Tappan-Spaulding Memorial Library
Annual Report For Public And Association Libraries - 2018

1. GENERAL LIBRARY INFORMATION

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

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

Report all information in Part 1 as of December 31, 2018, except for questions related to the current library director/manager (questions 1.37 through 1.45).

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	01/01/2018
1.7	Ending Fiscal Reporting Year	12/31/2018
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	03/01/2018

1.12	Ending <u>Local</u> Fiscal Year	02/28/2019
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)	director@tsmlibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	N/A
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. Answer Y for Yes, N for No.	N

1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	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

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

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

NOTE: For questions 1.37 through 1.45, report all information for the <u>current</u> library director/manager.

1.37	Title of Library Director/ Manager (select one):	Ms.
1.38	First Name of Library Director/Manager	Carol
1.39	Last Name of Library Director/Manager	Forde
1.40	NYS Public Librarian Certification Number	N/A
1.41	What is the highest education level of the library manager/director?	Bachelor's Degree
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	N/A

1.43   Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.   N/A

1.44   E-mail Address of the Director/Manager   director@tsmlibrary.org

1.45   Fax Number of the Director/Manager   (607) 642-9960

1.46   Is the library a member of the New York State and Local Retirement System?   Y

1.47   Does the library charge fees for library cards to people residing outside the system's service area?   N

1.48   Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2018? (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 1.49.   N

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

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

3.   Date the vote was held (mm/dd/2018)   N/A

4.   Was the vote successful? Y/N   N/A

5.   What type of public vote was it?   N/A

6a.   Most recent prior year approved appropriation from a public vote: N/A

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

6c.   Total proposed appropriation (sum of 6a and 6b):   N/A

This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and

prior.

1.49	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2018) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.	N
1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A
4.	What type of public vote was it?	
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A
1.50	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 1.51.	N
1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A
1.51	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u>; if no, please go to Part 2, Library Collection.	N

2. LIBRARY COLLECTION

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.

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

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	5,913
2.2	Adult Non-fiction Books	1,432
2.3	Total Adult Books (Total questions 2.1 & 2.2)	7,345
2.4	Children's Fiction Books	3,648
2.5	Children's Non-fiction Books	1,287
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,935
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	12,280

Other Print Materials

2.8	Total Uncataloged Books	150
2.9	Total Print Serials	5
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	155
2.12	Total Print Materials (Total questions 2.7 and 2.11)	12,435

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	11,373
2.14	Local Electronic Collections	0
2.15	NOVEL_{NY} Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	16
2.17	Audio - Downloadable Units	5,429
2.18	Video - Downloadable Units	63
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	16,881

Non-Electronic Materials

2.21	Audio - Physical Units	509
2.22	Video - Physical Units	463
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	32
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	1,004
2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	30,320

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	5

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	306

2.28	All Other Print Materials	40

2.29	Electronic Materials	2,942

2.30	All Other Materials	69

2.31	Total Additions (Total questions 2.27 through 2.30)	3,357

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.28 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.29 through 3.80 for the 2018 <u>calendar</u> year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	5,500

3.2	Registered resident borrowers	449

3.3	Registered non-resident borrowers	750

Please report information on WRITTEN POLICIES as of 12/31/18.

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?	Y

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

Please report information on ACCESSIBILITY as of 12/31/18.

ACCESSIBILITY (Answer Y for Yes, N for No)

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

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

3.12   Does the library have large print books?   Y

3.13   Does the library have assistive technology for the blind and N
       visually impaired?

3.14 - If so, what do you have?

       screen reader, such as JAWS or Windoweyes   No

       refreshable Braille keyboard   No

       screen magnification software, such as Zoomtext   No

       electronic scanning and reading software, such as   No
       OpenBook

3.15   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   N
       Talking Book Library (The New York Public Library, New
       York)?

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

LIBRARY SPONSORED PROGRAMS

3.16   Adult Program Sessions   12

3.17   Young Adult Program Sessions   0

3.18   Children's Program Sessions   30

3.19   All Other Program Sessions   0

3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	42
3.21	One-on-One Program Sessions	25
3.22	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
3.23	Adult Program Attendance	75
3.24	Young Adult Program Attendance	0
3.25	Children's Program Attendance	1,084
3.26	All Other Program Attendance	0
3.27	Total Program Attendance (Total questions 3.23 through 3.26)	1,159
3.28	One-on-One Program Attendance	25

Please report information on SUMMER READING PROGRAMS for the 2018 calendar year.

SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2018 (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

3.30	Library outlets offering the summer reading program	1
3.31	Children registered for the library's summer reading program	16
3.32	Young adults registered for the library's summer reading program	0
3.33	Adults registered for the library's summer reading program	o
3.34	Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)	16
3.35	Children's program sessions - Summer 2018	7
3.36	Young adult program sessions - Summer 2018	0
3.37	Adult program sessions - Summer 2018	0
3.38	Total program sessions - Summer 2018 (total 3.35 + 3.36 + 3.37)	7
3.39	Children's program attendance - Summer 2018	282
3.40	Young adult program attendance - Summer 2018	0
3.41	Adult program attendance - Summer 2018	0
3.42	Total program attendance - Summer 2018 (total 3.39 + 3.40 + 3.41)	282

COLLABORATORS

3.43	Public school district(s) and/or BOCES	1
3.44	Non-public school(s)	0
3.45	Childcare center(s)	0
3.46	Summer camp(s)	0
3.47	Municipality/Municipalities	1

3.48	Literacy provider(s)	1

3.49	Other (describe using the State note)	1

3.50	Total Collaborators (total 3.43 through 3.49)	4

Please report information on EARLY LITERACY PROGRAMS for the 2018 calendar year.

EARLY LITERACY PROGRAMS

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

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

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

b.	Focus on parents & caregivers	No

c.	Combined audience	No

d.	N/A	No

3.53 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	8

b.	Focus on parents & caregivers	0

c.	Combined audience	0

d.	N/A	0

3.54	Total Sessions	8

3.55 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	29

b.	Focus on parents & caregivers	0

c.	Combined audience	0

d.	N/A	0

| 3.56 | Total Attendance | 29 |

3.57 - 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

Please report information on ADULT LITERACY for the 2018 calendar year.

ADULT LITERACY

3.58	Did the library offer adult literacy programs?	No
3.59	Total group program sessions	0
3.60	Total one-on-one program sessions	0
3.61	Total group program attendance	0
3.62	Total one-on-one program attendance	0

3.63 - Collaborators (check all that apply)

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2018 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

| 3.64 | Did the library offer programs for English Speakers of | N |

Other Languages (ESOL)? (Enter Y for Yes, N for No)

3.65	Children's program sessions	0
3.66	Young adult program sessions	0
3.67	Adult program sessions	0
3.68	Total program sessions (total 3.65 + 3.66 + 3.67)	0
3.69	One-on-one program sessions	0
3.70	Children's program attendance	0
3.71	Young adult program attendance	0
3.72	Adult program attendance	0
3.73	Total program attendance (total 3.70 + 3.71 + 3.72)	0
3.74	One-on-one program attendance	0

3.75 - Collaborators (check all that apply):

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

Please report information on DIGITAL LITERACY for the 2018 calendar year.

DIGITAL LITERACY

3.76	Did the library offer digital literacy programs?	Y
3.77	Total group program sessions	0
3.78	Total one-on-one program sessions	3
3.79	Total group program attendance	0

| 3.80 | Total one-on-one program attendance | 3 |

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	4,875
4.2	Adult Non-fiction Books	1,105
4.3	Total Adult Books (Total questions 4.1 & 4.2)	5,980
4.4	Children's Fiction Books	3,258
4.5	Children's Non-fiction Books	485
4.6	Total Children's Books (Total questions 4.4 & 4.5)	3,743
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	9,723

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	2,191
4.9	Circulation of Children's Other Materials	911
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	3,102
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	12,825

ELECTRONIC USE

4.12	Use of Electronic Material	1,602
4.13	Successful Retrieval of Electronic Information	89
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	1,691

4.15   Total Circulation of Materials (Total questions 4.11 & 4.12) 14,427

4.16   Total Collection Use (Total questions 4.13 & 4.15)   14,516

4.17   Grand Total Circulation of Children's Materials (Total   4,654
        questions 4.6 & 4.9)

REFERENCE TRANSACTIONS

4.18   Total Reference Transactions   250

4.19   Does the library offer virtual reference?   Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20   TOTAL MATERIALS RECEIVED   3,008

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21   TOTAL MATERIALS PROVIDED   2,201

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2018.

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   35,513

5.5   Does the library use Internet filtering software on any   Y
        computer?

5.6   Does your library use social media?   Y

5.7   Does the library file for E-rate benefits?   N

5.8   Is the library part of a consortium for E-rate benefits?   N

5.9   If yes, in which consortium are you participating?   N/A

5.10	Name of the person responsible for the library's Information Technology (IT) services	Carol Forde
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(607) 642-9960
5.12	IT contact's email address	director@tsmlibrary.org

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

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)	0.9
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	0.81
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &	1.71

6.10)

| 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) | $10,984 |

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2018. 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 | Y |

hours for population served. (see instructions)

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 <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	25.00

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)	25.00

8.10	Annual Total Hours - Main Library	1,300.00

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)	1,300.00

9. SERVICE OUTLET INFORMATION

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

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

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

1.	Outlet Name	Tappan-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	director@tsmlibrary.org
10.	Outlet URL	http://www.flls.org/newark.htm
11.	County	Tioga
12.	School District	Newark Valley Central Scool 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	9
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.	Number of internet computers at this outlet used by general public	3
27.	Number of uses (sessions) of public Internet computers per year	680
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	6 Greater than or equal to 6 mbps and less than 10 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	2 Greater than 200 kbps and less than 768 kbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	5,475
34.	Does the outlet have interactive videoconferencing capability for public use?	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	N
36.	Is every public part of the outlet accessible to a person in a wheelchair?	N

37.	Does your **outlet** have a Makerspace?	N
38.	*LIBID*	2400604480
39.	*FSCSID*	NY0154
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
41.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2018. 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, 2018 to December 31, 2018) | 11 |

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	5
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5

BOARD MEMBER SELECTION

| 10.8 | Enter Board Member Selection Code (select one): | A - board members are appointed by municipality(ies) |

List Officers and Board Members as of February 1, 2019. 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

10.9	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant	Mrs.
10.10	First Name	Patricia
10.11	Last Name	Schaffer
10.12	Mailing Address	51 South Main Street
10.13	City	Newark Valley
10.14	Zip Code (5 digits only)	13811
10.15	Phone (enter 10 digits only)	(607) 642-5659
10.16	E-mail Address	patricia.schaffer@stny.rr.com
10.17	Term Begins - Month	March
10.18	Term Begins - Year (yyyy)	2014
10.19	Term Expires - Month	February
10.20	Term Expires - Year (yyyy)	2019
10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	03/02/2017
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/02/2017
10.24	Is this a brand new trustee?	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2)

send Baker and Taylor the data for this section to be uploaded into Collect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to bibliostat@btol.com.

1.   Title of Board Member (select one):   Mrs.

2.   First Name of Board Member   Melanie

3.   Last Name of Board Member   Coombs

4.   Mailing Address   675 Wilson Creek Road

5.   City   Newark Valley

6.   Zip Code (5 digits only)   13811

7.   E-mail address   ccombs675@msn.com

8.   Office Held or Trustee   Secretary

9.   Term Begins - Month   March

10.   Term Begins - Year (year)   2016

11.   Term Expires   February

12.   Term Expires - Year (yyyy)   2021

13.   Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).   Yes

14.   The date the Oath of Office (mm/dd/yyyy) was taken   02/12/2019

15.   The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   02/12/2019

16.   Is this a brand new trustee?   N

1.   Title of Board Member (select one):   Mrs.

2.	First Name of Board Member	Edith
3.	Last Name of Board Member	Fogle
4.	Mailing Address	1635 Wade Hollow Road
5.	City	Owego
6.	Zip Code (5 digits only)	13827
7.	E-mail address	ediefogle45@gmail.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2018
11.	Term Expires	March
12.	Term Expires - Year (yyyy)	2023
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	03/05/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/05/2018
16.	Is this a brand new trustee?	Y
1.	Title of Board Member (select one):	Vacant
2.	First Name of Board Member	
3.	Last Name of Board Member	
4.	Mailing Address	

5.   City

6.   Zip Code (5 digits only)

7.   E-mail address

8.   Office Held or Trustee

9.   Term Begins - Month

10.   Term Begins - Year (year)

11.   Term Expires

12.   Term Expires - Year (yyyy)

13.   Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

14.   The date the Oath of Office (mm/dd/yyyy) was taken

15.   The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?

1.   Title of Board Member (select one):   Vacant

2.   First Name of Board Member

3.   Last Name of Board Member

4.   Mailing Address

5.   City

6.   Zip Code (5 digits only)

7.   E-mail address

8.   Office Held or Trustee

9.   Term Begins - Month

10.   Term Begins - Year (year)

11.   Term Expires

12.   Term Expires - Year (yyyy)

13.   Is this trustee serving a full term? If No, add a Note (for
          example, this trustee was appointed to complete the
          remainder of a term of a trustee who resigned their
          position).

14.   The date the Oath of Office (mm/dd/yyyy) was taken

15.   The date the Oath of Office was filed with town or county
          clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?

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 school districts which are the source of funds.

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

1.   Source of Funds   County

2.   Name of funding County, Municipality or School District   County of 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/A |

| 1. | Source of Funds | Town |

| 2. | Name of funding County, Municipality or School 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 School District | Village of Newark Valley |

| 3. | Amount | $5,000 |

| 4. | Subject to public vote held in reporting year or in a previous reporting year(s). | N |

| 5. | Written Contractual Agreement | N/A |

| 11.2 | **TOTAL LOCAL PUBLIC FUNDS** | $23,612 |

SYSTEM CASH GRANTS TO MEMBER LIBRARY

| 11.3 | Local Library Services Aid (LLSA) | $1,418 |

| 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 | $1,300 |

| 11.8 | **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | $2,718 |

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	$3,829
11.15	Fund Raising	$590
11.16	Income from Investments	$2,007
11.17	Library Charges	$689
11.18	Other	$1,035
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$8,150
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$34,480
11.21	**BUDGET LOANS**	$0

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$3,876
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$3,876

11.25   BALANCE IN OPERATING FUND - Beginning Balance $0
        for Fiscal Year Ending 2018 (Same as Question 12.40 of
        previous year if fiscal year has not changed)

11.26   **GRAND TOTAL RECEIPTS, BUDGET LOANS,**
        TRANSFERS AND BALANCE (Add Questions 11.20, $38,356
        11.21, 11.24 and 11.25; Same as Question 12.41)

12. OPERATING 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.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1   Certified Librarians $0

12.2   Other Staff $19,746

12.3   **Total Salaries & Wages Expenditures** (Add Questions
       12.1 and 12.2) $19,746

12.4   **Employee Benefits Expenditures** $2,159

12.5   **Total Staff Expenditures (Add Questions 12.3 and 12.4)** $21,905

COLLECTION EXPENDITURES

12.6   Print Materials Expenditures $2,184

12.7   Electronic Materials Expenditures $250

12.8   Other Materials Expenditures $478

12.9   **Total Collection Expenditures** (Add Questions 12.6, 12.7
       and 12.8) $2,912

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	$3,771
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$3,771

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$423
12.19	Telecommunications	$734
12.20	Binding Expenses	$0
12.21	Postage and Freight	$0
12.22	Professional & Consultant Fees	$1,034
12.23	Equipment	$949
12.24	Other Miscellaneous	$828
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$3,968
12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$5,800

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)	$38,356

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)	$38,356
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2018	$0
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$38,356

ASSURANCE

12.42	The Library operated in accordance with all provisions of	02/18/2019

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).

FISCAL AUDIT

12.43   Last audit performed (mm/dd/yyyy)   06/30/2016

12.44   Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)   3/1/2015- 6/30/2016

12.45   Indicate type of audit (select one):   State

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   N
Report.

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1   Revenues from Local Government Sources $0

13.2   All Other Revenues from Local Sources $0

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

STATE AID FOR CAPITAL PROJECTS

13.4   State Aid Received for Construction $0

13.5   Other State Aid $0

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7   **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8   Transfer from Operating Fund (Same as Question 12.36) $0

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

13.10	**NON-REVENUE RECEIPTS**	$0

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

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2018 (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

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** $0
(Add Questions 14.7, 14.8 and 14.9)

14.11   **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2018 $0

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

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   0.50

16.3   All Other Paid Staff   0.45

16.4   Total Paid Employees   0.95

16.5   State Government Revenue $1,418

16.6   Federal Government Revenue $0

16.7   Other Operating Revenue $9,450

16.8   Total Operating Revenue $34,480

16.9   Other Operating Expenditures $13,539

16.10   Total Operating Expenditures $38,356

16.11   Total Capital Expenditures $0

16.12   Print Materials   12,435

16.13   Total Registered Borrowers   1,199

16.14   Other Capital Revenue and Receipts $0

16.15   Total Number of Internet Terminals Used by the General
        Public   3

16.16   Total Uses (sessions) of Public Internet Computers Per
        Year   680

16.17   Total Wireless Sessions Provided by the Library Wireless
        Service Per Year   5,475

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1   *LIB ID*   2400604480

17.2   *Interlibrary Relationship Code*   ME

17.3   *Legal Basis Code*   CI

17.4   *Administrative Structure Code*   SO

17.5   *FSCS Public Library Definition*   Y

17.6   *Geographic Code*   OTH

17.7   *FSCS ID*   NY0154

17.8   *SED CODE*   800000056345

17.9   *INSTITUTION ID*   800000056345

SUGGESTED IMPROVEMENTS

Library Name: TAPPAN-SPAULDING
                                MEMORIAL LIBRARY

Library System: Finger Lakes Library System

Name of Person Completing Form: Carol Forde

Phone Number: (607) 642-9960

I am satisfied that this resource (Collect) is meeting library
needs: Agree

Applying this resource (Collect) will help improve library
services to the public: Agree

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!