Tappan-Spaulding Memorial Library
Annual Report For Public And Association Libraries - 2020

1. GENERAL LIBRARY INFORMATION

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, Note: COVID-19 please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

2.13 Electronic Books

Note: FLLS increased eBook holdings during shutdowns due to restrictions circulating physical items.

2.18 Video - Downloadable Units

Note: We no longer have Hoopla, which is where the video downloads were available in previous years.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1 Library visits (total annual attendance)

Note: The library was only open from January - March 15, 2020. Curbside visits were not counted in the total annual attendance.

3.22 One-on-One Program Sessions

Note: Passive programs, such as Take and Makes, were included this year.

3.29 One-on-One Program Attendance

Note: Passive programs, such as Take and Makes, were included this year.

3.50 Other (describe using the State note)

Note: 4H/Cornell Cooperative Extension Local Business

We collaborated with Family Enrichment Network's Newark Valley Head Start.

3.51 Other (describe using the State note)

Note: We collaborated with Family Enrichment Network's Newark Valley Head Start.

4. LIBRARY TRANSACTIONS

No Notes

5. TECHNOLOGY AND TELECOMMUNICATIONS
6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

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

Due to Covid we have been operating curbside pickup with reduced hours.

Note: Hours will gradually increase and be back to the minimum standard hours within the next few months.

Building has been closed from 3/15/2020-12/31/2020 due to Covid. We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and adequate space will be provided.

Note: Building has been closed from 3/15/2020-12/31/2020 due to Covid. We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and adequate lighting will be provided.

Note: Building has been closed from 3/15/2020-12/31/2020 due to Covid. We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and adequate shelving will be provided.

Note: Building has been closed from 3/15/2020-12/31/2020 due to Covid. We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and adequate seating will be provided.

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7.12 8e. restroom (see instructions)

7.13 9a. telephone
back to the minimum standard hours and operations within the next few months use of the phone will be available again.

Building has been closed from 3/15/2020-12/31/2020 due to Covid.

We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and use of the photocopier will be available again.

Building has been closed from 3/15/2020-12/31/2020 due to Covid.

We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and use of the microcomputer or terminal will be available again.

Building has been closed from 3/15/2020-12/31/2020 due to Covid.

We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and use of the printer will be available again.

Building has been closed from 3/15/2020-12/31/2020 due to Covid.

We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and use of the fax machine will be available again.

Building has been closed from 3/15/2020-12/31/2020 due to Covid.

We have been operating curbside pickup with reduced hours. We will be back to the minimum standard hours and operations within the next few months, and printed information will be available again.

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

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

Note: Due to Covid

8a. space

Note: Library closed to public from 3/16/2020 - 12/31/2020.

8b. lighting

Note: Library closed to public from
8c. shelving

8d. seating

8e. power infrastructure

8f. data infrastructure

8g. public restroom

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

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.

8. PUBLIC SERVICE INFORMATION

8.10 Annual Total Hours - Main Library

Building has been closed from 3/16/2020 - 12/31/2020 due to Covid. Curbside hours were provided 6/16/2020-12/31/2020.

8A. COVID

No Notes

9. SERVICE OUTLET INFORMATION

No Notes

10. OFFICERS AND TRUSTEES

Repeating Group 2

Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee’s term. Example: Trustee is filling the remainder of [name]’s term, which was to run from beginning date to ending date.

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose

Note: This trustee position was vacant.

Repeating Group 3

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose

Note: This trustee position was previously held by Edith Fogle. Her term began...
unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee’s term. Example: Trustee is filling the remainder of [name]’s term, which was to run from beginning date to ending date.


11. OPERATING FUNDS RECEIPTS

11.17 Library Charges

11.23 From Other Funds

12. OPERATING FUND DISBURSEMENTS

12.2 Other Staff

12.4 Employee Benefits Expenditures

12.8 Other Materials Expenditures

12.22 Professional & Consultant Fees

12.23 Equipment

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. CENTRAL LIBRARIES

No Notes
16. FEDERAL TOTALS

16.7 Other Operating Revenue

Note: NYSL added note 4/21/21 Investment income

17. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes