

Westhampton Free Library

Annual Report For Public And Association Libraries - 2013

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2013, 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	07/01/2012
1.7	Ending Fiscal Reporting Year	06/30/2013
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	07/01/2012
1.12	Ending <u>Local</u> Fiscal Year	06/30/2013
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 must be the result of a Regents charter action.	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 Town Westhampton Beach

1.35 Library System Suffolk Cooperative Library System

NOTE: For questions 1.36 through 1.41, report all information for the current library director/manager.

1.36 Title of Library Director/ Manager (select one): Ms.

1.37 First Name of Library Director/Manager Danielle

1.38 Last Name of Library Director/Manager Zubiller

1.39 NYS Public Librarian Certification Number 19703

1.40 E-mail Address of the Director/Manager dzubille@suffolk.lib.ny.us

1.41 Fax Number of the Director/Manager (631) 288-5715

1.42 Does the library charge fees for library cards to people residing outside the system's service area? N

1.43 Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45. Y

1. Name of municipality or district holding the vote Westhampton Beach School District

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)? Y

4. Dollar amount \$2,089,684

5. Was the vote successful? Y

6. Date the vote was held (mm/dd/yyyy) 05/21/2013

1.44 For the fiscal year that ended in 2013, indicate the *total percentage of the library's local public funding* that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote in a previous year. 97%

1.45 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.46. Y

1. Name of contracting municipality or district Eastport south manor

2. Is this a written contractual agreement? N/A

3. Population of the geographic area served by this contract 18,927

4. Dollar amount of contract \$195,084

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

1. Name of contracting municipality or district East Quogue

2. Is this a written contractual agreement? N/A

3. Population of the geographic area served by this contract 4,757

4. Dollar amount of contract \$171,666

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

1.	Name of contracting municipality or district	Remsenburg Speonk
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	2,642
4.	Dollar amount of contract	\$216,658
5.	Enter the appropriate code for range of services provided (select one):	Partial
1.	Name of contracting municipality or district	East Moriches
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	7,580
4.	Dollar amount of contract	\$53,289
5.	Enter the appropriate code for range of services provided (select one):	Partial
1.46	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>State</u> note; if no, please go to Part 2, Library Collection.	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	11,820
2.2	Adult Non-fiction Books	14,426
2.3	Total Adult Books (Total questions 2.1 & 2.2)	26,246
2.4	Children's Fiction Books	12,504
2.5	Children's Non-fiction Books	12,583
2.6	Total Children's Books (Total questions 2.4 & 2.5)	25,087
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	51,333

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	2,855
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,855
2.12	Total Print Materials (Total questions 2.7 and 2.11)	54,188

ELECTRONIC MATERIALS

2.13	Electronic Books	56,141
2.14	Local Databases	39
2.15	NOVELNY Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	50
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)	121,768
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	177,959

ALL OTHER MATERIALS

2.19	Audio - Physical Units	2,757
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2.20	Audio - Downloadable Units	13,316
2.21	Video - Physical Units	12,209
2.22	Video - Downloadable Units	337
2.23	All Other Materials (includes microform, films, slides, etc.)	1,119
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	29,738
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)	261,885

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	192
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	5,517
2.28	All Other Print Materials	862
2.29	Electronic Materials	2,631
2.30	All Other Materials	181
2.31	Total Additions (Total questions 2.27 through 2.30)	9,191

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.56 through 3.64 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.55 for the 2013 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	1,094
3.2	Young Adult Program Sessions	303
3.3	Children's Program Sessions	558
3.4	All Other Program Sessions	69
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	2,024
3.6	Adult Program Attendance	12,814
3.7	Young Adult Program Attendance	4,673
3.8	Children's Program Attendance	16,985
3.9	All Other Program Attendance	760
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	35,232

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 2013 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	10,873
3.14	Young adults registered for the library's summer reading program	954
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	11,827

3.16	Children's program sessions - Summer 2013	593
3.17	Young adult program sessions - Summer 2013	53
3.18	Adult program sessions - Summer 2013	137
3.19	Total program sessions - Summer 2013 (total 3.16 + 3.17 + 3.18)	783
3.20	Children's program attendance - Summer 2013	13,737
3.21	Young adult program attendance - Summer 2013	1,482
3.22	Adult program attendance - Summer 2013	2,270
3.23	Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)	17,489

COLLABORATORS

3.24	Public school district(s) and/or BOCES	4
3.25	Non-public school(s)	1
3.26	Childcare center(s)	2
3.27	Summer camp(s)	0
3.28	Municipality/Municipalities	0
3.29	Literacy provider(s)	0
3.30	Other (describe using the State note)	5
3.31	Total Collaborators (total 3.24 through 3.30)	12

EARLY LITERACY PROGRAMS

3.32	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.33	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
3.34	Number of sessions	
a.	Focus on birth - school entry	16
b.	Focus on parents & caregivers	7
c.	Combined audience	35
d.	N/A	
3.35	Total Sessions	58
3.36	Attendance at sessions	
a.	Focus on birth - school entry	11,138
b.	Focus on parents & caregivers	127
c.	Combined audience	2,549
d.	N/A	
3.37	Total Attendance	13,814
3.38	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

3.39	Did the library offer adult literacy programs?	No
3.40	Total program sessions	

3.41	Total program attendance	
3.42	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)

3.43	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.44	Children's program sessions	0
3.45	Young adult program sessions	0
3.46	Adult program sessions	6
3.47	Total program sessions (total 3.44 + 3.45 + 3.46)	6
3.48	Children's program attendance	0
3.49	Young adult program attendance	0
3.50	Adult program attendance	15
3.51	Total program attendance (total 3.48 + 3.49 + 3.50)	15
3.52	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the State note)	No
e.	N/A	Yes

DIGITAL LITERACY

3.53	Did the library offer digital literacy programs?	Y
3.54	Total program sessions	522
3.55	Total program attendance	522

LIBRARY USE

3.56	Library visits (total annual attendance)	180,051
3.57	Registered resident borrowers	10,266
3.58	Registered non-resident borrowers	2,881

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

3.59	Does the library have an open meeting policy?	Y
3.60	Does the library have a policy protecting the confidentiality of library records?	Y
3.61	Does the library have an Internet use policy?	Y
3.62	Does the library have a disaster plan?	Y

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

3.63	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.64	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	39,852
4.2	Adult Non-fiction Books	22,043
4.3	Total Adult Books (Total questions 4.1 & 4.2)	61,895
4.4	Children's Fiction Books	42,779
4.5	Children's Non-fiction Books	11,049
4.6	Total Children's Books (Total questions 4.4 & 4.5)	53,828
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	115,723

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	72,948
4.9	Circulation of Children's Other Materials	27,925
4.10	Circulation of Electronic Materials	14,922
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	115,795
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	231,518
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	81,753

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	32,264
4.15	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	15,797
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	20,115
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2013.

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	72,759
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	10,324
5.7	Name of the person responsible for the library's 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)
6.4 Librarian (certified) 14.76
6.5 Vacant Librarian (certified)
6.6 Library Manager (not certified)
6.7 Vacant Library Manager (not certified)
6.8 Library Specialist/Paraprofessional (not certified) 1.75
6.9 Vacant Library Specialist/Paraprofessional (not certified)
6.10 Other Staff 23.85
6.11 Vacant Other Staff
6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 41.36
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) \$39,485
6.16 FTE - Library Director (certified) 1
6.17 Salary - Library Director (certified) \$103,500
6.18 FTE - Library Manager (not certified)
6.19 Salary - Library Manager (not certified)

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2013.

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 | |
| 8.8 | Minimum Weekly Total Hours - Bookmobiles | |
| 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 | |
| 8.12 | Annual Total Hours - Bookmobiles | |
| 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. | School District | |
| 13. | Outlet Type Code (select one): | CE |
| 14. | Public Service Hours Per Year for This Outlet | 3,700 |
| 15. | Number of Weeks This Outlet is Open | 52 |
| 16. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y |

17.	Is the meeting space available for public use even when the outlet is closed?	N
18.	Total number of non-library sponsored programs, meetings and/or events at this outlet	69
19.	Enter the appropriate outlet code (select one):	LO
20.	Who owns this outlet building?	Library Board
21.	Who owns the land on which this outlet is built?	Library Board
22.	Indicate the year this outlet was initially constructed	2010
23.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010
24.	Square footage of the outlet	14,250
25.	Total number of Internet terminals at this outlet used by the general public	30
26.	Type of connection on the outlet's public Internet computers	Cable
27.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	Greater than 100 mbps and less than 1 gbps
28.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	Greater than 100 mbps and less than 1 gbps
29.	Internet Provider	Cablevision/Optimum
30.	WiFi Access (click the hyperlink for types of WiFi Access)	Password required
31.	Number of wireless access uses per year: Report the total number of uses of wireless access in the outlet during the last year.	9,490
32.	Does the outlet have interactive videoconferencing capability for public use?	N
33.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
34.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
35.	<i>LIBID</i>	8000587040
36.	<i>FSCSID</i>	NY0694
37.	<i>Metropolitan Status Code</i>	NC
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
39.	<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, 2013. 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, 2013 to December 31, 2013)	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):	O - other (specify using the State note)
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List Officers and Board Members for the current Calendar Year (January 1 - December 31, 2014). Complete

one record for each board member. There must be a record for each voting position, whether filled or vacant.

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 Rd
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 Begins - Month	July
10.14	Term Begins - Year (yyyy)	2013
10.15	Term Expires - Month	July
10.16	Term Expires - Year (yyyy)	2015
10.17	The date the Oath of Office was taken (mm/dd/yyyy)	07/19/2013
10.18	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	
10.19	Is this a brand new trustee?	N
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 Begins - Month	June
10.	Term Begins - Year (year)	2012
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2014
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/19/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	
15.	Is this a brand new trustee?	N
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	N/A
8.	Office Held or Trustee	Treasurer
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2013
11.	Term Expires	July
12.	Term Expires - Year (yyyy)	2015

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|-----|--|----------------------------|
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/19/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | |
| 15. | Is this a brand new trustee? | N |
| 1. | Title of Board Member (select one): | Mrs. |
| 2. | First Name of Board Member | Jennifer |
| 3. | Last Name of Board Member | Mendelsen |
| 4. | Mailing Address | 5 Beaver Lane West |
| 5. | City | Westhampton |
| 6. | Zip Code (5 digits only) | 11977 |
| 7. | E-mail address | jennifergina@optonline.net |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2012 |
| 11. | Term Expires | July |
| 12. | Term Expires - Year (yyyy) | 2014 |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 11/20/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | |
| 15. | Is this a brand new trustee? | Y |
| 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 Lane |
| 5. | City | Westhampton |
| 6. | Zip Code (5 digits only) | 11977 |
| 7. | E-mail address | jksellin@optonline.net |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | July |
| 10. | Term Begins - Year (year) | 2013 |
| 11. | Term Expires | July |
| 12. | Term Expires - Year (yyyy) | 2015 |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/19/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | |
| 15. | Is this a brand new trustee? | N |

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 (see Y instructions). | Y |
| 1. | Source of Funds | School District |
| 2. | Name of funding County, Municipality or District | Westhampton Beach UFSD |
| 3. | Amount | \$2,056,019 |

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	East Moriches
3.	Amount	\$44,621
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	East Quogue
3.	Amount	\$141,722
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Eastport South Manor
3.	Amount	\$159,661
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Remsenberg/Speonk
3.	Amount	\$195,949
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
11.2	TOTAL LOCAL PUBLIC FUNDS	\$2,597,972
SYSTEM CASH GRANTS TO MEMBER LIBRARY		
11.3	Local Library Services Aid (LLSA)	\$3,702
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)	\$3,702
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	\$68,319
11.15	Fund Raising	\$0
11.16	Income from Investments	\$0

11.17	Library Charges	\$0
11.18	Other	\$15,776
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$84,095
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,685,769
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 2013 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$789,965
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)	\$3,475,734

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$583,637
12.2	Other Staff	\$465,828
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,049,465
12.4	Employee Benefits Expenditures	\$268,772
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,318,237

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$89,802
12.7	Electronic Materials Expenditures	\$23,743
12.8	Other Materials Expenditures	\$91,392
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$204,937

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)	\$26,155
12.14	From Other Funds (72OF)	\$4,238
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$30,393
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$119,376
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$149,769

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$16,407
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12.19	Telecommunications	\$7,146
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$8,658
12.22	Professional & Consultant Fees	\$108,960
12.23	Other Miscellaneous	\$216,308
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$357,479
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)	\$587,180
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$587,180
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)	\$587,180
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$2,617,602

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$5,000
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$5,000
12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$5,000
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$2,622,602
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2013	\$853,132
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$3,475,734

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).	03/05/2014
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	10/15/2013
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2012-06/30/2013
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
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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	\$1,351,116
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$1,351,116

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
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$5,000
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$1,356,116
13.10	NON-REVENUE RECEIPTS	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$1,356,116
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$1,750,586
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$3,106,702

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0
14.4	Interest	\$19,379
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$19,379
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$19,379
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)	\$19,379
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2013	\$3,087,323
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$3,106,702

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	13.79
15.2	Total Librarians	15.32
15.3	All Other Paid Staff	20.87
15.4	Total Paid Employees	36.19
15.5	State Government Revenue	\$3,702
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$84,095
15.8	Total Operating Revenue	\$2,685,769
15.9	Other Operating Expenditures	\$507,248
15.10	Total Operating Expenditures	\$2,030,422
15.11	Total Capital Expenditures	\$19,379
15.12	Print Materials	54,188
15.13	Total Registered Borrowers	13,147
15.14	Other Capital Revenue and Receipts	\$5,000
15.15	Total Number of Internet Terminals Used by the General Public	30

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: WESTHAMPTON FREE LIBRARY
Library System: Suffolk Cooperative Library System
Name of Person Completing Form: Danielle Zubiller
Phone Number: (631) 288-3335

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!