2014-2015 Annual Report to the Town of Cortland

In the fiscal year ending April 30, 2015, Cortland Library circulated **71,251** items at the library checkout stations. Approximately 10% of these items were picked up by library patrons from nearby towns who find Cortland Library congenial and convenient. We loan out roughly twice the items thru inter-library loan compared to the number of items our local patrons request we borrow from other libraries.

The automated counter recorded **46,340** patron visits (great library use for a town of 4,270). Cortland taxpayers downloaded over 1,000 titles from library prepaid electronic e-books, e-magazines or e-audiobooks to their devices. Downloads do not require visiting the physical library for desired items. Increasing digital use may result in lower attendance figures, but the use of the library offerings continues.

Cortland Library remains a busy place. Girls Scouts meet here twice a month. Homeschool parents occasionally arrange a workshop at our library. We host some of NIU's STEM (Science & Engineering, Technology) events.

Cortland Library offers a variety of weekly programs for the public. For small children we offer Wednesday and Thursday Pre-school Story Times at 10 am. These are well attended by families and local daycare providers. Tuesday evenings at 7, Mrs. Pardridge presents a Story Time geared to early elementary students. Jessie Kramer runs a "6th Grade and Up" group that meets afterschool on Thursdays. Mrs. McAllister meets with her "Story and Craft Group" for 1st grade and up, on Wednesdays at 4:30. We did cancel Mrs. McAllister's "Elementary Writers Group" because of low attendance.

Ryan Black runs the VERY popular (mostly boys) Poke'man Club; currently on Thursday nights. Boys tend to stop leisure reading by 4th grade; Poke'mon brings them into the library, where they tend to check out the Poke'mon books and many other graphic novels. Leisure reading is essential practice for elementary & middle school students. Without leisure reading, student easily fall behind in grade level reading improvement. Readers must practice.

Monday evenings we offer "Crochet "for adults and children at 6:30. Lessons are given by Deb Frankovich, a certified crochet instructor. They laugh a lot!

Cortland Library's Book Club meets on Fridays at 7:30 to discuss their current read. Mrs. Chrissie Donnelly leads the group, selects titles, orders copies thru inter-library loan, and co-ordinates snacks. Currently this is a "ladies only" meeting held monthly.

We have had a Summer Reading program yearly since 1984. Over 380 children, teens and adults participated in 2014. The purpose of Sumer Reading is to encourage reading, and help prevent the drop in reading abilities experienced over the summer months, if children do not continue to read. Summer Reading draws families in; during June and July of 2014, we counted 10, 577 patron visits.

Our weekly summer program, "Lunch and Listen", drew up to 30 young participants at one session. They listen to an audiobook, and read along silently with a print copy. They eat pizza. They do not realize they are learning, using a fluency building reading technique. Mrs. Black runs this program and selects the books, with input from attendees.

Mrs. Danielle Bryant, her friends & family, built the 1st place "Star Wars Reads" float for the October Cortland Parade. The Saturday before the parade, Mrs. Black organized a hugely popular "Star Wars Reads" event at the library. Fabric was provided for kids to make their own Jedi robe. Light-sabers were constructed, games were played, and Darth Vader (Dan Milroy) visited for phot ops. Over 40 people, mostly in costume, walked with our float the next day.

Libraries have become "community centers". The old measures of use, attendance and circulation of materials, no longer accurately measure library success or value to the community. Computer users are often just that! They use the computers, but do not checkout books, magazines or movies. This behavior causes them to be uncounted at Cortland Library.

Cortland Library has no automated way to record computer users. The software that retains the integrity of our computers, repels counting programs. Cody Owen was investigating other options for us before his untimely death in December 2014. Cody was the brains and push behind keeping Cortland Library current, computer-wise. He frugally found a way to upgrade our public workstations in Summer 2014, after Monsanto granted us only half the funding we had requested via their Site Grant program. We miss Cody every time we turn on a computer.

Cortland Library participated again on the Saturday afternoon of Summer Fest 2014. Waste Management had donated $5,000 to the library, so we used some of that money to pay for free pony rides (and the event insurance!) We again provided games, crafts, tie dying, bingo, face painting and the ever popular "duck pond" for about 200 children. With shrinking tax revenue, and without another large donation, this may have been our last Summer Fest. The law states that library staff must be paid for working this activity, and paying 6-8 staff members for 4 hours work, plus the cost of supplies and prizes, is a huge budget liability.

Our library needs $250,000 to function properly. We plan to levy about $210,000 in December 2015. Tax caps, zero growth, and dropping Real Estate values resulted in library tax income dropping to $209,000 for FY2016. Real Estate taxes provide the backbone of library funding. In the face of continued loss of this revenue, the library staff will continue to reduce budget line items. Our goal is to cut the most, where patrons will see it the least.

To combat the loss of funding due to EAV decline, Cortland library applied for grants. We received a $5,000 donation from Waste Management. We were awarded $1,500 from a Dollar General Summer Reading grant, $5,000 from an LSTA "Another Back to Books" grant, $ 5.337.50 from the Illinois Per Capita grant, and $ 7,996 from the DeKalb County Community Foundation for shelving and new craft tables. The Monsanto Site Fund Grant awarded us $4,000, half of our request, to upgrade computers. Heather wrote and received a $1,000 grant to Walmart for library programs.

As of June, 2015, the library has cancelled our expensive Zinnio contract for downloadable magazines. Use was insufficient for the cost. Only a handful of users will miss this service. We also dropped the Mango Languages database because use did not support the yearly expense. It is frustrating to have to go backward in providing the best possible library services to our community. Technology is the way into the future, but funding is limiting our download offerings.

Lack of space in our building is another liability. To "improve" libraries are supposed to increase their collection size. We cannot. Books that have not circulated within two years must be discarded to make room for new, popular titles. Shelving space limits our collection size. Currently we own 4,337 DVD's,

and have resorted to using very skinny cases to squeeze them onto the display shelves. We can only keep a few issues of magazines, and have given up retaining more than a week of the local newspaper. The Daily Chronicle has been donating 25 copies for the library to give away, but we can't store back issues.

Using the PrairieCat checkout system's most recent statistics, our library circulation numbers compare with those at the larger cities of LaSalle and Rochelle. Dividing circulation by number of cardholders, Cortland patrons check out **35.7** items per user. DeKalb library had a 19.9 per patron figure, Sycamore recorded 22.3, and Malta circulated 20.5. Our library is exceptionally well used.

The budget crunch is causing us to evaluate each purchase and activity. We will continue to provide the best library services our EAV tax base can provide.

# Cortland Community Library
## Profit & Loss Budget Performance
April 2015

CORTLAND COMMUNITY LIBRARY
PROFIT & LOSS 2014 - 2015

| | May '14 - Apr 15 |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| 8101 Grants | 19,833.50 |
| 4051 · Library Levy | 214,707.39 |
| 4052 · IMRF Levy | 0.00 |
| 4061 · Fines | 2,349.92 |
| 4961 · Donations | 6,670.00 |
| 4971 · Fundraisers | 67.00 |
| 4991 · Library Cards Non Resident | 67.00 |
| 4993 · Sales of Books From Stock | 194.02 |
| 4999 · Other Misc. Revenue | 215.53 |
| Total Income | 244,104.36 |
| | |
| Expense | |
| 100 · Payroll | |
| 158 · Sick Time | 880.00 |
| 125 · Librarian | 15,261.00 |
| 126 · Workers | 112,346.31 |
| 128 · Storytime | 1,000.00 |
| 130 · Cleaning | 3,735.00 |
| 132 · Language Arts Program | 0.00 |
| 140 · Bonus | 0.00 |
| 150 · Vacation Librarian | 0.00 |
| 151 · Vacation Workers | 3,642.00 |
| 152 · Overtime Workers | 16.50 |
| 155 · Holiday Librarian | 504.00 |
| 156 · Holiday Workers | 5,025.00 |
| 100 · Payroll - Other | 0.00 |
| Total 100 · Payroll | 142,409.81 |
| | |
| 133 · IMRF-Company | 8,863.45 |
| 143 · Health Insurance-Company | 11,403.95 |
| 193 · FICA/Medicare-Company | 11,060.50 |
| 134 · Workman's Comp Ins. | 885.84 |
| 210 · Professional Fees | |
| 211 · Attorney & Legal Fees | 0.00 |
| 214 · Accounting | 0.00 |
| 210 · Professional Fees - Other | 0.00 |
| Total 210 · Professional Fees | 0.00 |

# Cortland Community Library
## Profit & Loss Budget Performance
April 2015

| | May '14 - Apr 15 |
|---|---|
| 218 · Contracted Labor | 1,420.00 |
| 219 · Audit | 1,750.00 |
| 221 · Utilities | |
| 222 · Electric | 2,369.83 |
| 223 · Gas | 778.78 |
| 224 · Water/Sewer | 446.50 |
| 221 · Utilities - Other | 0.00 |
| Total 221 · Utilities | 3,595.11 |
| | |
| 240 · Repairs & Maintenance | |
| 241 · M & O - Equipment | 1,535.50 |
| 242 · M & O - Building | 582.96 |
| 240 · Repairs & Maintenance - Other | 0.00 |
| Total 240 · Repairs & Maintenance | 2,118.46 |
| | |
| 311 · Office Expense | |
| 312 · Supplies | 8,721.84 |
| 313 · Postage | 92.00 |
| 314 · Telephone | 1,519.00 |
| 317 · Circulation Material Processing | 218.34 |
| 318 · Cleaning & Maintenance | 46.75 |
| 325 · Summer Supplies | |
| 330 · 1000 Books Before Kindergarten | 73.23 |
| 329 · Winter Reading | 94.98 |
| 328 · Amazing Race | 120.32 |
| 327 · Summer Fest | 2,696.81 |
| 326 · Summer Reading | 658.30 |
| Total 325 · Summer Supplies | 3,643.64 |
| | |
| 321 · Dues & Subscriptions | 7,402.81 |
| 331 · Travel & Training | 2,258.23 |
| 311 · Office Expense - Other | 17.28 |
| Total 311 · Office Expense | 23,919.89 |
| | |
| 345 · Circulation Materials | |
| 346 · Books | 12,694.52 |
| 347 · Magazines | 1,157.20 |
| 348 · Video Materials | 3,471.52 |
| 349 · Audio Material | 1,921.09 |
| 345 · Circulation Materials - Other | 0.00 |
| Total 345 · Circulation Materials | 19,244.33 |

# Cortland Community Library
## Profit & Loss Budget Performance
April 2015

| | May '14 - Apr 15 |
|---|---|
| 400 · Programs | |
| 405 · Crochet Class | 26.21 |
| 408 · Friday Movies | 52.08 |
| 410 · Lunch and Listen | 621.87 |
| 415 · Pokemon | 197.31 |
| 420 · Preschool Storytime | 317.79 |
| 422 · Special Event | 870.90 |
| 423 · 5th Grade & Up Story and Craft | 202.73 |
| 425 · Story and Crafts | 93.69 |
| 430 · Tuesday Night Storytime | 657.25 |
| Total 400 · Programs | 3,039.83 |
| 511 · Insurance Expense | |
| 512 · Building Insurance | 2,312.00 |
| 514 · Health and Safety | 284.93 |
| 515 · Liability (Board & Officers) | 1,234.00 |
| 521 · Surety Bond | 625.00 |
| 511 · Insurance Expense - Other | 0.00 |
| Total 511 · Insurance Expense | 4,455.93 |
| 591 · Miscellaneous | 149.46 |
| 812 · Cap Outlay-Equipment | 10,369.42 |
| 813 · Cap Outlay-Land & Bldg | 0.00 |
| Total Expense | 244,685.98 |
| Net Ordinary Income | -581.62 |
| Other Income/Expense | |
| Other Income | |
| 8011 · Interest Income | 41.39 |
| Total Other Income | 41.39 |
| Net Other Income | 41.39 |
| Net Income | **-540.23** |

# Cortland Community Library
## Profit & Loss Budget Performance
April 2015

CORTLAND COMI
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| | Annual Budget |
|---|---|
| Ordinary Income/Expense | |
| Income | |
| 8101 Grants | 16,500.00 |
| 4051 · Library Levy | 217,466.00 |
| 4052 · IMRF Levy | 0.00 |
| 4061 · Fines | 0.00 |
| 4961 · Donations | 7,000.00 |
| 4971 · Fundraisers | 0.00 |
| 4991 · Library Cards Non Resident | 0.00 |
| 4993 · Sales of Books From Stock | |
| 4999 · Other Misc. Revenue | 6,000.00 |
| Total Income | 246,966.00 |
| | |
| Expense | |
| 100 · Payroll | |
| 158 · Sick Time | |
| 125 · Librarian | 0.00 |
| 126 · Workers | 0.00 |
| 128 · Storytime | 0.00 |
| 130 · Cleaning | 0.00 |
| 132 · Language Arts Program | 0.00 |
| 140 · Bonus | 0.00 |
| 150 · Vacation Librarian | 0.00 |
| 151 · Vacation Workers | 0.00 |
| 152 · Overtime Workers | 0.00 |
| 155 · Holiday Librarian | 0.00 |
| 156 · Holiday Workers | 0.00 |
| 100 · Payroll - Other | 140,000.00 |
| Total 100 · Payroll | 140,000.00 |
| | |
| 133 · IMRF-Company | 19,020.00 |
| 143 · Health Insurance-Company | 6,000.00 |
| 193 · FICA/Medicare-Company | 14,406.00 |
| 134 · Workman's Comp Ins. | |
| 210 · Professional Fees | |
| 211 · Attorney & Legal Fees | 0.00 |
| 214 · Accounting | 0.00 |
| 210 · Professional Fees - Other | 4,000.00 |
| Total 210 · Professional Fees | 4,000.00 |

# Cortland Community Library
## Profit & Loss Budget Performance
April 2015

| | Annual Budget |
|---|---|
| 218 · Contracted Labor | 0.00 |
| 219 · Audit | 8,133.00 |
| 221 · Utilities | |
| 222 · Electric | 0.00 |
| 223 · Gas | 0.00 |
| 224 · Water/Sewer | 0.00 |
| 221 · Utilities - Other | 4,000.00 |
| Total 221 · Utilities | 4,000.00 |
| | |
| 240 · Repairs & Maintenance | |
| 241 · M & O - Equipment | 0.00 |
| 242 · M & O - Building | 0.00 |
| 240 · Repairs & Maintenance - Other | 500.00 |
| Total 240 · Repairs & Maintenance | 500.00 |
| | |
| 311 · Office Expense | |
| 312 · Supplies | 0.00 |
| 313 · Postage | |
| 314 · Telephone | 0.00 |
| 317 · Circulation Material Processing | |
| 318 · Cleaning & Maintenance | |
| 325 · Summer Supplies | |
| 330 · 1000 Books Before Kindergarten | |
| 329 · Winter Reading | |
| 328 · Amazing Race | |
| 327 · Summer Fest | |
| 326 · Summer Reading | |
| Total 325 · Summer Supplies | |
| | |
| 321 · Dues & Subscriptions | 0.00 |
| 331 · Travel & Training | 0.00 |
| 311 · Office Expense - Other | 22,200.00 |
| Total 311 · Office Expense | 22,200.00 |
| | |
| 345 · Circulation Materials | |
| 346 · Books | 0.00 |
| 347 · Magazines | 0.00 |
| 348 · Video Materials | 0.00 |
| 349 · Audio Material | 0.00 |
| 345 · Circulation Materials - Other | 22,200.00 |
| Total 345 · Circulation Materials | 22,200.00 |

# Cortland Community Library
## Profit & Loss Budget Performance
April 2015

| | Annual Budget |
|---|---|
| 400 · Programs | |
| 405 · Crochet Class | |
| 408 · Friday Movies | |
| 410 · Lunch and Listen | |
| 415 · Pokemon | |
| 420 · Preschool Storytime | |
| 422 · Special Event | |
| 423 · 5th Grade & Up Story and Craft | |
| 425 · Story and Crafts | |
| 430 · Tuesday Night Storytime | |
| Total 400 · Programs | |
| 511 · Insurance Expense | |
| 512 · Building Insurance | |
| 514 · Health and Safety | |
| 515 · Liability (Board & Officers) | |
| 521 · Surety Bond | |
| 511 · Insurance Expense - Other | 12,891.00 |
| Total 511 · Insurance Expense | 12,891.00 |
| 591 · Miscellaneous | 500.00 |
| 812 · Cap Outlay-Equipment | 4,000.00 |
| 813 · Cap Outlay-Land & Bldg | 500.00 |
| Total Expense | 258,350.00 |
| Net Ordinary Income | -11,384.00 |
| Other Income/Expense | |
| Other Income | |
| 8011 · Interest Income | 0.00 |
| Total Other Income | 0.00 |
| Net Other Income | 0.00 |
| Net Income | **-11,384.00** |