# Tompkins County Public Library
# Annual Report For Public And Association Libraries - 2014

## 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2014, except for questions related to the current library director/manager (questions 1.35 through 1.40).

| | | |
|---|---|---|
| 1.1 | Library ID Number | 2400613230 |
| 1.2 | Library Name | TOMPKINS COUNTY PUBLIC LIBRARY |
| 1.3 | Name Status (State use only) | 00 (for no change from previous year) |
| 1.4 | Structure Status (State use only) | 00 (for no change from previous year) |
| 1.5 | Community | Ithaca * |
| 1.6 | Beginning Fiscal Reporting Year | 01/01/2014 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2014 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |
| 1.11 | Beginning Local Fiscal Year | 01/01/2014 |
| 1.12 | Ending Local Fiscal Year | 12/31/2014 |
| 1.13 | Address Status | 00 (for no change from previous year) |
| 1.14 | Street Address | 101 E GREEN STREET |
| 1.15 | City | ITHACA |
| 1.16 | Zip Code | 14850 |
| 1.17 | Mailing Address | 101 E GREEN STREET |
| 1.18 | City | ITHACA |
| 1.19 | Zip Code | 14850 |
| 1.20 | Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) | (607) 272-4557 |
| 1.21 | Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) | (607) 272-8111 |
| 1.22 | E-Mail Address to Contact the Library (Enter N/A if no e-mail address) | scurrie@tcpl.org |
| 1.23 | Library Home Page URL (Enter N/A if no home page URL) | http://tcpl.org/ |
| 1.24 | Population Chartered to Serve (per 2010 Census) | 101,564 |
| 1.25 | Indicate the type of library as stated in the library's charter (select one): | PUBLIC |
| 1.26 | Indicate the area chartered to serve as stated in the library's charter (select one): | County |
| 1.27 | During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. | N |

| | | |
|---|---|---|
| 1.28 | Indicate the type of charter the library currently holds (select one): | Absolute |
| 1.29 | Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter | 06/29/1973 |
| 1.30 | Date the library was last registered | 01/23/1970 |
| 1.31 | Federal Employer Identification Number | 161098211 |
| 1.32 | County | TOMPKINS |
| 1.33 | School District | Ithaca City School District |
| 1.34 | Town/City | Ithaca |
| 1.35 | Library System | Finger Lakes Library System |

NOTE: For questions 1.36 through 1.41, report all information for the <u>current</u> library director/manager.

| | | |
|---|---|---|
| 1.36 | Title of Library Director/ Manager (select one): | Ms. |
| 1.37 | First Name of Library Director/Manager | Susan |
| 1.38 | Last Name of Library Director/Manager | Currie |
| 1.39 | NYS Public Librarian Certification Number | 14569 |
| 1.40 | E-mail Address of the Director/Manager | scurrie@tcpl.org |
| 1.41 | Fax Number of the Director/Manager | (607) 272-8111 |
| 1.42 | Does the library charge fees for library cards to people residing outside the system's service area? | Y |
| 1.43 | Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45. | N |
| 1. | Name of municipality or district holding the vote | N/A |
| 2. | Indicate the type of municipality or district holding the vote | N/A |
| 3. | Was this a Chapter 414 (Ed. Law Â§259.1.b)? | N/A |
| 4. | Dollar amount | N/A |
| 5. | Was the vote successful? | N/A |
| 6. | Date the vote was held (mm/dd/yyyy) | N/A |
| 1.44 | For the fiscal year that ended in 2014, indicate the *total percentage of the library's local public funding* that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote | 0.00 |
| 1.45 | Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.46. | N |

| | | |
|---|---|---|
| 1. | Name of contracting municipality or district | N/A |
| 2. | Is this a written contractual agreement? | N/A |
| 3. | Population of the geographic area served by this contract | N/A |
| 4. | Dollar amount of contract | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A |
| 1.46 | For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection. | Y |

## 2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click  here to read general instructions before completing this section.

**PRINT MATERIALS**

**Cataloged Books**

| | | |
|---|---|---|
| 2.1 | Adult Fiction Books | 56,876 |
| 2.2 | Adult Non-fiction Books | 62,714 |
| 2.3 | Total Adult Books (Total questions 2.1 & 2.2) | 119,590 |
| 2.4 | Children's Fiction Books | 34,989 |
| 2.5 | Children's Non-fiction Books | 31,017 |
| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | 66,006 |
| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6) | 185,596 |

**Other Print Materials**

| | | |
|---|---|---|
| 2.8 | Total Uncataloged Books | 0 |
| 2.9 | Total Print Serials | 3,318 |
| 2.10 | All Other Print Materials | 0 |
| 2.11 | Total Other Print Materials (Total questions 2.8 through 2.10) | 3,318 |
| 2.12 | Total Print Materials (Total questions 2.7 and 2.11) | 188,914 |

**ALL OTHER MATERIALS**

**Electronic Materials**

| | | |
|---|---|---|
| 2.13 | Electronic Books | 5,665 |
| 2.14 | Local Databases | 14 |
| 2.15 | NOVELNY Databases | 11 |
| 2.16 | Total Databases (Total questions 2.14 and 2.15) | 25 |
| 2.17 | Audio - Downloadable Units | 2,521 |
| 2.18 | Video - Downloadable Units | 0 |

| 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.) | 0 |
|------|------|------|
| 2.20 | Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) | 8,211 |

**Non-Electronic Materials**

| 2.21 | Audio - Physical Units | 16,028 |
|------|------|------|
| 2.22 | Video - Physical Units | 15,990 |
| 2.23 | Other Non-Electronic Materials (includes films, slides, etc.) | 292 |
| 2.24 | Total Other Materials Holdings (Total questions 2.21 through 2.23) | 32,310 |
| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 229,435 |

**CURRENT SERIAL SUBSCRIPTIONS**

| 2.26 | Current Print Serial Subscriptions | 246 |
|------|------|------|

**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

| 2.27 | Cataloged Books | 12,341 |
|------|------|------|
| 2.28 | All Other Print Materials | 0 |
| 2.29 | Electronic Materials | 1,375 |
| 2.30 | All Other Materials | 2,741 |
| 2.31 | Total Additions (Total questions 2.27 through 2.30) | 16,457 |

# 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.21 as of the end of the  fiscal year reported in Part 1; report information on questions 3.22 through 3.67 for the 2014 calendar year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

**LIBRARY USE**

| 3.1 | Library visits (total annual attendance) | 399,147 |
|------|------|------|
| 3.2 | Registered resident borrowers | 31,977 |
| 3.3 | Registered non-resident borrowers | 3,955 |

Please report information on WRITTEN POLICIES as of 12/31/14.

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

| 3.4 | Does the library have an open meeting policy? | Y |
|------|------|------|
| 3.5 | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.6 | Does the library have an Internet use policy? | Y |
| 3.7 | Does the library have a disaster plan? | Y |
| 3.8 | Does the library have a board-approved conflict of interest policy? | Y |
| 3.9 | Does the library have a board-approved whistle blower policy? | Y |

Please report information on ACCESSIBILITY as of 12/31/14.

## ACCESSIBILITY (Answer Y for Yes, N for No)/b>

| | | |
|---|---|---|
| 3.10 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | N |
| 3.11 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | N |

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

## LIBRARY SPONSORED PROGRAMS

| | | |
|---|---|---|
| 3.12 | Adult Program Sessions | 173 |
| 3.13 | Young Adult Program Sessions | 73 |
| 3.14 | Children's Program Sessions | 583 |
| 3.15 | All Other Program Sessions | 55 |
| 3.16 | Total Number of Program Sessions (Total questions 3.12 through 3.15) | 884 |
| 3.17 | Adult Program Attendance | 6,935 |
| 3.18 | Young Adult Program Attendance | 3,213 |
| 3.19 | Children's Program Attendance | 14,021 |
| 3.20 | All Other Program Attendance | 60 |
| 3.21 | Total Program Attendance (Total questions 3.17 through 3.20) | 24,229 |

Please report information on SUMMER READING PROGRAMS for the 2014 calendar year.

## SUMMER READING PROGRAM

3.22- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2014 (check all that apply):

| | | |
|---|---|---|
| a. | Program(s) for children | Yes |
| b. | Program(s) for young adults | Yes |
| c. | Program(s) for Adults | Yes |
| d. | Summer Reading at New York Libraries name and/or logo used | Yes |
| e. | Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) | Yes |
| f. | N/A | No |
| 3.23 | Library outlets offering a summer reading program | 1 |
| 3.24 | Children registered for the library's summer reading program | 4,399 |
| 3.25 | Young adults registered for the library's summer reading program | 123 |
| 3.26 | Adults registered for the library's summer reading program | 56 |
| 3.27 | Total number registered for the library's summer reading program (total 3.24 + 3.25 + 3.26) | 4,578 |

| 3.28 | Children's program sessions - Summer 2014 | 178 |
|---|---|---|
| 3.29 | Young adult program sessions - Summer 2014 | 21 |
| 3.30 | Adult program sessions - Summer 2014 | 6 |
| 3.31 | Total program sessions - Summer 2014 (total 3.28 + 3.29 + 3.30) | 205 |
| 3.32 | Children's program attendance - Summer 2014 | 4,492 |
| 3.33 | Young adult program attendance - Summer 2014 | 326 |
| 3.34 | Adult program attendance - Summer 2014 | 65 |
| 3.35 | Total program attendance - Summer 2014 (total 3.32 + 3.33 + 3.34) | 4,883 |

COLLABORATORS

| 3.36 | Public school district(s) and/or BOCES | 1 |
|---|---|---|
| 3.37 | Non-public school(s) | 1 |
| 3.38 | Childcare center(s) | 1 |
| 3.39 | Summer camp(s) | 8 |
| 3.40 | Municipality/Municipalities | 0 |
| 3.41 | Literacy provider(s) | 1 |
| 3.42 | Other (describe using the State note) | 14 |
| 3.43 | Total Collaborators (total 3.36 through 3.42) | 26 |

Please report information on EARLY LITERACY PROGRAMS for the 2014 calendar year.

**EARLY LITERACY PROGRAMS**

| 3.44 | Did the library offer early literacy programs? (Enter Y for Yes, N for No) | Y |
|---|---|---|

3.45 Indicate types of programs offered (check all that apply)

| a. | Focus on birth - school entry | Yes |
|---|---|---|
| b. | Focus on parents & caregivers | Yes |
| c. | Combined audience | Yes |
| d. | N/A | No |

3.46 Number of sessions

| a. | Focus on birth - school entry | 441 |
|---|---|---|
| b. | Focus on parents & caregivers | 0 |
| c. | Combined audience | 0 |
| d. | N/A | 0 |
| 3.47 | Total Sessions | 441 |

3.48 Attendance at sessions

| a. | Focus on birth - school entry | 9,168 |
|---|---|---|
| b. | Focus on parents & caregivers | 0 |
| c. | Combined audience | 0 |
| d. | N/A | 0 |
| 3.49 | Total Attendance | 9,168 |

3.50 Collaborators (check all that apply):

| a. | Childcare center(s) | Yes |
|---|---|---|
| b. | Public School District(s) and/or BOCES | Yes |
| c. | Non-Public School(s) | Yes |
| d. | Health care providers/agencies | Yes |

| e. | Other (describe using the State note) | Yes |
| f. | N/A | No |

Please report information on ADULT LITERACY for the 2014 calendar year.

ADULT LITERACY

| 3.51 | Did the library offer adult literacy programs? | Yes |
| 3.52 | Total program sessions | 4 |
| 3.53 | Total program attendance | 43 |

3.54 Collaborators (check all that apply)

| a. | Literacy NY (Literacy Volunteers of America) | Yes |
| b. | Public School District(s) and/or BOCES | Yes |
| c. | Non-Public Schools | No |
| d. | Other (see instructions and describe using State Note) | Yes |
| e. | N/A | No |

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2014 calendar year.

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

| 3.55 | Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) | Y |
| 3.56 | Children's program sessions | 3 |
| 3.57 | Young adult program sessions | 0 |
| 3.58 | Adult program sessions | 25 |
| 3.59 | Total program sessions (total 3.56 + 3.57 + 3.58) | 28 |
| 3.60 | Children's program attendance | 221 |
| 3.61 | Young adult program attendance | 0 |
| 3.62 | Adult program attendance | 403 |
| 3.63 | Total program attendance (total 3.60 + 3.61 + 3.62) | 624 |

3.64 Collaborators (check all that apply):

| a. | Literacy NY (Literacy Volunteers of America) | Yes |
| b. | Public School District(s) and/or BOCES | Yes |
| c. | Non-Public School(s) | No |
| d. | Other (describe using the State note) | Yes |
| e. | N/A | No |

Please report information on DIGITAL LITERACY for the 2014 calendar year.

**DIGITAL LITERACY**

| 3.65 | Did the library offer digital literacy programs? | Y |
| 3.66 | Total program sessions | 64 |
| 3.67 | Total program attendance | 114 |

# 4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is

<u>not</u> considered part of circulation)

## CATALOGED BOOK CIRCULATION

| | | |
|---|---|---|
| 4.1 | Adult Fiction Books | 105,009 |
| 4.2 | Adult Non-fiction Books | 95,078 |
| 4.3 | Total Adult Books (Total questions 4.1 & 4.2) | 200,087 |
| 4.4 | Children's Fiction Books | 151,125 |
| 4.5 | Children's Non-fiction Books | 46,765 |
| 4.6 | Total Children's Books (Total questions 4.4 & 4.5) | 197,890 |
| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 397,977 |

## CIRCULATION OF OTHER MATERIALS

| | | |
|---|---|---|
| 4.8 | Circulation of Adult Other Materials | 200,269 |
| 4.9 | Circulation of Children's Other Materials | 55,079 |
| 4.10 | Circulation of Electronic Materials | 26,055 |
| 4.11 | Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10) | 281,403 |
| 4.12 | Grand Total Circulation Transactions (Total questions 4.7 & 4.11) | 679,380 |
| 4.13 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 252,969 |

## REFERENCE TRANSACTIONS

| | | |
|---|---|---|
| 4.14 | Total Reference Transactions | 31,119 |
| 4.15 | Does the library offer virtual reference? | Y |

## INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| | | |
|---|---|---|
| 4.16 | TOTAL MATERIALS RECEIVED | 28,023 |

## INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| | | |
|---|---|---|
| 4.17 | TOTAL MATERIALS PROVIDED | 34,572 |

# 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2014.

## SYSTEMS AND SERVICES

| | | |
|---|---|---|
| 5.1 | Automated circulation system? | Y |
| 5.2 | Online public access catalog (OPAC)? | Y |
| 5.3 | Electronic access to the OPAC from outside the library? | Y |
| 5.4 | Annual number of visits to the library's web site | 243,876 |
| 5.5 | Does the library use Internet filtering software on any computer? | N |
| 5.6 | Number of uses (sessions) of public Internet computers per year | 65,394 |
| 5.7 | Name of the person responsible for the library's Information Technology (IT) services | Charlie Young |
| 5.8 | IT contact's telephone number (enter 10 digits only and hit the Tab key) | (607) 272-4557 |

| 5.9 | IT contact's email address | TCPL, 101 E Green St, Ithaca, NY 14850 |

# 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not . This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

| 6.1 | The number of hours per workweek used to compute FTE for all paid library personnel in this section. | 35 |

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

| 6.2 | Library Director (certified) | 1 |
| 6.3 | Vacant Library Director (certified) | 0 |
| 6.4 | Librarian (certified) | 12.53 |
| 6.5 | Vacant Librarian (certified) | 0 |
| 6.6 | Library Manager (not certified) | 0 |
| 6.7 | Vacant Library Manager (not certified) | 0 |
| 6.8 | Library Specialist/Paraprofessional (not certified) | 2 |
| 6.9 | Vacant Library Specialist/Paraprofessional (not certified) | 0 |
| 6.10 | Other Staff | 26.54 |
| 6.11 | Vacant Other Staff | 0 |
| 6.12 | TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) | 42.07 |
| 6.13 | VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) | 0.00 |

**SALARY INFORMATION**

| 6.14 | FTE - Entry Level Librarian (certified) | 1 |
| 6.15 | Salary - Entry Level Librarian (certified) | $47,284 |
| 6.16 | FTE - Library Director (certified) | 1 |
| 6.17 | Salary - Library Director (certified) | $101,269 |
| 6.18 | FTE - Library Manager (not certified) | 0 |
| 6.19 | Salary - Library Manager (not certified) | $0 |

# 7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2014. Please click  here  to read general instructions before completing this section.

| 7.1 | 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees. | Y |
| 7.2 | 2. Has a board-approved written long range plan of service. | Y |
| 7.3 | 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. | Y |
| 7.4 | 4. Has board-approved written policies for the operation of the library. | Y |

| 7.5 | 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. | Y |
| 7.6 | 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs. | Y |
| 7.7 | 7. Is open the minimum standard number of public service hours for population served. (see instructions) | N |

8. Maintains a facility to meet community needs, including adequate:

| 7.8 | 8a. space | Y |
| 7.9 | 8b. lighting | Y |
| 7.10 | 8c. shelving | Y |
| 7.11 | 8d. seating | Y |
| 7.12 | 8e. restroom (see instructions) | Y |

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

| 7.13 | 9a. telephone | Y |
| 7.14 | 9b. photocopier (see instructions) | Y |
| 7.15 | 9c. microcomputer or terminal | Y |
| 7.16 | 9d. printer | Y |
| 7.17 | 9e. Fax capability (see instructions) | Y |
| 7.18 | 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. | Y |
| 7.19 | 11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |

# 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click  here  to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

| 8.1 | Main Library | 1 |
| 8.2 | Branches | 0 |
| 8.3 | Bookmobiles | 0 |
| 8.4 | Other Outlets | 2 |
| 8.5 | TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4) | 3 |

PUBLIC SERVICE HOURS - Report hours to two decimal places.

| 8.6 | Minimum Weekly Total Hours - Main Library | 55 |
| 8.7 | Minimum Weekly Total Hours - Branch Libraries | 0 |
| 8.8 | Minimum Weekly Total Hours - Bookmobiles | 0 |

| 8.9 | Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) | 55.00 |
|------|------|------|
| 8.10 | Annual Total Hours - Main Library | 2,793 |
| 8.11 | Annual Total Hours - Branch Libraries | 0 |
| 8.12 | Annual Total Hours - Bookmobiles | 0 |
| 8.13 | Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) | 2,793.00 |

## 9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

| | | |
|------|------|------|
| 1. | Outlet Name | Tompkins County Public Library |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 101 EAST GREEN STREET |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | ITHACA |
| 6. | Zip Code | 14850 |
| 7. | Phone (enter 10 digits only) | (607) 272-4557 |
| 8. | Fax Number (enter 10 digits only) | (607) 272-8111 |
| 9. | E-mail Address | scurrie@tcpl.org |
| 10. | Outlet URL | http://tcpl.org |
| 11. | County | Tompkins |
| 12. | School District | Ithaca City School District |
| 13. | Library System | Finger Lakes Library System |
| 14. | Outlet Type Code (select one): | CE |
| 15. | Public Service Hours Per Year for This Outlet | 2,793 |
| 16. | Number of Weeks This Outlet is Open | 55 |
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y |
| 18. | Is the meeting space available for public use even when the outlet is closed? | Y |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet | 278 |
| 20. | Enter the appropriate outlet code (select one): | LRF |
| 21. | Who owns this outlet building? | County |
| 22. | Who owns the land on which this outlet is built? | County |
| 23. | Indicate the year this outlet was initially constructed | 2000 |
| 24. | Indicate the year this outlet underwent a major renovation costing $25,000 or more | 2000 |
| 25. | Square footage of the outlet | 60,888 |
| 26. | Total number of Internet terminals at this outlet used by the general public | 34 |
| 27. | Type of connection on the outlet's public Internet computers | Fiber |

| 28. | Maximum <u>download</u> speed of connection on the outlet's public Internet computers | 5 Greater than or equal to 3 mbps and less than 6 mbps |
|---|---|---|
| 29. | Maximum <u>upload</u> speed of connection on the outlet's public Internet computers | 5 Greater than or equal to 3 mbps and less than 6 mbps |
| 30. | Internet Provider | Clarity Connect |
| 31. | WiFi Access | Available only when the library is open |
| 32. | Number of wireless sessions provided by the library wireless service per year | 24,957 |
| 33. | Does the outlet have interactive videoconferencing capability for public use? | Y |
| 34. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y |
| 35. | Is every public part of the outlet accessible to a person in a wheelchair? | Y |
| 36. | *LIBID* | 2400613230 |
| 37. | *FSCSID* | NY0160 |
| 38. | *Number of Bookmobiles in the Bookmobile Outlet Record* | 0 |
| 39. | *Outlet Structure Status* | 00 (for no change from previous year) |

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2014. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

| 10.1 | Total number of board meetings held during calendar year (January 1, 2014 to December 31, 2014) | 12 |
|---|---|---|
| 10.2 | Number of voting library board positions stated in the library's charter. | 15 |
| 10.3 | Number of current <u>voting</u> positions on library board. | 15 |
| 10.4 | Trustee term length | 3 |

### BOARD MEMBER SELECTION

| 10.5 | Enter Board Member Selection Code (select one): | A - board members are appointed by municipality(ies) |
|---|---|---|

List Officers and Board Members as of March 1, 2015. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

| 10.6 | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant | Mr. |
|---|---|---|
| 10.7 | First Name | Bruce |
| 10.8 | Last Name | Ryan |
| 10.9 | Mailing Address | 44 N Lansing School Rd |
| 10.10 | City | Groton |
| 10.11 | Zip Code (5 digits only) | 13073 |
| 10.12 | Phone (enter 10 digits only) | (607) 544-3587 |
| 10.13 | E-mail Address | ryanb@tc3.edu |
| | | December |

| | | |
|---|---|---|
| 10.14 | Term Begins - Month | |
| 10.15 | Term Begins - Year (yyyy) | 2013 |
| 10.16 | Term Expires - Month | December |
| 10.17 | Term Expires - Year (yyyy) | 2015 |
| 10.18 | The date the Oath of Office was taken (mm/dd/yyyy) | 02/20/2013 |
| 10.19 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/13/2013 |
| 10.20 | Is this a brand new trustee? | N |
| 1. | Title of Board Member (select one): | Ms. |
| 2. | First Name of Board Member | Cynthia |
| 3. | Last Name of Board Member | Nicholson |
| 4. | Mailing Address | 220 Yaple Road |
| 5. | City | Berkshire |
| 6. | Zip Code (5 digits only) | 13736 |
| 7. | E-mail address | cynthia.nicholson@tetratech.com |
| 8. | Office Held or Trustee | Treasurer |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2014 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2016 |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 4/28/14 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 4/28/14 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title of Board Member (select one): | Mr. |
| 2. | First Name of Board Member | Peter |
| 3. | Last Name of Board Member | McCracken |
| 4. | Mailing Address | 30 Renwick Heights Rd |
| 5. | City | Ithaca |
| 6. | Zip Code (5 digits only) | 14850 |
| 7. | E-mail address | petersersol@yahoo.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2013 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2015 |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 02/22/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/22/2013 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title of Board Member (select one): | Ms. |
| 2. | First Name of Board Member | Kristine |
| 3. | Last Name of Board Member | Altucher |
| 4. | Mailing Address | 708 Mitchell St |
| 5. | City | Ithaca |
| 6. | Zip Code (5 digits only) | 14850 |

| | | |
|---|---|---|
| 1. | Title of Board Member (select one): | Vacant |
| 2. | First Name of Board Member | N/A |
| 3. | Last Name of Board Member | N/A |
| 4. | Mailing Address | N/A |
| 5. | City | N/A |
| 6. | Zip Code (5 digits only) | N/A |
| 7. | E-mail address | N/A |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | |
| 10. | Term Begins - Year (year) | |
| 11. | Term Expires | |
| 12. | Term Expires - Year (yyyy) | |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | |
| 15. | Is this a brand new trustee? | |
| 1. | Title of Board Member (select one): | Vacant |
| 2. | First Name of Board Member | N/A |
| 3. | Last Name of Board Member | N/A |
| 4. | Mailing Address | N/A |
| 5. | City | N/A |
| 6. | Zip Code (5 digits only) | N/A |
| 7. | E-mail address | N/A |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | |
| 10. | Term Begins - Year (year) | |
| 11. | Term Expires | |
| 12. | Term Expires - Year (yyyy) | |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | |
| 15. | Is this a brand new trustee? | |
| 1. | Title of Board Member (select one): | Vacant |
| 2. | First Name of Board Member | N/A |
| 3. | Last Name of Board Member | N/A |
| 4. | Mailing Address | N/A |
| 5. | City | N/A |
| 6. | Zip Code (5 digits only) | N/A |
| 7. | E-mail address | N/A |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | |
| 10. | Term Begins - Year (year) | |
| 11. | Term Expires | |
| 12. | Term Expires - Year (yyyy) | |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | |

14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

15. Is this a brand new trustee?

# 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

**LOCAL PUBLIC FUNDS**

Specify by name the municipalities or districts which are the source of funds.

| | | |
|---|---|---|
| 11.1 | Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3. | Y |
| 1. | Source of Funds | County |
| 2. | Name of funding County, Municipality or District | Tompkins County |
| 3. | Amount | $2,978,032 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | N/A |
| 1. | Source of Funds | City |
| 2. | Name of funding County, Municipality or District | City of Ithaca |
| 3. | Amount | $14,623 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | N/A |
| 1. | Source of Funds | Town |
| 2. | Name of funding County, Municipality or District | Town of Ithaca |
| 3. | Amount | $20,000 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | Y |
| 11.2 | **TOTAL LOCAL PUBLIC FUNDS** | $3,012,655 |

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

| | | |
|---|---|---|
| 11.3 | Local Library Services Aid (LLSA) | $26,690 |
| 11.4 | Central Library Aid (CLDA and/or CBA) | $89,009 |
| 11.5 | Additional State Aid received from the System | $0 |
| 11.6 | Federal Aid received from the System | $0 |
| 11.7 | Other Cash Grants | $1,310 |
| 11.8 | **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | $117,009 |

**OTHER STATE AID**

| | | |
|---|---|---|
| 11.9 | State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | $40,000 |

**FEDERAL AID FOR LIBRARY OPERATION**

| | | |
|---|---|---|
| 11.10 | LSTA | $0 |

| | | |
|---|---|---|
| 11.11 | Other Federal Aid | $0 |
| 11.12 | **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11) | $0 |
| 11.13 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $0 |

**OTHER RECEIPTS**

| | | |
|---|---|---|
| 11.14 | Gifts and Endowments | $663,703 |
| 11.15 | Fund Raising | $38,000 |
| 11.16 | Income from Investments | $1,590 |
| 11.17 | Library Charges | $105,394 |
| 11.18 | Other | $274,080 |
| 11.19 | **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) | $1,082,767 |
| 11.20 | **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) | $4,252,431 |
| 11.21 | **BUDGET LOANS** | $0 |

**TRANSFERS**

| | | |
|---|---|---|
| 11.22 | From Capital Fund (Same as Question 14.8) | $0 |
| 11.23 | From Other Funds | $0 |
| 11.24 | **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) | $0 |
| 11.25 | BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 12.39 of previous year if fiscal year has not changed) | $499,476 |
| 11.26 | **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41) | $4,751,907 |

## 12. OPERATING FUND DISBURSEMENTS
**STAFF EXPENDITURES**

**Salaries & Wages Paid from Library Funds**

Please click here to read general instructions before completing this section.

| | | |
|---|---|---|
| 12.1 | Certified Librarians | $847,289 |
| 12.2 | Other Staff | $1,009,679 |
| 12.3 | **Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2) | $1,856,968 |
| 12.4 | **Employee Benefits Expenditures** | $1,087,224 |
| 12.5 | **Total Staff Expenditures (Add Questions 12.3 and 12.4)** | $2,944,192 |

**COLLECTION EXPENDITURES**

| | | |
|---|---|---|
| 12.6 | Print Materials Expenditures | $162,796 |
| 12.7 | Electronic Materials Expenditures | $28,633 |
| 12.8 | Other Materials Expenditures | $62,922 |

| | | |
|---|---|---|
| 12.9 | **Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8) | $254,351 |

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

| | | |
|---|---|---|
| 12.10 | From Local Public Funds (71PF) | $0 |
| 12.11 | From Other Funds (71OF) | $60,717 |
| 12.12 | **Total Capital Expenditures** (Add Questions 12.10 and 12.11) | $60,717 |

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

| | | |
|---|---|---|
| 12.13 | From Local Public Funds (72PF) | $0 |
| 12.14 | From Other Funds (72OF) | $0 |
| 12.15 | **Total Repairs** (Add Questions 12.13 and 12.14) | $0 |
| 12.16 | Other Disbursements for Operation & Maintenance of Buildings | $15,329 |
| 12.17 | **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) | $15,329 |

**MISCELLANEOUS EXPENSES**

| | | |
|---|---|---|
| 12.18 | Office and Library Supplies | $59,835 |
| 12.19 | Telecommunications | $14,993 |
| 12.20 | Binding Expenses | $0 |
| 12.21 | Postage and Freight | $2,997 |
| 12.22 | Professional & Consultant Fees | $313,867 |
| 12.23 | Equipment | $0 |
| 12.24 | Other Miscellaneous | $583,825 |
| 12.25 | **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24) | $975,517 |
| 12.26 | **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** | $62,000 |

**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

| | | |
|---|---|---|
| 12.27 | From Local Public Funds (73PF) | $0 |
| 12.28 | From Other Funds (73OF) | $0 |
| 12.29 | **Total** (Add Questions 12.27 and 12.28) | $0 |
| 12.30 | Budget Loans (Principal and Interest) | $0 |
| 12.31 | Short-Term Loans | $0 |
| 12.32 | **Total Debt Service** (Add Questions 12.29, 12.30 and 12.31) | $0 |
| 12.33 | **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) | $4,312,106 |

**TRANSFERS**

**Transfers to Capital Fund**

| | | |
|---|---|---|
| 12.34 | From Local Public Funds (76PF) | $0 |
| 12.35 | From Other Funds (76OF) | $0 |

| | | |
|---|---|---|
| 12.36 | **Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8) | $0 |
| 12.37 | **Transfer to Other Funds** | $0 |
| 12.38 | **TOTAL TRANSFERS** (Add Questions 12.36 and 12.37) | $0 |
| 12.39 | **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38) | $4,312,106 |
| 12.40 | BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2014 | $439,801 |
| 12.41 | **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) | $4,751,907 |

**ASSURANCE**

| | | |
|---|---|---|
| 12.42 | The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). | 03/12/2015 |

**FISCAL AUDIT**

| | | |
|---|---|---|
| 12.43 | Last audit performed (mm/dd/yyyy) | 07/18/2014 |
| 12.44 | Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) | 01/01/2013-12/31/2013 |
| 12.45 | Indicate type of audit (select one): | Private Accounting Firm |

**CAPITAL FUND**

| | | |
|---|---|---|
| 12.46 | Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. | N |

# 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click here to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

| | | |
|---|---|---|
| 13.1 | Revenues from Local Government Sources | $0 |
| 13.2 | All Other Revenues from Local Sources | $0 |
| 13.3 | **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) | $0 |

**STATE AID FOR CAPITAL PROJECTS**

| | | |
|---|---|---|
| 13.4 | State Aid Received for Construction | $0 |
| 13.5 | Other State Aid | $0 |
| 13.6 | **Total State Aid** (Add Questions 13.4 and 13.5) | $0 |

**FEDERAL AID FOR CAPITAL PROJECTS**

| | | |
|---|---|---|
| 13.7 | **TOTAL FEDERAL AID** | $0 |

**INTERFUND REVENUE**

| 13.8 | Transfer from Operating Fund (Same as Question 12.36) | $0 |
| 13.9 | **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) | $0 |
| 13.10 | **NON-REVENUE RECEIPTS** | $0 |
| 13.11 | **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) | $0 |
| 13.12 | BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 14.11 of previous year, if fiscal year has not changed) | $0 |
| 13.13 | **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) | $0 |

# 14. CAPITAL FUND DISBURSEMENTS
**PROJECT EXPENDITURES**

Please click here to read general instructions before completing this section.

| 14.1 | Construction | $0 |
| 14.2 | Incidental Construction | $0 |

**Other Disbursements**

| 14.3 | Purchase of Buildings | $0 |
| 14.4 | Interest | $0 |
| 14.5 | Collection Expenditures | $0 |
| 14.6 | Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) | $0 |
| 14.7 | **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) | $0 |
| 14.8 | **TRANSFER TO OPERATING FUND** (Same as Question 11.22) | $0 |
| 14.9 | **NON-PROJECT EXPENDITURES** | $0 |
| 14.10 | **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) | $0 |
| 14.11 | **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2014 | $0 |
| 14.12 | **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) | $0 |

# 15. CENTRAL LIBRARIES
**Central Book Aid**

CENTRAL BOOK AID (CBA)

|  | **Statutory Reference:** | Education Law § 272, 273(1)(b)(2) Commissioners Regulations 90.4 Central Book Aid is a flat sum of $71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information. Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. NOTE: This section is new for 2014. Responses to new questions may be estimated for the first year. |
|---|---|---|

15.1.1 **Purchased Services:** Did the central/co-central library expend CBA funds for purchased services for CBA library materials? Enter Y for Yes, N for No.      N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.  Expenditure Category          N/A
2.  Provider of Services
3.  Expenditure

15.1.2  Total Expenditure - Purchased Services      $0

15.1.3 **Supplies and Materials**: Did the central/co-central library expend CBA funds for adult non-fiction and foreign language library materials? Enter Y for Yes, N for No.      N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.  Expenditure Category          N/A
2.  Quantity
3.  Unit Cost
4.  Expenditure

1.  Expenditure Category          N/A
2.  Quantity
3.  Unit Cost
4.  Expenditure

| 15.1.4 | Total Expenditure - Supplies and Materials | $0 |
|---|---|---|
| 15.1.5 | Total Expenditure (total 15.1.2 and 15.1.4) | $0 |

15.1.6 **Cash Balance at the Opening of the Current Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.7 **Total Allocation from 2014-2015 State Aid**

15.1.8 **Cash Balance at the End of the Current Fiscal Year**

15.1.9 **Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

**Central Library Development Aid**

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

**Statutory Reference:** Education Law § 272, 273(1)(b)(1) Commissioners Regulations 90.4
The formula is $0.32 per capita or $105,000 whichever is greater, to each public library system. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information. Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content. The fiscal year for Central Library Development Aid (CLDA) is the calendar year.
NOTE: This section is new for 2014. Responses to new questions may be estimated for the first year.

15.2.1 - 15.2.2 **Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

| 15.2.1 | Total Full-Time Equivalents (FTE) | 0.2 |
|---|---|---|
| 15.2.2 | Total Expenditure for Professional Salaries | $13,250 |

15.2.3 - 15.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

| 15.2.3 | Total Full-Time Equivalents (FTE) | 1.11 |
|---|---|---|
| 15.2.4 | Total Expenditures for Other Staff Salaries | $34,647 |

15.2.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). $29,112

15.2.6 **Purchased Services**: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

| | | |
|---|---|---|
| 1. | Expenditure Category | N/A |
| 2. | Provider of Services | |
| 3. | Expenditure | |

| | | |
|---|---|---|
| 15.2.7 | Total Expenditure - Purchased Services | $0 |
| 15.2.8 | **Supplies and Materials**: Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No. | N |

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

| | | |
|---|---|---|
| 1. | Expenditure Category | N/A |
| 2. | Expenditure | N/A |

| | | |
|---|---|---|
| 15.2.9 | **Total Expenditure - Supplies and Materials** | $0 |
| 15.2.10 | **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No. | N |

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

| | | |
|---|---|---|
| 1. | Type of travel | N/A |
| 2. | Expenditure | N/A |

| | | |
|---|---|---|
| 15.2.11 | **Total Expenditures - Travel** | $0 |
| 15.2.12 | **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No. | N |

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

| | | |
|---|---|---|
| 1. | Type of item | N/A |
| 2. | Quantity | N/A |
| 3. | Unit cost | N/A |
| 4. | Expenditure | N/A |

| | | |
|---|---|---|
| 15.2.13 | **Total Expenditure - Equipment and Furnishings** | $0 |

| 15.2.14 | **Total Expenditure (total 15.2.2, 15.2.4, 15.2.5, 15.2.7, 15.2.9, 15.2.11 and 15.2.13)** | $77,009 |
| 15.2.15 | **Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year. | $0 |
| 15.2.16 | **Total Allocation from 2014-2015 State Aid:** | $89,009 |
| 15.2.17 | **Cash Balance at the end of the Current Fiscal Year** | $0 |
| 15.2.18 | **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. | $12,000 was used to support a portion of the cost of the Polaris Integrated Library System, which is used by the Central Library for cataloging, maintaining and circulating the CBA collection. $13,641 was used to support the materials receiving activity at the Central Library. $63,368 was used to underwrite staff costs involved in selecting acquiring, processing, maintaining, circulating, repairing and weeding of the CBA collection. |

# 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
*Note:* See instructions for definitions and calculations of each of these Federal Totals.

| 16.1 | Total ALA-MLS | 11.84 |
| 16.2 | Total Librarians | 13.59 |
| 16.3 | All Other Paid Staff | 23.22 |
| 16.4 | Total Paid Employees | 36.81 |
| 16.5 | State Government Revenue | $155,699 |
| 16.6 | Federal Government Revenue | $0 |
| 16.7 | Other Operating Revenue | $1,084,077 |
| 16.8 | Total Operating Revenue | $4,252,431 |
| 16.9 | Other Operating Expenditures | $1,052,846 |
| 16.10 | Total Operating Expenditures | $4,251,389 |
| 16.11 | Total Capital Expenditures | $60,717 |
| 16.12 | Print Materials | 188,914 |
| 16.13 | Total Registered Borrowers | 35,932 |
| 16.14 | Other Capital Revenue and Receipts | $0 |
| 16.15 | Total Number of Internet Terminals Used by the General Public | 34 |

# 17. FOR NEW YORK STATE LIBRARY USE ONLY

| 17.1 | *LIB ID* | 2400613230 |
| 17.2 | *Interlibrary Relationship Code* | ME |
| 17.3 | *Legal Basis Code* | CO |
| 17.4 | *Administrative Structure Code* | SO |
| 17.5 | *FSCS Public Library Definition* | Y |
| 17.6 | *Geographic Code* | CO1 |
| 17.7 | *FSCS ID* | NY0160 |

# SUGGESTED IMPROVEMENTS

Library Name: TOMPKINS COUNTY PUBLIC LIBRARY

Library System: Finger Lakes Library System

Name of Person Completing Form:

Phone Number:

Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!