Cortland Free Library
Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

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.)	Old/outdated devices that held content have been withdrawn.

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, D&D, and one-time events.
3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	TAB: Teen Time; Math Club; Summer Reading: Field Trip
3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5	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 Sessions Targeted at Children Ages 6-11	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 Program Sessions

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

3.21a   Number of Synchronous In-Person Onsite Program Sessions

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

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

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

3.22	One-on-One Program Sessions	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
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	Attendance at Book Clubs, Knitters, Chess Club, D&D and one-time Events.
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	TAB: Teen Time; Math Club; Summer Reading: Field Trip
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	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 Targeted at Children Ages 6-11	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	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).	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	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; 5ht 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	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	This # includes 20 Adult Virtual Program Attendance This # includes 59 Youth Virtual Program Attendance: 5th Grade Book Club
3.29	One-on-One Program Attendance	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	Recorded programs: Summer Reading Promos (Barry Elementary and Smith Intermediate)

3.29b	Total Views of Asynchronous Program Presentations within 30 Days	Recorded programs: Summer Reading Promos (Barry Elementary and Smith Intermediate)
3.52	Other (describe using the State note)	Youth: Crown City Cinemas; Cortland County Historical Society Adults: Catholic Charities; Wishing Wellness; Cortland LGBTQ Center
a.	Focus on birth - school entry (kindergarten)	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
c.	Combined audience	Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Diversity Reading Day; Storytime at Suggett; CAPCO PJ Party
a.	Focus on birth - school entry (kindergarten)	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
c.	Combined audience	Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Diversity Reading Day; Storytime at Suggett; CAPCO PJ Party
a.	Childcare center(s)	Racker Center; St. Paul's Nursery School

4. LIBRARY TRANSACTIONS

No Notes

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

| 6.10 | Other Staff | 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 |

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

| 8.6 | Minimum Weekly Total Hours - Main Library | Last year we erroneously reported our Minimum Required Hours (55) instead of our Minimum Scheduled Hours per week: 55.5. |

| 8.10 | Annual Total Hours - Main Library | 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. |

8A. COVID

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?   N/A

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?   N/A

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?   N/A

9. SERVICE OUTLET INFORMATION

Repeating Group 1

19.   Total number of non-library sponsored programs, meetings and/or events at this outlet   Includes CCMA's Really Free Markets; Girl Scouts; various one-time groups/meetings and meeting room reservations; Cortland Voice use of the meeting room.

10. OFFICERS AND TRUSTEES

10.1 Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022)

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).

10.8 Enter Board Member Selection Code (select one):

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

Repeating Group 10

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.

Eugene Waldbauer is filling the remainder of Georgette Ogle's term, which was to run from January 2020 to December 2024.

Repeating Group 12

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.

Mark Webster is filling the remainder of Dale Davis's term, which was to run from January 2021 to December 2025.

Repeating Group 13

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.

Glenn Reisweber is filling the remainder of Vivian Bosch's term, which was to run from January 2022 to December 2026.

11. OPERATING FUNDS RECEIPTS

11.3 Local Library Services Aid (LLSA)

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

11.7 Other Cash Grants

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

11.11 Other Federal Aid

New American Library Association Humanities Grant $10,000

| 11.14 | Gifts and Endowments | General increase in Donations for the year Specifically 2 large estate donations of $77,285.48 and $22,943.97 |

| 11.15 | Fund Raising | Increase in fund raising efforts for the year |

| 11.17 | Library Charges | Overall increase in Library Fees collected, specifically $828 increase in copier fees collected. |

| 11.18 | Other | Increase due to receiving the Federal ERTC payroll tax credit for 2020 of $22,659.21 |

| 11.22 | From Capital Fund (Same as Question 14.8) | Decrease due to completed construction projects, so no transfers made in 2022 |

| 11.23 | From Other Funds | Decrease due to lowered allocations from Endowment spending in 2022 |

12. OPERATING FUND DISBURSEMENTS

| 12.1 | Certified Librarians | Increase in salaries for 2022 |

| 12.2 | Other Staff | Decrease due to eliminating Business Manager position (replaced with outsourced bookkeeper), custodial position, and 1 Circulation Desk Assistant |

| 12.3 | **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) | Decrease due to eliminating custodial and in-house Business Manager position |

| 12.4 | **Employee Benefits Expenditures** | Decrease due to eliminating Business Manager position (replaced with outsourced bookkeeper), custodial position, and 1 Circulation Desk Assistant |

| 12.5 | **Total Staff Expenditures (Add Questions 12.3 and 12.4)** | Decrease due to eliminating Business Manager position (replaced with outsourced bookkeeper), custodial position, and 1 Circulation Desk Assistant |

| 12.6 | Print Materials Expenditures | Increase due to inflation/higher costs |

12.7	Electronic Materials Expenditures	Decrease due to lower spending for YS materials
12.8	Other Materials Expenditures	Increase due to inflation/higher costs
12.13	From Local Public Funds (72PF)	Decrease in required building repairs in 2022
12.16	Other Disbursements for Operation & Maintenance of Buildings	Increase due to inflation/higher costs
12.18	Office and Library Supplies	Decrease due to eliminating Business Manager position and related costs
12.19	Telecommunications	Increase due to inflation/higher costs
12.21	Professional & Consultant Fees	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	Decrease from 2021 in spending on staff computers according to library replacement plan
12.23	Other Miscellaneous	Increase due to resuming full programming and continuing education opportunities since pandemic
12.26	From Local Public Funds (73PF)	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
12.36	**Transfer to Other Funds**	Increase over 2021 due to increase in current year donations transferred to Endowment Fund per Library gift policy

13. CAPITAL FUND RECEIPTS

| 13.4 | State Aid Received for Construction | NYS Construction Grant final 10% received into Operating account then transferred to Capital Funds account |

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes

16. FEDERAL TOTALS

16.5	State Government Revenue	Decrease due to the 2021 amount included delayed payments from 2020.
16.6	Federal Government Revenue	New American Library Association Humanities Grant $10,000
16.7	Other Operating Revenue	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
16.18	Total Capital Revenue	NYS Construction Grant final 10% received into Operating account then transferred to Capital Funds account

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes