Annual Report to the Town of Cortland FY 2019-2020:
Or the Year that COVID-19 Closed the Library

March 16, 2020 Cortland Library closed to facilitate the quarantine restrictions on businesses and public meeting places invoked by Governor Pritzker, the Federal government, and DeKalb County Health Department. This fiscal year ended April 30, 2020 with the library still closed.

Library staff adapted creatively to quarantine regulations. They continued to work from home, and in the closed library, usually one at a time, to minimize contact contagion. Staff were paid, not furloughed. Many watched webinar meetings from home and worked on administrative tasks and planning. The library collections were carefully weeded out of materials which had not circulated for 2 or 3 years, to make room for new, in demand, materials. Weeded materials were placed on a book cart outside on sunny days, for the public to "adopt" and take home. Purchasing and planning continued quietly. Processing proceeded to enter new items into the computer and prepare for future checkout.

Cortland Library contracted with "Parties of Character" to provide a weekly Thursday morning interactive Facebook virtual story hour for spring & summer. Miss Terri moved her Tuesday evening story time onto Facebook, and continued that program virtually. Miss Shelly produced and packaged a weekly "craft bag" for preschoolers based upon brief lessons, and placed them outside for parents to pick up and take home. Our senior home delivery program continued to deliver materials to senior's homes, as requested, in a contact free manner. Materials were disinfected before leaving the library. Returned materials were quarantined and/or disinfected before re-shelving. A free link to Tumble Books was added to the library website for patron use. This joined Axis 360 and Overdrive, as a source of downloadable books & audio for Cortland Library cardholders to use, without entering the building.

All RAILS Library System school and public libraries were closed, so inter-library loan stopped. Delivery ceased. Any items currently checked out received extended due dates. Prospective fines were cancelled. A planned Summer Reading Program was altered to become mostly 'virtual" with on-line signup and participation. Summer Reading 2020 will begin as usual on June 1, but this year heavily dependent on Internet participation. Our $2,000 Summer Reading Grant, from Dolllar General, was modified to comply with the quarantine restrictions.

This Covid-19 health crisis has showcased the excellence of our Cortland Library staff. Our staff team members put the needs of our patrons in first place. We miss our patrons.

The 2019 Summer Reading Program involved 531 participants. Our Summer Reading program was divided into 213 adults and teens, and 318 children. Ninety eight children completed their Reading Bingo sheets and were entered into our end-of –summer Lego drawing. Usually about a third of the children turn in completed reading logs, which is more a measure of the family's level of organization, than actual reading accomplishments. The young winners were delighted with their prizes. Adult and teen prizes included gift-cards for food.

Shelly Hoshaw, our new Preschool Story Teller, became a fabulous team member. She initiated new programs and was promoted to be Head of Children's Services, the library's third IMRF position.

Cortland Library entered into an intergovernmental agreement with DeKalb Public Library, Malta Public library, and Community Unit School District #428 to provide public library service to students attending District 428 schools. This will provide library cards to the students who live outside public library taxing districts. DeKalb Library will provide the cards and the school district (teachers) will verify home addresses. This is a major improvement promoting literacy. School aged children will all have access to a library card funded by an exchange of benefits between District #428 and DeKalb Library. DeKalb Library will administer the cards and absorb most costs. Cortland and Malta libraries will honor these student cards, as we do library cards from all other public libraries in Illinois. Students will have access to enriching library materials and programs throughout District #428. Sycamore School District and Sycamore Public Library entered into a similar agreement in the fall of 2019.

Cortland Community Library continues to be at the center of our community. Our annual circulation of library materials equals or surpasses that of larger communities, like LaSalle and Rochelle. We are busy and provide programs to fit the needs of our patrons. After the COVID-19 health crisis is past, we will cautiously return to that status.

Cortland Library plans to re-open during Governor Pritzker's "Stage 3" for drive-up service to give patrons access to pre-ordered materials in a safe manner. Returned items will be quarantined and disinfected before shelving. All precautions for public health will be maintained. Caution will be used in re-opening to the public to avoid COVID's return.

Our Levy for this fiscal year was $243,500. The library may receive up to $238,000 as calculated by the DeKalb County Clerk. Next fiscal year the library will likely levy $245,000 (or more) to capture new taxes from all recent construction. This health crisis has driven Governor Pritzker's mandated minimum wage increases out of the headlines, but these increasing amounts must be met. Staff costs will increase because of his actions.

Operating expenses are increasing because of mandated health provisions, like masks, sanitizing, mandatory face shields, and protective dividers between public and staff. Business is not as usual in the library, and these changes require tax dollars.

I am retiring from Cortland Library as of June 3, 2020. Our town has a library to be proud of, with wonderful staff. Director Heather Black will continue our tradition of putting patron needs first. Thank you for Town support of Cortland Library since it began in 1984. Attached are our financial documents for Fiscal Year 2019-2020.

Sincerely,
Barb Coward June 3, 2020

Cortland Community Library
Profit & Loss Budget Performance
May 2019 through April 2020

	May '19 - Apr 20	Budget	May '19 - Apr 20
Ordinary Income/Expense			
Income			
8101 Grants	5,337.50	5,337.00	5,337.50
4051 · Library Levy	231,249.75	232,500.00	231,249.75
4061 · Fines	882.30	0.00	882.30
4097 · Land/Cash-Public Library	1,665.00		1,665.00
4961 · Donations	3,301.15	2,000.00	3,301.15
4971 · Fundraisers	736.00		736.00
4999 · Other Misc. Revenue	1,087.96	1,000.00	1,087.96
Total Income	244,259.66	240,837.00	244,259.66
Expense			
100 · Payroll			
131 · Crochet Progarm	1,025.00		1,025.00
158 · Sick Time	736.45		736.45
125 · Librarian	11,504.50		11,504.50
126 · Workers	122,499.31		122,499.31
128 · Storytime	1,250.00		1,250.00
130 · Cleaning	2,700.00		2,700.00
132 · Language Arts Program	0.00		0.00
135 · Foreign Language Program	17.48		17.48
140 · Bonus	1,050.00		1,050.00
150 · Vacation Librarian	0.00		0.00
151 · Vacation Workers	5,226.20		5,226.20
152 · Overtime Workers	0.00		0.00
155 · Holiday Librarian	988.80		988.80
156 · Holiday Workers	5,589.04		5,589.04
160 · Miscellaneous	0.20		0.20
100 · Payroll - Other	50.60	150,000.00	50.60
Total 100 · Payroll	152,637.58	150,000.00	152,637.58
133 · IMRF-Company	8,933.67	9,601.00	8,933.67
143 · Health Insurance-Company	6,253.08	5,000.00	6,253.08
193 · FICA/Medicare-Company	11,671.52	9,776.00	11,671.52
134 · Workman's Comp Ins.	919.16	0.00	919.16
210 · Professional Fees	0.00	200.00	0.00
219 · Audit	1,760.00	5,924.00	1,760.00
221 · Utilities			
222 · Electric	2,000.20		2,000.20
223 · Gas	808.69		808.69
224 · Water/Sewer	497.35		497.35
221 · Utilities - Other	0.00	4,000.00	0.00
Total 221 · Utilities	3,306.24	4,000.00	3,306.24
240 · Repairs & Maintenance			
242 · M & O - Building	604.29		604.29
240 · Repairs & Maintenance - Other	0.00	500.00	0.00

Cortland Community Library
Profit & Loss Budget Performance
May 2019 through April 2020

	May '19 - Apr 20	Budget	May '19 - Apr 20
Total 240 · Repairs & Maintenance	604.29	500.00	604.29
311 · Office Expense			
312 · Supplies	12,313.52		12,313.52
313 · Postage	55.00		55.00
314 · Telephone	1,797.68		1,797.68
316 · Checkout System	0.00		0.00
317 · Circulation Material Processing	270.10		270.10
318 · Cleaning & Maintenance	35.00		35.00
325 · Summer Supplies			
326 · Summer Reading	3,976.19		3,976.19
Total 325 · Summer Supplies	3,976.19		3,976.19
321 · Dues & Subscriptions	7,997.20		7,997.20
331 · Travel & Training	329.11		329.11
311 · Office Expense - Other	0.00	28,000.00	0.00
Total 311 · Office Expense	26,773.80	28,000.00	26,773.80
345 · Circulation Materials			
346 · Books	14,407.50		14,407.50
347 · Magazines	542.79		542.79
348 · Video Materials	4,053.18		4,053.18
349 · Audio Material	2,771.07		2,771.07
345 · Circulation Materials - Other	0.00	20,000.00	0.00
Total 345 · Circulation Materials	21,774.54	20,000.00	21,774.54
400 · Programs			
405 · Crochet Class	105.95		105.95
408 · Friday Movies	26.15		26.15
410 · Lunch and Listen	345.95		345.95
420 · Preschool Storytime	711.41		711.41
422 · Special Event	1,551.00		1,551.00
423 · 5th Grade & Up (Young Adult)	404.48		404.48
425 · Story and Crafts	198.03		198.03
400 · Programs - Other	0.00	2,000.00	0.00
Total 400 · Programs	3,342.97	2,000.00	3,342.97
511 · Insurance Expense			
512 · Building Insurance	2,193.00		2,193.00
514 · Health and Safety	497.81		497.81
515 · Liability (Board & Officers)	1,447.00		1,447.00
518 · Treasurer's Bond	550.00		550.00
511 · Insurance Expense - Other	0.00	5,182.00	0.00
Total 511 · Insurance Expense	4,687.81	5,182.00	4,687.81
591 · Miscellaneous	63.30	200.00	63.30
621 · Interest Expense	6.41		6.41
812 · Cap Outlay-Equipment	149.01	400.00	149.01
813 · Cap Outlay-Land & Bldg	0.00	0.00	0.00
820 · Emergency Fund	0.00	0.00	0.00

Cortland Community Library
Profit & Loss Budget Performance
May 2019 through April 2020

	May '19 - Apr 20	Budget	May '19 - Apr 20
890 · Working Cash Fund	0.00	0.00	0.00
Total Expense	242,883.38	240,783.00	242,883.38
Net Ordinary Income	1,376.28	54.00	1,376.28
Other Income/Expense			
Other Income			
815 · Carryover from last FY	0.00	40,980.64	0.00
8011 · Interest Income	325.17		325.17
Total Other Income	325.17	40,980.64	325.17
Net Other Income	325.17	40,980.64	325.17
Net Income	**1,701.45**	**41,034.64**	**1,701.45**

Cortland Community Library
Profit & Loss Budget Performance
May 2019 through April 2020

	YTD Budget	Annual Budget
Ordinary Income/Expense		
Income		
8101 Grants	5,337.00	5,337.00
4051 · Library Levy	232,500.00	232,500.00
4061 · Fines	0.00	0.00
4097 · Land/Cash-Public Library		
4961 · Donations	2,000.00	2,000.00
4971 · Fundraisers		
4999 · Other Misc. Revenue	1,000.00	1,000.00
Total Income	240,837.00	240,837.00
Expense		
100 · Payroll		
131 · Crochet Progarm		
158 · Sick Time		
125 · Librarian		
126 · Workers		
128 · Storytime		
130 · Cleaning		
132 · Language Arts Program		
135 · Foreign Language Program		
140 · Bonus		
150 · Vacation Librarian		
151 · Vacation Workers		
152 · Overtime Workers		
155 · Holiday Librarian		
156 · Holiday Workers		
160 · Miscellaneous		
100 · Payroll - Other	150,000.00	150,000.00
Total 100 · Payroll	150,000.00	150,000.00
133 · IMRF-Company	9,601.00	9,601.00
143 · Health Insurance-Company	5,000.00	5,000.00
193 · FICA/Medicare-Company	9,776.00	9,776.00
134 · Workman's Comp Ins.	0.00	0.00
210 · Professional Fees	200.00	200.00
219 · Audit	5,924.00	5,924.00
221 · Utilities		
222 · Electric		
223 · Gas		
224 · Water/Sewer		
221 · Utilities - Other	4,000.00	4,000.00
Total 221 · Utilities	4,000.00	4,000.00
240 · Repairs & Maintenance		
242 · M & O - Building		
240 · Repairs & Maintenance - Other	500.00	500.00

Cortland Community Library
Profit & Loss Budget Performance
May 2019 through April 2020

	YTD Budget	Annual Budget
Total 240 · Repairs & Maintenance	500.00	500.00
311 · Office Expense		
312 · Supplies		
313 · Postage		
314 · Telephone		
316 · Checkout System		
317 · Circulation Material Processing		
318 · Cleaning & Maintenance		
325 · Summer Supplies		
326 · Summer Reading		
Total 325 · Summer Supplies		
321 · Dues & Subscriptions		
331 · Travel & Training		
311 · Office Expense - Other	28,000.00	28,000.00
Total 311 · Office Expense	28,000.00	28,000.00
345 · Circulation Materials		
346 · Books		
347 · Magazines		
348 · Video Materials		
349 · Audio Material		
345 · Circulation Materials - Other	20,000.00	20,000.00
Total 345 · Circulation Materials	20,000.00	20,000.00
400 · Programs		
405 · Crochet Class		
408 · Friday Movies		
410 · Lunch and Listen		
420 · Preschool Storytime		
422 · Special Event		
423 · 5th Grade & Up (Young Adult)		
425 · Story and Crafts		
400 · Programs - Other	2,000.00	2,000.00
Total 400 · Programs	2,000.00	2,000.00
511 · Insurance Expense		
512 · Building Insurance		
514 · Health and Safety		
515 · Liability (Board & Officers)		
518 · Treasurer's Bond		
511 · Insurance Expense - Other	5,182.00	5,182.00
Total 511 · Insurance Expense	5,182.00	5,182.00
591 · Miscellaneous	200.00	200.00
621 · Interest Expense		
812 · Cap Outlay-Equipment	400.00	400.00
813 · Cap Outlay-Land & Bldg	0.00	0.00
820 · Emergency Fund	0.00	0.00

Cortland Community Library
Profit & Loss Budget Performance
May 2019 through April 2020

	YTD Budget	Annual Budget
890 · Working Cash Fund	0.00	0.00
Total Expense	240,783.00	240,783.00
Net Ordinary Income	54.00	54.00
Other Income/Expense		
Other Income		
815 · Carryover from last FY	40,980.64	40,980.64
8011 · Interest Income		
Total Other Income	40,980.64	40,980.64
Net Other Income	40,980.64	40,980.64
Net Income	**41,034.64**	**41,034.64**