

# Westhampton Free Library

## Annual Report For Public And Association Libraries - 2011

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2011, except for questions related to the current library director/manager (questions 1.32 through 1.37).

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
1.6a	Beginning Fiscal Reporting Year	07/01/2010
1.6b	Beginning <u>Local</u> Fiscal Year	
1.7a	Ending Fiscal Reporting Year	06/30/2011
1.7b	Ending <u>Local</u> Fiscal Year	
1.8	Address Status	00 (for no change from previous year)
1.9	Street Address	7 Library Avenue
1.10	City	Westhampton Beach
1.11	Zip Code	11978
1.12	Four-Digit Zip Code Extension	2697
1.13	Mailing Address	7 Library Avenue
1.14	City	Westhampton Beach
1.15	Zip Code	11978
1.16	Four-Digit Zip Code Extension	2697
1.17	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 288-3335
1.18	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 288-5715
1.19	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	whamlib@suffolk.lib.ny.us
1.20	Library Home Page URL (Enter N/A if no home page URL)	<a href="http://www.westhamptonlibrary.net">http://www.westhamptonlibrary.net</a>
1.21	Population Chartered to Serve (per 2000 Census)	5,759
1.22	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.23	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.24	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 or due to a change to an existing contract. Answer Y for Yes, N for No.	N
1.25	Indicate the type of charter the library currently holds (select one):	Absolute
1.26	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
1.27	Date the library was last registered	05/02/1977
1.28	Federal Employer Identification Number	111672825

1.29 County Suffolk  
 1.30 School District Westhampton  
 1.31 Library System Suffolk Cooperative Library System

NOTE: For questions 1.32 through 1.37, report all information for the current library director/manager.

1.32 Title of Library Director/ Manager (select one): Ms.  
 1.33 First Name of Library Director/Manager Danielle  
 1.34 Last Name of Library Director/Manager Zubiller  
 1.35 NYS Public Librarian Certification Number 19703  
 1.36 E-mail Address of the Director/Manager dzubille@suffolk.lib.ny.us  
 1.37 Fax Number of the Director/Manager (631) 288-5715  
 1.38 Does the library charge fees for library cards to people residing outside the system's service area? N  
 1.39 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 1.40. 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 \$2,036,229  
 5. Was the vote successful? Y  
 6. Date the vote was held (mm/dd/yyyy) 05/17/2011

1.40 For the fiscal year that ended in 2011, 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%

1.41 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 1.42. 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 7,065  
 4. Dollar amount of contract \$145,195  
 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 2,376  
 4. Dollar amount of contract \$43,694  
 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 2,186  
 4. Dollar amount of contract \$145,662  
 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	1,606
4.	Dollar amount of contract	\$189,223
5.	Enter the appropriate code for range of services provided (select one):	Full
1.42	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 note</u> ; 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.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	14,723
2.2	Adult Non-fiction Books	14,117
2.3	Total Adult Books (Total questions 2.1 & 2.2)	28,840
2.4	Children's Fiction Books	12,988
2.5	Children's Non-fiction Books	6,844
2.6	Total Children's Books (Total questions 2.4 & 2.5)	19,832
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	48,672

#### Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	4,859
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	4,859
2.12	Total Print Materials (Total questions 2.7 and 2.11)	53,531

### ELECTRONIC MATERIALS

2.13	Electronic Books	12,103
2.14	Local Databases	67
2.15	NOVELNY Databases	9
2.16	Other Databases	7
2.17	Total Databases (Total questions 2.14, 2.15 and 2.16)	83
2.18	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.)	55,682
2.19	Total Electronic Materials (Total questions 2.13, 2.17 and 2.18)	67,868

### ALL OTHER MATERIALS

2.20	Audio - Physical Units	2,844
2.21	Audio - Downloadable Titles	7,579
2.22	Video - Physical Units	12,230
2.23	Video - Downloadable Titles	329
2.24	All Other Materials (includes microform, films, slides, etc.)	5
2.25	Total Other Materials Holdings (Total questions 2.20 through 2.24)	22,987

2.26	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.19 and 2.25)	144,386
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**CURRENT SERIAL SUBSCRIPTIONS**

2.27	Current Print Serial Subscriptions	199
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.28	Cataloged Books	13,192
2.29	All Other Print Materials	0
2.30	Electronic Materials	10,670
2.31	All Other Materials	2,649
2.32	Total Additions (Total questions 2.28 through 2.31)	26,511

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

Report all information on questions 3.1 through 3.10 and 3.49 through 3.57 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.48 for the 2011 calendar year.

**LIBRARY SPONSORED PROGRAMS**

3.1	Adult Program Sessions	932
3.2	Young Adult Program Sessions	184
3.3	Children's Program Sessions	2,927
3.4	All Other Program Sessions	14
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	4,057
3.6	Adult Program Attendance	8,928
3.7	Young Adult Program Attendance	2,330
3.8	Children's Program Attendance	12,303
3.9	All Other Program Attendance	209
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	23,770

**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 2011 (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	No
d.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used	No
e.	N/A	No
3.12	Library outlets offering the summer reading program	1
3.13	Children registered for the library's summer reading program	335
3.14	Young adults registered for the library's summer reading program	53
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	388
3.16	Children's program sessions - Summer 2011	2,508
3.17	Young adult program sessions - Summer 2011	231
3.18	Total program sessions - Summer 2011 (total 3.16 + 3.17)	2,739
3.19	Children's program attendance - Summer 2011	3,847
3.20	Young adult program attendance - Summer 2011	1,760
3.21	Total program attendance - Summer 2011 (total 3.19 + 3.20)	5,607

**COLLABORATORS**

3.22	Public school district(s) and/or BOCES	4
3.23	Non-public school(s)	1
3.24	Childcare center(s)	3
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)	2
3.29	Total Collaborators (total 3.22 through 3.28)	10

**EARLY LITERACY PROGRAMS**

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

3.31 Indicate age group(s) (check all that apply):

a.	Birth - school entry	Yes
b.	Parents and Caregivers	Yes
c.	N/A	No

3.32	Ages birth to school entry program sessions	188
3.33	Parent and/or caregiver program sessions	23
3.34	Total program sessions (total 3.32 + 3.33)	211
3.35	Ages birth to school entry program attendance	4,258
3.36	Parent and/or caregiver program attendance	319
3.37	Total program attendance (total 3.35 + 3.36)	4,577

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.	Other (describe using the State note)	No
e.	N/A	No

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

3.39 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) N

3.40	Children's program sessions	0
3.41	Young adult program sessions	0
3.42	Adult program sessions	0
3.43	Total program sessions (total 3.40 + 3.41 + 3.42)	0
3.44	Children's program attendance	0
3.45	Young adult program attendance	0
3.46	Adult program attendance	0
3.47	Total program attendance (total 3.44 + 3.45 + 3.46)	0

3.48 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	No

**LIBRARY USE**

3.49	Library visits (total annual attendance)	180,942
3.50	Registered resident borrowers	9,186

3.51 Registered non-resident borrowers 2,804

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

3.52 Does the library have an open meeting policy? Y

3.53 Does the library have a policy protecting the confidentiality of library records? Y

3.54 Does the library have an Internet use policy? Y

3.55 Does the library have a disaster policy? Y

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

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

3.57 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 40,466  
4.2 Adult Non-fiction Books 21,571  
4.3 Total Adult Books (Total questions 4.1 & 4.2) 62,037  
4.4 Children's Fiction Books 38,582  
4.5 Children's Non-fiction Books 9,728  
4.6 Total Children's Books (Total questions 4.4 & 4.5) 48,310  
4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6) 110,347

**CIRCULATION OF OTHER MATERIALS**

4.8 Circulation of Adult Other Materials 81,462  
4.9 Circulation of Children's Other Materials 23,751  
4.10 Total Circulation of Other Materials (Total questions 4.8 & 4.9) 105,213  
4.11 Grand Total Circulation Transactions (Total questions 4.7 & 4.10) 215,560  
4.12 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 72,061

**REFERENCE TRANSACTIONS**

4.13 Total Reference Transactions 52,769

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

4.14 TOTAL MATERIALS RECEIVED 16,081

**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.15 TOTAL MATERIALS PROVIDED 20,760

**5. AUTOMATION AND TELECOMMUNICATIONS**

Report all information as of December 31, 2011.

**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

253,748

5.4	Annual number of visits to the library's web site	
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	13,896
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
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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)	7.71
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)	1.57
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	11
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	21.28
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, 2011.

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	3,588
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)	3,588.00

## 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	
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.	Four-Digit Zip Code Extension	2697
8.	Phone (enter 10 digits only)	(631) 288-3335
9.	Fax Number (enter 10 digits only)	(631) 288-5715
10.	E-mail Address	whamlib@suffolk.lib.ny.us
11.	Outlet URL	http://www.westhamptonlibrary.org
12.	County	Suffolk
13.	Outlet Type Code (select one):	CE
14.	Public Service Hours Per Year for This Outlet	3,588
15.	Number of Weeks This Outlet is Open	7
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	24
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?	Other (specify using the State note)
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	42
26.	Type of connection on the outlet's public Internet computers	Cable
27.	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
28.	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
29.	Internet Provider	Cablevision/Optimum
30.	WiFi Access (click the hyperlink for types of WiFi Access)	Password required
31.	Does the outlet have interactive videoconferencing capability for public use?	Y
32.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
33.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
34.	<i>LIBID</i>	8000587040
35.	<i>FSCSID</i>	NY0694
36.	<i>Metropolitan Status Code</i>	NC
37.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
38.	<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, 2011. 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, 2011 to December 31, 2011) | 13 |
| 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 *2012 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)   | 2015                 |
| 10.15 | The date the Oath of Office was taken (mm/dd/yyyy)   |                      |
| 10.16 | 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   | 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)   | 2012                |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           |                     |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) |                     |

- |    |                                     |                   |
|----|-------------------------------------|-------------------|
| 1. | Title of Board Member (select one): | Mr.               |
| 2. | First Name of Board Member          | Hank              |
| 3. | Last Name of Board Member           | Tucker            |
| 4. | Mailing Address                     | 17 School St.     |
| 5. | City                                | Westhampton Beach |
| 6. | Zip Code (5 digits only)            | 11978             |

7.	E-mail address	hank@holeymosescheesecake.com
8.	Office Held or Trustee	Treasurer
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2015
11.	The date the Oath of Office (mm/dd/yyyy) was taken	
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	Maria
3.	Last Name of Board Member	Moore
4.	Mailing Address	36 Lilac Rd.
5.	City	Westhampton Beach
6.	Zip Code (5 digits only)	11978
7.	E-mail address	zetesm@emigrant.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2012
11.	The date the Oath of Office (mm/dd/yyyy) was taken	
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 Bridle Path
5.	City	Westhampton Beach
6.	Zip Code (5 digits only)	11978
7.	E-mail address	janewl@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Expires	June
10.	Term Expires - Year (yyyy)	2012
11.	The date the Oath of Office (mm/dd/yyyy) was taken	
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.	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Weasthampton Beach UFSD
3.	Amount	\$2,001,449
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town

2.	Name of funding County, Municipality or District	East Moriches
3.	Amount	\$32,292
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	East Quogue
3.	Amount	\$95,394
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Eastport South Manor
3.	Amount	\$99,804
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	Town
2.	Name of funding County, Municipality or District	Remsenburg
3.	Amount	\$173,197
4.	Subject to Public Vote	Y
5.	Written Contractual Agreement	Y
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$2,402,136
	<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>	
11.3	Local Library Services Aid (LLSA)	\$1,554
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	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,554
	<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	\$62,894
11.15	Fund Raising	\$0
11.16	Income from Investments	-1985
11.17	Library Charges	\$0
11.18	Other	\$48,885
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$109,794
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,513,484
11.21	<b>BUDGET LOANS</b>	\$0

## TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2011 (Same as Question 12.38 of previous year if fiscal year has not changed)	\$698,162
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 12.39)	\$3,211,646

## 12. OPERATING FUND DISBURSEMENTS

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$565,132
12.2	Other Staff	\$372,290
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$937,422
12.4	<b>Employee Benefits Expenditures</b>	\$249,796
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$1,187,218

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$122,811
12.7	Electronic Materials Expenditures	\$16,375
12.8	Other Materials Expenditures	\$88,031
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$227,217

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$0
12.14	From Other Funds (72OF)	\$4,795
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$4,795
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$116,916
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$121,711

### MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$16,709
12.19	Telecommunications	\$4,531
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$8,915
12.22	Other Miscellaneous	\$330,339
12.23	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)	\$360,494

12.24	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
<b>DEBT SERVICE</b>		
<b>Capital Purposes Loans (Principal and Interest)</b>		
12.25	From Local Public Funds (73PF)	\$586,355
12.26	From Other Funds (73OF)	\$0
12.27	<b>Total</b> (Add Questions 12.25 and 12.26)	\$586,355
12.28	Budget Loans (Principal and Interest)	\$0
12.29	Short-Term Loans	\$0
12.30	<b>Total Debt Service</b> (Add Questions 12.27, 12.28 and 12.29)	\$586,355
12.31	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)	\$2,482,995

**TRANSFERS**

**Transfers to Capital Fund**

12.32	From Local Public Funds (76PF)	\$0
12.33	From Other Funds (76OF)	\$0
12.34	<b>Total Transfers to Capital Fund</b> (Add Questions 12.32 and 12.33; same as Question 13.8)	\$0
12.35	<b>Transfer to Other Funds</b>	\$0
12.36	<b>TOTAL TRANSFERS</b> (Add Questions 12.34 and 12.35)	\$0
12.37	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.31 and 12.36)	\$2,482,995
12.38	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2011	\$728,651
12.39	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.37 and 12.38; same as Question 11.26)	\$3,211,646

**ASSURANCE**

12.40	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).	02/21/2012
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**FISCAL AUDIT**

12.41	Last audit performed (mm/dd/yyyy)	06/30/2011
12.42	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2010-06/30/2011
12.43	Indicate type of audit (select one):	Private Accounting Firm

**CAPITAL FUND**

12.44	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	\$234,771

13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$234,771
<b>STATE AID FOR CAPITAL PROJECTS</b>		
13.4	State Aid Received for Construction	\$13,400
13.5	Other State Aid	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$13,400
<b>FEDERAL AID FOR CAPITAL PROJECTS</b>		
13.7	<b>TOTAL FEDERAL AID</b>	\$0
<b>INTERFUND REVENUE</b>		
13.8	Transfer from Operating Fund (Same as Question 12.34)	\$0
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$248,171
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$248,171
13.12	<b>BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2011</b> (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$2,201,391
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$2,449,562

## 14. CAPITAL FUND DISBURSEMENTS

### PROJECT EXPENDITURES

14.1	Construction	\$797,699
14.2	Incidental Construction	\$0
<b>Other Disbursements</b>		
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	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$797,699
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$797,699
14.11	<b>BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2011</b>	\$1,651,863
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$2,449,562

## 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	7.62
15.2	Total Librarians	8.99
15.3	All Other Paid Staff	9.63
15.4	Total Paid Employees	18.62

15.5	State Government Revenue	\$1,554
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$109,794
15.8	Total Operating Revenue	\$2,513,484
15.9	Other Operating Expenditures	\$482,205
15.10	Total Operating Expenditures	\$1,896,640
15.11	Total Capital Expenditures	\$797,699
15.12	Print Materials	53,531
15.13	Total Registered Borrowers	11,990
15.14	Other Capital Revenue and Receipts	\$0
15.15	Total Number of Internet Terminals Used by the General Public	42

## 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:	Agnieszka Chmielewski
Phone Number:	(631) 288-3335

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



# Westhampton Free Library Annual Report For Public And Association Libraries - 2011

Federal Notes  
State Notes  
Local Notes

## 1. GENERAL LIBRARY INFORMATION

No Notes

## 2. LIBRARY COLLECTION

- 2.13 Electronic Books                      **Federal Note:** Bigger demand for electronic books due to always changing technology.
- 2.16 Other Databases                      **Federal Note:** Offering more databases for the public

## 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

- 3.28 Other (describe using the State note)                      **Federal Note:** A local youth not for profit and the local Chamber of Commerce.

## 4. LIBRARY TRANSACTIONS

No Notes

## 5. AUTOMATION AND TELECOMMUNICATIONS

No Notes

## 6. STAFF INFORMATION

No Notes

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

## 8. PUBLIC SERVICE INFORMATION

No Notes

## 9. SERVICE OUTLET INFORMATION

Repeating Group 1

21. Who owns the land on which this outlet is built?                      **Federal Note:** The deed states that as long as a public library is in operation on the land it can be used by the Library.

## 10. OFFICERS AND TRUSTEES

No Notes

## 11. OPERATING FUNDS RECEIPTS

No Notes

## 12. OPERATING FUND DISBURSEMENTS

No Notes

## 13. CAPITAL FUND RECEIPTS

No Notes

**14. CAPITAL FUND DISBURSEMENTS**

No Notes

**15. FEDERAL TOTALS**

No Notes

**16. FOR NEW YORK STATE LIBRARY USE ONLY**

No Notes

**SUGGESTED IMPROVEMENTS**

No Notes