

# Tompkins County Public Library

## Annual Report For Public And Association Libraries - 2012

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2012, except for questions related to the current library director/manager (questions 1.35 through 1.40).

- |      |   |                                       |
|------|---|---------------------------------------|
| 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   | 01/01/2012                            |
| 1.7  | Ending Fiscal Reporting Year  | 12/31/2012                            |
| 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  | 01/01/2012                            |
| 1.12 | Ending <u>Local</u> Fiscal Year   | 12/31/2012                            |

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)	scurrie@tcpl.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	<a href="http://tcpl.org/">http://tcpl.org/</a>
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 may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library	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	Library System	Finger Lakes Library System

NOTE: For questions 1.35 through 1.40, report all information for the current library director/manager.

1.35	Title of Library Director/Manager (select one):	Ms.
1.36	First Name of Library Director/Manager	Susan
1.37	Last Name of Library Director/Manager	Currie
1.38	NYS Public Librarian Certification Number	14569
1.39	E-mail Address of the Director/Manager	scurrie@tcpl.org

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

1.41 Does the library charge fees for library cards to people residing outside the system's service area? Y

1.42 For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget either subject to a public vote(s) or from a previous appropriation(s) which was approved by public vote(s). Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, go to question 1.44. N

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

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

3. Was this a Chapter 414 (Ed. Law §259.1.b)? N/A

4. Dollar amount N/A

5. Was the vote successful? N/A

6. Date the vote was held (mm/dd/yyyy) N/A

1.43 For the fiscal year that ended in 2012, indicate the total percentage of the library's local public funding that was either subject to public vote(s) or that came from a previous appropriation(s) approved by public vote(s) still in effect. N/A

1.44 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 1.45. 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

1.45 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 State note; if no, please go to Part 2, Library Collection. N

## 2. LIBRARY COLLECTION

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

### PRINT MATERIALS

#### Cataloged Books

2.1 Adult Fiction Books 59,790

2.2	Adult Non-fiction Books	67,996
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	127,786
2.4	Children's Fiction Books	34,905
2.5	Children's Non-fiction Books	30,411
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	65,316
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	193,102

**Other Print Materials**

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	3,624
2.10	All Other Print Materials	0
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	3,624
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	196,726

**ELECTRONIC MATERIALS**

2.13	Electronic Books	2,741
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**Federal:** Tompkins County Public Library is moving towards more modern formats to meet the needs of its users, and thus more E-books were purchased.

2.14	Local Databases	17
2.15	NOVEL <sub>NY</sub> Databases	9
2.16	<b>Total Databases (Total questions 2.14 and 2.15)</b>	26

2.17 Other Electronic Materials 0  
(includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)

2.18 **Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)** 2,767

### **ALL OTHER MATERIALS**

2.19 Audio - Physical Units 15,609

2.20 Audio - Downloadable Titles 0

2.21 Video - Physical Units 15,403

2.22 Video - Downloadable Titles 0

2.23 All Other Materials (includes microform, films, slides, etc.) 292

2.24 **Total Other Materials Holdings (Total questions 2.19 through 2.23)** 31,304

2.25 **GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)** 230,797

### **CURRENT SERIAL SUBSCRIPTIONS**

2.26 Current Print Serial Subscriptions 269

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

2.27 Cataloged Books 11,813

2.28 All Other Print Materials 0

2.29 Electronic Materials 2,512

2.30 All Other Materials 3,202

2.31 Total Additions (Total questions 17,527  
2.27 through 2.30)

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

Report all information on questions 3.1 through 3.10 and 3.51 through 3.59 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.50 for the 2012 calendar year.

#### LIBRARY SPONSORED PROGRAMS

3.1 Adult Program Sessions 227

3.2 Young Adult Program Sessions 42

3.3 Children's Program Sessions 353

3.4 All Other Program Sessions 49

3.5 Total Number of Program Sessions (Total questions 3.1 through 3.4) 671

3.6 Adult Program Attendance 4,762

3.7 Young Adult Program Attendance 879

3.8 Children's Program Attendance 6,883

3.9 All Other Program Attendance 49

3.10 Total Program Attendance (Total questions 3.6 through 3.9) 12,573

#### SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2012 (check all that apply):

a. Program(s) for children Yes

b. Program(s) for young adults Yes



c.	Summer Reading at New York Libraries name and/or logo used	No
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	Yes
e.	N/A	No
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	794
3.14	Young adults registered for the library's summer reading program	29
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	823
3.16	Children's program sessions - Summer 2012	54
3.17	Young adult program sessions - Summer 2012	6
3.18	Total program sessions - Summer 2012 (total 3.16 + 3.17)	60
3.19	Children's program attendance - Summer 2012	2,538
3.20	Young adult program attendance - Summer 2012	559
3.21	Total program attendance - Summer 2012 (total 3.19 + 3.20)	3,097

## COLLABORATORS

3.22	Public school district(s) and/or BOCES	1
3.23	Non-public school(s)	3
3.24	Childcare center(s)	2
3.25	Summer camp(s)	6
3.26	Municipality/Municipalities	2
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	14

**State:** Finger Lakes Land Trust Ithaca Farmers Market Cayuga Nature Center Buttermilk Falls Pediatrics Cayuga Family Medicine Convenient Care Jillian's Drawers Oasis Market Buffalo St Books Cat's Pajamas Alphabet Soup Science Center Johnson Museum of Art Museum of the Earth The History Center

**Local:** Decrease in collaborators. Increased quality of programs vs quantity.

3.29	Total Collaborators (total 3.22 through 3.28)	28
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### EARLY LITERACY PROGRAMS

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

3.31 Indicate types of programs offered (check all that apply)

- |    |                               |     |
|----|-------------------------------|-----|
| a. | Focus on birth - school entry | Yes |
| b. | Focus on parents & caregivers | No  |
| c. | Combined audience             | No  |
| d. | N/A                           | No  |

3.32 Number of sessions

a.	Focus on birth - school entry	219
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.33	<b>Total Sessions</b>	219

#### 3.34 Attendance at sessions

a.	Focus on birth - school entry	4,538
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.35	<b>Total Attendance</b>	4,538

#### 3.36 Collaborators (check all that apply):

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

#### ADULT LITERACY

3.37	Did the library offer adult literacy programs?	Yes
3.38	Total program sessions	15
3.39	Total program attendance	76
3.40	Collaborators (check all that apply)	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using State Note)	No
e.	N/A	Yes

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

3.41	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.42	Children's program sessions	5
3.43	Young adult program sessions	0
3.44	Adult program sessions	10
3.45	Total program sessions (total 3.42 + 3.43 + 3.44)	15
3.46	Children's program attendance	150
3.47	Young adult program attendance	0

3.48 Adult program attendance 199

3.49 Total program attendance (total 349  
3.46 + 3.47 + 3.48)

3.50 Collaborators (check all that apply):

a. Literacy NY (Literacy No  
Volunteers of America)

b. Public School District(s) and/or No  
BOCES

c. Non-Public School(s) No

4 Health care providers/agencies No

d. Other (describe using the State No  
note)

e. N/A Yes

### **LIBRARY USE**

3.51 Library visits (total annual 412,397  
attendance)

**Local:** Visits affected by construction and closed roads.

3.52 Registered resident borrowers 37,515

3.53 Registered non-resident 4,520  
borrowers

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

3.54 Does the library have an open Y  
meeting policy?

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

3.56 Does the library have an Internet use policy? Y

3.57 Does the library have a disaster policy? Y

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

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

3.59 Does the library have assistive devices for persons who are 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. (Please note: Internal Library usage is not considered part of circulation)

#### CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books 121,608

4.2 Adult Non-fiction Books 102,430

4.3 **Total Adult Books (Total questions 4.1 & 4.2)** 224,038

4.4 Children's Fiction Books 154,780

4.5 Children's Non-fiction Books 52,215

4.6 **Total Children's Books (Total questions 4.4 & 4.5)** 206,995

4.7 **Total Cataloged Book Circulation (Total question 4.3 & 4.6)** 431,033

#### CIRCULATION OF OTHER MATERIALS

**4.8 Circulation of Adult Other Materials 220,590**

**4.9 Circulation of Children's Other Materials 68,001**

**4.10 Total Circulation of Other Materials (Total questions 4.8 & 4.9) 288,591**

**4.11 Grand Total Circulation Transactions (Total questions 4.7 & 4.10) 719,624**

**4.12 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 274,996**

#### **REFERENCE TRANSACTIONS**

**4.13 Total Reference Transactions 27,471**

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

**4.14 TOTAL MATERIALS RECEIVED 27,094**

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

**4.15 TOTAL MATERIALS PROVIDED 38,404**

**Local: Affected by change in listing for preferred borrowers.**

### **5. AUTOMATION AND TELECOMMUNICATIONS**

**Report all information as of December 31, 2012.**

#### **SYSTEMS AND SERVICES**

**5.1 Automated circulation system? Y**

**5.2 Online public access catalog (OPAC)? Y**

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

**5.4 Annual number of visits to the 345,586  
library's web site**

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

**5.6 Number of uses (sessions) of 76,589  
public Internet computers per year**

**Local: Reduced usage due to construction and closed roads.**

**5.7 Name of the person at the Charlie Young  
library to contact regarding  
Information Technology (IT) services**

**5.8 IT contact's telephone number (607) 272-4557  
(enter 10 digits only and hit the Tab  
key)**

**5.9 IT contact's email address TCPL, 101 E Green St, Ithaca, NY 14850**

## **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 35  
workweek used to compute FTE for  
all paid library personnel in this  
section.**

**Local: Director and Assistant Director are 40 hours per week.**

### **BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

**6.2 Library Director (certified) 1**

**6.3 Vacant Library Director 0  
(certified)**

**6.4 Librarian (certified) 10.31**



6.5	Vacant Librarian (certified)	1
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	2
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	27.45
6.11	Vacant Other Staff	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	<b>40.76</b>
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	<b>1.00</b>

**SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$45,336
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$97,099
6.18	FTE - Library Manager (not certified)	0

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

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2012.

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

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

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: The population increased in 2010. But due to budgetary restraints our hours remained at 55 hours per week. We have notified Finger Lakes Library System and will be working with them for a variance.**

**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' 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 2

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

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

**8.6 Minimum Weekly Total Hours 55**  
**- 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 55.00**  
**- Total Hours Open (Total questions**  
**8.6 - 8.8)**

**State: Tompkins County Public Library was unable to open more than 55 hours per week on a regular basis due to staffing and budget constraints.**

**8.10 Annual Total Hours - Main 2,869**  
**Library**

**8.11 Annual Total Hours - Branch 0**  
**Libraries**

**8.12 Annual Total Hours - 0**  
**Bookmobiles**

**8.13 Annual Hours Open - Total 2,869.00**  
**Hours Open (Total questions 8.10**  
**through 8.12)**

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

- 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** scurrie@tcpl.org
10. **Outlet URL** http://tcpl.org
11. **County** Tompkins
12. **Outlet Type Code (select one):** CE
13. **Public Service Hours Per Year for This Outlet** 2,869
14. **Number of Weeks This Outlet is Open** 52
15. **Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?** Y
16. **Is the meeting space available for public use even when the outlet is closed?** N
17. **Total number of non-library sponsored programs, meetings and/or events at this outlet** 297
18. **Enter the appropriate outlet code (select one):** LRF

- |  |   |
|--|---|
| <b>19. Who owns this outlet building?</b>  | <b>County</b>                                   |
| <b>20. Who owns the land on which this outlet is built?</b>  | <b>County</b>                                   |
| <b>21. Indicate the year this outlet was initially constructed</b>                                     | <b>2000</b>                                     |
| <b>22. Indicate the year this outlet underwent a major renovation costing \$25,000 or more</b>         | <b>2000</b>                                     |
| <b>23. Square footage of the outlet</b>  | <b>60,888</b>                                   |
| <b>24. Total number of Internet terminals at this outlet used by the general public</b>                | <b>34</b>                                       |
| <b>25. Type of connection on the outlet's public Internet computers</b>                                | <b>Other (specify using the State note)</b>     |
| <b>State: Hi Speed Wireless (Fiber)</b>  |   |
| <b>26. Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u>.</b> | <b>Greater than 3 mbps and less than 6 mbps</b> |
| <b>27. Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u>.</b>   | <b>Greater than 3 mbps and less than 6 mbps</b> |
| <b>28. Internet Provider</b>   | <b>Clarity Connect</b>                          |
| <b>29. WiFi Access (click the hyperlink for types of WiFi Access)</b>                                  | <b>Available only when the library is open</b>  |
| <b>30. Does the outlet have interactive videoconferencing capability for public use?</b>               | <b>N</b>  |

- |     |   |                                       |
|-----|---|---------------------------------------|
| 31. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y                                     |
| 32. | Is every public part of the outlet accessible to a person in a wheelchair?                          | Y                                     |
| 33. | <i>LIBID</i>  | 2400613230                            |
| 34. | <i>FSCSID</i>   | NY0160                                |
| 35. | <i>Metropolitan Status Code</i>   | NO                                    |
| 36. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i>  | 0                                     |
| 37. | <i>Outlet Structure Status</i>  | 00 (for no change from previous year) |

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2012. 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, 2012 to December 31, 2012) | 11 |
| 10.2 | Number of voting library board positions stated in the library's charter.                       | 15 |
| 10.3 | Number of current <u>voting</u> positions on library board.                                     | 15 |

### BOARD MEMBER SELECTION

- |      |   |  |
|------|---|--|
| 10.4 | Enter Board Member Selection Code (select one): | A - board members are appointed by municipality(ies) |
|------|---|--|

**List Officers and Board Members for the current Calendar Year. Complete one record for each board member.**

**BOARD PRESIDENT**

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

**10.6 First Name Aloja**

**10.7 Last Name Airewele**

**10.8 Mailing Address 122 Salem Drive**

**10.9 City Ithaca**

**10.10 Zip Code (5 digits only) 14850**

**10.11 Phone (enter 10 digits only) (607) 257-2056**

**10.12 E-mail Address ehizele@gmail.com**

**10.13 Term Expires - Month December**

**10.14 Term Expires - Year (yyyy) 2014**

**10.15 The date the Oath of Office was taken (mm/dd/yyyy) 01/09/2012**

**10.16 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/09/2012**

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

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

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



4. **Mailing Address** 44 N Lansing School Rd
5. **City** Groton
6. **Zip Code (5 digits only)** 13073
7. **E-mail address** ryanb@tc3.edu
8. **Office Held or Trustee** Vice President
9. **Term Expires** December
10. **Term Expires - Year (yyyy)** 2015
11. **The date the Oath of Office (mm/dd/yyyy) was taken** 03/15/2011
12. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 03/15/2011

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

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

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

4. **Mailing Address** 220 Yapple Road

5. **City** Berkshire

6. **Zip Code (5 digits only)** 13736

7. **E-mail address** cynthia.nicholson@tetrattech.com

8. **Office Held or Trustee** Treasurer

9. **Term Expires** December

10. **Term Expires - Year (yyyy)** 2013
11. **The date the Oath of Office (mm/dd/yyyy) was taken** 03/08/2012
12. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 03/08/2012
1. **Title of Board Member (select one):** Mr.
2. **First Name of Board Member** Peter
3. **Last Name of Board Member** McCracken
4. **Mailing Address** 30 Renwick Heights Rd
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** petersersol@yahoo.com
8. **Office Held or Trustee** Secretary
9. **Term Expires** December
10. **Term Expires - Year (yyyy)** 2015
11. **The date the Oath of Office (mm/dd/yyyy) was taken** 06/23/2010
12. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 06/23/2010
1. **Title of Board Member (select one):** Ms.
2. **First Name of Board Member** Kristine

3. **Last Name of Board Member** Altucher
4. **Mailing Address** 708 Mitchell St
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** altuchk@tc3.edu
8. **Office Held or Trustee** Trustee
9. **Term Expires** December
10. **Term Expires - Year (yyyy)** 2014
11. **The date the Oath of Office (mm/dd/yyyy) was taken** 03/26/2013
12. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 03/26/2013

1. **Title of Board Member (select one):** Mr.
2. **First Name of Board Member** Jack
3. **Last Name of Board Member** Clark
4. **Mailing Address** 101 Forest Home Dr
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** jjc14@cornell.edu
8. **Office Held or Trustee** Trustee

9. Term Expires December
10. Term Expires - Year (yyyy) 2013
11. The date the Oath of Office (mm/dd/yyyy) was taken 09/27/2011
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/27/2011

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

2. First Name of Board Member Elmira

3. Last Name of Board Member Mangum

4. Mailing Address 14 Placid Terrace

5. City Ithaca

6. Zip Code (5 digits only) 14850

7. E-mail address em443@cornell.edu

8. Office Held or Trustee Trustee

9. Term Expires December

10. Term Expires - Year (yyyy) 2013

11. The date the Oath of Office (mm/dd/yyyy) was taken 10/17/2011

12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/17/2011

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

2. **First Name of Board Member** Kenneth
3. **Last Name of Board Member** McClane
4. **Mailing Address** 114 Glenside Rd
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** kam6@cornell.edu
8. **Office Held or Trustee** Trustee
9. **Term Expires** December
10. **Term Expires - Year (yyyy)** 2013
11. **The date the Oath of Office (mm/dd/yyyy) was taken** 02/22/2013
12. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 02/22/2013

1. **Title of Board Member (select one):** Ms.
2. **First Name of Board Member** Tracy
3. **Last Name of Board Member** Mitrano
4. **Mailing Address** 20 Chase Lane
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** tbm3@cornell.edu

8. **Office Held or Trustee** **Trustee**
9. **Term Expires** **December**
10. **Term Expires - Year (yyyy)** **2014**
11. **The date the Oath of Office (mm/dd/yyyy) was taken** **10/10/2010**
12. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** **10/10/2010**

1. **Title of Board Member (select one):** **Ms.**
2. **First Name of Board Member** **Rochelle**
3. **Last Name of Board Member** **Proujansky**
4. **Mailing Address** **333 Coddington Rd**
5. **City** **Ithaca**
6. **Zip Code (5 digits only)** **14850**
7. **E-mail address** **rep@twcny.rr.com**
8. **Office Held or Trustee** **Trustee**
9. **Term Expires** **December**
10. **Term Expires - Year (yyyy)** **2014**
11. **The date the Oath of Office (mm/dd/yyyy) was taken** **01/04/2012**
12. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** **01/04/2012**

1. **Title of Board Member (select one):** Ms.
2. **First Name of Board Member** Molly
3. **Last Name of Board Member** Salky
4. **Mailing Address** 36 Forest Acres Drive
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **E-mail address** mollysalky@gmail.com
8. **Office Held or Trustee** Trustee
9. **Term Expires** December
10. **Term Expires - Year (yyyy)** 2014
11. **The date the Oath of Office (mm/dd/yyyy) was taken** 01/31/2013
12. **The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)** 01/31/2013

1. **Title of Board Member (select one):** Mr.
2. **First Name of Board Member** Tim
3. **Last Name of Board Member** Scott
4. **Mailing Address** 111 Northview Rd
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850

7. E-mail address tscott@sciencenter.org
  8. Office Held or Trustee Trustee
  9. Term Expires December
  10. Term Expires - Year (yyyy) 2014
  11. The date the Oath of Office (mm/dd/yyyy) was taken 09/28/2012
  12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/28/2012
- 
1. Title of Board Member (select one): Mrs.
  2. First Name of Board Member Martha
  3. Last Name of Board Member Walker
  4. Mailing Address 404 E. Seneca St
  5. City Ithaca
  6. Zip Code (5 digits only) 14850
  7. E-mail address maw6@cornell.edu
  8. Office Held or Trustee Trustee
  9. Term Expires December
  10. Term Expires - Year (yyyy) 2015
  11. The date the Oath of Office (mm/dd/yyyy) was taken 12/18/2009



**12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/18/2009**

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

**2. First Name of Board Member N/A**

**3. Last Name of Board Member N/A**

**4. Mailing Address N/A**

**5. City N/A**

**6. Zip Code (5 digits only) N/A**

**7. E-mail address N/A**

**8. Office Held or Trustee N/A**

**9. Term Expires December**

**10. Term Expires - Year (yyyy) 2015**

**11. The date the Oath of Office (mm/dd/yyyy) was taken N/A**

**12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A**

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

**2. First Name of Board Member N/A**

**3. Last Name of Board Member N/A**

**4. Mailing Address N/A**

- |     |  |          |
|-----|--|----------|
| 5.  | City   | N/A      |
| 6.  | Zip Code (5 digits only)   | N/A      |
| 7.  | E-mail address   | N/A      |
| 8.  | Office Held or Trustee   | Trustee  |
| 9.  | Term Expires   | December |
| 10. | Term Expires - Year (yyyy)   | 2015     |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           | N/A      |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A      |

## 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. ***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 any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (see instructions).

- |    |  |                 |
|----|--|-----------------|
| 1. | Source of Funds                                  | County          |
| 2. | Name of funding County, Municipality or District | Tompkins County |
| 3. | Amount   | \$2,473,576     |

<b>4.</b>	<b>Subject to public vote held in reporting year or in a previous reporting year(s).</b>	<b>Y</b>
<b>5.</b>	<b>Written Contractual Agreement</b>	<b>N/A</b>
<b>1.</b>	<b>Source of Funds</b>	<b>City</b>
<b>2.</b>	<b>Name of funding County, Municipality or District</b>	<b>City of Ithaca</b>
<b>3.</b>	<b>Amount</b>	<b>\$14,184</b>
<b>4.</b>	<b>Subject to public vote held in reporting year or in a previous reporting year(s).</b>	<b>N</b>
<b>5.</b>	<b>Written Contractual Agreement</b>	<b>N</b>
<b>1.</b>	<b>Source of Funds</b>	<b>Town</b>
<b>2.</b>	<b>Name of funding County, Municipality or District</b>	<b>Town of Ithaca</b>
<b>3.</b>	<b>Amount</b>	<b>\$20,000</b>
<b>4.</b>	<b>Subject to public vote held in reporting year or in a previous reporting year(s).</b>	<b>N</b>
<b>5.</b>	<b>Written Contractual Agreement</b>	<b>Y</b>
<b>11.2</b>	<b>TOTAL LOCAL PUBLIC FUNDS</b>	<b>\$2,507,760</b>
<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>		
<b>11.3</b>	<b>Local Library Services Aid (LLSA)</b>	<b>\$25,174</b>

11.4 Central Library Aid (CLDA and/or CBA) \$83,954

11.5 Additional State Aid received from the System \$0

11.6 Federal Aid received from the System \$0

11.7 Other Cash Grants \$182

11.8 **TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)** \$109,310

#### **OTHER STATE AID**

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

#### **FEDERAL AID FOR LIBRARY OPERATION**

11.10 LSTA \$0

11.11 Other Federal Aid \$0

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

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

#### **OTHER RECEIPTS**

11.14 Gifts and Endowments \$83,715

11.15 Fund Raising \$40,000

11.16 Income from Investments \$1,110

11.17	Library Charges	\$132,746
11.18	Other	\$268,400
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$525,971
11.20	<b>TOTAL OPERATING FUND</b> <b>RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$3,143,041

11.21 BUDGET LOANS \$0

#### TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) \$00

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 2012** (Same as Question 12.38 of previous year if fiscal year has not changed) \$704,101

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) \$3,847,142

## 12. OPERATING FUND DISBURSEMENTS

### STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$677,664
12.2	Other Staff	\$1,008,686
12.3	<b>Total Salaries &amp; Wages Expenditures(Add Questions 12.1 and 12.2)</b>	<b>\$1,686,350</b>
12.4	Employee Benefits Expenditures	\$932,058
12.5	<b>Total Staff Expenditures (Add Questions 12.3 and 12.4)</b>	<b>\$2,618,408</b>

#### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$155,842
12.7	Electronic Materials Expenditures	\$33,304
12.8	Other Materials Expenditures	\$56,043
12.9	<b>Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)</b>	<b>\$245,189</b>

#### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$20,000
12.11	From Other Funds (71OF)	\$28,589
12.12	<b>Total Capital Expenditures (Add Questions 12.10 and 12.11)</b>	<b>\$48,589</b>

#### 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 \$14,449

12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) \$14,449

#### MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$71,720

12.19 Telecommunications \$15,056

12.20 Binding Expenses \$544

12.21 Postage and Freight \$1,018

12.22 Professional & Consultant fees \$181,629  
- All libraries enter total paid for professional and consultant fees. If the cost for any one professional or consultant's fee is over \$10,000, please describe in the State note. See instructions for definition of Professional & Consultant.

State: Securitas \$51,306 - security services Sherpa \$96,558 - technology support

12.23 Other Miscellaneous - If any expense exceeds \$10,000 or 5% of a library's budget, whichever is higher, indicate in a State Note how the funds were spent. \$50,155

12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) \$320,122

<b>12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	<b>\$59,634</b>
--	-----------------

**DEBT SERVICE**

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

<b>12.26 From Local Public Funds (73PF)</b>	<b>\$0</b>
---	------------

<b>12.27 From Other Funds (73OF)</b>	<b>\$0</b>
--------------------------------------	------------

<b>12.28 Total (Add Questions 12.26 and 12.27)</b>	<b>\$0</b>
--	------------

<b>12.29 Budget Loans (Principal and Interest)</b>	<b>\$0</b>
--	------------

<b>12.30 Short-Term Loans</b>	<b>\$0</b>
-------------------------------	------------

<b>12.31 Total Debt Service (Add Questions 12.28, 12.29 and 12.30)</b>	<b>\$0</b>
--	------------

<b>12.32 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)</b>	<b>\$3,306,391</b>
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**TRANSFERS**

**Transfers to Capital Fund**

<b>12.33 From Local Public Funds (76PF)</b>	<b>\$0</b>
---	------------

<b>12.34 From Other Funds (76OF)</b>	<b>\$0</b>
--------------------------------------	------------

<b>12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)</b>	<b>\$0</b>
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<b>12.36</b>	<b>Transfer to Other Funds</b>	<b>\$0</b>
<b>12.37</b>	<b>TOTAL TRANSFERS (Add Questions 12.35 and 12.36)</b>	<b>\$0</b>
<b>12.38</b>	<b>TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)</b>	<b>\$3,306,391</b>
<b>12.39</b>	<b>BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2012</b>	<b>\$540,751</b>
<b>12.40</b>	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)</b>	<b>\$3,847,142</b>

#### **ASSURANCE**

**12.41** The Library operated under its plan of service in accordance with the 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). **03/26/2013**

#### **FISCAL AUDIT**

**12.42** Last audit performed (mm/dd/yyyy) **07/20/2011**

**12.43** Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) **01/01/2011-12/31/2011**

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

#### **CAPITAL FUND**

12.45 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.*

#### REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$00

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 12.35)** \$0

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

**13.10 NON-REVENUE RECEIPTS \$0**

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

**13.12 BALANCE IN CAPITAL \$0**  
**FUND - Beginning Balance for Fiscal**  
**Year Ending 2012 (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**

### **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 EXPENDITURES \$0**

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

**14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2012 \$0**

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

## **15. FEDERAL TOTALS**

All questions in Part 15 are calculated. locked fields.

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

**15.1 Total ALA-MLS 10.77**

**15.2 Total Librarians 12.52**

**15.3 All Other Paid Staff 24.02**

**15.4 Total Paid Employees 36.54**

**15.5 State Government Revenue \$109,128**

**15.6 Federal Government Revenue \$0**

**Federal: FLLS mini grant is for the same amount.**

**15.7 Other Operating Revenue \$526,153**

**15.8 Total Operating Revenue \$3,143,041**

**15.9 Other Operating Expenditures \$394,205**

**15.10 Total Operating Expenditures \$3,257,802**

<b>15.11 Total Capital Expenditures</b>	<b>\$48,589</b>
<b>15.12 Print Materials</b>	<b>196,726</b>
<b>15.13 Total Registered Borrowers</b>	<b>42,035</b>
<b>15.14 Other Capital Revenue and Receipts</b>	<b>\$0</b>
<b>15.15 Total Number of Internet Terminals Used by the General Public</b>	<b>34</b>

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

<b>16.1 LIB ID</b>	<b>2400613230</b>
<b>16.2 Interlibrary Relationship Code</b>	<b>ME</b>
<b>16.3 Legal Basis Code</b>	<b>CO</b>
<b>16.4 Administrative Structure Code</b>	<b>SO</b>
<b>16.5 FSCS Public Library Definition</b>	<b>Y</b>
<b>16.6 Geographic Code</b>	<b>CO1</b>
<b>16.7 FSCS ID</b>	<b>NY0160</b>

## **SUGGESTED IMPROVEMENTS**

<b>Library Name:</b>	<b>Tompkins County Public Library</b>
<b>Library System:</b>	<b>Finger Lakes Library System</b>
<b>Name of Person Completing Form:</b>	<b>Susan A. Currie</b>
<b>Phone Number:</b>	<b>(607) 272-4557</b>

**Please share with us your  
suggestions for improving the *Annual  
Report*. Thank you!**