West Islip Public Library
Board Meeting Minutes
March 16, 2022

Present:
Marilyn Gutierrez, President
Dana Waite Esposito, Vice President
Simonne Harkavy
Louise Sokolowski
Margaret Bell
Andrew Hamm, Director

Meeting was called to order by Marilyn Gutierrez at 6:44 p.m.

Simonne Harkavy made a motion to approve the minutes of the February 16, 2022 monthly meeting, as corrected. Dana Esposito seconded. Unanimous.

Louise Sokolowski made a motion to approve the Donation Report for February 2022 (see addendum). Seconded by Margaret Bell. Unanimous.

Dana Esposito made a motion to approve the Discard Report dated March 16, 2022 (see addendum). Seconded by Louise Sokolowski. Unanimous.

Simonne Harkavy made a motion to approve the Financial Reports for February 28, 2022 (see addendum). Dana Esposito seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the Payroll Warrants of February 17 and March 3, 2022, and Library warrants A and B of March 16, 2022 (see addendum). Louise Sokolowski seconded. Unanimous.

Margaret Bell made a motion to approve the following revision to the resolution of February 16, 2022 regarding mask requirements in the West Islip Public Library building:

> "Use of Masks will be *encouraged* (rather than required) for staff working in public areas, as well as in staff areas where it is not possible to maintain a six-foot distance from other staff."

Seconded by Simonne Harkavy. Unanimous.

Dana Esposito made a motion to approve proposal from EMTEC Consulting Engineers to prepare and submit all necessary documentation and drawings to the NY State Education Department for the HVAC Capital Project at a cost of $5,000, not including filing costs that will be paid by the Library. Seconded by Louise Sokolowski. Unanimous.

Marilyn Gutierrez made a motion to approve the New York State Annual Report for Public and Association Libraries 2021 (see addendum). Seconded by Dana Esposito. Unanimous.

Dana Esposito made a motion to approve proposal from SJ Electric dated March 11, 2022 for replacement of ballasts and bulbs at a cost of $2,260.00. Seconded by Margaret Bell. Unanimous.

There being no further business, Louise Sokolowski made made a motion to adjourn at 8:23 p.m. Simonne Harkavy seconded. Unanimous.

The next Library Board Meeting is April 20, 2022.

Respectfully submitted,

Andrew J. Hamm
Director

WEST ISLIP PUBLIC LIBRARY
3 Higbie Lane, West Islip, NY 11795

Donations for the month of: February 2022

Second District Federated Garden Clubs of NYS $100.00

Giving Tree Leaf (Gold) in Memory of Carolyn Agenjo
$250.00 from Darlene Dempsey

WP12/cal

Discard List: March 16, 2022

Epson Stylus Pro 7600 S/N: D8U0040068

Reason: Performance issues / outdated / lack of supplies - Discard

West Islip Public Library
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1030 · FNBLI Saving	2,725,896.36
1035 · FNBLI Checking	99,302.83
1040 · FNBLI Lee Schwarz	23,109.53
1055 · People's United Bank	1,322,370.96
1075 · Petty Cash	800.00
Total Checking/Savings	4,171,479.68
Total Current Assets	4,171,479.68
TOTAL ASSETS	**4,171,479.68**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2310 · Due to Friends	738.05
2425 · Disablity W/H	247.96
Total Other Current Liabilities	986.01
Total Current Liabilities	986.01
Total Liabilities	986.01
Equity	
3000 · Unassigned Fund Balance	2,128,015.85
3125 · Restricted Fund Lee Schwarz	23,060.50
3200 · Committed Compensated Absence	395,803.44
3250 · Committed Post Employ. Benefit	879,252.00
Net Income	744,361.88
Total Equity	4,170,493.67
TOTAL LIABILITIES & EQUITY	**4,171,479.68**

West Islip Public Library
Profit & Loss
July 2021 through February 2022

	Jul '21 - Feb 22
Income	
4000 · Real Property Tax	3,079,139.22
4010 · Pilot	0.00
4050 · Interest Income	6,098.78
4100 · VHS Fines	12.00
4110 · Lost Videos/Cases/DVD	10.00
4125 · Book Fines/Lost Cards	92.00
4150 · Books Lost/Paid	2,454.70
4177 · Computer Flash Drives	21.00
4178 · Head Phones Ear Buds	11.50
4179 · Print Cards	1,091.20
4210 · Ticket Sales	16,241.00
4220 · Coffee Sales	584.05
4225 · FAX Machine/Telephone	212.00
4255 · Other/Discards	624.24
4300 · Local Library Services Aid	8,071.00
4450 · Other Grants	18,385.00
4500 · Gifts and Donations	216.54
4900 · Donor Tree Project	325.00
Total Income	3,133,589.23
Expense	
5000 · Prof. Salary, Dept. 101	627,468.97
5010 · Clerical Salaries, Dept. 102	389,724.71
5030 · Adult and Jr.Lib.Aid, Dept.103	74,687.55
5040 · Custodial Salaries, Dept. 104	93,173.67
5200 · Social Security Expense	71,258.09
5210 · Medicare Expense	17,006.51
5220 · NY State Retirement	203,820.00
5230 · Worker's Compensation	22,104.92
5240 · Disability Expense	3,939.31
5250 · Health Insurance	192,770.81
5260 · Dental Insurance	6,412.32
5270 · Vision Insurance	1,321.44
5280 · Employee Assistance Program	2,507.50
6400 · Books Adult & YA	36,619.43
6405 · Books Childrens	14,423.27
6410 · Periodicals/Binding	2,513.14
6420 · Machine Read/Internet/Micrflm	36,559.92
6440 · Audio Visual Adult	4,458.54
6450 · Audio Visual Children	1,510.17
6490 · Library of Things	1,311.90
6500 · Miscellaneous/Bank Charges	0.00
7600 · Electronic Access	32,817.51
7610 · WIPL Software & License	10,015.80
7615 · Computer Supplies	1,978.64
7620 · Library Supplies	19,408.71
7630 · Telephone/FAX	4,384.97
7640 · Printing	11,274.00
7650 · UPS/Postage	5,559.81
7700 · Attorney	15,000.00
7725 · Other Professional Fees	350.00
7750 · Accountant	0.00
7775 · Administ. Contracts ADP	5,992.29
7780 · SCLS Member Support	40,491.00
7800 · Library Programs Adult	22,595.86
7810 · Library Programs YA	10,799.52
7850 · Children's Special Activities	90,747.43
7852 · Museum Passes	4,775.00
7854 · Tickets	16,802.25
7900 · Conference/Education	200.00
7925 · Membership Dues	1,291.00
7950 · Mileage	345.96
7975 · Expenses/Library Admin.	7,657.92
8000 · Insurance	32,742.73

West Islip Public Library
Profit & Loss
July 2021 through February 2022

	Jul '21 - Feb 22
8100 · Electric and Gas	79,158.31
8125 · Water	1,874.98
8200 · Building & Equipment Repair	11,358.21
8250 · Maintenance Supplies	8,541.96
8350 · Minor Furniture & Equipment	3,192.00
8400 · Maintenance Contracts	
8410 · Contracts - Printers & Copiers	9,046.37
8400 · Maintenance Contracts - Other	37,561.70
Total 8400 · Maintenance Contracts	46,608.07
8800 · Furniture & Equipment	6,195.00
9000 · Donor/Giving Tree Leaves	476.25
9900 · Capital Fund Expense	93,000.00
Total Expense	2,389,227.35
Net Income	**744,361.88**

West Islip Public Library
Profit & Loss
February 2022

	Feb 22
Income	
4000 · Real Property Tax	342,126.58
4050 · Interest Income	557.89
4125 · Book Fines/Lost Cards	21.59
4150 · Books Lost/Paid	242.95
4178 · Head Phones Ear Buds	2.00
4179 · Print Cards	6.60
4210 · Ticket Sales	3,151.00
4220 · Coffee Sales	110.00
4225 · FAX Machine/Telephone	32.00
4255 · Other/Discards	254.30
4450 · Other Grants	16,218.00
4900 · Donor Tree Project	250.00
Total Income	362,972.91
Expense	
5000 · Prof. Salary, Dept. 101	74,795.57
5010 · Clerical Salaries, Dept. 102	53,587.84
5030 · Adult and Jr.Lib.Aid, Dept.103	10,429.37
5040 · Custodial Salaries, Dept. 104	12,451.70
5200 · Social Security Expense	9,135.61
5210 · Medicare Expense	2,136.55
5250 · Health Insurance	24,110.24
6400 · Books Adult & YA	5,515.94
6405 · Books Childrens	4,483.49
6410 · Periodicals/Binding	102.87
6420 · Machine Read/Internet/Micrfim	723.39
6440 · Audio Visual Adult	450.26
6450 · Audio Visual Children	84.66
7600 · Electronic Access	233.32
7610 · WIPL Software & License	245.44
7620 · Library Supplies	1,444.98
7630 · Telephone/FAX	562.84
7650 · UPS/Postage	962.77
7775 · Administ. Contracts ADP	1,507.14
7800 · Library Programs Adult	3,354.89
7810 · Library Programs YA	1,218.25
7850 · Children's Special Activities	17,581.27
7852 · Museum Passes	550.00
7925 · Membership Dues	261.00
7950 · Mileage	60.25
7975 · Expenses/Library Admin.	3,464.66
8100 · Electric and Gas	9,527.02
8125 · Water	305.03
8200 · Building & Equipment Repair	1,142.50
8250 · Maintenance Supplies	934.53
8350 · Minor Furniture & Equipment	3,192.00
8400 · Maintenance Contracts	
8410 · Contracts - Printers & Copiers	601.52
8400 · Maintenance Contracts - Other	11,567.00
Total 8400 · Maintenance Contracts	12,168.52
9000 · Donor/Giving Tree Leaves	84.00
Total Expense	256,807.90
Net Income	**106,165.01**

West Islip Public - Capital
Balance Sheet
February 28, 2022

Assets		
FNBLI - Checking	$ 1,072,882.56	
Total Assets		$ 1,072,882.56
Liabilities		
Total Liabilities		0
Capital		
Fund Balance	$ 13,590.79	
Desg for Projects	$ 1,040,318.82	
Net Income	$ 18,972.95	
Total Capital - (see Capital Fund spreadsheet $85,992.93 + $986,889.63)		$ 1,072,882.56
Total Liabilities & Capital		$ 1,072,882.56

West Islip Public - Capital
Income Statement
For the Eight Months Ending February 28, 2022

	Current Month	Year to Date
Revenues		
Transfer From General Fund	0	$ 93,000.00
Interest Income	$ 207.71	$ 2,186.39
Total Revenues	$ 207.71	$ 95,186.39
Expenses		
Construction Expense	$ 11,595.62	$ 11,595.62
Building Improvement		
Computer Equipment		$ 32,322.10
Furniture and Equipment		$ 32,295.72
Total Expense	$ 11,595.62	$ 76,213.44
Net Income	$ (11,387.91)	$ 18,972.95

West Islip Public Library
Capital Fund
2/28/2022

	Status	Board Authorization	Project Balance 6/30/21	Allocation Adjustments	Authorization 21-22	Paid 21-22	Open PO's 21-22	Remaining authorization 2/28/2022
Security Camera	ongoing	10/20/2021	2,411.34		9,700.00		9,685.08	2,426.26
Computer Upgrades	ongoing		5,887.16					5,887.16
HVAC project	Planning		170,000.00			11,595.62	27,244.38	131,160.00
Meeting Room AV	in process	1/19/2022	34,000.00	724.60		32,322.10	2,402.50	-
Library Flooring	in process	1/19/2022			83,300.00		46,660.97	36,639.03
Meeting Room Flooring	Complete	1/19/2022	25,000.00	(324.60)		24,675.40		-
Children's Activity Room Flooring	Complete	1/19/2022	8,000.00	(379.68)		7,620.32		-
Smart Monitor	Complete	1/19/2022	6,675.60	(6,675.60)				-
Parking Lot	Complete	1/19/2022	1,531.40	(1,531.40)				-
LED Lighting	not yet begun		100,000.00					100,000.00
Solar Panels	not yet begun		100,000.00					100,000.00
Roof	not yet begun		500,000.00					500,000.00
Plaza	not yet begun		20,000.00					20,000.00
Electical Panel	not yet begun		75,000.00					75,000.00
Unallocated - (assigned to capital projects)		1/19/2022	5,404.11	8,186.68				13,590.79
Interest Earned					2,186.39			2,186.39
Total Capital Fund balance			1,053,909.61	-	95,186.39	76,213.44	85,992.93	986,889.63

West Islip Public Library
Profit & Loss
July 2021 through February 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			Budget FYE 6-30-22	Jul 21 - Feb 22	FEB 22	JAN 22	DEC 21	NOV 21	OCT 21	SEP 21	AUG 21	JUL 21	% of budget used	% of budget remaining	% of budget
2	Income														
3		4000 · Real Property Tax	$4,105,519.00	$3,079,139.22	$342,126.58	$ 342,126.58	$342,126.58	$ 342,126.58	$342,126.58	$342,126.58	$342,126.58	$684,253.16	75%	25%	98%
4		4010 · PILOT	$ 4,500.00	$ -							$ 4,700.60	$ (4,700.60)	0%	100%	0%
5		4025 · Assigned from fund balance	$ 25,000.00	$ -									0%	100%	1%
6		4050 · Interest Income	$ 25,000.00	$ 6,098.78	$ 557.89	$ 671.61	$ 730.94	$ 852.75	$ 850.13	$ 821.80	$ 848.34	$ 765.32	24%	76%	1%
7		4100 · VHS Fines		$ 12.00							$ 12.00		in 4125	in 4125	0%
8		4110 · Lost Videos/Cases/DVD		$ 10.00		$ 10.00							in 4125	in 4125	0%
9		4125 · Book Fines/Lost Cards		$ 92.00	$ 21.59	$ 14.30	$ 15.86	$ 32.30	$ (2.95)	$ 16.15	$ (5.25)		418%	-318%	0%
10		4150 · Books Lost/Paid	$ 2,500.00	$ 2,454.70	$ 242.95	$ 310.69	$ 213.84	$ 106.09	$ 447.29	$ 185.65	$ 436.44	$ 511.75	98%	2%	0%
11		4176 · Bus Trip Sales		$ -											0%
12		4177 · Computer Flash Drives		$ 21.00			$ 14.00		$ 7.00				in 4255	in 4255	0%
13		4178 · Head Phones Ear Buds		$ 11.50	$ 2.00	$ 3.50	$ 2.00	$ 2.00		$ 2.00			in 4255	in 4255	0%
14		4179 · Print Cards		$ 1,091.20	$ 6.60	$ 310.55			$ 524.00		$ 250.05		in 4255	in 4255	0%
15		4180 · Adult Library Program Revenue		$ -											0%
16		4190 · YA Program Revenue		$ -											0%
17		4200 · Children's Activity Revenue		$ -											0%
18		4210 · Ticket Sales		$ 16,241.00	$ 3,151.00	$ 700.00	$ 560.00	$ 280.00	$ 712.00	$ 1,928.00	$ 5,004.00	$ 3,906.00	in 4255	in 4255	0%
19		4220 · Coffee Sales		$ 584.05	$ 110.00	$ 113.90	$ 171.40		$ 112.75	$ 23.50	$ 52.50		in 4255	in 4255	0%
20		4225 · FAX Machine/Telephone	$ 7,500.00	$ 212.00	$ 32.00	$ 42.00	$ 21.00		$ 41.00	$ 15.00	$ 21.00	$ 40.00	3%	97%	0%
21		4255 · Other/Discards	$ 4,500.00	$ 624.24	$ 254.30	$ 11.85	$ 3.00	$ 115.66		$ 74.79	$ 244.64	$ (80.00)	3%	97%	0%
22		4300 · Local Library Services Aid	$ 7,000.00	$ 8,071.00						$ 8,071.00			115%	-15%	0%
23		4400 · NYS Building Project Grant		$ -											0%
24		4450 · Other Grants		$ 18,385.00	$ 16,218.00					$ 2,167.00					0%
25		4500 · Gifts and Donations	$ 17,000.00	$ 216.54					$ 100.00		$ 16.54	$ 100.00	1%	99%	0%
26		4900 · Donor Tree Project		$ 325.00	$ 250.00		$ 75.00						in 4500	in 4500	0%
27															
28	Total Income		$4,198,519.00	$3,133,589.23	$362,972.91	$ 344,314.98	$343,933.62	$ 343,515.38	$344,917.80	$355,431.47	$353,707.44	$684,795.63	75%	25%	100%

West Islip Public Library
Profit & Loss
July 2021 through February 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			Budget FYE 6-30-22	Jul 21 - Feb 22	FEB 22	JAN 22	DEC 21	NOV 21	OCT 21	SEP 21	AUG 21	JUL 21	% of budget used	% of budget remaining	% of budget
29	Expense														
30		5000 · Prof. Salary, Dept. 101	$1,165,000.00	$ 627,468.97	$ 74,795.57	$ 72,651.91	$ 99,933.55	$ 75,696.61	$ 75,345.28	$109,593.15	$ 75,042.68	$ 44,410.22	54%	46%	28%
31		5010 · Clerical Salaries, Dept. 102	$ 643,800.00	$ 389,724.71	$ 53,587.84	$ 26,055.53	$ 67,282.26	$ 44,237.71	$ 43,830.12	$ 81,276.38	$ 44,386.54	$ 29,068.33	61%	39%	15%
32		5030 · Adult and Jr.Lib.Aid, Dept.103	$ 190,000.00	$ 74,687.55	$ 10,429.37	$ 9,469.52	$ 9,405.33	$ 9,942.19	$ 9,830.20	$ 13,252.88	$ 8,887.40	$ 3,470.66	39%	61%	5%
33		5040 · Custodial Salaries, Dept. 104	$ 174,000.00	$ 93,173.67	$ 12,451.70	$ 11,359.04	$ 12,316.97	$ 12,418.72	$ 12,233.47	$ 17,202.41	$ 12,315.92	$ 2,875.44	54%	46%	4%
34		5200 · Social Security Expense	$ 134,714.00	$ 71,258.09	$ 9,135.61	$ 8,200.52	$ 10,741.34	$ 7,877.07	$ 8,525.30	$ 13,522.34	$ 8,538.30	$ 4,717.61	53%	47%	3%
35		5210 · Medicare Expense	$ 31,505.00	$ 17,006.51	$ 2,136.55	$ 1,917.86	$ 2,686.49	$ 2,009.13	$ 1,993.82	$ 3,162.49	$ 1,996.86	$ 1,103.31	54%	46%	1%
36		5220 · NY State Retirement	$ 260,000.00	$ 203,820.00				$ 268,073.00				$ (64,253.00)	78%	22%	6%
37		5230 · Worker's Compensation	$ 30,000.00	$ 22,104.92				$ 11,159.50				$ 10,945.42	74%	26%	1%
38		5240 · Disability Expense	$ 10,000.00	$ 3,939.31		$ 1,959.81			$ 1,979.50				39%	61%	0%
39		5250 · Health Insurance	$ 396,000.00	$ 192,770.81	$ 24,110.24	$ 25,783.04	$ 30,979.59	$ 20,454.06	$ 20,095.24	$ 29,722.88	$ 20,812.88	$ 20,812.88	49%	51%	9%
40		5260 · Dental Insurance	$ 15,000.00	$ 6,412.32		$ 1,603.08		$ 801.54	$ 801.54	$ 801.54	$ 801.54	$ 1,603.08	43%	57%	0%
41		5270 · Vision Insurance	$ 3,000.00	$ 1,321.44		$ 340.20		$ 163.54	$ 163.54	$ 163.54	$ 163.54	$ 327.08	44%	56%	0%
42		5280 · Employee Assistance Program	$ 3,000.00	$ 2,507.50							$ 2,507.50		84%	16%	0%
43		6400 · Books Adult & YA	$ 80,000.00	$ 36,619.43	$ 5,515.94	$ 3,107.49	$ 4,647.43	$ 7,042.95	$ 5,970.76	$ 4,162.68	$ 3,871.74	$ 2,300.44	46%	54%	2%
44		6405 · Books Childrens	$ 40,000.00	$ 14,423.27	$ 4,483.49	$ 2,426.29	$ 1,642.19	$ 778.73	$ 3,790.61	$ 123.71	$ 685.37	$ 492.88	36%	64%	1%
45		6410 · Periodicals/Binding	$ 25,000.00	$ 2,513.14	$ 102.87	$ 149.87	$ 226.79	$ 1,103.00	$ 266.39	$ 451.83	$ 186.44	$ 25.95	10%	90%	1%
46		6420 · Machine Read/Internet/Micrflm	$ 170,000.00	$ 36,559.92	$ 723.39	$ 183.87	$ 3,625.77	$ 8,289.26	$ 276.96	$ 23,167.68	$ 292.99		22%	78%	4%
47		6440 · Audio Visual Adult	$ 20,000.00	$ 4,458.54	$ 450.26	$ 600.04	$ 906.88	$ 528.08	$ 839.12	$ 369.74	$ 480.39	$ 284.03	22%	78%	0%
48		6450 · Audio Visual Children	$ 6,000.00	$ 1,510.17	$ 84.66	$ 339.83		$ 323.79	$ 466.81	$ 32.18	$ 151.65	$ 111.25	25%	75%	0%
49		6490 · Library of Things	$ 8,000.00	$ 1,311.90				$ 43.92	$ 960.00	$ 165.00	$ 142.98		16%	84%	0%
50		6500 · Miscellaneous		$ -					$ (5.00)	$ 5.00					0%
51		7600 · Electronic Access	$ 38,000.00	$ 32,817.51	$ 233.32	$ 5,775.77	$ 2,299.32	$ 233.32	$ 5,804.57	$ 233.32	$ 5,804.57	$ 12,433.32	86%	14%	1%
52		7610 · WIPL Software & License	$ 15,000.00	$ 10,015.80	$ 245.44	$ 1,939.73	$ 54.00	$ 356.99	$ 5,975.39	$ 62.00	$ 1,382.25		67%	33%	0%
53		7615 · Computer Supplies	$ 7,500.00	$ 1,978.64				$ 28.60	$ 1,360.08	$ 36.56	$ 364.31	$ 189.09	26%	74%	0%
54		7620 · Library Supplies	$ 32,000.00	$ 19,408.71	$ 1,444.98	$ 8,091.59	$ 2,195.85	$ 803.87	$ 1,959.55	$ 2,899.81	$ 1,241.81	$ 771.25	61%	39%	1%
55		7630 · Telephone/FAX	$ 9,500.00	$ 4,384.97	$ 562.84	$ 535.99	$ 543.63	$ 467.90	$ 639.80	$ 550.81	$ 547.97	$ 536.03	46%	54%	0%
56		7640 · Printing	$ 35,000.00	$ 11,274.00		$ 3,758.00		$ 3,758.00		$ 3,758.00			32%	68%	1%
57		7650 · UPS/Postage	$ 9,000.00	$ 5,559.81	$ 962.77	$ 1,002.03	$ 72.10	$ 962.77	$ 800.00	$ 880.07		$ 880.07	62%	38%	0%

West Islip Public Library
Profit & Loss
July 2021 through February 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			Budget FYE 6-30-22	Jul 21 - Feb 22	FEB 22	JAN 22	DEC 21	NOV 21	OCT 21	SEP 21	AUG 21	JUL 21	% of budget used	% of budget remaining	% of budget
58		7700 · Attorney	$ 15,500.00	$ 15,000.00		$ 7,500.00						$ 7,500.00	97%	3%	0%
59		7725 · Other Professional Fees	$ 1,500.00	$ 350.00				$ 350.00					23%	77%	0%
60		7750 · Accountant	$ 10,000.00	$ -					$ 10,200.00			$ (10,200.00)	0%	100%	0%
61		7775 · Administ. Contracts ADP	$ 8,000.00	$ 5,992.29	$ 1,507.14	$ 625.15	$ 608.95	$ 603.55	$ 649.33	$ 787.62	$ 606.59	$ 603.96	75%	25%	0%
62		7780 · SCLS Member Support	$ 41,000.00	$ 40,491.00								$ 40,491.00	99%	1%	1%
63		7800 · Library Programs Adult	$ 40,000.00	$ 22,595.86	$ 3,354.89	$ 1,945.25	$ 4,676.00	$ 3,539.00	$ 2,881.69	$ 2,473.61	$ 2,475.42	$ 1,250.00	56%	44%	1%
64		7810 · Library Programs YA	$ 25,000.00	$ 10,799.52	$ 1,218.25	$ 1,238.97	$ 760.12	$ 1,882.89	$ 2,241.73	$ 383.69	$ 2,298.87	$ 775.00	43%	57%	1%
65		7816 · Bus Trip Expense		$ -									in 7800	in 7800	0%
66		7850 · Children's Special Activities	$ 100,000.00	$ 90,747.43	$ 17,581.27	$ 9,812.38	$ 9,992.71	$ 12,822.00	$ 14,364.60	$ 9,364.22	$ 13,121.04	$ 3,689.21	112%	-12%	2%
67		7852 · Museum Passes		$ 4,775.00	$ 550.00	$ 400.00			$ 1,400.00	$ 2,125.00	$ 300.00		in 7850	in 7850	0%
68		7854 · Tickets		$ 16,802.25					$ 713.75	$ 4,600.00	$ 1,412.50	$ 10,076.00	in 7850	in 7850	0%
69		7900 · Conference/Education	$ 6,000.00	$ 200.00		$ 140.00			$ 60.00				3%	97%	0%
70		7925 · Membership Dues	$ 3,000.00	$ 1,291.00	$ 261.00	$ 180.00			$ 835.00	$ 15.00			43%	57%	0%
71		7950 · Mileage	$ 3,500.00	$ 345.96	$ 60.25	$ 36.62	$ 28.84	$ 66.36	$ 45.86	$ 41.61	$ 58.58	$ 7.84	10%	90%	0%
72		7975 · Expenses/Library Admin.	$ 17,000.00	$ 7,657.92	$ 3,464.66	$ 706.21	$ 738.00	$ 590.00	$ 410.00	$ 849.05	$ 400.00	$ 500.00	45%	55%	0%
73		8000 · Insurance	$ 35,000.00	$ 32,742.73							$ 25,111.48	$ 7,631.25	94%	6%	1%
74		8100 · Electric and Gas	$ 110,000.00	$ 79,158.31	$ 9,527.02	$ 11,633.95	$ 7,531.48	$ 9,014.74	$ 600.64	$ 27,356.65	$ 13,493.83		72%	28%	3%
75		8125 · Water	$ 2,000.00	$ 1,874.98	$ 305.03			$ 939.87			$ 630.08		94%	6%	0%
76		8200 · Building & Equipment Repair	$ 29,000.00	$ 11,358.21	$ 1,142.50	$ 2,873.10		$ 2,910.00	$ 769.00		$ 3,663.61		39%	61%	1%
77		8225 · Building Improvements	$ 5,000.00	$ -									0%	100%	0%
78		8250 · Maintenance Supplies	$ 17,500.00	$ 8,541.96	$ 934.53	$ 1,717.82	$ 593.42	$ 812.25	$ 2,041.49	$ 1,471.26	$ 748.64	$ 222.55	49%	51%	0%
79		8350 · Minor Furniture & Equipment	$ 8,000.00	$ 3,192.00	$ 3,192.00								40%	60%	0%
80		8400 · Maintenance Contracts	$ 65,000.00	$ 37,561.70	$ 11,567.00	$ 9,092.85	$ 1,820.75	$ 2,331.95	$ 6,007.83	$ 5,284.32	$ 725.00	$ 732.00	51%	49%	2%
81		8410 · Contracts - Printer & Copiers		$ 9,046.37	$ 601.52	$ 1,698.54	$ 90.36	$ 90.36	$ 1,045.87	$ 1,055.36	$ 4,174.36	$ 290.00	in 8400	in 8400	0%
82		8800 ·Furniture & Equipment	$ 12,000.00	$ 6,195.00					$ 6,195.00				52%	48%	0%
83		9000 · Giving Tree	$ 500.00	$ 476.25	$ 84.00	$ 392.25							95%	5%	0%
84		9900 · Capital Expense	$ 93,000.00	$ 93,000.00		$ 83,300.00			$ 9,700.00				100%	0%	2%
85	Total Expense		$4,198,519.00	$2,389,227.35	$256,807.90	$ 320,544.10	$276,400.12	$ 513,507.22	$264,064.84	$361,403.39	$259,825.63	$136,674.15	57%	43%	100%
86	Net Income		$ -	$ 744,361.88	$106,165.01	$ 23,770.88	$ 67,533.50	$(169,991.84)	$ 80,852.96	$ (5,971.92)	$ 93,881.81	$548,121.48			

The payrolls and the warrants approved at the March 16, 2022 Board of Trustee meeting

Library Fund

Payroll	Date:	2/17/2022	Tax Impound	$ 20,871.51		Page 1 & 2
			Direct Deposit	$ 45,597.66		Page 1 & 2
			Net Checks	$ 6,585.02		Page 1 & 2
			Warrant	$ 16,286.23	Check #'s: 9187-9200	Page 3
Payroll	Date:	3/3/2022	Tax Impound	$ 19,625.73		Page 4 & 5
			Direct Deposit	$ 43,598.19		Page 4 & 5
			Net Checks	$ 5,955.07		Page 4 & 5
			Warrant	$ 9,406.04	Check #'s: 9201 -9204	Page 6
Warrant	Date:	3/16/2022	Warrant A	$ 129,599.03	Check #'s: 9205 - 9252	Page 7 - 8
Warrant	Date:	3/16/2022	Warrant B	$ 56,693.60	Check #'s: 9253 - 9292	Page 9
					Void Checks 9044	

Total Library Fund: $ 354,218.08

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Liability Recap	Taxes Debited						
		Federal Income Tax			7,024.40		
		Earned Income Credit Advances			.00		
		Social Security - EE			4,376.49		
		Social Security - ER			4,391.19		
		Social Security Adj - EE			.00		
		Medicare - EE			1,023.57		
		Medicare - ER			1,026.97		
		Medicare Adj - EE			.00		
		Medicare Surtax - EE			.00		
		Medicare Surtax Adj - EE			.00		
		Federal Unemployment Tax			.00		
		FMLA-PSL Payments Credit			.00		
		FMLA-PSL ER FICA Credit			.00		
		FMLA-PSL Health Care Premium Credit			.00		
		Employee Retention Qualified Payments Credit			.00		
		Employee Retention Qualified Health Care Credit			.00		
		COBRA Premium Assistance Payments			.00		
		State Income Tax			3,028.89		
		State Unemployment Insurance - EE			.00		
		State Unemployment Insurance - ER			.00		
		State Unemployment Insurance Adj - EE			.00		
		State Disability Insurance - EE			.00		
		State Disability Insurance - ER			.00		
		State Disability Insurance Adj - EE			.00		
		State Family Leave Insurance - EE			.00		
		State Family Leave Insurance - ER			.00		
		State Family Leave Insurance Adj - EE			.00		
		State Medical Leave Insurance - EE			.00		
		State Medical Leave Insurance - ER			.00		
		State Cares Fund - EE			.00		
		Workers' Benefit Fund Assessment - EE			.00		
		Workers' Benefit Fund Assessment - ER			.00		
		Transit Tax - EE			.00		
		Local Income Tax			.00		
		School District Tax			.00		
		Total Taxes Debited	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	**20,871.51**		
	Other Transfers	ADP Direct Deposit	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	45,597.66		
		ADP Check	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	6,585.02		
		Total Amount Debited From Your Accounts				73,054.19	**Total Liability**
							73,054.19
	Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00		73,054.19
	Taxes - Your Responsibility	State Disability Insurance - EE			61.77		
		Total Taxes Your Responsibility				61.77	73,115.96

Includes Taxes that are your responsibility

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Net Pay	Checks	6,585.02	
	Direct Deposits	45,597.66	
	Subtotal Net Pay		**52,182.68**
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		**52,182.68**

Taxes			You are responsible for Depositing these amounts		Amount debited from your account		
Federal	**Agency**	**Rate**	**EE withheld**	**ER contrib.**	**EE withheld**	**ER contrib.**	
	Federal Income Tax				7,024.40		
	Earned Income Credit Advances						
	Social Security				4,376.49	4,391.19	
	Medicare				1,023.57	1,026.97	
	Medicare Surtax						
	Federal Unemployment Tax						
	Subtotal Federal				**12,424.46**	**5,418.16**	**17,842.62**
	FMLA-PSL Payments Credit						
	FMLA-PSL ER FICA Credit						
	FMLA-PSL Health Care Premium Credit						
	Employee Retention Qualified Payments Cre						
	Employee Retention Qualified Health Care						
	Cobra Premium Assistance Payments						
	Total Federal				**12,424.46**	**5,418.16**	**17,842.62**
State	NY State Income Tax				3,028.89		
	NY State Unemployment Insurance-ER						
	NY State Disability Insurance-EE		61.77				
	Subtotal NY		**61.77**		**3,028.89**		**3,090.66**
	Total Taxes		**61.77**	**.00**	**15,453.35**	**5,418.16**	**20,933.28**

Amount ADP Debited From Account XXXXX2315	**Tran/ABA**	**XXXXXXXXX**	**20,871.51**	Excludes Taxes That Are Your Responsibility
Other Transfers ADP Direct Deposit		45,597.66		58 Employee Transactions
ADP Check		6,585.02		
Amount ADP Debited From Account XXXXX2315	**Tran/ABA**	**XXXXXXXXX**	**52,182.68**	
Total Amount ADP Debited From Your Accounts			**73,054.19**	

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West Islip Public Library
Check Detail
February 17, 2022

Type	Num	Date	Name	Check Amount
Bill Pmt -Check	9187	02/17/2022	ACE Hardware	$ 17.08
Bill Pmt -Check	9188	02/17/2022	ADP, Inc. (2)	$ 445.40
Bill Pmt -Check	9189	02/17/2022	Brighthouse Financial	$ 1,000.00
Bill Pmt -Check	9190	02/17/2022	Brightwaters Landscaping Corp.	$ 5,391.00
Bill Pmt -Check	9191	02/17/2022	Business Card	$ 1,905.77
Bill Pmt -Check	9192	02/17/2022	Chocolicious	$ 1,787.50
Bill Pmt -Check	9193	02/17/2022	Coffee Distributing Corp	$ 537.00
Bill Pmt -Check	9194	02/17/2022	Debra Wefering	$ 600.00
Bill Pmt -Check	9195	02/17/2022	Elizabeth A. Sullivan	$ 30.82
Bill Pmt -Check	9196	02/17/2022	Metropolitan Life Insurance Co.	$ 985.00
Bill Pmt -Check	9197	02/17/2022	Nicole Sparling	$ 300.00
Bill Pmt -Check	9198	02/17/2022	Patchogue Advance Inc.	$ 1,684.66
Bill Pmt -Check	9199	02/17/2022	Rosemarie Attard	$ 1,560.00
Bill Pmt -Check	9200	02/17/2022	United States Bronze	$ 42.00
			1035 · FNBLI Checking	$ 16,286.23

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SSM

Liability Recap	**Taxes Debited**	Federal Income Tax			6,544.98		
		Earned Income Credit Advances			.00		
		Social Security - EE			4,156.20		
		Social Security - ER			4,156.21		
		Social Security Adj - EE			.00		
		Medicare - EE			971.99		
		Medicare - ER			972.02		
		Medicare Adj - EE			.00		
		Medicare Surtax - EE			.00		
		Medicare Surtax Adj - EE			.00		
		Federal Unemployment Tax			.00		
		FMLA-PSL Payments Credit			.00		
		FMLA-PSL ER FICA Credit			.00		
		FMLA-PSL Health Care Premium Credit			.00		
		Employee Retention Qualified Payments Credit			.00		
		Employee Retention Qualified Health Care Credit			.00		
		COBRA Premium Assistance Payments			.00		
		State Income Tax			2,824.33		
		State Unemployment Insurance - EE			.00		
		State Unemployment Insurance - ER			.00		
		State Unemployment Insurance Adj - EE			.00		
		State Disability Insurance - EE			.00		
		State Disability Insurance - ER			.00		
		State Disability Insurance Adj - EE			.00		
		State Family Leave Insurance - EE			.00		
		State Family Leave Insurance - ER			.00		
		State Family Leave Insurance Adj - EE			.00		
		State Medical Leave Insurance - EE			.00		
		State Medical Leave Insurance - ER			.00		
		State Medical Leave Insurance Adj - EE			.00		
		State Cares Fund - EE			.00		
		Workers' Benefit Fund Assessment - EE			.00		
		Workers' Benefit Fund Assessment - ER			.00		
		Transit Tax - EE			.00		
		Local Income Tax			.00		
		School District Tax			.00		
		Total Taxes Debited	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	19,625.73		
	Other Transfers	ADP Direct Deposit	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	43,598.19		
		ADP Check	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	5,955.07		Total Liability
		Total Amount Debited From Your Accounts				69,178.99	69,178.99
	Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00		69,178.99
	Taxes - Your Responsibility	State Disability Insurance - EE			61.30		
		Total Taxes Your Responsibility				61.30	69,240.29

Includes Taxes that are your responsibility

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WSS

Net Pay	Checks	5,955.07	
	Direct Deposits	43,598.19	
	Subtotal Net Pay		**49,553.26**
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		**49,553.26**

Taxes			You are responsible for Depositing these amounts		Amount debited from your account		
Federal	**Agency**	**Rate**	**EE withheld**	**ER contrib.**	**EE withheld**	**ER contrib.**	
	Federal Income Tax				6,544.98		
	Earned Income Credit Advances						
	Social Security				4,156.20	4,156.21	
	Medicare				971.99	972.02	
	Medicare Surtax						
	Federal Unemployment Tax						
	Subtotal Federal				**11,673.17**	**5,128.23**	**16,801.40**
	FMLA-PSL Payments Credit						
	FMLA-PSL ER FICA Credit						
	FMLA-PSL Health Care Premium Credit						
	Employee Retention Qualified Payments Cre						
	Employee Retention Qualified Health Care						
	Cobra Premium Assistance Payments						
	Total Federal				**11,673.17**	**5,128.23**	**16,801.40**
State	NY State Income Tax				2,824.33		
	NY State Unemployment Insurance-ER						
	NY State Disability Insurance-EE		61.30				
	Subtotal NY		**61.30**		**2,824.33**		**2,885.63**
	Total Taxes		**61.30**	**.00**	**14,497.50**	**5,128.23**	**19,687.03**

Amount ADP Debited From Account XXXXX2315	**Tran/ABA**	**XXXXXXXXX**	**19,625.73**	Excludes Taxes That Are Your Responsibility
ADP Direct Deposit		43,598.19		56 Employee Transactions
Other Transfers ADP Check		5,955.07		
Amount ADP Debited From Account XXXXX2315	**Tran/ABA**	**XXXXXXXXX**	**49,553.26**	
Total Amount ADP Debited From Your Accounts			**69,178.99**	

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West Islip Public Library
Check Detail
March 3, 2022

Type	Num	Date	Name		Check Amount
Bill Pmt -Check	9201	03/03/2022	Brighthouse Financial	$	1,000.00
Bill Pmt -Check	9202	03/03/2022	J.J. Stanis and Company, Inc.	$	1,536.37
Bill Pmt -Check	9203	03/03/2022	Metropolitan Life Insurance Co.	$	985.00
Bill Pmt -Check	9204	03/03/2022	PSEGLI	$	5,884.67
			1035 · FNBLI Checking	$	9,406.04

West Islip Public Library
Check Detail - A
March 16, 2022

Type	Num	Date	Name	Check Amount
Bill Pmt -Check	9205	03/16/2022	ACE Hardware	$ 9.57
Bill Pmt -Check	9206	03/16/2022	Alice Maass	510.30
Bill Pmt -Check	9207	03/16/2022	American Library Association	898.00
Bill Pmt -Check	9208	03/16/2022	Antonia Minerva (1)	510.30
Bill Pmt -Check	9209	03/16/2022	Arthur Maass (1)	510.30
Bill Pmt -Check	9210	03/16/2022	Baker & Taylor Books	6,656.49
Bill Pmt -Check	9211	03/16/2022	Beacon Newspaper	1,788.00
Bill Pmt -Check	9212	03/16/2022	Bonnie Schwartz	680.00
Bill Pmt -Check	9213	03/16/2022	Brian Doxey	16.97
Bill Pmt -Check	9214	03/16/2022	Brightwaters Landscaping Corp.	2,750.00
Bill Pmt -Check	9215	03/16/2022	Catherine Roccaro	510.30
Bill Pmt -Check	9216	03/16/2022	CDW Government	197.01
Bill Pmt -Check	9217	03/16/2022	Cengage Learning, Inc.	220.50
Bill Pmt -Check	9218	03/16/2022	Center Point Large Print	105.67
Bill Pmt -Check	9219	03/16/2022	Christine Gavin (1)	510.30
Bill Pmt -Check	9220	03/16/2022	Coast to Coast Solutions	1,385.20
Bill Pmt -Check	9221	03/16/2022	Commack Public Library	8.00
Bill Pmt -Check	9222	03/16/2022	Dara Linthwaite	300.00
Bill Pmt -Check	9223	03/16/2022	Darline L. CarterAubin	510.30
Bill Pmt -Check	9224	03/16/2022	Donna MacGilvray 1	510.30
Bill Pmt -Check	9225	03/16/2022	Elizabeth A. Sullivan	41.74
Bill Pmt -Check	9226	03/16/2022	Ellen Rigante	510.30
Bill Pmt -Check	9227	03/16/2022	Grace O'Connor (1)	510.30
Bill Pmt -Check	9228	03/16/2022	High Hopes Productions	310.00
Bill Pmt -Check	9229	03/16/2022	Joan Laverty (1)	510.30
Bill Pmt -Check	9230	03/16/2022	Johnson Controls	3,526.83
Bill Pmt -Check	9231	03/16/2022	Joy Mangiaracina (1)	510.30
Bill Pmt -Check	9232	03/16/2022	Kanopy, Inc.	58.00
Bill Pmt -Check	9233	03/16/2022	Karen Cammalleri (1)	510.30
Bill Pmt -Check	9234	03/16/2022	Katharine Reccardi	125.00
Bill Pmt -Check	9235	03/16/2022	Kenneth O'Connor	510.30
Bill Pmt -Check	9236	03/16/2022	Lauren Blum	165.00
Bill Pmt -Check	9237	03/16/2022	Leonard Cammalleri	510.30
Bill Pmt -Check	9238	03/16/2022	Marjorie A. Gallop	510.30
Bill Pmt -Check	9239	03/16/2022	Midwest Tape	185.69
Bill Pmt -Check	9240	03/16/2022	Nell Richard	510.30
Bill Pmt -Check	9241	03/16/2022	Pasquale Mangiaracina (1)	510.30
Bill Pmt -Check	9242	03/16/2022	Renu Contracting Restoration	2,765.55
Bill Pmt -Check	9243	03/16/2022	Robert MacGilvray	510.30
Bill Pmt -Check	9244	03/16/2022	Ronco	434.99
Bill Pmt -Check	9245	03/16/2022	Rowman & Littlefield Publishing Group	215.23
Bill Pmt -Check	9246	03/16/2022	SCLS	92,269.00
Bill Pmt -Check	9247	03/16/2022	Soo Young Oh	510.30
Bill Pmt -Check	9248	03/16/2022	South Country Library	6.00

West Islip Public Library
Check Detail - A
March 16, 2022

Type	Num	Date	Name	Check Amount
Bill Pmt -Check	9249	03/16/2022	Suffolk Printing	3,758.00
Bill Pmt -Check	9250	03/16/2022	Thomson ReutersWest Pymt Ctr.	169.33
Bill Pmt -Check	9251	03/16/2022	Vicki Luckman	700.00
Bill Pmt -Check	9252	03/16/2022	W.B. Mason Co., Inc.	157.56
			1035 · FNBLI Checking	$ 129,599.03

West Islip Public Library
Check Detail - B
March 16, 2022

Type	Num	Date	Name	Check Amount
Void Check	9044		Rhonda Rauch	$ (21.39)
Bill Pmt -Check	9253	03/16/2022	ADP, Inc. (2)	$ 805.67
Bill Pmt -Check	9254	03/16/2022	AFLAC	$ 147.22
Bill Pmt -Check	9255	03/16/2022	All Weather Temperature Control, Inc.	$ 1,191.25
Bill Pmt -Check	9256	03/16/2022	Amazon	$ 1,112.44
Bill Pmt -Check	9257	03/16/2022	Baker & Taylor Books	$ 1,559.17
Bill Pmt -Check	9258	03/16/2022	Business Card	$ 3,272.60
Bill Pmt -Check	9259	03/16/2022	Cablevision / Optimum	$ 233.32
Bill Pmt -Check	9260	03/16/2022	Carr Business Systems	$ 5,636.36
Bill Pmt -Check	9261	03/16/2022	CDW Government	$ 4,318.54
Bill Pmt -Check	9262	03/16/2022	Coffee Distributing Corp	$ 419.96
Bill Pmt -Check	9263	03/16/2022	Daily News	$ 25.95
Bill Pmt -Check	9264	03/16/2022	Dara Linthwaite	$ 300.00
Bill Pmt -Check	9265	03/16/2022	Demco	$ 102.51
Bill Pmt -Check	9266	03/16/2022	Discount School Supply	$ 115.10
Bill Pmt -Check	9267	03/16/2022	Faronics Technologies USA, Inc.	$ 1,338.80
Bill Pmt -Check	9268	03/16/2022	Friends of West Islip Public Library	$ 823.05
Bill Pmt -Check	9269	03/16/2022	Green Earth Craft, Inc.	$ 350.00
Bill Pmt -Check	9270	03/16/2022	Kone Inc.	$ 259.50
Bill Pmt -Check	9271	03/16/2022	Margot Harris	$ 100.00
Bill Pmt -Check	9272	03/16/2022	Michelle Vamos	$ 1,000.00
Bill Pmt -Check	9273	03/16/2022	Midwest Tape	$ 320.36
Bill Pmt -Check	9274	03/16/2022	National Grid	$ 1,829.74
Bill Pmt -Check	9275	03/16/2022	Newsday	$ 123.92
Bill Pmt -Check	9276	03/16/2022	NYS Employees' Health Insurance	$ 25,593.90
Bill Pmt -Check	9277	03/16/2022	Pacific Telemanagement Services	$ 99.00
Bill Pmt -Check	9278	03/16/2022	Reserve Account	$ 800.00
Bill Pmt -Check	9279	03/16/2022	Rhonda Rauch	$ 32.81
Bill Pmt -Check	9280	03/16/2022	Ronco	$ 118.06
Bill Pmt -Check	9281	03/16/2022	Rowman & Littlefield Publishing Group	$ 52.79
Bill Pmt -Check	9282	03/16/2022	SCLS	$ 95.20
Bill Pmt -Check	9283	03/16/2022	The Baking Coach, Inc.	$ 2,200.00
Bill Pmt -Check	9284	03/16/2022	Theresa's Programs LLC	$ 375.00
Bill Pmt -Check	9285	03/16/2022	Thomson ReutersWest Pymt Ctr.	$ 181.18
Bill Pmt -Check	9286	03/16/2022	Verizon	$ 460.44
Bill Pmt -Check	9287	03/16/2022	Verizon Business	$ 1.15
Bill Pmt -Check	9288	03/16/2022	W.B. Mason Co., Inc.	$ 92.25
Bill Pmt -Check	9289	03/16/2022	West Islip Chamber of Commerce	$ 75.00
Bill Pmt -Check	9290	03/16/2022	West Islip Postmaster	$ 962.77
Bill Pmt -Check	9291	03/16/2022	West Islip Public Library Petty Cash	$ 14.98
Bill Pmt -Check	9292	03/16/2022	Winters Bros. Hauling of LI Inc.	$ 175.00
			1035 · FNBLI Checking	$ 56,693.60

West Islip Public Library
Annual Report For Public And Association Libraries - 2021

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).

		CURRENT YEAR	*PREVIOUS YEAR*
1.1	Library ID Number	8000586960	*8000586960*
1.2	Library Name	WEST ISLIP PUBLIC LIBRARY	*WEST ISLIP PUBLIC 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	West Islip	*West Islip*
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	N/A	*N/A*

	date of library's new reporting year. Enter N/A if No was answered to Question 1.8.		
1.11	Beginning Local Fiscal Year	07/01/2020	*07/01/2019*
1.12	Ending Local 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	3 HIGBIE LANE	*3 HIGBIE LANE*
1.15	City	WEST ISLIP	*WEST ISLIP*
1.16	Zip Code	11795	*11795*
1.17	Mailing Address	3 HIGBIE LANE	*3 HIGBIE LANE*
1.18	City	WEST ISLIP	*WEST ISLIP*
1.19	Zip Code	11795	*11795*
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 661-7080	*(631) 661-7080*
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 661-6573	*(631) 661-6573*
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	contactus@westisliplibrary.org	*contactus@westisliplibrary.org*
1.23	Library Home Page URL (Enter N/A if no home page URL)	westisliplibrary.org	*westisliplibrary.org*
1.24	Population Chartered to Serve (per 2010 Census)	28,042	*28,042*
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	*PUBLIC*
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	09/29/1961	*09/29/1961*

1.30	Date the library was last registered	12/31/1973	*12/31/1973*
1.31	Federal Employer Identification Number	111967425	*111967425*
1.32	County	SUFFOLK	*SUFFOLK*
1.33	School District	West Islip	*West Islip*
1.34	Town/City	Islip	*Islip*
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	Andrew	*Andrew*
1.38	Last Name of Library Director/Manager	Hamm	*Hamm*
1.39	NYS Public Librarian Certification Number	11862	*11862*
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	ahamm@westisliplibrary.org	*ahamm@westisliplibrary.org*
1.44	Fax Number of the Director/Manager	(631) 661-6573	*(631) 661-6573*
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	*N*

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	West Islip Union Free School District	*West Islip Union Free School District*
2.	Indicate the type of municipality or district holding the public vote	School District	*School District*
3.	Date the vote was held (mm/dd/2021)	04/06/2021	*09/15/2020*
4.	Was the vote successful? Y/N	Y	*Y*
5.	What type of public vote was it?	budget vote (school district public library only)	*budget vote (school district public library only)*
6a.	Most recent prior year approved appropriation from a public vote:	$4,036,414	*$4,414,910*
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$69,105	*-$378,796*
6c.	Total proposed appropriation (sum of 6a and 6b):	$4,105,519	*$4,036,414*

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 vote from each funding source. If No, go to question 1.48.	N	*N*

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

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.	N	*N*
1.	Name of contracting municipality or district	N/A	*N/A*
2.	Is this a written contractual agreement?	N/A	*N/A*
3.	Population of the geographic area served by this contract	N/A	*N/A*
4.	Dollar amount of contract	N/A	*N/A*
5.	Enter the appropriate code for range of services provided (select one):	N/A	*N/A*
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	Y	*Y*

explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

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	34,201	*31,858*
2.2	Adult Non-fiction Books	54,394	*53,318*
2.3	**Total Adult Books (Total questions 2.1 & 2.2)**	88,595	*85,176*
2.4	Children's Fiction Books	38,631	*37,324*
2.5	Children's Non-fiction Books	28,981	*28,728*
2.6	**Total Children's Books (Total questions 2.4 & 2.5)**	67,612	*66,052*
2.7	**Total Cataloged Books (Total questions 2.3 & 2.6)**	156,207	*151,228*

Other Print Materials

2.8	Total Uncataloged Books	105	*90*
2.9	Total Print Serials	3,688	*4,095*
2.10	All Other Print Materials	187	*198*
2.11	**Total Other Print Materials (Total questions 2.8 through 2.10)**	3,980	*4,383*
2.12	Total Print Materials (Total questions 2.7 and 2.11)	160,187	*155,611*

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	412,289	*415,952*
2.14	Local Electronic Collections	53	*53*
2.15	NOVELNY Electronic Collections	15	*15*
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	68	*68*
2.17	Audio - Downloadable Units	314,840	*98,744*
2.18	Video - Downloadable Units	1,506	*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)	753,695	*515,610*
Non-Electronic Materials			
2.21	Audio - Physical Units	10,509	*10,439*
2.22	Video - Physical Units	12,930	*12,757*
2.23	Other Circulating Physical Items	194	*180*
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	23,633	*23,376*

Grand Total/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	937,515	*694,597*
ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.			
2.26	Cataloged Books	7,107	*4,672*
2.27	All Other Print Materials	2,001	*2,252*
2.28	Electronic Materials	253,421	*106,891*
2.29	All Other Materials	550	*774*
2.30	Total Additions (Total questions 2.26 through 2.29)	263,079	*114,589*

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)	94,712	*146,467*
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	13,901	*14,621*
3.3	Registered non-resident borrowers	18	*31*

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*

	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?	Y	*Y*
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	Yes	Yes
	electronic scanning and reading software, such as OpenBook	Yes	Yes
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

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	160	*307*
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	40	*174*
3.19	Number of Children's Programs	255	*668*
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	174	
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	81	
3.20	Number of Synchronous General Interest Program Sessions	16	*0*
3.20a	**Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)**	471.00	
3.21	**Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.**	471	*1,149*
3.21a	Number of Synchronous In-Person Onsite Program Sessions	106	
3.21b	Number of Synchronous In-Person Offsite Program Sessions	4	
3.21c	Number of Synchronous Virtual Program Sessions	361	
3.22	One-on-One Program Sessions	5	*19*
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	2,414	*6,217*
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	214	*1,643*
3.26	Children's Program Attendance	4,750	*29,669*
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	3,148	
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	1,602	
3.27	Attendance at Synchronous General Interest Programs	573	*0*
3.27a	**Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)**	7,951.00	
3.28	**Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.**	7,951	*37,529*
3.28a	Synchronous In-Person Onsite Program Attendance	3,193	
3.28b	Synchronous In-Person Offsite Program Attendance	608	
3.28c	Synchronous Virtual Program Attendance	3,936	
3.29	One-on-One Program Attendance	5	*19*
3.29a	Total Number of Asynchronous Program Presentations	240	
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	18,397	

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 logo used	No	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	Yes	Yes
3.31	Library outlets offering the summer reading program	1	*1*
3.32	Children registered for the library's summer reading program	446	*307*
3.33	Young adults registered for the library's summer reading program	35	*23*
3.34	Adults registered for the library's summer reading program	34	*34*
3.35	**Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)**	515	*364*
3.36	Children's program sessions - Summer 2021	66	*67*
3.37	Young adult program sessions - Summer 2021	14	*27*
3.38	Adult program sessions - Summer 2021	38	*58*
3.39	**Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)**	118	*152*
3.40	Children's program attendance - Summer 2021	4,313	*4,866*
3.41	Young adult program attendance - Summer 2021	275	*624*
3.42	Adult program attendance - Summer 2021	729	*1,287*
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	5,317	*6,777*

COLLABORATORS

3.44	Public school district(s) and/or BOCES	1	*1*
3.45	Non-public school(s)	2	*2*
3.46	Childcare center(s)	0	*0*
3.47	Summer camp(s)	0	*0*
3.48	Municipality/Municipalities	0	*0*
3.49	Literacy provider(s)	0	*0*
3.50	Other (describe using the State note)	0	*0*
3.51	Total Collaborators (total 3.44 through 3.50)	3	*3*

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 for Yes, N for No)	Y	*Y*
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	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.54 - Number of sessions			
a.	Focus on birth - school entry (kindergarten)	2	*18*
b.	Focus on parents & caregivers	0	*0*
c.	Combined audience	88	*384*
d.	N/A	0	*0*
3.55	Total Sessions	90	*402*
3.56 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	13	*348*
b.	Focus on parents & caregivers	0	*0*
c.	Combined audience	1,868	*34,392*
d.	N/A	0	*0*
3.57	Total Attendance	1,881	*34,740*
3.58 - Collaborators (check all that apply):			
a.	Childcare center(s)	No	No

b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	Yes	Yes
e.	Other (describe using the State note)	No	No

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

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No	*Yes*
3.60	Total group program sessions	0	*2*
3.61	Total one-on-one program sessions	0	*0*
3.62	Total group program attendance	0	*18*
3.63	Total one-on-one program attendance	0	*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	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 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)	N	*N*
3.66	Children's program sessions	0	*0*
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	*0*
3.70	One-on-one program sessions	0	*0*
3.71	Children's program attendance	0	*0*

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	*0*
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	25	*25*
3.79	Total one-on-one program sessions	30	*19*
3.80	Total group program attendance	189	*180*
3.81	Total one-on-one program attendance	30	*19*
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N	*N*

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 <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	19,786	*17,482*
4.2	Adult Non-fiction Books	6,038	*6,363*
4.3	Total Adult Books (Total questions 4.1 & 4.2)	25,824	*23,845*
4.4	Children's Fiction Books	21,503	*21,829*
4.5	Children's Non-fiction Books	3,900	*4,194*

4.6	Total Children's Books (Total questions 4.4 & 4.5)	25,403	*26,023*
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	51,227	*49,868*
CIRCULATION OF OTHER MATERIALS			
4.8	Circulation of Adult Other Materials	15,835	*16,837*
4.9	Circulation of Children's Other Materials	3,565	*4,147*
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	19,400	*20,984*
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	70,627	*70,852*
ELECTRONIC USE			
4.12	Use of Electronic Material	48,811	*43,104*
4.13	Successful Retrieval of Electronic Information	47,636	*75,453*
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	96,447	*118,557*
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	119,438	*113,956*
4.16	Total Collection Use (Total questions 4.13 & 4.15)	167,074	*189,409*
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	28,968	*30,170*
REFERENCE TRANSACTIONS			
4.18	Total Reference Transactions	21,431	*24,863*
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	4,656	*4,539*
INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)			
4.21	TOTAL MATERIALS PROVIDED	12,605	*10,214*

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

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	120,928	*146,897*
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?	N	*N*
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	Melissa Forshee	*Melissa Forshee*
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 661-7080	*(631) 661-7080*
5.12	IT contact's email address	mforshee@westisliplibrary.org	*mforshee@westisliplibrary.org*

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*

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)	9.34	*9.90*
6.5	Vacant Librarian (certified)	1.6	*1*
6.6	Library Manager (not certified)	0	*0*
6.7	Vacant Library Manager (not certified)	0	*0*
6.8	Library Specialist/Paraprofessional (not certified)	.11	*.09*
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	*0*
6.10	Other Staff	26.06	*25.56*
6.11	Vacant Other Staff	2.23	*1.80*
6.12	**TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)**	36.51	*36.55*
6.13	**VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)**	3.83	*2.80*

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1	*1*
6.15	Salary - Entry Level Librarian (certified)	$50,000	*$50,000*
6.16	FTE - Library Director (certified)	1	*1*
6.17	Salary - Library Director (certified)	$153,517	*$150,017*
6.18	FTE - Library Manager (not certified)	N/A	*N/A*
6.19	Salary - Library Manager (not certified)	N/A	*N/A*

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 <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	60.00	*60.00*
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)**	60.00	*60.00*
8.10	Annual Total Hours - Main Library	3,183.00	*2,284.00*
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)**	3,183.00	*2,284.00*

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?	No	*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	No	*Yes*

	complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?		
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
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	*Yes*
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?	No	*No*
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?	No	*No*
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	

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	West Islip Public Library	*West Islip Public Library*
2.	Outlet Name Status	00 (for no change)	*00 (for no change)*
3.	Street Address	3 Higbie Lane	*3 Higbie Lane*
4.	Outlet Street Address Status	00 (for no change)	*00 (for no change)*
5.	City	West Islip	*West Islip*
6.	Zip Code	11795	*11795*
7.	Phone (enter 10 digits only)	(631) 661-7080	*(631) 661-7080*
8.	Fax Number (enter 10 digits only)	(631) 661-6573	*(631) 661-6573*
9.	E-mail Address	contactus@westisliplibrary.org	*contactus@westisliplibrary.org*
10.	Outlet URL	www.westisliplibrary.org	*www.westisliplibrary.org*
11.	County	Suffolk	*Suffolk*
12.	School District	West Islip School District	*West Islip School District*
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	3,183	*2,284*
16.	Number of Weeks This Outlet is Open	52	*36*
16a	Number of weeks an outlet closed due to COVID-19	0	*16*
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	*26*
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	4	*864*
20.	Enter the appropriate outlet code (select one):	LRF	*LRF*
21.	Who owns this outlet building?	School District	*School District*
22.	Who owns the land on which	School District	*School District*

	this outlet is built?		
23.	Indicate the year this outlet was initially constructed	1967	*1967*
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2017	*2017*
25.	Square footage of the outlet	35,000	*35,000*
26.	Number of Internet Computers Used by General Public	35	*47*
27.	Number of uses (sessions) of public Internet computers per year	9,562	*9,554*
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 download 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 upload 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	9,554	*7,474*
33a	Reporting Method for Wireless Sessions	ES - Annual Estimate Based on Typical Week(s)	
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	*N*
37.	*LIBID*	8000586960	*8000586960*
38.	*FSCSID*	NY0693	*NY0693*
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)	15	*14*

NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	No	*No*
10.3	If yes, what is the range?		
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?		
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	5	*5*
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)?	5 YEARS	*5 YEARS*

BOARD MEMBER SELECTION

10.8	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	*EP - board members are elected in a public election*

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	Marilyn	*Louise*
10.10	Last Name	Gutierrez	*Sokolowski*
10.11	Mailing Address	593 Muncey Road	*24 Dana Place*
10.12	City	West Islip	*West Islip*
10.13	Zip Code (5 digits only)	11795	*11795*
10.14	Phone (enter 10 digits only)	(631) 587-4128	*(631) 661-4962*
10.15	E-mail Address	gutierrezmd@optimum.net	*rsokolow@me.com*

10.16	Term Begins - Month	July	*September*
10.17	Term Begins - Year (yyyy)	2017	*2020*
10.18	Term Expires - Month	June	*June*
10.19	Term Expires - Year (yyyy)	2022	*2025*
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)	07/14/2017	*10/13/2020*
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/28/2017	*10/23/2020*
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	*Filled*
2.	First Name of Board Member	Dana	*Marilyn*
3.	Last Name of Board Member	Esposito	*Gutierrez*
4.	Mailing Address	246 George Street	*593 Muncey Road*
5.	City	West Islip	*West Islip*
6.	Zip Code (5 digits only)	11795	*11795*
7.	E-mail address	danawaite@yahoo.com	*gutierrezmd@optimum.net*
8.	Office Held or Trustee	Vice President	*Vice President*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2018	*2017*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2023	*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	Yes	*Yes*

	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.		
14.	The date the Oath of Office (mm/dd/yyyy) was taken	04/16/2018	*07/14/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/02/2018	*12/28/2017*
16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Margaret	*Margaret*
3.	Last Name of Board Member	Bell	*Bell*
4.	Mailing Address	24 Skookwams Court	*24 Skookwams Court*
5.	City	West Islip	*West Islip*
6.	Zip Code (5 digits only)	11795	*11795*
7.	E-mail address	margaretbell@aol.com	*margaretbell@aol.com*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2021	*2016*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2026	*2021*
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	07/29/2021	*07/26/2016*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/25/2021	*09/26/2016*
16.	Is this a brand new trustee?	N	*N*

1.	Status	Filled	*Filled*
2.	First Name of Board Member	Louise	*Dana*
3.	Last Name of Board Member	Sokolowski	*Esposito*
4.	Mailing Address	24 Dana Place	*246 George Street*
5.	City	West Islip	*West Islip*
6.	Zip Code (5 digits only)	11795	*11795*
7.	E-mail address	rsokolow@me.com	*danawaite@yahoo.com*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2020	*2018*
11.	Term Expires	June	*June*
12.	Term Expires - Year (yyyy)	2025	*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	10/13/2020	*04/16/2018*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	10/23/2020	*06/02/2018*
16.	Is this a brand new trustee?	N	*N*

1.	Status	Filled	*Filled*
2.	First Name of Board Member	Simonne	*Simonne*
3.	Last Name of Board Member	Harkavy	*Harkavy*
4.	Mailing Address	104 Raleigh Lane	*104 Raleigh Lane*
5.	City	West Islip	*West Islip*
6.	Zip Code (5 digits only)	11795	*11795*
7.	E-mail address	N/A	*N/A*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	July	*July*
10.	Term Begins - Year (year)	2019	*2019*

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	07/29/2019	*07/29/2019*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	08/05/2019	*08/05/2019*
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	Marilyn Gutierrez	*Louise Sokolowski*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*
1.	Trustee Name	Dana Esposito	*Marilyn Gutierrez*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*
1.	Trustee Name	Margaret Bell	*Margaret Bell*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*
1.	Trustee Name	Louise Sokolowski	*Dana Esposito*
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*
1.	Trustee Name	Simonne Harkavy	*Simonne Harkavy*

2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N	*N*

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	*School District*
2.	Name of funding County, Municipality or School District	West Islip Union Free School District	*West Islip Union Free School District*
3.	Amount	$4,036,414	*$4,414,910*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	*Y*
5.	Written Contractual Agreement	N	*N*
1.	Source of Funds	Town	*Town*
2.	Name of funding County, Municipality or School District	Town of Islip	*Town of Islip*
3.	Amount	$2,310	*$6,914*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	*N*
5.	Written Contractual Agreement	N/A	*N/A*
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$4,038,724	*$4,421,824*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$8,968	*$9,206*
11.4	Record all Central Library Services Aid monies	$0	*$0*

	received from system headquarters		
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	$5,455	*$11,117*
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$14,423	*$20,323*
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	$21,245	*$2,830*
11.15	Fund Raising	$0	*$0*
11.16	Income from Investments	$14,774	*$29,904*
11.17	Library Charges	$2,637	*$9,408*
11.18	Other	$2,563	*$5,484*
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$41,219	*$47,626*
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$4,094,366	*$4,489,773*
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 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	$4,325,851	*$3,821,919*
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)	$8,420,217	*$8,311,692*

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	$765,107	*$740,417*
12.2	Other Staff	$1,087,761	*$1,099,193*
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$1,852,868	*$1,839,610*
12.4	**Employee Benefits Expenditures**	$732,060	*$736,818*
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$2,584,928	*$2,576,428*

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$131,832	*$103,900*
12.7	Electronic Materials Expenditures	$139,050	*$120,571*

12.8	Other Materials Expenditures	$21,152	*$22,847*
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$292,034	*$247,318*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$5,895	*$19,223*
12.11	From Other Funds (71OF)	$0	*$0*
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$5,895	*$19,223*

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$30,924	*$15,833*
12.14	From Other Funds (72OF)	$0	*$0*
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$30,924	*$15,833*
12.16	Other Disbursements for Operation & Maintenance of Buildings	$235,858	*$223,790*
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$266,782	*$239,623*

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$39,475	*$36,431*
12.19	Telecommunications	$7,940	*$8,559*
12.20	Postage and Freight	$7,760	*$5,441*
12.21	Professional & Consultant Fees	$126,486	*$99,340*
12.22	Equipment	$0	*$0*
12.23	Other Miscellaneous	$153,451	*$189,103*
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$335,112	*$338,874*

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$40,061	*$39,600*

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$167,488	*$504,775*
12.27	From Other Funds (73OF)	$0	*$0*
12.28	**Total** (Add Questions 12.26 and 12.27)	$167,488	*$504,775*

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)	$167,488	*$504,775*
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$3,692,300	*$3,965,841*

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$1,182,000	*$20,000*
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)	$1,182,000	*$20,000*
12.36	**Transfer to Other Funds**	$0	*$0*
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$1,182,000	*$20,000*
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$4,874,300	*$3,985,841*
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	$3,545,917	*$4,325,851*
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$8,420,217	*$8,311,692*

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).	03/16/2022	*03/17/2021*

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	10/11/2021	*10/19/2020*
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 here. If Yes, complete the Capital Fund Report.	Y	*Y*

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0	*$0*
13.2	All Other Revenues from Local Sources	$347	*$420*
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$347	*$420*

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0	*$7,500*
13.5	Other State Aid	$0	*$0*
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0	*$7,500*

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)	$1,182,000	*$20,000*

13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$1,182,347	*$27,920*
13.10	**NON-REVENUE RECEIPTS**	$0	*$0*
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$1,182,347	*$27,920*
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)	$56,886	*$92,831*
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$1,239,233	*$120,751*

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	$168,468	*$0*
14.2	Incidental Construction	$16,855	*$63,865*
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)	$185,323	*$63,865*
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)	$185,323	*$63,865*

14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2021	$01,053,910	*$56,886*
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$1,239,233	*$120,751*

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	10.45	*10.41*
16.2	Total Librarians	10.55	*10.49*
16.3	All Other Paid Staff	24.75	*23.94*
16.4	Total Paid Employees	35.30	*34.43*
16.5	State Government Revenue	$8,968	*$9,206*
16.6	Federal Government Revenue	$0	*$0*
16.7	Other Operating Revenue	$46,674	*$58,743*
16.8	Total Operating Revenue	$4,094,366	*$4,489,773*
16.9	Other Operating Expenditures	$641,955	*$618,097*
16.10	Total Operating Expenditures	$3,518,917	*$3,441,843*
16.11	Total Capital Expenditures	$191,218	*$83,088*
16.12	Print Materials	160,000	*155,413*
16.13	Total Registered Borrowers	13,919	*14,652*
16.14	Other Capital Revenue and Receipts	$1,182,347	*$20,420*
16.15	Number of Internet Computers Used by General Public	35	*47*
16.16	Total Uses (sessions) of Public Internet Computers Per Year	9,562	*9,554*
16.17	Wireless Sessions	9,554	*7,474*
16.18	Total Capital Revenue	$1,182,347	*$27,920*

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	8000586960	*8000586960*
17.2	*Interlibrary Relationship*	ME	*ME*

	Code		
17.3	*Legal Basis Code*	LD	*LD*
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*	NY0693	*NY0693*
17.8	*SED CODE*	580509700027	*580509700027*
17.9	*INSTITUTION ID*	800000037064	*800000037064*

SUGGESTED IMPROVEMENTS

Library Name:	WEST ISLIP PUBLIC LIBRARY	*WEST ISLIP PUBLIC LIBRARY*
Library System:	Suffolk Cooperative Library System	*Suffolk Cooperative Library System*
Name of Person Completing Form:	Andrew J. Hamm	*Andrew J Hamm*
Phone Number:	(631) 236-7098	*(631) 236-7098*
I am satisfied that this resource (Collect) is meeting library needs:	Agree	*Agree*
Applying this resource (Collect) will help improve library services to the public:	Agree	*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!		