

Westhampton Free Library

Annual Report For Public And Association Libraries - 2021

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8000587040	8000587040
1.2	Library Name	WESTHAMPTON FREE LIBRARY	WESTHAMPTON FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Westhampton Beach	Westhampton Beach
1.6	Beginning Fiscal Reporting Year	07/01/2020	07/01/2019
1.7	Ending Fiscal Reporting Year	06/30/2021	06/30/2020
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new	N/A	N/A

	reporting year. Enter N/A if No was answered to Question 1.8.		
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2020	07/01/2019
1.12	Ending <u>Local</u> Fiscal Year	06/30/2021	06/30/2020
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	7 LIBRARY AVENUE	7 LIBRARY AVENUE
1.15	City	WESTHAMPTON BEACH	WESTHAMPTON BEACH
1.16	Zip Code	11978	11978
1.17	Mailing Address	7 LIBRARY AVENUE	7 LIBRARY AVENUE
1.18	City	WESTHAMPTON BEACH	WESTHAMPTON BEACH
1.19	Zip Code	11978	11978
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 288-3335	(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	(631) 288-5715
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	whamlib@westhamptonlibrary.org	whamlib@westhamptonlibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://www.westhamptonlibrary.org	www.westhamptonlibrary.net
1.24	Population Chartered to Serve (per 2010 Census)	5,571	5,571
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	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. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter	07/02/1902	07/02/1902

or the date of the provisional charter if the library does not have an absolute charter

1.30	Date the library was last registered	05/02/1977	05/02/1977
1.31	Federal Employer Identification Number	111672825	111672825
1.32	County	SUFFOLK	SUFFOLK
1.33	School District	Westhampton	Westhampton
1.34	Town/City	Westhampton Beach	Westhampton Beach
1.35	Library System	Suffolk Cooperative Library System	Suffolk Cooperative Library System

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 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Danielle	Danielle
1.38	Last Name of Library Director/Manager	Waskiewicz	Waskiewicz
1.39	NYS Public Librarian Certification Number	19703	19703
1.40	What is the highest education level of the library manager/director?	Master's Degree	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	Y
1.42	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	Y
1.43	E-mail Address of the Director/Manager	danielle@westhamptonlibrary.org	danielle@westhamptonlibrary.org
1.44	Fax Number of the Director/Manager	(631) 288-5715	(631) 288-5715
1.45	Does the library charge fees for library cards to people	N	N

residing outside the
system's service area?

Public Votes/Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (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 1.47.	Y	Y
1.	Name of municipality or district holding the public vote	Westhampton Beach UFSD	<i>Westhampton Beach UFSD</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/2021)	05/18/2021	<i>06/17/2020</i>
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))	<i>school district ballot proposition (Ed. Law §259(1)(a))</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$2,340,227	<i>\$2,167,998</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$28,540	<i>\$223,976</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$2,368,767	<i>\$2,391,974</i>

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the	N	N
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vote from each funding source. If No, go to question 1.48.

- | | | | |
|----|---|---|------------|
| 1. | Name of municipality or district holding the public vote | Westhampton Beach School District | <i>N/A</i> |
| 2. | Indicate the type of municipality or district holding the public vote | School District | |
| 3. | Date the last successful vote was held (mm/dd/yyyy) | 05/18/2021 | <i>N/A</i> |
| 4. | What type of public vote was it? | school district ballot proposition (Ed. Law §259(1)(a)) | |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | \$2,368,767 | <i>N/A</i> |

Unusual Circumstances

- 1.48 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 1.49.

- | | | | |
|----|---|---------------------------|-----------------------------|
| 1. | Name of contracting municipality or district | East Quogue UFSD | <i>East Quogue UFSD</i> |
| 2. | Is this a written contractual agreement? | N | <i>N</i> |
| 3. | Population of the geographic area served by this contract | 4,643 | <i>N/A</i> |
| 4. | Dollar amount of contract | \$270,925 | <i>\$264,769</i> |
| 5. | Enter the appropriate code for range of services provided (select one): | Full | <i>Full</i> |
| 1. | Name of contracting municipality or district | Eastport South Manor UFSD | <i>Eastport South Manor</i> |

2.	Is this a written contractual agreement?	N	N
3.	Population of the geographic area served by this contract	18,927	N/A
4.	Dollar amount of contract	\$239,877	\$243,097
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 UFSD
2.	Is this a written contractual agreement?	N	N
3.	Population of the geographic area served by this contract	1,953	N/A
4.	Dollar amount of contract	\$253,422	\$239,573
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.	Name of contracting municipality or district	East Moriches UFSD	East Moriches UFSD
2.	Is this a written contractual agreement?	N	N
3.	Population of the geographic area served by this contract	5,755	N/A
4.	Dollar amount of contract	\$66,305	\$55,997
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.49	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.	Y	Y

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

NOTE: This section of the survey (2.1-2.25) 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 (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	16,064	15,055
2.2	Adult Non-fiction Books	12,746	14,167
2.3	Total Adult Books (Total questions 2.1 & 2.2)	28,810	29,222
2.4	Children's Fiction Books	15,548	16,026
2.5	Children's Non-fiction Books	7,816	7,922
2.6	Total Children's Books (Total questions 2.4 & 2.5)	23,364	23,948
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	52,174	53,170

Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	643	1,532
2.10	All Other Print Materials	0	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	643	1,532
2.12	Total Print Materials (Total questions 2.7 and 2.11)	52,817	54,702

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	411,997	415,952
2.14	Local Electronic Collections	37	37
2.15	NOVEL _{NY} Electronic Collections	15	15

2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	52	52
2.17	Audio - Downloadable Units	316,076	98,744
2.18	Video - Downloadable Units	5,627	846
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.)	24,992	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	758,744	515,594
Non-Electronic Materials			
2.21	Audio - Physical Units	2,674	2,601
2.22	Video - Physical Units	16,300	15,675
2.23	Other Circulating Physical Items	1,230	1,204
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	20,204	19,480

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	831,765	589,776
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	4,040	3,009
2.27	All Other Print Materials	222	925
2.28	Electronic Materials	253,306	106,891
2.29	All Other Materials	1,832	1,178
2.30	Total Additions (Total questions 2.26 through 2.29)	259,400	112,003

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 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)	22,206	85,450
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	8,516	8,379
3.3	Registered non-resident borrowers	5,202	5,298

Please report information on WRITTEN POLICIES as of 12/31/21.

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
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons,	Y	Y
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	persons in nursing homes, persons in jail, etc.)?		
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N	N
3.15 -	If so, what do you have?		
	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	No	No
	electronic scanning and reading software, such as OpenBook	No	No
3.16	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	Y

Library Sponsored Programs/Summer Reading Program

Please report information on SYNCHRONOUS PROGRAM SESSIONS as of the end of the fiscal year reported in Part 1.

SYNCHRONOUS PROGRAM SESSIONS

Can you specify the number of synchronous program sessions targeted at children ages 0-5 and children ages 6-11?

If you can specify the number of synchronous program sessions targeted at children ages 0-5 and ages 6-11, enter those amounts in 3.19a and 3.19b.

If you have a total number of children's program, but can't separate program sessions targeted at children ages 0-5 and ages 6-11, enter that amount in 3.19 and enter 0 in 3.19a and 3.19b. **Please do not enter information**

in 3.19 if you have entered the amounts in 3.19a and 3.19b.

Can you specify the attendance at synchronous programs for children ages 0-5 and children ages 6-11?

If you can specify the attendance at synchronous programs for children ages 0-5 and ages 6-11, enter those amounts in 3.26a and 3.26b.

If you have a total number of attendance for children's program, but can't separate the attendance for program sessions targeted at children ages 0-5 and ages 6-11, enter that amount in 3.26 and enter 0 in 3.26a and 3.26b.

Please do not enter information in 3.26 if you have entered the amounts in 3.26a and 3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	765	1,416
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	52	1,105
3.19	Number of Children's Programs	138	1,326
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	64	
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	74	
3.20	Number of Synchronous General Interest Program Sessions	16	42
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	971	3,889
3.21a	Number of Synchronous In-Person Onsite Program Sessions	875	
3.21b	Number of Synchronous In-Person Offsite Program Sessions	42	
3.21c	Number of Synchronous Virtual Program Sessions	253	
3.22	One-on-One Program Sessions	22	110
3.23	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	Yes	Yes

	educational activities sponsored by the Library?		
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	9,434	14,169
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	274	3,057
3.26	Children's Program Attendance	0	16,224
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	0	
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	0	
3.27	Attendance at Synchronous General Interest Programs	154	512
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27)	9,862	33,962
3.28a	Synchronous In-Person Onsite Program Attendance	0	
3.28b	Synchronous In-Person Offsite Program Attendance	1,927	
3.28c	Synchronous Virtual Program Attendance	7,507	
3.29	One-on-One Program Attendance	110	110
3.29a	Total Number of Asynchronous Program Presentations	877	
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	11,157	

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (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	Yes
d.	Summer Reading at New York Libraries name and/or	Yes	Yes

	logo used		
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.31	Library outlets offering the summer reading program	1	1
3.32	Children registered for the library's summer reading program	239	356
3.33	Young adults registered for the library's summer reading program	41	71
3.34	Adults registered for the library's summer reading program	37	32
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	317	459
3.36	Children's program sessions - Summer 2021	182	135
3.37	Young adult program sessions - Summer 2021	45	15
3.38	Adult program sessions - Summer 2021	381	650
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	608	800
3.40	Children's program attendance - Summer 2021	3,796	975
3.41	Young adult program attendance - Summer 2021	429	134
3.42	Adult program attendance - Summer 2021	4,174	7,826
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	8,399	8,935
COLLABORATORS			
3.44	Public school district(s) and/or BOCES	5	5
3.45	Non-public school(s)	1	1
3.46	Childcare center(s)	5	7
3.47	Summer camp(s)	0	0
3.48	Municipality/Municipalities	2	2
3.49	Literacy provider(s)	0	0
3.50	Other (describe using the	1	1

State note)

3.51	Total Collaborators (total 3.44 through 3.50)	14	16
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Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
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3.53 - 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	Yes	Yes
d.	N/A	No	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	306	308
b.	Focus on parents & caregivers	57	59
c.	Combined audience	190	192
d.	N/A	N/A	N/A

3.55	Total Sessions	553	559
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3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	3,197	3,455
b.	Focus on parents & caregivers	14	283
c.	Combined audience	0	5,555
d.	N/A	N/A	N/A

3.57	Total Attendance	3,211	9,293
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3.58 - 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)	Yes	Yes

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes	Yes
3.60	Total group program sessions	0	10
3.61	Total one-on-one program sessions	245	0
3.62	Total group program attendance	0	180
3.63	Total one-on-one program attendance	245	0
3.64	- Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	No	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public Schools	No	Yes
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	Y
3.66	Children's program sessions	0	7
3.67	Young adult program sessions	0	0
3.68	Adult program sessions	0	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0	7
3.70	One-on-one program sessions	0	0
3.71	Children's program attendance	0	75
3.72	Young adult program attendance	0	0
3.73	Adult program attendance	0	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0	75
3.75	One-on-one program attendance	0	0
3.76	- 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 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y	Y
3.78	Total group program sessions	15	10
3.79	Total one-on-one program sessions	773	738
3.80	Total group program attendance	1,002	458
3.81	Total one-on-one program attendance	773	738
3.82	Did your library offer teen-led activities during the 2021 calendar year?	Y	Y

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference 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	13,206	16,089
4.2	Adult Non-fiction Books	5,639	7,173
4.3	Total Adult Books (Total questions 4.1 & 4.2)	18,845	23,262
4.4	Children's Fiction Books	17,837	18,858
4.5	Children's Non-fiction Books	4,384	3,792
4.6	Total Children's Books (Total questions 4.4 & 4.5)	22,221	22,650
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	41,066	45,912

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	8,984	55,370
4.9	Circulation of Children's Other Materials	1,032	43,153

4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	10,016	98,523
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	51,082	144,435

ELECTRONIC USE

4.12	Use of Electronic Material	59,271	46,813
4.13	Successful Retrieval of Electronic Information	24,034	21,364
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	83,305	68,177
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	110,353	191,248
4.16	Total Collection Use (Total questions 4.13 & 4.15)	134,387	212,612
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	23,253	65,803

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	10,019	21,021
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
4.19	Does the library offer virtual reference?	Y	Y

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

4.20	TOTAL MATERIALS RECEIVED	13,186	8,448
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	8,985	8,557
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
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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	66,070	25,430
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	Y	Y
5.8	Is the library part of a consortium for E-rate benefits?	Y	Y
5.9	If yes, in which consortium are you participating?	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>
5.10	Name of the person responsible for the library's Information Technology (IT) services	Dave Jones	<i>Dave Jones</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 288-3335	<i>(631) 288-3335</i>
5.12	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	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	16.14	17.46
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	0	0

6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	1	3.13
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	15.70	28.73
6.11	Vacant Other Staff	.34	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	33.84	50.32
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.34	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$48,092	\$48,092
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$128,180	\$128,179
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2022 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2021**. This 2021 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	Y
----	---	---	---

- | | | | |
|-----|---|---|---|
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y | Y |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y | Y |
| 8. | Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | | |
| 8a. | space | Y | Y |
| 8b. | lighting | Y | Y |
| 8c. | shelving | Y | Y |
| 8d. | seating | Y | Y |
| 8e. | power infrastructure | Y | Y |
| 8f. | data infrastructure | Y | Y |
| 8g. | public restroom | Y | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y | Y |

10. Provides

- | | | | |
|------|---|---|---|
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | 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	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	55.00	58.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00	58.00
8.10	Annual Total Hours - Main Library	1,659.00	1,824.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,659.00	1,824.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes	Yes
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes	Yes
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes	Yes
CV4	Did the library provide	Yes	Yes

	reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?		
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes	<i>Yes</i>
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	<i>No</i>
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?		<i>No</i>
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	49	

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

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 CollectConnect. 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 collectconnect@baker-taylor.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.net	<i>http://www.westhamptonlibrary.net</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	1,659	<i>1,712</i>
16.	Number of Weeks This Outlet is Open	52	<i>28</i>
16a	Number of weeks an outlet closed due to COVID-19	49	<i>24</i>
16b	Number of weeks an outlet had limited occupancy due to COVID-19	49	<i>24</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	0	<i>24</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	2018	<i>2018</i>

	underwent a major renovation costing \$25,000 or more		
25.	Square footage of the outlet	14,250	14,250
26.	Number of Internet Computers Used by General Public	22	20
27.	Number of uses (sessions) of public Internet computers per year	115,424	8,470
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
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	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Cablevision/Optimum	Cablevision/Optimum
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Wireless Sessions	8,348	16,210
33a	Reporting Method for Wireless Sessions	CT - Annual Count	
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	Y
37.	LIBID	8000587040	8000587040
38.	FSCSID	NY0694	NY0694
39.	Number of Bookmobiles in the Bookmobile Outlet Record	0	0
40.	Outlet Structure Status	00 (for no change from previous year)	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. 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, 2021 to December 31, 2021)	12	12
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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	EA - board members are elected by the library association membership
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List Officers and Board Members as of February 1, 2022. 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	First Name	Barbara	Barbara
10.10	Last Name	Matros	Matros
10.11	Mailing Address	PO Box 11	PO Box 11
10.12	City	Westhampton	Westhampton
10.13	Zip Code (5 digits only)	11977	11977
10.14	Phone (enter 10 digits only)	(631) 288-5672	(631) 288-5672
10.15	E-mail Address	bmatros@westhamptonlibrary.org	bmatros@westhamptonlibrary.org
10.16	Term Begins - Month	July	July

10.17	Term Begins - Year (yyyy)	2020		2019
10.18	Term Expires - Month	July		June
10.19	Term Expires - Year (yyyy)	2023		2022
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes		Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	N/A		N/A
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A		N/A
10.23	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 CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled		<i>Filled</i>
2.	First Name of Board Member	Susan		<i>Susan</i>
3.	Last Name of Board Member	Rosenberg		<i>Rosenberg</i>
4.	Mailing Address	PO Box 241		<i>PO box 241</i>
5.	City	Westhampton Beach		<i>Westhampton Beach</i>
6.	Zip Code (5 digits only)	11978		<i>11978</i>
7.	E-mail address	srosenberg@westhamptonlibrary.org		<i>srosenberg@westhamptonlibrary.org</i>
8.	Office Held or Trustee	Financial Officer		<i>Financial Officer</i>
9.	Term Begins - Month	July		<i>July</i>
10.	Term Begins - Year (year)	2021		<i>2018</i>
11.	Term Expires	July		<i>June</i>
12.	Term Expires - Year (yyyy)	2024		<i>2021</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired	Yes		<i>Yes</i>

previous trustee's term.
 Example: Trustee is filling
 the remainder of [name]'s
 term, which was to run
 from beginning date to
 ending date.

- 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. Status Filled *Filled*
- 2. First Name of Board Member Thomas *Thomas*
- 3. Last Name of Board Member Moore *Moore*
- 4. Mailing Address 36 Lilac Rd *36 Lilac Road*
- 5. City Westhampton Beach *Westhampton Beach*
- 6. Zip Code (5 digits only) 11978 *11978*
- 7. E-mail address tmoore@westhamptonlibrary.org *tmoore@westhamptonlibrary.org*
- 8. Office Held or Trustee Trustee *Trustee*
- 9. Term Begins - Month July *July*
- 10. Term Begins - Year (year) 2020 *2020*
- 11. Term Expires July *June*
- 12. Term Expires - Year (yyyy) 2023 *2023*

- 13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes *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 N

- 1. Status Filled *Filled*

2.	First Name of Board Member	Mitchell	<i>Mitchell</i>
3.	Last Name of Board Member	Schechter	<i>Schechter</i>
4.	Mailing Address	22 Tuttle Place	<i>22 Tuttle Place</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>mschechter@westhamptonlibrary.org</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2019	<i>2019</i>
11.	Term Expires	July	<i>June</i>
12.	Term Expires - Year (yyyy)	2022	<i>2022</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	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>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Robert	<i>Steve</i>
3.	Last Name of Board Member	Santucci	<i>Wisnoski</i>
4.	Mailing Address	26 Peters Lane	<i>51 Baycrest Avenue</i>
5.	City	Westhampton Beach	<i>Westhampton</i>
6.	Zip Code (5 digits only)	11978	<i>11977</i>
7.	E-mail address	rsantucci@westhamptonlibrary.org	<i>swisnoski@westhamptonlibrary.org</i>
8.	Office Held or Trustee	Vice President	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2019	<i>2020</i>
11.	Term Expires	July	<i>June</i>
12.	Term Expires - Year (yyyy)	2022	<i>2023</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	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>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Stephen	<i>Mary Anne</i>
3.	Last Name of Board Member	Wisnoski	<i>Yutes</i>
4.	Mailing Address	51 Baycrest Avenue	<i>450 Montauk Hwy</i>
5.	City	Westhampton	<i>Westhampton Beach</i>
6.	Zip Code (5 digits only)	11977	<i>11978</i>
7.	E-mail address	swisnoski@westhamptonlibrary.org	<i>mayutes@westhamptonlibrary.org</i>
8.	Office Held or Trustee	Trustee	<i>Secretary</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2020	<i>2018</i>
11.	Term Expires	July	<i>June</i>
12.	Term Expires - Year (yyyy)	2023	<i>2021</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office	N/A	<i>N/A</i>

	(mm/dd/yyyy) was taken		
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.	Status	Filled	Filled
2.	First Name of Board Member	Mary Anne	Robert
3.	Last Name of Board Member	Yutes	Santucci
4.	Mailing Address	57 Station Rd	26 Peters Lane
5.	City	Westhampton	Westhampton Beach
6.	Zip Code (5 digits only)	11977	11978
7.	E-mail address	mayutes@westhamptonlibrary.org	rsantucci@westhamptonlibrary.org
8.	Office Held or Trustee	Secretary	Vice President
9.	Term Begins - Month	July	July
10.	Term Begins - Year (year)	2021	2019
11.	Term Expires	July	June
12.	Term Expires - Year (yyyy)	2024	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	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	N

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Mary Anne Yutes	Barbara Matros
2.	Has the trustee participated	Y	Y

in trustee education in the last calendar year (2021)?

- | | | | |
|----|---|--------------------|---------------------------|
| 1. | Trustee Name | Thomas Moore | <i>Thomas Moore</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y | Y |
| | | | |
| 1. | Trustee Name | Robert Santucci | <i>Susan Rosenberg</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y | Y |
| | | | |
| 1. | Trustee Name | Barbara Matros | <i>Mitchell Schechter</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y | Y |
| | | | |
| 1. | Trustee Name | Mitchell Schechter | <i>Stephen Wisnoski</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y | Y |
| | | | |
| 1. | Trustee Name | Susan Rosenberg | <i>Mary Anne Yutes</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y | Y |
| | | | |
| 1. | Trustee Name | Stephen Wisnoski | <i>Robert Santucci</i> |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y | Y |

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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 school districts which are the source of funds.

- 11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; 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 School District	Westhampton Beach UFSD	<i>Westhampton Beach UFSD</i>
3.	Amount	\$2,241,873	<i>\$3,205,268</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>Y</i>
5.	Written Contractual Agreement	Y	<i>Y</i>

1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	E. Quogue UFSD
3.	Amount	\$270,925
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 School District	Easport South Manor UFSD
3.	Amount	\$239,877
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 School District	Remsenberg Speonk UFSD
3.	Amount	\$253,442
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 School District	East Moriches UFSD

3.	Amount	\$66,305	
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 School District	Westhampton Beach UFSD	
3.	Amount	\$10,487	
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	
5.	Written Contractual Agreement	N	
11.2	TOTAL LOCAL PUBLIC FUNDS	\$3,082,909	\$3,205,268

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$2,232	\$1,777
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$0
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$0	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$2,232	\$1,777

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
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Federal Aid/Other Receipts**FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0

11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
OTHER RECEIPTS			
11.14	Gifts and Endowments	\$25,912	\$17,809
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$2,041	\$3,668
11.17	Library Charges	\$21,588	\$43,903
11.18	Other	\$5,819	\$4,821
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$55,360	\$70,201
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$3,140,501	\$3,277,246
11.21	BUDGET LOANS	\$0	\$0
Transfers/Grant Total			
TRANSFERS			
11.22	From Capital Fund (Same as Question 14.8)	\$27,667	\$321,957
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$27,667	\$321,957
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$1,626,041	\$1,248,596
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$4,794,209	\$4,847,799

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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	\$708,284	\$676,974
12.2	Other Staff	\$771,278	\$738,252
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,479,562	\$1,415,226
12.4	Employee Benefits Expenditures	\$439,622	\$393,138
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,919,184	\$1,808,364

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$62,634	\$55,059
12.7	Electronic Materials Expenditures	\$90,691	\$75,499
12.8	Other Materials Expenditures	\$49,927	\$35,424
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$203,252	\$165,982

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$9,294	\$37,789
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$9,294	\$37,789

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$37,394	\$111,206
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$37,394	\$111,206
12.16	Other Disbursements for	\$153,221	\$155,482

Operation & Maintenance
of Buildings

12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$190,615	\$266,688
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MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$32,754	\$42,405
12.19	Telecommunications	\$8,299	\$7,315
12.20	Postage and Freight	\$8,997	\$8,949
12.21	Professional & Consultant Fees	\$32,266	\$35,024
12.22	Equipment	\$18,042	\$19,688
12.23	Other Miscellaneous	\$218,872	\$270,455
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$319,230	\$383,836

Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$21,094	\$20,524
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$543,405	\$538,575
12.27	From Other Funds (73OF)	\$0	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$543,405	\$538,575

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$543,405	\$538,575

12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$3,206,074	\$3,221,758
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	Transfer to Other Funds	\$0	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0	\$0
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$3,206,074	\$3,221,758
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$1,588,135	\$1,626,041
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$4,794,209	\$4,847,799

ASSURANCE

12.41	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).	02/16/2021	03/17/2021
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	08/12/2021	08/20/2020
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2020 - 06/30/2021	07/01/2019-06/30/2020
12.44	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

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

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	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$12,795	\$357,731
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$12,795	\$357,731

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$12,795	\$357,731
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$12,795	\$357,731
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$27,460	\$244,818
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$40,255	\$602,549

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	\$12,588	\$253,132
14.2	Incidental Construction	\$0	\$0
Other Disbursements			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$12,588	\$253,132
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$27,667	\$321,957
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$40,255	\$575,089
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2021	\$0	\$27,460
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$40,255	\$602,549

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	15.00	16.15
16.2	Total Librarians	15.88	18.89
16.3	All Other Paid Staff	14.04	25.14
16.4	Total Paid Employees	29.92	44.03

16.5	State Government Revenue	\$2,232	\$1,777
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$55,360	\$70,201
16.8	Total Operating Revenue	\$3,140,501	\$3,277,246
16.9	Other Operating Expenditures	\$530,939	\$671,048
16.10	Total Operating Expenditures	\$2,653,375	\$2,645,394
16.11	Total Capital Expenditures	\$49,549	\$612,878
16.12	Print Materials	52,817	54,702
16.13	Total Registered Borrowers	13,718	13,677
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	22	20
16.16	Total Uses (sessions) of Public Internet Computers Per Year	115,424	8,470
16.17	Wireless Sessions	8,348	16,210
16.18	Total Capital Revenue	\$12,795	\$357,731

17. FOR NEW YORK STATE LIBRARY USE ONLY

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

SUGGESTED IMPROVEMENTS

Library Name:	WESTHAMPTON FREE LIBRARY	WESTHAMPTON FREE LIBRARY
Library System:	Suffolk Cooperative Library System	Suffolk Cooperative Library System
Name of Person Completing Form:	Jay Janoski	Danielle Waskiewicz
Phone Number:	(631) 288-3335	(631) 288-3335
I am satisfied that this resource (Collect) is	Neither Agree nor Disagree	Neither Agree nor Disagree

meeting library needs:

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

Neither Agree nor Disagree

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!