

Westhampton Free Library

Annual Report For Public And Association Libraries - 2012

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2012, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	8000587040
1.2	Library Name	WESTHAMPTON FREE 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	Westhampton Beach
1.6	Beginning Fiscal Reporting Year	07/01/2011
1.7	Ending Fiscal Reporting Year	06/30/2012
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	07/01/2011
1.12	Ending <u>Local</u> Fiscal Year	06/30/2012
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	7 LIBRARY AVENUE
1.15	City	WESTHAMPTON BEACH
1.16	Zip Code	11978
1.17	Mailing Address	7 LIBRARY AVENUE
1.18	City	WESTHAMPTON BEACH
1.19	Zip Code	11978
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 288-3335
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 288-5715
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	whamlib@suffolk.lib.ny.us
1.23	Library Home Page URL (Enter N/A if no home page URL)	WWW.WESTHAMPTONLIBRARY.NET
1.24	Population Chartered to Serve (per 2010 Census)	5,571
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):	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library	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 07/02/1902
- 1.30 Date the library was last registered 05/02/1977
- 1.31 Federal Employer Identification Number 111672825
- 1.32 County SUFFOLK
- 1.33 School District Westhampton
- 1.34 Library System Suffolk Cooperative Library System

NOTE: For questions 1.35 through 1.40, report all information for the current library director/manager.

- 1.35 Title of Library Director/ Manager (select one): Ms.
- 1.36 First Name of Library Director/Manager Danielle
- 1.37 Last Name of Library Director/Manager Zubiller
- 1.38 NYS Public Librarian Certification Number 19703
- 1.39 E-mail Address of the Director/Manager dzubille@suffolk.lib.ny.us
- 1.40 Fax Number of the Director/Manager (631) 288-5715

- 1.41 Does the library charge fees for library cards to people residing outside the system's service area? N
- 1.42 For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget subject to a public vote (see instructions). Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, go to question 1.44 Y

1. Name of municipality or district holding the vote Westhampton Beach UFSD
2. Indicate the type of municipality or district holding the vote School District
3. Was this a Chapter 414 (Ed. Law Â§259.1.b)? N
4. Dollar amount \$2,056,019
5. Was the vote successful? Y
6. Date the vote was held (mm/dd/yyyy) 05/15/2012

- 1.43 For the fiscal year that ended in 2012, indicate the total percentage of the library's local public funding that was either subject to public vote(s) or that came from a previous appropriation(s) approved by public vote(s) still in effect. 97%

- 1.44 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 1.45. Y

1. Name of contracting municipality or district Eastport/South Manor
2. Is this a written contractual agreement? Y
3. Population of the geographic area served by this contract 6,755
4. Dollar amount of contract \$159,661
5. Enter the appropriate code for range of services provided (select one): Full

1. Name of contracting municipality or district East Moriches
2. Is this a written contractual agreement? Y
3. Population of the geographic area served by this contract 2,571
4. Dollar amount of contract \$44,621

5.	Enter the appropriate code for range of services provided (select one):	Full
1.	Name of contracting municipality or district	East Quogue
2.	Is this a written contractual agreement?	Y
3.	Population of the geographic area served by this contract	2,269
4.	Dollar amount of contract	\$141,722
5.	Enter the appropriate code for range of services provided (select one):	Full
1.	Name of contracting municipality or district	Remsenburg
2.	Is this a written contractual agreement?	Y
3.	Population of the geographic area served by this contract	1,602
4.	Dollar amount of contract	\$195,949
5.	Enter the appropriate code for range of services provided (select one):	Full
1.45	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 State note; if no, please go to Part 2, Library Collection.	Y

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	16,072
2.2	Adult Non-fiction Books	15,912
2.3	Total Adult Books (Total questions 2.1 & 2.2)	31,984
2.4	Children's Fiction Books	12,658
2.5	Children's Non-fiction Books	6,640
2.6	Total Children's Books (Total questions 2.4 & 2.5)	19,298
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	51,282

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	5,079
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	5,079
2.12	Total Print Materials (Total questions 2.7 and 2.11)	56,361

ELECTRONIC MATERIALS

2.13	Electronic Books	29,313
2.14	Local Databases	39
2.15	NOVELNY Databases	9
2.16	Total Databases (Total questions 2.14 and 2.15)	48
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)	105,282

2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	134,643
------	--	---------

ALL OTHER MATERIALS

2.19	Audio - Physical Units	3,064
2.20	Audio - Downloadable Titles	9,965
2.21	Video - Physical Units	13,557
2.22	Video - Downloadable Titles	334
2.23	All Other Materials (includes microform, films, slides, etc.)	0
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	26,920
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)	217,924

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	207
------	------------------------------------	-----

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	6,491
2.28	All Other Print Materials	3,467
2.29	Electronic Materials	26,631
2.30	All Other Materials	3,871
2.31	Total Additions (Total questions 2.27 through 2.30)	40,460

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.49 through 3.59 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.48 for the 2012 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	1,047
3.2	Young Adult Program Sessions	860
3.3	Children's Program Sessions	824
3.4	All Other Program Sessions	63
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	2,794
3.6	Adult Program Attendance	11,978
3.7	Young Adult Program Attendance	5,130
3.8	Children's Program Attendance	15,036
3.9	All Other Program Attendance	669
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	32,813

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2012 (check all that apply):

- | | | |
|----|--|-----|
| a. | Program(s) for children | Yes |
| b. | Program(s) for young adults | Yes |
| c. | Summer Reading at New York Libraries name and/or logo used | Yes |
| d. | Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used | Yes |
| e. | N/A | No |

3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	518
3.14	Young adults registered for the library's summer reading program	93
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	611
3.16	Children's program sessions - Summer 2012	3,847
3.17	Young adult program sessions - Summer 2012	69
3.18	Total program sessions - Summer 2012 (total 3.16 + 3.17)	3,916
3.19	Children's program attendance - Summer 2012	10,794
3.20	Young adult program attendance - Summer 2012	1,206
3.21	Total program attendance - Summer 2012 (total 3.19 + 3.20)	12,000

COLLABORATORS

3.22	Public school district(s) and/or BOCES	4
3.23	Non-public school(s)	1
3.24	Childcare center(s)	2
3.25	Summer camp(s)	0
3.26	Municipality/Municipalities	0
3.27	Literacy provider(s)	0
3.28	Other (describe using the State note)	5
3.29	Total Collaborators (total 3.22 through 3.28)	12

EARLY LITERACY PROGRAMS

3.30	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.31	Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	Yes
d.	N/A	No
3.32	Number of sessions	
a.	Focus on birth - school entry	188
b.	Focus on parents & caregivers	9
c.	Combined audience	38
d.	N/A	0
3.33	Total Sessions	235
3.34	Attendance at sessions	
a.	Focus on birth - school entry	8,729
b.	Focus on parents & caregivers	206
c.	Combined audience	2,650
d.	N/A	0
3.35	Total Attendance	11,585
3.36	Collaborators (check all that apply):	
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	No

- | | | |
|----|---------------------------------------|-----|
| e. | Other (describe using the State note) | Yes |
| f. | N/A | No |

ADULT LITERACY

- | | | |
|------|--|-----|
| 3.37 | Did the library offer adult literacy programs? | No |
| 3.38 | Total program sessions | 0 |
| 3.39 | Total program attendance | 0 |
| 3.40 | Collaborators (check all that apply) | |
| a. | Literacy NY (Literacy Volunteers of America) | No |
| b. | Public School District(s) and/or BOCES | No |
| c. | Non-Public Schools | No |
| d. | Other (see instructions and describe using State Note) | No |
| e. | N/A | Yes |

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

- | | | |
|------|--|-----|
| 3.41 | Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) | Y |
| 3.42 | Children's program sessions | 0 |
| 3.43 | Young adult program sessions | 0 |
| 3.44 | Adult program sessions | 8 |
| 3.45 | Total program sessions (total 3.42 + 3.43 + 3.44) | 8 |
| 3.46 | Children's program attendance | 0 |
| 3.47 | Young adult program attendance | 0 |
| 3.48 | Adult program attendance | 20 |
| 3.49 | Total program attendance (total 3.46 + 3.47 + 3.48) | 20 |
| 3.50 | 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 |
| 4 | Health care providers/agencies | No |
| d. | Other (describe using the State note) | No |
| e. | N/A | Yes |

LIBRARY USE

- | | | |
|------|--|---------|
| 3.51 | Library visits (total annual attendance) | 173,634 |
| 3.52 | Registered resident borrowers | 9,709 |
| 3.53 | Registered non-resident borrowers | 2,882 |

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

- | | | |
|------|---|---|
| 3.54 | Does the library have an open meeting policy? | Y |
| 3.55 | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.56 | Does the library have an Internet use policy? | Y |
| 3.57 | Does the library have a disaster policy? | Y |

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

- | | | |
|------|--|---|
| 3.58 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | Y |
| 3.59 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | Y |

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	40,146
4.2	Adult Non-fiction Books	20,542
4.3	Total Adult Books (Total questions 4.1 & 4.2)	60,688
4.4	Children's Fiction Books	41,869
4.5	Children's Non-fiction Books	9,361
4.6	Total Children's Books (Total questions 4.4 & 4.5)	51,230
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	111,918

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	82,570
4.9	Circulation of Children's Other Materials	27,366
4.10	Total Circulation of Other Materials (Total questions 4.8 & 4.9)	109,936
4.11	Grand Total Circulation Transactions (Total questions 4.7 & 4.10)	221,854
4.12	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	78,596

REFERENCE TRANSACTIONS

4.13	Total Reference Transactions	42,410
------	------------------------------	--------

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.14	TOTAL MATERIALS RECEIVED	15,773
------	--------------------------	--------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15	TOTAL MATERIALS PROVIDED	22,598
------	--------------------------	--------

5. AUTOMATION AND TELECOMMUNICATIONS

Report all information as of December 31, 2012.

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	81,098
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Number of uses (sessions) of public Internet computers per year	6,541
5.7	Name of the person at the library to contact regarding Information Technology (IT) services	Dave Jones
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 288-3335
5.9	IT contact's email address	dave@westhamptonlibrary.net

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

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. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1
 6.3 Vacant Library Director (certified) 0
 6.4 Librarian (certified) 9.71
 6.5 Vacant Librarian (certified) 0
 6.6 Library Manager (not certified) 0
 6.7 Vacant Library Manager (not certified) 0
 6.8 Library Specialist/Paraprofessional (not certified) 1.75
 6.9 Vacant Library Specialist/Paraprofessional (not certified) 0
 6.10 Other Staff 10.54
 6.11 Vacant Other Staff 0
 6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 23.00
 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) 1
 6.15 Salary - Entry Level Librarian (certified) \$38,711
 6.16 FTE - Library Director (certified) 1
 6.17 Salary - Library Director (certified) \$92,000
 6.18 FTE - Library Manager (not certified) 0
 6.19 Salary - Library Manager (not certified) \$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2012.

7.1 1. Is governed by board-approved written bylaws. Y
 7.2 2. Has a board-approved written long range plan of service. Y
 7.3 3. Presents an annual report to the community. Y
 7.4 4. Has board-approved written policies. Y
 7.5 5. Presents an annual written budget to appropriate funding agencies. Y
 7.6 6. Periodically evaluates the effectiveness of the collection and services in meeting community needs. Y
 7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions) Y
 8. Maintains a facility to meet community needs, including adequate:
 7.8 8a. space Y
 7.9 8b. lighting Y
 7.10 8c. shelving Y
 7.11 8d. seating Y
 7.12 8e. restroom (see instructions) Y
 9. Has the equipment and connections necessary to facilitate access to information:
 7.13 9a. telephone Y
 7.14 9b. photocopier (see instructions) Y
 7.15 9c. microcomputer or terminal Y
 7.16 9d. printer Y

- | | | |
|------|--|---|
| 7.17 | 9e. telefacsimile capability (see instructions) | Y |
| 7.18 | 10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number. | Y |
| 7.19 | 11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions) | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

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 | 69 |
| 8.7 | Minimum Weekly Total Hours - Branch Libraries | 0 |
| 8.8 | Minimum Weekly Total Hours - Bookmobiles | 0 |
| 8.9 | Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) | 69.00 |
| 8.10 | Annual Total Hours - Main Library | 3,700 |
| 8.11 | Annual Total Hours - Branch Libraries | 0 |
| 8.12 | Annual Total Hours - Bookmobiles | 0 |
| 8.13 | Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) | 3,700.00 |

9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

- | | | |
|-----|---|---|
| 1. | Outlet Name | Westhampton Free Library |
| 2. | Outlet Name Status | 00 (for no change) |
| 3. | Street Address | 7 Library Avenue |
| 4. | Outlet Street Address Status | 00 (for no change) |
| 5. | City | Westhampton Beach |
| 6. | Zip Code | 11978 |
| 7. | Phone (enter 10 digits only) | (631) 288-3335 |
| 8. | Fax Number (enter 10 digits only) | (631) 288-5715 |
| 9. | E-mail Address | whamlib@suffolk.lib.ny.us |
| 10. | Outlet URL | http://www.westhamptonlibrary.org |
| 11. | County | Suffolk |
| 12. | Outlet Type Code (select one): | CE |
| 13. | Public Service Hours Per Year for This Outlet | 3,700 |
| 14. | Number of Weeks This Outlet is Open | 7 |

15.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
16.	Is the meeting space available for public use even when the outlet is closed?	N
17.	Total number of non-library sponsored programs, meetings and/or events at this outlet	63
18.	Enter the appropriate outlet code (select one):	LO
19.	Who owns this outlet building?	Library Board
20.	Who owns the land on which this outlet is built?	Other (specify using the State note)
21.	Indicate the year this outlet was initially constructed	2010
22.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010
23.	Square footage of the outlet	14,250
24.	Total number of Internet terminals at this outlet used by the general public	44
25.	Type of connection on the outlet's public Internet computers	Cable
26.	Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 3 mbps and less than 6 mbps
27.	Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u> .	Greater than 1.5 mbps and less than 3 mbps
28.	Internet Provider	Cablevision/Optimum
29.	WiFi Access (click the hyperlink for types of WiFi Access)	Password required
30.	Does the outlet have interactive videoconferencing capability for public use?	N
31.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
32.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
33.	<i>LIBID</i>	8000587040
34.	<i>FSCSID</i>	NY0694
35.	<i>Metropolitan Status Code</i>	NC
36.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
37.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2012. 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, 2012 to December 31, 2012)	14
10.2	Number of voting library board positions stated in the library's charter.	7
10.3	Number of current <u>voting</u> positions on library board.	5

BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership
------	---	--

List Officers and Board Members for the current Calendar Year. Complete one record for each board member.

BOARD PRESIDENT

10.5 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant Mrs.
10.6 First Name Joan
10.7 Last Name Levan
10.8 Mailing Address 17 Oneck Road
10.9 City Westhampton Beach
10.10 Zip Code (5 digits only) 11978
10.11 Phone (enter 10 digits only) (631) 288-0771
10.12 E-mail Address jlevan@optonline.net
10.13 Term Expires - Month June
10.14 Term Expires - Year (yyyy) 2013
10.15 The date the Oath of Office was taken (mm/dd/yyyy) 07/01/2009
10.16 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/01/2009

1. Title of Board Member (select one): Mrs.
2. First Name of Board Member Karen
3. Last Name of Board Member Andrews
4. Mailing Address 35 Baycrest Ave
5. City Westhampton
6. Zip Code (5 digits only) 11977
7. E-mail address kvand@optonline.net
8. Office Held or Trustee Vice President
9. Term Expires June
10. Term Expires - Year (yyyy) 2015
11. The date the Oath of Office (mm/dd/yyyy) was taken 07/01/2011
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/01/11

1. Title of Board Member (select one): Mrs.
2. First Name of Board Member Maria
3. Last Name of Board Member Moore
4. Mailing Address 36 Lilac Road
5. City Westhampton Beach
6. Zip Code (5 digits only) 11978
7. E-mail address
8. Office Held or Trustee Treasurer
9. Term Expires June
10. Term Expires - Year (yyyy) 2013
11. The date the Oath of Office (mm/dd/yyyy) was taken 09/18/2012
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

1. Title of Board Member (select one): Mrs.
2. First Name of Board Member June
3. Last Name of Board Member Sellin
4. Mailing Address 10 Lakeside Ln
5. City Westhampton

6.	Zip Code (5 digits only)	11977
7.	E-mail address	jksellin@optonline.net
8.	Office Held or Trustee	Trustes
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2013
11.	The date the Oath of Office (mm/dd/yyyy) was taken	01/16/2013
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Jane
3.	Last Name of Board Member	Lapple
4.	Mailing Address	37 Birdle Path
5.	City	Westhampton Beach
6.	Zip Code (5 digits only)	11978
7.	E-mail address	janewlapple@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2016
11.	The date the Oath of Office (mm/dd/yyyy) was taken	09/18/2012
12.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (<u>see instructions</u>).	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Westhampton Beach UFSD
3.	Amount	\$2,036,229
4.	Subject to public vote held in reporting year or previous reporting year	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	East Moriches
3.	Amount	\$43,694
4.	Subject to public vote held in reporting year or previous reporting year	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	East Quogue
3.	Amount	\$145,662
4.	Subject to public vote held in reporting year or previous reporting year	Y
5.	Written Contractual Agreement	Y

1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Eastport South Manor
3.	Amount	\$145,195
4.	Subject to public vote held in reporting year or previous reporting year	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Remsenburg
3.	Amount	\$189,223
4.	Subject to public vote held in reporting year or previous reporting year	Y
5.	Written Contractual Agreement	Y
11.2	TOTAL LOCAL PUBLIC FUNDS	\$2,560,003

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,323
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,323

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	\$82,427
11.15	Fund Raising	\$0
11.16	Income from Investments	\$0
11.17	Library Charges	\$0
11.18	Other	\$18,589
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$101,016
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,662,342

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 2012 (Same as Question 12.38 of previous year if fiscal year has not changed)	\$728,651
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)	\$3,390,993

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$547,708
12.2	Other Staff	\$476,155
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,023,863
12.4	Employee Benefits Expenditures	\$247,238
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,271,101

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$94,694
12.7	Electronic Materials Expenditures	\$18,994
12.8	Other Materials Expenditures	\$100,132
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$213,820

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$54,532
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$54,532

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$0
12.14	From Other Funds (72OF)	\$29,961
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$29,961
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$115,121
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$145,082

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$16,580
12.19	Telecommunications	\$4,390
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$8,783
12.22	Professional & Consultant fees - All libraries enter total paid for professional and consultant fees. If the cost for any one professional or consultant's fee is over \$10,000, please describe in the State note. See instructions for definition of Professional & Consultant.	\$96,282
12.23	Other Miscellaneous - If any expense exceeds \$10,000 or 5% of a library's budget, whichever is higher, indicate in a State Note how the funds were spent.	\$178,528

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) \$304,563

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$586,930

12.27 From Other Funds (73OF) \$0

12.28 **Total** (Add Questions 12.26 and 12.27) \$586,930

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) \$586,930

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$2,576,028

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$25,000

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$25,000

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

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$25,000

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$2,601,028

12.39 **BALANCE IN OPERATING FUND - Ending Balance** for the Fiscal Year Ending 2012 \$789,965

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$3,390,993

ASSURANCE

12.41 The Library operated under its plan of service in accordance with the 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). 03/20/13

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 10/30/2012

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2011-06/30/12

12.44 Indicate type of audit (select one): Private Accounting Firm

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. Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$119,724
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$119,724

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 12.34)	\$25,000
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$144,724
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$144,724
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2012 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$1,651,863
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$1,796,587

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1	Construction	\$46,001
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)	\$46,001
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)	\$46,001
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2012	\$1,750,586
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$1,796,587

15. FEDERAL TOTALS

All questions in Part 15 are calculated. locked fields.

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

15.1	Total ALA-MLS	9.37
15.2	Total Librarians	10.90
15.3	All Other Paid Staff	9.22
15.4	Total Paid Employees	20.13
15.5	State Government Revenue	\$1,323
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$101,016
15.8	Total Operating Revenue	\$2,662,342
15.9	Other Operating Expenditures	\$449,645
15.10	Total Operating Expenditures	\$1,934,566
15.11	Total Capital Expenditures	\$100,533
15.12	Print Materials	56,361
15.13	Total Registered Borrowers	12,591
15.14	Other Capital Revenue and Receipts	\$25,000
15.15	Total Number of Internet Terminals Used by the General Public	44

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	8000587040
16.2	<i>Interlibrary Relationship Code</i>	ME
16.3	<i>Legal Basis Code</i>	NP
16.4	<i>Administrative Structure Code</i>	SO
16.5	<i>FSCS Public Library Definition</i>	Y
16.6	<i>Geographic Code</i>	SD1
16.7	<i>FSCS ID</i>	NY0694

SUGGESTED IMPROVEMENTS

Library Name:

Library System:

Name of Person Completing Form:

Phone Number:

Please share with us your suggestions for improving the *Annual Report*. Thank you!