

Tompkins County Public Library

Annual Report For Public And Association Libraries - 2018

1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

Report all information in Part 1 as of December 31, 2018, except for questions related to the current library director/manager (questions 1.37 through 1.45).

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	01/01/2018
1.7	Ending Fiscal Reporting Year	12/31/2018
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 <u>Local</u> Fiscal Year	01/01/2018

1.12	Ending <u>Local</u> Fiscal Year	12/31/2018
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)	abirdsall@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	N

service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.

- | | | |
|------|--|-----------------------------|
| 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 |

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- | | | |
|-------|----------------------------|--|
| 1.36a | President/CEO Name | |
| 1.36b | President/CEO Phone Number | |
| 1.36c | President/CEO Email | |

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

- | | | |
|------|--|----------|
| 1.37 | Title of Library Director/ Manager (select one): | Mrs. |
| 1.38 | First Name of Library Director/Manager | Annette |
| 1.39 | Last Name of Library Director/Manager | Birdsall |

1.40	NYS Public Librarian Certification Number	20580
1.41	What is the highest education level of the library manager/director?	Master's Degree
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.44	E-mail Address of the Director/Manager	abirdsall@tcpl.org
1.45	Fax Number of the Director/Manager	(607) 272-8111
1.46	Is the library a member of the New York State and Local Retirement System?	Y
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2018? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	N
1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A

3. Date the vote was held (mm/dd/2018) N/A
4. Was the vote successful? Y/N N/A
5. What type of public vote was it? N/A
- 6a. Most recent prior year approved appropriation from a public vote: N/A
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A
- 6c. Total proposed appropriation (sum of 6a and 6b): N/A

This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- 1.49 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2018) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50. N
1. Name of municipality or district holding the public vote N/A
2. Indicate the type of municipality or district holding the public vote
3. Date the last successful vote was held (mm/dd/yyyy) N/A
4. What type of public vote was it?
5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A
- 1.50 Does the reporting library have a contractual agreement with a N

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 1.51.

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

- 1.51 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 Note; if no, please go to Part 2, Library Collection. N

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.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	67,709
2.2	Adult Non-fiction Books	53,873
2.3	Total Adult Books (Total questions 2.1 & 2.2)	121,582
2.4	Children's Fiction Books	38,376
2.5	Children's Non-fiction Books	25,937
2.6	Total Children's Books (Total questions 2.4 & 2.5)	64,313
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	185,895

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)	189,213

ALL OTHER MATERIALS**Electronic Materials**

2.13	Electronic Books	13,099
2.14	Local Electronic Collections	2
2.15	NOVEL _{NY} Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	18

2.17	Audio - Downloadable Units	9,177
2.18	Video - Downloadable Units	1,734
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)	24,028

Non-Electronic Materials

2.21	Audio - Physical Units	16,162
2.22	Video - Physical Units	17,281
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	292
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	33,735
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	246,976

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	149
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	12,138
2.28	All Other Print Materials	0
2.29	Electronic Materials	2,942
2.30	All Other Materials	2,250

2.31 **Total Additions (Total questions 2.27 through 2.30)** 17,330

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2018 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) 439,316

3.2 Registered resident borrowers 32,610

3.3 Registered non-resident borrowers 5,409

Please report information on WRITTEN POLICIES as of 12/31/18.

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 12/31/18.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.10 Does the library provide service to persons who cannot visit the library N

(homebound persons, persons in nursing homes, persons in jail, etc.)?

3.11 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y

3.12 Does the library have large print books? Y

3.13 Does the library have assistive technology for the blind and visually impaired? Y

3.14 - If so, what do you have?

screen reader, such as JAWS or Windoweyes No

refreshable Braille keyboard No

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook No

3.15 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

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

LIBRARY SPONSORED PROGRAMS

3.16 Adult Program Sessions 429

3.17 Young Adult Program Sessions 171

3.18 Children's Program Sessions 1,083

3.19 All Other Program Sessions 187

3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	1,870
3.21	One-on-One Program Sessions	267
3.22	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.23	Adult Program Attendance	8,669
3.24	Young Adult Program Attendance	6,391
3.25	Children's Program Attendance	25,043
3.26	All Other Program Attendance	2,891
3.27	Total Program Attendance (Total questions 3.23 through 3.26)	42,994
3.28	One-on-One Program Attendance	267

Please report information on SUMMER READING PROGRAMS for the 2018 calendar year.

SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2018 (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 | Yes |

through the New York State Library,
used)

f.	N/A	No
3.30	Library outlets offering the summer reading program	1
3.31	Children registered for the library's summer reading program	3,286
3.32	Young adults registered for the library's summer reading program	88
3.33	Adults registered for the library's summer reading program	69
3.34	Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)	3,443
3.35	Children's program sessions - Summer 2018	285
3.36	Young adult program sessions - Summer 2018	35
3.37	Adult program sessions - Summer 2018	16
3.38	Total program sessions - Summer 2018 (total 3.35 + 3.36 + 3.37)	336
3.39	Children's program attendance - Summer 2018	8,045
3.40	Young adult program attendance - Summer 2018	354
3.41	Adult program attendance - Summer 2018	167
3.42	Total program attendance - Summer 2018 (total 3.39 + 3.40 + 3.41)	8,566

COLLABORATORS

3.43	Public school district(s) and/or BOCES	2
3.44	Non-public school(s)	1
3.45	Childcare center(s)	5
3.46	Summer camp(s)	4
3.47	Municipality/Municipalities	1
3.48	Literacy provider(s)	2
3.49	Other (describe using the State note)	13
3.50	Total Collaborators (total 3.43 through 3.49)	28

Please report information on EARLY LITERACY PROGRAMS for the 2018 calendar year.

EARLY LITERACY PROGRAMS

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

3.52 - Indicate types of programs offered (check all that apply)

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

3.53 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	288
b.	Focus on parents & caregivers	14
c.	Combined audience	287

d.	N/A	0
3.54	Total Sessions	589
3.55 - Attendance at sessions		
a.	Focus on birth - school entry (kindergarten)	8,608
b.	Focus on parents & caregivers	533
c.	Combined audience	4,075
d.	N/A	0
3.56	Total Attendance	13,216
3.57 - Collaborators (check all that apply):		
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	Yes

Please report information on ADULT LITERACY for the 2018 calendar year.

ADULT LITERACY

3.58	Did the library offer adult literacy programs?	Yes
3.59	Total group program sessions	50
3.60	Total one-on-one program sessions	58
3.61	Total group program attendance	511
3.62	Total one-on-one program attendance	58

3.63 - Collaborators (check all that apply)

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2018 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- | | | |
|------|--|-----|
| 3.64 | Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) | Y |
| 3.65 | Children's program sessions | 199 |
| 3.66 | Young adult program sessions | 0 |
| 3.67 | Adult program sessions | 10 |
| 3.68 | Total program sessions (total 3.65 + 3.66 + 3.67) | 209 |
| 3.69 | One-on-one program sessions | 0 |
| 3.70 | Children's program attendance | 799 |
| 3.71 | Young adult program attendance | 0 |
| 3.72 | Adult program attendance | 48 |
| 3.73 | Total program attendance (total 3.70 + 3.71 + 3.72) | 847 |
| 3.74 | One-on-one program attendance | 0 |

3.75 - Collaborators (check all that apply):

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

Please report information on DIGITAL LITERACY for the 2018 calendar year.

DIGITAL LITERACY

- | | | |
|------|--|-----|
| 3.76 | Did the library offer digital literacy programs? | Y |
| 3.77 | Total group program sessions | 53 |
| 3.78 | Total one-on-one program sessions | 210 |
| 3.79 | Total group program attendance | 454 |
| 3.80 | Total one-on-one program attendance | 210 |

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

CATALOGED BOOK CIRCULATION

- | | | |
|-----|--|---------|
| 4.1 | Adult Fiction Books | 123,155 |
| 4.2 | Adult Non-fiction Books | 96,862 |
| 4.3 | Total Adult Books (Total questions 4.1 & 4.2) | 220,017 |
| 4.4 | Children's Fiction Books | 207,259 |
| 4.5 | Children's Non-fiction Books | 36,201 |

4.6	Total Children's Books (Total questions 4.4 & 4.5)	243,460
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	463,477

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	190,532
4.9	Circulation of Children's Other Materials	47,362
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	237,894
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	701,371

ELECTRONIC USE

4.12	Use of Electronic Material	72,698
4.13	Successful Retrieval of Electronic Information	3,236
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	75,934
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	774,069
4.16	Total Collection Use (Total questions 4.13 & 4.15)	777,305
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	290,822

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	31,957
4.19	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED 31,500

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED 37,517

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2018.

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	381,519
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Charlie Young
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	6072724557
5.12	IT contact's email address	cbyoung@compcenter.com

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)	12.81
6.5	Vacant Librarian (certified)	1
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	4.51
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	23.09
6.11	Vacant Other Staff	1.11
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	41.41
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	2.11

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$52,052
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$97,000
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, 2018. 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

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|--|--|---|
| 7.7 | 7. Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 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	60.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	60.00
8.10	Annual Total Hours - Main Library	3,014.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,014.00

9. SERVICE OUTLET 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.

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.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#)

- | | | |
|-----|--|--------------------------------|
| 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 | abirdsall@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 | 3,014 |
| 16. | Number of Weeks This Outlet is Open | 52 |
| 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	209
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	2017
25.	Square footage of the outlet	60,888
26.	Number of internet computers at this outlet used by general public	50
27.	Number of uses (sessions) of public Internet computers per year	43,254
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
31.	Internet Provider	Clarity Connect
32.	WiFi Access	Password required

33.	Number of wireless sessions provided by the library wireless service per year	43,885
34.	Does the outlet have interactive videoconferencing capability for public use?	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	Does your outlet have a Makerspace?	Y
38.	<i>LIBID</i>	2400613230
39.	<i>FSCSID</i>	NY0160
40.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
41.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2018. 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, 2018 to December 31, 2018)	11
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NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes
10.3	If yes, what is the range?	5 to 15
10.4	If your library has a range, how many	15

voting positions are stated in the library's current by-laws?

- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes
- 10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 3

BOARD MEMBER SELECTION

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

List Officers and Board Members as of February 1, 2019. 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

- 10.9 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant Mr.
- 10.10 First Name Kenneth
- 10.11 Last Name McClane
- 10.12 Mailing Address 114 Glenside Rd
- 10.13 City Ithaca
- 10.14 Zip Code (5 digits only) 14850
- 10.15 Phone (enter 10 digits only) 6072773497
- 10.16 E-mail Address kam6@cornell.edu
- 10.17 Term Begins - Month January
- 10.18 Term Begins - Year (yyyy) 2017

10.19	Term Expires - Month	December
10.20	Term Expires - Year (yyyy)	2019
10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	02/14/2017
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/14/2017
10.24	Is this a brand new trustee?	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to bibliostat@btol.com.

- Title of Board Member (select one): Ms.
- First Name of Board Member Ingrid
- Last Name of Board Member Jensen
- Mailing Address 108 Auburn St
- City Ithaca
- Zip Code (5 digits only) 14850
- E-mail address imj8@cornell.edu
- Office Held or Trustee Vice President
- Term Begins - Month January

- | | | |
|-----|--|-------------------------|
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2021 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 02/19/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/19/2019 |
| 16. | Is this a brand new trustee? | N |
| 1. | Title of Board Member (select one): | Mr. |
| 2. | First Name of Board Member | Thompson |
| 3. | Last Name of Board Member | Terry |
| 4. | Mailing Address | 145 Brown Rd |
| 5. | City | West Danby |
| 6. | Zip Code (5 digits only) | 14883 |
| 7. | E-mail address | thompsonterry@yahoo.com |
| 8. | Office Held or Trustee | Financial Officer |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |

12.	Term Expires - Year (yyyy)	2020
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/23/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/25/2018
16.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Luca
3.	Last Name of Board Member	Maurer
4.	Mailing Address	336 S Geneva St
5.	City	Ithaca
6.	Zip Code (5 digits only)	14850
7.	E-mail address	lmaurer@ithaca.edu
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021

- | | | |
|-----|--|-------------------------|
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 12/26/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 12/26/2018 |
| 16. | 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 |
| 7. | E-mail address | kris.altucher@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2020 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the | Yes |

remainder of a term of a trustee who resigned their position).

- | | | |
|-----|--|--------------------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/23/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/25/2018 |
| 16. | Is this a brand new trustee? | N |
| 1. | Title of Board Member (select one): | Ms. |
| 2. | First Name of Board Member | Martha |
| 3. | Last Name of Board Member | Hardesty |
| 4. | Mailing Address | 102 W Main St |
| 5. | City | Trumansburg |
| 6. | Zip Code (5 digits only) | 14886 |
| 7. | E-mail address | martha.hardesty@icsd.k12.ny.us |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2020 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the Oath of Office | 01/25/2018 |

(mm/dd/yyyy) was taken

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/25/2018
16. Is this a brand new trustee? N
1. Title of Board Member (select one): Mr.
2. First Name of Board Member Jamie
3. Last Name of Board Member Loehr
4. Mailing Address 25 Fairway Dr
5. City Ithaca
6. Zip Code (5 digits only) 14850
7. E-mail address Dr.Jamie.Loehr@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2018
11. Term Expires December
12. Term Expires - Year (yyyy) 2020
13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/23/2018
15. The date the Oath of Office was filed with town or county clerk 01/25/2018

(mm/dd/yyyy)

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|-----|--|-------------------------|
| 16. | Is this a brand new trustee? | N |
| 1. | Title of Board Member (select one): | Mr. |
| 2. | First Name of Board Member | Anthony |
| 3. | Last Name of Board Member | Martinez |
| 4. | Mailing Address | 428 E Seneca St |
| 5. | City | Ithaca |
| 6. | Zip Code (5 digits only) | 14850 |
| 7. | E-mail address | amartinez1208@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2020 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/22/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/28/2019 |
| 16. | Is this a brand new trustee? | Y |

1. Title of Board Member (select one): Ms.
2. First Name of Board Member Nina
3. Last Name of Board Member Miller
4. Mailing Address 241 Strawberry Hill Circle #2
5. City Ithaca
6. Zip Code (5 digits only) 14850
7. E-mail address nkmler39@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2019
11. Term Expires December
12. Term Expires - Year (yyyy) 2021
13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/31/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/04/2019
16. Is this a brand new trustee? N
1. Title of Board Member (select one): Mr.

- | | | |
|-----|--|------------------------------|
| 2. | First Name of Board Member | Jason |
| 3. | Last Name of Board Member | Moore |
| 4. | Mailing Address | 66 Searles Rd |
| 5. | City | Groton |
| 6. | Zip Code (5 digits only) | 13073 |
| 7. | E-mail address | jmoore@tompkinsfinancial.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | May |
| 10. | Term Begins - Year (year) | 2017 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2019 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 03/20/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/26/2018 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Title of Board Member (select one): | Mr. |
| 2. | First Name of Board Member | Liam G. B. |
| 3. | Last Name of Board Member | Murphy |

- | | | |
|-----|--|---------------------------|
| 4. | Mailing Address | 78 Genung Circle |
| 5. | City | Ithaca |
| 6. | Zip Code (5 digits only) | 14850 |
| 7. | E-mail address | liamgbmurphy@twcny.rr.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2021 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/10/2019 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/10/2019 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Title of Board Member (select one): | Ms. |
| 2. | First Name of Board Member | Nina |
| 3. | Last Name of Board Member | Scholtz |
| 4. | Mailing Address | 6 Ladoga Park Rd |

- | | | |
|-----|--|---------------------|
| 5. | City | Lansing |
| 6. | Zip Code (5 digits only) | 14882 |
| 7. | E-mail address | nbscholtz@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | August |
| 10. | Term Begins - Year (year) | 2017 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2019 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 08/22/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 08/24/2017 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Title of Board Member (select one): | Ms. |
| 2. | First Name of Board Member | Blixy |
| 3. | Last Name of Board Member | Taetzsch |
| 4. | Mailing Address | 219 Horton Rd |
| 5. | City | Newfield |
| 6. | Zip Code (5 digits only) | 14867 |

- | | | |
|-----|--|------------------|
| 7. | E-mail address | blixyt@gmail.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2019 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2021 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 12/27/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 12/27/2018 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Title of Board Member (select one): | Ms. |
| 2. | First Name of Board Member | Shelly |
| 3. | Last Name of Board Member | Wong |
| 4. | Mailing Address | 108 Irving Place |
| 5. | City | Ithaca |
| 6. | Zip Code (5 digits only) | 14850 |
| 7. | E-mail address | ssw6@cornell.edu |

- | | | |
|-----|--|-----------------------|
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2019 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/23/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/25/2018 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Title of Board Member (select one): | Mr. |
| 2. | First Name of Board Member | Don |
| 3. | Last Name of Board Member | Trotter |
| 4. | Mailing Address | 749 Millard Hill Rd |
| 5. | City | Newfield |
| 6. | Zip Code (5 digits only) | 14867 |
| 7. | E-mail address | dtrotter@twcny.rr.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |

- | | | |
|-----|--|------------|
| 10. | Term Begins - Year (year) | 2018 |
| 11. | Term Expires | December |
| 12. | Term Expires - Year (yyyy) | 2020 |
| 13. | Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 01/23/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/25/2018 |
| 16. | Is this a brand new trustee? | N |

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 school districts which are the source of funds.

- | | | |
|------|---|-----------------|
| 11.1 | Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. | Y |
| 1. | Source of Funds | County |
| 2. | Name of funding County, Municipality or School District | Tompkins County |
| 3. | Amount | \$3,559,359 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N/A |
| 5. | Written Contractual Agreement | N/A |

- | | | |
|----|---|----------------|
| 1. | Source of Funds | Town |
| 2. | Name of funding County, Municipality or School District | Town of Ithaca |
| 3. | Amount | \$10,000 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |
| 5. | Written Contractual Agreement | Y |

- | | | |
|----|---|----------------|
| 1. | Source of Funds | City |
| 2. | Name of funding County, Municipality or School District | City of Ithaca |
| 3. | Amount | \$16,223 |
| 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** \$3,585,582

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- | | | |
|------|---|-----------|
| 11.3 | Local Library Services Aid (LLSA) | \$29,772 |
| 11.4 | Central Library Aid (CLDA and/or CBA) | \$99,272 |
| 11.5 | Additional State Aid received from the System | \$0 |
| 11.6 | Federal Aid received from the System | \$0 |
| 11.7 | Other Cash Grants | \$1,500 |
| 11.8 | TOTAL SYSTEM CASH GRANTS
(Add Questions 11.3, 11.4, 11.5, 11.6) | \$130,544 |

and 11.7)

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 \$0

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 \$83,996

11.15 Fund Raising \$50,000

11.16 Income from Investments \$1,827

11.17 Library Charges \$71,248

11.18 Other \$300,149

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$507,220

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$4,223,346

11.21 **BUDGET LOANS** \$0

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$60,594
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$60,594
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2018 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$578,094
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)	\$4,862,034

12. OPERATING FUND DISBURSEMENTS

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.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$900,007
12.2	Other Staff	\$1,095,606
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,995,613
12.4	Employee Benefits Expenditures	\$1,141,628
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$3,137,241

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$170,758
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12.7	Electronic Materials Expenditures	\$42,298
12.8	Other Materials Expenditures	\$70,531
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$283,587

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$119,410
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$119,410

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	\$17,253
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$17,253

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$91,815
12.19	Telecommunications	\$28,057
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$1,284
12.22	Professional & Consultant Fees	\$283,216

12.23	Equipment	\$19,987
12.24	Other Miscellaneous	\$72,509
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$496,868
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$67,100

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)	\$4,121,459

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	\$0

as Question 13.8)

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)	\$4,121,459
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2018	\$740,575
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$4,862,034

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).	02/19/2018
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FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	05/14/2018
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2017 - 12/31/2017
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.	Y
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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 2018 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$119,352
13.13	TOTAL CASH RECEIPTS AND	\$119,352

BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

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.

PROJECT EXPENDITURES

14.1 Construction \$5,262

14.2 Incidental Construction \$53,496

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) \$58,758

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) \$60,594

14.9 **NON-PROJECT EXPENDITURES** \$0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) \$119,352

14.11 **BALANCE IN CAPITAL FUND -**
Ending Balance for the Fiscal Year
Ending 2018 \$0

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions \$119,352

14.10 and 14.11; same as Question
13.13)

15. CENTRAL LIBRARIES

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)

Reference: 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. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2018. Do not report funds spent by the public library system on the Library's behalf.

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 | N/A |
| 3. | Expenditure | N/A |

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.

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 | N/A |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | N/A |
| 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. | \$0 |
| 15.1.7 | Total Allocation received from the system. | \$0 |
| 15.1.8 | Cash Balance at the End of the Current Fiscal Year (total 15.1.7 - 15.1.5 + 15.1.6) | \$0 |
| 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. | N/A |

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)

Reference: 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. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2018. Do not report funds spent by the public library system on the Library's behalf.

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) .23

15.2.2 Total Expenditure for Professional Salaries \$16,673

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) 1.15

15.2.4 Total Expenditures for Other Staff Salaries \$38,921

15.2.5 **Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). \$31,678

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

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, and 3 of one repeating group.

- | | | |
|----|----------------------|--------------------------------|
| 1. | Expenditure Category | Vendor contract for automation |
| 2. | Provider of Services | Finger Lakes Technology Group |
| 3. | Expenditure | \$12,000 |

15.2.7 **Total Expenditure - Purchased Services** \$12,000

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.

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 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.

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)** \$99,272

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 received from the system:** \$99,272

15.2.17 **Cash Balance at the end of the Current Fiscal Year (total 15.2.16 - 15.2.14 + 15.2.15)** \$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. \$14,701 was used to support the materials receiving activity at the Central Library. \$72,571 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	12.96
16.2	Total Librarians	16.91
16.3	All Other Paid Staff	21.18
16.4	Total Paid Employees	38.09
16.5	State Government Revenue	\$129,044
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$508,720
16.8	Total Operating Revenue	\$4,223,346
16.9	Other Operating Expenditures	\$581,221
16.10	Total Operating Expenditures	\$4,002,049
16.11	Total Capital Expenditures	\$238,762
16.12	Print Materials	189,213
16.13	Total Registered Borrowers	38,019
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the General Public	50
16.16	Total Uses (sessions) of Public Internet Computers Per Year	43,254

16.17 **Total Wireless Sessions Provided by
the Library Wireless Service Per Year** 43,885

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	2400613230
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CO
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CO1
17.7	<i>FSCS ID</i>	NY0160
17.8	<i>SED CODE</i>	610600700023
17.9	<i>INSTITUTION ID</i>	800000036374

SUGGESTED IMPROVEMENTS

Library Name: TOMPKINS COUNTY PUBLIC LIBRARY

Library System: Finger Lakes Library System

Name of Person Completing Form: Annette Birdsall

Phone Number: 607-272-4557

I am satisfied that this resource
(Collect) is meeting library needs: Agree

Applying this resource (Collect) will
help improve library services to the
public: Agree

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!