

Tompkins County Public Library

Annual Report For Public And Association Libraries - 2017

1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss even if the report is locked. The Microsoft Edge browser cannot be used.

Report all information in Part 1 as of December 31, 2017, except for questions related to the current library director/manager (questions 1.36 through 1.41).

- | | | |
|------|---|---------------------------------------|
| 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 | 01/01/2017 |
| 1.7 | Ending Fiscal Reporting Year | 12/31/2017 |
| 1.8 | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report? | No |
| 1.9 | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A |

1.11	Beginning <u>Local</u> Fiscal Year	01/01/2017
1.12	Ending <u>Local</u> Fiscal Year	12/31/2017
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	101 E GREEN STREET
1.15	City	ITHACA
1.16	Zip Code	14850
1.17	Mailing Address	101 E GREEN STREET
1.18	City	ITHACA
1.19	Zip Code	14850
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 272-4557
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 272-8111
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	abirdsall@tcpl.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://tcpl.org/
1.24	Population Chartered to Serve (per 2010 Census)	101,564
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC

- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): County
- 1.27 During the reporting year, has there been any change to the library's legal 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 1.45, report all information for the current library director/manager.

1.37	Title of Library Director/ Manager (select one):	Mrs.
1.38	First Name of Library Director/Manager	Annette
1.39	Last Name of Library Director/Manager	Birdsall
1.40	NYS Public Librarian Certification Number	20580
1.41	What is the highest education level of the library manager/director?	Master's Degree
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.44	E-mail Address of the Director/Manager	abirdsall@tcpl.org
1.45	Fax Number of the Director/Manager	(607) 272-8111
1.46	Is the library a member of the New York State and Local Retirement System?	Y
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	N

1.48 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2017? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49. N

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

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

3. Date the vote was held (mm/dd/2017) N/A

4. Was the vote successful? Y/N N/A

5. What type of public vote was it? N/A

6a. Most recent prior year approved appropriation from a public vote: N/A

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

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

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

1.49 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2017) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50. N

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

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

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

4. What type of public vote was it?

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

1.50 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.51. 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

1.51 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. Y

Note: Renovations were completed this year in two phases which necessitated some advance weeding and some closed hours as needed.

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

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

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	65,032
2.2	Adult Non-fiction Books	53,286
2.3	Total Adult Books (Total questions 2.1 & 2.2)	118,318
2.4	Children's Fiction Books	37,412
2.5	Children's Non-fiction Books	26,584
2.6	Total Children's Books (Total questions 2.4 & 2.5)	63,996

2.7 Total Cataloged Books (Total questions 2.3 & 2.6) 182,314

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) 185,632

ALL OTHER MATERIALS

Electronic Materials

2.13 Electronic Books 9,895

2.14 Local Electronic Collections 1

Note: System databases are no longer counted on this line.

2.15 NOVEL_{NY} Electronic Collections 16

2.16 Total Electronic Collections (Total questions 2.14 and 2.15) 17

2.17 Audio - Downloadable Units 4,412

2.18 Video - Downloadable Units 1,156

Note: Per new instructions we are reporting individual library circs instead of whole system holdings.

2.19 Other Electronic Materials 0
(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.)

2.20 Total Electronic Materials (Total 15,480 questions 2.13, 2.16, 2.17, 2.18 and 2.19)

Note: Per new instructions we are reporting individual library circs instead of whole system holdings.

Non-Electronic Materials

2.21 Audio - Physical Units 16,513

2.22 Video - Physical Units 16,675

2.23 Other Non-Electronic Materials 292
(includes films, slides, etc.)

2.24 Total Other Materials Holdings 33,480
(Total questions 2.21 through 2.23)

2.25 **GRAND TOTAL HOLDINGS** 234,592
(Total questions 2.12, 2.20 and 2.24)

CURRENT SERIAL SUBSCRIPTIONS

2.26 Current Print Serial Subscriptions 146

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27 Cataloged Books 12,730

2.28 All Other Print Materials 0

2.29 Electronic Materials 1,589

Note: Per new instructions we are reporting individual library numbers instead of whole system holdings.

2.30 All Other Materials 2,415

2.31 Total Additions (Total questions 16,734
2.27 through 2.30)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2017 calendar year. Please click [here](#) to read general instructions before completing this section.

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

LIBRARY USE

3.1 Library visits (total annual attendance) 351,624

Note: As previously mentioned library was closed for renovations for a few days.

3.2 Registered resident borrowers 33,158

3.3 Registered non-resident borrowers 4,875

Please report information on WRITTEN POLICIES as of 12/31/17.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4 Does the library have an open meeting policy? Y

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

3.6 Does the library have an Internet use policy? Y

3.7 Does the library have a disaster plan? Y

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

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

Please report information on ACCESSIBILITY as of 12/31/17.

ACCESSIBILITY (Answer Y for Yes, N for No)

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

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

3.12 Does the library have large print books? Y

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

3.14 - If so, what do you have?

screen reader, such as JAWS or Windoweyes No

refreshable Braille keyboard No

screen magnification software, such as Zoomtext Yes

electronic scanning and reading software, such as OpenBook No

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

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

LIBRARY SPONSORED PROGRAMS

3.16	Adult Program Sessions	194
3.17	Young Adult Program Sessions	117
3.18	Children's Program Sessions	829
3.19	All Other Program Sessions	124
3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	1,264
3.21	One-on-One Program Sessions	199
3.22	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.23	Adult Program Attendance	6,110
3.24	Young Adult Program Attendance	1,735
3.25	Children's Program Attendance	22,121
3.26	All Other Program Attendance	439
3.27	Total Program Attendance (Total questions 3.23 through 3.26)	30,405
3.28	One-on-One Program Attendance	199

**Please report information on SUMMER READING PROGRAMS for the 2017 calendar year.
SUMMER READING PROGRAM**

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2017 (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

3.30 Library outlets offering a summer reading program 1

3.31 Children registered for the library's summer reading program 3,057

3.32 Young adults registered for the library's summer reading program 70

3.33 Adults registered for the library's summer reading program 33

3.34 Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33) 3,160

3.35 Children's program sessions - Summer 2017 224

3.36	Young adult program sessions - Summer 2017	16
3.37	Adult program sessions - Summer 2017	26
3.38	Total program sessions - Summer 2017 (total 3.35 + 3.36 + 3.37)	266
3.39	Children's program attendance - Summer 2017	7,732
3.40	Young adult program attendance - Summer 2017	324
3.41	Adult program attendance - Summer 2017	672
3.42	Total program attendance - Summer 2017 (total 3.39 + 3.40 + 3.41)	8,728

COLLABORATORS

3.43	Public school district(s) and/or BOCES	2
3.44	Non-public school(s)	1
3.45	Childcare center(s)	1
3.46	Summer camp(s)	4
3.47	Municipality/Municipalities	2
3.48	Literacy provider(s)	2
3.49	Other (describe using the State note)	25

Note: Local Business Donations

3.50 Total Collaborators (total 3.43 37 through 3.49)

Please report information on EARLY LITERACY PROGRAMS for the 2017 calendar year.

EARLY LITERACY PROGRAMS

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

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

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

b. Focus on parents & caregivers Yes

c. Combined audience Yes

d. N/A No

3.53 - Number of sessions

a. Focus on birth - school entry (kindergarten) 177

b. Focus on parents & caregivers 4

c. Combined audience 360

d. N/A 0

3.54 Total Sessions 541

3.55 - Attendance at sessions

a. Focus on birth - school entry (kindergarten) 5,436

b. Focus on parents & caregivers 142

c.	Combined audience	3,073
d.	N/A	0
3.56	Total Attendance	8,651

3.57 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	Yes

Note: Finger Lakes Independence Center Kids Discover the Trail/Discovery Trail, Mary Beth Inken - Local Artist, Stiller Zusman - Local Artist, Tompkins Community Action/Head Start, Racker Center, Greater Ithaca Activities Center, Cornell Companions, Diane Hamilton - Yoga Instructor, Jill Barbuti van Leuken (Baby Signs Instructor)

Please report information on ADULT LITERACY for the 2017 calendar year.

ADULT LITERACY

3.58 Did the library offer adult literacy programs? Yes

3.59 Total group program sessions 9

3.60 Total one-on-one program sessions 0

3.61 Total group program attendance 247

3.62 Total one-on-one program attendance 0

3.63 - 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 Schools | No |
| d. | Other (see instructions and describe using Note) | Yes |

Note: Challenge Workforce, BEAM,

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2017 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.65 Children's program sessions **268**

3.66 Young adult program sessions **0**

3.67 Adult program sessions **5**

3.68 **Total program sessions (total 3.65 + 3.66 + 3.67) 273**

3.69 One-on-one program sessions **0**

3.70 Children's program attendance **454**

3.71 Young adult program attendance **0**

3.72 Adult program attendance **48**

3.73 **Total program attendance (total 3.70 + 3.71 + 3.72) 502**

3.74 One-on-one program attendance 0

3.75 - Collaborators (check all that apply):

a. Literacy NY (Literacy Volunteers of America) No

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

Note: TST BOCES

c. Non-Public School(s) Yes

Note: Tompkins Learning Partners, Community ESL at Cornell,

d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2017 calendar year.

DIGITAL LITERACY

3.76 Did the library offer digital literacy programs? Y

3.77 Total group program sessions 7

3.78 Total one-on-one program sessions 71

3.79 Total group program attendance 67

3.80 Total one-on-one program attendance 71

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	120,121
4.2	Adult Non-fiction Books	98,902
4.3	Total Adult Books (Total questions 4.1 & 4.2)	219,023
4.4	Children's Fiction Books	205,244
4.5	Children's Non-fiction Books	39,141
4.6	Total Children's Books (Total questions 4.4 & 4.5)	244,385
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	463,408

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	211,315
4.9	Circulation of Children's Other Materials	56,653
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	267,968
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	731,376

ELECTRONIC USE

4.12	Use of Electronic Material	56,011
4.13	Successful Retrieval of Electronic Information	0

Note: As per new instructions, the system is reporting this number.

4.14	Electronic Content Use (Total questions 4.12 & 4.13)	56,011
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4.15 Total Circulation of Materials 787,387
(Total questions 4.11 & 4.12)

4.16 Total Collection Use (Total 787,387
questions 4.13 & 4.15)

4.17 Grand Total Circulation of 301,038
Children's Materials (Total questions
4.6 & 4.9)

REFERENCE TRANSACTIONS

4.18 Total Reference Transactions 31,054

4.19 Does the library offer virtual Y
reference?

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS 31,438
RECEIVED

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS 36,323
PROVIDED

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2017.

SYSTEMS AND SERVICES

5.1 Automated circulation Y
system?

5.2 Online public access catalog Y
(OPAC)?

5.3 Electronic access to the OPAC Y
from outside the library?

5.4 Annual number of visits to the 247,809
library's web site

- 5.5 Does the library use Internet filtering software on any computer? N
- 5.6 Name of the person responsible for the library's Information Technology (IT) services Charlie Young
- 5.7 IT contact's telephone number (enter 10 digits only and hit the Tab key) (607) 272-4557
- 5.8 IT contact's email address sherpa@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) 11.88
- 6.5 Vacant Librarian (certified) 1.51
- 6.6 Library Manager (not certified) 0
- 6.7 Vacant Library Manager (not certified) 0

6.8	Library Specialist/Paraprofessional (not certified)	3
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	24.36
6.11	Vacant Other Staff	0.86
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	40.24
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	2.37

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$50,778
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$97,000
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2017. 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 population served. (see instructions) Y

8. Maintains a facility to meet community needs, including adequate:

7.8 8a. space Y

7.9 8b. lighting Y

7.10 8c. shelving Y

7.11 8d. seating Y

7.12 8e. restroom (see instructions) Y

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13 9a. telephone Y

7.14 9b. photocopier (see instructions) Y

7.15 9c. microcomputer or terminal Y

7.16 9d. printer Y

7.17 9e. Fax capability (see instructions) Y

7.18 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. Y

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

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library 1

8.2 Branches 0

8.3 Bookmobiles 0

8.4 Other Outlets 2

8.5 TOTAL PUBLIC SERVICE 3
OUTLETS (Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours 60.00
- Main Library

8.7 Minimum Weekly Total Hours 0.00
- Branch Libraries

8.8 Minimum Weekly Total Hours 0.00
- Bookmobiles

8.9 Minimum Weekly Total Hours 60.00
- Total Hours Open (Total questions
8.6 - 8.8)

8.10 Annual Total Hours - Main 2,917.00
Library

8.11 Annual Total Hours - Branch 0.00
Libraries

8.12 Annual Total Hours - 0.00
Bookmobiles

8.13 Annual Hours Open - Total 2,917.00
Hours Open (Total questions 8.10
through 8.12)

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to bibliostat@btol.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** 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** 2,917
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 229
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 40,560
28. Type of connection on the outlet's public Internet computers Fiber
29. Maximum download speed of connection on the outlet's public Internet computers 6 Greater than or equal to 6 mbps and less than 10 mbps
30. Maximum upload speed of connection on the outlet's public Internet computers 6 Greater than or equal to 6 mbps and less than 10 mbps

- | | | |
|-----|---|-------------------|
| 31. | Internet Provider | Clarity Connect |
| 32. | WiFi Access | Password required |
| 33. | Number of wireless sessions provided by the library wireless service per year | 36,920 |

Note: Wireless statistics became inaccurate in September. Estimated based on YTD change in September.

34.	Does the outlet have interactive videoconferencing capability for public use?	N
-----	---	---

35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
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36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
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37.	<i>LIBID</i>	2400613230
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38.	<i>FSCSID</i>	NY0160
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39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
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40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)
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10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2017. 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, 2017 to December 31, 2017)	12
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NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? **Yes**

10.3 If yes, what is the range? **5 to 15**

10.4 If your library has a range, how many 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)? **15**

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, 2018. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant **Mr.**

10.10 First Name **Bruce**

10.11 Last Name **Ryan**

10.12	Mailing Address	44 N Lansing School Rd
10.13	City	Groton
10.14	Zip Code (5 digits only)	13073
10.15	Phone (enter 10 digits only)	(607) 533-3587
10.16	E-mail Address	bruceryan44@gmail.com
10.17	Term Begins - Month	January
10.18	Term Begins - Year (yyyy)	2016
10.19	Term Expires - Month	December
10.20	Term Expires - Year (yyyy)	2018
10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	01/26/2016
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/27/2016
10.24	Is this a brand new trustee?	N

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

1. Title of Board Member (select Mr. one):

2. **First Name of Board Member** Kenneth
3. **Last Name of Board Member** McClane
4. **Mailing Address** 114 Glenside Rd.
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** kam6@cornell.edu
8. **Office Held or Trustee** Vice President
9. **Term Begins - Month** January
10. **Term Begins - Year (year)** 2017
11. **Term Expires** December
12. **Term Expires - Year (yyyy)** 2019
13. **Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).** Yes
14. **The date the Oath of Office (mm/dd/yyyy) was taken** 02/14/2017
15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 02/14/2017
16. **Is this a brand new trustee?** N
1. **Title of Board Member (select one):** Mr.
2. **First Name of Board Member** Thompson

3. **Last Name of Board Member** Terry
4. **Mailing Address** 145 Brown Rd
5. **City** West Danby
6. **Zip Code (5 digits only)** 14883
7. **E-mail address** thompsonterry@yahoo.com
8. **Office Held or Trustee** Financial Officer
9. **Term Begins - Month** January
10. **Term Begins - Year (year)** 2018
11. **Term Expires** December
12. **Term Expires - Year (yyyy)** 2020
13. **Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).** Yes
14. **The date the Oath of Office (mm/dd/yyyy) was taken** 01/23/2018
15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 01/25/2018
16. **Is this a brand new trustee?** N
1. **Title of Board Member (select one):** Ms.
2. **First Name of Board Member** Ingrid
3. **Last Name of Board Member** Jensen

4. **Mailing Address** 108 Auburn Street
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** imj8@cornell.edu
8. **Office Held or Trustee** Secretary
9. **Term Begins - Month** January
10. **Term Begins - Year (year)** 2017
11. **Term Expires** December
12. **Term Expires - Year (yyyy)** 2018

13. **Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).** No

Note: Appointed to complete remainder of term of trustee who resigned.

14. **The date the Oath of Office (mm/dd/yyyy) was taken** 02/27/17

15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 02/28/17

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

1. **Title of Board Member (select one):** Ms.

2. **First Name of Board Member** Kristine

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

4. **Mailing Address** 708 Mitchell Street
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** altuchk@tc3.edu
8. **Office Held or Trustee** Trustee
9. **Term Begins - Month** January
10. **Term Begins - Year (year)** 2018
11. **Term Expires** December
12. **Term Expires - Year (yyyy)** 2020
13. **Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).** Yes
14. **The date the Oath of Office (mm/dd/yyyy) was taken** 01/23/2018
15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 01/25/2018
16. **Is this a brand new trustee?** N
1. **Title of Board Member (select one):** Ms.
2. **First Name of Board Member** Martha
3. **Last Name of Board Member** Hardesty
4. **Mailing Address** 102 W Main Street

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

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

7. E-mail address Lmaurer@ithaca.edu
8. Office Held or Trustee Trustee
9. Term Begins - Month May
10. Term Begins - Year (year) 2016
11. Term Expires December
12. Term Expires - Year (yyyy) 2018
13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 06/07/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/07/2016
16. Is this a brand new trustee? N
1. Title of Board Member (select one): Ms.
2. First Name of Board Member Nina
3. Last Name of Board Member Miller
4. Mailing Address 241 Strawberry Hill Circle #2
5. City Ithaca
6. Zip Code (5 digits only) 14850
7. E-mail address nkmler39@gmail.com

- 8. **Office Held or Trustee** **Trustee**
- 9. **Term Begins - Month** **January**
- 10. **Term Begins - Year (year)** **2017**
- 11. **Term Expires** **December**
- 12. **Term Expires - Year (yyyy)** **2018**

13. **Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).** **No**

Note: Trustee appointed to complete remainder of a term of trustee who resigned their position.

14. **The date the Oath of Office (mm/dd/yyyy) was taken** **01/25/2017**

15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** **01/25/2017**

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

1. **Title of Board Member (select one):** **Ms.**

2. **First Name of Board Member** **Nina**

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

4. **Mailing Address** **6 Ladoga Park Rd**

5. **City** **Lansing**

6. **Zip Code (5 digits only)** **14882**

7. **E-mail address** **nbscholtz@gmail.com**

8. **Office Held or Trustee** **Trustee**
9. **Term Begins - Month** **August**
10. **Term Begins - Year (year)** **2017**
11. **Term Expires** **December**
12. **Term Expires - Year (yyyy)** **2019**

13. **Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).** **No**

Note: Delay in filling vacancy.

14. **The date the Oath of Office (mm/dd/yyyy) was taken** **8/22/2017**

15. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** **8/24/2017**

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

1. **Title of Board Member (select one):** **Ms.**

2. **First Name of Board Member** **Shelley**

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

4. **Mailing Address** **108 Irving Place**

5. **City** **Ithaca**

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

7. **E-mail address** **ssw6@cornell.edu**

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

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3. **Y**

- | | | |
|----|---|-----------------|
| 1. | Source of Funds | County |
| 2. | Name of funding County, Municipality or District | Tompkins County |
| 3. | Amount | \$3,403,415 |
| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N/A |

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

5. Written Contractual Agreement	Y
1. Source of Funds	City
2. Name of funding County, Municipality or District	City of Ithaca
3. Amount	\$15,237
4. Subject to public vote held in reporting year or in a previous reporting year(s).	N

5. Written Contractual Agreement	Y
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11.2 TOTAL LOCAL PUBLIC FUNDS	\$3,428,652
--------------------------------------	--------------------

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)	\$32,428
---	-----------------

11.4 Central Library Aid (CLDA and/or CBA) \$98,298

Note: Amount of aid \$98,298. \$36 over payment moved to 11.7 - other cash grants.

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

Note: We received less bullet Aid in 2017 than we did in 2016.

11.6 Federal Aid received from the System \$0

11.7 Other Cash Grants \$386

Note: Includes \$36 overpayment of Central Library Aid.

11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) \$133,612

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants \$0

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA \$0

11.11 Other Federal Aid \$0

11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11) \$0

11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE \$0

OTHER RECEIPTS

11.14 Gifts and Endowments \$90,324

Note: Fundraising efforts impeded by capital campaign completion.

11.15 Fund Raising \$50,000

11.16 Income from Investments \$1,271

11.17 Library Charges \$67,161

11.18 Other \$295,136

Note: 2016 increase was one time only grant from the Friends of the Library.

11.19 **TOTAL OTHER RECEIPTS** \$503,892
(Add Questions 11.14, 11.15, 11.16,
11.17 and 11.18)

11.20 **TOTAL OPERATING FUND** \$4,066,156
RECEIPTS (Add Questions 11.2,
11.8, 11.9, 11.12, 11.13 and 11.19)

11.21 BUDGET LOANS \$0

TRANSFERS

11.22 From Capital Fund (Same as \$0
Question 14.8)

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS** (Add \$0
Questions 11.22 and 11.23)

11.25 **BALANCE IN OPERATING** \$514,672
FUND - Beginning Balance for Fiscal
Year Ending 2017 (Same as Question
12.40 of previous year if fiscal year
has not changed)

**11.26 GRAND TOTAL RECEIPTS, \$4,580,828
BUDGET LOANS, TRANSFERS
AND BALANCE (Add Questions
11.20, 11.21, 11.24 and 11.25; Same as
Question 12.41)**

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians \$939,983

12.2 Other Staff \$1,095,289

12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2) \$2,035,272

12.4 Employee Benefits Expenditures \$1,091,520

12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4) \$3,126,792

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$183,038

12.7 Electronic Materials Expenditures \$34,552

12.8 Other Materials Expenditures \$66,404

12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) \$283,994

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) \$70,525

Note: Only local funds received in 2017.

12.11 From Other Funds (71OF) \$0

Note: Only local funds received in 2017.

12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11) \$70,525

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 \$16,750

12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) \$16,750

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$88,531

Note: Needs increased as a result of the capital project.

12.19 Telecommunications \$20,232

12.20 Binding Expenses \$321

12.21 Postage and Freight \$1,511

12.22 Professional & Consultant Fees \$245,040

Note: Needs increased as a result of the capital project.

12.23 Equipment \$0

12.24 Other Miscellaneous \$81,938

Note: Staff development plans delayed until 2018 due to capital project.

12.25 Total Miscellaneous Expenses \$437,573
(Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)

12.26 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE \$67,100

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27 From Local Public Funds (73PF) \$0

12.28 From Other Funds (73OF) \$0

12.29 Total (Add Questions 12.27 and 12.28) \$0

12.30 Budget Loans (Principal and Interest) \$0

12.31 Short-Term Loans \$0

12.32 Total Debt Service (Add Questions 12.29, 12.30 and 12.31) \$0

12.33 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) \$4,002,734

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) \$4,002,734

12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2017 \$578,094

12.41 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26) \$4,580,828

ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 02/27/2018

FISCAL AUDIT

- 12.43 Last audit performed (mm/dd/yyyy) 05/15/2017
- 12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2016-12/31/2016
- 12.45 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

- 12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

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 \$750,000
- 13.3 **Total Revenues from Local Sources (Add Questions 13.1 and 13.2)** \$750,000

Note: 21st Century Library Capital Project commenced in 2017.

STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received for Construction \$49,735
- 13.5 Other State Aid \$0

13.6 Total State Aid (Add Questions 13.4 and 13.5) \$49,735

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) \$799,735

13.10 NON-REVENUE RECEIPTS \$0

13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) \$799,735

Note: 21st Century Library Capital Project commenced in 2017.

13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2017 (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) \$799,735

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 \$332,856

14.2 Incidental Construction \$347,527

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)	\$680,383
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)	\$680,383
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2017	\$119,352
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$799,735

15. CENTRAL LIBRARIES

CENTRAL BOOK AID (CBA)

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

Reference: Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. The fiscal year for Central Book Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2017. Do not report funds spent by the public library system on the Library's behalf.

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Provider of Services | N/A |
| 3. | Expenditure | N/A |

15.1.2 Total Expenditure - Purchased Services \$0

15.1.3 Supplies and Materials: Did the central/co-central library expend CBA funds for adult non-fiction and foreign language library materials? Enter Y for Yes, N for No. 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, 2, 3, and 4 of one repeating group.

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Quantity | N/A |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | N/A |

15.1.4 Total Expenditure - Supplies and Materials \$0

15.1.5 Total Expenditure (total 15.1.2 and 15.1.4) \$0

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

15.1.7 Total Allocation received from the system. \$0

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

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

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, 2017. 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- .23
Time Equivalents
(FTE)**

**15.2.2 Total \$16,266
Expenditure for
Professional
Salaries**

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- 1.17
Time Equivalents
(FTE)**

**15.2.4 Total \$38,859
Expenditures for
Other Staff
Salaries**

15.2.5 Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). \$31,173

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 Technology Group |
| 3. Expenditure | \$12,000 |

15.2.7 Total Expenditure - Purchased Services \$12,000

15.2.8 Supplies and Materials: N
Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1. N/A
Expenditure Category

2. N/A
Expenditure

15.2.9 Total Expenditure - Supplies and Materials \$0

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

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

1. Type of travel N/A

2. Expenditure N/A

15.2.11 Total Expenditures - Travel \$0

15.2.12 Equipment and Furnishings: Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.

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) \$98,298

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

15.2.16 Total **\$98,298**
Allocation
received from the
system:

15.2.17 Cash **\$0**
Balance at the end
of the Current
Fiscal Year (total
15.2.16 - 15.2.14 +
15.2.15)

15.2.18 Final **\$12,000 was used to support**
Narrative: **a portion of the cost of the**
Provide a brief **Polaris Integrated Library**
narrative, no **System, which is used by**
more than five **the Central Library for**
hundred (500) **cataloging, maintaining and**
words, describing **circulating the CBA**
the major **collection. \$14,303 was**
activities carried **used to support the**
out with these **materials receiving activity**
State Aid Funds. **at the Central Library.**
 \$72,031 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 **12.59**
ALA-MLS

16.2	Total Librarians	15.22
16.3	All Other Paid Staff	22.07
16.4	Total Paid Employees	37.29
16.5	State Government Revenue	\$133,226
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$504,278
16.8	Total Operating Revenue	\$4,066,156
16.9	Other Operating Expenditures	\$521,423
16.10	Total Operating Expenditures	\$3,932,209
16.11	Total Capital Expenditures	\$750,908
16.12	Print Materials	185,632
16.13	Total Registered Borrowers	38,033
16.14	Other Capital Revenue and Receipts	\$750,000

Note: 21st Century Library Capital Project commenced in 2017.

**16.15 Number 50
of internet
computers used
by general public**

**16.16 Total 40,560
Uses (sessions) of
Public Internet
Computers Per
Year**

**16.17 Total 36,920
Wireless Sessions
Provided by the
Library Wireless
Service Per Year**

**17. FOR NEW YORK STATE
LIBRARY USE ONLY**

17.1 LIB ID 2400613230

**17.2 ME
Interlibrary
Relationship
Code**

**17.3 Legal CO
Basis Code**

**17.4 SO
Administrative
Structure Code**

**17.5 FSCS Y
Public Library
Definition**

**17.6 CO1
Geographic Code**

17.7 FSCS ID NY0160

**17.8 SED 610600700023
CODE**

**17.9 800000036374
INSTITUTION
ID**

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:**

**Applying
this resource
(Collect) will
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!**