

# Tappan-Spaulling 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

- 1.49 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

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

2.18 Video - Downloadable Units

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

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.1 Library visits (total annual attendance)

The library was only open from January  
**Note:** - 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

e. Other (describe using the State note)

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

### 4. LIBRARY TRANSACTIONS

No Notes

### 5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

## 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) | <p><b>Note:</b> Due to Covid we have been operating curbside pickup with reduced hours. Hours will gradually increase and be back to the minimum standard hours within the next few months.</p> <p>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.</p> |
| 7.8  | 8a. space  | <p><b>Note:</b> 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.</p>  |
| 7.9  | 8b. lighting   | <p><b>Note:</b> 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.</p>   |
| 7.10 | 8c. shelving   | <p><b>Note:</b> 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.</p>   |
| 7.11 | 8d. seating  | <p><b>Note:</b> 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.</p>  |
| 7.12 | 8e. restroom (see instructions)  | <p><b>Note:</b> Building has been closed from 3/15/2020-12/31/2020 due to Covid.</p>   |
| 7.13 | 9a. telephone  | <p><b>Note:</b> 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</p>   |

- 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.
- 7.14 9b. photocopier (see instructions) **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 use of the computers will be available again.
- 7.15 9c. microcomputer or terminal **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 use of the printer will be available again.
- 7.16 9d. printer **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 use of the fax machine will be available again.
- 7.17 9e. Fax capability (see instructions) **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 printed information will be available again.
- 7.18 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. **Note:**

## 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 **Note:** 3/16/2020 - 12/31/2020. Library closed to public from 3/16/2020 - 12/31/2020.
- 8d. seating **Note:** Library closed to public from 3/16/2020 - 12/31/2020.
- 8e. power infrastructure **Note:** Library closed to public from 3/16/2020 - 12/31/2020.
- 8f. data infrastructure **Note:** Library closed to public from 3/16/2020 - 12/31/2020.
- 8g. public restroom **Note:** Library closed to public from 3/16/2020 - 12/31/2020.
- 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. **Note:** Library closed to public from 3/16/2020 - 12/31/2020.
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. **Note:** Library closed to public from 3/16/2020 - 12/31/2020.

## 8. PUBLIC SERVICE INFORMATION

- 8.10 Annual Total Hours - Main Library **Note:** 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

13. 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. **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.

2/2018 and she resigned 9/2019.

## 11. OPERATING FUNDS RECEIPTS

### 11.17 Library Charges

The number of books and materials borrowed was significantly lower than the previous year because we were closed and then re-opened for curbside with limited hours, therefore the amount of late fees also drastically reduced.

**Note:**

### 11.23 From Other Funds

There was an operating deficit in 2019 as opposed to an operating surplus in 2020.

**Note:**

## 12. OPERATING FUND DISBURSEMENTS

### 12.2 Other Staff

Staff worked significantly less hours in 2020 than in 2019 because of closures and reduced operating hours due to Covid.

**Note:**

### 12.4 Employee Benefits Expenditures

Because the number of staff along with total hours worked was reduced in 2020, employee benefits were lower.

**Note:**

### 12.8 Other Materials Expenditures

Due to COVID

This number is significantly lower because we didn't have programming at our library from March-December 2020 and therefore didn't pay professional fees.

**Note:**

### 12.22 Professional & Consultant Fees

### 12.23 Equipment

No equipment purchases were made in 2020.

**Note:**

## 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