for programming

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$35,482

11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed) \$249,687

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) \$857,451

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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	\$106,483
12.2	Other Staff	\$183,783
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$290,266
12.4	Employee Benefits Expenditures	\$77,019
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$367,285

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$53,638
Note: 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.		
12.7	Electronic Materials Expenditures	\$4,105
Note: 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.		
12.8	Other Materials Expenditures	\$9,275
Note: 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.		
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$67,018
Note: 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.		

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$3,186
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Note: \$3,185.72. Repairs to building paid from operating funds but later reimbursed from endowment funds. This amount is included in part of 11.23.

12.14	From Other Funds (72OF)	\$0
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12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$3,186
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12.16	Other Disbursements for Operation & Maintenance of Buildings	\$50,538
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Note: 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$53,724
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MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$3,798
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12.19	Telecommunications	\$4,438
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12.20	Postage and Freight	\$1,551
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12.21	Professional & Consultant Fees	\$43,400
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12.22	Equipment	\$11,561
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Note: 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

12.23	Other Miscellaneous	\$33,890
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Note: 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$98,638
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Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$9,450
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$29,743
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12.27	From Other Funds (73OF)	\$0
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12.28	Total (Add Questions 12.26 and 12.27)	\$29,743
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Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
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12.30	Short-Term Loans	\$0
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12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$29,743
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12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$625,858
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
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12.34	From Other Funds (76OF)	\$0
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12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
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12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$625,858
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$231,593
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$857,451

ASSURANCE

12.41 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). 02/25/2022

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 10/12/2021

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2020-12/31/2020

12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

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

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 \$15
Note: \$15 bank fee refunded from 2020 Decrease due to no grants for capital projects received in 2021

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$15

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$50,000
Note: CCAP Funds

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$50,000

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

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

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$50,015

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$50,015

13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed) \$15,698

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) \$65,713

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 \$17,400

Note: \$15,000 Construction project final payment from 2020. \$ 2,400 Reimburse Endowment Fund for construction expenses Decrease due to completion of construction project in early 2021.

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) \$17,400

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) \$10,600

14.9 **NON-PROJECT EXPENDITURES** \$0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) \$28,000

14.11 **BALANCE IN CAPITAL FUND - Ending** Balance for the Fiscal Year Ending 2021 \$37,713

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) \$65,713

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	5.59
16.4	Total Paid Employees	7.47
16.5	State Government Revenue	\$16,492
16.6	Federal Government Revenue	\$1,583
Note: Change due to pandemic. NYSL added note		
16.7	Other Operating Revenue	\$149,627
16.8	Total Operating Revenue	\$572,282
16.9	Other Operating Expenditures	\$161,812
16.10	Total Operating Expenditures	\$596,115
16.11	Total Capital Expenditures	\$28,000
Note: Large decrease due to Capital Projects being completed in 2020.		
16.12	Print Materials	65,657
16.13	Total Registered Borrowers	8,429
16.14	Other Capital Revenue and Receipts	\$15

Note: Large decrease due to Capital Projects being completed in 2020.

16.15 **Number of Internet Computers Used by General Public** 5

Note: Last year it appears we counted number of computers in the library instead of actual number in use. If we counted number of computers in the library this year, it would be 18 (some were decommissioned) but the number available for use is currently 5.

16.16 **Total Uses (sessions) of Public Internet Computers Per Year** 2,216

16.17 **Wireless Sessions** 4,484

Note: Change due to pandemic. NYSL added note

16.18 **Total Capital Revenue** \$50,015

Note: Change due to pandemic. NYSL added note

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:

Jen Graney

Phone Number:

(607) 753-1042

I am satisfied that this resource (Collect) is meeting library needs:

Neither Agree nor Disagree

Applying this resource (Collect) will help improve library services to the public:

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!