Westhampton Free Library
Annual Report For Public And Association Libraries - 2023

	CURRENT YEAR	*PREVIOUS YEAR*

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes]

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, 2023, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

		CURRENT YEAR	*PREVIOUS YEAR*
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*
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	07/01/2022	*07/01/2021*
1.7	Ending Fiscal Reporting Year	06/30/2023	*06/30/2022*
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 reporting year. Enter N/A if No was answered to Question 1.8.	N/A	*N/A*
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2022	*07/01/2021*
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023	*06/30/2022*
1.13	Address Status	00 (for no change from previous year)	*00*
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)	westhamptonlibrary.net	*westhamptonlibrary.net*
1.24	Population Chartered to Serve (per 2020 Census)	6,691	*6,691*
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 or the date of the provisional charter if the library does not have an absolute charter	07/02/1902	*07/02/1902*
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 <u>current</u> 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	██████████████	██████████████

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 residing outside the system's service area?	N	N
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (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

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	Westhampton Beach UFSD	*Westhampton Beach UFSD*
2.	Indicate the type of municipality or district holding the public vote	School District	*School District*
3.	Date the vote was held (mm/dd/2023)	05/16/2023	*06/17/2022*
4.	Was the vote successful? Y/N	Y	*Y*
5.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))	*school district ballot proposition (Ed. Law Â§259(1)(a))*
6a.	Most recent prior year approved appropriation from a public vote:	$2,472,358	*$2,368,767*

6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$77,835	$103,591

6c.	Total proposed appropriation (manually sum of 6a and 6b):	$2,550,193	$2,472,358

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N

Please Note: last year's answers for repeating groups cannot be displayed.

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

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)	05/16/2023

4.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))

5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	$2,550,193

| 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. | Y | | Y |

Unusual Circumstances

1.	Name of contracting municipality or district	East Quogue Union Free School District	*East Quogue UFSD*
2.	Is this a written contractual agreement?	N	*N*
3.	Population of the geographic area served by this contract	4,643	*4,643*
4.	Dollar amount of contract	$296,617	*$270,925*
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	*Eastport South Manor UFSD*
2.	Is this a written contractual agreement?	N	*N*
3.	Population of the geographic area served by this contract	18,927	*18,927*
4.	Dollar amount of contract	$234,253	*$239,877*

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

1.	Name of contracting municipality or district	Remsenberg Speonk UFSD		*Remsenberg Speonk UFSD*
2.	Is this a written contractual agreement?	N		*N*
3.	Population of the geographic area served by this contract	1,953		*1,953*
4.	Dollar amount of contract	$257,563		*$253,442*
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		*5,755*
4.	Dollar amount of contract	$65,136		*$66,305*
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 Note; if no, please go to Part 2, Library Collection. | N | | N |

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

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	15,975		*15,112*
2.2	Adult Non-fiction Books	12,839		*12,507*
2.3	Total Adult Books (Total questions 2.1 & 2.2)	28,814		*27,619*
2.4	Children's Fiction Books	16,188		*15,950*
2.5	Children's Non-fiction Books	7,573		*7,296*
2.6	Total Children's Books (Total questions 2.4 & 2.5)	23,761		*23,246*

2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	52,575	*50,865*

Other Print Materials

2.8	Total Uncataloged Books	0	*0*
2.9	Total Print Serials	1,265	*1,307*
2.10	All Other Print Materials	0	*0*
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,265	*1,307*
2.12	Total Print Materials (Total questions 2.7 and 2.11)	53,840	*52,172*

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	436,427	*507,027*
2.14	Local Electronic Collections	43	*43*
2.15	NOVEL$_{NY}$ Electronic Collections	15	*15*
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	58	*58*
2.17	Audio - Downloadable Units	468,426	*434,881*
2.18	Video - Downloadable Units	4,122	*6,063*

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.)	23,602	23,368
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	932,635	971,397

Non-Electronic Materials

2.21	Audio - Physical Units	2,254	2,565
2.22	Video - Physical Units	16,077	16,033
2.23	Other Circulating Physical Items	1,571	1,494
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	19,902	72,264

Grand Total / Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	1,006,377	1,043,661

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	2,948	2,998
2.27	All Other Print Materials	781	740
2.28	Electronic Materials	487,500	154,238
2.29	All Other Materials	678	1,033

| 2.30 | Total Additions (Total questions 2.26 through 2.29) | 491,907 | 159,009 |

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 <u>calendar</u> year. Please click <u>here</u> to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

| 3.1 | Library visits (total annual attendance) | 80,538 | 58,279 |

| 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 | 9,389 | 8,982 |

| 3.3 | Registered non-resident borrowers | 4,260 | 4,537 |

Please report information on WRITTEN POLICIES as of 12/31/23.

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

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

| 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 12/31/23.
ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y		Y
3.12	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? If no, go to next question

	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

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	260	205
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	2,747	3,762
3.18a	Number of Sessions Targeted at Children Ages 6-11	206	66

Note: Last year we targeted the audience differently from the 6-11 demographic. Last year's number represents an audience of 5-8 years old, which was the closest we could get to the parameters asked for. With the wider age range and, therefore a wider pool, that number increased.Â

3.18b	Attendance at Sessions Targeted at Children Ages 6-11	1,410	681

3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	244	185
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	1,696	817
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	1,165	497
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	12,003	4,046

Note: Now counting museum pass usage.

3.21a	Number of General Interest Program Sessions	110	38
3.21b	Attendance at General Interest Program Sessions	4,692	2,440
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	1,985	991
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	22,548	11,746

Live Programs Categorized by Venue

3.24a	Total Live Onsite Program Sessions	1,814	497
3.24b	Total Live Onsite Program Attendance	16,860	5,237
3.25a	Total Live Offsite Program Sessions	123	303
3.25b	Total Live Offsite Program Attendance	4,793	3,463

3.26a	Total Live Virtual Program Sessions	48		*191*
3.26b	Total Live Virtual Program Attendance	895		*3,046*
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	1,985		
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	22,548		

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	123		*216*
3.30	Total Views of Prerecorded Program Presentations within 30 Days	4,793		*6,500*
3.31	One-on-One Program Sessions	396		*1,463*

Note: No longer counting museum passes as "one on one", far fewer "take and make" programs this year.

3.32	Attendance at One-on-One Program Sessions	396		*1,463*

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	Y		*Y*

3.34	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*

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	1	*1*
3.37	Children registered for the library's summer reading program	263	*181*
3.38	Young adults registered for the library's summer reading program	63	*63*
3.39	Adults registered for the library's summer reading program	72	*43*
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	398	*287*
3.41a	Children's program sessions - Summer 2023	72	*24*
3.41b	Children's program attendance - Summer 2023	451	*254*

Note: last year represented birth to grade 3. This year represents birth to grade 5.

3.42a	Young adult program sessions - Summer 2023	42	*43*

3.42b	Young adult program attendance - Summer 2023	154		217
3.43a	Adult program sessions - Summer 2023	316		277
3.43b	Adult program attendance - Summer 2023	3,678		3,028
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	430		344
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	4,283		3,499
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	N		
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y		

COLLABORATORS

3.48	Public school district(s) and/or BOCES	5		5
3.49	Non-public school(s)	1		1
3.50	Childcare center(s)	7		7
3.51	Summer camp(s)	1		0
3.52	Municipality/Municipalities	2		2
3.53	Literacy provider(s)	1		0
3.54	Other (describe using the State note)	0		0

3.55	Total Collaborators (total 3.48 through 3.54)	17		15

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.
EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y		Y
3.57a	Focus on birth - school entry (kindergarten) sessions	260		299
3.57b	Focus on birth - school entry (kindergarten) attendance	2,747		2,009
3.58a	Focus on parents & caregivers sessions	3		0
3.58b	Focus on parents & caregivers attendance	293		0
3.59a	Combined audience sessions	185		217
3.59b	Combined audience attendance	8,590		7,701
3.60	Total Sessions	448		1,032
3.61	Total Attendance	11,630		19,420

3.62 - 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

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.
ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y		*No*
3.64a	Total group program sessions			*0*
3.64b	Total group program attendance			*0*
3.65a	Total one-on-one program sessions			*0*
3.65b	Total one-on-one program attendance			*0*

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No		Yes
b.	Public School District(s) and/or BOCES	No		No
c.	Non-Public Schools	No		No

		No		Yes
d.	Other (see instructions and describe using Note)	No		Yes

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y		Y
3.68a	Children's program sessions	27		23
3.68b	Children's program attendance	65		52
3.69a	Young adult program sessions	0		0
3.69b	Young adult program attendance	0		0
3.70a	Adult program sessions	30		38
3.70b	Adult program attendance	210		38
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	57		61
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	275		90
3.73a	One-on-one program sessions			0

3.73b	One-on-one program attendance		0

3.74 - 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 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.76a	Total group program sessions	5	10
3.76b	Total group program attendance	54	103
3.77a	Total one-on-one program sessions	1,536	921
3.77b	Total one-on-one program attendance	1,536	921

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)
CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	17,341	*16,740*
4.2	Adult Non-fiction Books	6,394	*5,939*
4.3	Total Adult Books (Total questions 4.1 & 4.2)	23,735	*22,679*
4.4	Children's Fiction Books	19,776	*16,573*
4.5	Children's Non-fiction Books	4,749	*3,981*
4.6	Total Children's Books (Total questions 4.4 & 4.5)	24,525	*20,554*
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	48,260	*43,233*

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	11,585	*9,539*
4.9	Circulation of Children's Other Materials	1,713	*1,119*
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	13,298	*10,658*
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	61,558	*53,891*

ELECTRONIC USE

4.12	Use of Electronic Material	74,610	*61,777*
4.13	Successful Retrieval of Electronic Information	14,117	*79,456*
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	88,727	*141,233*

4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	136,168		*115,668*
4.16	Total Collection Use (Total questions 4.13 & 4.15)	150,285		*195,124*
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	26,238		*21,673*
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No		*No*

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	10,790		*6,495*
4.19a	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*
4.20	Does the library offer virtual reference?	Y		*Y*

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	10,056		*12,979*

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	7,672		*7,433*

5. TECHNOLOGY AND TELECOMMUNICATIONS

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	29,000		42,905
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		Suffolk Cooperative Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Dave Jones		Dave Jones
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 288-3335		(631) 288-3335
5.12	IT contact's email address	██████████		██████████

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1		1
6.3	Vacant Library Director (certified)	0		0
6.4	Library Manager (not certified)	0		0
6.5	Vacant Library Manager (not certified)	0		0
6.6	Librarian	16		16
6.7	Vacant Librarian	0		0
6.8	Library Specialist/Paraprofessional	6		3
6.9	Vacant Library Specialist/Paraprofessional	0		0
6.10	Other Staff	16		16
6.11	Vacant Other Staff	0		0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	39.00		36.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00		0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1		*1*
6.15	Salary - Library Director (certified)	$138,627		*$132,025*
6.16	FTE - Library Manager (not certified)	0		*0*
6.17	Salary - Library Manager (not certified)	$0		*$0*
6.18	FTE - Librarian	1		*1*
6.19	Salary - Librarian	$50,527		*$49,536*

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. 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.

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 Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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		55.00
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		55.00
8.10	Annual Total Hours - Main Library	1,659.00		1,659.00

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		1,659.00

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre–filled with prior year answers but not locked to allow updating.

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 will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Westhampton Free Library	WESTHAMPTON FREE LIBRARY
2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	7 Library Avenue	7 LIBRARY AVENUE
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	Westhampton Beach	WESTHAMPTON BEACH
6.	Zip Code	11978	11978
7.	Phone (enter 10 digits only)	(631) 288-3335	(631) 288-3335
8.	Fax Number (enter 10 digits only)	(631) 288-5715	(631) 288-5715
9.	E-mail Address	whamlib@westhamptonlibrary.org	whamlib@westhamptonlibrary.org

10.	Outlet URL	http://www.westhamptonlibrary.net	*http://www.westhamptonlibrary.net*
11.	County	Suffolk	*SUFFOLK*
12.	School District	Westhampton Beach	*Westhampton Beach*
13.	Library System	Suffolk Cooperative Library System	*Suffolk Cooperative Library System*
14.	Outlet Type Code (select one):	CE	*CE*
15.	Public Service Hours Per Year for This Outlet	1,659	*1,659*
16.	Number of Weeks This Outlet is Open	52	*52*
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	*Y*
18.	Is the meeting space available for public use even when the outlet is closed?	N	*N*
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	254	*44*
20.	Enter the appropriate outlet code (select one):	LO	*LO*
21.	Who owns this outlet building?	Library Board	*Library Board*
22.	Who owns the land on which this outlet is built?	Library Board	*Library Board*
23.	Indicate the year this outlet was initially constructed	2010	*2010*

#	Question		
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2018	*2018*
25.	Square footage of the outlet	14,250	*14,250*
26.	Number of Internet Computers Used by General Public	26	*26*
27.	Number of uses (sessions) of public Internet computers per year	4,267	*14,261*
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	*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	Password required	*No restrictions to access*
33.	Wireless Sessions	10,149	*9,162*
33a	Reporting Method for Wireless Sessions	CT - Annual Count	*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?	Y	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*

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. 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, 2023 to December 31, 2023)	12	*12*

NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-7	*5-7*

| 10.3 | If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. | 7 | 7 |

| 10.4 | If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. | N/A | |

Note: We have a range of trustees from 5-7

| 10.5 | What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note. | 3 | *3* |

| 10.6 | I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note. | N | *Y* |

Note: We have a new trustee who was appointed by the Board of Trustees on October 18, 2023. She replaces another trustee who could no longer fulfil her obligations.

BOARD MEMBER SELECTION

| 10.7 | 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* |

Please Note: last year's answers for repeating groups cannot be displayed.
Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. 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. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

| 1. | Status | Filled | *Filled* |

| 2. | First Name of Board Member | Susan | *Susan* |

3.	Last Name of Board Member	Rosenberg	*Rosenberg*
4.	Mailing Address	██████	██████
5.	City	████████	████████
6.	Zip Code (5 digits only)	██	██
7.	E-mail address	████████████	████████████
8.	Office Held or Trustee	Financial Officer	*Financial Officer*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2024	*2024*
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	Mary Anne	*Mary Anne*
3.	Last Name of Board Member	Yutes	*Yutes*
4.	Mailing Address	██████	██████
5.	City	█████	█████
6.	Zip Code (5 digits only)	███	███
7.	E-mail address	█████████	█████████
8.	Office Held or Trustee	Secretary	*Secretary*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	July	*July*
12.	Term Expires - Year (yyyy)	2024	*2024*
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	*Mitchell*
3.	Last Name of Board Member	Schecter	*Schecter*
4.	Mailing Address	██████	██████
5.	City	███████	███████
6.	Zip Code (5 digits only)	██	██
7.	E-mail address	████████████	████████████
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2022	*2022*
11.	Term Expires	July	*July*
12.	Term Expires - Year (yyyy)	2025	*2025*

#	Field		
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	Robert	*Robert*
3.	Last Name of Board Member	Santucci	*Santucci*
4.	Mailing Address	███████	██████
5.	City	█████████	████████
6.	Zip Code (5 digits only)	████	████
7.	E-mail address	██████████████	███████████████
8.	Office Held or Trustee	Vice President	*Vice President*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2022	*2022*

No.	Field		
11.	Term Expires	July	*July*
12.	Term Expires - Year (yyyy)	2025	*2025*
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?	Y	*Y*
1.	Status	Filled	*Filled*

Note: Needs to be deleted.

No.	Field		
2.	First Name of Board Member	Priscilla	*Stephan*
3.	Last Name of Board Member	Adam	*Wisnoski*
4.	Mailing Address	███████	███████
5.	City	███████	██████
6.	Zip Code (5 digits only)	11978	*11977*
7.	E-mail address	████████████	███████████
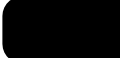
#	Field	Value 1	Value 2
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2022	*2020*
11.	Term Expires	July	*July*
12.	Term Expires - Year (yyyy)	2023	*2023*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify 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.	No	*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?	Y	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Jessica	*Priscilla*
3.	Last Name of Board Member	Rodgers	*Adam*
4.	Mailing Address	███████	███████

5.	City	████████	████████
6.	Zip Code (5 digits only)	████	████
7.	E-mail address	████████	████████
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	October	*July*
10.	Term Begins - Year (year)	2023	*2022*
11.	Term Expires	July	*July*
12.	Term Expires - Year (yyyy)	2026	*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.	No	*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?	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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *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		*School District*
2.	Name of funding County, Municipality or School District	Westhampton Beach Union Free School District		*Westhampton Beach UFSD*
3.	Amount	$2,571,703		*$2,368,217*
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	School District		*School District*
2.	Name of funding County, Municipality or School District	Westhampton Beach Union Free School District		*East Quogue UFSD*
3.	Amount	$20,686		*$270,925*
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	*School District*
2.	Name of funding County, Municipality or School District	East Quogue Union Free School District	*Eastport South Manor UFSD*
3.	Amount	$296,617	*$239,877*
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	*School District*
2.	Name of funding County, Municipality or School District	Eastport South Manor Union Free School District	*Remsenberg Speonk UFSD*
3.	Amount	$234,253	*$253,442*
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	*School District*
2.	Name of funding County, Municipality or School District	Remsenberg Speonk Union Free School District	*East Moriches*
3.	Amount	$257,563	*$66,305*
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	*School District*
2.	Name of funding County, Municipality or School District	East Moriches Union Free School District	*Westhampton Beach UFSD*
3.	Amount	$65,136	*$11,525*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	*N/A*
5.	Written Contractual Agreement	N	*N*

11.2	**TOTAL LOCAL PUBLIC FUNDS**	$3,445,958	*$3,210,291*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$1,983	*$1,731*
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)	$1,983	*$1,731*

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*

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	$46,898	*$40,813*
11.15	Fund Raising	$0	*$0*
11.16	Income from Investments	$4,838	*$1,325*
11.17	Library Charges	$53,536	*$47,280*
11.18	Other	$10,098	*$9,808*
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$115,370	*$99,226*

11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$3,563,311	*$3,311,248*
11.21	**BUDGET LOANS**	$0	*$0*

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0	*$0*
11.23	From Other Funds	$0	*$0*
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0	*$0*
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	$1,464,036	*$1,588,135*
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)	$5,027,347	*$4,899,383*

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). 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	$800,557	$763,953
12.2	Other Staff	$874,155	$829,500
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$1,674,712	$1,593,453
12.4	**Employee Benefits Expenditures**	$585,203	$515,402
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$2,259,915	$2,108,855

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$55,690	$54,747
12.7	Electronic Materials Expenditures	$98,695	$92,470
12.8	Other Materials Expenditures	$29,235	$34,472
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$183,620	$181,689

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$18,955	$24,440
12.11	From Other Funds (71OF)	$0	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$18,955	$24,440

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$42,879	$59,169

12.14	From Other Funds (72OF)	$0	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$42,879	*$59,169*
12.16	Other Disbursements for Operation & Maintenance of Buildings	$164,099	*$160,485*
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$206,978	*$219,654*

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$29,157	*$19,449*
12.19	Telecommunications	$15,724	*$11,349*
12.21	Professional & Consultant Fees	$35,829	*$46,871*
12.22	Equipment	$17,984	*$13,320*
12.23	Other Miscellaneous	$305,865	*$237,282*
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	$404,559	*$337,060*

Contracts / Debt Service / Transfers / Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$25,265	*$21,799*

DEBT SERVICE
Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$539,050	*$541,850*
12.27	From Other Funds (73OF)	$0	*$0*

12.28	**Total** (Add Questions 12.26 and 12.27)	$539,050		$541,850

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)	$539,050		$541,850
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$3,638,342		$3,435,347

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)	$3,638,342		$3,435,347

12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	$1,389,005	$1,464,036
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$5,027,347	$4,899,383

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).	02/21/2024	02/15/2023

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	08/04/2023	08/10/2022
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2022-06/30/2023	07/01/2021 06/30/2022
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 here. If Yes, complete the Capital Fund Report.	N	N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 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	$0	*$0*
13.5	Other State Aid	$0	*$0*
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0	*$0*

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0	*$0*

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)	$0	*$0*
13.10	**NON-REVENUE RECEIPTS**	$0	*$0*
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$0	*$0*
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$0	*$0*

13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$0		*$0*

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*
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)	$0		*$0*
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0		*$0*
14.9	**NON-PROJECT EXPENDITURES**	$0		*$0*
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0		*$0*

| 14.11 | **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2023 | $0 | | *$0* |
| 14.12 | **TOTAL CASH DISBURSEMENTS AND BALANCE** (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	14.88	*14.88*
16.2	Total Librarians	20.13	*17.51*
16.3	All Other Paid Staff	14.00	*14.00*
16.4	Total Paid Employees	34.13	*31.51*
16.5	State Government Revenue	$1,983	*$1,731*
16.6	Federal Government Revenue	$0	*$0*
16.7	Other Operating Revenue	$115,370	*$99,226*
16.8	Total Operating Revenue	$3,563,311	*$3,311,248*
16.9	Other Operating Expenditures	$636,802	*$578,513*
16.10	Total Operating Expenditures	$3,080,337	*$2,869,057*
16.11	Total Capital Expenditures	$18,955	*$24,440*

16.12	Print Materials	53,840	52,172
16.12a	Total Physical Items in Collection	73,742	72,264
16.13	Total Registered Borrowers	13,649	13,519
16.14	Other Capital Revenue and Receipts	$0	$0
16.15	Number of Internet Computers Used by General Public	26	26
16.16	Total Uses (sessions) of Public Internet Computers Per Year	4,267	14,261

Note: We may have inadvertently folded our wireless numbers into that total.

16.17	Wireless Sessions	10,149	9,162
16.18	Total Capital Revenue	$0	$0

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	SU1	SU1
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   *Jay Janoski*

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   Neither Agree nor Disagree   *Neither Agree nor Disagree*
library services to the
public:

Please share with us your
suggestions for improving
the *Annual Report*. When
providing feedback, if
applicable please indicate   *Response has been entered.*
the question number each
comment/suggestion refers
to. Thank you!