Tappan-Spaulding Memorial Library Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director 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.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

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	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021

1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	03/01/2021
1.12	Ending <u>Local</u> Fiscal Year	02/28/2022
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)	https://tsmlibrary.org
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 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

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 1.44, report all information for the <u>current</u> library director/manager.

1.37	First Name of Library Director/Manager	Erin
1.38	Last Name of Library Director/Manager	Chapman
1.39	NYS Public Librarian Certification Number	N/A
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	N
1.42	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	N/A

without an active certificate in a Note.

1.43	E-mail Address of the Director/Manager	director@tsmlibrary.org
1.44	Fax Number of the Director/Manager	(607) 642-9960
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes/Contracts

| 1.46 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (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 1.47. | 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/2021)	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   N/A
       a public vote:

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

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

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47   Did the library receive
       funding from an appropriation
       which was approved by
       public vote in a prior year?
       (Prior to Calendar Year 2021) N
       Enter Y for Yes, N for No. If
       Yes, complete one record for
       the vote from each funding
       source. If No, go to question
       1.48.

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

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

3.   Date the last successful vote   N/A
       was held (mm/dd/yyyy)

4.   What type of public vote was
       it?

5.   What was the total dollar
       amount of the appropriation   N/A
       from tax dollars resulting

from the last successful vote?

Unusual Circumstances

1.48   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 1.49.   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   3,813

4.   Dollar amount of contract $10,000

5.   Enter the appropriate code for range of services provided (select one):   Full

1.   Name of contracting municipality or district   County of Tioga

2.   Is this a written contractual agreement?   Y

3.   Population of the geographic area served by this contract   48,455

4.   Dollar amount of contract $7,751

5.   Enter the appropriate code for
        range of services provided   Full
        (select one):

1.49   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   N
        collection, etc.)? If yes, 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

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.
NOTE: This section of the survey (2.1-2.25) 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 (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1   Adult Fiction Books   6,036

2.2   Adult Non-fiction Books   1,343

2.3	Total Adult Books (Total questions 2.1 & 2.2)	7,379
2.4	Children's Fiction Books	3,836
2.5	Children's Non-fiction Books	1,110
2.6	Total Children's Books (Total questions 2.4 & 2.5)	4,946
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	12,325

Other Print Materials

2.8	Total Uncataloged Books	150
2.9	Total Print Serials	3
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	153
2.12	Total Print Materials (Total questions 2.7 and 2.11)	12,478

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	26,309
2.14	Local Electronic Collections	5
2.15	NOVEL$_{NY}$ Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	20

| 2.17 | Audio - Downloadable Units | 8,741 |

| 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.) 0

2.20 **Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)** 35,070

Non-Electronic Materials

2.21 Audio - Physical Units 542

2.22 Video - Physical Units 635

2.23 Other Circulating Physical Items 70

2.24 **Total Physical Items in Collection (Total questions 2.21 through 2.23)** 1,247

Grand Total/Additions to Holdings

2.25 **GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)** 48,795

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26 Cataloged Books 453

2.27 All Other Print Materials 0

2.28	Electronic Materials	9,751

2.29	All Other Materials	4

2.30	Total Additions (Total questions 2.26 through 2.29)	10,208

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 <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)	3,132

Note: The large change in patrons is due to the fact the we went from our reduced hours and curbside services in 2020 to our regular hours open without patron visit restrictions.

3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count

3.2	Registered resident borrowers	293

3.3	Registered non-resident borrowers	631

Please report information on WRITTEN POLICIES as of 12/31/21.

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   Y
       of library records?

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   Y
       policy?

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

3.10   Does the library have a board-
       approved sexual harassment   Y
       prevention policy?

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

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

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

3.13   Does the library have large   Y
       print books?

3.14   Does the library have
       assistive technology for   N
       people who are visually
       impaired or blind?

screen reader, such as JAWS, Windoweyes or NVDA	No
refreshable Braille commonly referred to as a refreshable Braille display	No
screen magnification software, such as Zoomtext	No
electronic scanning and reading software, such as OpenBook	No

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

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,
- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,
- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17   Number of Synchronous
        Program Sessions Targeted at   12
        Adults Age 19 or Older

3.18   Number of Synchronous
        Program Sessions Targeted at   0
        Young Adults Ages 12-18

3.19   Number of Children's
        Programs   33

Note: As the pandemic restrictions lifted, we increased the amount of programs offered.

3.19a   Number of Synchronous
        Program Sessions Targeted at   12
        Children Ages 0-5

3.19b   Number of Synchronous
        Program Sessions Targeted at   21
        Children Ages 6-11

3.20   Number of Synchronous
        General Interest Program   N/A
        Sessions

3.20a   Total Number of Synchronous
        Program Sessions for those
        libraries who are not reporting
        the number of Children's   45
        Programs in Q3.19a and
        Q3.19b (Total questions 3.17,
        3.18, 3.19, 3.20)

3.21   Total Number of Synchronous
        Program Sessions (Total
        questions 3.17, 3.18, 3.19a,
        3.19b, 3.20). This is the Total
        Number for those libraries   45
        who are breaking out
        Children's Programming
        questions by age.

Note: As the pandemic restrictions lifted, we increased the amount of programs offered.

3.21a   Number of Synchronous In-
        Person Onsite Program   12
        Sessions

3.21b	Number of Synchronous In-Person Offsite Program Sessions	20
3.21c	Number of Synchronous Virtual Program Sessions	13
3.22	One-on-One Program Sessions	18

Note: The total of Passive Programming sessions equals 72. This includes scavenger hunts and our Decorate the Tree events where patrons could participate individually and on their own time.

3.23	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
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	58
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	N/A
3.26	Children's Program Attendance	876

Note: As the pandemic restrictions lifted, we increased the amount of programs offered and more people we comfortable attending events.

3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	87
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	789

3.27	Attendance at Synchronous General Interest Programs	N/A
3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)	934
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	934
3.28a	Synchronous In-Person Onsite Program Attendance	393
3.28b	Synchronous In-Person Offsite Program Attendance	465
3.28c	Synchronous Virtual Program Attendance	76
3.29	One-on-One Program Attendance	18

Note: The total Passive Programming attendance including Take-and-Makes equals 87.

3.29a	Total Number of Asynchronous Program Presentations	N/A
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	N/A

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (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	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	49
3.33	Young adults registered for the library's summer reading program	0
3.34	Adults registered for the library's summer reading program	0
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	49
3.36	Children's program sessions - Summer 2021	14

3.37	Young adult program sessions - Summer 2021	N/A
3.38	Adult program sessions - Summer 2021	N/A
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	14
3.40	Children's program attendance - Summer 2021	534
3.41	Young adult program attendance - Summer 2021	N/A
3.42	Adult program attendance - Summer 2021	N/A
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	534

COLLABORATORS

3.44	Public school district(s) and/or BOCES	1
3.45	Non-public school(s)	0
3.46	Childcare center(s)	1
3.47	Summer camp(s)	1
3.48	Municipality/Municipalities	1
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	2

Note: Village of Newark Valley Annie's Place - local cafe

3.51   Total Collaborators (total 3.44   6
        through 3.50)

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

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

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

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

b.   Focus on parents & caregivers No

c.   Combined audience   No

d.   N/A   No

3.54 - Number of sessions

a.   Focus on birth - school entry   18
        (kindergarten)

b.   Focus on parents & caregivers N/A

c.   Combined audience   N/A

d.   N/A   0

3.55   Total Sessions   18

3.56 - Attendance at sessions

a.   Focus on birth - school entry   207
        (kindergarten)

b.	Focus on parents & caregivers N/A

c.	Combined audience	N/A

d.	N/A	N/A

3.57	Total Attendance	207

3.58 - 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 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No

3.60	Total group program sessions	0

3.61	Total one-on-one program sessions	0

3.62	Total group program attendance	0

3.63	Total one-on-one program attendance	0

3.64 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public 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 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0

3.75	One-on-one program attendance	0

3.76 - 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 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	N
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	0
3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	0
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference 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	3,394
4.2	Adult Non-fiction Books	890
4.3	Total Adult Books (Total questions 4.1 & 4.2)	4,284
4.4	Children's Fiction Books	3,530
4.5	Children's Non-fiction Books	515
4.6	Total Children's Books (Total questions 4.4 & 4.5)	4,045
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	8,329

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	684
4.9	Circulation of Children's Other Materials	442
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	1,126
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	9,455

ELECTRONIC USE

4.12	Use of Electronic Material	1,740

| 4.13 | Successful Retrieval of Electronic Information | 0 |

| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 1,740 |

| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 11,195 |

| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 11,195 |

| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 4,487 |

REFERENCE TRANSACTIONS

| 4.18 | Total Reference Transactions | 624 |

| 4.18a | Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? | ES - Annual Estimate Based on Typical Week(s) |

| 4.19 | Does the library offer virtual reference? | N |

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

| 4.20 | TOTAL MATERIALS RECEIVED | 2,744 |

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

| 4.21 | TOTAL MATERIALS PROVIDED | 2,307 |

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

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	17,763
5.5	Does the library use Internet filtering software on any computer?	Y
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	Erin Chapman
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)	.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	.81
6.11	Vacant Other Staff	0

6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	1.71
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)	$13,870

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2021 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2021**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if	Y

required by law.

2.   Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.   Y

3.   Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.   Y

4.   Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.   Y

5.   Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.   Y

6.   Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.   Y

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

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y

10. Provides

10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
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.	Y

12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	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	998.00
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)	998.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes

Note: The library offered curbside services only from January 1st, 2021 - February 16th, 2021. We opened to the public on February 20th, 2021.

CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes

CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No

CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	18

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>
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.

If you have multiple libraries, 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 CollectConnect. 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. Complete this form and email it to collectconnect@baker-taylor.com

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	998
16.	Number of Weeks This Outlet is Open	45
16a	Number of weeks an outlet closed due to COVID-19	7
16b	Number of weeks an outlet had limited occupancy due to COVID-19	18
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	19
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 Used by General Public	2
27.	Number of uses (sessions) of public Internet computers per year	68
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	ES - Annual Estimate Based on Typical Week(s)
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum download speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps
30.	Maximum upload speed of connection on the outlet's public Internet computers	6 Greater than or equal to 6 mbps and less than 10 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	1,095
33a	Reporting Method for Wireless Sessions	ES - Annual Estimate Based on Typical Week(s)

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

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. 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, 2021 to December 31, 2021)	12

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No
10.3	If yes, what is the range?	5

| 10.4 | If your library has a range, how many voting positions are stated in the library's current by-laws? | 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, 2022. 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 | First Name | Patricia |

| 10.10 | Last Name | Schaffer |

| 10.11 | Mailing Address | 51 South Main Street |

| 10.12 | City | Newark Valley |

| 10.13 | Zip Code (5 digits only) | 13811 |

| 10.14 | Phone (enter 10 digits only) | (607) 427-7356 |

| 10.15 | E-mail Address | patricia.schaffer@stny.rr.com |

| 10.16 | Term Begins - Month | March |

10.17	Term Begins - Year (yyyy)	2019

10.18	Term Expires - Month	February

10.19	Term Expires - Year (yyyy)	2024

10.20	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.	Yes

10.21	The date the Oath of Office was taken (mm/dd/yyyy)	10/21/2019

10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/21/2019

10.23	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 CollectConnect (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 collectconnect@baker-taylor.com.

1.	Status	Filled

2.	First Name of Board Member	Lisa

3.	Last Name of Board Member	Proctor

4.	Mailing Address	110 VanWoert Road

5.	City	Spencer

6.   Zip Code (5 digits only)   14883

7.   E-mail address   lxp42@case.edu

8.   Office Held or Trustee   Trustee

9.   Term Begins - Month   October

10.   Term Begins - Year (year)   2019

11.   Term Expires   February

12.   Term Expires - Year (yyyy)   2022

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   No
        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: Lisa took over Edie Fogle's spot. Edie's term began 2/2018 and she resigned 9/2019.

14.   The date the Oath of Office
        (mm/dd/yyyy) was taken   10/21/2019

15.   The date the Oath of Office
        was filed with town or county 10/21/2019
        clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   N

1.   Status   Filled

2. First Name of Board Member Barbara

3. Last Name of Board Member Kamrowski

4. Mailing Address 22 South Main St. 1st Floor

5. City Newark Valley

6. Zip Code (5 digits only) 13811

7. E-mail address bkamrowski114@gmail.com

8. Office Held or Trustee Trustee

9. Term Begins - Month November

10. Term Begins - Year (year) 2021

11. Term Expires February

12. Term Expires - Year (yyyy) 2024

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 No 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: Barbara filled a vacant spot on the board.

14. The date the Oath of Office (mm/dd/yyyy) was taken 11/09/2021

15. The date the Oath of Office was filed with town or county 11/09/2021

clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?   Y

1.   Status   Filled

2.   First Name of Board Member   Bonnie

3.   Last Name of Board Member   Mider

4.   Mailing Address   456 Silk Street

5.   City   Newark Valley

6.   Zip Code (5 digits only)   13811

7.   E-mail address   bonniemider@aol.com

8.   Office Held or Trustee   Trustee

9.   Term Begins - Month   March

10.   Term Begins - Year (year)   2021

11.   Term Expires   February

12.   Term Expires - Year (yyyy) 2023

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   No 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: Bonnie is filling a previously vacant position.

14. The date the Oath of Office (mm/dd/yyyy) was taken   03/01/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   03/01/2021

16. Is this a brand new trustee?   N

1. Status   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 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.

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?

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will
not be exactly the same as the trustees listed in the section above.

1. Trustee Name   Patricia Schaffer

2. Has the trustee participated in
trustee education in the last   Y
calendar year (2021)?

1. Trustee Name   Bonnie Mider

| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

| 1. | Trustee Name | Lisa Proctor |

| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

| 1. | Trustee Name | Barbara Kamrowski |

| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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 question 11.3. | Y |

| 1. | Source of Funds | County |

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

| 3. | Amount | $7,751 |

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N/A
5.	Written Contractual Agreement	Y

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$7,751

Note: We did not receive our usual $10,000 from the Town of Newark Valley this year because the library board missed the deadline to request funding. The amount of money we received from Tioga County has been reduced from $8,612 to $7,751.

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,631

11.4	Record all Central Library Services Aid monies received from system headquarters	$0

11.5	Additional State Aid received from the System	$229

Note: This money is a Family Literacy Mini-Grant.

11.6	Federal Aid received from the System	$485

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)	$2,345

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	$6,156
11.15	Fund Raising	$0
11.16	Income from Investments	$60,595
11.17	Library Charges	$167
11.18	Other	$0
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$66,918
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$77,014
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 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	$24,802
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$101,816

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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	$17,388

12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$17,388
12.4	**Employee Benefits Expenditures**	$5,209
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$22,597

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$6,488
12.7	Electronic Materials Expenditures	$250
12.8	Other Materials Expenditures	$719
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$7,457

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 $5,293

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) $5,293

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies $612

12.19 Telecommunications $778

12.20 Postage and Freight $150

12.21 Professional & Consultant Fees $695

12.22 Equipment $0

12.23 Other Miscellaneous $1,880

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) $4,115

Contracts/Debt Service/Transfers/Grand Total

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** $5,700

DEBT SERVICE
Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0
12.27	From Other Funds (73OF)	$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$0

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$45,162

TRANSFERS
Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0

12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$45,162
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	$56,654
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$101,816

ASSURANCE

12.41	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).	02/24/2022

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	06/30/2016
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	3/1/2015 - 6/30/2016
12.44	Indicate type of audit (select one):	State

CAPITAL FUND

12.45	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
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 12.35)	$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 2021 (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** (Add Questions 14.7, 14.8 and 14.9) | $0 |

| 14.11 | **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2021 | $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 | 0.50 |

| 16.3 | All Other Paid Staff | 0.45 |

| 16.4 | Total Paid Employees | 0.95 |

| 16.5 | State Government Revenue | $1,860 |

| 16.6 | Federal Government Revenue | $485 |

16.7	Other Operating Revenue	$66,918
16.8	Total Operating Revenue	$77,014
16.9	Other Operating Expenditures	$15,108
16.10	Total Operating Expenditures	$45,162
16.11	Total Capital Expenditures	$0
16.12	Print Materials	12,478
16.13	Total Registered Borrowers	924
16.14	Other Capital Revenue and Receipts	$0
16.15	Number of Internet Computers Used by General Public	2
16.16	Total Uses (sessions) of Public Internet Computers Per Year	68
16.17	Wireless Sessions	1,095
16.18	Total Capital Revenue	$0

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:	Erin Chapman
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!	