

Tompkins County Public Library

Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

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

2. LIBRARY COLLECTION

- 2.9 Total Print Serials
Note: Lower due to COVID
- 2.13 Electronic Books
Note: Library diverted print collection budget to electronic to improve access during closure for Covid-19.
- 2.18 Video - Downloadable Units
Note: We discontinued our subscription to Hoopla, our video service.
- 2.20 Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)
Note: Diverted print budget to electronic funds when library had reduced in person services due to Covid-19.
- 2.26 Cataloged Books
Note: Due to COVID-19 we did not order the same number of materials due to limited hours of operation and a reduced budget.
- 2.30 Total Additions (Total questions 2.26 through 2.29)
Note: 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)
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.
- 3.17 Adult Program Sessions
Note: COVID-19 impacted our program and attendance numbers.
- 3.18 Young Adult Program Sessions
Note: COVID-19 caused a significant reduction in our numbers.
- 3.19 Children's Program Sessions
Note: COVID-19 drastically impacted our numbers.

3.20	All Other Program Sessions	Note: COVID-19 impacted our attendance and programming numbers.
3.22	One-on-One Program Sessions	Note: COVID-19 drastically impacted our numbers.
3.24	Adult Program Attendance	Note: COVID-19 impacted our program and attendance numbers.
3.25	Young Adult Program Attendance	Note: 5,379
3.26	Children's Program Attendance	Note: COVID-19 drastically impacted our numbers.
3.27	All Other Program Attendance	Note: COVID-19 impacted our attendance and programming numbers.
3.29	One-on-One Program Attendance	Note: COVID-19 impacted the numbers.
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Note: We used the theme and images, we did not specifically use the manual.
3.32	Children registered for the library's summer reading program	Note: COVID-19 impacted the numbers for SRP.
3.33	Young adults registered for the library's summer reading program	Note: COVID-19 impacted the numbers for SRP.
3.34	Adults registered for the library's summer reading program	Note: COVID-19 impacted the numbers for SRP.
3.36	Children's program sessions - Summer 2020	Note: COVID-19 impacted the numbers for SRP.
3.37	Young adult program sessions - Summer 2020	Note: COVID-19 impacted the numbers for SRP.
3.38	Adult program sessions - Summer 2020	Note: COVID-19 impacted our program and attendance numbers.
3.40	Children's program attendance - Summer 2020	Note: COVID-19 impacted our attendance and programming numbers.
3.42	Adult program attendance - Summer 2020	Note: COVID-19 impacted our program and attendance numbers.
3.50	Other (describe using the State note)	Note: Moreland the Magician, CircusCulture
a.	Focus on birth - school entry (kindergarten)	Note: COVID-19 impacted our attendance and programming numbers.
b.	Focus on parents & caregivers	Note: COVID-19 impacted our attendance and programming numbers.
c.	Combined audience	Note: COVID-19 impacted our attendance and programming numbers.
a.	Focus on birth - school entry (kindergarten)	Note: COVID-19 impacted our attendance and programming numbers.
b.	Focus on parents & caregivers	Note: COVID-19 impacted our

		attendance and programming numbers.
c.	Combined audience	Note: COVID-19 impacted our attendance and programming numbers.
e.	Other (describe using the State note)	Note: Note: Childrens Reading Connection
3.60	Total group program sessions	Note: COVID-19 impacted our attendance and programming numbers.
3.62	Total group program attendance	Note: COVID-19 impacted our attendance and programming numbers.
b.	Public School District(s) and/or BOCES	Note: TST Boces
d.	Other (see instructions and describe using Note)	Tompkins County Jail, Challenge Workforce, Reuse, Women's Opportunity Center
3.66	Children's program sessions	Note: COVID-19 impacted our attendance and programming numbers.
3.67	Young adult program sessions	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.
3.68	Adult program sessions	Note: COVID-19 impacted our attendance and programming numbers.
3.70	One-on-one program sessions	Note: COVID-19 impacted our attendance and programming numbers.
3.71	Children's program attendance	Note: COVID-19 impacted our attendance and programming numbers.
3.72	Young adult program attendance	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.
3.73	Adult program attendance	Note: COVID-19 impacted our attendance and programming numbers.
3.75	One-on-one program attendance	Note: COVID-19 impacted our attendance and programming numbers.

- 3.78 Total group program sessions **Note:** COVID-19 impacted our attendance and programming numbers.
- 3.79 Total one-on-one program sessions **Note:** COVID-19 impacted our attendance and programming numbers.
- 3.80 Total group program attendance **Note:** COVID-19 impacted our attendance and programming numbers.
- 3.81 Total one-on-one program attendance **Note:** COVID-19 impacted our attendance and programming numbers.

4. LIBRARY TRANSACTIONS

- 4.1 Adult Fiction Books **Note:** COVID-19 impacted our circulation numbers.
- 4.2 Adult Non-fiction Books **Note:** COVID-19 impacted our circulation numbers.
- 4.3 **Total Adult Books (Total questions 4.1 & 4.2)** **Note:** COVID-19 impacted our circulation numbers.
- 4.4 Children's Fiction Books **Note:** COVID-19 impacted our circulation numbers.
- 4.5 Children's Non-fiction Books **Note:** COVID-19 impacted our circulation numbers.
- 4.6 **Total Children's Books (Total questions 4.4 & 4.5)** **Note:** COVID-19 impacted our circulation numbers.
- 4.7 **Total Cataloged Book Circulation (Total question 4.3 & 4.6)** **Note:** COVID-19 impacted our circulation numbers.
- 4.8 Circulation of Adult Other Materials **Note:** COVID-19 impacted our circulation numbers.
- 4.9 Circulation of Children's Other Materials **Note:** COVID-19 impacted our circulation numbers.
- 4.10 **Total Circulation of Other Materials (Total questions 4.8, 4.9)** **Note:** COVID-19 impacted our circulation numbers.
- 4.11 **Physical Item Circulation (Total questions 4.7 & 4.10)** **Note:** COVID-19 impacted our circulation numbers.
We increased our budget for electronic materials to
- 4.12 Use of Electronic Material **Note:** accommodate our users who wanted access to library materials from home.
- 4.15 **Total Circulation of Materials (Total questions 4.11 & 4.12)** **Note:** COVID-19 impacted our circulation numbers.
- 4.16 **Total Collection Use (Total questions 4.13 & 4.15)** **Note:** COVID-19 impacted our circulation numbers.
- 4.17 **Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)** **Note:** COVID-19 impacted our circulation numbers.
- 4.18 Total Reference Transactions **Note:** COVID-19 impacted our

reference numbers.

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

Note: Delayed start. Sworn in 2/23/21.

Repeating Group 11

9. Term Begins - Month

Note: Delayed start. Sworn in 2/23/21

Repeating Group 5

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.

Note: Delayed start. Sworn in 2/23/21.

Repeating Group 6

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.

Trustee is filling the remainder of a vacant term, which was
Note: previously held by Kenneth McClane, whose term expired in December 2019.

Repeating Group 11

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.

Note: Delayed start. Sworn in 2/23/21.

11. OPERATING FUNDS RECEIPTS

11.3 Local Library Services Aid (LLSA)

Note: Add'l \$2,318 due from FLLS

11.7 Other Cash Grants

Note: FLLS Family Literacy Grant

11.11 Other Federal Aid

Note: PPP funding forgiven 12/10/20

11.14 Gifts and Endowments

Note: Reduced funding due to COVID-19.

11.15 Fund Raising

Note: Reduced funding due to COVID-19.

11.16 Income from Investments

Note: Reduction due to COVID-19.

11.17 Library Charges

Note: Reduced due to COVID-19.

12. OPERATING FUND DISBURSEMENTS

12.6 Print Materials Expenditures

Note: Reduced due to COVID-19.

12.8 Other Materials Expenditures

Note: Reduced due to COVID-19.

12.10 From Local Public Funds (71PF)

Note: Reduced due to COVID-19.

12.18 Office and Library Supplies

Note: Reduced due to COVID-19.

12.22 Professional & Consultant Fees

Note: Reduced due to COVID-19.

12.24 Other Miscellaneous

Note: Reduced due to COVID-19.

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

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.

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

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: 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