Tappan Library
Annual Report For Public And Association Libraries - 2023

1. GENERAL LIBRARY INFORMATION

Library / Director Information

<u>Outline of Major Changes</u>

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 <u>here</u> 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, 2023, <u>except</u> for questions related to the <u>current</u> 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	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2023

1.12	Ending <u>Local</u> Fiscal Year	12/31/2023
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 2023? (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.	N

Public Votes / Contracts

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

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

3.   Date the vote was held (mm/dd/2023)   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 $154,000
appropriation from a public vote:

6b.   Proposed increase in appropriation as a $0
result of the vote held on the date reported in
question number 3:

6c.   Total proposed appropriation (manually $154,000
sum of 6a 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 2023)
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 School
the public vote   District

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

3.   Date the last successful vote was held   04/28/2022
(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 $154,000
appropriation from tax dollars resulting from the
last successful vote?

1.48   Does the reporting library have a   N
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.

Unusual Circumstances

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

1.   Name of contracting municipality or   Town of Orangetown
district

2.   Is this a written contractual agreement?   Y

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

4.   Dollar amount of contract $730,715

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

1.49   For the reporting year, has the library   N
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.

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions
1.6 and 1.7 in Part 1. Please read general information instructions below before completing this
section.

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	9,110
2.2	Adult Non-fiction Books	8,094
2.3	Total Adult Books (Total questions 2.1 & 2.2)	17,204
2.4	Children's Fiction Books	7,783
2.5	Children's Non-fiction Books	2,258
2.6	Total Children's Books (Total questions 2.4 & 2.5)	10,041
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	27,245

Other Print Materials

2.8	Total Uncataloged Books	1
2.9	Total Print Serials	562
2.10	All Other Print Materials	2
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	565
2.12	Total Print Materials (Total questions 2.7 and 2.11)	27,810

ALL OTHER MATERIALS
Electronic Materials

2.13	Electronic Books	67,266
2.14	Local Electronic Collections	16
2.15	NOVELNY Electronic Collections	15

2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	31
2.17	Audio - Downloadable Units	29,699
2.18	Video - Downloadable Units	175
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.)	238,106
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	335,277

Non-Electronic Materials

2.21	Audio - Physical Units	154
2.22	Video - Physical Units	2,670
2.23	Other Circulating Physical Items	14
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	2,838

Grand Total / Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	365,925

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

2.26	Cataloged Books	1,067
2.27	All Other Print Materials	301
2.28	Electronic Materials	24,054
2.29	All Other Materials	192
2.30	Total Additions (Total questions 2.26 through 2.29)	25,614

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 <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 Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	26,206
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	3,132
3.3	Registered non-resident borrowers	6

Please report information on WRITTEN POLICIES as of 12/31/23.

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

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

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 12/31/23.

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   N
for persons who are deaf and hearing impaired
(TTY/TDD)?

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? If no, go to next question

        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

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A 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 of live and prerecorded programs (previously called synchronous and
asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a   Number of Sessions Targeted at Children   122
Ages 0-5

3.17b	Attendance at Sessions Targeted at Children Ages 0-5	2,240
3.18a	Number of Sessions Targeted at Children Ages 6-11	75
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	1,550
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	21
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	146
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	224
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	2,626
3.21a	Number of General Interest Program Sessions	0
3.21b	Attendance at General Interest Program Sessions	0
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	442
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	6,562

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	383
3.24b	Total Live Onsite Program Attendance	4,799
3.25a	Total Live Offsite Program Sessions	30
3.25b	Total Live Offsite Program Attendance	907
3.26a	Total Live Virtual Program Sessions	29
3.26b	Total Live Virtual Program Attendance	856
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	442
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	6,562

Prerecorded and One-on-One Programs

3.29   Total Number of Prerecorded Program   1
Presentations

3.30   Total Views of Prerecorded Program   30
Presentations within 30 Days

3.31   One-on-One Program Sessions   617

3.32   Attendance at One-on-One Program   617
Sessions

Teen-Led / Promotion / Summer Reading

3.33   Did your library offer teen-led activities   N
during the 2023 calendar year?

3.34   Do library staff, trustees and/or   Yes
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?

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35   Did the library offer a summer reading   Y
program in 2023? (Enter Y for Yes, N for No) If
entering no, proceed to the next section.

3.36   Library outlets offering the summer   1
reading program

3.37   Children registered for the library's   84
summer reading program

3.38   Young adults registered for the library's   24
summer reading program

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

3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	108
3.41a	Children's program sessions - Summer 2023	58
3.41b	Children's program attendance - Summer 2023	1,217
3.42a	Young adult program sessions - Summer 2023	8
3.42b	Young adult program attendance - Summer 2023	39
3.43a	Adult program sessions - Summer 2023	0
3.43b	Adult program attendance - Summer 2023	0
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	66
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	1,256
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	0
3.50	Childcare center(s)	0
3.51	Summer camp(s)	0
3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	0
3.55	Total Collaborators (total 3.48 through 3.54)	1

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	122
3.57b	Focus on birth - school entry (kindergarten) attendance	2,240
3.58a	Focus on parents & caregivers sessions	0
3.58b	Focus on parents & caregivers attendance	0
3.59a	Combined audience sessions	0
3.59b	Combined audience attendance	0
3.60	Total Sessions	122
3.61	Total Attendance	2,240

3.62 - 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

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N

3.64a	Total group program sessions	0
3.64b	Total group program attendance	0
3.65a	Total one-on-one program sessions	0
3.65b	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

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N

3.68a	Children's program sessions	0
3.68b	Children's program attendance	0
3.69a	Young adult program sessions	0
3.69b	Young adult program attendance	0
3.70a	Adult program sessions	0
3.70b	Adult program attendance	0
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0

3.72   Total program attendance (total 3.68b +   0
3.69b + 3.70b)

3.73a   One-on-one program sessions   0

3.73b   One-on-one program attendance   0

3.74 - Collaborators (check all that apply):

a.   Literacy NY (Literacy Volunteers of   No
America)

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 2023 calendar year.

DIGITAL LITERACY

3.75   Did the library offer digital literacy   Y
programs in 2023? (Enter Y for Yes, N for No) If
entering no, proceed to the next section.

3.76a   Total group program sessions   0

3.76b   Total group program attendance   0

3.77a   Total one-on-one program sessions   37

3.77b   Total one-on-one program attendance   37

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.
(Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1   Adult Fiction Books   8,075

4.2   Adult Non-fiction Books   4,942

4.3   Total Adult Books (Total questions 4.1 &   13,017
4.2)

4.4   Children's Fiction Books   11,541

4.5	Children's Non-fiction Books	1,967
4.6	Total Children's Books (Total questions 4.4 & 4.5)	13,508
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	26,525

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	4,294
4.9	Circulation of Children's Other Materials	140
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	4,434
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	30,959

ELECTRONIC USE

4.12	Use of Electronic Material	13,036
4.13	Successful Retrieval of Electronic Information	29,757
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	42,793
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	43,995
4.16	Total Collection Use (Total questions 4.13 & 4.15)	73,752
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	13,648
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	3,973
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	9,198

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	11,004

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

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	38,397
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?	N
5.9	If yes, in which consortium are you participating?	n/a
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

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, 2023**. 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.

1.	Is governed by written bylaws which	Y
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.

2.	Has a community-based, board-	Y
approved, written long-range plan of service
developed by the library board of trustees and
staff.

3.	Provides a board-approved written	Y
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.

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

5.	Annually prepares and publishes a	Y
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.

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

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

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   Y
community needs, as outlined in the library's long-
range plan of service.

10. Provides

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

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

11.   Provides access to current library   Y
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.

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

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

14.   Establishes and maintains partnerships   Y
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.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.
Please click here to read general instructions before completing this section. Questions 8.1-8.4 are
pre-filled with prior year answers but not locked to allow updating.

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 <u>two</u> 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 - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	52.00
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 (Total questions 8.10 through 8.12)	2,868.00

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 Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre–filled with prior year answers but not locked to allow updating.

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	Ramapo Catskill Library System
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
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	1
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	1,700

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	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps

30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps

31.	Internet Provider	Other (specify using the State note)

32.	WiFi Access	Password required

33.	Wireless Sessions	37,382

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 funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. | Y |

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	$153,247
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** | $883,962 |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$2,036
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 $2,036
(Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

OTHER STATE AID

11.9   State Aid other than LLSA, Central $3,667
Library Aid (CLDA and/or CBA), or other State
Aid reported as system cash grants

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 $0
Questions 11.10 and 11.11)

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

OTHER RECEIPTS

11.14   Gifts and Endowments $727

11.15   Fund Raising $3,094

11.16   Income from Investments $10,542

11.17   Library Charges $0

11.18   Other $1,201

11.19   TOTAL OTHER RECEIPTS (Add $15,564
Questions 11.14, 11.15, 11.16, 11.17 and 11.18)

**11.20   TOTAL OPERATING FUND $905,229
RECEIPTS** (Add Questions 11.2, 11.8, 11.9,
11.12, 11.13 and 11.19)

11.21   BUDGET LOANS $0

Transfers / Grant Total

TRANSFERS

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

11.23   From Other Funds $0

11.24   **TOTAL TRANSFERS** (Add Questions $0
11.22 and 11.23)

11.25   BALANCE IN OPERATING FUND - $399,972
Beginning Balance for Fiscal Year Ending 2023
(Same as Question 12.39 of previous year if fiscal
year has not changed)

11.26   **GRAND TOTAL RECEIPTS,** $1,305,201
BUDGET LOANS, TRANSFERS AND
BALANCE (Add Questions 11.20, 11.21, 11.24
and 11.25; Same as Question 12.40)

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 <u>here</u> to read general instructions before
completing this section.**

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1   Certified Librarians $263,315

12.2   Other Staff $115,328

12.3   **Total Salaries & Wages Expenditures** $378,643
(Add Questions 12.1 and 12.2)

12.4   **Employee Benefits Expenditures** $108,430

12.5   **Total Staff Expenditures (Add** $487,073
Questions 12.3 and 12.4)

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $23,126

12.7   Electronic Materials Expenditures $18,832

12.8   Other Materials Expenditures $5,042

12.9   Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) $47,000

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) $47,510

12.14   From Other Funds (72OF) $0

12.15   Total Repairs (Add Questions 12.13 and 12.14) $47,510

12.16   Other Disbursements for Operation & Maintenance of Buildings $105,514

12.17   Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $153,024

MISCELLANEOUS EXPENSES

12.18   Office and Library Supplies $3,148

12.19   Telecommunications $7,120

12.21   Professional & Consultant Fees $73,307

12.22   Equipment $18,897

12.23   Other Miscellaneous $2,960

12.24   Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) $105,432

Contracts / Debt Service / Transfers / Grand Total

12.25   CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $8,572

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) | $801,101 |

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$250,000
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)	$250,000
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$250,000

12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$1,051,101
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	$254,100
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$1,305,201

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). | 02/15/2024 |

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	03/03/2023

12.43   Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)   1/1/2022-12/31/2022

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

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 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 $4,437

13.3   **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) $4,437

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction $0

13.5   Other State Aid $0

13.6   **Total State Aid** (Add Questions 13.4 and 13.5) $0

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as Question 12.35) $250,000

13.9   **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) $254,437

13.10   **NON-REVENUE RECEIPTS** $0

13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) $254,437

13.12   BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed) $0

13.13 TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12) $254,437

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 the Fiscal Year Ending 2023 $254,437

14.12 TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13) $254,437

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	$5,703
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$15,564
16.8	Total Operating Revenue	$905,229
16.9	Other Operating Expenditures	$267,028
16.10	Total Operating Expenditures	$801,101
16.11	Total Capital Expenditures	$0
16.12	Print Materials	27,808
16.12a	Total Physical Items in Collection	30,646
16.13	Total Registered Borrowers	3,138
16.14	Other Capital Revenue and Receipts	$254,437
16.15	Number of Internet Computers Used by General Public	4
16.16	Total Uses (sessions) of Public Internet Computers Per Year	1,700
16.17	Wireless Sessions	37,382
16.18	Total Capital Revenue	$254,437

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

SUGGESTED IMPROVEMENTS

Library Name:	TAPPAN LIBRARY
Library System:	Ramapo Catskill Library System
Name of Person Completing Form:	Sara 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!