

# Westhampton Free Library

## Annual Report For Public And Association Libraries - 2017

CURRENT YEAR

*PREVIOUS YEAR*

### 1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss even if the report is locked. The Microsoft Edge browser cannot be used.

Report all information in Part 1 as of December 31, 2017, except for questions related to the current library director/manager (questions 1.36 through 1.41).

1.1	Library ID Number	8000587040	8000587040
1.2	Library Name	WESTHAMPTON FREE LIBRARY	<i>WESTHAMPTON FREE LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Westhampton Beach	<i>Westhampton Beach</i>
1.6	Beginning Fiscal Reporting Year	07/01/2016	<i>07/01/2015</i>
1.7	Ending Fiscal Reporting Year	06/30/2017	<i>06/30/2016</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
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	<i>N/A</i>
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	<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2016	<i>07/01/2015</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2017	<i>06/30/2016</i>
1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	7 LIBRARY AVENUE	<i>7 LIBRARY AVENUE</i>
1.15	City	WESTHAMPTON BEACH	<i>WESTHAMPTON BEACH</i>
1.16	Zip Code	11978	<i>11978</i>
1.17	Mailing Address	7 LIBRARY AVENUE	<i>7 LIBRARY AVENUE</i>
1.18	City	WESTHAMPTON BEACH	<i>WESTHAMPTON BEACH</i>

1.19	Zip Code	11978	<i>11978</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 288-3335	<i>(631) 288-3335</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 288-5715	<i>(631) 288-5715</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	whamlib@westhamptonlibrary.org	<i>whamlib@westhamptonlibrary.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.westhamptonlibrary.net	<i>www.westhamptonlibrary.net</i>
1.24	Population Chartered to Serve (per 2010 Census)	5,571	<i>5,571</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	<i>ASSOCIATION</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	<i>School District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
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	<i>07/02/1902</i>
1.30	Date the library was last registered	05/02/1977	<i>05/02/1977</i>
1.31	Federal Employer Identification Number	111672825	<i>111672825</i>
1.32	County	SUFFOLK	<i>SUFFOLK</i>
1.33	School District	Westhampton	<i>Westhampton</i>
1.34	Town/City	Westhampton Beach	<i>Westhampton Beach</i>
1.35	Library System	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>

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

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

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

- 1.37 Title of Library Director/Manager (select one): Mrs. *Mrs.*

1.38	First Name of Library Director/Manager	Danielle	<i>Danielle</i>
1.39	Last Name of Library Director/Manager	Waskiewicz	<i>Waskiewicz</i>
1.40	NYS Public Librarian Certification Number	19703	<i>19703</i>
1.41	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.43	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
1.44	E-mail Address of the Director/Manager	danielle@westhamptonlibrary.org	<i>danielle@westhamptonlibrary.org</i>
1.45	Fax Number of the Director/Manager	(631) 288-5715	<i>(631) 288-5715</i>
1.46	Is the library a member of the New York State and Local Retirement System?	N	<i>N</i>
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	N	<i>N</i>
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2017? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49.	Y	<i>Y</i>
1.	Name of municipality or district holding the public vote	Westhampton Beach School District	<i>Westhampton Beach School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2017)	05/16/2017	<i>05/17/16</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>

5.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))	<i>school district ballot proposition (Ed. Law Â§259(1)(a))</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$2,181,398	\$2,158,356
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$59,359	\$23,402
6c.	Total proposed appropriation (sum of 6a and 6b):	\$2,240,757	\$2,181,398

**This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.49 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2017) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

1.50 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 1.51.

1.	Name of contracting municipality or district	East Quogue UFSD	<i>East Moriches School District</i>
2.	Is this a written contractual agreement?	N	N/A
3.	Population of the geographic area served by this contract	4,607	5,799

4.	Dollar amount of contract	\$183,677	\$51,848
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.	Name of contracting municipality or district	Eastport South Manor UFSD	East Quogue
2.	Is this a written contractual agreement?	N	N/A
3.	Population of the geographic area served by this contract	18,782	4,677
4.	Dollar amount of contract	\$219,647	\$183,677
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.	Name of contracting municipality or district	East Moriches UFSD	Eastport South Manor School District
2.	Is this a written contractual agreement?	N	N/A
3.	Population of the geographic area served by this contract	5,711	19,073
4.	Dollar amount of contract	\$51,848	\$219,647
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.	Name of contracting municipality or district	Remsenberg Speonk UFSD	Remsenburg Speonk School District
2.	Is this a written contractual agreement?	N	N/A
3.	Population of the geographic area served by this contract	1,938	1,968
4.	Dollar amount of contract	\$228,946	\$228,946
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.51	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>Note</u> ; if no, please go to Part 2, Library Collection.	N	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.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

## **PRINT MATERIALS**

### **Cataloged Books**

2.1	Adult Fiction Books	15,428	13,974
2.2	Adult Non-fiction Books	14,447	16,916
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	29,875	30,890
2.4	Children's Fiction Books	16,456	16,888
2.5	Children's Non-fiction Books	8,427	8,816
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	24,883	25,704
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	54,758	56,594

### **Other Print Materials**

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	2,664	2,132
2.10	All Other Print Materials	0	0
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	2,664	2,132
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	57,422	58,726

## **ALL OTHER MATERIALS**

### **Electronic Materials**

2.13	Electronic Books	254,295	198,549
2.14	Local Electronic Collections	38	37
2.15	NOVELNY Electronic Collections	16	10
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	54	47
2.17	Audio - Downloadable Units	49,619	39,851
2.18	Video - Downloadable Units	492	8,547
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.)	28,229	34,980

2.20	<b>Total Electronic Materials</b> (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	332,689	281,974
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**Non-Electronic Materials**

2.21	Audio - Physical Units	2,146	2,586
2.22	Video - Physical Units	17,383	16,110
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	928	961
2.24	<b>Total Other Materials</b> <b>Holdings</b> (Total questions 2.21 through 2.23)	20,457	19,657
2.25	<b>GRAND TOTAL</b> <b>HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	410,568	360,357

**CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	194	194
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	4,681	5,711
2.28	All Other Print Materials	1,859	1,782
2.29	Electronic Materials	65,814	63,892
2.30	All Other Materials	2,118	1,950
2.31	<b>Total Additions</b> (Total questions 2.27 through 2.30)	74,472	73,335

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

Report all information on questions 3.1 through 3.28 as of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2017 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)	151,276	151,302
3.2	Registered resident borrowers	8,045	10,796
3.3	Registered non-resident borrowers	3,422	2,701

Please report information on WRITTEN POLICIES as of 12/31/17.

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

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y

3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/17.

**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	Y
3.11	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.12	Does the library have large print books?	Y	Y
3.13	Does the library have assistive technology for the blind and visually impaired?	N	N
3.14 - If so, what do you have?			
	screen reader, such as JAWS or Windoweyes	No	No
	refreshable Braille keyboard	No	No
	screen magnification software, such as Zoomtext	No	No
	electronic scanning and reading software, such as OpenBook	No	No
3.15	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	

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

**LIBRARY SPONSORED PROGRAMS**

3.16	Adult Program Sessions	1,825	1,953
3.17	Young Adult Program Sessions	1,104	380
3.18	Children's Program Sessions	791	688
3.19	All Other Program Sessions	88	91



3.20	Total Number of Program Sessions (Total questions 3.16 through 3.19)	3,808	3,112
3.21	One-on-One Program Sessions	1,168	N/A
3.22	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.23	Adult Program Attendance	19,359	20,513
3.24	Young Adult Program Attendance	3,317	2,981
3.25	Children's Program Attendance	13,130	19,875
3.26	All Other Program Attendance	742	827
3.27	Total Program Attendance (Total questions 3.23 through 3.26)	36,548	44,196
3.28	One-on-One Program Attendance	1,802	N/A

Please report information on SUMMER READING PROGRAMS for the 2017 calendar year.

### SUMMER READING PROGRAM

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2017 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.30	Library outlets offering a summer reading program	1	1
3.31	Children registered for the library's summer reading program	909	426
3.32	Young adults registered for the library's summer reading program	57	108

3.33	Adults registered for the library's summer reading program	148	0
3.34	Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)	1,114	534
3.35	Children's program sessions - Summer 2017	172	333
3.36	Young adult program sessions - Summer 2017	648	103
3.37	Adult program sessions - Summer 2017	379	627
3.38	Total program sessions - Summer 2017 (total 3.35 + 3.36 + 3.37)	1,199	1,063
3.39	Children's program attendance - Summer 2017	3,877	10,180
3.40	Young adult program attendance - Summer 2017	1,193	955
3.41	Adult program attendance - Summer 2017	6,297	7,121
3.42	Total program attendance - Summer 2017 (total 3.39 + 3.40 + 3.41)	11,367	18,256

#### COLLABORATORS

3.43	Public school district(s) and/or BOCES	5	5
3.44	Non-public school(s)	1	1
3.45	Childcare center(s)	2	2
3.46	Summer camp(s)	0	0
3.47	Municipality/Municipalities	1	1
3.48	Literacy provider(s)	1	0
3.49	Other (describe using the State note)		0
3.50	Total Collaborators (total 3.43 through 3.49)	10	9

Please report information on EARLY LITERACY PROGRAMS for the 2017 calendar year.

#### EARLY LITERACY PROGRAMS

3.51	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
3.52	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	Yes	Yes
b.	Focus on parents & caregivers	Yes	Yes
c.	Combined audience	No	No
d.	N/A	No	No

3.53 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	242	219
b.	Focus on parents & caregivers	182	162
c.	Combined audience	0	0
d.	N/A	0	0
3.54	<b>Total Sessions</b>	424	381
3.55 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	3,184	3,743
b.	Focus on parents & caregivers	5,921	7,724
c.	Combined audience	0	0
d.	N/A	0	0
3.56	<b>Total Attendance</b>	9,105	11,467
3.57 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	Yes	Yes
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2017 calendar year.

#### ADULT LITERACY

3.58	Did the library offer adult literacy programs?	No	Yes
3.59	Total group program sessions		12
3.60	Total one-on-one program sessions		N/A
3.61	Total group program attendance		52
3.62	Total one-on-one program attendance		N/A
3.63 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2017 calendar year.

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

3.64	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	Y
3.65	Children's program sessions	0	36
3.66	Young adult program sessions	0	N/A
3.67	Adult program sessions	88	52
3.68	<b>Total program sessions (total 3.65 + 3.66 + 3.67)</b>	88	88
3.69	One-on-one program sessions	N/A	N/A
3.70	Children's program attendance	0	192
3.71	Young adult program attendance	N/A	N/A
3.72	Adult program attendance	742	879
3.73	<b>Total program attendance (total 3.70 + 3.71 + 3.72)</b>	742	1,071
3.74	One-on-one program attendance	0	0
3.75 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2017 calendar year.

#### **DIGITAL LITERACY**

3.76	Did the library offer digital literacy programs?	Y	Y
3.77	Total group program sessions	1,266	997
3.78	Total one-on-one program sessions	1,168	0
3.79	Total group program attendance	1,273	1,362
3.80	Total one-on-one program attendance	2,336	0

#### **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	28,293	30,757
4.2	Adult Non-fiction Books	14,508	15,294

4.3	Total Adult Books (Total questions 4.1 & 4.2)	42,801	46,051
4.4	Children's Fiction Books	29,854	36,661
4.5	Children's Non-fiction Books	8,078	8,906
4.6	Total Children's Books (Total questions 4.4 & 4.5)	37,932	45,567
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	80,733	91,618

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

4.8	Circulation of Adult Other Materials	51,820	59,103
4.9	Circulation of Children's Other Materials	22,651	24,772
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	74,471	83,875
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	155,204	175,493

#### **ELECTRONIC USE**

4.12	Use of Electronic Material	27,409	22,419
4.13	Successful Retrieval of Electronic Information	18,203	241,852
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	45,612	264,271
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	182,613	197,912
4.16	Total Collection Use (Total questions 4.13 & 4.15)	200,816	439,764
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	60,583	70,339

#### **REFERENCE TRANSACTIONS**

4.18	Total Reference Transactions	27,141	22,096
4.19	Does the library offer virtual reference?	Y	Y

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

4.20	TOTAL MATERIALS RECEIVED	13,035	14,363
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#### **INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.21	TOTAL MATERIALS PROVIDED	14,839	17,172
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### **5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2017.

#### **SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y

5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	36,717	44,977
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Name of the person responsible for the library's Information Technology (IT) services	Dave Jones	<i>Dave Jones</i>
5.7	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 288-3335	<i>(631) 288-3335</i>
5.8	IT contact's email address	dave@westhamptonlibrary.org	<i>dave@westhamptonlibrary.org</i>

## 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	35
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	<i>1</i>
6.3	Vacant Library Director (certified)	0	<i>0</i>
6.4	Librarian (certified)	17.25	<i>16.94</i>
6.5	Vacant Librarian (certified)	0	<i>0</i>
6.6	Library Manager (not certified)	0	<i>0</i>
6.7	Vacant Library Manager (not certified)	0	<i>0</i>
6.8	Library Specialist/Paraprofessional (not certified)	3.13	<i>1.75</i>
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	<i>0</i>
6.10	Other Staff	29.03	<i>27.34</i>
6.11	Vacant Other Staff	0	<i>0</i>
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	50.41	<i>47.03</i>
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	0.00	<i>0.00</i>

## SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	<i>1</i>
6.15	Salary - Entry Level Librarian (certified)	\$38,040	<i>\$38,711</i>
6.16	FTE - Library Director (certified)	1	<i>1</i>
6.17	Salary - Library Director (certified)	\$115,000	<i>\$108,073</i>
6.18	FTE - Library Manager (not certified)	0	<i>0</i>
6.19	Salary - Library Manager (not certified)	\$0	<i>\$0</i>

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2017. 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	<i>Y</i>
7.2	2. Has a board-approved written long range plan of service.	Y	<i>Y</i>
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	<i>Y</i>
7.4	4. Has board-approved written policies for the operation of the library.	Y	<i>Y</i>
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	<i>Y</i>
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	<i>Y</i>
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	<i>Y</i>
8. Maintains a facility to meet community needs, including adequate:			
7.8	8a. space	Y	<i>Y</i>
7.9	8b. lighting	Y	<i>Y</i>
7.10	8c. shelving	Y	<i>Y</i>

7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	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	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	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	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	1	1

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	69.00	69.00
8.7	Minimum Weekly Total Hours - Branch Libraries		0.00
8.8	Minimum Weekly Total Hours - Bookmobiles		0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	69.00	69.00
8.10	Annual Total Hours - Main Library	3,740.00	3,740.00
8.11	Annual Total Hours - Branch Libraries		0.00



8.12	Annual Total Hours - Bookmobiles		0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,740.00	3,740.00

## 9. SERVICE OUTLET 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.

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.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com).

1.	Outlet Name	Westhampton Free Library	<i>Westhampton Free Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	7 Library Avenue	<i>7 Library Avenue</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Westhampton Beach	<i>Westhampton Beach</i>
6.	Zip Code	11978	<i>11978</i>
7.	Phone (enter 10 digits only)	(631) 288-3335	<i>(631) 288-3335</i>
8.	Fax Number (enter 10 digits only)	(631) 288-5715	<i>(631) 288-5715</i>
9.	E-mail Address	whamlib@westhamptonlibrary.org	<i>whamlib@westhamptonlibrary.org</i>
10.	Outlet URL	http://www.westhamptonlibrary.org	<i>http://www.westhamptonlibrary.org</i>
11.	County	Suffolk	<i>Suffolk</i>
12.	School District	Westhampton Beach School District	<i>Westhampton Beach School District</i>
13.	Library System	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,740	<i>3,740</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	88	<i>91</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>

21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	2010	<i>2010</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2010	<i>2010</i>
25.	Square footage of the outlet	14,250	<i>14,250</i>
26.	Number of internet computers at this outlet used by general public	30	<i>25</i>
27.	Number of uses (sessions) of public Internet computers per year	13,392	<i>11,164</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	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	<i>9 Greater than or equal to 25 mbps and less than 50 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>9 Greater than or equal to 25 mbps and less than 50 mbps</i>
31.	Internet Provider	Cablevision/Optimum	<i>Cablevision/Optimum</i>
32.	WiFi Access	Password required	<i>Password required</i>
33.	Number of wireless sessions provided by the library wireless service per year	17,712	<i>9,958</i>
34.	Does the outlet have interactive videoconferencing Y capability for public use?	Y	<i>N</i>
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
37.	<i>LIBID</i>	8000587040	<i>8000587040</i>
38.	<i>FSCSID</i>	NY0694	<i>NY0694</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2017. 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, 2017 to December 31, 2017)	12	20
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## NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes	Yes
10.3	If yes, what is the range?	5-7	5-7
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	7	7
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?		
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	3 years	3 years

## BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership	O - other (specify using the State note)
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List Officers and Board Members as of February 1, 2018. 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

10.9	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant	Mr.	Mr.
10.10	First Name	Thomas	Thomas
10.11	Last Name	Moore	Moore
10.12	Mailing Address	36 Lilac Rd	36 Lilac Rd
10.13	City	Westhampton Beach	Westhampton Beach
10.14	Zip Code (5 digits only)	11978	11978
10.15	Phone (enter 10 digits only)	(631) 288-8782	(631) 288-8782
10.16	E-mail Address	tmoore@westhamptonlibrary.org	tmoore@westhamptonlibrary.org
10.17	Term Begins - Month	July	October
10.18	Term Begins - Year (yyyy)	2017	2015
10.19	Term Expires - Month	June	July

10.20	Term Expires - Year (yyyy)	2020	2018
10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	No
10.22	The date the Oath of Office was taken (mm/dd/yyyy)	N/A	N/A
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
10.24	Is this a brand new trustee?	N	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com).

1.	Title of Board Member (select one):	Mrs.	Ms.
2.	First Name of Board Member	Barbara	Susan
3.	Last Name of Board Member	Matros	Rosenberg
4.	Mailing Address	7 Buttercup Lane	PO Box 241
5.	City	Westhampton	Westhampton Beach
6.	Zip Code (5 digits only)	11977	11978
7.	E-mail address	bmatros@westhamptonlibrary.org	srosenberg@westhamptonlibrary.org
8.	Office Held or Trustee	Vice President	Other (Add State Note)
9.	Term Begins - Month	July	October
10.	Term Begins - Year (year)	2017	2015
11.	Term Expires	June	July
12.	Term Expires - Year (yyyy)	2020	2017
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mr.	Mrs.
2.	First Name of Board Member	Stephen	Barbara
3.	Last Name of Board Member	Wisnoski	Matros
4.	Mailing Address	51 Baycrest Avenue	7 Buttercup Lane
5.	City	Westhampton	Westhampton

6.	Zip Code (5 digits only)	11977	<i>11977</i>
7.	E-mail address	swisnoski@westhamptonlibrary.org	<i>bmatros@westhamptonlibrary.org</i>
8.	Office Held or Trustee	Trustee	<i>Vice President</i>
9.	Term Begins - Month	July	<i>October</i>
10.	Term Begins - Year (year)	2017	<i>2015</i>
11.	Term Expires	June	<i>July</i>
12.	Term Expires - Year (yyyy)	2020	<i>2017</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	Y	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Robert	<i>Robert</i>
3.	Last Name of Board Member	Santucci	<i>Santucci</i>
4.	Mailing Address	26 Peters Lane	<i>26 Peters Lane</i>
5.	City	Westhampton Beach	<i>Westhampton Beach</i>
6.	Zip Code (5 digits only)	11978	<i>11978</i>
7.	E-mail address	rsantucci@westhamptonlibrary.org	<i>rsantucci@westhamptonlibrary.org</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>February</i>
10.	Term Begins - Year (year)	2017	<i>2016</i>
11.	Term Expires	June	<i>July</i>
12.	Term Expires - Year (yyyy)	2019	<i>2020</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Title of Board Member (select one):	Mr.	<i>Miss</i>
2.	First Name of Board Member	Mitchell	<i>Mary Anne</i>
3.	Last Name of Board Member	Schecter	<i>Yutes</i>

4.	Mailing Address	22 Tuttle Place	<i>450 Montauk Hwy</i>
5.	City	Westhampton Beach	<i>Westhampton Beach</i>
6.	Zip Code (5 digits only)	11978	<i>11978</i>
7.	E-mail address	mschechter@westhamptonlibrary.org	<i>mayutes@westhamptonlibrary.org</i>
8.	Office Held or Trustee	Trustee	<i>Secretary</i>
9.	Term Begins - Month	July	<i>February</i>
10.	Term Begins - Year (year)	2017	<i>2016</i>
11.	Term Expires	June	<i>July</i>
12.	Term Expires - Year (yyyy)	2019	<i>2019</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Ms.	<i>Mr.</i>
2.	First Name of Board Member	Susan	<i>Mitchell</i>
3.	Last Name of Board Member	Rosenberg	<i>Schechter</i>
4.	Mailing Address	PO Box 241	<i>22 Tuttle Place</i>
5.	City	Westhampton	<i>Westhampton Beach</i>
6.	Zip Code (5 digits only)	11977	<i>11978</i>
7.	E-mail address	srosenberg@westhamptonlibrary.org	<i>mschechter@westhamptonlibrary.org</i>
8.	Office Held or Trustee	Financial Officer	<i>Trustee</i>
9.	Term Begins - Month	July	<i>June</i>
10.	Term Begins - Year (year)	2017	<i>2016</i>
11.	Term Expires	July	<i>July</i>
12.	Term Expires - Year (yyyy)	2018	<i>2020</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>Y</i>
1.	Title of Board Member (select one):	Ms.	<i>Vacant</i>

2.	First Name of Board Member	Mary Anne	N/A
3.	Last Name of Board Member	Yutes	N/A
4.	Mailing Address	450 Montauk Hwy	N/A
5.	City	Westhampton Beach	N/A
6.	Zip Code (5 digits only)	11978	N/A
7.	E-mail address	mayutes@westhamptonlibrary.org	N/A
8.	Office Held or Trustee	Secretary	<i>Ex-Officio (Voting)</i>
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2017	N/A
11.	Term Expires	June	
12.	Term Expires - Year (yyyy)	2018	N/A
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	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*. 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	Y
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	Westhampton Beach School District	<i>Westhampton Beach School District</i>
3.	Amount	\$2,251,672	<i>\$2,156,396</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	Y	Y
1.	Source of Funds	Other (specify using the State note)	<i>School District</i>
2.	Name of funding County, Municipality or District	Westhampton Beach School District	<i>Westhampton Beach School District</i>
3.	Amount	\$8,677	<i>\$8,115</i>

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	N	N
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	East Quogue UFSD	<i>East Quogue</i>
3.	Amount	\$183,677	<i>\$194,691</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	N	N
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	Eastport South Manor UFSD	<i>Eastport South Manor</i>
3.	Amount	\$219,647	<i>\$220,449</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	N	N
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	Remsenberg Speonk UFSD	<i>Remsenburg Speonk</i>
3.	Amount	\$228,946	<i>\$228,275</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	N	N
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	East Moriches School District	<i>East Moriches</i>
3.	Amount	\$51,848	<i>\$54,781</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	N	N

11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$2,944,467	<i>\$2,862,707</i>
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**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$1,758	<i>\$1,685</i>
11.4	Central Library Aid (CLDA and/or CBA)	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$6,000	<i>\$3,000</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>



11.7	Other Cash Grants	\$0	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$7,758	\$4,685
<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	\$0
<b>FEDERAL AID FOR LIBRARY OPERATION</b>			
11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
<b>OTHER RECEIPTS</b>			
11.14	Gifts and Endowments	\$155,214	\$72,824
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$9,351	\$16,739
11.17	Library Charges	\$6,677	\$6,343
11.18	Other	\$3,632	\$8,799
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$174,874	\$104,705
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$3,127,099	\$2,972,097
11.21	<b>BUDGET LOANS</b>	\$0	\$0
<b>TRANSFERS</b>			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	<b>BALANCE IN OPERATING FUND -</b> Beginning Balance for Fiscal Year Ending 2017 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$4,118,673	\$4,163,931

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)	\$7,245,772	\$7,136,028
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## 12. OPERATING FUND DISBURSEMENTS

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

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$577,863	\$561,367
12.2	Other Staff	\$641,578	\$678,423
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$1,219,441	\$1,239,790
12.4	<b>Employee Benefits Expenditures</b>	\$310,054	\$313,655
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$1,529,495	\$1,553,445

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$76,853	\$82,927
12.7	Electronic Materials Expenditures	\$46,978	\$34,930
12.8	Other Materials Expenditures	\$55,814	\$63,088
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$179,645	\$180,945

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$64,474	\$19,233
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$64,474	\$19,233

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$56,719	\$40,569
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$56,719	\$40,569
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$138,561	\$125,622

12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$195,280	\$166,191
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**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$27,521	\$26,915
12.19	Telecommunications	\$6,965	\$7,052
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$8,000	\$9,998
12.22	Professional & Consultant Fees	\$106,288	\$219,350
12.23	Equipment	\$20,012	\$16,900
12.24	Other Miscellaneous	\$244,824	\$209,776
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$413,610	\$489,991
12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$18,910	\$18,920

**DEBT SERVICE**

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

12.27	From Local Public Funds (73PF)	\$586,130	\$588,630
12.28	From Other Funds (73OF)	\$0	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$586,130	\$588,630
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$586,130	\$588,630
12.33	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$2,987,544	\$3,017,355

**TRANSFERS**

**Transfers to Capital Fund**

12.34	From Local Public Funds (76PF)	\$0	\$0
12.35	From Other Funds (76OF)	\$0	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0	\$0
12.37	<b>Transfer to Other Funds</b>	\$0	\$0
	<b>TOTAL TRANSFERS</b>		

12.38	(Add Questions 12.36 and 12.37)	\$0	\$0
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$2,987,544	\$3,017,355
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2017	\$4,258,228	\$4,118,673
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$7,245,772	\$7,136,028

#### 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).	02/14/2018	02/15/2017
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#### FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	08/31/2017	10/27/2016
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2016-06/30/2017	07/01/2015-06/30/2016
12.45	Indicate type of audit (select one):	Private Accounting Firm	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.	N	N
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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*. Please click [here](#) to read general instructions before completing this section.

#### REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$0	\$0

13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$0	\$0
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**STATE AID FOR CAPITAL PROJECTS**

13.4	State Aid Received for Construction	\$0	\$0
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13.5	Other State Aid	\$0	\$0
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13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$0
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**FEDERAL AID FOR CAPITAL PROJECTS**

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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**INTERFUND REVENUE**

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$0	\$0
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13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
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13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
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13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0	\$0
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13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2017 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
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13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$0
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**14. CAPITAL FUND DISBURSEMENTS**

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

**PROJECT EXPENDITURES**

14.1	Construction	\$0	\$0
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14.2	Incidental Construction	\$0	\$0
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**Other Disbursements**

14.3	Purchase of Buildings	\$0	\$0
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14.4	Interest	\$0	\$0
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14.5	Collection Expenditures	\$0	\$0
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14.6	<b>Total Other Disbursements</b> (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
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14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
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14.8	<b>TRANSFER TO OPERATING FUND</b> (Same \$0 as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2017	\$0	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$0

## 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	15.97	15.70
16.2	Total Librarians	18.71	17.23
16.3	All Other Paid Staff	25.40	23.92
16.4	Total Paid Employees	44.11	41.15
16.5	State Government Revenue	\$7,758	\$4,685
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$174,874	\$104,705
16.8	Total Operating Revenue	\$3,127,099	\$2,972,097
16.9	Other Operating Expenditures	\$627,800	\$675,102
16.10	Total Operating Expenditures	\$2,336,940	\$2,409,492
16.11	Total Capital Expenditures	\$64,474	\$19,233
16.12	Print Materials	57,422	58,726
16.13	Total Registered Borrowers	11,467	13,497
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of internet computers used by general public	30	25
16.16	Total Uses (sessions) of Public Internet Computers Per Year	13,392	11,164
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	17,712	9,958

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8000587040	8000587040
17.2	<i>Interlibrary Relationship Code</i>	ME	ME
17.3	<i>Legal Basis Code</i>	NP	NP
17.4	<i>Administrative Structure Code</i>	SO	SO
17.5	<i>FSCS Public Library Definition</i>	Y	Y
17.6	<i>Geographic Code</i>	SD1	SD1
17.7	<i>FSCS ID</i>	NY0694	NY0694
17.8	<i>SED CODE</i>	580902700003	580902700003
17.9	<i>INSTITUTION ID</i>	800000036840	

## SUGGESTED IMPROVEMENTS

Library Name:	WESTHAMPTON FREE LIBRARY	<i>WESTHAMPTON FREE LIBRARY</i>
Library System:	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>
Name of Person Completing Form:	Danielle Waskiewicz	
Phone Number:	(631) 288-3335	

I am satisfied that this resource (Collect) is meeting library needs: Agree

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

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!