

# Westhampton Free Library

## Annual Report For Public And Association Libraries - 2014

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2014, 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	07/01/2013
1.7	Ending Fiscal Reporting Year	06/30/2014
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.	7/1/13
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	6/30/14
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2013
1.12	Ending <u>Local</u> Fiscal Year	06/30/2014
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 <u>or</u> 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/City 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 Waskiewicz  
 1.39 NYS Public Librarian Certification Number 19703  
 1.40 E-mail Address of the Director/Manager danielle@westhamptonlibrary.net  
 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 \$2,101,861  
 5. Was the vote successful? Y  
 6. Date the vote was held (mm/dd/yyyy) 05/20/2014

1.44 *For the fiscal year that ended in 2014, 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* 76.45

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 \$183,495  
 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 \$182,963  
 5. Enter the appropriate code for range of services provided (select one): Partial

1. Name of contracting municipality or district Remsenberg/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	\$223,255
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	\$51,730
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.	N

## 2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	15,917
2.2	Adult Non-fiction Books	13,436
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	29,353
2.4	Children's Fiction Books	12,524
2.5	Children's Non-fiction Books	6,954
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	19,478
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	48,831

#### Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	2,199
2.10	All Other Print Materials	0
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	2,199
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	51,030

### ALL OTHER MATERIALS

#### Electronic Materials

2.13	Electronic Books	96,336
2.14	Local Databases	39
2.15	NOVELNY Databases	11
2.16	<b>Total Databases (Total questions 2.14 and 2.15)</b>	50
2.17	Audio - Downloadable Units	16,695
2.18	Video - Downloadable Units	4,845
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	122,535
2.20	<b>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</b>	240,461

### **Non-Electronic Materials**

2.21	Audio - Physical Units	3,095
2.22	Video - Physical Units	14,286
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	272
2.24	<b>Total Other Materials Holdings (Total questions 2.21 through 2.23)</b>	17,653
2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</b>	309,144

### **CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	243
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	5,343
2.28	All Other Print Materials	1,943
2.29	Electronic Materials	52,468
2.30	All Other Materials	41
2.31	<b>Total Additions (Total questions 2.27 through 2.30)</b>	59,795

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

Report all information on questions 3.1 through 3.21 as of the end of the fiscal year reported in Part 1; report information on questions 3.22 through 3.67 for the 2014 calendar year. Please click [here](#) to read general instructions before completing this section.

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

### **LIBRARY USE**

3.1	Library visits (total annual attendance)	171,531
3.2	Registered resident borrowers	11,200
3.3	Registered non-resident borrowers	2,879

Please report information on WRITTEN POLICIES as of 12/31/14.

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

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

Please report information on ACCESSIBILITY as of 12/31/14.

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

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

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

### **LIBRARY SPONSORED PROGRAMS**

3.12	Adult Program Sessions	1,392
3.13	Young Adult Program Sessions	372
3.14	Children's Program Sessions	677
3.15	All Other Program Sessions	70
3.16	<b>Total Number of Program Sessions (Total questions 3.12 through 3.15)</b>	2,511
3.17	Adult Program Attendance	14,865
3.18	Young Adult Program Attendance	3,670
3.19	Children's Program Attendance	20,237
3.20	All Other Program Attendance	567
3.21	<b>Total Program Attendance (Total questions 3.17 through 3.20)</b>	39,339

Please report information on SUMMER READING PROGRAMS for the 2014 calendar year.

## SUMMER READING PROGRAM

3.22- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2014 (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
3.23	Library outlets offering a summer reading program	1
3.24	Children registered for the library's summer reading program	445
3.25	Young adults registered for the library's summer reading program	72
3.26	Adults registered for the library's summer reading program	64
3.27	<b>Total number registered for the library's summer reading program (total 3.24 + 3.25 + 3.26)</b>	581
3.28	Children's program sessions - Summer 2014	170
3.29	Young adult program sessions - Summer 2014	106
3.30	Adult program sessions - Summer 2014	707
3.31	<b>Total program sessions - Summer 2014 (total 3.28 + 3.29 + 3.30)</b>	983
3.32	Children's program attendance - Summer 2014	6,382
3.33	Young adult program attendance - Summer 2014	1,237
3.34	Adult program attendance - Summer 2014	5,863
3.35	<b>Total program attendance - Summer 2014 (total 3.32 + 3.33 + 3.34)</b>	13,482

## COLLABORATORS

3.36	Public school district(s) and/or BOCES	4
3.37	Non-public school(s)	1
3.38	Childcare center(s)	2
3.39	Summer camp(s)	0
3.40	Municipality/Municipalities	0
3.41	Literacy provider(s)	0
3.42	Other (describe using the State note)	0
3.43	<b>Total Collaborators (total 3.36 through 3.42)</b>	7

Please report information on EARLY LITERACY PROGRAMS for the 2014 calendar year.

### EARLY LITERACY PROGRAMS

3.44	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.45	Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry	No
b.	Focus on parents & caregivers	No
c.	Combined audience	Yes
d.	N/A	No
3.46	Number of sessions	
a.	Focus on birth - school entry	185
b.	Focus on parents & caregivers	8
c.	Combined audience	257
d.	N/A	0
3.47	<b>Total Sessions</b>	450
3.48	Attendance at sessions	
a.	Focus on birth - school entry	11,805
b.	Focus on parents & caregivers	180
c.	Combined audience	3,577
d.	N/A	0
3.49	<b>Total Attendance</b>	15,562
3.50	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)	No
f.	N/A	No

Please report information on ADULT LITERACY for the 2014 calendar year.

### ADULT LITERACY

3.51	Did the library offer adult literacy programs?	Yes
3.52	Total program sessions	4
3.53	Total program attendance	20
3.54	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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2014 calendar year.

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

3.55	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.56	Children's program sessions	5
3.57	Young adult program sessions	0

3.58	Adult program sessions	14
3.59	<b>Total program sessions (total 3.56 + 3.57 + 3.58)</b>	19
3.60	Children's program attendance	35
3.61	Young adult program attendance	0
3.62	Adult program attendance	333
3.63	<b>Total program attendance (total 3.60 + 3.61 + 3.62)</b>	368
3.64	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Other (describe using the State note)	No
e.	N/A	No

Please report information on DIGITAL LITERACY for the 2014 calendar year.

#### **DIGITAL LITERACY**

3.65	Did the library offer digital literacy programs?	Y
3.66	Total program sessions	973
3.67	Total program attendance	982

#### **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	37,319
4.2	Adult Non-fiction Books	18,941
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	56,260
4.4	Children's Fiction Books	40,288
4.5	Children's Non-fiction Books	10,171
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	50,459
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	106,719

##### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	75,318
4.9	Circulation of Children's Other Materials	26,868
4.10	Circulation of Electronic Materials	10,001
4.11	<b>Total Circulation of Other Materials (Total questions 4.8, 4.9 &amp; 4.10)</b>	112,187
4.12	<b>Grand Total Circulation Transactions (Total questions 4.7 &amp; 4.11)</b>	218,906
4.13	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	77,327

##### **REFERENCE TRANSACTIONS**

4.14	Total Reference Transactions	27,141
4.15	Does the library offer virtual reference?	Y

##### **INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.16	TOTAL MATERIALS RECEIVED	16,168
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##### **INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.17	TOTAL MATERIALS PROVIDED	18,250
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## 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2014.

### 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	63,119
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	16,419
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

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	14.76
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	23.85
6.11	Vacant Other Staff	0
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	41.36
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00

### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$39,494
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$103,500
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, 2014. Please click [here](#) to read general instructions before completing this section.

- |  |  |   |
|--|--|---|
| 7.1  | 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.  | Y |
| 7.2  | 2. Has a board-approved written long range plan of service.  | Y |
| 7.3  | 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.   | Y |
| 7.4  | 4. Has board-approved written policies for the operation of the library.   | Y |
| 7.5  | 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. | Y |
| 7.6  | 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.   | Y |
| 7.7  | 7. Is open the minimum standard number of public service hours for population served. (see instructions)   | Y |
| 8. Maintains a facility to meet community needs, including adequate:   |  |   |
| 7.8  | 8a. space  | Y |
| 7.9  | 8b. lighting   | Y |
| 7.10   | 8c. shelving   | Y |
| 7.11   | 8d. seating  | Y |
| 7.12   | 8e. restroom (see instructions)  | Y |
| 9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following: |  |   |
| 7.13   | 9a. telephone  | Y |
| 7.14   | 9b. photocopier (see instructions)   | Y |
| 7.15   | 9c. microcomputer or terminal  | Y |
| 7.16   | 9d. printer  | Y |
| 7.17   | 9e. Fax capability (see instructions)  | Y |
| 7.18   | 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.   | Y |
| 7.19   | 11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.   | Y |

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

- |     |   |          |
|-----|---|----------|
| 8.1 | Main Library  | 1        |
| 8.2 | Branches  | 0        |
| 8.3 | Bookmobiles   | 0        |
| 8.4 | Other Outlets   | 0        |
| 8.5 | <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 | 69 |
|-----|---|----|

8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	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	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	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	<a href="http://www.westhamptonlibrary.org">http://www.westhamptonlibrary.org</a>
11.	County	Suffolk
12.	School District	Westhampton Beach School District
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,700
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	70
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	2010
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010
25.	Square footage of the outlet	14,250
26.	Total number of Internet terminals at this outlet used by the general public	28
27.	Type of connection on the outlet's public Internet computers	Cable
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps 9 Greater than or equal to 25 mbps

29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	and less than 50 mbps
30.	Internet Provider	Cablevision/Optimum
31.	WiFi Access	Password required
32.	Number of wireless sessions provided by the library wireless service per year	11,852
33.	Does the outlet have interactive videoconferencing capability for public use?	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	<i>LIBID</i>	8000587040
37.	<i>FSCSID</i>	NY0694
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, 2014. 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, 2014 to December 31, 2014)	18
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.	6
10.4	Trustee term length	4 years

### BOARD MEMBER SELECTION

10.5	Enter Board Member Selection Code (select one):	O - other (specify using the State note)
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List Officers and Board Members as of March 1, 2015. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

10.6	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mrs.
10.7	First Name	Joan
10.8	Last Name	Levan
10.9	Mailing Address	17 Oneck Rd
10.10	City	Westhampton Beach
10.11	Zip Code (5 digits only)	11978
10.12	Phone (enter 10 digits only)	(631) 288-0771
10.13	E-mail Address	jlevan@optonline.net
10.14	Term Begins - Month	July
10.15	Term Begins - Year (yyyy)	2014
10.16	Term Expires - Month	July
10.17	Term Expires - Year (yyyy)	2016
10.18	The date the Oath of Office was taken (mm/dd/yyyy)	07/20/2014
10.19	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

10.20	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	July
10.	Term Begins - Year (year)	2014
11.	Term Expires	July
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/18/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	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	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2012
11.	Term Expires	July
12.	Term Expires - Year (yyyy)	2016
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/17/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	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)	2014
11.	Term Expires	July
12.	Term Expires - Year (yyyy)	2018
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/09/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

- |     |  |                        |
|-----|--|------------------------|
| 15. | Is this a brand new trustee?   | N                      |
| 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   | Treasurer              |
| 9.  | Term Begins - Month  | July                   |
| 10. | Term Begins - Year (year)  | 2012                   |
| 11. | Term Expires   | July                   |
| 12. | Term Expires - Year (yyyy)   | 2016                   |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 01/16/2013             |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A                    |
| 15. | Is this a brand new trustee?   | N                      |
| 1.  | Title of Board Member (select one):  | Mrs.                   |
| 2.  | First Name of Board Member   | Marth-Ann              |
| 3.  | Last Name of Board Member  | Betjemann              |
| 4.  | Mailing Address  | PO Box 307             |
| 5.  | City   | Westhampton            |
| 6.  | Zip Code (5 digits only)   | 11977                  |
| 7.  | E-mail address   | betwhb@gmail.com       |
| 8.  | Office Held or Trustee   | Trustee                |
| 9.  | Term Begins - Month  | January                |
| 10. | Term Begins - Year (year)  | 2014                   |
| 11. | Term Expires   | July                   |
| 12. | Term Expires - Year (yyyy)   | 2019                   |
| 13. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 1/14/2015              |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A                    |
| 15. | Is this a brand new trustee?   | Y                      |

## 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

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

- |      |   |                        |
|------|---|------------------------|
| 11.1 | Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3. | Y                      |
| 1.   | Source of Funds   | School District        |
| 2.   | Name of funding County, Municipality or District  | Westhampton Beach UFSD |
| 3.   | Amount  | \$2,089,684            |
| 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	Westhampton Beach UFSD
3.	Amount	\$16,204
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	East Quogue School District
3.	Amount	\$173,510
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Eastport/South Manor UFSD
3.	Amount	\$197,179
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Remsenberg Speonk UFSD
3.	Amount	\$218,983
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	East Moriches UFSD
3.	Amount	\$53,861
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$2,749,421
	<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>	
11.3	Local Library Services Aid (LLSA)	\$1,576
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$3,816
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$5,392
	<b>OTHER STATE AID</b>	
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
	<b>FEDERAL AID FOR LIBRARY OPERATION</b>	
11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
	<b>OTHER RECEIPTS</b>	
11.14	Gifts and Endowments	\$78,817

11.15	Fund Raising	\$0
11.16	Income from Investments	\$23,079
11.17	Library Charges	\$6,318
11.18	Other	\$7,759
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$115,973
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,870,786
11.21	<b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>		
11.22	From Capital Fund (Same as Question 14.8)	\$3,087,323
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$3,087,323
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$853,132
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$6,811,241

## 12. OPERATING FUND DISBURSEMENTS

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

Please click [here](#) to read general instructions before completing this section.

12.1	Certified Librarians	\$540,677
12.2	Other Staff	\$577,901
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$1,118,578
12.4	<b>Employee Benefits Expenditures</b>	\$288,234
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$1,406,812

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$98,658
12.7	Electronic Materials Expenditures	\$26,082
12.8	Other Materials Expenditures	\$77,864
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$202,604

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$36,943
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$36,943

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$30,650
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$30,650
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$123,494

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) \$154,144

**MISCELLANEOUS EXPENSES**

12.18 Office and Library Supplies \$24,110  
12.19 Telecommunications \$7,015  
12.20 Binding Expenses \$0  
12.21 Postage and Freight \$8,323  
12.22 Professional & Consultant Fees \$41,350  
12.23 Equipment \$23,713  
12.24 Other Miscellaneous \$220,053  
12.25 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24) \$324,564

12.26 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$20,493

**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.27 From Local Public Funds (73PF) \$586,330  
12.28 From Other Funds (73OF) \$0  
12.29 **Total** (Add Questions 12.27 and 12.28) \$586,330  
12.30 Budget Loans (Principal and Interest) \$0  
12.31 Short-Term Loans \$0  
12.32 **Total Debt Service** (Add Questions 12.29, 12.30 and 12.31) \$586,330  
12.33 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) \$2,731,890

**TRANSFERS**

**Transfers to Capital Fund**

12.34 From Local Public Funds (76PF) \$0  
12.35 From Other Funds (76OF) \$0  
12.36 **Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8) \$0  
12.37 **Transfer to Other Funds** \$0  
12.38 **TOTAL TRANSFERS** (Add Questions 12.36 and 12.37) \$0  
12.39 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38) \$2,731,890  
12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2014 \$4,079,351  
12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) \$6,811,241

**ASSURANCE**

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 03/11/2015

**FISCAL AUDIT**

12.43 Last audit performed (mm/dd/yyyy) 12/22/2014

12.44 Time period covered by this audit (mm/dd/yyyy) - 07/01/2013-06/30/2014  
 (mm/dd/yyyy)

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

**CAPITAL FUND**

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

**13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click [here](#) to read general instructions before completing this section.

**REVENUES FROM LOCAL SOURCES**

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

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction \$0  
 13.5 Other State Aid \$0  
 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 **TOTAL FEDERAL AID** \$0

**INTERFUND REVENUE**

13.8 **Transfer from Operating Fund** (Same as Question 12.36) \$0  
 13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0  
 13.10 **NON-REVENUE RECEIPTS** \$0  
 13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$0  
 13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2014** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$3,087,323  
 13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) \$3,087,323

**14. CAPITAL FUND DISBURSEMENTS**

**PROJECT EXPENDITURES**

Please click [here](#) to read general instructions before completing this section.

14.1 Construction \$0  
 14.2 Incidental Construction \$0  
**Other Disbursements**  
 14.3 Purchase of Buildings \$0  
 14.4 Interest \$0  
 14.5 Collection Expenditures \$0  
 14.6 **Total Other Disbursements** (Add Questions 14.3, 14.4 and 14.5) \$0  
 14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) \$0  
 14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) \$3,087,323  
 14.9 **NON-PROJECT EXPENDITURES** \$0

14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$3,087,323
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2014	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$3,087,323

## 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	13.79
16.2	Total Librarians	15.32
16.3	All Other Paid Staff	20.87
16.4	Total Paid Employees	36.19
16.5	State Government Revenue	\$5,392
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$115,973
16.8	Total Operating Revenue	\$2,870,786
16.9	Other Operating Expenditures	\$499,201
16.10	Total Operating Expenditures	\$2,108,617
16.11	Total Capital Expenditures	\$3,124,266
16.12	Print Materials	51,030
16.13	Total Registered Borrowers	14,079
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the General Public	28

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8000587040
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	NP
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	SD1
17.7	<i>FSCS ID</i>	NY0694

## SUGGESTED IMPROVEMENTS

Library Name:	WESTHAMPTON FREE LIBRARY
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Danielle Waskiewicz
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!