

Cortland Free Library

Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

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, 2022, 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	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
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	01/01/2022
1.12	Ending <u>Local</u> Fiscal Year	12/31/2022
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 2020 Census) 28,390

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 or 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

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (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

Public Votes/Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

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/2022) 05/18/2022
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: \$408,135
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$8,163
- 6c. Total proposed appropriation (sum of 6a and 6b): \$416,298

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 2022) N
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.

Please Note: last year's answers for repeating groups cannot be displayed.

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

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

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

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 N
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.

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	22,238
2.2	Adult Non-fiction Books	24,114
2.3 2.2)	Total Adult Books (Total questions 2.1 &	46,352
2.4	Children's Fiction Books	12,980
2.5	Children's Non-fiction Books	6,694
2.6 2.4 & 2.5)	Total Children's Books (Total questions	19,674

2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	66,026
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Other Print Materials

2.8	Total Uncataloged Books	112
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2.9	Total Print Serials	458
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2.10	All Other Print Materials	0
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2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	570
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2.12	Total Print Materials (Total questions 2.7 and 2.11)	66,596
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ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	20,986
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2.14	Local Electronic Collections	5
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2.15	NOVEL _{NY} Electronic Collections	15
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2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20
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2.17	Audio - Downloadable Units	10,419
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2.18	Video - Downloadable Units	0
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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.)	0
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Note: Old/outdated devices that held content have been withdrawn.

2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	31,425
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Non-Electronic Materials

2.21	Audio - Physical Units	2,614
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2.22	Video - Physical Units	5,395
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2.23	Other Circulating Physical Items	415
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2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	8,424
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Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	106,445
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	3,136
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2.27	All Other Print Materials	166
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2.28	Electronic Materials	17,144
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2.29	All Other Materials	1,106
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2.30	Total Additions (Total questions 2.26 through 2.29)	21,552
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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 3.32 through 3.84 for the 2022 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) | 58,084 |
| 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 | 5,439 |
| 3.3 | Registered non-resident borrowers | 1,319 |

Please report information on WRITTEN POLICIES as of 12/31/22.

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 12/31/22.

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

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext No

electronic scanning and reading software, such as OpenBook No

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

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17 Number of Synchronous Program 162
Sessions Targeted at Adults Age 19 or Older

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

3.18 Number of Synchronous Program 28
Sessions Targeted at Young Adults Ages 12-18

Note: TAB: Teen Time; Math Club; Summer Reading: Field Trip

3.19a Number of Synchronous Program 190
Sessions Targeted at Children Ages 0-5

Note: Babytime; Books Before Bed; PSST: GRTR: RSR: 2nd Sat.; Field Trips (CAPCO Babytime); Pinwheels for Prevention; Diversity Reading Day; CAPCO PJ Party; Racker; St. Paul's; Storytime at Suggett

3.19b Number of Synchronous Program 78
Sessions Targeted at Children Ages 6-11

Note: Crafty Kids; LEGO Club: Book Buddies; Time Travel; 5th Grade Book club (in-person and Virtual LIVE); Family Movie Night; Chess Tournament; Field Trips; Outreaches: Summer Reading

3.20 Number of Synchronous General Interest 48
Program Sessions

Note: This includes 10 General Interest Adult Programs - Contests and First Fridays This includes 38 General Interest Youth Programs- Arts, Parks and Books; Football Game; Contests; Scavenger Hunts; Display Wall Art Projects; StoryWalks; I Spy Games

3.21 **Total Number of Synchronous Program 506**
Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b,
3.20)

3.21a Number of Synchronous In-Person Onsite Program Sessions 448

Note: This # includes 168 in-person onsite Adult Program sessions This # includes 280 in-person onsite youth programs: Babytime; Book Buddies; Books Before Bed; Crafty Kids; GRTR; RSR; LEGO Club; PSST; Field Trips; Time Travel; Chess Tournament; Math Club; Teen Time; TAB; 2nd Sat.; Pinwheels for Prevention; Diversity Reading Day; 5th Grade Book Club (nonvirtual); Summer Reading; Family Movie Nights; Contests; Scavenger Hunts; Display Wall Art Projects; StoryWalks; I Spy Games

3.21b Number of Synchronous In-Person Offsite Program Sessions 49

Note: This # includes 1 offsite Adult Program (Community Read @ Lime Hollow) This # includes 48 offsite Youth Programs: Arts, Parks and Books; Teen Bookfest; Football game; Summer Reading School Promo visits; Storytime at Suggett; Outreaches; Smith Caring Day; Downtown Scavenger Hunt

3.21c Number of Synchronous Virtual Program Sessions 9

Note: This # includes 3 Virtual Adult Program sessions This # includes 6 Virtual Live Youth Programs: 5th Grade Book Club

3.21d Total number of synchronous programs (3.21a + 3.21b + 3.21c) 506

3.22 One-on-One Program Sessions 1,060

Note: This # includes 476 Adult Services programs including the Mail It! program (37 sessions), tests proctored (51), Dial-a-Story (83), and self-directed Take & Makes. This # includes 584 Youth programs: Preschool Projects and Summer Reading Take and 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 843

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

3.25 Attendance at Synchronous Programs 135
Targeted at Young Adults Ages 12-18

Note: TAB: Teen Time; Math Club; Summer Reading: Field Trip

3.26a Attendance at Synchronous Programs 4,414
Targeted at Children Ages 0-5

Note: Babytime; Books Before Bed; PSST: RSR; GRTR; 2nd Sat.; Field trips: Outreaches; Pinwheels for Prevention; Diversity Reading Day; Storytime at Suggett

3.26b Attendance at Synchronous Programs 1,396
Targeted at Children Ages 6-11

Note: Crafty Kids; Lego Club; Book Buddies; Time Travel; 5th Grade Book Club (Virtual LIVE and in-person); Family Movie Night; Chess Tournament; Field Trips; Outreaches; Summer Reading

3.27 Attendance at Synchronous General Interest Programs 6,314

Note: This # includes Adult attendance of 1,019 at General Interest Programs - contests and First Fridays This number includes 5,295 attendance at General Interest Youth Programs: Art, Parks and Books; Football Game; Contests; Scavenger Hunts; Display Wall Art Projects; StoryWalks; I Spy Games

3.28 **Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).** 13,102

Note: Attendance numbers are much higher since last year we were not able to have some programs or they were virtual recorded programs that we could not include in the statistics. This year all of our programs are back and in-person, hence the much higher attendance and program numbers.

3.28a Synchronous In-Person Onsite Program Attendance 10,923

Note: This # includes 1,832 Adult Onsite Program Attendance This # includes 9,091 Youth Onsite Program Attendance: Babytime; Book Buddies; Books Before Bed; Crafty Kids; GRTR; RSR; Lego Club; PSST; Field trips; Time Travel; Chess Tournament; Math Club; Teen Time; TAB; 2nd Sat.; Pinwheels for Prevention; Diversity Reading Day; 5th Grade Book Club (nonvirtual); Summer Reading; Family Movie Night; Contests; Scavenger Hunts; Display Wall Art Projects; StoryWalks; I Spy Games

3.28b Synchronous In-Person Offsite Program Attendance 2,100

Note: This # includes 10 offsite Adult Program Attendance This # includes 2,090 offsite Youth Program Attendance: Teen Bookfest; Big Screen Gaming; Arts, Parks and Books; Football game; Summer Reading School Promo visits; Storytime at Suggett; CAPCO PJ Party; Racker; St. Paul's; Smith Caring Day; Downtown Scavenger Hunt

3.28c Synchronous Virtual Program Attendance 79

Note: This # includes 20 Adult Virtual Program Attendance This # includes 59 Youth Virtual Program Attendance: 5th Grade Book Club

3.28d Total synchronous program attendance (3.28a + 3.28b + 3.28c) 13,102

3.29 One-on-One Program Attendance 1,060

Note: This # includes 476 Adult Services programs including the Mail It! program (37 sessions), tests proctored (51), Dial-a-Story (83), and self-directed Take & Makes. This # includes 584 attendance for Youth: Preschool Projects and Summer Reading Take and Makes

3.29a Total Number of Asynchronous Program Presentations 2

Note: Recorded programs: Summer Reading Promos (Barry Elementary and Smith Intermediate)

3.29b Total Views of Asynchronous Program Presentations within 30 Days 720

Note: Recorded programs: Summer Reading Promos (Barry Elementary and Smith Intermediate)

3.30 Total Number of Children's Programs (sum of Q3.19a and Q3.19b) 268

3.31 Total Children's Program Attendance (sum of Q3.26a and Q3.26b) 5,810

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (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

3.33	Library outlets offering the summer reading program	1
3.34	Children registered for the library's summer reading program	249
3.35	Young adults registered for the library's summer reading program	36
3.36	Adults registered for the library's summer reading program	64
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	349
3.38 2022	Children's program sessions - Summer	52
3.39 2022	Young adult program sessions - Summer	7
3.40	Adult program sessions - Summer 2022	42
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	101

3.42 Children's program attendance - Summer 2,409
2022

3.43 Young adult program attendance - 54
Summer 2022

3.44 Adult program attendance - Summer 556
2022

3.45 **Total program attendance - Summer** 3,019
2022 (total 3.42 + 3.43 + 3.44)

COLLABORATORS

3.46 Public school district(s) and/or BOCES 1

3.47 Non-public school(s) 2

3.48 Childcare center(s) 0

3.49 Summer camp(s) 4

3.50 Municipality/Municipalities 1

3.51 Literacy provider(s) 0

3.52 Other (describe using the State note) 5

Note: Youth: Crown City Cinemas; Cortland County Historical Society Adults: Catholic Charities;
Wishing Wellness; Cortland LGBTQ Center

3.53 **Total Collaborators (total 3.46 through** 13
3.52)

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

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

3.55 - 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 |

3.56 - Number of sessions

- | | | |
|----|---|-----|
| a. | Focus on birth - school entry
(kindergarten) | 190 |
|----|---|-----|

Note: Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Diversity Reading Day; Storytime at Suggett; CAPCO PJ Party; Racker; St. Paul's

- | | | |
|----|-------------------------------|-----|
| b. | Focus on parents & caregivers | 0 |
| c. | Combined audience | 165 |

Note: Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Diversity Reading Day; Storytime at Suggett; CAPCO PJ Party

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

3.57	Total Sessions	355
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3.58 - Attendance at sessions

- | | | |
|----|---|-------|
| a. | Focus on birth - school entry
(kindergarten) | 5,170 |
|----|---|-------|

Note: Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Diversity Reading Day; Storytime at Suggett; CAPCO PJ Party; Racker; St. Paul's

- | | | |
|----|-------------------------------|-------|
| b. | Focus on parents & caregivers | N/A |
| c. | Combined audience | 4,806 |

Note: Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Diversity Reading Day; Storytime at Suggett; CAPCO PJ Party

d.	N/A	N/A
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3.59	Total Attendance	9,976
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3.60 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
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Note: Racker Center; St. Paul's Nursery School

b.	Public School District(s) and/or BOCES	No
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c.	Non-Public School(s)	No
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d.	Health care providers/agencies	No
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e.	Other (describe using the State note)	No
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Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61	Did the library offer adult literacy programs?	No
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3.62	Total group program sessions	0
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3.63	Total one-on-one program sessions	0
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3.64	Total group program attendance	0
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3.65	Total one-on-one program attendance	0
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3.66 - 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
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d. Other (see instructions and describe using Note) No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.68 Children's program sessions 0

3.69 Young adult program sessions 0

3.70 Adult program sessions 0

3.71 Total program sessions (total 3.68 + 3.69 + 3.70) 0

3.72 One-on-one program sessions 0

3.73 Children's program attendance 0

3.74 Young adult program attendance 0

3.75 Adult program attendance 0

3.76 Total program attendance (total 3.73 + 3.74 + 3.75) 0

3.77 One-on-one program attendance 0

3.78 - 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 2022 calendar year.

DIGITAL LITERACY

3.79 Did the library offer digital literacy programs? Y

3.80 Total group program sessions 0

3.81 Total one-on-one program sessions 7

3.82 Total group program attendance 0

3.83 Total one-on-one program attendance 7

3.84 Did your library offer teen-led activities during the 2022 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 24,578

4.2 Adult Non-fiction Books 9,851

4.3 **Total Adult Books (Total questions 4.1 & 4.2)** 34,429

4.4 Children's Fiction Books 26,178

4.5 Children's Non-fiction Books 6,591

4.6 **Total Children's Books (Total questions 4.4 & 4.5)** 32,769

4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6) 67,198

CIRCULATION OF OTHER MATERIALS

4.8 Circulation of Adult Other Materials 20,183

4.9 Circulation of Children's Other Materials 3,784

4.10 Circulation of Other Physical Items (Total questions 4.8, 4.9) 23,967

4.11 Physical Item Circulation (Total questions 4.7 & 4.10) 91,165

ELECTRONIC USE

4.12 Use of Electronic Material 11,840

4.13 Successful Retrieval of Electronic Information 0

4.14 Electronic Content Use (Total questions 4.12 & 4.13) 11,840

4.15 Total Circulation of Materials (Total questions 4.11 & 4.12) 103,005

4.16 Total Collection Use (Total questions 4.13 & 4.15) 103,005

4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 36,553

4.18 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No

REFERENCE TRANSACTIONS

4.19 Total Reference Transactions 2,001

4.19a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count

4.20 Does the library offer virtual reference? Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21 TOTAL MATERIALS RECEIVED 8,646

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22 TOTAL MATERIALS PROVIDED 12,679

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

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 88,905

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	5.18
Note: 5.18 includes 4 staff members that did not work the entirety of the year. If we are not to include them the FTE's would be 4.72		
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	7.18

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

6.14	FTE - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	\$0
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$58,258
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, 2023 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, 2022**. 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 if required by law. | Y |
| 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	1
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(Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.50
-----	---	-------

Note: Last year we erroneously reported our Minimum Required Hours (55) instead of our Minimum Scheduled Hours per week: 55.5.

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	55.50
-----	--	--------------

(Total questions 8.6 - 8.8)

8.10	Annual Total Hours - Main Library	2,886.00
------	-----------------------------------	----------

Note: The increase is due to the fact that last year we erroneously entered our Minimum Weekly Total Hours as 55 (Min Hours) instead of 55.5 (our actual Min Scheduled Hours). This resulted in an increase in number reported for Annual Total Hours.

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 2,886.00
(Total questions 8.10 through 8.12)

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, 2022 to December 31, 2022.

CV1 Were any of the library's outlets No
physically closed to the public for any period of
time due to the Coronavirus (COVID-19)
pandemic?

CV2 Did library staff continue to provide No
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?

Note: N/A

CV3 Did the library allow users to complete Yes
registration for library cards online without having
to come to the library during the Coronavirus
(COVID-19) pandemic?

CV4 Did the library provide reference service No
via the Internet or telephone when the building
was physically closed to the public during the
Coronavirus (COVID-19) pandemic?

Note: N/A

CV5 Did the library provide 'outside' service No
for circulation of physical materials at one or more
outlets during the Coronavirus (COVID-19)
pandemic?

CV6 Did the library intentionally provide Wi- Yes
Fi Internet access to users outside the building at
one or more outlets during COVID-19 pandemic?

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? No

Note: N/A

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 0

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

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 will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

- | | | |
|----|------------------------------|-----------------------|
| 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	cortlandfreelibrary.org
11.	County	Cortland
12.	School District	Cortland
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,886
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
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	108

Note: Includes CCMA's Really Free Markets; Girl Scouts; various one-time groups/meetings and meeting room reservations; Cortland Voice use of the meeting room.

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	10
27.	Number of uses (sessions) of public Internet computers per year	4,382
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	5,042

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, 2022. 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, 2022 to December 31, 2022) 12

Note: Meetings were held 1/26/22; 2/16/22; 2/25/22 (special meeting); 3/1/22 (special); 3/16/22; 4/20/22; 5/18/22; 6/15/22; 8/31/22 (special); 9/21/22; 11/16/22; 12/21/22 (annual and regular meetings).

NUMBER OF TRUSTEES AND TERMS

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

- 10.5 If your library does not have a range, 15
how many voting positions are stated in the
library's charter documents (incorporation)?
- 10.6 Does your library's charter documents Yes
(incorporation) state a specified term for trustees?
If no, please explain in a Note.
- 10.7 If yes, what is the trustee term length, as 5 years
stated in your library's charter documents
(incorporation)?

BOARD MEMBER SELECTION

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

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, 2023. 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 Lauren
- 10.10 Last Name Mossotti-Kline
- 10.11 Mailing Address 385 Nye Road
- 10.12 City Cortland
- 10.13 Zip Code (5 digits only) 13045
- 10.14 Phone (enter 10 digits only) (607) 591-5854
- 10.15 E-mail Address laurenmk@lmkvoce.com
- 10.16 Term Begins - Month January
- 10.17 Term Begins - Year (yyyy) 2023

10.18 Term Expires - Month December

10.19 Term Expires - Year (yyyy) 2027

10.20 Is the trustee serving a full term? If No, Yes
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.

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

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

10.23 Is this a brand new trustee? N

Please Note: last year's answers for repeating groups cannot be displayed.

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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com.

1. Status Filled

2. First Name of Board Member Diane

3. Last Name of Board Member Ames

4. Mailing Address 45 W. Court Street

5. City Cortland

6. Zip Code (5 digits only) 13045

7. E-mail address diane@ameslinen.com

8.	Office Held or Trustee	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	Secretary
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	46 Greenbush Street
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	cfltrustees@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	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	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)	2023
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2027
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
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 Rd
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	John
3.	Last Name of Board Member	Hoeschele
4.	Mailing Address	53 Prospect Terrace
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	jhoeschele@gmail.com

8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is 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 L.
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	Trustee
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	Bryan
3.	Last Name of Board Member	Riccardi
4.	Mailing Address	69 N. Main Street
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	riccardifh@icloud.com

8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is 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	Eugene
3.	Last Name of Board Member	Waldbauer
4.	Mailing Address	1204 Starr Road
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	ewaldbauer@jwdanforth.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)	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.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y
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)	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	Mark
3.	Last Name of Board Member	Webster
4.	Mailing Address	983 Beechwood Lane
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	mwebster8355@gmail.com

8.	Office Held or Trustee	Financial Officer
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.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Glenn
3.	Last Name of Board Member	Reisweber
4.	Mailing Address	3264 Coventry Lane
5.	City	Cortland
6.	Zip Code (5 digits only)	13045
7.	E-mail address	glennreisweber@gmail.com

8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2023
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.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y
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 | |
| 9. | Term Begins - Month | |
| 10. | Term Begins - Year (year) | N/A |
| 11. | Term Expires | N/A |
| 12. | Term Expires - Year (yyyy) | N/A |
| 13. | Is 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? | |

Trustee Education

Please Note: last year's answers for repeating groups cannot be displayed.

Complete one record for each person serving as a trustee as of December 31, 2022. 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 (2022)? | Y |
| 1. | Trustee Name | Elizabeth Cole |
| 2. | Has the trustee participated in trustee education in the last calendar year (2022)? | Y |

1. Trustee Name Lauren Mossotti-Kline

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Kim Hay

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Diane Ames

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Mike Anderson

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Julie Campbell

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Kathleen Hennessy

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name John Hoeschele

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Mark Martin

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Bryan Riccardi

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Myron Walter

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name John Whittleton

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Mark Webster

2. Has the trustee participated in trustee education in the last calendar year (2022)? N

1. Trustee Name Eugene Waldbauer

2. Has the trustee participated in trustee education in the last calendar year (2022)? 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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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

Please Note: last year's answers for repeating groups cannot be displayed.

1. Source of Funds School District

2.	Name of funding County, Municipality or School District	Cortland Enlarged City School District
3.	Amount	\$412,217
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** \$412,217

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$10,066

Note: Decrease due to the 2021 amount included delayed payments from 2020.

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

11.5 Additional State Aid received from the System \$0

11.6 Federal Aid received from the System \$0

11.7 Other Cash Grants \$2,000

Note: Increase due to new \$2,000 grant received for Collection Development from FLLS

11.8 **TOTAL SYSTEM CASH GRANTS** \$12,066
(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants \$0

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
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11.11	Other Federal Aid	\$10,000
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Note: New American Library Association Humanities Grant \$10,000

11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$10,000
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11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$140,629
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Note: General increase in Donations for the year Specifically 2 large estate donations of \$77,285.48 and \$22,943.97

11.15	Fund Raising	\$2,248
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Note: Increase in fund raising efforts for the year

11.16	Income from Investments	\$95,219
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11.17	Library Charges	\$6,013
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Note: Overall increase in Library Fees collected, specifically \$828 increase in copier fees collected.

11.18	Other	\$25,941
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Note: Increase due to receiving the Federal ERTC payroll tax credit for 2020 of \$22,659.21

11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$270,050
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11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$704,333
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11.21	BUDGET LOANS	\$0
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Transfers/Grant Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) \$0

Note: Decrease due to completed construction projects, so no transfers made in 2022

11.23 From Other Funds \$18,176

Note: Decrease due to lowered allocations from Endowment spending in 2022

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$18,176

11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed) \$231,593

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) \$954,102

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). 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 \$110,662

Note: Increase in salaries for 2022

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) \$1,251

Note: Decrease in required building repairs in 2022

12.14 From Other Funds (72OF) \$0

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) \$1,251

12.16 Other Disbursements for Operation & Maintenance of Buildings \$53,777

Note: Increase due to inflation/higher costs

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) \$55,028

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$3,311

Note: Decrease due to eliminating Business Manager position and related costs

12.19 Telecommunications \$4,517

Note: Increase due to inflation/higher costs

12.20 Postage and Freight \$1,341

12.21 Professional & Consultant Fees \$71,924

Note: Increase due to eliminating Business Manager position and including out-sourced bookkeeping services of \$26,929.00. Also, general inflation/higher costs

12.22 Equipment \$9,854

Note: Decrease from 2021 in spending on staff computers according to library replacement plan

12.23 Other Miscellaneous \$42,577

Note: Increase due to resuming full programming and continuing education opportunities since pandemic

12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$133,524
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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)	\$97,973
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Note: Increase in Capital Loan Payments due to allocating large estate donation that was used to pay down the debt. \$29,743 budgeted debt repayment \$68,230 estate donation allocated to additional debt repayment \$97,973 Total Debt Repayment

12.27	From Other Funds (73OF)	\$0
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12.28	Total (Add Questions 12.26 and 12.27)	\$97,973
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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)	\$97,973
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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)	\$695,523
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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

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$35,000

Note: Increase over 2021 due to increase in current year donations transferred to Endowment Fund per Library gift policy

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$35,000

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$730,523

12.39 **BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022** \$223,579

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$954,102

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). 02/24/2023

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 09/21/2022

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2021 - 12/31/2021

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

CAPITAL FUND

12.45 Does the library have a Capital Fund? Y
Enter Y for Yes, N for No. If No, stop here. If Yes,
complete the 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 \$0

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

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$19,171

Note: NYS Construction Grant final 10% received into Operating account then transferred to Capital Funds account

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$19,171

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) \$19,171

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

13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$19,171
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13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$37,713
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13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$56,884
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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	\$0
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14.2	Incidental Construction	\$0
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Other Disbursements

14.3	Purchase of Buildings	\$0
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14.4	Interest	\$0
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14.5	Collection Expenditures	\$0
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14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
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14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2022	\$56,884
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$56,884

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	1.88
16.2	Total Librarians	1.88
16.3	All Other Paid Staff	4.86
16.4	Total Paid Employees	6.74
16.5	State Government Revenue	\$10,066

Note: Decrease due to the 2021 amount included delayed payments from 2020.

16.6	Federal Government Revenue	\$10,000
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Note: New American Library Association Humanities Grant \$10,000

16.7	Other Operating Revenue	\$272,050
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Note: General increase in Donations for the year Specifically 2 large estate donations of \$77,285.48 and \$22,943.97 and Increase due to receiving the Federal ERTC payroll tax credit for 2020 of \$22,659.21

16.8	Total Operating Revenue	\$704,333
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16.9	Other Operating Expenditures	\$198,002
16.10	Total Operating Expenditures	\$597,550
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	66,596
16.12a	Total Physical Items in Collection	75,020
16.13	Total Registered Borrowers	6,758
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	10
16.16	Total Uses (sessions) of Public Internet Computers Per Year	4,382
16.17	Wireless Sessions	5,042
16.18	Total Capital Revenue	\$19,171

Note: NYS Construction Grant final 10% received into Operating account then transferred to Capital Funds account

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	2400111610
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	NP
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	MD2

17.7	<i>FSCS ID</i>	NY0143
17.8	<i>SED CODE</i>	110200700003
17.9	<i>INSTITUTION ID</i>	800000053633

SUGGESTED IMPROVEMENTS

Library Name:	CORTLAND FREE LIBRARY
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Library System:	Finger Lakes Library System
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Name of Person Completing Form:	Jen Graney
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Phone Number:	(607) 753-1042
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I am satisfied that this resource (Collect) is meeting library needs:	Agree
--	-------

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!