

# Tompkins County Public Library

## Annual Report For Public And Association Libraries - 2002

### 1. General Library Information

Report all information in Part 1 as of December 31, 2002

1.1	<i>Library ID Number: SYSTCD</i>	24
1.2	<i>SUBSYSTCD</i>	00
1.3	<i>COCD</i>	61
1.4	<i>LIBCD</i>	3230
1.5	<i>Library Name</i>	Tompkins County Public Library
1.6	<i>Community</i>	Ithaca *
1.7	<i>Beginning Fiscal Reporting Year (mm/dd/yyyy)</i>	1/1/2002
1.8	<i>Ending Fiscal Reporting Year (mm/dd/yyyy)</i>	12/31/2002
1.9	<i>Street Address</i>	101 E Green Street
1.10	<i>City</i>	Ithaca
1.11	<i>Zip Code (5 Digits Only)</i>	14850
1.12	<i>Four-Digit Zip Code Extension (Enter N/A if unknown)</i>	5613
1.13	<i>Mailing Address</i>	101 E Green Street
1.14	<i>City</i>	Ithaca

- 1.15 Zip Code (5 Digits Only) 14850
- 1.16 Four-Digit Zip Code Extension 5613  
(Enter N/A if unknown)
- 1.17 Telephone Number - enter 10 digits only (Enter N/A if no telephone number) (607) 272-4557
- 1.18 Fax Number - enter 10 digits only (Enter N/A if no fax number) (607) 272-8111
- 1.19 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) jsteiner@tcpl.org
- 1.20 Library Home Page URL (Enter N/A if no home page URL) www.tcpl.org
- 1.21 *Indicate the type of library as stated in the library's charter:* PUBLIC
- 1.22 *Population Chartered to Serve (per 2000 Census)* 96501
- State:** Tompkins County Public Library operates with a reduced schedule during July & August. The Library has been unable to negotiate with the union to open Saturdays during the summer. Negotiations are continuing for 2003 openings.
- 1.23 *Indicate the area chartered to serve as stated in the library's charter:* County
- 1.24 *Federal Employer Identification Number* 161098211
- 1.25 *County* Tompkins
- 1.26 *School District* Ithaca City School District
- 1.27 *Library System* Finger Lakes Library System
- 1.28 Title of Library Director/ Manager (select one): Ms.

1.29	First Name of Library Director/Manager	Janet
1.30	Last Name of Library Director/Manager	Steiner
1.31	NYS Public Librarian Certification Number	16603
1.32	E-mail Address of the Director/Manager	jsteiner@tcpl.org
1.33	Fax Number of the Director/Manager	(607) 272-8111
1.34	Indicate the type of charter the library currently holds (select one):	ABSOLUTE
1.35	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 (mm/dd/yyyy)	6291973
1.36	Date the library was last registered (mm/dd/yyyy)	1231970
1.37	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.38	Was all or part of the library's budget subject to a public vote for the fiscal year ending in 2002? Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, must answer N/A in questions below.	N
1.	Name of municipality or district holding the vote	N/A

2. Dollar amount N/A

3. Was the vote successful? N

1.39 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? If yes, please complete one record for each record. If no, must answer N/A in questions below. 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

#### REPORT OF UNUSUAL CIRCUMSTANCE(S)

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 explain the circumstance(s) and the impact on the library using the state note; if no, please go to Part 2, Library Collection.

1.40 Unusual circumstance(s) and the impact on the library N

## 2. Library Collection

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

### CATALOGED BOOK HOLDINGS

2.1	Adult Fiction Books	52,254
2.2	Adult Non-fiction Books	58,392
2.3	<b>TOTAL Adult Books (Total questions 2.1 &amp; 2.2)</b>	110,646
2.4	Children's Fiction Books	30,125
2.5	Children's Non-fiction Books	18,839
2.6	<b>TOTAL Children's Books (Total questions 2.4 &amp; 2.5)</b>	48,964
2.7	<b>TOTAL CATALOGED BOOKS (Total questions 2.3 &amp; 2.6)</b>	159,610

#### **UNCATALOGED BOOK HOLDINGS**

2.8	TOTAL UNCATALOGED BOOK HOLDINGS	0
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#### **SERIAL HOLDINGS**

2.9	TOTAL SERIALS (Count print and microform only. Do <u>not</u> count electronic holdings).	3,754
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#### **AUDIO-VISUAL HOLDINGS**

2.10	Audio recordings (includes CDs, tapes, etc.)	10,717
2.11	Video recordings (includes VHS, DVD, etc.)	10,632
2.12	Other Audio-Visual materials (includes films, slides, filmstrips, etc.)	0

2.13 TOTAL AUDIO-VISUAL 21,349  
(Total questions 2.10 - 2.12)

#### OTHER MATERIAL HOLDINGS

2.14 CD-ROMs 14

2.15 Other Materials in Electronic 13  
Format

2.16 All Other Materials 1,420

2.17 TOTAL OTHER MATERIAL 1,447  
HOLDINGS (Total questions 2.14 -  
2.16)

**State:** Tompkins County Public Library is using a more precise method of determining inventory this year.

2.18 GRAND TOTAL HOLDINGS 186,160  
(Total questions 2.7, 2.8, 2.9, 2.13 and  
2.17)

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

2.19 Cataloged Books 25,353

2.20 Serials 328

2.21 Audio-Visual 2,748

2.22 Other Materials 62

**State:** Due to the low volume in this category, expenditures are not accounted for separately.

2.23 TOTAL ADDITIONS (Total 28,491  
questions 2.19 - 2.22)

#### CURRENT SUBSCRIPTION TITLES

2.24	TOTAL PRINT AND MICROFORM SUBSCRIPTION TITLES	328
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### **3. Programs, Policies and Services**

Report all information as of the end of the fiscal year reported in Part 1.

#### **LIBRARY SPONSORED PROGRAMS**

3.1	Adult Program Sessions	113
3.2	Young Adult Program Sessions	31
3.3	Children's Program Sessions	200
3.4	All Other Program Sessions	0
3.5	Adult Program Attendance	3,180
3.6	Young Adult Program Attendance	596
3.7	Children's Program Attendance	11,065
3.8	All Other Program Attendance	0

#### **LIBRARY USE**

3.9	Library visits (total annual attendance)	550,282
3.10	Registered borrowers	46,523
3.11	Registered non-resident borrowers	4,510

#### **WRITTEN POLICIES**

3.12 Does the library have an open meeting policy? Y

3.13 Does the library have a policy which protects the confidentiality of library records? Y

3.14 Does the library have an Internet use policy? Y

3.15 Does the library have a disaster policy? N

## ACCESSIBILITY

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

3.17 Does the library have devices for the deaf and hearing impaired (TTY/TDD)? N

## 4. Library Transactions

Report all transactions as of the end of the fiscal year reported in Part 1.

### CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books 171,840

4.2 Adult Non-fiction Books 185,265

4.3 **TOTAL Adult Books (Total questions 4.1 & 4.2)** 357,105

4.4 Children's Fiction Books 200,874

4.5 Children's Non-fiction Books 53,751



4.6 TOTAL Children's Books (Total 254,625  
questions 4.4 & 4.5)

4.7 TOTAL CATALOGED BOOK 611,730  
CIRCULATION (Total questions 4.3 &  
4.6)

#### **CIRCULATION OF OTHER MATERIALS**

4.8 Circulation of Adult Other 239,925  
Materials

4.9 Circulation of Children's Other 98,524  
Materials

4.10 TOTAL CIRCULATION OF 338,449  
OTHER MATERIALS (Total questions  
4.8 & 4.9)

4.11 GRAND TOTAL 950,179  
CIRCULATION TRANSACTIONS  
(Total questions 4.7 & 4.10)

4.12 GRAND TOTAL 353,149  
CIRCULATION OF CHILDREN'S  
MATERIALS (Total questions 4.6 &  
4.9)

#### **REFERENCE TRANSACTIONS**

4.13 Adult (Include Young Adult 35,000  
Transactions)

4.14 Children's 12,663

4.15 TOTAL REFERENCE 47,663  
TRANSACTIONS (Total questions  
4.13 & 4.14)

#### **INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.16 TOTAL MATERIALS 7,106  
RECEIVED

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

4.17 TOTAL MATERIALS 15,899  
PROVIDED

**5. Automation and Telecom.**

Report all information as of December 31, 2002.

**SYSTEMS AND SERVICES**

5.1 Automated circulation system? Y

5.2 Online public access catalog Y  
(OPAC)?

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

5.4 Microcomputer (IBM- Y  
compatible Pentium or greater) for staff  
use?

5.5 Microcomputer (IBM- Y  
compatible Pentium or greater) for  
public use?

5.6 Number of microcomputers 113  
(IBM-compatible Pentium or greater)

5.7 Does the library have Internet Y  
access?

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

5.9 Number of Internet terminals 64  
used by library staff only

5.10	Number of Internet terminals used by the general public	49
5.11	<b>Total number of Internet terminals (Total questions 5.9 &amp; 5.10)</b>	113
5.12	Number of in-library users (only) of electronic resources in a typical week	4,000
5.13	Instructions for library patrons by library staff or others on use of Internet resources?	Y
5.14	Access to electronic services (e.g., bibliographic and full-text databases, multi-media products, indexes or reference tools, and full text serials)?	Y
5.15	Capacity to place ILL/document delivery request electronically?	Y

## 6. Staff Information

Report all staff information as of the end of the fiscal year reported in Part 1.

### 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
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**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS** - Report positions to two decimal places.

6.2	Female Library Director (certified)	1
6.3	Male Library Director (certified)	0
6.4	Vacant Library Director (certified)	0

6.5	Female Librarian (certified)	11.5
6.6	Male Librarian (certified)	1
6.7	Vacant Librarian (certified)	.5
6.8	Female Library Manager (not certified)	0
6.9	Male Library Manager (not certified)	0
6.10	Vacant Library Manager (not certified)	0
6.11	Female Library Specialist/Paraprofessional (not certified)	3.5
6.12	Male Library Specialist/Paraprofessional (not certified)	0
6.13	Vacant Library Specialist/Paraprofessional (not certified)	0
6.14	Female Other Staff	23.6
6.15	Male Other Staff	9.3
6.16	Vacant Other Staff	0
6.17	Female Building Maintenance and Operation Staff	0
6.18	Male Building Maintenance and Operation Staff	0
6.19	Vacant Building Maintenance and Operation Staff	0

6.20 FEMALE TOTAL PAID STAFF 39.60  
(Total questions 6.2, 6.5, 6.8, 6.11, 6.14  
& 6.17)

6.21 MALE TOTAL PAID STAFF 10.30  
(Total questions 6.3, 6.6, 6.9, 6.12, 6.15  
& 6.18)

6.22 VACANT TOTAL PAID STAFF 0.50  
(Total questions 6.4, 6.7, 6.10, 6.13,  
6.16 & 6.19)

## **SALARY INFORMATION**

6.23 FTE - Entry Level Librarian 1  
(certified)

6.24 Salary - Entry Level Librarian \$34,616  
(certified)

6.25 FTE - Library Director 1  
(certified)

6.26 Salary - Library Director \$78,938  
(certified)

6.27 FTE - Library Manager (not 0  
certified)

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

## **7. Min. Public Library Standards**

Report all information as of December 31, 2002.

7.1 1. Is governed by board- Y  
approved written bylaws.

7.2 2. Has a board-approved written Y  
long range plan of service

7.3	3. Presents an annual report to the community	Y
7.4	4. Has board-approved written policies.	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y
7.6	6. Periodically evaluates the effectiveness of the 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

**State:** Tompkins County Public Library operates with a reduced schedule during July & August. The Library has been unable to negotiate with the union to open Saturdays during the summer. Negotiations are continuing for 2003 openings. K. Creenan following up per Diana McFarland at FLLS. 6/16/03 mh

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. Has the equipment and connections necessary to facilitate access to information:

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. telefacsimile capability (see instructions) Y

7.18 10. Distributes 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 section 90.8 of Commissioner's Regulations (see instructions). Y

## 8. Public Service Information

Report all information as of the end of the fiscal year reported in Part 1.

### 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	3
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	<b>4</b>

PUBLIC SERVICE HOURS - Report public service hours to two decimal places.

8.6 Minimum Weekly Total Hours - 51  
Main Library

8.7 Minimum Weekly Total Hours - 0  
Branch Libraries

8.8 Minimum Weekly Total Hours - 0  
Bookmobiles

8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	51.00
8.10	Weekly Total Hours for a Typical Week - Main Library	62
8.11	Weekly Total Hours for a Typical Week - Branch Libraries	0
8.12	Weekly Total Hours for a Typical Week - Bookmobiles	0
8.13	Weekly Total Hours for a Typical Week - Total Hours Open (Total questions 8.10 - 8.12)	62.00
8.14	Annual Total Hours - Main Library	2,989
8.15	Annual Total Hours - Branch Libraries	0
8.16	Annual Total Hours - Bookmobiles	0
8.17	Annual Hours Open - Total Hours Open (Total questions 8.14 - 8.16)	2,989.0

## 9. Service Outlet Information

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 detailed outlet information on main libraries, branches or bookmobiles only. Complete one record for each main library, branch or bookmobile.

1.	Outlet Name	Tompkins County Public Library
2.	Street Address	101 EAST GREEN STREET



3. City or Town ITHACA
4. Zip Code 14850
5. Four-Digit Zip Code Extension 5613
6. Phone (enter 10 digits only) 6072724557
7. Telefacsimile Number (enter 10 digits only) 6072728111
8. Internet E-mail Address jsteiner@tcpl.org
9. Outlet URL www.tcpl.org
10. County Tompkins
11. Outlet Type Code (select one): CE
12. Enter the appropriate outlet code (select one): LRF
13. Date of initial construction of the outlet 2000
14. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 2000
15. Square footage of the outlet 67,000
16. Does the outlet have a building entrance that is physically accessible to the person in a wheelchair? Y
17. Is every public part of the outlet accessible to the person in a wheelchair? Y
18. LIBID NY0160

- |     |  |            |
|-----|--|------------|
| 19. | <i>FSCSID</i>  | 2400613230 |
| 20. | <i>Metropolitan Status Code</i>                              | NO         |
| 21. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i> | 0          |

## 10. Officers and Trustees

Report information about trustee meetings as of December 31, 2002. All public and association libraries are required by Education Law to hold at least four meetings a year. Complete one record for each trustee.

### TRUSTEE MEETINGS

- |      |   |    |
|------|---|----|
| 10.1 | Total number of trustee meetings held during calendar year (January 1, 2002 to December 31, 2002) | 12 |
| 10.2 | Number of <u>voting</u> trustee positions on library board.                                       | 15 |

### TRUSTEE SELECTION

- |      |  |   |
|------|--|---|
| 10.3 | Enter Trustee Selection Code (select one): | A |
|------|--|---|

List Officers and Trustees for the *2003 Calendar Year*

- |    |                               |                   |
|----|-------------------------------|-------------------|
| 1. | First Name of Trustee         | Gary              |
| 2. | Last Name of Trustee          | Woloszyn          |
| 3. | Home Mailing Address          | 10 Evergreen Lane |
| 4. | City                          | Ithaca            |
| 5. | Zip Code (5 digits only)      | 14850             |
| 6. | Four-Digit Zip Code Extension | N/A               |

7.	Phone for the Board President only (enter 10 digits only)	(607) 277-1582
8.	E-mail address	Sharonwl@twcny.rr.com
9.	Office Held	Chairperson
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2003
1.	First Name of Trustee	Irene
2.	Last Name of Trustee	Stein
3.	Home Mailing Address	101 Brandywine Drive
4.	City	Ithaca
5.	Zip Code (5 digits only)	14850
6.	Four-Digit Zip Code Extension	N/A
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	istein@tomkins-co.org
9.	Office Held	Vice Chair
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2005
1.	First Name of Trustee	John
2.	Last Name of Trustee	Gilbert
3.	Home Mailing Address	303 Highgate Rd.

- |     |   |                   |
|-----|---|-------------------|
| 4.  | City  | Ithaca            |
| 5.  | Zip Code (5 digits only)                                  | 14850             |
| 6.  | Four-Digit Zip Code Extension                             | N/A               |
| 7.  | Phone for the Board President only (enter 10 digits only) | N/A               |
| 8.  | E-mail address  | ingerjack@msn.com |
| 9.  | Office Held   | Treasurer         |
| 10. | Term Expires - Month                                      | December          |
| 11. | Term Expires - Year (yyyy)                                | 2004              |
| 1.  | First Name of Trustee                                     | Tonya             |
| 2.  | Last Name of Trustee                                      | Engst             |
| 3.  | Home Mailing Address                                      | 50 Hickory Rd     |
| 4.  | City  | Ithaca            |
| 5.  | Zip Code (5 digits only)                                  | 14850             |
| 6.  | Four-Digit Zip Code Extension                             | N/A               |
| 7.  | Phone for the Board President only (enter 10 digits only) | N/A               |
| 8.  | E-mail address  | tonya@tidbits.com |
| 9.  | Office Held   | Secretary         |
| 10. | Term Expires - Month                                      | December          |
| 11. | Term Expires - Year (yyyy)                                | 2005              |

1. First Name of Trustee Rajindra
2. Last Name of Trustee Aneja
3. Home Mailing Address 322 Sunnyview Lane
4. City Ithaca
5. Zip Code (5 digits only) 14850
6. Four-Digit Zip Code Extension
7. Phone for the Board President only (enter 10 digits only)
8. E-mail address RajindraAneja@aol.com
9. Office Held
10. Term Expires - Month December
11. Term Expires - Year (yyyy) 2003
  
1. First Name of Trustee Laurie
2. Last Name of Trustee Brooks
3. Home Mailing Address 1107 Hanshaw Rd
4. City Ithaca
5. Zip Code (5 digits only) 14850
6. Four-Digit Zip Code Extension
7. Phone for the Board President only (enter 10 digits only)
8. E-mail address lbrooks@mail.tstbooces.org

- |     |   |                             |
|-----|---|-----------------------------|
| 9.  | Office Held   |                             |
| 10. | Term Expires - Month                                      | December                    |
| 11. | Term Expires - Year (yyyy)                                | 2003                        |
| 1.  | First Name of Trustee                                     | Thomas                      |
| 2.  | Last Name of Trustee                                      | Colbert                     |
| 3.  | Home Mailing Address                                      | 120 White Park Rd           |
| 4.  | City  | Ithaca                      |
| 5.  | Zip Code (5 digits only)                                  | 14850                       |
| 6.  | Four-Digit Zip Code Extension                             | N/A                         |
| 7.  | Phone for the Board President only (enter 10 digits only) | N/A                         |
| 8.  | E-mail address  | tomc@ineprop.compcenter.com |
| 9.  | Office Held   |                             |
| 10. | Term Expires - Month                                      | December                    |
| 11. | Term Expires - Year (yyyy)                                | 2003                        |
| 1.  | First Name of Trustee                                     | Ronald                      |
| 2.  | Last Name of Trustee                                      | Ehrenberg                   |
| 3.  | Home Mailing Address                                      | 125 Eastwood Terrace        |
| 4.  | City  | Ithaca                      |
| 5.  | Zip Code (5 digits only)                                  | 14850                       |

6. Four-Digit Zip Code Extension N/A

7. Phone for the Board President N/A  
only (enter 10 digits only)

8. E-mail address rge2@cornell.edu

9. Office Held

10. Term Expires - Month December

11. Term Expires - Year (yyyy) 2005

1. First Name of Trustee Carl

2. Last Name of Trustee Gortzig

3. Home Mailing Address 7 Stormy View Road

4. City Ithaca

5. Zip Code (5 digits only) 14850

6. Four-Digit Zip Code Extension N/A

7. Phone for the Board President N/A  
only (enter 10 digits only)

8. E-mail address cfg@cornell.edu

9. Office Held

10. Term Expires - Month December

11. Term Expires - Year (yyyy) 2004

1. First Name of Trustee Gary

2. Last Name of Trustee Ferguson

3. Home Mailing Address 1485 Mecklenburg Rd
4. City Ithaca
5. Zip Code (5 digits only) 14850
6. Four-Digit Zip Code Extension N/A
7. Phone for the Board President only (enter 10 digits only) N/A
8. E-mail address Ithaca@lightlink.com
9. Office Held
10. Term Expires - Month December
11. Term Expires - Year (yyyy) 2004
1. First Name of Trustee Martin
2. Last Name of Trustee Shapiro
3. Home Mailing Address 1962 Elmira Road
4. City Newfield
5. Zip Code (5 digits only) 14867
6. Four-Digit Zip Code Extension N/A
7. Phone for the Board President only (enter 10 digits only) N/A
8. E-mail address shepbear@aol.com
9. Office Held
10. Term Expires - Month December



- |     |   |                          |
|-----|---|--------------------------|
| 11. | Term Expires - Year (yyyy)                                | 2003                     |
| 1.  | First Name of Trustee                                     | Marcia                   |
| 2.  | Last Name of Trustee                                      | Fort                     |
| 3.  | Home Mailing Address                                      | 236 Floral Ave           |
| 4.  | City  | Ithaca                   |
| 5.  | Zip Code (5 digits only)                                  | 14850                    |
| 6.  | Four-Digit Zip Code Extension                             | N/A                      |
| 7.  | Phone for the Board President only (enter 10 digits only) | N/A                      |
| 8.  | E-mail address  | marciaf@cityofithaca.org |
| 9.  | Office Held   |                          |
| 10. | Term Expires - Month                                      | December                 |
| 11. | Term Expires - Year (yyyy)                                | 2004                     |
| 1.  | First Name of Trustee                                     | Lee                      |
| 2.  | Last Name of Trustee                                      | Miller                   |
| 3.  | Home Mailing Address                                      | 185 Midline Road         |
| 4.  | City  | Slaterville Springs      |
| 5.  | Zip Code (5 digits only)                                  | 14881                    |
| 6.  | Four-Digit Zip Code Extension                             | N/A                      |
| 7.  | Phone for the Board President only (enter 10 digits only) | N/A                      |

8.	E-mail address	lnm2@cornell.edu
9.	Office Held	
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2005
1.	First Name of Trustee	Pamela
2.	Last Name of Trustee	Moss
3.	Home Mailing Address	819 N Tioga St
4.	City	Ithaca
5.	Zip Code (5 digits only)	14850
6.	Four-Digit Zip Code Extension	N/A
7.	Phone for the Board President only (enter 10 digits only)	N/A
8.	E-mail address	pam@clarityconnect.com
9.	Office Held	
10.	Term Expires - Month	December
11.	Term Expires - Year (yyyy)	2005
1.	First Name of Trustee	Tanya
2.	Last Name of Trustee	Saunders
3.	Home Mailing Address	516 Warren Rd
4.	City	Ithaca

- |     |   |                      |
|-----|---|----------------------|
| 5.  | Zip Code (5 digits only)                                  | 14850                |
| 6.  | Four-Digit Zip Code Extension                             | N/A                  |
| 7.  | Phone for the Board President only (enter 10 digits only) | N/A                  |
| 8.  | E-mail address  | tsaunders@ithaca.edu |
| 9.  | Office Held   |                      |
| 10. | Term Expires - Month                                      | December             |
| 11. | Term Expires - Year (yyyy)                                | 2005                 |

## 11. Operating Fund Receipts

Report financial data based on the Fiscal Reporting Year reported in Part 1.  
*PLEASE ROUND TO THE NEAREST DOLLAR.*

### LOCAL PUBLIC FUNDS

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

11.1 Does the library receive funds from any county(ies)? If yes, complete one record for each county. Y

- |    |                               |             |
|----|-------------------------------|-------------|
| 1. | County                        | Tompkins    |
| 2. | Amount                        | \$1,946,594 |
| 3. | Subject to Public Vote        | N           |
| 4. | Written Contractual Agreement | N           |

11.2 Does the library receive funds from any town(s)? If yes, complete one record for each town. N

- |    |                               |     |
|----|-------------------------------|-----|
| 1. | Town                          | N/A |
| 2. | Amount                        | 0   |
| 3. | Subject to Public Vote        | N   |
| 4. | Written Contractual Agreement | N   |

11.3 Does the library receive funds from any village(s)? If yes, complete one record for each village. N

- |    |                               |     |
|----|-------------------------------|-----|
| 1. | Village                       | N/A |
| 2. | Amount                        | 0   |
| 3. | Subject to Public Vote        | N   |
| 4. | Written Contractual Agreement | N   |

11.4 Does the library receive funds from any city(ies)? If yes, complete one record for each city. Y

- |    |                               |         |
|----|-------------------------------|---------|
| 1. | City                          | Ithaca  |
| 2. | Amount                        | \$8,567 |
| 3. | Subject to Public Vote        | N       |
| 4. | Written Contractual Agreement | N       |

11.5 Does the library receive funds from any school district(s)? If yes, complete one record for each school district. N

1.	School District	N/A
2.	Amount	0
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N

11.6 Does the library receive any tax or non-tax receipts designated by a community or district not reported above? If yes, complete one record for each community or district not reported above.

1.	Funding Source	N/A
2.	Amount	0
3.	Subject to Public Vote	N
4.	Written Contractual Agreement	N

11.7 **TOTAL LOCAL PUBLIC FUNDS** \$1,955,161

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.8 Local Library Services Aid (LLSA) \$29,170

11.9 Central Library Aid (CLDA and/or CBA) \$105,000

11.10 Additional State Aid received from the System \$0

11.11 Federal Aid received from the System \$0

11.12	Other Cash Grants	\$0
11.13	<b>TOTAL SYSTEM CASH GRANTS (Total questions 11.8 - 11.12)</b>	\$134,170

**OTHER STATE AID**

11.14	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$5,000
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**FEDERAL AID FOR LIBRARY OPERATION**

11.15	LSTA	\$0
11.16	Other Federal Aid	\$0
11.17	<b>TOTAL FEDERAL AID (Total questions 11.15 &amp; 11.16)</b>	\$0

11.18	<b><u>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</u></b>	\$0
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**OTHER RECEIPTS**

11.19	Gifts and Endowments	\$94,502
11.20	Fund Raising	\$608,732
11.21	Income from Investments	\$6,490
11.22	Library Charges	\$135,728
11.23	Other	\$7,208

11.24 **TOTAL OTHER RECEIPTS** \$852,660  
(Total questions 11.19-11.23)

11.25 **TOTAL OPERATING FUND RECEIPTS** \$2,946,991  
(Total questions 11.7, 11.13, 11.14, 11.17, 11.18, 11.24)

11.26 **BUDGET LOANS** \$0

### **TRANSFERS**

11.27 From Capital Fund \$0

11.28 From Other Funds \$0

11.29 **TOTAL TRANSFERS**(Total questions 11.27 & 11.28) \$0

11.30 **BALANCE - Beginning of Fiscal Year Ending 2002** \$190,167  
(Same as 12.43 of previous year if fiscal year has not changed)

11.31 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** \$3,137,158  
( Same as 12.43)  
(Total questions 11.25, 11.26, 11.29, 11.30)

## **12. Operating Fund Disbursements**

### **PERSONNEL COSTS**

#### **Salaries**

12.1 Certified Librarians \$655,698

12.2 Other Staff \$849,316

12.3	<b>TOTAL SALARIES</b> (Total questions 12.1 & 12.2)	\$1,505,014
12.4	<b>Employee Benefits</b>	\$420,077
12.5	<b>TOTAL PERSONNEL COSTS</b> (Total questions 12.3 & 12.4)	\$1,925,091

### **LIBRARY MATERIALS AND BINDING**

12.6	Books	\$315,595
12.7	Serials	\$12,031
12.8	AV Materials	\$18,174
12.9	Other Materials and Binding	\$0
12.10	Operating Expenditures for Library Materials in Electronic Format	\$0
12.11	<b>TOTAL LIBRARY MATERIALS &amp; BINDING</b> (Total questions 12.6 - 12.10)	\$345,800

**Federal:** Year 2001 was extraordinarily high due to an infusion of private funds for materials from campaign fundraising.

### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.12	From Local Public Funds	\$30,551
12.13	From Other Funds	\$0
12.14	<b>TOTAL CAPITAL EXPENDITURES</b> (Total questions 12.12 & 12.13)	\$30,551

### **OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**



12.15	From Local Public Funds	\$0
12.16	From Other Funds	\$0
12.17	<b>TOTAL REPAIRS</b> (Total questions 12.15 & 12.16)	\$0
12.18	Fuel And Utilities	\$0
12.19	Insurance	\$8,624
12.20	Other Disbursements For Operation & Maintenance of Buildings	\$0
12.21	<b>TOTAL OPERATION &amp; MAINTENANCE OF BUILDINGS</b> (Total questions 12.17 - 12.20)	\$8,624
 <b><u>MISCELLANEOUS EXPENSES</u></b>		
12.22	Office and Library Supplies	\$32,264
12.23	Telecommunication	\$20,667
12.24	Operating Expenditures for Electronic Access	\$38,347
12.25	Postage and Freight	\$17,321
12.26	Other Miscellaneous	\$178,172
12.27	<b>TOTAL MISCELLANEOUS EXPENSES</b> (Total questions 12.22 - 12.26)	\$286,771
12.28	<b><u>CONTRACT WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</u></b>	\$70,000

## DEBT SERVICE

### Capital Purposes Loans (Principal and Interest)

12.29	From Local Public Funds	\$0
12.30	From Other Funds	\$0
12.31	<b>TOTAL (Total questions 12.29 &amp; 12.30)</b>	\$0
12.32	Budget Loans (Principal and Interest)	\$0
12.33	Short-Term Loans	\$0
12.34	<b>TOTAL DEBT SERVICE (Total questions 12.31 - 12.33)</b>	\$0
12.35	<b>TOTAL OPERATING FUND DISBURSEMENTS (Total questions 12.5, 12.11, 12.14, 12.21, 12.27, 12.28, 12.34)</b>	\$2,666,837

## TRANSFERS

### Transfers to Capital Fund

12.36	From Local Public Funds	\$0
12.37	From Other Funds	\$0
12.38	<b>TOTAL (Total questions 12.36 &amp; 12.37)</b>	\$0
12.39	<b>Transfer to Other Funds</b>	\$0
12.40	<b>TOTAL TRANSFERS (Total questions 12.38 &amp; 12.39)</b>	\$0

12.41 **TOTAL DISBURSEMENTS** \$2,666,837  
**AND TRANSFERS** (Total questions  
12.35 & 12.40)

12.42 **BALANCE IN OPERATING** \$470,321  
**FUND-at the End of Fiscal Year Ending**  
**2002**

12.43 **GRAND TOTAL** \$3,137,158  
**DISBURSEMENTS, TRANSFERS &**  
**BALANCE** (Total questions 12.41 &  
12.42)

### **FISCAL AUDIT**

12.44 Last audit performed 04/28/2002  
(mm/dd/yyyy)

12.45 Time period covered by this 01/01/2001-12/31/2001  
audit (mm/dd/yyyy) - (mm/dd/yyyy)

12.46 Indicate type of audit (select PRIVATE ACCOUNTING FIRM  
one):

### **CAPITAL FUND**

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

## **13. Capital Fund Receipts**

Report financial data based on the fiscal year reported in Part 1 of this report  
*PLEASE ROUND TO THE NEAREST DOLLAR.*

13.1 **REVENUES FROM LOCAL** 0  
**SOURCES**

### **INTERFUND REVENUE**

13.2 Transfer from Operating Fund \$0  
(Same as 12.38)

## **STATE AID FOR CAPITAL PROJECTS**

13.3 State Aid Received for Construction 0

## **FEDERAL AID FOR CAPITAL PROJECTS**

13.4 LSCA Title II 0

13.5 Other 0

13.6 **TOTAL FEDERAL AID (Total questions 13.4 & 13.5)** \$0

13.7 **TOTAL REVENUES (Total questions 13.1, 13.2, 13.3, 13.6)** \$0

13.8 **NON REVENUE RECEIPTS** 0

13.9 **TOTAL CASH RECEIPTS (Total questions 13.7 & 13.8)** \$0

13.10 **CASH BALANCE - Beginning of Fiscal Year Ending 2002** 0  
(Same as code H8067 of previous year, if fiscal year has not changed)

13.11 **TOTAL CASH RECEIPTS AND BALANCE** \$0  
(Total questions 13.9 & 13.10)

## **14. Capital Fund Disbursements**

### **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	Books and Library Materials	0
14.6	Total Other Disbursements (Total questions 14.3 - 14.5)	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Total questions 14.1, 14.2, 14.6)	\$0
14.8	<b><u>TRANSFER TO OPERATING FUND</u></b> (Same as 11.27)	\$0
14.9	<b><u>NON-PROJECT EXPENDITURES</u></b>	0
14.10	<b><u>TOTAL DISBURSEMENTS AND TRANSFERS</u></b> (Total questions 14.7 - 14.9)	\$0
14.11	<b>CASH BALANCE</b> - End Of Fiscal Year ending 2002	\$0
14.12	<b><u>TOTAL CASH DISBURSEMENTS AND BALANCE</u></b> ( same as Code H8064) (Total questions 14.10 & 14.11)	\$0

## 15. Federal Totals

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

15.1	Total ALA-MLS (Total questions 6.2 - 6.7)	14.00
15.2	Total Librarians (Total questions 15.1, 6.8 - 6.13)	17.50

15.3	All Other Paid Staff (Total questions 6.14 - 6.19)	32.90	
15.4	Total Paid Employees (Total questions 6.20 - 6.22)	50.40	
15.5	State Government Aid (Total questions 11.8-11.10, 11.14)	\$139,170	
15.6	Federal Aid (Total questions 11.11 & 11.17)	\$0	
15.7	Other Income (Total questions 11.12, 11.18, 11.24, 11.26)	\$852,660	
15.8	Total Income (Total questions 11.7,11.8,11.9,11.10,11.11,11.12,11.14,11.17,11.18,11.24,11.26)		\$2,946,991
15.9	Other Operating Expenditures (Total questions 12.21, 12.27, 12.28, 12.32, 12.33)	\$365,395	

**Federal:** Other operating expenditures are lower this year due to an infusion of private funds for materials in 2001(none in 2002) and reduced local funding in 2002.

15.10	Total Operating Expenditures (Total questions 12.5, 12.11, 12.21, 12.21, 12.27, 12.28, 12.32, 12.33, 12.40)	\$2,636,286	
15.11	Book/Serial Volumes (Total questions 2.7-2.9)	163,364	
15.12	Materials in Electronic Format (Total questions 2.14 & 2.15)	27	
15.13	Capital Outlay (Total questions 12.14, 12.38, 14.10)	\$30,551	

## 16. Miscellaneous State Calculations

16.1	Local Public Funds from Counties	\$1,946,594	
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16.2	Local Public Funds from Towns	\$0
16.3	Local Public Funds from Villages	\$0
16.4	Local Public Funds from Cities	\$8,567
16.5	Local Public Funds from School Districts	\$0
16.6	Local Public Funds from Other Municipalities or Districts	\$0
16.7	Direct State Aid (Total questions 11.8 & 11.14)	\$34,170
16.8	Other Operating Fund Receipts (Total questions 11.24, 11.26, 11.29, 11.18, 11.12, 11.9, 11.10, 11.11)	\$957,660
16.9	Total Operating Fund Receipts (Total questions 11.25, 11.26, 11.29)	\$2,946,991
16.10	Adjusted Total Operating Fund Receipts (Total questions 11.25, 11.26, 11.29 minus 11.18)	\$2,946,991
16.11	Adjusted Total Operating Fund and Balance (11.31 minus 11.18)	\$3,137,158
16.12	Non-Book and Binding Disbursements (Total questions 12.9 + 12.10)	\$0
16.13	Other Operating Fund Disbursements (Total questions 12.21, 12.28, 12.34, 12.27)	\$365,395
16.14	Total Operating Fund Disbursements Excluding Capital (12.35 minus 12.14)	\$2,636,286

16.15 Adjusted Total Operating Fund Disbursements Excluding Capital (Total questions 12.35 minus 12.14 + 12.28) \$2,706,286

16.16 Capital Disbursements from Operating Fund and Capital Fund (Total questions 12.14, 14.10) \$30,551

16.17 Adjusted Total Operating Fund and Capital Fund Disbursements (Total questions 12.35, 14.10 minus 12.28) \$2,596,837

## 17. Certification

Click [here](#) to print a copy of the Board Fiscal Officer certification.

Click [here](#) to print a copy of the Library Board President and Library Director certification.

Click [here](#) to print a copy of the Comment Sheet.

## 18. For State Use Only

1. *LIB ID* 2400613230
2. *Interlibrary Relationship Code* ME
3. *Legal Basis Code* CO
4. *Administrative Structure Code* SO
5. *FSCS Public Library Definition* Y
6. *Geographic Code* CO1