Tompkins County Public Library
Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Report all information in Part 1 as of December 31, 2021, 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	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning Local Fiscal Year	01/01/2021

1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	101 E GREEN STREET
1.15	City	ITHACA
1.16	Zip Code	14850
1.17	Mailing Address	101 E GREEN STREET
1.18	City	ITHACA
1.19	Zip Code	14850
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 272-4557
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 272-8111
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	tvadakin@tcpl.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://tcpl.org
1.24	Population Chartered to Serve (per 2010 Census)	101,564
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	County
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. 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 <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/29/1973
1.30	Date the library was last registered	01/23/1970
1.31	Federal Employer Identification Number	161098211

1.32	County	TOMPKINS
1.33	School District	Ithaca City School District
1.34	Town/City	Ithaca
1.35	Library System	Finger Lakes Library System

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

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

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Teresa
1.38	Last Name of Library Director/Manager	Vadakin
1.39	NYS Public Librarian Certification Number	21644
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	tvadakin@tcpl.org
1.44	Fax Number of the Director/Manager	(607) 272-8111
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes/Contracts

1.46   Was all or part of the library's funding   N
subject to a public vote(s) held during Calendar
Year 2021? (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 1.47.

1.   Name of municipality or district holding   N/A
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/2021)   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   N/A
result of the vote held on the date reported in
question number 3:

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

**This question should only be answered if "No" was answered in Q1.46 OR the library has
votes from different municipalities/districts that were held in different years, both current and
prior.**

1.47   Did the library receive funding from an   N
appropriation which was approved by public vote
in a prior year? (Prior to Calendar Year 2021)
Enter Y for Yes, N for No. If Yes, complete one
record for the vote from each funding source. If
No, go to question 1.48.

1.   Name of municipality or district holding   N/A
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   N/A
appropriation from tax dollars resulting from the
last successful vote?

Unusual Circumstances

1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.	N

1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A

1.49	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 <u>Note</u>; if no, please go to Part 2, Library Collection.	Y

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 (2.1-2.25) 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	73,421
2.2	Adult Non-fiction Books	57,697
2.3	Total Adult Books (Total questions 2.1 & 2.2)	131,118
2.4	Children's Fiction Books	42,541
2.5	Children's Non-fiction Books	26,640
2.6	Total Children's Books (Total questions 2.4 & 2.5)	69,181
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	200,299

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	1,988
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,988
2.12	Total Print Materials (Total questions 2.7 and 2.11)	202,287

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	26,309
2.14	Local Electronic Collections	2
2.15	NOVEL_NY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	17

2.17	Audio - Downloadable Units	8,741
2.18	Video - Downloadable Units	0

2.19   Other Electronic Materials (Include   229
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.)

2.20   Total Electronic Materials (Total   35,296
questions 2.13, 2.16, 2.17, 2.18 and 2.19)

Non-Electronic Materials

2.21	Audio - Physical Units	15,867
2.22	Video - Physical Units	19,025
2.23	Other Circulating Physical Items	1,720

2.24   Total Physical Items in Collection (Total   36,612
questions 2.21 through 2.23)

Grand Total/Additions to Holdings

2.25   **GRAND TOTAL HOLDINGS** (Total   274,195
questions 2.12, 2.20 and 2.24)

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

2.26	Cataloged Books	11,975
2.27	All Other Print Materials	911
2.28	Electronic Materials	4,967
2.29	All Other Materials	1,516

2.30   Total Additions (Total questions 2.26   19,369
through 2.29)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/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 3.82 for the 2021 <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) | 112,983 |

3.1a   Regarding the number of Library Visits   CT - Annual Count
entered, is this an annual count or an annual
estimate based on a typical week or weeks?

| 3.2 | Registered resident borrowers | 32,241 |

| 3.3 | Registered non-resident borrowers | 5,570 |

Please report information on WRITTEN POLICIES as of 12/31/21.
WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4   Does the library have an open meeting   Y
policy?

3.5   Does the library have a policy protecting Y
the confidentiality of library records?

3.6   Does the library have an Internet use   Y
policy?

3.7   Does the library have a disaster plan?   Y

3.8   Does the library have a board-approved   Y
conflict of interest policy?

3.9   Does the library have a board-approved   Y
whistle blower policy?

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

Please report information on ACCESSIBILITY as of 12/31/21.
ACCESSIBILITY (Answer Y for Yes, N for No)

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

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

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

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

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

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	275
3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	88
3.19 Number of Children's Programs	245
3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5	127
3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11	118

3.20   Number of Synchronous General   3
Interest Program Sessions

**3.20a   Total Number of Synchronous
Program Sessions for those libraries who are
not reporting the number of Children's
Programs in Q3.19a and Q3.19b (Total
questions 3.17, 3.18, 3.19, 3.20)**

**3.21   Total Number of Synchronous
Program Sessions (Total questions 3.17, 3.18,
3.19a, 3.19b, 3.20). This is the Total Number for
those libraries who are breaking out Children's
Programming questions by age.   611**

3.21a   Number of Synchronous In-Person   145
Onsite Program Sessions

3.21b   Number of Synchronous In-Person   160
Offsite Program Sessions

3.21c   Number of Synchronous Virtual   306
Program Sessions

3.22   One-on-One Program Sessions   2,188

3.23   Do library staff, trustees and/or   Yes
**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?**

3.24   Attendance at Synchronous Programs   7,791
Targeted at Adults Age 19 or Older

3.25   Attendance at Synchronous Programs   639
Targeted at Young Adults Ages 12-18

3.26   Children's Program Attendance   5,465

3.26a   Attendance at Synchronous Programs   3,524
Targeted at Children Ages 0-5

3.26b   Attendance at Synchronous Programs   1,941
Targeted at Children Ages 6-11

3.27   Attendance at Synchronous General   278
Interest Programs

**3.27a   Total Attendance at Synchronous
Programs for those libraries who are not
reporting the Children's Program Attendance
in Q3.26a and Q3.26b (Total questions 3.24,
3.25, 3.26, 3.27)**

3.28   **Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.**   14,173

3.28a   Synchronous In-Person Onsite Program Attendance   3,391

3.28b   Synchronous In-Person Offsite Program Attendance   9,246

3.28c   Synchronous Virtual Program Attendance   1,536

3.29   One-on-One Program Attendance   2,188

3.29a   Total Number of Asynchronous Program Presentations   23

3.29b   Total Views of Asynchronous Program Presentations within 7 Days   231

Please report information on SUMMER READING PROGRAMS for the 2021 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 2021 (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**   3,285

3.33   **Young adults registered for the library's summer reading program**   56

3.34   **Adults registered for the library's summer reading program**   125

3.35   **Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)**   3,466

3.36   **Children's program sessions - Summer 2021**   97

3.37   **Young adult program sessions - Summer 2021**   23

3.38   **Adult program sessions - Summer 2021**   11

3.39   **Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)**   131

3.40   **Children's program attendance - Summer 2021**   3,684

3.41   **Young adult program attendance - Summer 2021**   342

3.42   **Adult program attendance - Summer 2021**   125

3.43   **Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)**   4,151

COLLABORATORS

3.44   **Public school district(s) and/or BOCES**   4

3.45   **Non-public school(s)**   1

3.46   **Childcare center(s)**   5

3.47   **Summer camp(s)**   1

3.48   **Municipality/Municipalities**   1

3.49   **Literacy provider(s)**   0

3.50   **Other (describe using the State note)**   10

3.51   **Total Collaborators (total 3.44 through 3.50)**   22

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.
EARLY LITERACY PROGRAMS

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

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

a.   Focus on birth - school entry   Yes
(kindergarten)

b.   Focus on parents & caregivers   No

c.   Combined audience   No

d.   N/A   No

3.54 - Number of sessions

a.   Focus on birth - school entry   100
(kindergarten)

b.   Focus on parents & caregivers   0

c.   Combined audience   0

d.   N/A   0

3.55   Total Sessions   100

3.56 - Attendance at sessions

a.   Focus on birth - school entry   1,335
(kindergarten)

b.   Focus on parents & caregivers   0

c.   Combined audience   0

d.   N/A   0

3.57   Total Attendance   1,335

3.58 - Collaborators (check all that apply):

a.   Childcare center(s)   Yes

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

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 2021 calendar year.
ADULT LITERACY

**3.59   Did the library offer adult literacy   Yes
programs?**

3.60   Total group program sessions   3

3.61   Total one-on-one program sessions   23

3.62   Total group program attendance   17

3.63   Total one-on-one program attendance   23

3.64 - Collaborators (check all that apply)

**a.   Literacy NY (Literacy Volunteers of   No
America)**

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

c.   Non-Public Schools   No

**d.   Other (see instructions and describe   No
using Note)**

**Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER
LANGUAGES (ESOL) for the 2021 calendar year.**
PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

**3.65   Did the library offer programs for   Y
English Speakers of Other Languages (ESOL)?
(Enter Y for Yes, N for No)**

3.66   Children's program sessions   15

3.67   Young adult program sessions   0

3.68   Adult program sessions   17

**3.69   Total program sessions (total 3.66 +   32
3.67 + 3.68)**

3.70   One-on-one program sessions   0

3.71   Children's program attendance   241

3.72   Young adult program attendance   0

3.73   Adult program attendance   12

**3.74   Total program attendance (total 3.71 +   253
3.72 + 3.73)**

3.75   One-on-one program attendance   0

3.76 - Collaborators (check all that apply):

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

Please report information on DIGITAL LITERACY for the 2021 calendar year.
DIGITAL LITERACY

3.77	**Did the library offer digital literacy programs?**	Y
3.78	**Total group program sessions**	29
3.79	**Total one-on-one program sessions**	12
3.80	**Total group program attendance**	170
3.81	**Total one-on-one program attendance**	12
3.82	**Did your library offer teen-led activities during the 2021 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**	73,559
4.2	**Adult Non-fiction Books**	58,548
4.3	**Total Adult Books (Total questions 4.1 & 4.2)**	132,107
4.4	**Children's Fiction Books**	176,108
4.5	**Children's Non-fiction Books**	34,603
4.6	**Total Children's Books (Total questions 4.4 & 4.5)**	210,711
4.7	**Total Cataloged Book Circulation (Total question 4.3 & 4.6)**	342,818

CIRCULATION OF OTHER MATERIALS

4.8   **Circulation of Adult Other Materials**   61,060

4.9   **Circulation of Children's Other Materials**   14,549

4.10   **Circulation of Other Physical Items (Total questions 4.8, 4.9)**   75,609

4.11   **Physical Item Circulation (Total questions 4.7 & 4.10)**   418,427

ELECTRONIC USE

4.12   **Use of Electronic Material**   104,985

4.13   **Successful Retrieval of Electronic Information**   9,907

4.14   **Electronic Content Use (Total questions 4.12 & 4.13)**   114,892

4.15   **Total Circulation of Materials (Total questions 4.11 & 4.12)**   523,412

4.16   **Total Collection Use (Total questions 4.13 & 4.15)**   533,319

4.17   **Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)**   225,260

REFERENCE TRANSACTIONS

4.18   **Total Reference Transactions**   18,096

4.18a   **Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?**   CT - Annual Count

4.19   **Does the library offer virtual reference?**   Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20   **TOTAL MATERIALS RECEIVED**   36,842

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21   **TOTAL MATERIALS PROVIDED**   35,960

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

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**	332,225
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**	Evan Wray
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**	ITsupport@tcpl.org

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) | 11.71 |

| 6.5 | Vacant Librarian (certified) | 1.29 |

| 6.6 | Library Manager (not certified) | 0 |

| 6.7 | Vacant Library Manager (not certified) | 0 |

| 6.8 | Library Specialist/Paraprofessional (not certified) | 4.0 |

| 6.9 | Vacant Library Specialist/Paraprofessional (not certified) | 0 |

| 6.10 | Other Staff | 21 |

| 6.11 | Vacant Other Staff | 0 |

| 6.12 | **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** | 37.71 |

| 6.13 | **VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)** | 1.29 |

SALARY INFORMATION

| 6.14 | FTE - Entry Level Librarian (certified) | 1 |

| 6.15 | Salary - Entry Level Librarian (certified) | $55,237 |

| 6.16 | FTE - Library Director (certified) | 1 |

| 6.17 | Salary - Library Director (certified) | $95,000 |

| 6.18 | FTE - Library Manager (not certified) | 0 |

| 6.19 | Salary - Library Manager (not certified) | $0 |

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of December 31, 2021. 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**   **Y** **define the structure and governing functions of the library board of trustees, and which shall be reviewed 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-**   **Y** **approved, written long-range plan of service developed by the library board of trustees and staff.**

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

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

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

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

7. **Is open the minimum standard**   **Y** **number of public service hours for population 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**   Y
community needs, as outlined in the library's
long-range plan of service.

10. Provides

10a. **a circulation system that facilitates**   Y
access to the local library collection and other
library catalogs

10b. **equipment, technology, and internet**   Y
connectivity to address community needs and
facilitate access to information.

11. **Provides access to current library**   Y
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.

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

13. **Provides library staff with annual**   Y
technology training, appropriate to their
position, to address community needs, as
outlined in the library's long-range plan of
service.

14. **Establishes and maintains**   Y
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.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click <u>here</u> 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 <u>two</u> decimal places.

8.6   Minimum Weekly Total Hours - Main Library   60

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   2,511.00

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)   2,511.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1   Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?   No

CV2   Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?   No

CV3   Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?   Yes

CV4   Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?   Yes

CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes

CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes

CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes

CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No

CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	22

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>
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. Complete this form and email it to collectconnect@baker-taylor.com

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** **tvadakin@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** 2,511
Outlet

16. **Number of Weeks This Outlet is Open** 52

16a **Number of weeks an outlet closed due** 0
to COVID-19

16b **Number of weeks an outlet had limited** 22
occupancy due to COVID-19

17. **Does this outlet have meeting space** Y
available for public use (non-library sponsored
programs, meetings and/or events)?

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

19. **Total number of non-library** 130
sponsored programs, meetings and/or events at
this outlet

20. **Enter the appropriate outlet code** **LRF**
(select one):

21. **Who owns this outlet building?** **County**

22. **Who owns the land on which this** **County**
outlet is built?

23. **Indicate the year this outlet was** 2000
initially constructed

24. **Indicate the year this outlet underwent** 2017
a major renovation costing $25,000 or more

25. **Square footage of the outlet** 60,888

26. **Number of Internet Computers Used** 39
by General Public

27.	Number of uses (sessions) of public Internet computers per year	6,904
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
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	No restrictions to access
33.	Wireless Sessions	3,649
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	Y
37.	*LIBID*	2400613230
38.	*FSCSID*	NY0160
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*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, 2021. 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, 2021 to December 31, 2021)   14

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, 2022. 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	Ingrid
10.10	Last Name	Jensen
10.11	Mailing Address	108 Auburn St
10.12	City	Ithaca
10.13	Zip Code (5 digits only)	14850
10.14	Phone (enter 10 digits only)	(203) 809-3725
10.15	E-mail Address	imj8@cornell.edu
10.16	Term Begins - Month	January

10.17	Term Begins - Year (yyyy)	2022
10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2024
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)	01/25/2022
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/08/2022
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 **collectconnect@baker-taylor.com**.

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@icsd.k12.ny.us
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023

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**   01/26/2021

15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)**   01/27/2021

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**   Financial Officer

9. **Term Begins - Month**   January

10. **Term Begins - Year (year)**   2022

11. **Term Expires**   December

12. **Term Expires - Year (yyyy)**   2024

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**   01/24/2022

15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)**   01/28/2022

8.	**Office Held or Trustee**	**Trustee**
9.	**Term Begins - Month**	**February**
10.	**Term Begins - Year (year)**	**2021**
11.	**Term Expires**	**December**
12.	**Term Expires - Year (yyyy)**	**2023**
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 (mm/dd/yyyy) was taken**	**02/23/2021**
15.	**The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)**	**02/23/2021**
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)**	**2022**
11.	**Term Expires**	**December**
12.	**Term Expires - Year (yyyy)**	**2024**

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** 01/25/2022

15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 02/15/2022

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

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)** 2022

11. **Term Expires** December

12. **Term Expires - Year (yyyy)** 2024

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** 02/10/2022

15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 02/15/2022

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 to run from beginning date to ending date.** Yes

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** Melisa

3. **Last Name of Board Member** Sidle

4. **Mailing Address** 35 Dart Dr.

5. **City** Ithaca

6. **Zip Code (5 digits only)** 14850

7. **E-mail address** Melisa@sidlestudios.com

8. **Office Held or Trustee** Secretary

9. **Term Begins - Month** February

10. **Term Begins - Year (year)** 2021

11. **Term Expires** December

12. **Term Expires - Year (yyyy)** 2023

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 (mm/dd/yyyy) was taken** 02/23/2021

15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 02/23/2021

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?**

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

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.   Trustee Name   Ingrid Jensen

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Martha Hardesty

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Jason Moore

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Blixy Taetzsch

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Melisa Sidle

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   LaWanda Cook

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Nina Miller

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Liam G.B. Murphy

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Nina Scholtz

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Don Trotter

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

1.   Trustee Name   Shelley Wong

**2.   Has the trustee participated in trustee   N
education in the last calendar year (2021)?**

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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.

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   Y
public funds? If yes, complete one record for
each taxing authority; if no, go to question 11.3.**

1.   Source of Funds   County

**2.   Name of funding County, Municipality Tompkins County
or School District**

3.   Amount $3,298,191

**4.   Subject to public vote held in   N/A
reporting 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 $15,000

**4.   Subject to public vote held in   N
reporting 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	$14,650
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

11.2	**TOTAL LOCAL PUBLIC FUNDS**	**$3,327,841**

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$34,230
11.4	Record all Central Library Services Aid monies received from system headquarters	$116,101
11.5	Additional State Aid received from the System	$4,775
11.6	Federal Aid received from the System	$7,866
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)**	**$162,972**

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	$13,582

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$589,865
11.12	**TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)**	**$589,865**
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$191,435
11.15	Fund Raising	$38,000

11.16	Income from Investments	$1,648
11.17	Library Charges	$10,744
11.18	Other	$215,000

11.19   TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) $456,827

11.20   TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) $4,551,087

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 2021 (Same as Question 12.40 of previous year if fiscal year has not changed) $896,272

11.26   GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) $5,447,359

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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 $933,782

12.2	Other Staff	$992,755

12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2) — $1,926,537

12.4	Employee Benefits Expenditures	$1,170,438

12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4) — $3,096,975

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$178,133
12.7	Electronic Materials Expenditures	$64,815
12.8	Other Materials Expenditures	$84,899

12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) — $327,847

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$51,217
12.11	From Other Funds (71OF)	$0

12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11) — $51,217

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0
12.14	From Other Funds (72OF)	$0

12.15 Total Repairs (Add Questions 12.13 and 12.14) — $0

12.16	Other Disbursements for Operation & Maintenance of Buildings	$18,852

12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) — $18,852

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$62,266
12.19	Telecommunications	$21,180
12.20	Postage and Freight	$103
12.21	Professional & Consultant Fees	$207,328

12.22	Equipment	$24,042
12.23	Other Miscellaneous	$42,146
12.24	**Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)**	**$357,065**

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	**$65,800**

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0
12.27	From Other Funds (73OF)	$0
12.28	**Total (Add Questions 12.26 and 12.27)**	$0

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service (Add Questions 12.28, 12.29 and 12.30)**	$0

12.32	**TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)**	**$3,917,756**

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)**	$0
12.36	Transfer to Other Funds	$0
12.37	**TOTAL TRANSFERS (Add Questions 12.35 and 12.36)**	$0

12.38   TOTAL DISBURSEMENTS AND $3,917,756
TRANSFERS (Add Questions 12.32 and 12.37)

12.39   BALANCE IN OPERATING FUND - $1,529,603
Ending Balance for the Fiscal Year Ending
2021

12.40   GRAND TOTAL DISBURSEMENTS, $5,447,359
TRANSFERS & BALANCE (Add Questions
12.38 and 12.39; same as Question 11.26)

ASSURANCE

12.41   The Library operated in accordance   02/22/2022
with all provisions of Education Law and the
Regulations of the Commissioner, and assures
that the "Annual Report" was reviewed and
accepted by the Library Board on (date -
mm/dd/yyyy).

FISCAL AUDIT

12.42   Last audit performed (mm/dd/yyyy)   06/02/2021

12.43   Time period covered by this audit   01/01/2020-12/31/2020
(mm/dd/yyyy) - (mm/dd/yyyy)

12.44   Indicate type of audit (select one):   **Private Accounting Firm**

CAPITAL FUND

12.45   Does the library have a Capital Fund?   N
Enter Y for Yes, N for No. If No, stop here. If
Yes, complete the Capital Fund 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 $0
Sources

13.2   All Other Revenues from Local $0
Sources

13.3   Total Revenues from Local Sources $0
(Add Questions 13.1 and 13.2)

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 12.35)** $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 2021 (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 here 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 $0
(Add Questions 14.1, 14.2 and 14.6)**

**14.8   TRANSFER TO OPERATING FUND $0
(Same as Question 11.22)**

14.9   NON-PROJECT EXPENDITURES $0

**14.10   TOTAL CASH DISBURSEMENTS $0
AND TRANSFERS (Add Questions 14.7, 14.8
and 14.9)**

**14.11   BALANCE IN CAPITAL FUND - $0
Ending Balance for the Fiscal Year Ending
2021**

**14.12   TOTAL CASH DISBURSEMENTS $0
AND BALANCE (Add Questions 14.10 and
14.11; same as Question 13.13)**

15. CENTRAL LIBRARIES

CENTRAL LIBRARY SERVICES AID (CLSA)

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Reference: Education Law § 273(1)(b)
Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of $0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of $105,000, and an additional $71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services 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.

Library expenditures from Central Library Services Aid may only be used 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, 2021. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 Professional Salaries: Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1	Total Full-Time Equivalents (FTE)	.31
15.1.2	Total Expenditure for Professional Salaries	$24,321

15.1.3 - 15.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3	Total Full-Time Equivalents (FTE)	1.1
15.1.4	Total Expenditures for Other Staff Salaries	$38,572

15.1.5	Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).	$38,208

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

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	$15,000

15.1.7   Total Expenditure - Purchased $15,000
Services

15.1.8   Supplies and Materials: Did the   N
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.

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

15.1.9   Total Expenditure - Supplies and $0
Materials

15.1.10   Travel Expenditures: Did the   N
central/co-central library expend funds for
travel? Enter Y for Yes, N for No.

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

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

15.1.11   Total Expenditures - Travel $0

15.1.12   Equipment and Furnishings: Did the   N
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.

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

15.1.13   Total Expenditure - Equipment and $0
Furnishings

15.1.14   Total Expenditure (total 15.1.2, 15.1.4, $116,101
15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)

15.1.15   Cash Balance at the Opening of the $0
Fiscal Year (total 15.1.15a + 15.1.15b)
NOTE: The opening balance must be the same
as the closing balance of the previous year.

15.1.15a CBA Cash Balance at the Opening of $0
the Fiscal Year

15.1.15b CLDA Cash Balance at the Opening of $0
the Fiscal Year.

15.1.16   Total Allocation received from the $116,101
system:

15.1.17   Cash Balance at the end of the $0
Current Fiscal Year (total 15.1.16 - 15.1.14 +
15.1.15)

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

$15,000 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. $15,974 was used to support the materials receiving activity at the Central Library. $85,127 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**	**12.25**
16.2	**Total Librarians**	**15.75**
16.3	**All Other Paid Staff**	**18.38**
16.4	**Total Paid Employees**	**34.13**
16.5	**State Government Revenue**	**$168,688**
16.6	**Federal Government Revenue**	**$597,731**
16.7	**Other Operating Revenue**	**$456,827**
16.8	**Total Operating Revenue**	**$4,551,087**
16.9	**Other Operating Expenditures**	**$441,717**
16.10	**Total Operating Expenditures**	**$3,866,539**
16.11	**Total Capital Expenditures**	**$51,217**
16.12	**Print Materials**	**202,287**
16.13	**Total Registered Borrowers**	**37,811**
16.14	**Other Capital Revenue and Receipts**	**$0**
16.15	**Number of Internet Computers Used by General Public**	**39**

16.16   **Total Uses (sessions) of Public Internet   6,904
Computers Per Year**

16.17   **Wireless Sessions**   3,649

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: **Teresa Vadakin**

Phone Number: **(607) 272-4557**

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

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

**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!**