

# Tappan Library

## Annual Report For Public And Association Libraries - 2024

### 1. GENERAL LIBRARY INFORMATION

#### Library / Director Information

#### [Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200506400
1.2	Library Name	TAPPAN 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	Tappan
1.6	Beginning Fiscal Reporting Year	01/01/2024
1.7	Ending Fiscal Reporting Year	12/31/2024
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	01/01/2024
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	93 MAIN STREET
1.15	City	TAPPAN

1.16	Zip Code	10983
1.17	Mailing Address	93 MAIN STREET
1.18	City	TAPPAN
1.19	Zip Code	10983
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(845) 359-3877
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(845) 359-3884
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	tappanlibrary@tappanlibrary.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.tappanlibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	6,673
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/25/1982
1.30	Date the library was last registered	09/15/1959
1.31	Federal Employer Identification Number	131974005
1.32	County	ROCKLAND
1.33	School District	South Orangetown Central
1.34	Town/City	Tappan
1.35	Library System	Ramapo Catskill Library System

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

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

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager Sara
- 1.38 Last Name of Library Director/Manager Nugent
- 1.39 NYS Public Librarian Certification Number 18736
- 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? Y
- 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 without an active certificate in a Note. Y
- 1.43 E-mail Address of the Director/Manager snugent@tappanlibrary.org
- 1.44 Fax Number of the Director/Manager (845) 359-3884
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y

**Public Votes / Contracts**

- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (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

**Please Note: last year's answers for repeating groups cannot be displayed.**

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/2024)  | 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 (manually sum of 6a and 6b):  | N/A |

**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 2024) 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. Y

**Please Note: last year's answers for repeating groups cannot be displayed.**

- |    |   |   |
|----|---|---|
| 1. | Name of municipality or district holding the public vote  | South Orangetown Central School District                |
| 2. | Indicate the type of municipality or district holding the public vote   | School District   |
| 3. | Date the last successful vote was held (mm/dd/yyyy)   | 04/28/2022  |
| 4. | What type of public vote was it?  | school district ballot proposition (Ed. Law §259(1)(a)) |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | \$154,000   |

**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. N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): N/A

1.49 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 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

### Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.16) 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.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	8,626
2.2	Adult Non-fiction Books	8,644
2.3	Total Adult Books (Total questions 2.1 & 2.2)	17,270
2.4	Children's Fiction Books	7,176
2.5	Children's Non-fiction Books	3,228

2.6 Total Children's Books (Total questions 2.4 & 2.5) 10,404

2.7 Total Cataloged Books (Total questions 2.3 & 2.6) 27,674

#### **Other Print Materials**

2.8 Total Uncataloged Books 0

2.9 Total Print Serials 571

2.10 All Other Print Materials 0

2.11 Total Other Print Materials (Total questions 2.8 through 2.10) 571

2.12 Total Print Materials (Total questions 2.7 and 2.11) 28,245

#### **ALL OTHER MATERIALS**

2.13 Audio - Physical Units 144

2.14 Video - Physical Units 2,627

2.15 Other Circulating Physical Items 10

2.16 Total Other Physical Materials (Total questions 2.13 through 2.15) 2,781

#### **Grand Total / Additions to Holdings**

2.17 **GRAND TOTAL HOLDINGS** (Total questions 2.12 and 2.16) 31,026

#### **ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.18 Cataloged Books 953

2.19 All Other Print Materials 294

2.20 All Other Materials 129

2.21 Total Additions (Total questions 2.18 through 2.20) 1,376

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

**Visits / Borrowers / Policies / Accessibility**

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 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 Questions 1.6 and 1.7 in Part 1.

### **LIBRARY USE**

- |      |   |                   |
|------|---|-------------------|
| 3.1  | Library visits (total annual attendance)  | 32,186            |
| 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   | 3,069             |
| 3.3  | Registered non-resident borrowers   | 1                 |

Please report information on WRITTEN POLICIES as of 12/31/24.

### **WRITTEN POLICIES (Answer Y for Yes, N for No)**

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

- |      |   |   |
|------|---|---|
| 3.4  | Does the library have an open meeting policy?                                     | N |
| 3.5  | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.6  | Does the library have an Internet use policy?                                     | Y |
| 3.7  | Does the library have a disaster plan?  | N |
| 3.8  | Does the library have a board-approved conflict of interest policy?               | Y |
| 3.9  | Does the library have a board-approved whistle blower policy?                     | Y |
| 3.10 | Does the library have a board-approved sexual harassment prevention policy?       | Y |

Please report information on ACCESSIBILITY as of 12/31/24.

### **ACCESSIBILITY (Answer Y for Yes, N for No)**

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

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

3.13 Does the library have large print books? Y

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

3.15 - If so, what do you have? If no, go to next question

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)? Y

### Library Sponsored Programs

## LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

### Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.



3.17a	Number of Sessions Targeted at Children Ages 0-5	153
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	2,050
3.18a	Number of Sessions Targeted at Children Ages 6-11	64
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	1,106
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	27
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	183
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	247
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	2,429
3.21a	Number of General Interest Program Sessions	0
3.21b	Attendance at General Interest Program Sessions	0
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	491
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	5,768
Live Programs Categorized by Venue		
3.24a	Total Live Onsite Program Sessions	449
3.24b	Total Live Onsite Program Attendance	4,737
3.25a	Total Live Offsite Program Sessions	18
3.25b	Total Live Offsite Program Attendance	378
3.26a	Total Live Virtual Program Sessions	24
3.26b	Total Live Virtual Program Attendance	653
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	491

3.28 Total Attendance at Live Programs 5,768  
Categorized by Venue (sum of 3.24b, 3.25b,  
3.26b)

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	4
3.30	Total Views of Prerecorded Program Presentations within 30 Days	140
3.31	One-on-One Program Sessions	732
3.32	Attendance at One-on-One Program Sessions	781

**Teen-Led / Promotion / Summer Reading**

3.33	Did your library offer teen-led activities during the 2024 calendar year?	N
3.34a	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
3.34b	Does your library use Facebook for promotion?	Yes
3.34c	Does your library use Instagram for promotion?	Yes
3.34d	Does your library use Twitter/X for promotion?	No
3.34e	Does your library use TikTok for promotion?	No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

**SUMMER READING PROGRAM**

3.35	Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
------	--	---

3.36	Library outlets offering the summer reading program	1
3.37	Children registered for the library's summer reading program	45
3.38	Young adults registered for the library's summer reading program	11
3.39	Adults registered for the library's summer reading program	0
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	56
3.41a	Children's program sessions - Summer 2024	57
3.41b	Children's program attendance - Summer 2024	962
3.42a	Young adult program sessions - Summer 2024	8
3.42b	Young adult program attendance - Summer 2024	52
3.43a	Adult program sessions - Summer 2024	0
3.43b	Adult program attendance - Summer 2024	0
3.44	Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	65
3.45	Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	1,014
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

## COLLABORATORS

3.48	Public school district(s) and/or BOCES	1
3.49	Non-public school(s)	0
3.50	Childcare center(s)	0
3.51	Summer camp(s)	0

3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	0
3.54	Other (describe using the State note)	0
3.55	<b>Total Collaborators (total 3.48 through 3.54)</b>	1

**Early Literacy**

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

**EARLY LITERACY PROGRAMS**

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.57a Focus on birth - school entry (kindergarten) sessions 162

3.57b Focus on birth - school entry (kindergarten) attendance 2,134

3.58a Focus on parents & caregivers sessions 0

3.58b Focus on parents & caregivers attendance 0

3.59a Combined audience sessions 0

3.59b Combined audience attendance 0

3.60 **Total Sessions** 162

3.61 **Total Attendance** 2,134

3.62 - 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

## Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

### ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.64a Total group program sessions

3.64b Total group program attendance

3.65a Total one-on-one program sessions

3.65b Total one-on-one program attendance

3.66 - 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

## ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

- 3.68a Children's program sessions
- 3.68b [Children's program attendance](#)
- 3.69a Young adult program sessions
- 3.69b [Young adult program attendance](#)
- 3.70a Adult program sessions
- 3.70b [Adult program attendance](#)
- 3.71 **Total program sessions (total 3.68a + 3.69a + 3.70a)** 0
- 3.72 **Total program attendance (total 3.68b + 3.69b + 3.70b)** 0
- 3.73a One-on-one program sessions
- 3.73b [One-on-one program attendance](#)
- 3.74 - 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 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

**DIGITAL LITERACY**

3.75 Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

- 3.76a Total group program sessions 0
- 3.76b [Total group program attendance](#) 0
- 3.77a Total one-on-one program sessions 66
- 3.77b [Total one-on-one program attendance](#) 66

**4. LIBRARY TRANSACTIONS**

**Circulation / Reference Transactions**

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	7,475
4.2	Adult Non-fiction Books	4,113
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	11,588
4.4	Children's Fiction Books	11,011
4.5	Children's Non-fiction Books	1,740
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	12,751
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	24,339

### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,401
4.9	Circulation of Children's Other Materials	190
4.10	<b>Circulation of Other Physical Items (Total questions 4.8, 4.9)</b>	3,591
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	27,930

4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No

4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. Yes

### REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	3,571
4.14a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.15	Does the library offer virtual reference?	Y

## INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16 TOTAL MATERIALS RECEIVED 7,552

## INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17 TOTAL MATERIALS PROVIDED 8,343

## E-RATE

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

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

4.20 If yes, in which consortium are you participating? n/a

## 5. ELECTRONIC USE

### Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

### Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library? Yes

5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library? No



## Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to e-serials purchased solely by the library? No

5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library? No

## Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to e-audio purchased solely by the library? Yes

5.8 Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.9 Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library? No

## Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to e-videos purchased solely by the library? Yes

5.11 Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.) No

5.12 Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library? No

## Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to research databases purchased solely by the library? Yes

5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? Yes

## Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library? Yes

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? No

## E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period 7,419

5.20 The total circulation of e-serials during the reporting period. 2,461

5.21 The total circulation of e-audio during the reporting period 6,473

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

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, 2024**. 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.

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 required by law. Y

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 Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	<b>1</b>

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	52.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	<b>52.00</b>
8.10	Annual Total Hours - Main Library	2,868.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	<b>2,868.00</b>

## **9. SERVICE OUTLET INFORMATION**

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

**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.

**NEW OUTLETS:** If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

**CLOSED OUTLETS:** Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

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 will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	TAPPAN LIBRARY
2.	Outlet Name Status	00 (for no change)
3.	Street Address	93 MAIN STREET
4.	Outlet Street Address Status	00 (for no change)
5.	City	TAPPAN
6.	Zip Code	10983
7.	Phone (enter 10 digits only)	(845) 359-3877
8.	Fax Number (enter 10 digits only)	(845) 359-3884
9.	E-mail Address	tappanlibrary@tappanlibrary.org
10.	Outlet URL	www.tappanlibrary.org
11.	County	ROCKLAND
12.	School District	South Orangetown Central School District
13.	Library System	Ramapo Catskill Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,868
16.	Number of Weeks This Outlet is Open	52

17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	4
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1962
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2015
25.	Square footage of the outlet	9,550
26.	Number of Internet Computers Used by General Public	4
27.	Number of uses (sessions) of public Internet computers per year	1,655
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Other (specify using the State note)
32.	WiFi Access	Password required
33.	Wireless Sessions	52,734
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y

35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your <b>outlet</b> have a Makerspace?	N
37.	<i>LIBID</i>	7200506400
38.	<i>FSCSID</i>	NY0595
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

## 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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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

**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Town of Orangetown
3.	Amount	\$730,715
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	School District
2.	Name of funding County, Municipality or School District	South Orangetown Central School District
3.	Amount	\$153,958
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y



5. Written Contractual Agreement N

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$884,673

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3 Local Library Services Aid (LLSA) \$2,115

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

11.5 Additional State Aid received from the System \$20,000

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) \$22,115

**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 / Other Receipts**

**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 \$1,200

11.15 Fund Raising \$2,177

11.16 Income from Investments \$16,282

11.17 Library Charges \$0

11.18 Other \$1,926

11.19 **TOTAL OTHER RECEIPTS** (Add \$21,585  
Questions 11.14, 11.15, 11.16, 11.17 and  
11.18)

11.20 **TOTAL OPERATING FUND** \$928,373  
**RECEIPTS** (Add Questions 11.2, 11.8,  
11.9, 11.12, 11.13 and 11.19)

11.21 **BUDGET LOANS** \$0

#### Transfers / Grand Total

#### TRANSFERS

11.22 From Capital Fund (Same as \$0  
Question 14.8)

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS** (Add \$0  
Questions 11.22 and 11.23)

11.25 **BALANCE IN OPERATING FUND** \$254,100  
- Beginning Balance for Fiscal Year Ending  
2024 (Same as Question 12.39 of previous  
year if fiscal year has not changed)

11.26 **GRAND TOTAL RECEIPTS,** \$1,182,473  
**BUDGET LOANS, TRANSFERS AND**  
**BALANCE** (Add Questions 11.20, 11.21,  
11.24 and 11.25; Same as Question 12.40)

## 12. OPERATING FUND DISBURSEMENTS

#### Staff / Collection / Capital Operation and Maintenance

**Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). 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 \$302,466

12.2 Other Staff \$121,315

12.3 **Total Salaries & Wages** \$423,781  
**Expenditures** (Add Questions 12.1 and  
12.2)

12.4	<b>Employee Benefits Expenditures</b>	\$133,111
12.5	<b>Total Staff Expenditures (Add Questions 12.3 and 12.4)</b>	\$556,892

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$23,662
12.7	Electronic Materials Expenditures	\$26,722
12.8	Other Materials Expenditures	\$6,250
12.9	<b>Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)</b>	\$56,634

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures (Add Questions 12.10 and 12.11)</b>	\$0

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$11,625
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs (Add Questions 12.13 and 12.14)</b>	\$11,625
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$101,873
12.17	<b>Total Operation &amp; Maintenance of Buildings (Add Questions 12.15 and 12.16)</b>	\$113,498

### MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$3,868
12.19	Telecommunications	\$6,744
12.21	Professional & Consultant Fees	\$98,177
12.22	Equipment	\$18,116
12.23	Other Miscellaneous	\$2,482
12.24	<b>Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)</b>	\$129,387

**Contracts / Debt Service / Transfers / Grand Total**

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$9,780

**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) \$866,191

**TRANSFERS**

**Transfers to Capital Fund**

12.33 From Local Public Funds (76PF) \$50,000

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) \$50,000

12.36 **Transfer to Other Funds** \$0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$50,000

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$916,191

12.39 **BALANCE IN OPERATING FUND** - Ending Balance for the Fiscal Year Ending 2024 \$266,282

12.40 **GRAND TOTAL** \$1,182,473  
**DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)

### 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). 02/24/2025

### FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 02/12/2024  
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 1/1/2023-12/31/2023  
12.44 Indicate type of audit (select one): Private Accounting Firm

### CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

## 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 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 \$3,216  
13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$3,216

### 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) \$50,000

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$53,216

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$53,216

13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$254,437

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) \$307,653

**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** \$0

**DISBURSEMENTS AND TRANSFERS**

(Add Questions 14.7, 14.8 and 14.9)

14.11 **BALANCE IN CAPITAL FUND -** \$307,653  
Ending Balance for the Fiscal Year Ending  
2024

14.12 **TOTAL CASH** \$307,653

**DISBURSEMENTS AND BALANCE**

(Add Questions 14.10 and 14.11; same as  
Question 13.13)

## 15. CENTRAL LIBRARIES

**PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION  
16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY**

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	4.16
16.2	Total Librarians	4.16
16.3	All Other Paid Staff	2.84
16.4	Total Paid Employees	7.00
16.5	State Government Revenue	\$22,115
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$21,585
16.8	Total Operating Revenue	\$928,373
16.9	Other Operating Expenditures	\$252,665
16.10	Total Operating Expenditures	\$866,191
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	28,245
16.12a	Total Physical Items in Collection	31,026
16.13	Circulation of Children's Physical Material	12,941
16.14	Total Registered Borrowers	3,070
16.15	Other Capital Revenue and Receipts	\$53,216
16.16	Number of Internet Computers Used by General Public	4

16.17 **Total Uses (sessions) of Public Internet Computers Per Year** 1,655

16.18 **Wireless Sessions** 52,734

16.19 **Total Capital Revenue** \$53,216

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 *LIB ID* 7200506400

17.2 *Interlibrary Relationship Code* ME

17.3 *Legal Basis Code* NP

17.4 *Administrative Structure Code* SO

17.5 *FSCS Public Library Definition* Y

17.6 *Geographic Code* PL1

17.7 *FSCS ID* NY0595

17.8 *SED CODE* 500301700014

17.9 *INSTITUTION ID* 800000039198

## SUGGESTED IMPROVEMENTS

Library Name: TAPPAN LIBRARY

Library System: Ramapo Catskill Library System

Name of Person Completing Form: Sara Nugent

Phone Number: (845) 359-3877

I am satisfied that this resource (Collect) is meeting library needs: Neither Agree nor Disagree

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

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!

None