Tompkins County Public Library
Annual Report For Public And Association Libraries - 2019

1. GENERAL LIBRARY INFORMATION

Library/Director 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.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

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	01/01/2019
1.7	Ending Fiscal Reporting Year	12/31/2019
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.	N/A

Enter N/A if No was answered to
Question 1.8.

1.10 Please indicate the ending date of
library's new reporting year. Enter N/A   N/A
if No was answered to Question 1.8.

1.11 Beginning <u>Local</u> Fiscal Year   01/01/2019

1.12 Ending <u>Local</u> Fiscal Year   12/31/2019

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   (607) 272-4557
no telephone number)

1.21 Fax Number (enter 10 digits only and
hit the Tab key; enter N/A if no fax   (607) 272-8111
number)

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   PUBLIC

the library's charter (select one):

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. Answer Y for Yes, N for No.	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 or 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 1.44, report all information for the current library director/manager.

1.37	First Name of Library	Annette

Director/Manager

1.38	Last Name of Library Director/Manager	Birdsall
1.39	NYS Public Librarian Certification Number	20580
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	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
1.43	E-mail Address of the Director/Manager	abirdsall@tcpl.org
1.44	Fax Number of the Director/Manager	(607) 272-8111
1.45	Is the library a member of the New York State and Local Retirement System?	Y
1.46	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.47	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (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 1.48.	N

Public Votes/Contracts

1.   Name of municipality or district   N/A
        holding the public vote

2.   Indicate the type of municipality or   N/A
        district holding the public vote

3.   Date the vote was held (mm/dd/2019)   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   N/A
        appropriation from a public vote:

6b.   Proposed increase in appropriation as a
        result of the vote held on the date   N/A
        reported in question number 3:

6c.   Total proposed appropriation (sum of   N/A
        6a and 6b):

This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.48   Did the library receive funding from an
        appropriation which was approved by
        public vote in a prior year? (Prior to
        Calendar Year 2019) Enter Y for Yes,   N
        N for No. If Yes, complete one record
        for the vote from each funding source.
        If No, go to question 1.49.

1.   Name of municipality or district   N/A
        holding the public vote

2.   Indicate the type of municipality or
        district holding the public vote

3.   Date the last successful vote was held N/A
        (mm/dd/yyyy)

4.   What type of public vote was it?

5.   What was the total dollar amount of
          the appropriation from tax dollars   N/A
          resulting from the last successful vote?

1.49   Does the reporting library have a
          contractual agreement with a
          municipality or district to provide
          library services to residents of an area   N
          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 1.50.

1.   Name of contracting municipality or   N/A
          district

2.   Is this a written contractual agreement?   N/A

3.   Population of the geographic area   N/A
          served by this contract

4.   Dollar amount of contract   N/A

5.   Enter the appropriate code for range of   N/A
          services provided (select one):

Unusual Circumstances

1.50   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,   N
          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.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

NOTE: 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 (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	71,070
2.2	Adult Non-fiction Books	56,190
2.3	Total Adult Books (Total questions 2.1 & 2.2)	127,260
2.4	Children's Fiction Books	41,713
2.5	Children's Non-fiction Books	24,752
2.6	Total Children's Books (Total questions 2.4 & 2.5)	66,465
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	193,725

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) | 197,043 |

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	14,254
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	11,370
2.18	Video - Downloadable Units	2,564
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.)	229
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	28,435

Non-Electronic Materials

2.21	Audio - Physical Units	16,095
2.22	Video - Physical Units	17,829
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	292
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	34,216

Serials/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	259,694

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	136

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.27	Cataloged Books	14,535
2.28	All Other Print Materials	0
2.29	Electronic Materials	2,781
2.30	All Other Materials	2,457
2.31	Total Additions (Total questions 2.27 through 2.30)	19,773

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 <u>calendar</u> 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)	418,625
3.2	Registered resident borrowers	32,775
3.3	Registered non-resident borrowers	5,858

Please report information on WRITTEN POLICIES as of 12/31/19.

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 |

| 3.10 | Does the library have a board-approved sexual harassment prevention policy? | Y |

Please report information on ACCESSIBILITY as of 12/31/19.

ACCESSIBILITY (Answer Y for Yes, N for No)

| 3.11 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | Y |

| 3.12 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | Y |

| 3.13 | Does the library have large print books? | Y |

| 3.14 | Does the library have assistive technology for people who are visually impaired or blind? | Y |

3.15 - If so, what do you have?

| screen reader, such as JAWS, Windoweyes or NVDA | No |

| refreshable Braille commonly referred to as a refreshable Braille display | No |

	screen magnification software, such as Zoomtext	Yes
	electronic scanning and reading software, such as OpenBook	No
3.16	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

Library Sponsored Programs/Summer Reading Program

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

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	447
3.18	Young Adult Program Sessions	143
3.19	Children's Program Sessions	836
3.20	All Other Program Sessions	57
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	1,483
3.22	One-on-One Program Sessions	3,210
3.23	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
3.24	Adult Program Attendance	8,934
3.25	Young Adult Program Attendance	1,252

3.26	Children's Program Attendance	20,477
3.27	All Other Program Attendance	4,028
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	34,691
3.29	One-on-One Program Attendance	3,210

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (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

3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	3,119
3.33	Young adults registered for the library's summer reading program	75
3.34	Adults registered for the library's summer reading program	83

3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	3,277
3.36	Children's program sessions - Summer 2019	363
3.37	Young adult program sessions - Summer 2019	32
3.38	Adult program sessions - Summer 2019	15
3.39	Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)	410
3.40	Children's program attendance - Summer 2019	9,608
3.41	Young adult program attendance - Summer 2019	220
3.42	Adult program attendance - Summer 2019	365
3.43	Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)	10,193

COLLABORATORS

3.44	Public school district(s) and/or BOCES	1
3.45	Non-public school(s)	0
3.46	Childcare center(s)	5
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	3
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	17

| 3.51 | Total Collaborators (total 3.44 through 3.50) | 26 |

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

EARLY LITERACY PROGRAMS

| 3.52 | Did the library offer early literacy programs? (Enter Y for Yes, N for No) | Y |

Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

3.53 - 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

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	184
b.	Focus on parents & caregivers	40
c.	Combined audience	21
d.	N/A	0
3.55	Total Sessions	245

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	4,203
b.	Focus on parents & caregivers	1,240
c.	Combined audience	575

| d. | N/A | 0 |

| 3.57 | **Total Attendance** | 6,018 |

3.58 - 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	No
e.	Other (describe using the State note)	Yes

Please report information on ADULT LITERACY for the 2019 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes
3.60	Total group program sessions	48
3.61	Total one-on-one program sessions	2
3.62	Total group program attendance	434
3.63	Total one-on-one program attendance	2

3.64 - 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	Yes
d.	Other (see instructions and describe using Note)	Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.66	Children's program sessions	78
3.67	Young adult program sessions	0
3.68	Adult program sessions	51
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	129
3.70	One-on-one program sessions	171
3.71	Children's program attendance	624
3.72	Young adult program attendance	0
3.73	Adult program attendance	405
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	1,029
3.75	One-on-one program attendance	451

3.76 - Collaborators (check all that apply):

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

Please report information on DIGITAL LITERACY for the 2019 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	59
3.79	Total one-on-one program sessions	105
3.80	Total group program attendance	304
3.81	Total one-on-one program attendance	109
3.82	Did your library offer teen-led activities during the 2019 calendar year?	Y
3.83	Did your library offer teen-led activities during the 2018 calendar year?	Y

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference 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	121,941
4.2	Adult Non-fiction Books	99,806
4.3	Total Adult Books (Total questions 4.1 & 4.2)	221,747
4.4	Children's Fiction Books	211,681
4.5	Children's Non-fiction Books	38,520
4.6	Total Children's Books (Total questions 4.4 & 4.5)	250,201

| 4.7 | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 471,948 |

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	174,187
4.9	Circulation of Children's Other Materials	42,389
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	216,576
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	688,524

ELECTRONIC USE

4.12	Use of Electronic Material	89,456
4.13	Successful Retrieval of Electronic Information	5,110
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	94,566
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	777,980
4.16	Total Collection Use (Total questions 4.13 & 4.15)	783,090
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	292,590

REFERENCE TRANSACTIONS

| 4.18 | Total Reference Transactions | 33,946 |
| 4.19 | Does the library offer virtual reference? | Y |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.20 | TOTAL MATERIALS RECEIVED | 34,985 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21   TOTAL MATERIALS PROVIDED   40,763

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2019.

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	409,289
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)	(607) 272-4557
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)	13.81
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)	4.51
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	24.49
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	43.81
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)	$53,617
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$99,910
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. 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   Y
             population served. (see instructions)

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,   Y
             location and phone number.

7.19   11. Employs a paid director in
             accordance with the provisions of   Y
             Commissioner's Regulation 90.8.

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be
required to meet the minimum standards listed below. Please indicate which of these standards your
library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing
statewide and regional efforts to ensure that all of New York's libraries are able to successfully

comply with the new minimum standards. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.　　　Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed　Y and re-approved by the board of trustees at least once every five years or earlier if required by law.

2.　　　Has a community-based, board-approved, written long-range plan of service developed by the library board　Y of trustees and staff.

3.　　　Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as　Y outlined in the library's long-range plan of service.

4.　　　Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least　Y once every five years or earlier if required by law.

5.　　　Annually prepares and publishes a board-approved, written budget, which enables the library to address the　Y community's needs, as outlined in the library's long-range plan of service.

6.　　　Periodically evaluates the effectiveness of the library's programs, services and collections to address community　Y needs, as outlined in the library's long-range plan of service.

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

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y

10.   Provides

10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y

| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | 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	3,031.00
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)	3,031.00

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 CollectConnect. 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	3,031
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	756
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	40,337

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	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Clarity Connect
32.	WiFi Access	Password required
33.	Number of wireless sessions provided by the library wireless service per year	45,662
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.	*LIBID*	2400613230
39.	*FSCSID*	NY0160
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
41.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. 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, 2019 to December 31, 2019)   11

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 voting positions are stated in the library's current by-laws?   15

10.5   If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?

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, 2020. 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   First Name   Luca

10.10	Last Name	Maurer
10.11	Mailing Address	336 S. Geneva
10.12	City	Ithaca
10.13	Zip Code (5 digits only)	14850
10.14	Phone (enter 10 digits only)	(607) 277-4352
10.15	E-mail Address	lmaurer@ithaca.edu
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2019
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2021
10.20	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.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	12/26/2018
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/26/2018
10.23	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 CollectConnect (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.

1.	Status	Filled
2.	First Name of Board Member	Ingrid
3.	Last Name of Board Member	Jensen
4.	Mailing Address	108 Auburn St.
5.	City	Ithaca
6.	Zip Code (5 digits only)	14850
7.	E-mail address	imj8@cornell.edu
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021
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.	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.	Status	Filled
2.	First Name of Board Member	Thompson
3.	Last Name of Board Member	Terry
4.	Mailing Address	145 Bronw Rd
5.	City	West Danby
6.	Zip Code (5 digits only)	14883
7.	E-mail address	Thompsontterry@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 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.	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.	Status	Filled
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	Secretary
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2021
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.	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?	N
1.	Status	Filled
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@tcsd.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 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.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/25/2018
15.	The date the Oath of Office was filed	01/25/2018

with town or county clerk
(mm/dd/yyyy)

| 16. | Is this a brand new trustee? | N |

| 1. | Status | Filled |

| 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 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. | 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? | Y |

| 1. | Status | Filled |

| 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 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. | No |

| 14. | The date the Oath of Office | 01/22/2019 |

(mm/dd/yyyy) was taken

| 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? | N |

| 1. | Status | Filled |

| 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 | nkmiller39@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 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. | 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.	Status	Filled

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	January

10.	Term Begins - Year (year)	2020

11.	Term Expires	December

12.	Term Expires - Year (yyyy)	2022

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	Yes

to run from beginning date to ending date.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/25/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/25/2020
16.	Is this a brand new trustee?	Y
1.	Status	Filled
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 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.	Yes

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

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?	N

1.	Status	Filled
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	January
10.	Term Begins - Year (year)	2020
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2022
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	No

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.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/28/2020

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/29/2020

16.	Is this a brand new trustee?	N

1.	Status	Filled

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)	2020

11.	Term Expires	December

12.	Term Expires - Year (yyyy)	2022

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify	Yes

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.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/28/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/29/2020
16.	Is this a brand new trustee?	N
1.	Status	Filled
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 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.

    Yes

14. The date the Oath of Office   01/23/2018
    (mm/dd/yyyy) was taken

15. The date the Oath of Office was filed
    with town or county clerk   01/25/2018
    (mm/dd/yyyy)

16. Is this a brand new trustee?   N

1. Status   Vacant

2. First Name of Board Member

3. Last Name of Board Member

4. Mailing Address

5. City

6. Zip Code (5 digits only)

7. E-mail address

8. Office Held or Trustee

9. Term Begins - Month

10. Term Begins - Year (year)

11. Term Expires

12. Term Expires - Year (yyyy)

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.

14.   The date the Oath of Office
           (mm/dd/yyyy) was taken

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

16.   Is this a brand new trustee?

1.   Status   Vacant

2.   First Name of Board Member

3.   Last Name of Board Member

4.   Mailing Address

5.   City

6.   Zip Code (5 digits only)

7.   E-mail address

8.   Office Held or Trustee

9.   Term Begins - Month

10.   Term Begins - Year (year)

11.   Term Expires

12.   Term Expires - Year (yyyy)

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.

14.   The date the Oath of Office
         (mm/dd/yyyy) was taken

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

16.   Is this a brand new trustee?

Trustee Education

1.   Trustee Name   Luca Maurer

2.   Has the trustee participated in trustee
         education in the last calendar year   Y
         (2019)?

1.   Trustee Name   Ingrid Jensen

2.   Has the trustee participated in trustee
         education in the last calendar year   Y
         (2019)?

1.   Trustee Name   Thompson Terry

2.   Has the trustee participated in trustee
         education in the last calendar year   Y
         (2019)?

1.	Trustee Name	Blixy Taetzsch

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Martha Hardesty

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Jamie Loehr

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Anthony Martinez

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Nina Miller

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Jason Moore

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Liam G. B. Murphy

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Nina Scholtz

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Shelley Wong

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Don Trotter

2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

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   Tompkins County
        or School District

3.   Amount $3,618,751

4.   Subject to public vote held in reporting   N/A
        year or in a previous reporting year(s).

5.   Written Contractual Agreement   N/A

1.   Source of Funds   Town

2.   Name of funding County, Municipality   Town of Ithaca
        or School District

3.   Amount $12,000

4.   Subject to public vote held in reporting   N
        year or in a previous reporting year(s).

5.   Written Contractual Agreement   Y

1.   Source of Funds   City

2.   Name of funding County, Municipality   City of Ithaca
        or School District

3.   Amount $19,947

4.   Subject to public vote held in reporting   N
        year or in a previous reporting year(s).

5.   Written Contractual Agreement   Y

11.2   **TOTAL LOCAL PUBLIC FUNDS** $3,650,698

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3   Local Library Services Aid (LLSA) $29,782

| 11.4 | Central Library Aid (CLDA and/or CBA) | $99,322 |

| 11.5 | Additional State Aid received from the System | $2,500 |

| 11.6 | Federal Aid received from the System | $0 |

| 11.7 | Other Cash Grants | $1,750 |

| 11.8 | **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | $133,354 |

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/Other Receipts

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 | $204,533 |

| 11.15 | Fund Raising | $90,000 |

| 11.16 | Income from Investments | $4,987 |

| 11.17 | Library Charges | $25,863 |

11.18	Other	$305,000
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$630,383
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$4,414,435
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

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 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)	$740,575
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)	$5,155,010

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance/Miscellaneous

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	$995,654
12.2	Other Staff	$1,141,517
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$2,137,171
12.4	**Employee Benefits Expenditures**	$1,244,471
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$3,381,642

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$176,095
12.7	Electronic Materials Expenditures	$69,564
12.8	Other Materials Expenditures	$84,438
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$330,097

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$123,384
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$123,384

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 $0
        and 12.14)

12.16   Other Disbursements for Operation & $17,770
        Maintenance of Buildings

12.17   **Total Operation & Maintenance of
        Buildings** (Add Questions 12.15 and $17,770
        12.16)

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $92,155

12.19   Telecommunications $20,890

12.20   Binding Expenses $130

12.21   Postage and Freight $1,558

12.22   Professional & Consultant Fees $293,086

12.23   Equipment $20,650

12.24   Other Miscellaneous $71,202

12.25   **Total Miscellaneous Expenses** (Add
        Questions 12.18, 12.19, 12.20, 12.21, $499,671
        12.22, 12.23 and 12.24)

Contracts/Debt Service/Transfers/Grand Total

12.26   **CONTRACTS WITH PUBLIC
        LIBRARIES AND/OR PUBLIC
        LIBRARY SYSTEMS IN NEW $68,400
        YORK STATE**

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

Other Loans

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) $4,420,964

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) $4,420,964

12.40   BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019 $734,046

12.41   **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) $5,155,010

ASSURANCE

12.42   The Library operated in accordance
         with all provisions of Education Law
         and the Regulations of the
         Commissioner, and assures that the   02/25/2020
         "Annual Report" was reviewed and
         accepted by the Library Board on (date
         - mm/dd/yyyy).

FISCAL AUDIT

12.43   Last audit performed (mm/dd/yyyy)   06/14/2019

12.44   Time period covered by this audit
         (mm/dd/yyyy) - (mm/dd/yyyy)   01/01/2018 - 12/31/2018

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 N
         Report.

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 2019 (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

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

PROJECT EXPENDITURES

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 2019	$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 (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. 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, 2019. 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   N
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.

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   N
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 $0
          Materials

15.1.5   Total Expenditure (total 15.1.2 and $0
          15.1.4)

15.1.6   **Cash Balance at the Opening of the
          Current Fiscal Year**
          NOTE: The opening balance must be $0
          the same as the closing balance of the
          previous year.

15.1.7   **Total Allocation received from the $0
          system.**

15.1.8   **Cash Balance at the End of the
          Current Fiscal Year (total 15.1.7 - $0
          15.1.5 + 15.1.6)**

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

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, 2019. 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	$17,172

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)	1.09
15.2.4	Total Expenditures for Other Staff Salaries	$38,014
15.2.5	**Employee Benefits:** Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	$32,136
15.2.6	**Purchased Services**: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.	Y

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 Library System
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.	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 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)** $99,322

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:** $99,322

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. $15,263 was used to support the materials receiving activity at the Central Library. $72,059 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 21.43

16.4 Total Paid Employees 38.34

16.5 State Government Revenue $131,604

16.6 Federal Government Revenue $0

16.7	Other Operating Revenue	$632,133
16.8	Total Operating Revenue	$4,414,435
16.9	Other Operating Expenditures	$585,841
16.10	Total Operating Expenditures	$4,297,580
16.11	Total Capital Expenditures	$123,384
16.12	Print Materials	197,043
16.13	Total Registered Borrowers	38,633
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	40,337
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	45,662
16.18	Total Capital Revenue	$0

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 |

| 17.8 | *SED CODE* | 610600700023 |

| 17.9 | *INSTITUTION ID* | 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!