

Tappan Library

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, 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) | no change from the prior year |
| 1.4 Structure Status (State use only) | no change |
| 1.5 Community | Tappan |
| 1.6 Beginning Fiscal Reporting Year | 01/01/2025 |
| 1.7 Ending Fiscal Reporting Year | 12/31/2025 |
| 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 | 01/01/2025 |
| 1.12 Ending Local Fiscal Year | 12/31/2025 |
| 1.13 Address Status | no change from the prior 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 M (Missing) if no telephone number) | 8453593877 |
| 1.21 E-Mail Address (enter M (Missing) if no E-Mail) | tappanlibrary@tappanlibrary.org |
| 1.22 Library Home Page URL (Enter M (Missing) if no home page URL) | www.tappanlibrary.org |
| 1.23 Population Chartered to Serve (per 2020 Census) | 6,673 |
| 1.24 Indicate the type of library as stated in the library's charter (select one): | ASSOCIATION |
| 1.25 Indicate the area chartered to serve as stated in the library's charter (select one): | Other |
| 1.26 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 |
| 1.27 Indicate the type of charter the library currently holds (select one): | Absolute |
| 1.28 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 |
| 1.29 Date the library was last registered | 09/15/1959 |
| 1.30 Federal Employer Identification Number | 131974005 |
| 1.31 County | ROCKLAND |
| 1.32 School District | South Orangetown Central |
| 1.33 Town/City | Tappan |
| 1.34 Library System | Ramapo Catskill Library System |

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

| | |
|----------------------------------|-----|
| 1.35a President/CEO Name | N/A |
| 1.35b President/CEO Phone Number | N/A |
| 1.35c President/CEO Email | N/A |

For questions 1.36 through 1.42, report all information for the current library director/manager.

| | |
|--|---------------------------|
| 1.36 First Name of Library Director/Manager | Sara |
| 1.37 Last Name of Library Director/Manager | Nugent |
| 1.38 NYS Public Librarian Certification Number | 18736 |
| 1.39 What is the highest education level of the library manager/director? | Master's Degree |
| 1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? | Yes |
| 1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 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. | Yes |
| 1.42 E-mail Address of the Director/Manager | snugent@tappanlibrary.org |
| 1.43 Does the library charge fees for library cards to people residing outside the system's service area? | Y |

Public Votes / Contracts

| | |
|--|---|
| 1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (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 1.45. | Y |
|--|---|

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

| 0 | 1 | 1 | 1 | 1 | 154000.00000 | 46760.00000 | 200760.00000 |
|--|---|--|------------------------------------|--|---|---|---|
| 1.44a Name of municipality or district holding the public vote | 1.44b Indicate the type of municipality or district holding the public vote | 1.44c Date the vote was held(mm/dd/2025) | 1.44d Was the vote successful? Y/N | 1.44e What type of public vote was it? | 1.44f.i Most recent prior year approved appropriation from a public vote: | 1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | 1.44f.iii Total proposed appropriation (manually sum of 6a and 6b): |
| South Orangetown Central School District | School District | 04/29/2025 | YesN/A | school district ballot proposition (Ed. Law §259(1)(a)) N/A | \$154,000 | \$46,760 | \$200,760 |

This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

| | |
|---|---|
| 1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46. | N |
|---|---|

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

| 0 | | | | | |
|--|---|---|--|--|---|
| 1.45a Name of municipality or district holding the public vote | 1.45b Indicate the type of municipality or district holding the public vote | 1.45c Date the last successful vote was held (mm/dd/yyyy) | 1.45d What type of public vote was it? | | 1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? |

Contractual Agreements

1.46 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 1.47. N

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

| | | | | |
|--|--|---|---------------------------------|---|
| 0 1 | | | | |
| 1.46a Name of contracting municipality or district | 1.46b Is this a written contractual agreement? | 1.46c Population of the geographic area served by this contract | 1.46d Dollar amount of contract | 1.46e Enter the appropriate code for range of services provided (select one): |
| N/A | | | | |

Unusual Circumstances

1.47 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

Physical 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. <https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) 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 online.

PRINT MATERIALS

Cataloged Books

| | |
|--|--------|
| 2.1 Adult Fiction Books | 9,009 |
| 2.2 Adult Non-fiction Books | 7,561 |
| 2.3 Total Adult Books (Total questions 2.1 & 2.2) | 16,570 |
| 2.4 Children's Fiction Books | 7,868 |
| 2.5 Children's Non-fiction Books | 2,316 |
| 2.6 Total Children's Books (Total questions 2.4 & 2.5) | 10,184 |
| 2.7 Total Cataloged Books (Total questions 2.3 & 2.6) | 26,754 |

Other Print Materials

| | |
|---|--------|
| 2.8 Total Uncataloged Books | 0 |
| 2.9 Total Print Serials | 552 |
| 2.10 All Other Print Materials | 10 |
| 2.11 Total Other Print Materials (Total questions 2.8 through 2.10) | 562 |
| 2.12 Total Print Materials (Total questions 2.7 and 2.11) | 27,316 |

ALL OTHER MATERIALS

| | |
|--|-------|
| 2.13 Audio - Physical Units ¹ | 144 |
| 2.14 Video - Physical Units | 2,612 |
| 2.15 Other Circulating Physical Items | 0 |
| 2.16 Total Other Physical Materials(Total questions 2.13 through 2.15) | 2,756 |

Grand Total / Additions to Holdings

| | |
|---|--------|
| 2.17 GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16) | 30,072 |
|---|--------|

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

| | |
|--|-------|
| 2.18 Cataloged Books | 1,091 |
| 2.19 All Other Print Materials | 267 |
| 2.20 All Other Materials | 97 |
| 2.21 Total Additions (Total questions 2.18 through 2.20) | 1,455 |

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar 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) | 34,492 |
| 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? | Annual Count |
| 3.2 Registered resident borrowers | 2,907 |
| 3.3 Registered non-resident borrowers | 0 |

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

Please report information on WRITTEN POLICIES as of 12/31/25.

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? | Y |
| 3.5 Does the library have an Internet use policy? | Y |
| 3.6 Does the library have a board-approved conflict of interest policy? | Y |
| 3.7 Does the library have a board-approved whistle blower policy? | Y |
| 3.8 Does the library have a board-approved sexual harassment prevention policy? | Y |

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

| | |
|---|---|
| 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 technology for people who are visually impaired or blind? | N |

3.15 - If so, what do you have? If no, go to next question

| | |
|---|---|
| screen reader, such as JAWS, Windoweyes or NVDA | N |
| refreshable Braille commonly referred to as a refreshable Braille display | N |
| screen magnification software, such as Zoomtext | N |
| electronic scanning and reading software, such as OpenBook | N |
| 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

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

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.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

| | |
|--|-------|
| 3.17a Number of Sessions Targeted at Children Ages 0-5 | 164 |
| 3.17b Attendance at Sessions Targeted at Children Ages 0-5 | 1,742 |
| 3.18a Number of Sessions Targeted at Children Ages 6-11 | 75 |
| 3.18b Attendance at Sessions Targeted at Children Ages 6-11 | 1,755 |
| 3.19a Number of Sessions Targeted at Young Adults Ages 12-18 | 44 |
| 3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18 | 168 |
| 3.20a Number of Sessions Targeted at Adults Age 19 or Older | 235 |
| 3.20b Attendance at Sessions Targeted at Adults Age 19 or Older | 2,293 |
| 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) | 518 |
| 3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b) | 5,958 |

Live Programs Categorized by Venue

| | |
|--|-------|
| 3.24a Total Live Onsite Program Sessions ² | 474 |
| 3.24b Total Live Onsite Program Attendance | 4,321 |
| 3.25a Total Live Offsite Program Sessions | 26 |
| 3.25b Total Live Offsite Program Attendance | 1,163 |
| 3.26a Total Live Virtual Program Sessions | 18 |
| 3.26b Total Live Virtual Program Attendance | 474 |
| 3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a) | 518 |
| 3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b) | 5,958 |

Prerecorded and One-on-One Programs

| | |
|--|-----|
| 3.29 Total Number of Prerecorded Program Presentations | 1 |
| 3.30 Total Views of Prerecorded Program Presentations within 30 Days | 47 |
| 3.31 One-on-One Program Sessions | 672 |
| 3.32 Attendance at One-on-One Program Sessions | 672 |

Teen-Led Promotions

| | |
|--|-----|
| 3.33 Did your library offer teen-led activities during the 2025 calendar year? | N |
| 3.34a 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 |
| 3.34b Does your library use Facebook for promotion? | Yes |
| 3.34c Does your library use Instagram for promotion? | Yes |
| 3.34d Does your library use Twitter/X for promotion? | No |
| 3.34e Does your library use TikTok for promotion? | No |

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

| | |
|---|-------|
| 3.35 Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section. | Y |
| 3.36 Library outlets offering the summer reading program | 1 |
| 3.37 Children registered for the library's summer reading program | 80 |
| 3.38 Young adults registered for the library's summer reading program | 26 |
| 3.39 Adults registered for the library's summer reading program ³ | 101 |
| 3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) | 207 |
| 3.41a Children's program sessions - Summer 2025 | 66 |
| 3.41b Children's program attendance - Summer 2025 | 1,109 |
| 3.42a Young adult program sessions - Summer 2025 | 16 |
| 3.42b Young adult program attendance - Summer 2025 | 96 |
| 3.43a Adult program sessions - Summer 2025 | 0 |
| 3.43b Adult program attendance - Summer 2025 | 0 |
| 3.44 Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a) | 82 |
| 3.45 Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b) | 1,205 |
| 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 for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

| | |
|--|---|
| 3.56 Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section. | Y |
|--|---|

EARLY LITERACY PROGRAMS

| | |
|---|-------|
| 3.57a Focus on birth - school entry (kindergarten) sessions | 168 |
| 3.57b Focus on birth - school entry (kindergarten) attendance | 1,780 |
| 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 | 168 |
| 3.61 Total Attendance | 1,780 |

3.62 - Collaborators (check all that apply):

| | |
|---|----|
| 3.62a. Childcare center(s) | No |
| 3.62b. Public School District(s) and/or BOCES | No |
| 3.62c. Non-Public School(s) | No |
| 3.62d. Health care providers/agencies | No |
| 3.62e. Other (describe using the State note) | No |

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

| | |
|--|---|
| 3.63 Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section. | N |
| 3.64a Total group program sessions | |
| 3.64b Total group program attendance | |
| 3.65a Total one-on-one program sessions | |
| 3.65b Total one-on-one program attendance | |

3.66 - Collaborators (check all that apply)

| | |
|---|--|
| 3.66a. Literacy NY (Literacy Volunteers of America) | |
| 3.66b. Public School District(s) and/or BOCES | |
| 3.66c. Non-Public Schools | |

3.66d. Other (see instructions and describe using Note)

ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

| | |
|--|---|
| 3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section. | N |
| 3.68a Children's program sessions | |
| 3.68b Children's program attendance | |
| 3.69a Young adult program sessions | |
| 3.69b Young adult program attendance | |
| 3.70a Adult program sessions | |
| 3.70b Adult program attendance | |
| 3.71 Total program sessions (total 3.68a + 3.69a + 3.70a) | 0 |
| 3.72 Total program attendance (total 3.68b + 3.69b + 3.70b) | 0 |
| 3.73a One-on-one program sessions | |
| 3.73b One-on-one program attendance | |

3.74 - Collaborators (check all that apply):

| | |
|---|--|
| 3.74a. Literacy NY (Literacy Volunteers of America) | |
| 3.74b. Public School District(s) and/or BOCES | |
| 3.74c. Non-Public School(s) | |
| 3.74d. Other (describe using the Note) | |

DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

| | |
|--|----|
| 3.75 Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section. | Y |
| 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

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 not considered part of circulation.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category – Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

CATALOGED BOOK CIRCULATION

| | |
|---|--------|
| 4.1 Adult Fiction Books | 6,853 |
| 4.2 Adult Non-fiction Books | 3,194 |
| 4.3 Total Adult Books (Total questions 4.1 & 4.2) | 10,047 |
| 4.4 Children's Fiction Books | 10,088 |
| 4.5 Children's Non-fiction Books | 1,826 |
| 4.6 Total Children's Books (Total questions 4.4 & 4.5) | 11,914 |
| 4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 21,961 |

CIRCULATION OF OTHER MATERIALS

| | |
|---|--------|
| 4.8a Circulation of Adult Other Materials - Non-Audio/Visual | 1,479 |
| 4.8b Circulation of Adult Other Materials - Audio/Visual | 1,806 |
| 4.9a Circulation of Children's Other Materials - Non-Audio/Visual | 133 |
| 4.9b Circulation of Children's Other Materials - Audio/Visual | 320 |
| 4.10 Circulation of Other Physical Items (Total questions 4.8a, 4.9a) | 1,612 |
| 4.11 Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10) | 25,699 |
| 4.12 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 |
| 4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. | Yes |

REFERENCE TRANSACTIONS

| | |
|---|--------------|
| 4.14 Total Reference Transactions | 3,272 |
| 4.14a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | Annual Count |
| 4.15 Does the library offer virtual reference? | Y |

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| | |
|-------------------------------|-------|
| 4.16 TOTAL MATERIALS RECEIVED | 6,444 |
|-------------------------------|-------|

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| | |
|-------------------------------|-------|
| 4.17 TOTAL MATERIALS PROVIDED | 5,618 |
|-------------------------------|-------|

E-RATE

| | |
|---|-----|
| 4.18 Does the library file for E-rate benefits? | N |
| 4.19 Is the library part of a consortium for E-rate benefits? | N |
| 4.20 If yes, in which consortium are you participating? | n/a |

5. ELECTRONIC USE

Electronic Holdings

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

| | |
|---|-----|
| 5.1 Did the library provide access to e-books purchased solely by the library? | Yes |
| 5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? | Yes |
| 5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library? | No |

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

| | |
|---|-----|
| 5.4 Did the library provide access to e-serials purchased solely by the library? | No |
| 5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? | Yes |

| | |
|--|-----------|
| 5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library? | No |
| Electronic Audio | |
| E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown) | |
| 5.7 Did the library provide access to e-audio purchased solely by the library? | Yes |
| 5.8 Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? | Yes |
| 5.9 Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library? | No |
| Electronic Video | |
| E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown) | |
| 5.10 Did the library provide access to e-videos purchased solely by the library? | Yes |
| 5.11 Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.) | No |
| 5.12 Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library? | No |
| Research Databases | |
| Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown) | |
| 5.13 Did the library provide access to research databases purchased solely by the library? | Yes |
| 5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? | Yes |
| 5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? | Yes |
| Online Learning | |
| Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown) | |
| 5.16 Did the library provide access to online learning platforms purchased solely by the library? | Yes |
| 5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? | Yes |
| 5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? | No |
| E-Material Circulation | |
| Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. | |
| 5.19 The total circulation of e-books during the reporting period | 7,765 |
| 5.20 The total circulation of e-serials during the reporting period. | 2,805 |
| 5.21 The total circulation of e-audio during the reporting period | 7,270 |
| 5.22 The total circulation of e-videos during the reporting period. | 261 |
| 6. STAFF INFORMATION | |
| All staff questions refer to PAID staff. | |
| Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places. | |
| FTE (FULL-TIME EQUIVALENT CALCULATION) | |
| 6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. | 35.00 |
| BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS | |
| 6.2 Library Director (certified) | 1.00 |
| 6.3 Vacant Library Director (certified) | 0.00 |
| 6.4 Library Manager (not certified) | 0.00 |
| 6.5 Vacant Library Manager (not certified) | 0.00 |
| 6.6 Librarian | 3.50 |
| 6.7 Vacant Librarian | 0.00 |
| 6.8 Library Specialist/Paraprofessional | 0.00 |
| 6.9 Vacant Library Specialist/Paraprofessional | 0.00 |
| 6.10 Other Staff ⁴ | 2.25 |
| 6.11 Vacant Other Staff | 0.00 |
| 6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) | 6.75 |
| 6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) | 0.00 |
| SALARY INFORMATION | |
| 6.14 FTE - Library Director(certified) | 1.00 |
| 6.15 Salary - Library Director (certified) | \$135,000 |
| 6.16 FTE - Library Manager (not certified) | 0.00 |
| 6.17 Salary - Library Manager (notcertified) | \$0 |
| 6.18 FTE - Librarian | 0.00 |
| 6.19 Salary - Librarian | \$56,000 |
| 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, 2025. 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. https://nyslibrary.libguides.com/publiclibrarystandards | |
| 7.1. 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 |
| 7.2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y |
| 7.3. 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 |
| 7.4. 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 |
| 7.4.a. Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection? | Y |
| 7.4.b. Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms? | N |
| 7.4.c. Does the Library have Board-approved Codes of conduct? | Y |
| 7.4.d. Does the library have a policy protecting the confidentiality of library records? | Y |
| 7.4.e. Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices? | Y |
| 7.4.f. Does the library have a disaster plan? | Y |
| 7.4.g. Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management? | N |
| 7.5. 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 |
| 7.6. 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 |
| 7.7. Is open the minimum standardnumber of public service hours for population served. (see instructions) | Y |
| 7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | |
| 7.8a. space | Y |
| 7.8b. lighting | Y |
| 7.8c. shelving | Y |
| 7.8d. seating | Y |
| 7.8e. power infrastructure | Y |
| 7.8f. data infrastructure | Y |

| | |
|-----------------------|---|
| 7.8g. public restroom | Y |
|-----------------------|---|

| | |
|--|---|
| 7.9. Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
|--|---|

7.10. Provides

| | |
|--|---|
| 7.10a. a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 7.10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |

-

| | |
|---|---|
| 7.11. 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 |
| 7.12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 7.13. 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 |
| 7.14. 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 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 (Total questions 8.1 - 8.4) | 1 |

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 - 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

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.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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 Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS 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.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

| | | |
|----------------|----------------|-------------------------------|
| Location | 1. Outlet Name | 2. Outlet Name Status |
| TAPPAN LIBRARY | TAPPAN LIBRARY | no change from the prior year |

Address

| | | |
|----------------|-------------------|---------------------------------|
| Location | 3. Street Address | 4. Outlet Street Address Status |
| TAPPAN LIBRARY | 93 MAIN STREET | no change from the prior year |

Address / Phone

| | | | |
|----------------|---------|-------------|---------------------------------|
| Location | 5. City | 6. Zip Code | 7. Phone (enter 10 digits only) |
| TAPPAN LIBRARY | TAPPAN | 10983 | (845) 359-3877 |

Contact

| | | |
|----------------|---------------------------------|-----------------------|
| Location | 8. E-mail Address | 9. Outlet URL |
| TAPPAN LIBRARY | tappanlibrary@tappanlibrary.org | www.tappanlibrary.org |

-

| | | | | |
|----------------|------------|--|--------------------------------|------------------------------------|
| Location | 10. County | 11. School District | 12. Library System | 13. Outlet Type Code (select one): |
| TAPPAN LIBRARY | ROCKLAND | South Orangetown Central School District | Ramapo Catskill Library System | Central Library |

Hours / Meetings

| | | | | | | |
|----------------|---|---|--|--|---|---|
| Location | 14. Public Service Hours Per Year for This Outlet | 15. Number of Weeks This Outlet is Open | 16. Total number of meeting spaces available to the public | 17. How many of the above meeting spaces are reservable? | 18. Number of times members of the public reserved meeting spaces | 19. Is the meeting space available for public use even when the outlet is closed? |
| TAPPAN LIBRARY | 2,868 | 52 | 3 | 3 | 23 | N |

Building

| | | | | | |
|----------------|---|------------------------------------|--|---|---|
| Location | 20. Enter the appropriate outlet code (select one): | 21. Who owns this outlet building? | 22. Who owns the land on which this outlet is built? | 23. Indicate the year this outlet was initially constructed | 24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more |
| TAPPAN LIBRARY | LO | Library Board | Library Board | 1962 | 2015 |

Space / Use

| | | | | |
|----------------|----------------------------------|---|---|---|
| Location | 25. Square footage of the outlet | 26. Number of Internet Computers Used by General Public | 27. Number of uses (sessions) of public Internet computers per year | 27a Reporting Method for Number of Uses of Public Internet Computers Per Year |
| TAPPAN LIBRARY | 9,550 | 4 | 1,393 | Annual Count |

Internet Connection

| | | | |
|----------------|--|--|--|
| Location | 28. Type of connection on the outlet's public Internet computers | 29. Maximum download speed of connection on the outlet's public Internet computers | 30. Maximum upload speed of connection on the outlet's public Internet computers |
| TAPPAN LIBRARY | Fiber | 11 Greater than or equal to 100 mbps and less than 1 gbps | 11 Greater than or equal to 100 mbps and less than 1 gbps |

Internet / WiFi

| | | | | |
|----------------|---|-------------------|-----------------------|--|
| Location | 31. Internet Provider | 32. WiFi Access | 33. Wireless Sessions | 33a Reporting Method for Wireless Sessions |
| TAPPAN LIBRARY | ⁵ Other (specify using the State note) | Password required | 61,228 | Annual Count |

Accessibility / Makerspace

| | | | |
|----------------|---|--|---|
| Location | 34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | 35. Is every public part of the outlet accessible to a person in a wheelchair? | 36. Does your outlet have a Makerspace? |
| TAPPAN LIBRARY | Y | Y | N |

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

| | | | | |
|----------|-----------|------------|---|-----------------------------|
| Location | 37. LIBID | 38. FSCSID | 39. Number of Bookmobiles in the Bookmobile Outlet Record | 40. Outlet Structure Status |
|----------|-----------|------------|---|-----------------------------|

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1,2025 to December 31, 2025) 9

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A. 5 - 25
 10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A. 7
 10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here. N/AN/A
 10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note. 5 years
 10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note. Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): EA - board members are elected by the library association membership

List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

| 0 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | |
|--------------|----------------------------------|---------------------------------|-----------------------|------------|--------------------------------|----------------------------------|------------------------------|---------------------------|---------------------------------|--------------------|----------|-----|
| 10.7a Status | 10.7b First Name of Board Member | 10.7c Last Name of Board Member | 10.7d Mailing Address | 10.7e City | 10.7f Zip Code (5 digits only) | 10.7g E-mail address | 10.7h Office Held or Trustee | 10.7i Term Begins - Month | 10.7j Term Begins - Year (year) | 10.7k Term Expires | | |
| Filled | Victoria | Caramante | 35 Eagle Lane | Tappan | 10983 | boardpresident@tappanlibrary.org | President N/A | January | N/A | 2025 | December | N/A |
| Filled | TJ | Mignone | 28 Hamilton Ave | Tappan | 10983 | trustee8@tappanlibrary.org | Secretary N/A | January | N/A | 2024 | December | N/A |
| Filled | Beatrice | Sonnenshein | 2 Orient St | Sparkill | 10976 | trustee5@tappanlibrary.org | Trustee N/A | January | N/A | 2025 | December | N/A |
| Filled | Pamela | Pekar | 215 Washington St | Tappan | 10983 | trustee1@tappanlibrary.org | Trustee N/A | January | N/A | 2025 | December | N/A |
| Filled | Amelia | Kalin | 56 Bauer St | Tappan | 10983 | trustee7@tappanlibrary.org | Vice President N/A | January | N/A | 2026 | December | N/A |
| Filled | Greg | DeCola | 207 Washington Ave | Tappan | 10983 | trustee4@tappanlibrary.org | Trustee N/A | January | N/A | 2026 | December | N/A |
| Filled | Kathleen | Keefe-Cooperman | 311 Washington St | Tappan | 10983 | trustee2@tappanlibrary.org | Financial Officer N/A | January | N/A | 2022 | December | N/A |

11. OPERATING FUNDS RECEIPTS

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

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.

| 0 | 2 | 738022.00000200 | 2 | 2 |
|------------------------|--|-----------------|--|--------------------------------------|
| 11.1.a Source of Funds | 11.1.b Name of funding County, Municipality or School District | 11.1.c Amount | 11.1.d Subject to public vote held in reporting year or in a previous reporting year(s). | 11.1.e Written Contractual Agreement |
| Town N/A | Town of Orangetown | \$738,022 | NN/A | YN/A |
| School District N/A | South Orangetown Central School District | \$200,715 | YN/A | NN/A |

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

11.2 TOTAL LOCAL PUBLIC FUNDS \$938,737

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$2,165
 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) \$2,165

OTHER STATE AID

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

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA \$0
 11.11 Other Federal Aid \$0
 11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11) \$0
 11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE \$0

OTHER RECEIPTS

11.14 Gifts and Endowments \$1,451
 11.15 Fund Raising \$1,033
 11.16 Income from Investments \$11,658
 11.17 Library Charges \$0
 11.18 Other \$2,992
 11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18) \$17,134
 11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) \$958,036
 11.21 BUDGET LOANS \$0

Transfers / Grand 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 2025 (Same as Question 12.39 of previous year if fiscal year has not changed) | \$266,282 |
| 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) | \$1,224,318 |

12. OPERATING FUND DISBURSEMENTS

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 | \$350,790 |
| 12.2 Other Staff | \$114,408 |
| 12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2) ⁶ | \$465,198 |
| 12.4 Employee Benefits Expenditures | \$141,239 |
| 12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4) ⁷ | \$606,437 |

COLLECTION EXPENDITURES

| | |
|--|----------|
| 12.6 Print Materials Expenditures | \$25,400 |
| 12.7 Electronic Materials Expenditures | \$30,814 |
| 12.8 Other Materials Expenditures | \$3,632 |
| 12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8) | \$59,846 |

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) | \$50,652 |
| 12.14 From Other Funds (72OF) | \$0 |
| 12.15 Total Repairs (Add Questions 12.13 and 12.14) | \$50,652 |
| 12.16 Other Disbursements for Operation & Maintenance of Buildings | \$112,227 |
| 12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) | \$162,879 |

MISCELLANEOUS EXPENSES

| | |
|---|-----------|
| 12.18 Office and Library Supplies | \$4,654 |
| 12.19 Telecommunications | \$5,729 |
| 12.21 Professional & Consultant Fees | \$115,853 |
| 12.22 Equipment | \$14,349 |
| 12.23 Other Miscellaneous | \$2,263 |
| 12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23) | \$142,848 |

-

| | |
|---|----------|
| 12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE | \$10,480 |
|---|----------|

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) Other Loans | \$0 |
| 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) | \$982,490 |

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) | \$982,490 |
| 12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025 | \$241,828 |
| 12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26) | \$1,224,318 |

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). | 2026-03-16 |
|--|------------|

FISCAL AUDIT

| | |
|---|-------------------------|
| 12.42 Last audit performed (mm/dd/yyyy) ⁸ | 02122024 |
| 12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) | 1/1/2023-12/31/2023 |
| 12.44 Indicate type of audit (select one): | Private Accounting Firm |

CAPITAL FUND

| | |
|---|---|
| 12.45 Does the library have a separate 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 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 | \$16,463 |
| 13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2) | \$16,463 |

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

| | |
|------------------------|-----|
| 13.7 TOTAL FEDERAL AID | \$0 |
|------------------------|-----|

INTERFUND REVENUE

| | |
|---|-----------|
| 13.8 Transfer from Operating Fund(Same as Question 12.35) | \$0 |
| 13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8) | \$16,463 |
| 13.10 NON-REVENUE RECEIPTS | \$0 |
| 13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) | \$16,463 |
| 13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed) | \$307,653 |

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 2025 | \$324,116 |
| 14.12 TOTAL CASH DISBURSEMENTS AND BALANCE | \$324,116 |

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

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2025. Do not report funds spent by the public library system on the Library's behalf.

Are you a central library? No

15.1.1 - 15.1.2 Professional Salaries: Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

Indicate total FTE and salaries for all library employees paid from each category of state aid.
 Total Full-Time Equivalent (FTE) is the amount of time that an employee works in the state funded program. For example, one Total Full-Time equivalent (1.0 FTE) equals one person working aentire week each week of the year; two half-time employees working the full year equal one Total Full-Time equivalent (1.0 FTE), while an employee working one day a week (0.2 FTE) for the whole year equals 0.20 Total Full-Time equivalent (FTE).
 Consultants should be included in Purchased Services.

| | |
|--|--|
| 15.1.1 Total Full-Time Equivalents (FTE) | |
| 15.1.2 Total Expenditure for Professional Salaries | |

15.1.3 - 15.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

| | |
|--|--|
| 15.1.3 Total Full-Time Equivalents (FTE) | |
| 15.1.4 Total Expenditures for Other Staff Salaries | |
| 15.1.5 Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds). | |
| 15.1.6 Purchased Services: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No. | |

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements. If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

| | | | |
|---|------------------------------|------------------------------|---------------------|
| 0 | | | |
| | 15.1.6a Expenditure Category | 15.1.6b Provider of Services | 15.1.6c Expenditure |

| | |
|--|--|
| 15.1.7 Total Expenditure - Purchased Services | |
| 15.1.8 Supplies and Materials: Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. | |

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements. If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

| | | |
|---|------------------------------|---------------------|
| 0 | | |
| | 15.1.8a Expenditure Category | 15.1.8b Expenditure |

| | |
|---|--|
| 15.1.9 Total Expenditure - Supplies and Materials | |
| 15.1.10 Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No. | |

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

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

| | | |
|---|--------------------------|-----------------------|
| 0 | | |
| | 15.1.10.a Type of travel | 15.1.10.b Expenditure |

| | |
|-------------------------------------|--|
| 15.1.11 Total Expenditures - Travel | |
| 15.1.12 Equipment and Furnishings: | |

Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed. If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

| | | | |
|---|------------------------|--------------------|-----------------------|
| 0 | | | |
| | 15.1.12.a Type of item | 15.1.12.b Quantity | 15.1.12.c Unit cost |
| | | | 15.1.12.d Expenditure |

| | |
|---|-----|
| 15.1.13 Total Expenditure - Equipment and Furnishings | |
| 15.1.14 Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13) | \$0 |
| 15.1.15 Cash Balance at the Opening of the Fiscal Year | |

NOTE: The opening balance must be the same as the closing balance of the previous year.

| | |
|--|-----|
| 15.1.16 Total Allocation received from the system: | |
| 15.1.17 Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15) | \$0 |

15.1.18 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

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 | 3.94 |
| 16.2 Total Librarians | 3.94 |
| 16.3 All Other Paid Staff | 1.97 |
| 16.4 Total Paid Employees | 5.91 |
| 16.5 State Government Revenue ⁹ | \$2,165 |
| 16.6 Federal Government Revenue | \$0 |
| 16.7 Other Operating Revenue | \$17,134 |
| 16.8 Total Operating Revenue | \$958,036 |
| 16.9 Other Operating Expenditures | \$316,207 |
| 16.10 Total Operating Expenditures | \$982,490 |
| 16.11 Total Capital Expenditures | \$0 |
| 16.12 Print Materials | 27,306 |
| 16.12a Total Physical Items in Collection | 29,928 |
| 16.13 Circulation of Children's Physical Material | 12,367 |
| 16.14 Total Registered Borrowers | 2,907 |
| 16.15 Other Capital Revenue and Receipts | 0 |
| 16.16 Number of Internet Computers Used by General Public | 4 |
| 16.17 Total Uses (sessions) of Public Internet Computers Per Year | 1,393 |
| 16.18 Wireless Sessions | 61,228 |
| 16.19 Total Capital Revenue | \$16,463 |

17. FOR NEW YORK STATE LIBRARY USE ONLY

| | |
|---|--|
| 17.1 LIB ID | 7200506400 |
| 17.2 Interlibrary Relationship Code | Member of a Federation or Cooperative |
| 17.3 Legal Basis Code | Non-profit Association or Agency |
| 17.4 Administrative Structure Code | Administrative Entity with a Single Direct Service Outlet |
| 17.5 FSCS Public Library Definition | Yes |
| 17.6 Geographic Code | Place (e.g., incorporated city or village, censusdesignated), entirety |
| 17.7 FSCS ID | NY0595 |
| 17.8 SED CODE | |
| 17.9 INSTITUTION ID | |
| User defined ID. used to link two or more AEs together. | -3 Not Applicable |
| Old FSCSKEY | -3 Not Applicable |

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 (LibPAS) is meeting library needs: | Neither Agree nor Disagree |
| Applying this resource (LibPAS) will help improve library services to the public: | No |
| 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! | |

- ¹, 2.13 Numbers provided by RCLS (0-2026-04-06)
- ², 3.24a More onsite in-person session held in 2025 (0-2026-04-13)
- ³, 3.39 Did not offer Adult Summer Reading Program in 2024 (0-2026-04-15)
- ⁴, 6.10 2025 elimination of FT para position| full year of FT professional position (0-2026-04-13)
- ⁵, 31. Verizon (0-2026-04-02)
- ⁶, 12.3 2025 elimination of FT para position| full year of FT professional position (0-2026-04-02)
- ⁷, 12.5 Increased expense due to addition of NYSHIP family plan. (0-2026-04-02)
- ⁸, 12.42 1/1-12/31/2025 outside REVIEW, not full AUDIT. (0-2026-04-02)
- ⁹, 16.5 Did not receive \$20K in bullet aid for 2025 (0-2026-04-02)