Tappan-Spaulding Memorial Library
Annual Report For Public And Association Libraries - 2015

1. GENERAL LIBRARY INFORMATION
Part 1

Report all information in Part 1 as of December 31, 2015, <u>except</u> for questions related to the <u>current</u> 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	01/01/2015
1.7	Ending Fiscal Reporting Year	12/31/2015
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	3/1/2015
1.12	Ending <u>Local</u> Fiscal Year	2/29/2016
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)	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
		Absolute

1.28	Indicate the type of charter the library currently holds (select one):	
1.29	Date the library was granted its absolute charter or 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 current library director/manager.

1.36	Title of Library Director/ Manager (select one):	Ms.
1.37	First Name of Library Director/Manager	Stephanie
1.38	Last Name of Library Director/Manager	Langer-Liblick
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

Part 2

1.43	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2015? (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 1.44.	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/2015)	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 Q1.43 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.44	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2015) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.45.	N
1.	Name of municipality or district holding the public vote	
2.	Indicate the type of municipality or district holding the public vote	
3.	Date the last successful vote was held (mm/dd/yyyy)	
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?	

Part 3

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 *each* 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 <u>State</u> 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 <u>here</u> 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., microform, scores, 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. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	6,686
2.2	Adult Non-fiction Books	1,762
2.3	Total Adult Books (Total questions 2.1 & 2.2)	8,448
2.4	Children's Fiction Books	3,409
2.5	Children's Non-fiction Books	1,261
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,670
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	13,118

Other Print Materials

2.8	Total Uncataloged Books	200
2.9	Total Print Serials	4
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	204
2.12	Total Print Materials (Total questions 2.7 and 2.11)	13,322

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	7,353
2.14	Local Electronic Collections	11
2.15	NOVEL~NY~ Electronic Collections	10
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	21
2.17	Audio - Downloadable Units	3,308
2.18	Video - Downloadable Units	0
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.)	23
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	10,705

Non-Electronic Materials

2.21	Audio - Physical Units	479
2.22	Video - Physical Units	439
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	0
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	918
2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	24,945

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	4

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	473
2.28	All Other Print Materials	53
2.29	Electronic Materials	2,768
2.30	All Other Materials	90
2.31	Total Additions (Total questions 2.27 through 2.30)	3,384

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.26 as of the end of the fiscal year reported in Part 1; report information on questions 3.27 through 3.78 for the 2015 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)	6,832
3.2	Registered resident borrowers	1,024
3.3	Registered non-resident borrowers	363

Please report information on WRITTEN POLICIES as of 12/31/15.

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 12/31/15.

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
3.12	Does the library have large print books?	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	N

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 OpenBook	No

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

LIBRARY SPONSORED PROGRAMS

3.15	Adult Program Sessions	10
3.16	Young Adult Program Sessions	0
3.17	Children's Program Sessions	19
3.18	All Other Program Sessions	0
3.19	Total Number of Program Sessions (Total questions 3.15 through 3.18)	29
3.20	One-on-One Program Sessions	68
3.21	Adult Program Attendance	59
3.22	Young Adult Program Attendance	0
3.23	Children's Program Attendance	396
3.24	All Other Program Attendance	0
3.25	Total Program Attendance (Total questions 3.21 through 3.24)	455
3.26	One-on-One Program Attendance	136

Please report information on SUMMER READING PROGRAMS for the 2015 calendar year.

SUMMER READING PROGRAM

3.27 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2015 (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

3.28	Library outlets offering a summer reading program	1
3.29	Children registered for the library's summer reading program	6
3.30	Young adults registered for the library's summer reading program	0
3.31	Adults registered for the library's summer reading program	0

3.32	Total number registered for the library's summer reading program (total 3.29 + 3.30 + 3.31)	6
3.33	Children's program sessions - Summer 2015	6
3.34	Young adult program sessions - Summer 2015	0
3.35	Adult program sessions - Summer 2015	0
3.36	Total program sessions - Summer 2015 (total 3.33 + 3.34 + 3.35)	6
3.37	Children's program attendance - Summer 2015	92
3.38	Young adult program attendance - Summer 2015	0
3.39	Adult program attendance - Summer 2015	0
3.40	Total program attendance - Summer 2015 (total 3.37 + 3.38 + 3.39)	92

COLLABORATORS

3.41	Public school district(s) and/or BOCES	1
3.42	Non-public school(s)	0
3.43	Childcare center(s)	1
3.44	Summer camp(s)	0
3.45	Municipality/Municipalities	1
3.46	Literacy provider(s)	0
3.47	Other (describe using the State note)	0
3.48	Total Collaborators (total 3.41 through 3.47)	3

Please report information on EARLY LITERACY PROGRAMS for the 2015 calendar year.

EARLY LITERACY PROGRAMS

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

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

a.	Focus on birth - school entry	No
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	No

3.51 - Number of sessions

a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.52	Total Sessions	0

3.53 - Attendance at sessions

a.	Focus on birth - school entry	0
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.54	Total Attendance	0

3.55 - Collaborators (check all that apply):

a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
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 2015 calendar year.

ADULT LITERACY

3.56	Did the library offer adult literacy programs?	Yes
3.57	Total group program sessions	0
3.58	Total one-on-one program sessions	15
3.59	Total group program attendance	0
3.60	Total one-on-one program attendance	30

3.61 - 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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2015 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.62	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.63	Children's program sessions	0
3.64	Young adult program sessions	0
3.65	Adult program sessions	0
3.66	One-on-one program sessions	0
3.67	Total program sessions (total 3.63 + 3.64 + 3.65)	0
3.68	Children's program attendance	0
3.69	Young adult program attendance	0
3.70	Adult program attendance	0
3.71	One-on-one program attendance	0
3.72	Total program attendance (total 3.68 + 3.69 + 3.70)	0

3.73 - 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

Please report information on DIGITAL LITERACY for the 2015 calendar year.

DIGITAL LITERACY

3.74	Did the library offer digital literacy programs?	Y
3.75	Total group program sessions	0
3.76	Total one-on-one program sessions	50
3.77	Total group program attendance	0
3.78	Total one-on-one 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 <u>not</u> considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	4,576
4.2	Adult Non-fiction Books	976

4.3	Total Adult Books (Total questions 4.1 & 4.2)	5,552
4.4	Children's Fiction Books	2,596
4.5	Children's Non-fiction Books	376
4.6	Total Children's Books (Total questions 4.4 & 4.5)	2,972
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	8,524

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	2,079
4.9	Circulation of Children's Other Materials	896
4.10	Circulation of Electronic Materials	961
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	3,936
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	12,460
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	3,868

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	3,514
4.15	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	1,905

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	2,404

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2015.

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	2,180
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	384
5.7	Name of the person responsible for the library's Information Technology (IT) services	Stephanie Langer
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

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)	$11,387

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2015. 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	25.00
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	1,248.00
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)	1,248.00

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 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?	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	71
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
28.	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
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	N/A
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.	*LIBID*	2400604480
37.	*FSCSID*	NY0154
38.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
39.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2015. 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, 2015 to December 31, 2015)	13
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)

List Officers and Board Members as of February 1, 2016. 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	Patricia
10.8	Last Name	Schaffer
10.9	Mailing Address	51 South Main Street
10.10	City	Newark Valley
10.11	Zip Code (5 digits only)	13811
10.12	Phone (enter 10 digits only)	(607) 642-5659
10.13	E-mail Address	Patricia.Schaffer@stny.rr.com
10.14	Term Begins - Month	February
10.15	Term Begins - Year (yyyy)	2014
10.16	Term Expires - Month	February
10.17	Term Expires - Year (yyyy)	2019
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	3/23/2011
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	3/23/2011
10.20	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Kristy
3.	Last Name of Board Member	Wales
4.	Mailing Address	53 Maple
5.	City	Newark Valley
6.	Zip Code (5 digits only)	13811
7.	E-mail address	kristyrwales@gmail.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	7/22/2015
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	7/22/2015
15.	Is this a brand new trustee?	Y
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Samantha
3.	Last Name of Board Member	Swansborough
4.	Mailing Address	9 Brook Street
5.	City	Newark Valley
6.	Zip Code (5 digits only)	13811
7.	E-mail address	mantherpanther@yahoo.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	February
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	3/23/2015
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	3/23/2015
15.	Is this a brand new trustee?	Y
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	Treasurer
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
1.	Title of Board Member (select one):	Vacant
2.	First Name of Board Member	N/A
3.	Last Name of Board Member	N/A
4.	Mailing Address	N/A
5.	City	N/A
6.	Zip Code (5 digits only)	N/A
7.	E-mail address	N/A
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	February
10.	Term Begins - Year (year)	2015
11.	Term Expires	February
12.	Term Expires - Year (yyyy)	2020
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	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 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	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
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	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	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
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$27,612

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,473
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)	$1,473

OTHER STATE AID

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

FEDERAL AID FOR LIBRARY OPERATION

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

OTHER RECEIPTS

11.14	Gifts and Endowments	$1,880
11.15	Fund Raising	$387
11.16	Income from Investments	$362
11.17	Library Charges	$1,007
11.18	Other	$555
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$4,191
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$33,276
11.21	**BUDGET LOANS**	$0

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 2015 (Same as Question 12.40 of previous year if fiscal year has not changed)	$9,115
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)	$42,391

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	$00
12.2	Other Staff	$18,748
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$18,748
12.4	**Employee Benefits Expenditures**	$5,480
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$24,228

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$3,042
12.7	Electronic Materials Expenditures	$0
12.8	Other Materials Expenditures	$591
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$3,633

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	$2,970
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$2,970

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$260
12.19	Telecommunications	$642
12.20	Binding Expenses	$0
12.21	Postage and Freight	$114
12.22	Professional & Consultant Fees	$606
12.23	Equipment	$3,796
12.24	Other Miscellaneous	$291
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$5,709

12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	$5,851

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)	$42,391

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)	$42,391
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2015	$0
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$42,391

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).	2/22/2016

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

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
	Total Revenues from Local Sources	

13.3	(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 2015 (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 2015	$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	$1,473
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$4,191
16.8	Total Operating Revenue	$33,276
16.9	Other Operating Expenditures	$14,530
16.10	Total Operating Expenditures	$42,391
16.11	Total Capital Expenditures	$0
16.12	Print Materials	13,322
16.13	Total Registered Borrowers	1,387
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	*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

SUGGESTED IMPROVEMENTS

Library Name:	TAPPAN-SPAULDING MEMORIAL LIBRARY
Library System:	Finger Lakes Library System
Name of Person Completing Form:	S
Phone Number:	(607) 642-9960

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!