

Tappan-Spaulding Memorial Library

Annual Report For Public And Association Libraries - 2014

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2014, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	2400604480
1.2	Library Name	TAPPAN-SPAULDING MEMORIAL 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	Newark Valley
1.6	Beginning Fiscal Reporting Year	01/01/2014
1.7	Ending Fiscal Reporting Year	12/31/2014
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	03/01/2014
1.12	Ending <u>Local</u> Fiscal Year	02/28/2015
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	6 ROCK STREET
1.15	City	NEWARK VALLEY
1.16	Zip Code	13811
1.17	Mailing Address	P.O. BOX 397
1.18	City	NEWARK VALLEY
1.19	Zip Code	13811
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(607) 642-9960
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(607) 642-9960
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	tslibrary@stny.rr.com
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.flls.org/memberpages/newark.htm
1.24	Population Chartered to Serve (per 2010 Census)	997
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Village
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.	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	04/01/1909
1.30	Date the library was last registered	04/01/1909
1.31	Federal Employer Identification Number	156002656
1.32	County	TIOGA
1.33	School District	Newark Valley
1.34	Town/City	Newark Valley
1.35	Library System	Finger Lakes Library System
NOTE: For questions 1.36 through 1.41, report all information for the <u>current</u> library director/manager.		
1.36	Title of Library Director/ Manager (select one):	Ms.
1.37	First Name of Library Director/Manager	Carol
1.38	Last Name of Library Director/Manager	Forde
1.39	NYS Public Librarian Certification Number	N/A
1.40	E-mail Address of the Director/Manager	tslibrary@stny.rr.com
1.41	Fax Number of the Director/Manager	(607) 642-9960
1.42	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.43	Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.	N
1.	Name of municipality or district holding the vote	N/A
2.	Indicate the type of municipality or district holding the vote	N/A
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N/A
4.	Dollar amount	N/A
5.	Was the vote successful?	N/A
6.	Date the vote was held (mm/dd/yyyy)	N/A
1.44	<i>For the fiscal year that ended in 2014, indicate the total percentage of the library's local public funding that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote</i>	0.00
1.45	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 <i>each</i> contract. If no, go to question 1.46.	Y
1.	Name of contracting municipality or district	Town of Newark Valley
2.	Is this a written contractual agreement?	Y
3.	Population of the geographic area served by this contract	3,946
4.	Dollar amount of contract	\$10,000
5.	Enter the appropriate code for range of services provided (select one):	Full

- 1.46 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 State note; if no, please go to Part 2, Library Collection. N

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	6,690
2.2	Adult Non-fiction Books	1,753
2.3	Total Adult Books (Total questions 2.1 & 2.2)	8,443
2.4	Children's Fiction Books	3,347
2.5	Children's Non-fiction Books	1,715
2.6	Total Children's Books (Total questions 2.4 & 2.5)	5,062
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	13,505

Other Print Materials

2.8	Total Uncataloged Books	200
2.9	Total Print Serials	7
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	207
2.12	Total Print Materials (Total questions 2.7 and 2.11)	13,712

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	5,433
2.14	Local Databases	11
2.15	NOVELNY Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	22
2.17	Audio - Downloadable Units	2,520
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	7,975

Non-Electronic Materials

2.21	Audio - Physical Units	436
2.22	Video - Physical Units	452
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	14
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	902

GRAND TOTAL HOLDINGS

2.25 (Total questions 2.12, 2.20 and 2.24) 22,589

CURRENT SERIAL SUBSCRIPTIONS

2.26 Current Print Serial Subscriptions 4

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27 Cataloged Books 592

2.28 All Other Print Materials 100

2.29 Electronic Materials 1

2.30 All Other Materials 161

2.31 **Total Additions (Total questions 2.27 through 2.30)** 854

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.21 as of the end of the fiscal year reported in Part 1; report information on questions 3.22 through 3.67 for the 2014 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 Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 7,355

3.2 Registered resident borrowers 623

3.3 Registered non-resident borrowers 1,027

Please report information on WRITTEN POLICIES as of 12/31/14.

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

3.4 Does the library have an open meeting policy? Y

3.5 Does the library have a policy protecting the confidentiality of library records? N

3.6 Does the library have an Internet use policy? Y

3.7 Does the library have a disaster plan? Y

3.8 Does the library have a board-approved conflict of interest policy? N

3.9 Does the library have a board-approved whistle blower policy? N

Please report information on ACCESSIBILITY as of 12/31/14.

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

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

3.11 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N

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

LIBRARY SPONSORED PROGRAMS

3.12 Adult Program Sessions 27

3.13 Young Adult Program Sessions 0

3.14 Children's Program Sessions 27

3.15 All Other Program Sessions 1

3.16	Total Number of Program Sessions (Total questions 3.12 through 3.15)	55
3.17	Adult Program Attendance	160
3.18	Young Adult Program Attendance	0
3.19	Children's Program Attendance	607
3.20	All Other Program Attendance	200
3.21	Total Program Attendance (Total questions 3.17 through 3.20)	967

Please report information on SUMMER READING PROGRAMS for the 2014 calendar year.

SUMMER READING PROGRAM

3.22- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2014 (check all that apply):

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

3.23	Library outlets offering a summer reading program	1
3.24	Children registered for the library's summer reading program	37
3.25	Young adults registered for the library's summer reading program	1
3.26	Adults registered for the library's summer reading program	0
3.27	Total number registered for the library's summer reading program (total 3.24 + 3.25 + 3.26)	38
3.28	Children's program sessions - Summer 2014	10
3.29	Young adult program sessions - Summer 2014	0
3.30	Adult program sessions - Summer 2014	0
3.31	Total program sessions - Summer 2014 (total 3.28 + 3.29 + 3.30)	10
3.32	Children's program attendance - Summer 2014	265
3.33	Young adult program attendance - Summer 2014	0
3.34	Adult program attendance - Summer 2014	0
3.35	Total program attendance - Summer 2014 (total 3.32 + 3.33 + 3.34)	265

COLLABORATORS

3.36	Public school district(s) and/or BOCES	1
3.37	Non-public school(s)	0
3.38	Childcare center(s)	1
3.39	Summer camp(s)	0
3.40	Municipality/Municipalities	1
3.41	Literacy provider(s)	2
3.42	Other (describe using the State note)	0
3.43	Total Collaborators (total 3.36 through 3.42)	5

Please report information on EARLY LITERACY PROGRAMS for the 2014 calendar year.

EARLY LITERACY PROGRAMS

3.44	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.45	Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	No
3.46	Number of sessions	
a.	Focus on birth - school entry	4
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.47	Total Sessions	4
3.48	Attendance at sessions	
a.	Focus on birth - school entry	56
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.49	Total Attendance	56
3.50	Collaborators (check all that apply):	
a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No
f.	N/A	No

Please report information on ADULT LITERACY for the 2014 calendar year.

ADULT LITERACY

3.51	Did the library offer adult literacy programs?	Yes
3.52	Total program sessions	20
3.53	Total program attendance	50
3.54	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 State Note)	Yes
e.	N/A	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2014 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.55	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.56	Children's program sessions	0
3.57	Young adult program sessions	0

3.58	Adult program sessions	0
3.59	Total program sessions (total 3.56 + 3.57 + 3.58)	0
3.60	Children's program attendance	0
3.61	Young adult program attendance	0
3.62	Adult program attendance	0
3.63	Total program attendance (total 3.60 + 3.61 + 3.62)	0
3.64	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the State note)	No
e.	N/A	Yes

Please report information on DIGITAL LITERACY for the 2014 calendar year.

DIGITAL LITERACY

3.65	Did the library offer digital literacy programs?	Y
3.66	Total program sessions	75
3.67	Total program attendance	100

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	4,690
4.2	Adult Non-fiction Books	1,139
4.3	Total Adult Books (Total questions 4.1 & 4.2)	5,829
4.4	Children's Fiction Books	2,390
4.5	Children's Non-fiction Books	374
4.6	Total Children's Books (Total questions 4.4 & 4.5)	2,764
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	8,593

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	2,425
4.9	Circulation of Children's Other Materials	1,059
4.10	Circulation of Electronic Materials	1,260
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	4,744
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	13,337
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	3,823

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	5,020
4.15	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	2,074
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	2,229
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2014.

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	1,260
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Number of uses (sessions) of public Internet computers per year	652
5.7	Name of the person responsible for the library's Information Technology (IT) services	Carol Forde
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 642-9960
5.9	IT contact's email address	tslibrary@stny.rr.com

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported 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.	22.2
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	1
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	0.76
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.76
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 - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	\$0
6.16	FTE - Library Director (certified)	0
6.17	Salary - Library Director (certified)	\$0
6.18	FTE - Library Manager (not certified)	1
6.19	Salary - Library Manager (not certified)	\$11,520

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2014. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y
8. Maintains a facility to meet community needs, including adequate:		
7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:		
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

8. PUBLIC SERVICE INFORMATION

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

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	25
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	25.00
8.10	Annual Total Hours - Main Library	1,300
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,300.00

9. SERVICE OUTLET INFORMATION

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

1.	Outlet Name	Tappan-Spaulding Memorial Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	6 Rock Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	Newark Valley
6.	Zip Code	13811
7.	Phone (enter 10 digits only)	(607) 642-9960
8.	Fax Number (enter 10 digits only)	(607) 642-9960
9.	E-mail Address	tslibrary@stny.rr.com
10.	Outlet URL	http://www.flls.org/newark.htm
11.	County	Tioga
12.	School District	Newark Valley Central School District
13.	Library System	Finger Lakes Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,300
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	42
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Village
22.	Who owns the land on which this outlet is built?	Village
23.	Indicate the year this outlet was initially constructed	1908
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
25.	Square footage of the outlet	1,830
26.	Total number of Internet terminals at this outlet used by the general public	3
27.	Type of connection on the outlet's public Internet computers	Cable 6 Greater than or equal to 6 mbps and

28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	less than 10 mbps
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	2 Greater than 200 kbps and less than 768 kbps
30.	Internet Provider	Time Warner Cable
31.	WiFi Access	No restrictions to access
32.	Number of wireless sessions provided by the library wireless service per year	0
33.	Does the outlet have interactive videoconferencing capability for public use?	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	N
35.	Is every public part of the outlet accessible to a person in a wheelchair?	N
36.	<i>LIBID</i>	2400604480
37.	<i>FSCSID</i>	NY0154
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2014. 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, 2014 to December 31, 2014)	12
10.2	Number of voting library board positions stated in the library's charter.	5
10.3	Number of current <u>voting</u> positions on library board.	5
10.4	Trustee term length	5

BOARD MEMBER SELECTION

10.5	Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)
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List Officers and Board Members as of March 1, 2015. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mrs.
10.7	First Name	Margaret
10.8	Last Name	Head
10.9	Mailing Address	34 Maple Street
10.10	City	Newark Valley
10.11	Zip Code (5 digits only)	13811
10.12	Phone (enter 10 digits only)	(607) 642-5421
10.13	E-mail Address	Maggie5421@msn.com
10.14	Term Begins - Month	February
10.15	Term Begins - Year (yyyy)	2013
10.16	Term Expires - Month	February
10.17	Term Expires - Year (yyyy)	2018
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	03/14/2011

10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/14/2011
10.20	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Laura
3.	Last Name of Board Member	Brodfehrer
4.	Mailing Address	84 South Main Street
5.	City	Newark Valley
6.	Zip Code (5 digits only)	13811
7.	E-mail address	brodflaura@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2011
11.	Term Expires	February
12.	Term Expires - Year (yyyy)	2016
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/19/2011
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/19/2011
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Benita
3.	Last Name of Board Member	Parks
4.	Mailing Address	1118 Wade Hollow Road
5.	City	Owego
6.	Zip Code (5 digits only)	13827
7.	E-mail address	ph@bearprint.net
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2013
11.	Term Expires	February
12.	Term Expires - Year (yyyy)	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	10/10/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/10/2013
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Patti
3.	Last Name of Board Member	Schaffer
4.	Mailing Address	51 South Main Street
5.	City	Newark Valley
6.	Zip Code (5 digits only)	13811
7.	E-mail address	pattithenurse@stny.rr.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	February
10.	Term Begins - Year (year)	2013
11.	Term Expires	February
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	03/23/2011

14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/23/2011
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Tanya
3.	Last Name of Board Member	Nash
4.	Mailing Address	1377 State Route 38B
5.	City	Newark Valley
6.	Zip Code (5 digits only)	13811
7.	E-mail address	tnash.nv@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	February
10.	Term Begins - Year (year)	2012
11.	Term Expires	February
12.	Term Expires - Year (yyyy)	2017
13.	The date the Oath of Office (mm/dd/yyyy) was taken	03/01/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/01/2012
15.	Is this a brand new trustee?	N

11. OPERATING FUNDS RECEIPTS

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

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Town of Newark Valley
3.	Amount	\$10,000
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	Village
2.	Name of funding County, Municipality or District	Village of Newark Valley
3.	Amount	\$9,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	County
2.	Name of funding County, Municipality or District	Tioga
3.	Amount	\$8,612
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$27,612

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,270
11.4	Central Library Aid (CLDA and/or CBA)	\$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)	\$1,270

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
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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
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$1,318
11.15	Fund Raising	\$1,446
11.16	Income from Investments	\$4
11.17	Library Charges	\$1,027
11.18	Other	\$13,975
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$17,770
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$46,652

11.21	BUDGET LOANS	\$0
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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 2014 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$9,212
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$55,864

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

Please click [here](#) to read general instructions before completing this section.

12.1	Certified Librarians	\$0
12.2	Other Staff	\$22,200
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$22,200

12.4	Employee Benefits Expenditures	\$2,726
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$24,926
COLLECTION EXPENDITURES		
12.6	Print Materials Expenditures	\$3,433
12.7	Electronic Materials Expenditures	\$127
12.8	Other Materials Expenditures	\$1,255
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$4,815
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)	\$0
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$4,176
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$4,176
MISCELLANEOUS EXPENSES		
12.18	Office and Library Supplies	\$609
12.19	Telecommunications	\$643
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$0
12.22	Professional & Consultant Fees	\$410
12.23	Equipment	\$4,013
12.24	Other Miscellaneous	\$1,741
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$7,416
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$5,416
DEBT SERVICE		
Capital Purposes Loans (Principal and Interest)		
12.27	From Local Public Funds (73PF)	\$0
12.28	From Other Funds (73OF)	\$0
12.29	Total (Add Questions 12.27 and 12.28)	\$0
12.30	Budget Loans (Principal and Interest)	\$0
12.31	Short-Term Loans	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$0
12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$46,749
TRANSFERS		
Transfers to Capital Fund		
12.34	From Local Public Funds (76PF)	\$0

12.35	From Other Funds (76OF)	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0
12.37	Transfer to Other Funds	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$0
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$46,749
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2014	\$9,115
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$55,864

ASSURANCE

12.42	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	2/20/15
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FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	06/20/2013
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	03/01/2012-02/28/2013
12.45	Indicate type of audit (select one):	County

CAPITAL FUND

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

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

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2014 (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)	\$0

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

Please click [here](#) to read general instructions before completing this section.

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 2014	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

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	0.00
16.2	Total Librarians	0.56
16.3	All Other Paid Staff	0.42
16.4	Total Paid Employees	0.98
16.5	State Government Revenue	\$1,270
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$17,770
16.8	Total Operating Revenue	\$46,652
16.9	Other Operating Expenditures	\$17,008
16.10	Total Operating Expenditures	\$46,749
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	13,712
		1,650

16.13	Total Registered Borrowers	
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the General Public	3

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	2400604480
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	OTH
17.7	<i>FSCS ID</i>	NY0154

SUGGESTED IMPROVEMENTS

Library Name:	TAPPAN-SPAULDING MEMORIAL LIBRARY
Library System:	Finger Lakes Library System
Name of Person Completing Form:	Margaret Head
Phone Number:	(607) 221-7617

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!