Tompkins County Public Library
Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

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.

1.49 COVID 19 forced closure in March. TCPL was able to open later in the year with limited express browsing, internet, curbside and in-lobby pickup.

2. LIBRARY COLLECTION

2.9 Total Print Serials

2.13 Electronic Books

2.18 Video - Downloadable Units

2.20 Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)

2.26 Cataloged Books

2.30 Total Additions (Total questions 2.26 through 2.29)

Note: Lower due to COVID
Library diverted print collection budget to electronic to improve access during closure for Covid-19.

Note: We discontinued our subscription to Hoopla, our video service.
Diverted print budget to electronic funds when library had reduced in person services due to Covid-19.

Due to COVID-19 we did not order the same number of materials due to limited hours of operation and a reduced budget.
Ordering was suspended from March through September due to Covid-19 workplace restrictions.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1 Library visits (total annual attendance)

3.17 Adult Program Sessions

3.18 Young Adult Program Sessions

3.19 Children's Program Sessions

Note: In-person visits down due to Covid-19 closure from March through June. All programming has been virtual due to Covid-19 workplace restrictions.

Note: COVID-19 impacted our program and attendance numbers.

Note: COVID-19 caused a significant reduction in our numbers.

Note: COVID-19 drastically impacted our numbers.
3.20 All Other Program Sessions

3.22 One-on-One Program Sessions

3.24 Adult Program Attendance

3.25 Young Adult Program Attendance

3.26 Children’s Program Attendance

3.27 All Other Program Attendance

3.29 One-on-One Program Attendance

3.32 Children registered for the library's summer reading program

3.33 Young adults registered for the library's summer reading program

3.34 Adults registered for the library's summer reading program

3.36 Children's program sessions - Summer 2020

3.37 Young adult program sessions - Summer 2020

3.38 Adult program sessions - Summer 2020

3.40 Children's program attendance - Summer 2020

3.42 Adult program attendance - Summer 2020

3.50 Other (describe using the State note)

a. Focus on birth - school entry (kindergarten)

b. Focus on parents & caregivers

c. Combined audience

a. Focus on birth - school entry (kindergarten)

b. Focus on parents & caregivers

Note: COVID-19 impacted our attendance and programming numbers.

Note: COVID-19 drastically impacted our numbers.

Note: COVID-19 impacted our program and attendance numbers.

Note: 5,379

Note: COVID-19 drastically impacted our numbers.

Note: COVID-19 impacted our attendance and programming numbers.

Note: COVID-19 impacted the numbers.

Note: We used the theme and images, we did not specifically use the manual.

Note: COVID-19 impacted the numbers for SRP.

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Focus on birth - school entry (kindergarten)

Focus on parents & caregivers

Moreland the Magician, CircusCulture

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c. Combined audience

e. Other (describe using the State note)

3.60 Total group program sessions

3.62 Total group program attendance

b. Public School District(s) and/or BOCES

d. Other (see instructions and describe using Note)

3.66 Children's program sessions

3.67 Young adult program sessions

3.68 Adult program sessions

3.70 One-on-one program sessions

3.71 Children's program attendance

3.72 Young adult program attendance

3.73 Adult program attendance

3.75 One-on-one program attendance

Note: COVID-19 impacted our attendance and programming numbers.

Note: Note: COVID-19 impacted our attendance and programming numbers.

Note: Note: Childrens Reading Connection COVID-19 impacted our attendance and programming numbers.

Note: Note: COVID-19 impacted our attendance and programming numbers.

Note: Note: TST Boces

Tompkins County Jail, Challenge Workforce, Reuse, Women's Opportunity Center COVID-19 impacted our attendance and programming numbers.

Note: There was a push to do online young adult programming during the pandemic and the teens responded since it is a format in which they are comfortable. For example, there was a lot of demand for our online robotics club. COVID-19 impacted our attendance and programming numbers.

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3.78 Total group program sessions

3.79 Total one-on-one program sessions

3.80 Total group program attendance

3.81 Total one-on-one program attendance

4. LIBRARY TRANSACTIONS

4.1 Adult Fiction Books

4.2 Adult Non-fiction Books

4.3 Total Adult Books (Total questions 4.1 & 4.2)

4.4 Children's Fiction Books

4.5 Children's Non-fiction Books

4.6 Total Children's Books (Total questions 4.4 & 4.5)

4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6)

4.8 Circulation of Adult Other Materials

4.9 Circulation of Children's Other Materials

4.10 Total Circulation of Other Materials (Total questions 4.8, 4.9)

4.11 Physical Item Circulation (Total questions 4.7 & 4.10)

4.12 Use of Electronic Material

4.15 Total Circulation of Materials (Total questions 4.11 & 4.12)

4.16 Total Collection Use (Total questions 4.13 & 4.15)

4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)

4.18 Total Reference Transactions

Note: COVID-19 impacted our attendance and programming numbers.

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We increased our budget for electronic materials to accommodate our users who wanted access to library materials from home.

Note: COVID-19 impacted our circulation numbers.

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5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

6.10 Other Staff

Note: We reduced our staffing by 15% through attrition.

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions)

Note: Not open standard number of hours due to COVID

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

7. Is open the minimum standard number of public service hours for population served. (see instructions)

Note: Not open standard number of hours due to COVID

8. PUBLIC SERVICE INFORMATION

8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)

Note: Hours Reduced due to COVID Closures.

8A. COVID

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

18. Is the meeting space available for public use even when the outlet is closed?

Note: We were able to allow other agencies & municipalities to use the space during closure for blood drives, census, civil service testing, and community warming space via Loaves & Fishes.

Repeating Group 1

26. Number of internet computers at this outlet used by general public

Note: TCPL has 50 computers available. This amount was restricted to 6 during COVID period.

10. OFFICERS AND TRUSTEES

Repeating Group 5
9. Term Begins - Month
   Repeating Group 11
   9. Term Begins - Month
   Repeating Group 5

   Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee’s term. Example: Trustee is filling the remainder of [name]’s term, which was to run from beginning date to ending date.

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee’s term. Example: Trustee is filling the remainder of [name]’s term, which was to run from beginning date to ending date.

Repeating Group 6

   Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee’s term. Example: Trustee is filling the remainder of a vacant term, which was previously held by Kenneth McClane, whose term expired in December 2019.

Repeating Group 11

   Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee’s term. Example: Trustee is filling the remainder of [name]’s term, which was to run from beginning date to ending date.

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**11. OPERATING FUNDS RECEIPTS**

11.3 Local Library Services Aid (LLSA)
   11.7 Other Cash Grants
   11.11 Other Federal Aid
   11.14 Gifts and Endowments
   11.15 Fund Raising
   11.16 Income from Investments
   11.17 Library Charges

**Note:** Add'l $2,318 due from FLLS
**Note:** FLLS Family Literacy Grant
**Note:** PPP funding forgiven 12/10/20
**Note:** Reduced funding due to COVID-19.
**Note:** Reduced funding due to COVID-19.
**Note:** Reduction due to COVID-19.
**Note:** Reduced due to COVID-19.

**12. OPERATING FUND DISBURSEMENTS**

12.6 Print Materials Expenditures
12.8 Other Materials Expenditures
12.10 From Local Public Funds (71PF)
12.18 Office and Library Supplies
12.22 Professional & Consultant Fees
12.24 Other Miscellaneous

**Note:** Reduced due to COVID-19.
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**13. CAPITAL FUND RECEIPTS**
No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

**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.

**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:** CBA expenditures are made by the Finger Lakes Library System.

16. FEDERAL TOTALS

16.6 Federal Government Revenue

**Note:** PPP funding forgiven 12/10/20

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes