Tappan Library
Annual Report For Public And Association Libraries - 2019

1. GENERAL LIBRARY INFORMATION

Library/Director Information

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

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

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

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

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200506400
1.2	Library Name	TAPPAN 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	Tappan
1.6	Beginning Fiscal Reporting Year	01/01/2019
1.7	Ending Fiscal Reporting Year	12/31/2019
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 Local Fiscal Year	01/01/2019
1.12	Ending Local Fiscal Year	12/31/2019
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	93 MAIN STREET
1.15	City	TAPPAN

1.16	Zip Code	10983
1.17	Mailing Address	93 MAIN STREET
1.18	City	TAPPAN
1.19	Zip Code	10983
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 359-3877
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 359-3884
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	tappanlibrary@tappanlibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.tappanlibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	6,613
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	06/25/1982
1.30	Date the library was last registered	09/15/1959
1.31	Federal Employer Identification Number	131974005
1.32	County	ROCKLAND
1.33	School District	South Orangetown Central
1.34	Town/City	Tappan
1.35	Library System	Ramapo Catskill Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	n/a
1.36b	President/CEO Phone Number	n/a
1.36c	President/CEO Email	n/a

NOTE: For questions 1.37 through 1.44, report all information for the underline current library director/manager.

1.37	First Name of Library Director/Manager	Sara S.
1.38	Last Name of Library Director/Manager	Nugent
1.39	NYS Public Librarian Certification Number	18736
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y

1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	snugent@tappanlibrary.org
1.44	Fax Number of the Director/Manager	(845) 359-3884
1.45	Is the library a member of the New York State and Local Retirement System?	N
1.46	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.47	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.48.	N

Public Votes/Contracts

1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A
3.	Date the vote was held (mm/dd/2019)	N/A
4.	Was the vote successful? Y/N	N/A
5.	What type of public vote was it?	N/A
6a.	Most recent prior year approved appropriation from a public vote:	N/A
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A
6c.	Total proposed appropriation (sum of 6a and 6b):	N/A

This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.48	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2019) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.49.	Y
1.	Name of municipality or district holding the public vote	South Orangetown Central School District
2.	Indicate the type of municipality or district holding the public vote	School District
3.	Date the last successful vote was held (mm/dd/yyyy)	04/07/2017
4.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	$127,500

1.49   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 1.50.   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

Unusual Circumstances

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

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

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

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	8,905
2.2	Adult Non-fiction Books	8,582
2.3	Total Adult Books (Total questions 2.1 & 2.2)	17,487
2.4	Children's Fiction Books	7,159

2.5	Children's Non-fiction Books	2,163
2.6	Total Children's Books (Total questions 2.4 & 2.5)	9,322
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	26,809

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	837
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	837
2.12	Total Print Materials (Total questions 2.7 and 2.11)	27,646

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	33,352
2.14	Local Electronic Collections	15
2.15	NOVEL_{NY} Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	31
2.17	Audio - Downloadable Units	9,940
2.18	Video - Downloadable Units	621
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	184,396
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	228,340

Non-Electronic Materials

2.21	Audio - Physical Units	342
2.22	Video - Physical Units	2,760
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	139
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	3,241

Serials/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	259,227

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	72

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.27	Cataloged Books	1,289
2.28	All Other Print Materials	522
2.29	Electronic Materials	19,727
2.30	All Other Materials	355

2.31   Total Additions (Total questions 2.27 through 2.30)   21,893

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 <u>calendar</u> year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1   Library visits (total annual attendance)   54,725
3.2   Registered resident borrowers   3,598
3.3   Registered non-resident borrowers   9

Please report information on WRITTEN POLICIES as of 12/31/19.

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

3.4   Does the library have an open meeting policy?   N
3.5   Does the library have a policy protecting the confidentiality of library records?   Y
3.6   Does the library have an Internet use policy?   Y
3.7   Does the library have a disaster plan?   N
3.8   Does the library have a board-approved conflict of interest policy?   Y
3.9   Does the library have a board-approved whistle blower policy?   Y
3.10   Does the library have a board-approved sexual harassment prevention policy?   Y

Please report information on ACCESSIBILITY as of 12/31/19.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11   Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?   Y
3.12   Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?   Y
3.13   Does the library have large print books?   Y
3.14   Does the library have assistive technology for people who are visually impaired or blind?   N

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA   No
refreshable Braille commonly referred to as a refreshable Braille display   No
screen magnification software, such as Zoomtext   No

| | electronic scanning and reading software, such as OpenBook | No |
| 3.16 | Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? | Y |

Library Sponsored Programs/Summer Reading Program

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

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	223
3.18	Young Adult Program Sessions	29
3.19	Children's Program Sessions	299
3.20	All Other Program Sessions	2
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	553
3.22	One-on-One Program Sessions	38
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Adult Program Attendance	2,417
3.25	Young Adult Program Attendance	232
3.26	Children's Program Attendance	3,365
3.27	All Other Program Attendance	280
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	6,294
3.29	One-on-One Program Attendance	38

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No

3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	123
3.33	Young adults registered for the library's summer reading program	7
3.34	Adults registered for the library's summer reading program	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	130
3.36	Children's program sessions - Summer 2019	63
3.37	Young adult program sessions - Summer 2019	11
3.38	Adult program sessions - Summer 2019	0
3.39	Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)	74
3.40	Children's program attendance - Summer 2019	764
3.41	Young adult program attendance - Summer 2019	42
3.42	Adult program attendance - Summer 2019	0
3.43	Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)	806

COLLABORATORS

3.44	Public school district(s) and/or BOCES	1
3.45	Non-public school(s)	0
3.46	Childcare center(s)	1
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	2

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

EARLY LITERACY PROGRAMS

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

Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

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

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

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	182
b.	Focus on parents & caregivers	0
c.	Combined audience	0

d.	N/A	0
3.55	Total Sessions	182

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	2,051
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.57	Total Attendance	2,051

3.58 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
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

Please report information on ADULT LITERACY for the 2019 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	19
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	38

3.64 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0

3.76 - 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 School(s)   No
d.   Other (describe using the Note)   No

Please report information on DIGITAL LITERACY for the 2019 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	9
3.79	Total one-on-one program sessions	1
3.80	Total group program attendance	18
3.81	Total one-on-one program attendance	1
3.82	Did your library offer teen-led activities during the 2019 calendar year?	N
3.83	Did your library offer teen-led activities during the 2018 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	10,073
4.2	Adult Non-fiction Books	6,010
4.3	Total Adult Books (Total questions 4.1 & 4.2)	16,083
4.4	Children's Fiction Books	13,209
4.5	Children's Non-fiction Books	2,314
4.6	Total Children's Books (Total questions 4.4 & 4.5)	15,523
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	31,606

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	11,861
4.9	Circulation of Children's Other Materials	422
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	12,283
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	43,889

ELECTRONIC USE

4.12	Use of Electronic Material	6,417
4.13	Successful Retrieval of Electronic Information	11,319
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	17,736
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	50,306

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 61,625 |
| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 15,945 |

REFERENCE TRANSACTIONS

| 4.18 | Total Reference Transactions | 4,977 |
| 4.19 | Does the library offer virtual reference? | Y |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.20 | TOTAL MATERIALS RECEIVED | 10,924 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.21 | TOTAL MATERIALS PROVIDED | 7,686 |

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2019.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	27,098
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	Y
5.9	If yes, in which consortium are you participating?	Ramapo Catskill Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Sara Nugent
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 359-3877
5.12	IT contact's email address	snugent@tappanlibrary.org

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. Please click here to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y

7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

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

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

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

7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
3.	Provides a board-approved written annual report to the	Y

community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.

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

5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. — Y

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

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

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

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

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

10. Provides

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

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

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

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

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

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

8. PUBLIC SERVICE INFORMATION

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

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

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	54.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	54.00
8.10	Annual Total Hours - Main Library	3,216.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,216.00

9. SERVICE OUTLET INFORMATION

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here

1.	Outlet Name	Tappan Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	93 Main Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Tappan
6.	Zip Code	10983
7.	Phone (enter 10 digits only)	(845) 359-3877
8.	Fax Number (enter 10 digits only)	(845) 359-3884
9.	E-mail Address	tappanlibrary@tappanlibrary.org

10.	Outlet URL	www.tappanlibrary.org
11.	County	Rockland
12.	School District	South Orangetown Central School District
13.	Library System	Ramapo Catskill Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,216
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	4
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1962
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2015
25.	Square footage of the outlet	9,550
26.	Number of internet computers at this outlet used by general public	6
27.	Number of uses (sessions) of public Internet computers per year	2,360
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Cablevision/Optimum
32.	WiFi Access	Password required
33.	Number of wireless sessions provided by the library wireless service per year	5,209
34.	Does the outlet have interactive videoconferencing capability for public use?	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	Does your **outlet** have a Makerspace?	N
38.	*LIBID*	7200506400
39.	*FSCSID*	NY0595
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0

| 41. | *Outlet Structure Status* | 00 (for no change from previous year) |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

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

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

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

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Orangetown
3.	Amount	$716,387
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	Y

1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	So. Orangetown Central School District
3.	Amount	$127,474
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N

| 11.2 | **TOTAL LOCAL PUBLIC FUNDS** | $843,861 |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$2,014
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$3,571
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$5,585

OTHER STATE AID

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

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$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	$2,475
11.15	Fund Raising	$2,671
11.16	Income from Investments	$335
11.17	Library Charges	$2,951
11.18	Other	$1,138
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$9,570
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$859,016
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)	$114,470
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$973,486

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance/Miscellaneous

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$233,689

12.2	Other Staff	$133,056
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$366,745
12.4	**Employee Benefits Expenditures**	$70,492
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$437,237

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$27,924
12.7	Electronic Materials Expenditures	$17,223
12.8	Other Materials Expenditures	$8,927
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$54,074

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$17,423
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$17,423
12.16	Other Disbursements for Operation & Maintenance of Buildings	$97,511
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$114,934

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$4,148
12.19	Telecommunications	$4,521
12.20	Binding Expenses	$0
12.21	Postage and Freight	$1,830
12.22	Professional & Consultant Fees	$53,286
12.23	Equipment	$15,110
12.24	Other Miscellaneous	$797
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$79,692

Contracts/Debt Service/Transfers/Grand Total

12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$18,153

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	$131,804

12.28	From Other Funds (73OF)	$0
12.29	**Total** (Add Questions 12.27 and 12.28)	$131,804

Other Loans

12.30	Budget Loans (Principal and Interest)	$0
12.31	Short-Term Loans	$0
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$131,804
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$835,894

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$0
12.35	From Other Funds (76OF)	$0
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	$0
12.37	**Transfer to Other Funds**	$0
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$0
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$835,894
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019	$137,592
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$973,486

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/24/2020

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	07/02/2019
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	1/1/2018-12/31/2018
12.45	Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$0
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$17,426
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$17,426

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for	$17,426

the Fiscal Year Ending 2019

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE**
(Add Questions 14.10 and 14.11; same as Question 13.13) $17,426

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE
PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR
SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	4.16
16.2	Total Librarians	4.16
16.3	All Other Paid Staff	3.06
16.4	Total Paid Employees	7.22
16.5	State Government Revenue	$5,585
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$9,570
16.8	Total Operating Revenue	$859,016
16.9	Other Operating Expenditures	$212,779
16.10	Total Operating Expenditures	$704,090
16.11	Total Capital Expenditures	$0
16.12	Print Materials	27,646
16.13	Total Registered Borrowers	3,607
16.14	Other Capital Revenue and Receipts	$0
16.15	Total Number of Internet Terminals Used by the General Public	6
16.16	Total Uses (sessions) of Public Internet Computers Per Year	2,360
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	5,209
16.18	Total Capital Revenue	$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	7200506400
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	NP
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	OTH
17.7	*FSCS ID*	NY0595
17.8	*SED CODE*	500301700014
17.9	*INSTITUTION ID*	800000039198

SUGGESTED IMPROVEMENTS

Library Name:	TAPPAN LIBRARY
Library System:	Ramapo Catskill Library System
Name of Person Completing Form:	Sara S. Nugent
Phone Number:	(845) 359-3877
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree
Applying this resource (Collect) will help improve library services to the public:	Disagree
Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	