

Cortland Free Library

Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

2.8 Total Uncataloged Books

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

Serials were weeded this past year.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

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

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

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

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

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

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

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

3.21a Number of Synchronous In-Person Onsite Program Sessions	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	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	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	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).
3.24 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	Attendance at Book Clubs, Knitters, Chess Club and one-time Events.
3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	Math Club; Teen SRP; Teen Time; TAB

3.26 Children's Program Attendance

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

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

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

This # includes 201 Adult attendance at General Interest Programs

3.28a Synchronous In-Person Onsite Program Attendance	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	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	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	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	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

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

3.45 Non-public school(s)

SUNY Cortland

3.47 Summer camp(s)

YWCA; YMCA

3.48 Municipality/Municipalities

Cortland Youth Bureau; City
of Cortland Police K9 Unit

3.50 Other (describe using the State note)

Therapy dog and owner for
Tales 4 Tails program

a. Focus on birth - school entry (kindergarten)

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

c. Combined audience

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

a. Focus on birth - school entry (kindergarten)

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

c. Combined audience

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

a. Childcare center(s)

Racker Center

4. LIBRARY TRANSACTIONS

4.13 Successful Retrieval of Electronic Information

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

5. TECHNOLOGY AND TELECOMMUNICATIONS

5.4 Annual number of visits to the library's web site

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

6. STAFF INFORMATION

6.10 Other Staff

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.

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library

Increase due to no COVID closings in 2021 as opposed to 2020.

8A. COVID

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

15. Public Service Hours Per Year for This Outlet
55 hours/week x 52 weeks.
Instructions say to exclude minor variations so holidays are not counted here.

Repeating Group 1

16a Number of weeks an outlet closed due to COVID-19
We were at curbside service for January and February 2021, however the instructions ask that this reflect March 7, 2021 to December 31, 2021.

Repeating Group 1

16b Number of weeks an outlet had limited occupancy due to COVID-19
We were at curbside service for January and February 2021, however the instructions ask that this reflect March 7, 2021 to December 31, 2021.

Repeating Group 1

19. Total number of non-library sponsored programs, meetings and/or events at this outlet
Include CCMA's Really Free Markets; Girl Scouts; various one-time groups/meetings

Repeating Group 1

26. Number of Internet Computers Used by General Public
Actual in use/available due to COVID/social distancing

Repeating Group 1

33. Wireless Sessions
Higher this past year due to open access/no password/library card needed.

10. OFFICERS AND TRUSTEES

10.1 Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021)
10 regular board meetings and one special meeting in July 2021.

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

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.

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

Repeating Group 1

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.

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

11. OPERATING FUNDS RECEIPTS

11.3 Local Library Services Aid (LLSA)

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

11.5 Additional State Aid received from the System

\$5,000 Special Legislative Grant - Bullet Aid Received

11.6 Federal Aid received from the System

Cares Act Reimbursement

11.7 Other Cash Grants

\$ 250.00 FLLS Early Literacy Grant

11.14 Gifts and Endowments

Increased due to restoring operations and programs after COVID-related closures in 2020.

11.15 Fund Raising

Bookplates: \$300 What's Your Story Campaign: \$1,688.88

11.16 Income from Investments

Note: Increase In Endowment Earnings 2021

11.18 Other

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

11.21 **BUDGET LOANS**

\$45,672 PPP Loans Forgiven in 2021

11.22 From Capital Fund (Same as Question 14.8)

\$10,600.00 Reimbursed operating for capital expenses

11.23 From Other Funds \$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

12. OPERATING FUND DISBURSEMENTS

12.6 Print Materials Expenditures 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

12.7 Electronic Materials Expenditures 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

12.8 Other Materials Expenditures 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) 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

12.13 From Local Public Funds (72PF) \$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.

12.16 Other Disbursements for Operation & Maintenance of Buildings 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

12.22 Equipment 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

12.23 Other Miscellaneous 2021 expenditures back in line after decrease from 2020 due to COVID-related reduced hours.

13. CAPITAL FUND RECEIPTS

13.2	All Other Revenues from Local Sources	\$15 bank fee refunded from 2020 Decrease due to no grants for capital projects received in 2021
13.4	State Aid Received for Construction	CCAP Funds

14. CAPITAL FUND DISBURSEMENTS

14.1	Construction	\$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.
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15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.6	Federal Government Revenue	Change due to pandemic. NYSL added note
16.11	Total Capital Expenditures	Large decrease due to Capital Projects being completed in 2020.
16.14	Other Capital Revenue and Receipts	Large decrease due to Capital Projects being completed in 2020.
16.15	Number of Internet Computers Used by General Public	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.
16.17	Wireless Sessions	Change due to pandemic. NYSL added note
16.18	Total Capital Revenue	Change due to pandemic. NYSL added note

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes