Tappan Library
Annual Report For Public And Association Libraries - 2022

1. GENERAL LIBRARY INFORMATION

Library/Director Information

[Outline of Major Changes](#)

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, 2022, 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	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
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	01/01/2022

1.12	Ending <u>Local</u> Fiscal Year	12/31/2022
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 2020 Census)	6,673
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 <u>or</u> 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 <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Sara
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	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y

Public Votes/Contracts

1.   Name of municipality or district holding   South Orangetown Central
the public vote   School District

2.   Indicate the type of municipality or   School District
district holding the public vote

3.   Date the vote was held (mm/dd/2022)   04/28/2022

4.   Was the vote successful? Y/N   Y

5.   What type of public vote was it?   school district ballot
                                                                                      proposition (Ed. Law §259(1)
                                                                                      (a))

6a.   Most recent prior year approved $127,500
appropriation from a public vote:

6b.   Proposed increase in appropriation as a $26,500
result of the vote held on the date reported in
question number 3:

6c.   Total proposed appropriation (sum of 6a $154,000
and 6b):

**This question should only be answered if "No" was answered in Q1.46 OR the library has
votes from different municipalities/districts that were held in different years, both current and
prior.**

1.47   Did the library receive funding from an   Y
appropriation which was approved by public vote
in a prior year? (Prior to Calendar Year 2022)
Enter Y for Yes, N for No. If Yes, complete one
record for the vote from each funding source. If
No, go to question 1.48.

1.   Name of municipality or district holding   South Orangetown Central
the public vote   School Distrcit

2.   Indicate the type of municipality or   School District
district holding the public vote

3.   Date the last successful vote was held   04/17/2017
(mm/dd/yyyy)

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

1.48   Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.   N

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.   Name of contracting municipality or district   N/A

2.   Is this a written contractual agreement?   N/A

3.   Population of the geographic area served by this contract   N/A

4.   Dollar amount of contract   N/A

5.   Enter the appropriate code for range of services provided (select one):   N/A

1.49   For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u>; 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 <u>read</u> general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	9,222
2.2	Adult Non-fiction Books	8,351
2.3	Total Adult Books (Total questions 2.1 & 2.2)	17,573
2.4	Children's Fiction Books	7,571
2.5	Children's Non-fiction Books	2,232
2.6	Total Children's Books (Total questions 2.4 & 2.5)	9,803
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	27,376

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	624
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	624
2.12	Total Print Materials (Total questions 2.7 and 2.11)	28,000

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	39,503
2.14	Local Electronic Collections	13
2.15	NOVEL$_{NY}$ Electronic Collections	15

2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	28
2.17	Audio - Downloadable Units	12,886
2.18	Video - Downloadable Units	0
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.)	225,231
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	277,648

Non-Electronic Materials

2.21	Audio - Physical Units	263
2.22	Video - Physical Units	2,932
2.23	Other Circulating Physical Items	17
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	3,212

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	308,860

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

2.26	Cataloged Books	1,012
2.27	All Other Print Materials	302
2.28	Electronic Materials	14,535
2.29	All Other Materials	127
2.30	Total Additions (Total questions 2.26 through 2.29)	15,976

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 <u>calendar</u> year. Please click <u>here</u> 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)	20,561
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	3,187
3.3	Registered non-resident borrowers	7

Please report information on WRITTEN POLICIES as of 12/31/22.

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 12/31/22.

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)?	N

3.13   Does the library have large print books?   Y

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

3.15 - If so, what do you have?

      screen reader, such as JAWS,   No
Windoweyes or NVDA

      refreshable Braille commonly referred to   No
as a refreshable Braille display

      screen magnification software, such as   No
Zoomtext

      electronic scanning and reading   No
software, such as OpenBook

3.16   Is the library registered for services from   Y
either the New York State Talking Book and
Braille Library (New York State Library, Albany)
or the Andrew Heiskell Braille and Talking Book
Library (The New York Public Library, New
York)?

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to
library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions
may also provide cultural, recreational, or educational information.
Examples of these types of program sessions include, but are not limited to, film showings, lectures,
story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17   Number of Synchronous Program   275
Sessions Targeted at Adults Age 19 or Older

3.18   Number of Synchronous Program   28
Sessions Targeted at Young Adults Ages 12-18

3.19a   Number of Synchronous Program   114
Sessions Targeted at Children Ages 0-5

3.19b   Number of Synchronous Program   59
Sessions Targeted at Children Ages 6-11

3.20	Number of Synchronous General Interest Program Sessions	1
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	477
3.21a	Number of Synchronous In-Person Onsite Program Sessions	369
3.21b	Number of Synchronous In-Person Offsite Program Sessions	14
3.21c	Number of Synchronous Virtual Program Sessions	94
3.21d	Total number of synchronous programs (3.21a + 3.21b + 3.21c)	477
3.22	One-on-One Program Sessions	971
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	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	2,591
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	175
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	1,306
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	1,337
3.27	Attendance at Synchronous General Interest Programs	64
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	5,473
3.28a	Synchronous In-Person Onsite Program Attendance	3,539
3.28b	Synchronous In-Person Offsite Program Attendance	822
3.28c	Synchronous Virtual Program Attendance	1,112

3.28d   Total synchronous program attendance   5,473
(3.28a + 3.28b + 3.28c)

3.29   One-on-One Program Attendance   971

3.29a   Total Number of Asynchronous Program   0
Presentations

3.29b   Total Views of Asynchronous Program   0
Presentations within 30 Days

3.30   Total Number of Children's Programs   173
(sum of Q3.19a and Q3.19b)

3.31   Total Children's Program Attendance   2,643
(sum of Q3.26a and Q3.26b)

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (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   Yes
name and/or logo used

e.   Collaborative Summer Library Program   Yes
(CSLP Manual, provided through the New York
State Library, used)

f.   N/A   No

3.33   Library outlets offering the summer   1
reading program

3.34   Children registered for the library's   90
summer reading program

3.35   Young adults registered for the library's   8
summer reading program

3.36   Adults registered for the library's   0
summer reading program

3.37   Total number registered for the library's   98
summer reading program (total 3.34 + 3.35 +
3.36)

3.38	Children's program sessions - Summer 2022	56
3.39	Young adult program sessions - Summer 2022	9
3.40	Adult program sessions - Summer 2022	0
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	65
3.42	Children's program attendance - Summer 2022	810
3.43	Young adult program attendance - Summer 2022	73
3.44	Adult program attendance - Summer 2022	0
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	883

COLLABORATORS

3.46	Public school district(s) and/or BOCES	0
3.47	Non-public school(s)	0
3.48	Childcare center(s)	0
3.49	Summer camp(s)	0
3.50	Municipality/Municipalities	0
3.51	Literacy provider(s)	0
3.52	Other (describe using the State note)	0
3.53	Total Collaborators (total 3.46 through 3.52)	0

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

EARLY LITERACY PROGRAMS

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

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

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

b.   Focus on parents & caregivers   No

c.   Combined audience   No

d.   N/A   No

3.56 - Number of sessions

a.   Focus on birth - school entry   168
(kindergarten)

b.   Focus on parents & caregivers   0

c.   Combined audience   0

d.   N/A   0

3.57   Total Sessions   168

3.58 - Attendance at sessions

a.   Focus on birth - school entry   1,376
(kindergarten)

b.   Focus on parents & caregivers   0

c.   Combined audience   0

d.   N/A   0

3.59   Total Attendance   1,376

3.60 - 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

Please report information on ADULT LITERACY for the 2022 calendar year.

ADULT LITERACY

3.61   Did the library offer adult literacy   No
programs?

3.62   Total group program sessions   0

3.63	Total one-on-one program sessions	0
3.64	Total group program attendance	0
3.65	Total one-on-one program attendance	0

3.66 - 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 Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2022 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.78 - 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 2022 calendar year.

DIGITAL LITERACY

3.79   Did the library offer digital literacy   Y
programs?

3.80   Total group program sessions   0

3.81   Total one-on-one program sessions   18

3.82   Total group program attendance   0

3.83   Total one-on-one program attendance   18

3.84   Did your library offer teen-led activities   Y
during the 2022 calendar year?

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   7,977

4.2   Adult Non-fiction Books   5,209

4.3   Total Adult Books (Total questions 4.1 & 13,186
4.2)

4.4   Children's Fiction Books   9,520

4.5   Children's Non-fiction Books   1,602

4.6   Total Children's Books (Total questions   11,122
4.4 & 4.5)

4.7   Total Cataloged Book Circulation (Total   24,308
question 4.3 & 4.6)

CIRCULATION OF OTHER MATERIALS

4.8   Circulation of Adult Other Materials   4,495

4.9   Circulation of Children's Other Materials 204

4.10   Circulation of Other Physical Items   4,699
(Total questions 4.8, 4.9)

| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 29,007 |

ELECTRONIC USE

| 4.12 | Use of Electronic Material | 9,288 |

| 4.13 | Successful Retrieval of Electronic Information | 26,717 |

| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 36,005 |

| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 38,295 |

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 65,012 |

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 11,326 |

| 4.18 | As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? | No |

REFERENCE TRANSACTIONS

| 4.19 | Total Reference Transactions | 4,656 |

| 4.19a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | CT - Annual Count |

| 4.20 | Does the library offer virtual reference? | Y |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.21 | TOTAL MATERIALS RECEIVED | 10,017 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.22 | TOTAL MATERIALS PROVIDED | 10,890 |

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.

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	47,506
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?	Y
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

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

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

3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.   Y

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

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

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

7. Is open the minimum standard number of public service hours for population served. (see instructions)   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   1
(Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6   Minimum Weekly Total Hours - Main Library   52.00

8.7   Minimum Weekly Total Hours - Branch Libraries   0.00

8.8   Minimum Weekly Total Hours -   0.00
Bookmobiles

8.9   Minimum Weekly Total Hours - Total   52.00
Hours Open (Total questions 8.6 - 8.8)

8.10   Annual Total Hours - Main Library   2,868.00

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   2,868.00
(Total questions 8.10 through 8.12)

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic.
Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1   Were any of the library's outlets   No
physically closed to the public for any period of
time due to the Coronavirus (COVID-19)
pandemic?

CV2   Did library staff continue to provide   Yes
services to the public during any portion of the
period when the building was physically closed to
the public due to the Coronavirus (COVID-19)
pandemic?

CV3   Did the library allow users to complete   Yes
registration for library cards online without having
to come to the library during the Coronavirus
(COVID-19) pandemic?

CV4   Did the library provide reference service Yes
via the Internet or telephone when the building
was physically closed to the public during the
Coronavirus (COVID-19) pandemic?

CV5   Did the library provide 'outside' service Yes
for circulation of physical materials at one or more
outlets during the Coronavirus (COVID-19)
pandemic?

CV6   Did the library intentionally provide Wi- Yes
Fi Internet access to users outside the building at
one or more outlets during COVID-19 pandemic?

CV7   Did the library increase access to Wi-Fi   Yes
Internet access to users outside the building at one
or more outlets during the Coronavirus (COVID-
19) pandemic?

CV8   Did library staff work for other   No
government agencies or nonprofit organizations
instead of, or in addition to, their normal duties
during the Coronavirus (COVID-19) pandemic?

CV9   Number of Weeks an Outlet Had Limited 0
Occupancy Due to COVID-19

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

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 will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

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	RCLS
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,868
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
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	0
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 Used by General Public	4
27.	Number of uses (sessions) of public Internet computers per year	1,316
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum download 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.	Wireless Sessions	24,429
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your **outlet** have a Makerspace?	N
37.	*LIBID*	7200506400
38.	*FSCSID*	NY0595
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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   Y
funds? If yes, complete one record for each taxing
authority; if no, go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Town of Orangetown
3.	Amount	$730,715

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   South Orangetown Central School District

3.   Amount $153,974

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 $884,689

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3   Local Library Services Aid (LLSA) $2,028

11.4   Record all Central Library Services Aid monies received from system headquarters $0

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 (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) $2,028

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	$356
11.15	Fund Raising	$1,812
11.16	Income from Investments	$4,416
11.17	Library Charges	$3,706
11.18	Other	$210
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$10,500
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$897,217
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$17,426
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$17,426
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	$258,157
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)	$1,172,800

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). 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	$278,898
12.2	Other Staff	$117,334
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$396,232
12.4	**Employee Benefits Expenditures**	$101,863
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$498,095

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$22,239
12.7	Electronic Materials Expenditures	$15,118
12.8	Other Materials Expenditures	$3,312
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$40,669

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)	$21,110
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$21,110
12.16	Other Disbursements for Operation & Maintenance of Buildings	$99,307

12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$120,417

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$3,382
12.19	Telecommunications	$7,568
12.20	Postage and Freight	$1,980
12.21	Professional & Consultant Fees	$65,620
12.22	Equipment	$18,775
12.23	Other Miscellaneous	$100
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$97,425

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$16,222

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0
12.27	From Other Funds (73OF)	$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$0

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$772,828

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$772,828
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	$399,972
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$1,172,800

ASSURANCE

12.41	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).	02/16/2023

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	03/30/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	1/1/2021-12/31/2021
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.* 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** $0
(Add Questions 13.1 and 13.2)

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 $0
and 13.5)

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as $0
Question 12.35)

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

13.10   **NON-REVENUE RECEIPTS** $0

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

13.12   BALANCE IN CAPITAL FUND - $17,426
Beginning Balance for Fiscal Year Ending 2022
(Same as Question 14.11 of previous year, if fiscal
year has not changed)

13.13   **TOTAL CASH RECEIPTS AND** $17,426
BALANCE(Add Questions 13.11 and 13.12;
same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1	Construction	$0
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0

14.6   Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) $0

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

14.8   **TRANSFER TO OPERATING FUND** $17,426 (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) $17,426

14.11   **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2022 $0

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	2.84
16.4	Total Paid Employees	7.00
16.5	State Government Revenue	$2,028
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$10,500
16.8	Total Operating Revenue	$897,217
16.9	Other Operating Expenditures	$234,064
16.10	Total Operating Expenditures	$772,828
16.11	Total Capital Expenditures	$17,426
16.12	Print Materials	28,000
16.12a	Total Physical Items in Collection	31,212
16.13	Total Registered Borrowers	3,194
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	4
16.16	Total Uses (sessions) of Public Internet Computers Per Year	1,316
16.17	Wireless Sessions	24,429
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*	PL1
17.7	*FSCS ID*	NY0595
17.8	*SED CODE*	500301700014
17.9	*INSTITUTION ID*	800000039198