

# Tompkins County Public Library

## Annual Report For Public And Association Libraries - 2020

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

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

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

Report all information in Part 1 as of December 31, 2020, 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  | 01/01/2020                            |
| 1.7 | Ending Fiscal Reporting Year   | 12/31/2020                            |
| 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	01/01/2020
1.12	Ending <u>Local</u> Fiscal Year	12/31/2020
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 <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 current library director/manager.

1.37 First Name of Library Director/Manager                      Annette

1.38 Last Name of Library Director/Manager                      Birdsall

1.39 NYS Public Librarian Certification Number                      20580

1.40 What is the highest education level of the library manager/director?                      Master's Degree

1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?                      Y

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.                      Y

1.43 E-mail Address of the Director/Manager                      abirdsall@tcpl.org

1.44 Fax Number of the Director/Manager                      (607) 272-8111

1.45 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 subject to a public vote(s) held during Calendar Year 2020? (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. 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/2020) 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 Q1.46 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 appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) 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. 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

**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 Note; if no, please go to Part 2, Library Collection.

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

## 2. LIBRARY COLLECTION

### 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	71,349
2.2	Adult Non-fiction Books	55,834
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	127,183
2.4	Children's Fiction Books	39,269
2.5	Children's Non-fiction Books	25,902
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	65,171

2.7 Total Cataloged Books (Total questions 2.3 & 2.6) 192,354

### Other Print Materials

2.8 Total Uncataloged Books 0

2.9 Total Print Serials 1,627

**Note:** Lower due to COVID

2.10 All Other Print Materials 0

2.11 Total Other Print Materials (Total questions 2.8 through 2.10) 1,627

2.12 Total Print Materials (Total questions 2.7 and 2.11) 193,981

### ALL OTHER MATERIALS

#### Electronic Materials

2.13 Electronic Books 25,223

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

2.14 Local Electronic Collections 2

2.15 NOVEL<sub>NY</sub> Electronic Collections 15

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

2.17 Audio - Downloadable Units 8,152

2.18 Video - Downloadable Units 0

**Note:** We discontinued our subscription to Hoopla, our video service.



2.19 Other Electronic Materials 229  
(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 33,621 questions 2.13, 2.16, 2.17, 2.18 and 2.19)

**Note:** Diverted print budget to electronic funds when library had reduced in person services due to Covid-19.

### Non-Electronic Materials

2.21 Audio - Physical Units 15,685

2.22 Video - Physical Units 17,862

2.23 Other Non-Electronic Materials 765  
(includes films, slides, etc.)

2.24 Total Other Materials Holdings 34,312  
(Total questions 2.21 through 2.23)

### Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS** 261,914  
(Total questions 2.12, 2.20 and 2.24)

**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26 Cataloged Books 5,588

**Note:** Due to COVID-19 we did not order the same number of materials due to limited hours of operation and a reduced budget.

2.27 All Other Print Materials 0

2.28 Electronic Materials 10,520

2.29 All Other Materials 1,142

2.30 Total Additions (Total questions 17,250  
2.26 through 2.29)

**Note:** Ordering was suspended from March through September due to Covid-19 workplace restrictions.

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

#### Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2020 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) 77,697

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

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

3.2 Registered resident borrowers 30,011

3.3 Registered non-resident borrowers 5,199

Please report information on WRITTEN POLICIES as of 12/31/20.

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

3.4 Does the library have an open meeting policy? Y

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

3.6 Does the library have an Internet use policy? Y

3.7 Does the library have a disaster plan? Y

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

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

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

Please report information on ACCESSIBILITY as of 12/31/20.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

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

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

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

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

**3.15 - If so, what do you have?**

screen reader, such as JAWS, Windoweyes or NVDA No

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, Yes  
such as Zoomtext

electronic scanning and No  
reading software, such as OpenBook

3.16 Is the library registered for Y  
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)?

#### Library Sponsored Programs/Summer Reading Program

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

#### LIBRARY SPONSORED PROGRAMS

3.17 Adult Program Sessions 207

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

3.18 Young Adult Program 38  
Sessions

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

3.19 Children's Program Sessions 219

Note: COVID-19 drastically impacted our numbers.

3.20 All Other Program Sessions 22

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

3.21 Total Number of Program 486  
Sessions (Total questions 3.17 through  
3.20)

3.22 One-on-One Program Sessions 64

Note: COVID-19 drastically impacted our numbers.

**3.23 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes**

**3.24 Adult Program Attendance 4,476**

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

**3.25 Young Adult Program Attendance 1,013**

**Note: 5,379**

**3.26 Children's Program Attendance 5,379**

**Note: COVID-19 drastically impacted our numbers.**

**3.27 All Other Program Attendance 741**

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

**3.28 Total Program Attendance (Total questions 3.24 through 3.27) 11,609**

**3.29 One-on-One Program Attendance 64**

**Note: COVID-19 impacted the numbers.**

**Please report information on SUMMER READING PROGRAMS for the 2020 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 2020 (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

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

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 2,487

Note: COVID-19 impacted the numbers for SRP.

3.33 Young adults registered for the library's summer reading program 45

Note: COVID-19 impacted the numbers for SRP.

3.34 Adults registered for the library's summer reading program 17

Note: COVID-19 impacted the numbers for SRP.

3.35 Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34) 2,549

3.36 Children's program sessions - Summer 2020 45

Note: COVID-19 impacted the numbers for SRP.

3.37 Young adult program sessions - Summer 2020 33

Note: COVID-19 impacted the numbers for SRP.

**3.38 Adult program sessions - Summer 2020 3**

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

**3.39 Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38) 81**

**3.40 Children's program attendance - Summer 2020 2,122**

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

**3.41 Young adult program attendance - Summer 2020 469**

**3.42 Adult program attendance - Summer 2020 102**

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

**3.43 Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42) 2,693**

### **COLLABORATORS**

**3.44 Public school district(s) and/or BOCES 8**

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

**3.46 Childcare center(s) 3**

**3.47 Summer camp(s) 2**

**3.48 Municipality/Municipalities 0**

**3.49 Literacy provider(s) 0**

**3.50 Other (describe using the State note) 2**

**Note: Moreland the Magician, CircusCulture**

**3.51 Total Collaborators (total 3.44 through 3.50) 16**

**Early/Adult/English Speaker/Digital Literacy**

**Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.**

**EARLY LITERACY PROGRAMS**

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

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

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

**b. Focus on parents & caregivers Yes**

**c. Combined audience Yes**

**d. N/A No**

**3.54 - Number of sessions**

**a. Focus on birth - school entry (kindergarten) 80**

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

**b. Focus on parents & caregivers 5**

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

**c. Combined audience 2**

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



d. N/A 0

**3.55 Total Sessions 87**

**3.56 - Attendance at sessions**

a. Focus on birth - school entry 1,928  
(kindergarten)

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

b. Focus on parents & caregivers 95

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

c. Combined audience 173

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

d. N/A 0

**3.57 Total Attendance 2,196**

**3.58 - Collaborators (check all that apply):**

a. Childcare center(s) Yes

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

c. Non-Public School(s) Yes

d. Health care providers/agencies No

e. Other (describe using the State note) Yes

Note: Note: Childrens Reading Connection

Please report information on ADULT LITERACY for the 2020 calendar year.

**ADULT LITERACY**

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

**3.60 Total group program sessions 10**

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

**3.61 Total one-on-one program sessions 8**

**3.62 Total group program attendance 82**

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

**3.63 Total one-on-one program attendance 8**

**3.64 - 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 Schools Yes**

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

**Note: Tompkins County Jail, Challenge Workforce, Reuse, Women's Opportunity Center**

**Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2020 calendar year.**

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

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

**3.66 Children's program sessions 10**

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

**3.67 Young adult program sessions 61**

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

**3.68 Adult program sessions 12**

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

**3.69 Total program sessions (total 83  
3.66 + 3.67 + 3.68)**

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

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

**3.71 Children's program 320  
attendance**

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

**3.72 Young adult program 985  
attendance**

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

**3.73 Adult program attendance 82**

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

**3.74 Total program attendance 1,387  
(total 3.71 + 3.72 + 3.73)**

**3.75 One-on-one program 0  
attendance**

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

**3.76 - Collaborators (check all that apply):**

**a. Literacy NY (Literacy Yes  
Volunteers of America)**

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

**Please report information on DIGITAL LITERACY for the 2020 calendar year.**  
**DIGITAL LITERACY**

**3.77 Did the library offer digital literacy programs?**                      **Y**

**3.78 Total group program sessions**                      **13**

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

**3.79 Total one-on-one program sessions**                      **44**

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

**3.80 Total group program attendance**                      **109**

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

**3.81 Total one-on-one program attendance**                      **44**

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

**3.82 Did your library offer teen-led activities during the 2020 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 not considered part of circulation.)

#### CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books 54,005

Note: COVID-19 impacted our circulation numbers.

4.2 Adult Non-fiction Books 40,553

Note: COVID-19 impacted our circulation numbers.

4.3 **Total Adult Books (Total questions 4.1 & 4.2)** 94,558

Note: COVID-19 impacted our circulation numbers.

4.4 Children's Fiction Books 93,490

Note: COVID-19 impacted our circulation numbers.

4.5 Children's Non-fiction Books 20,509

Note: COVID-19 impacted our circulation numbers.

4.6 **Total Children's Books (Total questions 4.4 & 4.5)** 113,999

Note: COVID-19 impacted our circulation numbers.

4.7 **Total Cataloged Book Circulation (Total question 4.3 & 4.6)** 208,557

Note: COVID-19 impacted our circulation numbers.

#### CIRCULATION OF OTHER MATERIALS

4.8 Circulation of Adult Other Materials 48,515

Note: COVID-19 impacted our circulation numbers.

4.9 Circulation of Children's Other Materials 10,451

Note: COVID-19 impacted our circulation numbers.

**4.10 Total Circulation of Other Materials (Total questions 4.8, 4.9) 58,966**

**Note: COVID-19 impacted our circulation numbers.**

**4.11 Physical Item Circulation (Total questions 4.7 & 4.10) 267,523**

**Note: COVID-19 impacted our circulation numbers.**

#### **ELECTRONIC USE**

**4.12 Use of Electronic Material 114,614**

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

**4.13 Successful Retrieval of Electronic Information 2,029**

**4.14 Electronic Content Use (Total questions 4.12 & 4.13) 116,643**

**4.15 Total Circulation of Materials (Total questions 4.11 & 4.12) 382,137**

**Note: COVID-19 impacted our circulation numbers.**

**4.16 Total Collection Use (Total questions 4.13 & 4.15) 384,166**

**Note: COVID-19 impacted our circulation numbers.**

**4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 124,450**

**Note: COVID-19 impacted our circulation numbers.**

#### **REFERENCE TRANSACTIONS**

**4.18 Total Reference Transactions 9,387**

**Note: COVID-19 impacted our reference numbers.**

**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 **38,178**

#### **INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

**4.21** TOTAL MATERIALS PROVIDED **24,163**

### **5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2020.

#### **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 **324,570**

**5.5** Does the library use Internet filtering software on any computer? **N**

**5.6** Does your library use social media? **Y**

- 5.7 Does the library file for E-rate benefits? N
- 5.8 Is the library part of a consortium for E-rate benefits? N
- 5.9 If yes, in which consortium are you participating? N/A
- 5.10 Name of the person responsible for the library's Information Technology (IT) services Charlie Young
- 5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) (607) 272-4557
- 5.12 IT contact's email address cbyoung@compcenter.com

## 6. STAFF INFORMATION

**Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.**

### FTE (FULL-TIME EQUIVALENT CALCULATION)

- 6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

- 6.2 Library Director (certified) 1
- 6.3 Vacant Library Director (certified) 0
- 6.4 Librarian (certified) 12.86
- 6.5 Vacant Librarian (certified) 0



<b>6.6</b>	<b>Library Manager (not certified)</b>	<b>0</b>
<b>6.7</b>	<b>Vacant Library Manager (not certified)</b>	<b>0</b>
<b>6.8</b>	<b>Library Specialist/Paraprofessional (not certified)</b>	<b>3.51</b>
<b>6.9</b>	<b>Vacant Library Specialist/Paraprofessional (not certified)</b>	<b>0</b>
<b>6.10</b>	<b>Other Staff</b>	<b>19.49</b>

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

<b>6.11</b>	<b>Vacant Other Staff</b>	<b>0</b>
<b>6.12</b>	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	<b>36.86</b>
<b>6.13</b>	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	<b>0.00</b>

#### **SALARY INFORMATION**

<b>6.14</b>	<b>FTE - Entry Level Librarian (certified)</b>	<b>1</b>
<b>6.15</b>	<b>Salary - Entry Level Librarian (certified)</b>	<b>\$54,145</b>
<b>6.16</b>	<b>FTE - Library Director (certified)</b>	<b>1</b>
<b>6.17</b>	<b>Salary - Library Director (certified)</b>	<b>\$102,907</b>
<b>6.18</b>	<b>FTE - Library Manager (not certified)</b>	<b>0</b>

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

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2020. 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) N

Note: Not open standard number of hours due to COVID

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

## **7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)**

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of December 31, 2020. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

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

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

3. Provides a board-approved written 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. Y

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

5. Annually prepares and publishes a 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. Y

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

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

**Note: Not open standard number of hours due to COVID**

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

**8a. space** Y

**8b. lighting** Y

**8c. shelving** Y

**8d. seating** Y

**8e. power infrastructure** Y

**8f. data infrastructure** Y

**8g. public restroom** Y

**9. Provides programming to address community needs, as outlined in the library's long-range plan of service.** Y

**10. Provides**

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

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

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y

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

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

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

## 8. PUBLIC SERVICE INFORMATION

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

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

8.1 Main Library 1

8.2 Branches 0

8.3 Bookmobiles 0

8.4 Other Outlets 2

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

**PUBLIC SERVICE HOURS - Report hours to two decimal places.**

**8.6 Minimum Weekly Total Hours 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 926.00**  
**Library**

**8.11 Annual Total Hours - Branch 0.00**  
**Libraries**

**8.12 Annual Total Hours - 0.00**  
**Bookmobiles**

**8.13 Annual Hours Open - Total 926.00**  
**Hours Open (Total questions 8.10**  
**through 8.12)**

**Note: Hours Reduced due to COVID Closures.**

## **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 March 7, 2020 to December 31, 2020.**

**CV1 Were any of the library's Yes**  
**outlets physically closed to the public**  
**for any period of time due to the**  
**Coronavirus (COVID-19) pandemic?**

**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? Yes**

**CV3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes**

**CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? Yes**

**CV5 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**

**CV6 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**

**CV7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes**

**CV8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes**

**CV9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes**



CV10 Report total number of recordings of program content during COVID-19 pandemic. Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year. 102

CV11 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? No

CV12 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes

CV13 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? No

CV14 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

## 9. SERVICE OUTLET INFORMATION

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

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

**If you have multiple libraries**, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto: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** 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** 926
16. **Number of Weeks This Outlet is Open** 38
- 16a **Number of weeks an outlet closed due to COVID-19** 14
- 16b **Number of weeks an outlet had limited occupancy due to COVID-19** 28

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

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

19. Total number of non-library sponsored programs, meetings and/or events at this outlet 74

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

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

27. Number of uses (sessions) of public Internet computers per year 8,057

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. Number of wireless sessions provided by the library wireless service per year                       | 10,648  |
| 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. <i>LIBID</i>  | 2400613230  |
| 38. <i>FSCSID</i>   | NY0160  |
| 39. <i>Number of Bookmobiles in the Bookmobile Outlet Record</i>  | 0   |
| 40. <i>Outlet Structure Status</i>  | 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, 2020. 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, 2020 to December 31, 2020) 11**

### **NUMBER OF TRUSTEES AND TERMS**

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

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

**10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? 15**

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

**10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes**

**10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 3**

### **BOARD MEMBER SELECTION**

**10.8 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)**

**List Officers and Board Members as of February 1, 2021. 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**

<b>10.9</b>	<b>First Name</b>	<b>Ingrid</b>
<b>10.10</b>	<b>Last Name</b>	<b>Jensen</b>
<b>10.11</b>	<b>Mailing Address</b>	<b>108 Auburn St</b>
<b>10.12</b>	<b>City</b>	<b>Ithaca</b>
<b>10.13</b>	<b>Zip Code (5 digits only)</b>	<b>14850</b>
<b>10.14</b>	<b>Phone (enter 10 digits only)</b>	<b>(203) 809-3725</b>
<b>10.15</b>	<b>E-mail Address</b>	<b>imj8@cornell.edu</b>
<b>10.16</b>	<b>Term Begins - Month</b>	<b>January</b>
<b>10.17</b>	<b>Term Begins - Year (yyyy)</b>	<b>2019</b>
<b>10.18</b>	<b>Term Expires - Month</b>	<b>December</b>
<b>10.19</b>	<b>Term Expires - Year (yyyy)</b>	<b>2021</b>
<b>10.20</b>	<b>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.</b>	<b>Yes</b>
<b>10.21</b>	<b>The date the Oath of Office was taken (mm/dd/yyyy)</b>	<b>02/19/2019</b>
<b>10.22</b>	<b>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</b>	<b>02/19/2019</b>
<b>10.23</b>	<b>Is this a brand new trustee?</b>	<b>N</b>

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](mailto: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 Trustee
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 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 thompsonsterry@yahoo.com
8. Office Held or Trustee Financial Officer
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 02/23/2021**

**15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/24/2021**

**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 Secretary**

**9. Term Begins - Month January**

**10. Term Begins - Year (year) 2019**

**11. Term Expires December**

**12. Term Expires - Year (yyyy) 2021**

- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.** **Yes**
- 14. The date the Oath of Office (mm/dd/yyyy) was taken** **12/27/2018**
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** **12/27/2018**
- 16. Is this a brand new trustee?** **N**
- 1. Status** **Filled**
- 2. First Name of Board Member** **Jason**
- 3. Last Name of Board Member** **Moore**
- 4. Mailing Address** **66 Searles Rd**
- 5. City** **Groton**
- 6. Zip Code (5 digits only)** **13073**
- 7. E-mail address** **jmoore@tompkinsfinancial.com**
- 8. Office Held or Trustee** **Vice President**
- 9. Term Begins - Month** **January**
- 10. Term Begins - Year (year)** **2020**
- 11. Term Expires** **December**

12. Term Expires - Year (yyyy) 2022
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/15/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/25/2020
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member LaWanda
3. Last Name of Board Member Cook
4. Mailing Address 1216 E Pointe Drive
5. City Ithaca
6. Zip Code (5 digits only) 14850
7. E-mail address lhc62@cornell.edu
8. Office Held or Trustee Trustee
9. Term Begins - Month February

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

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**

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

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?**      **Y**

1. **Status**      **Filled**

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

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

4. **Mailing Address**      **107 Eastwood Ave**

5. **City**      **Ithaca**

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

7. **E-mail address**      **maureen.gilroy@icsd.k12.ny.us**

- 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) 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. No

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

- 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? Y

- 1. Status Filled
- 2. First Name of Board Member Anthony
- 3. Last Name of Board Member Martinez
- 4. Mailing Address 428 E Seneca St
- 5. City Ithaca

6. Zip Code (5 digits only) 14850
7. E-mail address amartinez1208@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 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 Nina
3. Last Name of Board Member Miller
4. Mailing Address 241 Strawberry Circle #2

5. City Ithaca
6. Zip Code (5 digits only) 14850
7. E-mail address nkmiller39@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2019
11. Term Expires December
12. Term Expires - Year (yyyy) 2021
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 01/31/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/04/2019
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Liam G. B.
3. Last Name of Board Member Murphy

- |            |  |                                  |
|------------|--|----------------------------------|
| <b>4.</b>  | <b>Mailing Address</b>   | <b>78 Genung Circle</b>          |
| <b>5.</b>  | <b>City</b>  | <b>Ithaca</b>                    |
| <b>6.</b>  | <b>Zip Code (5 digits only)</b>  | <b>14850</b>                     |
| <b>7.</b>  | <b>E-mail address</b>  | <b>liamgbmurphy@twcny.rr.com</b> |
| <b>8.</b>  | <b>Office Held or Trustee</b>  | <b>Trustee</b>                   |
| <b>9.</b>  | <b>Term Begins - Month</b>   | <b>January</b>                   |
| <b>10.</b> | <b>Term Begins - Year (year)</b>   | <b>2019</b>                      |
| <b>11.</b> | <b>Term Expires</b>  | <b>December</b>                  |
| <b>12.</b> | <b>Term Expires - Year (yyyy)</b>  | <b>2021</b>                      |
| <b>13.</b> | <b>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.</b> | <b>Yes</b>                       |
| <b>14.</b> | <b>The date the Oath of Office (mm/dd/yyyy) was taken</b>  | <b>01/10/2019</b>                |
| <b>15.</b> | <b>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</b>  | <b>01/10/2019</b>                |
| <b>16.</b> | <b>Is this a brand new trustee?</b>  | <b>N</b>                         |
| <b>1.</b>  | <b>Status</b>  | <b>Filled</b>                    |
| <b>2.</b>  | <b>First Name of Board Member</b>  | <b>Nina</b>                      |



3. **Last Name of Board Member** Scholtz
4. **Mailing Address** 63 Water Wagon Rd
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** nbscholtz@gmail.com
8. **Office Held or Trustee** Trustee
9. **Term Begins - Month** January
10. **Term Begins - Year (year)** 2020
11. **Term Expires** December
12. **Term Expires - Year (yyyy)** 2022
13. **Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify 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** 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** **Trustee**
9. **Term Begins - Month** **February**

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

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**

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

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? Y
1. Status Filled
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) 2020
11. Term Expires December
12. Term Expires - Year (yyyy) 2022
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was 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 Don
3. Last Name of Board Member Trotter
4. Mailing Address 749 Millard Hill Rd
5. City Newfield
6. Zip Code (5 digits only) 14867
7. E-mail address dtrotter@twcny.rr.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 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 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, 2020. These trustees will not be exactly the same as the trustees listed in the section above.**

**1. Trustee Name Martha Hardesty**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Jamie Loehr**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Anthony Martinez**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Nina Miller**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Jason Moore**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Liam Murphy**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Nina Scholtz**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Shelley Wong**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Don Trotter**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Ingrid Jensen**

**2. Has the trustee participated in trustee education in the last calendar year (2020)? Y**

**1. Trustee Name Thompson Terry**

2. Has the trustee participated in trustee education in the last calendar year (2020)? **Y**

1. Trustee Name **Blixy Taetzsch**

2. Has the trustee participated in trustee education in the last calendar year (2020)? **Y**

1. Trustee Name **Luca Maurer**

2. Has the trustee participated in trustee education in the last calendar year (2020)? **Y**

1. Trustee Name **Vacant**

2. Has the trustee participated in trustee education in the last calendar year (2020)? **N**

1. Trustee Name **Vacant**

2. Has the trustee participated in trustee education in the last calendar year (2020)? **N**

## **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 [here](#) to read general instructions before completing this section.

### **LOCAL PUBLIC FUNDS**

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

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



- |   |                        |
|---|------------------------|
| <b>1. Source of Funds</b>   | <b>County</b>          |
| <b>2. Name of funding County, Municipality or School District</b>                           | <b>Tompkins County</b> |
| <b>3. Amount</b>  | <b>\$3,234,110</b>     |
| <b>4. Subject to public vote held in reporting year or in a previous reporting year(s).</b> | <b>N/A</b>             |
| <b>5. Written Contractual Agreement</b>   | <b>N/A</b>             |

- |   |                       |
|---|-----------------------|
| <b>1. Source of Funds</b>   | <b>Town</b>           |
| <b>2. Name of funding County, Municipality or School District</b>                           | <b>Town of Ithaca</b> |
| <b>3. Amount</b>  | <b>\$15,000</b>       |
| <b>4. Subject to public vote held in reporting year or in a previous reporting year(s).</b> | <b>N</b>              |
| <b>5. Written Contractual Agreement</b>   | <b>Y</b>              |

- |   |                       |
|---|-----------------------|
| <b>1. Source of Funds</b>   | <b>City</b>           |
| <b>2. Name of funding County, Municipality or School District</b>                           | <b>City of Ithaca</b> |
| <b>3. Amount</b>  | <b>\$22,077</b>       |
| <b>4. Subject to public vote held in reporting year or in a previous reporting year(s).</b> | <b>N</b>              |
| <b>5. Written Contractual Agreement</b>   | <b>Y</b>              |

**11.2 TOTAL LOCAL PUBLIC FUNDS \$3,271,187**

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

**11.3 Local Library Services Aid (LLSA) \$20,894**

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

**11.4 Central Library Aid (CLDA and/or CBA) \$77,410**

**11.5 Additional State Aid received from the System \$0**

**11.6 Federal Aid received from the System \$0**

**11.7 Other Cash Grants \$350**

**Note: FLLS Family Literacy Grant**

**11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) \$98,654**

**OTHER STATE AID**

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

**Federal Aid/Other Receipts**

**FEDERAL AID FOR LIBRARY OPERATION**

**11.10 LSTA \$0**

**11.11 Other Federal Aid \$461,000**

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

**11.12 TOTAL FEDERAL AID (Add \$461,000  
Questions 11.10 and 11.11)**

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

**OTHER RECEIPTS**

**11.14 Gifts and Endowments \$176,265**

**Note: Reduced funding due to COVID-19.**

**11.15 Fund Raising \$22,500**

**Note: Reduced funding due to COVID-19.**

**11.16 Income from Investments \$2,402**

**Note: Reduction due to COVID-19.**

**11.17 Library Charges \$8,084**

**Note: Reduced due to COVID-19.**

**11.18 Other \$237,493**

**11.19 TOTAL OTHER RECEIPTS \$446,744  
(Add Questions 11.14, 11.15, 11.16,  
11.17 and 11.18)**

**11.20 TOTAL OPERATING FUND \$4,277,585  
RECEIPTS (Add Questions 11.2,  
11.8, 11.9, 11.12, 11.13 and 11.19)**

**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 2020 (Same as Question 12.40 of previous year if fiscal year has not changed)** \$734,046

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)** \$5,011,631

## 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 \$1,042,940

12.2 Other Staff \$1,133,830

12.3 **Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)** \$2,176,770

12.4 Employee Benefits Expenditures \$1,230,399

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** \$3,407,169

## COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$94,920

Note: Reduced due to COVID-19.

12.7 Electronic Materials Expenditures \$73,448

12.8 Other Materials Expenditures \$69,741

Note: Reduced due to COVID-19.

12.9 **Total Collection Expenditures** \$238,109  
(Add Questions 12.6, 12.7 and 12.8)

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) \$41,153

Note: Reduced due to COVID-19.

12.11 From Other Funds (71OF) \$0

12.12 **Total Capital Expenditures** \$41,153  
(Add Questions 12.10 and 12.11)

## 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 \$18,303

**12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)** \$18,303

**MISCELLANEOUS EXPENSES**

**12.18 Office and Library Supplies** \$55,357

**Note: Reduced due to COVID-19.**

**12.19 Telecommunications** \$21,148

**12.20 Binding Expenses** \$0

**12.21 Postage and Freight** \$1,721

**12.22 Professional & Consultant Fees** \$205,153

**Note: Reduced due to COVID-19.**

**12.23 Equipment** \$22,438

**12.24 Other Miscellaneous** \$36,408

**Note: Reduced due to COVID-19.**

**12.25 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)** \$342,225

**Contracts/Debt Service/Transfers/Grand Total**

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

**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

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

**12.28 From Other Funds (73OF) \$0**

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

**Other Loans**

**12.30 Budget Loans (Principal and Interest) \$0**

**12.31 Short-Term Loans \$0**

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

**12.33 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) \$4,115,359**

**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)** \$4,115,359

**12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020** \$896,272

**12.41 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)** \$5,011,631

#### **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).** 02/23/2020

#### **FISCAL AUDIT**

**12.43 Last audit performed (mm/dd/yyyy)** 08/19/2020

**12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)** 01/01/2019 - 12/31/2019

**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.** N

### **13. CAPITAL FUND RECEIPTS**



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

#### REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$0

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

#### STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid (Add Questions 13.4 and 13.5)** \$0

#### FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID \$0

#### INTERFUND REVENUE

13.8 **Transfer from Operating Fund (Same as Question 12.36)** \$0

13.9 **TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)** \$0

13.10 NON-REVENUE RECEIPTS \$0

13.11 **TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)** \$0

**13.12 BALANCE IN CAPITAL \$0**  
**FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed)**

**13.13 TOTAL CASH RECEIPTS \$0**  
**AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)**

## **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 \$0**  
**(Add Questions 14.3, 14.4 and 14.5)**

**14.7 TOTAL PROJECT \$0**  
**EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)**

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

**14.9 NON-PROJECT \$0**  
**EXPENDITURES**

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

**14.11 BALANCE IN CAPITAL \$0**  
**FUND - Ending Balance for the Fiscal**  
**Year Ending 2020**

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

## **15. CENTRAL LIBRARIES**

Central Book Aid

### **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, 2020. 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: CBA expenditures are made by the Finger Lakes Library System.**

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

**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.**

**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**

## 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, 2020. Do not report funds spent by the public library system on the Library's behalf.

**15.2.1 - 15.2.2 Professional Salaries:** Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

**15.2.1 Total Full-Time Equivalents** .18  
(FTE)

**15.2.2 Total Expenditure for** \$13,416  
**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-Time Equivalents** .86  
(FTE)

**15.2.4 Total Expenditures for Other** \$29,796  
**Staff Salaries**

**15.2.5 Employee Benefits:** Indicate \$24,198  
the total expenditures for all  
central/co-central library employee  
benefits (paid from CLDA funds).

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

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

**If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.**

- |    |                      |                                |
|----|----------------------|--------------------------------|
| 1. | Expenditure Category | Vendor contract for automation |
| 2. | Provider of Services | Finger Lakes Library System    |
| 3. | Expenditure          | \$10,000                       |

**15.2.7 Total Expenditure - Purchased Services \$10,000**

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

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

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

- |    |                      |     |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Expenditure          | N/A |

**15.2.9 Total Expenditure - Supplies and Materials \$0**

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

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

1. Type of travel N/A

2. Expenditure N/A

**15.2.11 Total Expenditures - Travel** \$0

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

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item N/A

2. Quantity N/A

3. Unit cost N/A

4. Expenditure N/A

**15.2.13 Total Expenditure - Equipment and Furnishings** \$0

**15.2.14 Total Expenditure (total 15.2.2, 15.2.4, 15.2.5, 15.2.7, 15.2.9, 15.2.11 and 15.2.13)** \$77,410



**15.2.15 Cash Balance at the Opening of the Fiscal Year** \$0

**NOTE: The opening balance must be the same as the closing balance of the previous year.**

**15.2.16 Total Allocation received from the system:** \$77,410

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

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

**\$10,000 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. \$12,038 was used to support the materials receiving activity at the Central Library. \$55,372 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** 12.13

**16.2 Total Librarians** 15.20

**16.3 All Other Paid Staff** 17.05

**16.4 Total Paid Employees** 32.25

**16.5 State Government Revenue** \$98,304

**16.6 Federal Government Revenue** \$461,000

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

**16.7 Other Operating Revenue** \$447,094

**16.8 Total Operating Revenue** \$4,277,585

<b>16.9</b>	<b>Other Operating Expenditures</b>	<b>\$428,928</b>
<b>16.10</b>	<b>Total Operating Expenditures</b>	<b>\$4,074,206</b>
<b>16.11</b>	<b>Total Capital Expenditures</b>	<b>\$41,153</b>
<b>16.12</b>	<b>Print Materials</b>	<b>193,981</b>
<b>16.13</b>	<b>Total Registered Borrowers</b>	<b>35,210</b>
<b>16.14</b>	<b>Other Capital Revenue and Receipts</b>	<b>\$0</b>
<b>16.15</b>	<b>Total Number of Internet Terminals Used by the General Public</b>	<b>50</b>
<b>16.16</b>	<b>Total Uses (sessions) of Public Internet Computers Per Year</b>	<b>8,057</b>
<b>16.17</b>	<b>Total Wireless Sessions Provided by the Library Wireless Service Per Year</b>	<b>10,648</b>
<b>16.18</b>	<b>Total Capital Revenue</b>	<b>\$0</b>

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

<b>17.1</b>	<b><i>LIB ID</i></b>	<b>2400613230</b>
<b>17.2</b>	<b><i>Interlibrary Relationship Code</i></b>	<b>ME</b>
<b>17.3</b>	<b><i>Legal Basis Code</i></b>	<b>CO</b>
<b>17.4</b>	<b><i>Administrative Structure Code</i></b>	<b>SO</b>
<b>17.5</b>	<b><i>FSCS Public Library Definition</i></b>	<b>Y</b>
<b>17.6</b>	<b><i>Geographic Code</i></b>	<b>CO1</b>

17.7 *FSCS ID* NY0160  
17.8 *SED CODE* 610600700023  
17.9 *INSTITUTION ID* 800000036374

## **SUGGESTED IMPROVEMENTS**

**Library Name:** TOMPKINS COUNTY PUBLIC LIBRARY

**Library System:** Finger Lakes Library System

**Name of Person Completing Form:** Annette Birdsall

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

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

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

**Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!**