

Tompkins County Public Library

Annual Report For Public And Association Libraries - 2004

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2004

1.1	Library ID Number	2400613230
1.2	Library Name	Tompkins County Public Library
1.3	Community	Ithaca *
1.4	Beginning Fiscal Reporting Year	1/1/2004
1.5	Ending Fiscal Reporting Year	12/31/2004
1.6	Street Address	101 E Green Street
1.7	City	Ithaca
1.8	Zip Code (5 Digits Only)	14850
1.9	Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)	5613
1.10	Mailing Address	101 E Green Street
1.11	City	Ithaca
1.12	Zip Code (5 digits only)	14850
1.13	Four-Digit Zip Code Extension (4 digits only; enter N/A if unknown)	5613
1.14	Telephone Number (enter 10 digits only; enter N/A if no telephone number)	(607) 272-4557

1.15	Fax Number (enter 10 digits only; enter N/A if no fax number)	(607) 272-8111
1.16	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	jsteiner@tcpl.org
1.17	Library Home Page URL (Enter N/A if no home page URL)	www.tcpl.org
1.18	Population Chartered to Serve (per 2000 Census)	96501
1.19	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.20	Indicate the area chartered to serve as stated in the library's charter (select one):	County
1.21	Indicate the type of charter the library currently holds (select one):	ABSOLUTE
1.22	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	6/29/1973
1.23	Date the library was last registered	1/23/1970
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	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.35	In the fiscal year that ended in 2004, was all or part of the library's budget subject to a public vote (see instructions)? Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, go to question 1.36.	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 vote?	N/A
4.	Dollar amount	N/A
5.	Was the vote successful?	N/A
6.	Date the vote was held	N/A

1.36 For the fiscal year that ended in 2004, 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/vote that is still in effect. 100%

1.37 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? 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

1.38 During the reporting year, has there been any change to the library's legal service area boundaries? N

1.39 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.)? 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	43,872
2.2	Adult Non-fiction Books	56,081
2.3	Total Adult Books (2.1 + 2.2)	99,953
2.4	Children's Fiction Books	34,338
2.5	Children's Non-fiction Books	22,700
2.6	Total Children's Books (2.4 + 2.5)	57,038
2.7	Total Cataloged Books (2.3 + 2.6)	156,991

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	3,726
2.10	All Other Print Materials	660
2.11	Total Other Print Materials (2.8 + 2.9 + 2.10)	4,386
2.12	Total Print Materials (2.7 + 2.11)	161,377

ELECTRONIC MATERIALS

2.13	Electronic Books	0
2.14	NOVEL Databases	11

2.15	Other Databases	16
2.16	Total Databases (2.14 + 2.15)	27
2.17	Other Electronic Materials (includes, films, slides, filmstrips, CD-ROMs, etc.)	0
2.18	Total Electronic Materials (2.13 + 2.16 + 2.17)	27

ALL OTHER MATERIALS

2.19	Audio Recordings (includes audio CDs, tapes, etc.)	11,081
2.20	Video Recordings (includes VHS, DVD, etc.)	12,666
2.21	All Other Materials (includes microform, films, slides, filmstrips, etc.)	141
2.22	Total Other Materials Holdings (2.19 + 2.20 + 2.21)	23,888
2.23	GRAND TOTAL HOLDINGS (2.12 + 2.18 + 2.22)	185,292

CURRENT SERIAL SUBSCRIPTIONS

2.24	Current Print Serial Subscriptions	288
2.25	Current Electronic Serial Subscriptions	0
2.26	Total Current Subscriptions (2.24 + 2.25)	288

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	11,271
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2.28	All Other Print Materials	1
2.29	Electronic Materials	13
2.30	All Other Materials	4,182
2.31	Total Additions (2.27 + 2.28 + 2.29 + 2.30)	15,467

3. LIBRARY 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	63
3.2	Young Adult Program Sessions	17
3.3	Children's Program Sessions	165
3.4	All Other Program Sessions	0
3.5	Total Number of Program Sessions (3.1 + 3.2 + 3.3 + 3.4)	245
3.6	Adult Program Attendance	1,573
3.7	Young Adult Program Attendance	455
3.8	Children's Program Attendance	5,868
3.9	All Other Program Attendance	0
3.10	Total Program Attendance (3.6 + 3.7 + 3.8 + 3.9)	7,896

LIBRARY USE

3.11 Library visits (total annual attendance) 443,064

3.12 Registered Resident Borrowers 43,002

3.13 Registered Non-Resident borrowers 4,022

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

3.14 Does the library have an open meeting policy? Y

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

3.16 Does the library have an Internet use policy? Y

3.17 Does the library have a disaster policy? N

ACCESSIBILITY (Answer Y for Yes, N for No)

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

3.19 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 111,395

4.2	Adult Non-fiction Books	164,421
4.3	Total Adult Books (4.1 + 4.2)	275,816
4.4	Children's Fiction Books	174,959
4.5	Children's Non-fiction Books	59,880
4.6	Total Children's Books (4.4 + 4.5)	234,839
4.7	Total Cataloged Book Circulation (4.3 + 4.6)	510,655

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	301,310
4.9	Circulation of Children's Other Materials	91,529
4.10	Total Circulation of Other Materials (4.8 + 4.9)	392,839
4.11	Grand Total Circulation Transactions (4.7 + 4.10)	903,494
4.12	Grand Total Circulation of Children's Materials (4.6 + 4.9)	326,368

REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	37,737
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INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14	Total Materials Received	8,767
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15 Total Materials Provided 21,717

5. AUTOMATION AND TELECOMUNICATIONS

Report all information as of December 31, 2004.

SYSTEMS AND SERVICES

5.1 Automated circulation system? Y

5.2 Online public access catalog (OPAC)? Y

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

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

5.5 Total number of Internet terminals used by the general public. 49

5.6 Number of users (in-library only) of electronic resources per year 18,412

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

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

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	11.9
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	3.5
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	29.9
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (6.2 + 6.4 + 6.6 + 6.8 + 6.10)	46.30
6.13	VACANT TOTAL PAID STAFF (6.3 + 6.5 + 6.7 + 6.9 + 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$36,909

6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$84,152
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2004.

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)	Y

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

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y

9. 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. fax 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.	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
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8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	3
8.5	Total Public Service Outlets (8.1 + 8.2 + 8.3 + 8.4)	4

PUBLIC SERVICE HOURS - Report public service 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 (8.6 + 8.7 + 8.8)

8.10 Annual Total Hours - Main 2,896.5
Library

8.11 Annual Total Hours - Branch 0
Libraries

8.12 Annual Total Hours - 0
Bookmobiles

8.13 **Annual Hours Open - Total 2,896.50**
Hours Open (8.10 + 8.11 + 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 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** **5613**
Extension (4 digits only; enter N/A if unknown)
6. **Phone (enter 10 digits only; enter N/A if no telephone number)** **6072724557**
7. **Fax Number (enter 10 digits only; enter N/A if no fax number)** **6072728111**
8. **E-mail Address (enter N/A if no e-mail address)** **jsteiner@tcpl.org**
9. **Outlet URL (enter N/A if no 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. **Indicate the year this outlet was initially constructed** **2000**
14. **Indicate the year the 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* 2400613230
19. *FSCSID* NY0160
20. *Metropolitan Status Code* NO
21. *Number of Bookmobiles in the Bookmobile Outlet Record* 0

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2004. 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, 2004 to December 31, 2004) 12
- 10.2 Number of voting positions on library board. 15

BOARD MEMBER SELECTION

- 10.3 Enter Selection Code (select one): A

List Officers and Board Members for the *2005 Calendar Year*. Complete one record for each board member.

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

2. **First Name of Board Member** Rajindra
3. **Last Name of Board Member** Aneja
4. **Mailing Address** 322 Sunnyview Lane
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **Phone for the Board President** N/A
only (enter 10 digits only; for other trustees, enter N/A)
8. **E-mail address (enter N/A if unknown)** RajindraAneja@aol.com
9. **Enter Office Held or Trustee** Secretary
10. **Term Expires - Month or N/A** December
11. **Term Expires - Year (yyyy) or N/A** 2006
1. **Title of Board Member (select one):** Mr.
2. **First Name of Board Member** Thomas
3. **Last Name of Board Member** Colbert
4. **Mailing Address** 120 White Park Rd
5. **City** Ithaca
6. **Zip Code (5 digits only)** 14850
7. **Phone for the Board President** N/A
only (enter 10 digits only; for other trustees, enter N/A)

8. E-mail address (enter N/A if unknown) tomc@ineprop.compcenter.com

9. Enter Office Held or Trustee Trustee

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or N/A 2006

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

2. First Name of Board Member Gary

3. Last Name of Board Member Ferguson

4. Mailing Address 171 E. State St., PMB #136

5. City Ithaca

6. Zip Code (5 digits only) 14851

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

8. E-mail address (enter N/A if unknown) gary@downtownithaca.com

9. Enter Office Held or Trustee Trustee

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or N/A 2007

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

2. First Name of Board Member Lee

3. **Last Name of Board Member** Miller
4. **Mailing Address** 185 Midline Road
5. **City** Slaterville Springs
6. **Zip Code (5 digits only)** 14881
7. **Phone for the Board President only (enter 10 digits only; for other trustees, enter N/A)** N/A

8. **E-mail address (enter N/A if unknown)** lnm2@cornell.edu

9. **Enter Office Held or Trustee** Trustee

10. **Term Expires - Month or N/A** December

11. **Term Expires - Year (yyyy) or N/A** 2005

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

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

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

4. **Mailing Address** Office for the Aging, 320 North Tioga Street

5. **City** Ithaca

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

7. **Phone for the Board President only (enter 10 digits only; for other trustees, enter N/A)** N/A

8. **E-mail address (enter N/A if unknown)** istein@tompkins-co.org

9. Enter Office Held or Trustee Vice Chair

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or N/A 2005

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

2. First Name of Board Member Gary

3. Last Name of Board Member Woloszyn

4. Mailing Address 10 Evergreen Lane

5. City Ithaca

6. Zip Code (5 digits only) 14850

7. Phone for the Board President only (enter 10 digits only; for other trustees, enter N/A) (607) 277-1582

8. E-mail address (enter N/A if unknown) garyw@twcny.rr.com

9. Enter Office Held or Trustee Chairperson

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or N/A 2006

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

2. First Name of Board Member Nathan

3. Last Name of Board Member Fawcett

4. Mailing Address 1800 Ellis Hollow Road

5. City Ithaca

6. Zip Code (5 digits only) 14850

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

8. E-mail address (enter N/A if unknown) nfl@cornell.edu

9. Enter Office Held or Trustee Treasurer

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or N/A 2007

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

2. First Name of Board Member Traevana

3. Last Name of Board Member Byrd

4. Mailing Address 320 Job Hall, Ithaca College

5. City Ithaca

6. Zip Code (5 digits only) 14850

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

8. E-mail address (enter N/A if unknown) tbyrd@ithaca.edu

9. Enter Office Held or Trustee Trustee

10. Term Expires - Month or N/A December

**11. Term Expires - Year (yyyy) or 2005
N/A**

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

2. First Name of Board Member Henrik

3. Last Name of Board Member Dullea

4. Mailing Address 409 Warren Place

5. City Ithaca

6. Zip Code (5 digits only) 14850

**7. Phone for the Board President N/A
only (enter 10 digits only; for other
trustees, enter N/A)**

**8. E-mail address (enter N/A if hnd1@cornell.edu
unknown)**

9. Enter Office Held or Trustee Trustee

10. Term Expires - Month or N/A December

**11. Term Expires - Year (yyyy) or 2007
N/A**

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

2. First Name of Board Member Barbara

3. Last Name of Board Member Page

4. Mailing Address 41 Prospect Street

5. City Trumansburg

6. Zip Code (5 digits only) 14886

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

8. E-mail address (enter N/A if unknown) bpc@cornell.edu

9. Enter Office Held or Trustee Trustee

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or N/A 2006

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 Road

5. City Ithaca

6. Zip Code (5 digits only) 14850

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

8. E-mail address (enter N/A if unknown) adp1@clarityconnect.com

9. Enter Office Held or Trustee Trustee

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or N/A 2006

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

2. First Name of Board Member Marcy

3. Last Name of Board Member Rosenkrantz

4. Mailing Address 199 Algerine Road

5. City Lansing

6. Zip Code (5 digits only) 14882

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

8. E-mail address (enter N/A if unknown) mr41@cornell.edu

9. Enter Office Held or Trustee Trustee

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or N/A 2005

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

2. First Name of Board Member Larry Hajime

3. Last Name of Board Member Shinagawa

4. Mailing Address 2070 Houghton Road

5. City Ithaca

6. Zip Code (5 digits only) 14850
7. Phone for the Board President N/A
only (enter 10 digits only; for other
trustees, enter N/A)
8. E-mail address (enter N/A if
unknown) lshinagawa@ithaca.edu

9. Enter Office Held or Trustee Trustee
10. Term Expires - Month or N/A December
11. Term Expires - Year (yyyy) or
N/A 2007

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

2. First Name of Board Member Leonardo
3. Last Name of Board Member Vargas-Mendez

4. Mailing Address Cornell Public Service Center, 200 Barnes Hall

5. City Ithaca

6. Zip Code (5 digits only) 14853

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

8. E-mail address (enter N/A if
unknown) ljev1@cornell.edu

9. Enter Office Held or Trustee Trustee

10. Term Expires - Month or N/A December

11. Term Expires - Year (yyyy) or 2005
N/A
1. Title of Board Member (select Mr.
one):
2. First Name of Board Member David
3. Last Name of Board Member Weil
4. Mailing Address 601 The Parkway
5. City Ithaca
6. Zip Code (5 digits only) 14850
7. Phone for the Board President N/A
only (enter 10 digits only; for other
trustees, enter N/A)
8. E-mail address (enter N/A if dweil@ithaca.edu
unknown)
9. Enter Office Held or Trustee Trustee
10. Term Expires - Month or N/A December
11. Term Expires - Year (yyyy) or 2005
N/A

11. OPERATING FUNDS RECEIPTS - Fiscal Year 2004

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 Y
local public funds? If yes, complete
one record for each funding source; if
no, go to question 11.3.

1.	Source of Funds	County
2.	Name of funding County, Municipality or District	Tompkins County
3.	Amount	\$1,967,499
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	N/A

1.	Source of Funds	City
2.	Name of funding County, Municipality or District	City of Ithaca
3.	Amount	\$9,080
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	N

11.2 TOTAL LOCAL PUBLIC FUNDS(#3) \$1,976,579

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$27,712

11.4 Central Library Aid (CLDA and/or CBA) \$99,750

11.5 Additional State Aid received from the System \$0

11.6 Federal Aid received from the System \$0

11.7	Other Cash Grants	0
11.8	TOTAL SYSTEM CASH GRANTS (11.3 + 11.4 + 11.5 + 11.6 + 11.7)	\$127,462

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	\$65,000
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FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	0
11.12	TOTAL FEDERAL AID (11.10 + 11.11)	\$0

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$98,818
11.15	Fund Raising	\$295,000
11.16	Income from Investments	\$3,801
11.17	Library Charges	\$129,280
11.18	Other	\$22,706

**11.19 Total Other Receipts (11.14 + \$549,605
11.15 + 11.16 + 11.17 + 11.18)**

**11.20 TOTAL OPERATING FUND \$2,718,646
RECEIPTS (11.2 + 11.8 + 11.9 + 11.12
+ 11.13 + 11.19)**

11.21 BUDGET LOANS 0

TRANSFERS

**11.22 From Capital Fund (Same as 0
Question 14.8)**

11.23 From Other Funds 0

11.24 Total Transfers (11.22 + 11.23) \$0

**11.25 BALANCE - Beginning of \$394,594
Fiscal Year Ending 2004 (Same as
Question 12.38 of previous year if
fiscal year has not changed)**

**11.26 GRAND TOTAL RECEIPTS, \$3,113,240
BUDGET LOANS, TRANSFERS
AND BALANCE (11.20 + 11.21 +
11.24 + 11.25)**

12. OPERATING FUND DISBURSEMENTS

Note: Federal Aid - Library Operation. Funds for operating purposes received from such Federal programs as Library Services Technology Act (LSTA) (reported as receipts in question 11.10) or Library Services and Construction Titles (LSCA) IV, V and VI, etc. (reported as receipts in question 11.11) must be shown as disbursements in the Operating Fund Disbursement report. For example, LSTA or LSCA Title V money used for library materials must be included in an appropriate section within Collection Expenditures (questions 12.6 through 12.8).

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians \$659,339

12.2	Other Staff	\$898,414
12.3	Total Salaries & Wages Expenditures(12.1 + 12.2)	\$1,557,753
12.4	Employee Benefits Expenditures	\$593,586
12.5	Total Staff Expenditures (12.3 + 12.4)	\$2,151,339

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$170,784
12.7	Electronic Materials Expenditures	\$6,819
12.8	Other Materials Expenditures	\$49,142
12.9	Total Collection Expenditures (12.6 + 12.7 + 12.8)	\$226,745

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$69,390
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (12.10 + 12.11)	\$69,390

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 (12.13 + 12.14)	\$0
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$11,146
12.17 Total Operation & Maintenance of Buildings (12.15 + 12.16)	\$11,146

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$27,429
12.19 Telecommunications	\$16,123
12.20 Binding Expenses	\$0
12.21 Postage and Freight	\$6,964
12.22 Other Miscellaneous	\$209,414
12.23 Total Miscellaneous Expenses(12.18 through 12.22)	\$259,930

12.24 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$70,000
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.25 From Local Public Funds (73PF)	\$0
12.26 From Other Funds (73OF)	\$0
12.27 Total (12.25 + 12.26)	\$0

12.28	Budget Loans (Principal and Interest)	0
12.29	Short-Term Loans	0
12.30	Total Debt Service (12.27 + 12.28 + 12.29)	\$0
12.31	TOTAL OPERATING FUND DISBURSEMENTS (12.5A + 12.9 + 12.12 + 12.17 + 12.23 + 12.24 + 12.30)	\$2,788,550

TRANSFERS

Transfers to Capital Fund

12.32	From Local Public Funds (76PF)	0
12.33	From Other Funds (76OF)	0
12.34	Total Transfers to Capital fund (12.32 + 12.33)	\$0
12.35	Transfer to Other Funds	0
12.36	TOTAL TRANSFERS (12.34 + 12.35)	\$0
12.37	TOTAL DISBURSEMENTS AND TRANSFERS (12.31 + 12.36)	\$2,788,550

12.38 BALANCE IN OPERATING FUND-at the End of Fiscal Year Ending 2004 **\$324,690**

12.39 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (12.37 + 12.38) **\$3,113,240**

ASSURANCE

12.40 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). **03/22/2005**

FISCAL AUDIT

12.41 Last audit performed (mm/dd/yyyy) **03/30/2004**

12.42 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) **01/01/2003-12/31/2003**

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

CAPITAL FUND

12.44 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 of this report
PLEASE 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 **0**

13.3 **Total Revenues from Local Sources (13.1 + 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 (13.4 + 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	Total Federal Aid	0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.34)	\$0
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13.9	TOTAL REVENUES (13.3 + 13.6 + 13.7 + 13.8)	\$0
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13.10	NON-REVENUE RECEIPTS	0
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13.11	TOTAL RECEIPTS(13.9 + 13.10)	\$0
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13.12	CASH BALANCE - Beginning of Fiscal Year Ending 2004 (Same as Question 14.11 of previous year, if fiscal year has not changed)	0
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13.13	TOTAL RECEIPTS AND BALANCE(13.11 + 13.12)	\$0
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**14. CAPITAL FUNDS DISBURSEMENTS
PROJECT EXPENDITURES**

14.1	Construction	0
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14.2	Incidental Construction	0
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Other Disbursements

14.3	Purchase of Buildings	0
14.4	Interest	0
14.5	Collection Expenditures	0
14.6	Total Other Disbursements (14.3 + 14.5)	\$0
14.7	Total Project Expenditures (14.1 + 14.2 + 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	0
14.10	TOTAL DISBURSEMENTS AND TRANSFERS (14.7 + 14.8 + 14.9)	\$0
14.11	CASH BALANCE - End Of Fiscal Year ending 2004	0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (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	11.29
15.2	Total Librarians	14.35
15.3	All Other Paid Staff	26.16
15.4	Total Paid Employees	40.51

15.5 **State Government Revenue** \$192,462

Federal: Tompkins County Public Library received special legislative grants in 2004 which cause income to exceed the normal range.

15.6 **Federal Aid Revenue** \$0

15.7 **Other Operating Revenue** \$549,605

15.8 **Total Operating Revenue** \$2,718,646

15.9 **Other Operating Expenditures** \$341,076

15.10 **Total Operating Expenditures** \$2,719,160

15.11 **Capital Revenue** \$0

15.12 **Capital Expenditures** \$69,390

15.13 **Print Materials** 160,717

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1 *LIB ID* 2400613230

16.2 *Interlibrary Relationship Code* ME

16.3 *Legal Basis Code* CO

16.4 *Administrative Structure Code* SO

16.5 *FSCS Public Library Definition* Y

16.6 *Geographic Code* CO1

Comment Sheet

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