

# Cortland Free Library

## Annual Report For Public And Association Libraries - 2023

### 1. GENERAL LIBRARY INFORMATION

1.39 NYS Public Librarian Certification Number Renewed in July 2023.

### 2. LIBRARY COLLECTION

2.1 Adult Fiction Books Weeding of multiple sections (e.g., large type; mystery) took place in 2023.

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1 Library visits (total annual attendance) We have seen an increase in people experiencing homelessness in our community who essentially use the library as their homebase during the day and regularly come and go from the building. The significant increase in number of visits likely reflects that uptick. The current system captures any movement in front of the door counter; we divide by half at the end of the day to account for individuals entering then leaving. Given the above, another calculation or solution may be needed to more accurately capture library visits in terms of number of unique visitors per day.

3.17a Number of Sessions Targeted at Children Ages 0-5  
Note: Babytime; Books Before Bed; PSST: GRTR: RSR: 2nd Sat.; Field Trips (CAPCO Babytime); Pinwheels for Prevention; CAPCO PJ Party; Racker; St. Paul's; Storytime at Suggett; Barry School Family Night; CAPCO Headstart outreach; Headstart outreach; SUNY Cortland Childcare

3.17b Attendance at Sessions Targeted at Children Ages 0-5

Note: Babytime; Books Before Bed; PSST: GRTR: RSR: 2nd Sat.; Field Trips (CAPCO Babytime); Pinwheels for Prevention; CAPCO PJ Party; Racker; St. Paul's; Storytime at Suggett; Barry School Family Night; CAPCO Headstart outreach; Headstart outreach; SUNY Cortland Childcare

3.18a Number of Sessions Targeted at Children Ages 6-11

Note: Crafty Kids; LEGO Club; Book Buddies; Time Travel; 5th Grade Book club; 5th gr. and 4th gr. Field Trips; Outreaches(Barry SRP Promo; Smith SRP Promo); Summer Reading (Arts, Parks & Books; All Together Now w/Molly; Diane Edgecomb; Sign Lang Fun; SRP Kickoff celebration; Great & Powerful Dave; Sidewalk Touch Up; Yoga for Youth); Gizmo's Pawesome Guide

3.18b Attendance at Sessions Targeted at Children Ages 6-11

Note: Crafty Kids; LEGO Club; Book Buddies; Time Travel; 5th Grade Book club; 5th gr. and 4th gr. Field Trips; Outreaches(Barry SRP Promo; Smith SRP Promo); Summer Reading (Arts, Parks & Books; All Together Now w/Molly; Diane Edgecomb; Sign Lang Fun; SRP Kickoff celebration; Great & Powerful Dave; Sidewalk Touch Up; Yoga for Youth); Gizmo's Pawesome Guide

3.19a Number of Sessions Targeted at Young Adults Ages 12-18

Note: TAB; Teen Time; Teen Shamrock Sensation; Summer Reading (Mario Kart Madness; Teen Chocolate Games; Teen movie night and sundaes; Teen Sign Lang; Teen Together Art; Yoga for Teens; Teen Big Screen Gaming); BOCES Tour/Field Trip

3.19b Attendance at Sessions Targeted at Young Adults Ages  
12-18

Note: TAB; Teen Time; Teen Shamrock Sensation; Summer Reading (Mario Kart Madness; Teen Chocolate Games; Teen movie night and sundaes; Teen Sign Lang; Teen Together Art; Yoga for Teens; Teen Big Screen Gaming); BOCES Tour/Field Trip

3.20a Number of Sessions Targeted at Adults Age 19 or  
Older

This includes Book Clubs, knitters, chess club, craft club, D&D and one-time events.

3.21a Number of General Interest Program Sessions

This includes 16 general interest adult programs including contests and First Fridays Based on new guidelines YS Football game, contests, scavenger hunts, Storywalks and I Spy games could not be included in this year's report as it was last year.

3.21b Attendance at General Interest Program Sessions

This includes 1143 in attendance at general interest adult programs Based on new guidelines YS Football game, contests, scavenger hunts, Storywalks and I Spy games could not be included in this year's report as it was last year.

3.22 Total Sessions of Live Programs Categorized by Age  
(sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)

Note: YS:307

3.23 Total Attendance at Live Programs Categorized by  
Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

Note: Major construction of the roads and sidewalks this year throughout the city and around the library has affected our attendance numbers at programs. YS attendance numbers: 7,834

3.24a Total Live Onsite Program Sessions

Note: This # includes 245 in-person onsite youth programs: Babytime; Books Before Bed; PSST; GRTR; RSR; 2nd Sat.; Field Trips (CAPCO Babytime); Pinwheels for Prevention; Crafty Kids; LEGO Club; Book Buddies; Time Travel; 5th Grade Book club; 5th gr. and 4th gr. Field Trips; Summer Reading (All Together Now w/Molly; Diane Edgecomb; Sign Lang Fun; SRP Kickoff celebration; Great & Powerful Dave; Sidewalk Touch Up; Yoga for Youth); Gizmo's Pawesome Guide; TAB; Teen Time; Teen Shamrock Sensation; Summer Reading (Mario Kart Madness; Teen Chocolate Games; Teen movie night and sundaes; Teen Sign Lang; Teen Together Art; Yoga for Teens); BOCES Tour/Field Trip Includes 239 live, onsite adult program sessions

3.24b Total Live Onsite Program Attendance

Note: This # includes 245 in-person onsite youth programs: Babytime; Books Before Bed; PSST; GRTR; RSR; 2nd Sat.; Field Trips (CAPCO Babytime); Pinwheels for Prevention; Crafty Kids; LEGO Club: Book Buddies; Time Travel; 5th Grade Book club; 5th gr. and 4th gr. Field Trips; Summer Reading (All Together Now w/Molly; Diane Edgecomb; Sign Lang Fun; SRP Kickoff celebration; Great & Powerful Dave; Sidewalk Touch Up; Yoga for Youth); Gizmo's Pawesome Guide; TAB; Teen Time; Teen Shamrock Sensation; Summer Reading (Mario Kart Madness; Teen Chocolate Games; Teen movie night and sundaes; Teen Sign Lang; Teen Together Art; Yoga for Teens); BOCES Tour/Field Trip This includes attendance at the 239 live onsite adult program sessions

3.25a Total Live Offsite Program Sessions

Note: This # includes 62 offsite Youth Programs: Arts, Parks and Books; Summer Reading School Promo visits (Barry School and Smith School); Storytime at Suggett; Outreaches (Racker; St.Paul's; SUNY Cortland Childcare); Barry School Family Night; CAPCO Headstart; CAPCO Pajama party; Headstart; Teen summer reading program (Teen Big Screen Gaming)

3.25b Total Live Offsite Program Attendance	Note: This # includes 62 offsite Youth Programs: Arts, Parks and Books; Summer Reading School Promo visits (Barry School and Smith School); Storytime at Suggett; Outreaches (Racker; St.Paul's; SUNY Cortland Childcare); Barry School Family Night; CAPCO Headstart; CAPCO Pajama party; Headstart; Teen summer reading program (Teen Big Screen Gaming)
3.26a Total Live Virtual Program Sessions	This includes 2 virtual adult community reads
3.26b Total Live Virtual Program Attendance	This includes attendance at the 2 virtual adult community reads
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	Note: YS total sessions: 307
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	Note: YS total attendance: 7,834
3.29 Total Number of Prerecorded Program Presentations	Note: YS Recorded programs: Summer Reading Promo (Smith Intermediate)
3.30 Total Views of Prerecorded Program Presentations within 30 Days	Note: YS Recorded programs: Summer Reading Promo (Smith Intermediate)
3.31 One-on-One Program Sessions	Note: This # includes 536 Youth programs: Preschool Projects and Summer Reading Take and Makes This # includes 1084 Adult Services programs including the Mail It! program (52 sessions), tests proctored (51), Dial-a-Story (740), and self-directed Take & Makes 241
3.32 Attendance at One-on-One Program Sessions	Note: This # includes 536 Youth programs: Preschool Projects and Summer Reading Take and Makes This # includes 1084 Adult Services programs including the Mail It! program (52 sessions), tests proctored (51), Dial-a-Story (740), and self-directed Take & Makes 241

- 3.54 Other (describe using the State note) Note: Crown City Cinemas; Access to Independence; Racker; CACTC; Cortland County Mental Health
- 3.57a Focus on birth - school entry (kindergarten) sessions Note: Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Storytime at Suggett; CAPCO PJ Party; Racker; St. Paul's; Barry School Family Night; CAPCO Headstart; Headstart; SUNY Cortland Childcare
- 3.57b Focus on birth - school entry (kindergarten) attendance Note: Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Storytime at Suggett; CAPCO PJ Party; Racker; St. Paul's; Barry School Family Night; CAPCO Headstart; Headstart; SUNY Cortland Childcare
- 3.59a Combined audience sessions Note: Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Storytime at Suggett; CAPCO PJ Party; Barry School Family Night; CAPCO Headstart
- 3.59b Combined audience attendance Note: Babytime; Books Before Bed; GRTR: RSR: PSST; 2nd Sat.; CAPCO Babytime; Pinwheels for Prevention; Storytime at Suggett; CAPCO PJ Party; Barry School Family Night; CAPCO Headstart
- a. Childcare center(s) Note: Racker Center; St. Paul's Nursery School; SUNY Cortland Childcare Center
- b. Public School District(s) and/or BOCES Barry Primary
- e. Other (describe using the State note) Note: Child Advocacy Center; CAPCO; CAPCO Headstart

#### 4. LIBRARY TRANSACTIONS

No Notes

## 5. TECHNOLOGY AND TELECOMMUNICATIONS

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

Last year's (2022) number was supplied by FLLS and appears to reflect visits as opposed to "sessions" (Google Analytics shows we had 35,454 "sessions" in 2022). GA's definition of "sessions" seems to match that of "visits" used in this report, so that is what is reflected here.

## 6. STAFF INFORMATION

No Notes

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

## 8. PUBLIC SERVICE INFORMATION

No Notes

## 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, SPCA board meetings

## 10. OFFICERS AND TRUSTEES

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.

A range is not stated in our charter.

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.

A range is not stated in our charter.



10.7 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.

#### 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 completing Georgette Ogle's term. Eugene's start date: 5/18/22. End date 12/31/2024.

#### 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 completing Dale Davis' term. Mark's start date: 4/20/22. End date 12/31/25

#### 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 completing Vivian Bosch's term. Glenn's start date: 1/1/2023. End date: 12/31/2026

### 11. OPERATING FUNDS RECEIPTS

11.15 Fund Raising

Giving Tuesday Campaign: \$225; Other: \$50

### 12. OPERATING FUND DISBURSEMENTS

No Notes

### 13. CAPITAL FUND RECEIPTS

13.4 State Aid Received for Construction

Construction grant 0386-23-0154 awarded

### 14. CAPITAL FUND DISBURSEMENTS

No Notes

### 15. CENTRAL LIBRARIES

No Notes

**16. FEDERAL TOTALS**

No Notes

**17. FOR NEW YORK STATE LIBRARY USE ONLY**

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes