WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES
MONDAY
February 24, 2025
6 pm

MOTION	SECOND

I. Call to Order
II. Pledge of Allegiance
III. Reading and Approval of Minutes, January 27, 2025
IV. Comments from Visitors
V. Approval of Payroll Warrant # 1439
VI. Approval of Bill Warrant # 1440
VII. Approval of Bond Warrant # N/A
VIII. Treasurer's Report for January 2025
IX. Committee Reports
    A. Financial
    B. Policies and Legislation
    C. Personnel
    D. Buildings and Grounds
X. Report of the Friends of the Library
XI. Correspondence
    A. Thank you from Melany Abrahamsen
    B.
XIII. Report of Director
    A. Director's Written Report
XIV. Old Business
    A. Updated Social Media Policy
    B. Proposed Budget FY2025-2026
XV. New Business
    A. Entryway Repair Quotes
    B. Johnson Controls New Server Proposal
    C. Library Cards
    D. Annual Library Report 2024
XVI. Comments from Visitors
XVII. Dates of Future Meetings, Friends and Library Events

MONDAY, March 31, 2025- Regular Meeting and Budget Hearing 6 PM

TUESDAY, April 8, 2025 - Vote 1-9 PM

MONDAY, April 28, 2025- Regular Meeting 6 PM

WEDNESDAY, May 28, 2025- Regular Meeting 6 PM

XVIII. Executive Session

III.

WEST BABYLON PUBLIC LIBRARY
REGULAR MEETING MINUTES
Monday, January 27, 2025
6 pm

I. Rachel Scelfo called the Regular Meeting to order at 6:03 pm.

Present:
Rachel Scelfo
Jolene Siena
Kathryn Gambill
Andrea McGurk
Maeghan Lollo
Director – Nancy Evans
Treasurer – Diana Stein

II. PLEDGE OF ALLEGIANCE was recited.

III. READING AND APPROVAL OF MINUTES OF REGULAR MEETING OF December 30, 2024

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, the Minutes of the Regular Meeting of December 30, 2024, were approved with Maeghan Lollo abstaining due to her absence from that meeting.

IV. COMMENTS FROM VISITORS – Melany Abrahamsen, 26 Larsen Lane, West Babylon, NY 11704.

V. APPROVAL OF PAYROLL WARRANT #1437

On a motion by Kathryn Gambill, seconded by Jolene Siena, voted on and carried unanimously, Payroll Warrant #1437 was approved.

VI. APPROVAL OF BILL WARRANT #1438

On a motion by Maeghan Lollo, seconded by Kathryn Gambill, voted on and carried unanimously, Bill Warrant #1438 was approved.

VII. APPROVAL OF BOND WARRANT – N/A

VIII. TREASURER'S REPORT

The financial reports for December 2024 were given by Diana Stein. On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, the December 2024 Treasurer's Report was approved.

IX. COMMITTEE REPORTS

A. Financial- None.

B. Policies & Legislation- None.

C. Personnel- On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to raise the salary of Daphne DiFranco, PT Librarian Trainee, to $31.53 per hour, effective 12.25.24.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to hire Robert Tuohey, PT Library Clerk, at $18.43 per hour, effective 1.21.25.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to accept the resignation of Robert Tuohey, PT Library Clerk, at $18.43 per hour, effective 1.23.25.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to raise the salary of Elizabeth Maloney, PT Page, to $16.50 per hour per the 2024-2027 Staff Association Agreement, effective 1.1.25.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to raise the salary of Victoria Malvone, PT Page, to $16.50 per hour per the 2024-2027 Staff Association Agreement, effective 1.1.25.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to raise the salary of Kara Bova, PT Page, to $16.50 per hour per the 2024-2027 Staff Association Agreement, effective 1.1.25.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to raise the salary of Donna Lafferty, PT Page, to $16.50 per hour per the 2024-2027 Staff Association Agreement, effective 1.1.25.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to raise the salary of Evan Cosci, PT Page, to $16.50 per hour per the 2024-2027 Staff Association Agreement, effective 1.1.25.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to raise the salary of Jacob Schulman, PT Page, to $16.50 per hour per the 2024-2027 Staff Association Agreement, effective 1.1.25.

D. Buildings and Grounds- None.

IX. REPORT OF FRIENDS OF THE WEST BABYLON PUBLIC LIBRARY- The Friends had their first Saturday meeting this past Saturday and good attendance was reported.

XI. CORRESPONDENCE

A. Board- None.
B. Director- None.

XIII. REPORT OF DIRECTOR

A. Director's Written Report- The written report of the Director was discussed.

XIV. OLD BUSINESS

A. Technology Plan Presentation- Highlights of the proposed Technology Plan were presented by Jill Cuba, Carlos Hidalgo and Danny Mas. On a motion by Andrea McGurk, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to approve the proposed Technology Plan.

B. Updated Social Media Policy- Errors in the updated policy were identified so it is tabled until the next meeting.

C. Proposed Budget FY2025-2026- Rachel Scelfo will seek re-election for the trustee seat with a 5-year term commencing on July 1, 2025.

XV. NEW BUSINESS

A. Resolution for Facsimile Signatures- On a motion by Maeghan Lollo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to authorize Rachel Scelfo to sign the Resolution for Facsimile Signatures for Kathryn Gambill and Diana Stein's signatures.

B. IRS Mileage Increase 2025- On a motion by Andrea McGurk, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to increase the mileage reimbursement rate to .70, per IRS guidelines.

XVI. COMMENTS FROM VISITORS – None.

XVII. DATES OF FUTURE BOARD MEETINGS, FRIENDS AND LIBRARY EVENTS

MONDAY, February 24, 2025	Regular Meeting 6 PM
MONDAY, March 31, 2025	Regular Meeting and Budget Hearing 6 PM
TUESDAY, April 8, 2025	Vote 1-9 PM
MONDAY, April 28, 2025	Regular Meeting 6 PM

XVIII. EXECUTIVE SESSION- On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to enter Executive Session at 7:44 PM to discuss a personnel matter.

XIX. ADJOURNMENT- On a motion by Maeghan Lollo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed re-enter the Regular Meeting and adjourn at 7:54 PM.

WARRANT # 1439

V.

February 24, 2025

TO: DIANA STEIN
West Babylon Public Library

You are hereby authorized to make payment of the attached list of payroll checks and vouchers.

We hereby certify that at a meeting of the Board of Trustees a resolution was adopted that authorized payment of checks and the vouchers listed above.

_____
KATHRYN GAMBILL– TRUSTEE

_____
MAEGHAN LOLLO– TRUSTEE

_____
ANDREA MCGURK – TRUSTEE

_____
RACHEL SCELFO – TRUSTEE

_____
JOLENE SIENA – TRUSTEE

ACKNOWLEDGE_____
DIANA STEIN, TREASURER

Client ID: 21WB - West Babylon Public Library
Pay Group: All

CONSOLIDATED PAYROLL SUMMARY

West Babylon Public Library

As Of Date: 1/10/2025
Run Date: 1/8/2025

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	$0.00	Total Live Checks	$0.00	Total Live Checks	0	Active Employees Paid	52
Direct Deposits	$56,826.42	Additional Checks	$4,559.67	Additional Checks	0	Inactive Employees Paid	0
****** Total Net Payroll**	**$56,826.42**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	52
Total Taxes	$21,437.87	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	55
****** Total Payroll**	**$78,264.29**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (57)	$56,826.42	Vouchers (Direct Deposit)	56	Terminated Employee Count	132
Payroll Adjustments	$0.00	Total Third Party Pays	$0.00	Total Third Party Payments	0	Total Employee Count	187
****** Adjusted Total**	**$78,264.29**	Total Third Party Void Checks	$0.00	Total Third Party Voids	0	Employees Paid this Month	52
				Zero Net Checks	1	Employees with W2 Data	52
				BlankLine	0	Active Employees Not Paid	3
				BlankLine	0	Active (Hired) EEs Not Paid	3

Client ID: 21WB - West Babylon Public Library
Pay Group: All

CONSOLIDATED PAYROLL SUMMARY

West Babylon Public Library

As Of Date: 1/24/2025
Run Date: 1/22/2025

*** PAYROLL TOTALS ***

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	$0.00	Total Live Checks	$0.00	Total Live Checks	0	Active Employees Paid	54
Direct Deposits	$55,007.32	Additional Checks	$0.00	Additional Checks	0	Inactive Employees Paid	0
****** Total Net Payroll**	**$55,007.32**	Manual Checks	$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	$0.00	Void Checks	0	Total Employees Paid	54
Total Taxes	$20,893.36	Third Party Sick Checks	$0.00	Third Party Sick Checks	0	Active Employee Count	55
****** Total Payroll**	**$75,900.68**	Adjustments	$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (55)	$55,007.32	Vouchers (Direct Deposit)	54	Terminated Employee Count	132
Payroll Adjustments	$0.00	Total Third Party Pays	$0.00	Total Third Party Payments	0	Total Employee Count	187
****** Adjusted Total**	**$75,900.68**	Total Third Party Void Checks	$0.00	Total Third Party Voids	0	Employees Paid this Month	54
				Zero Net Checks	0	Employees with W2 Data	54
				BlankLine	0	Active Employees Not Paid	2
				BlankLine	0	Active (Hired) EEs Not Paid	1

WARRANT #1440 **VI.**

February 24, 2025

TO: DIANA STEIN
West Babylon Public Library

You are hereby authorized to make payment of the attached list of checks.

We hereby certify that at a meeting of the Board of Trustees a resolution was adopted which authorized payment of checks numbered 8433– 8488 listed below.

_____
KATHRYN GAMBILL – TRUSTEE

_____
MAEGHAN LOLLO– TRUSTEE

_____
ANDREA McGURK – TRUSTEE

_____
RACHEL SCELFO – TRUSTEE

_____
JOLENE SIENA – TRUSTEE

ACKNOWLEDGE _____
DIANA STEIN, TREASURER

WEST BABYLON PUBLIC LIBRARY
Check Register
For the Period From Feb 24, 2025 to Feb 24, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8433	2/24/25	A TIME FOR KIDS, In	1002	170.00
8434	2/24/25	AZUREE AGNELLO	1002	16.10
8435	2/24/25	Amazon Capital Servi	1002	2,863.54
8436	2/24/25	VOID	1002	
8437	2/24/25	American Museum of	1002	500.00
8438	2/24/25	AQUARIUM NETWO	1002	220.00
8439	2/24/25	BABYLON POST OF	1002	1,300.00
8440	2/24/25	BAKER & TAYLOR	1002	1,065.33
8441	2/24/25	BAKER & TAYLOR	1002	1,460.30
8442	2/24/25	BAKER & TAYLOR B	1002	5,028.94
8443	2/24/25	BALDESSARI & COS	1002	349.17
8444	2/24/25	PHYLLIS CANOSA	1002	19.04
8445	2/24/25	CDW GOVERNMEN	1002	2,304.00
8446	2/24/25	Irene Conte Morgan	1002	500.00
8447	2/24/25	CCE of Suffolk Count	1002	200.00
8448	2/24/25	Jill Cuba	1002	846.70
8449	2/24/25	Lisamarie Curley	1002	560.00
8450	2/24/25	Chocology Unlimited	1002	500.00
8451	2/24/25	EBSCO Information	1002	402.30
8452	2/24/25	ELECTRONIX	1002	173.25
8453	2/24/25	MARIA FARRELL	1002	49.36
8454	2/24/25	Friends for Old Bethp	1002	400.00
8455	2/24/25	Gebert Enterprises In	1002	200.00
8456	2/24/25	Great America Finan	1002	3,615.94
8457	2/24/25	Harborfields Public Li	1002	32.00
8458	2/24/25	Ingram Library Servic	1002	48.06
8459	2/24/25	Innovative Designs &	1002	2,585.00
8460	2/24/25	Johnson Controls Se	1002	14,110.84
8461	2/24/25	KMBS U.S.A., INC.	1002	123.94
8462	2/24/25	L.I. AUTOMATIC DO	1002	1,171.56
8463	2/24/25	Library Solutions, LL	1002	2,000.00
8464	2/24/25	Richard Lindstrom	1002	27.86

WEST BABYLON PUBLIC LIBRARY
Check Register
For the Period From Feb 24, 2025 to Feb 24, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8465	2/24/25	Long Island Maritime	1002	200.00
8466	2/24/25	LSIT Inc.	1002	4,506.25
8467	2/24/25	Maria's Mexican Coo	1002	385.00
8468	2/24/25	MIDWEST TAPE LL	1002	2,059.91
8469	2/24/25	Naela's Organics Inc.	1002	600.00
8470	2/24/25	NEWSDAY, INC.	1002	540.64
8471	2/24/25	NYS Employees' Hea	1002	44,969.91
8472	2/24/25	Optimum	1002	89.90
8473	2/24/25	PETTY CASH	1002	33.44
8474	2/24/25	Catherine Pinner	1002	300.00
8475	2/24/25	Colleen Pisciotta	1002	171.00
8476	2/24/25	PSEGLI	1002	6,483.05
8477	2/24/25	Qwick Craft, LLC	1002	500.00
8478	2/24/25	Katharine Reccardi	1002	1,100.00
8479	2/24/25	Evelyn Regan	1002	300.00
8480	2/24/25	SHIRLEY RUBY	1002	340.00
8481	2/24/25	PRISCILLA SCHLEG	1002	185.00
8482	2/24/25	SCLS	1002	87,458.93
8483	2/24/25	SUFFOLK COUNTY	1002	290.35
8484	2/24/25	TOWN OF BABYLO	1002	120.14
8485	2/24/25	UTICA NATIONAL IN	1002	4,072.00
8486	2/24/25	VERIZON	1002	310.45
8487	2/24/25	VERIZON BUSINES	1002	0.84
8488	2/24/25	W. B. Mason Co.,Inc.	1002	220.96
Total				**198,081.00**

WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 24, 2025

SCHEDULE (98) TREASURER'S REPORT as of January 31, 2025

GENERAL FUND

Operating Checking (2) FNBLI	Payroll Checking (3) FNBLI	Receipts Checking (4) FNBLI	WBPL Checking (5) Valley Bank	TOTAL
$843,599.56	$173,076.87	$438,850.30	695,431.30	$ 2,150,958.03

CAPITAL FUND

Checking (6) Valley Bank	TOTAL
$ 1,246,735.79	$ 1,246,735.79

Total Cash:	$ 3,397,693.82
less General Fund Reserves	
Capital:	$ (518,000.00)
Benefit:	$ (170,000.00)
Retiree:	$ (119,000.00)
Unemployment:	$ (10,400.00)
Actual Cash Available:	**$ 2,580,293.82**

Diana Stein
Treasurer

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 24, 2025

1/1/2025 - 1/31/2025

OPERATING CHECKING ACCOUNT - First National Bank of LI

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD:			**$**	**762,962.39**
RECEIPTS MADE DURING MONTH:				
DATE	**SOURCE**	**RECEIPT**		**AMOUNT**
1/14/2025	Tax Appropriation	Credit	$	342,775.09
1/15/2025	Wire Transfer & Stop Payment Refund	Credit	$	64.00
1/31/2025	Void Check- PSE&G	8304	$	6,574.26
1/31/2025	FNBLI Interest	Credit	$	2,711.05
	TOTAL RECEIPTS		**$**	**352,124.40**
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**1,115,086.79**
DISBURSEMENTS FOR MONTH:				
DATE	**SOURCE**	**CHECK #**		**AMOUNT**
1/6/2025	Transfer to Payroll	Debit	$	155,000.00
1/6/2025	Commerce Credit Card Payment	Debit	$	5,837.32
1/9/2025	Payroll Fees	Debit	$	1,178.36
1/14/2025	Wire Fees	Debit	$	15.00
1/23/2025	Payroll Fees	Debit	$	613.41
1/24/2025	NYS Retirement January 2025	Debit	$	4,340.35
1/27/2025	National Grid Telephone Payment	Debit	$	2,919.88
1/27/2025	Xerox Online Payment	Debit	$	444.00
1/27/2025	Warrant #1438	8382-8432	$	101,138.91
	TOTAL DISBURSEMENTS		$	271,487.23
	CASH BALANCE SHOWN BY RECORDS		$	843,599.56
	PLUS OUTSTANDING CHECKS & DEBITS		$	89,439.85
	BANK BALANCE		**$**	**933,039.41**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 24, 2025

1/1/2025 - 1/31/2025

PAYROLL CHECKING ACCOUNT - First National Bank of LI

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD:	**$**	**178,780.39**

RECEIPTS MADE DURING MONTH:

DATE	SOURCE	RECEIPT		AMOUNT
1/6/2025	Transfer from Operating Account	Credit	$	155,000.00
	TOTAL RECEIPTS		$	155,000.00
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**333,780.39**

DISBURSEMENTS FOR MONTH:

DATE	SOURCE	CHECK #		AMOUNT
1/10/2025	Payroll #14 F/T & P/T	Vouchers	$	56,826.42
1/10/2025	Payroll Taxes & Deductions	Debit	$	21,437.87
1/10/2025	Payroll Deductions	Debit	$	1,650.02
1/10/2025	Payroll Deductions	Debit	$	400.00
1/10/2025	Payroll Deductions	Debit	$	1,271.43
1/24/2025	Payroll #15 F/T & P/T	Vouchers	$	55,007.32
1/24/2025	Payroll Taxes & Deductions	Debit	$	20,893.36
1/24/2025	Payroll Deductions	1447	$	129.00
1/24/2025	Payroll Deductions	Debit	$	1,650.02
1/24/2025	Payroll Deductions	Debit	$	400.00
1/24/2025	Payroll Deductions	Debit	$	1,038.08
	TOTAL DISBURSEMENTS		$	160,703.52
	CASH BALANCE SHOWN BY RECORDS		$	173,076.87
	PLUS OUTSTANDING CHECKS & OTHER ADJ.		$	129.00
	BANK BALANCE		**$**	**173,205.87**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 24, 2025

1/1/2025 - 1/31/2025

RECEIPTS CHECKING ACCOUNT - First National Bank of LI

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD:			**$**	**431,934.39**
RECEIPTS MADE DURING MONTH:				
DATE	**SOURCE**	**RECEIPT**		**AMOUNT**
1/7/2025	Books, Fines & Other	Credit	$	246.24
1/10/2025	Books, Fines & Other	Credit	$	959.44
1/13/2025	Books, Fines & Other	Credit	$	208.65
1/16/2025	Books, Fines & Other	Credit	$	61.83
1/21/2025	Books, Fines & Other	Credit	$	1,365.73
1/23/2025	Books, Fines & Other	Credit	$	47.25
1/27/2025	Books, Fines & Other	Credit	$	364.05
1/30/2025	Books, Fines & Other	Credit	$	47.85
1/31/2025	FNBLI Interest	Credit	$	1,357.44
1/31/2025	Books, Fines & Other	Credit	$	295.60
1/31/2025	Credit Card Receipts	Credit	$	2,050.43
	TOTAL RECEIPTS		$	7,004.51
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**438,938.90**
DISBURSEMENTS FOR MONTH:				
DATE	**SOURCE**	**CHECK #**		**AMOUNT**
1/31/2025	Credit Card Processing Fees	Credit	$	88.60
	TOTAL DISBURSEMENTS		**$**	**88.60**
	CASH BALANCE SHOWN BY RECORDS		$	438,850.30
	LESS DEPOSIT IN TRANSIT		$	373.60
	BANK BALANCE		**$**	**438,476.70**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 24, 2025

1/1/2025 - 1/31/2025

VALLEY BANK - WBPL ACCOUNT

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: $693,072.01

RECEIPTS MADE DURING MONTH:

DATE	SOURCE	RECEIPT		AMOUNT
1/31/2025	Valley Bank Interest	Credit	$	2,359.29
	TOTAL RECEIPTS		$	2,359.29
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**695,431.30**

DISBURSEMENTS FOR MONTH:

DATE	SOURCE	CHECK #		AMOUNT
	TOTAL DISBURSEMENTS			0
	CASH BALANCE SHOWN BY RECORDS		$	695,431.30
	PLUS OUTSTANDING CHECKS			0
	BANK BALANCE		**$**	**695,431.30**

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WEST BABYLON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 24, 2025

1/1/2025 - 1/31/2025

VALLEY BANK - CAPITAL ACCOUNT

BALANCE AS REPORTED AT THE END OF PRECEDING PERIOD: $ 1,242,506.16

RECEIPTS MADE DURING MONTH:

DATE	SOURCE	RECEIPT		AMOUNT
1/31/2025	Valley Bank Interest	Credit	$	4,229.63
	TOTAL RECEIPTS		$	4,229.63
	TOTAL RECEIPTS INCLUDING CASH BALANCE		**$**	**1,246,735.79**

DISBURSEMENTS FOR MONTH:

DATE	SOURCE	CHECK #	AMOUNT
	TOTAL DISBURSEMENTS		0
	CASH BALANCE SHOWN BY RECORDS		$ 1,246,735.79
	PLUS OUTSTANDING CHECKS		
	BANK BALANCE		**$ 1,246,735.79**

February 2025 Personnel Changes						IX. C.
EMP #	NAME	TITLE	POS # of TOTAL	HRLY	ANNUAL	ACTION
44	Cedzich, Gerilynn	P/T Page	1 9	16.50	14,586.00	new rate eff. 1/1/2025

Director's Report – February 2025

Building

- We had some minor roof leaks this month in the Circulation area.
- We ordered acoustic wall panels for the Community Room to help reduce some of the echo and are looking into moving the hand dryer in the Ladies Room or purchasing a quieter one.

Community Activities

- Community programs this month included Protect Yourself Against Cyber Scams and Medicaid Enrollment Assistance.
- We will have collection boxes for Soles for Souls and Long Island Cares (pet food drive).

Operations

- Azuree discovered a Solar Panel grant opportunity from EBSCO. I am working on the paperwork now and will submit before the deadline.
- It is time to create a new Long-Range Plan for the Library. I will meet with the Department Heads to discuss future goals and we will put out a new community survey shortly to help guide our priorities.
- Nicole Haas and I are continuing to work on re-vamping Circulation schedules to help address turnover. We interviewed staff on preferences for frequency of Saturdays worked and have a few sample schedules created.
- Teen volunteers decorated bags to hold toiletry supplies donated by staff members for Hope for Youth and decorated coffee sleeves donated to Cup of Joe for PS I Love You Day.

SOCIAL MEDIA POLICY

Purpose

The purpose of the social media (websites, social networks, blogs, mobile applications, online communications) employed by the West Babylon Public Library is to promote and disseminate information regarding Library programs, news, services, projects and activities to all members of the community. The secondary purpose is to provide a forum for Library staff and patrons to share information concerning Library related topics and issues.

Content

The Library aims to provide a welcoming and inviting online space where patrons will discover useful information and be able to interact with Library staff and other patrons.

While the Library encourages an open forum, posts and comments will be moderated by Library staff. The Library reserves the right, at its sole discretion, not to publish/post and/or to remove submissions or comments that the Library determines are inappropriate, disruptive or unlawful. Posts include writings, images, videos, audio or hyperlinks. The following content will be removed immediately from any West Babylon Public Library social media accounts and forums:

- Obscene or racist content, hate or discriminatory speech
- Personal attacks, insults, bullying, cyber-stalking or threatening language
- Personal information or information that infringes on a person's right to privacy
- Potentially libelous statements, defamatory or harmful statements
- Plagiarized material
- Comments, links, or information unrelated to the content of the forum
- Commercial promotions, spam, political activity, or boycott/advocacy messages

Library Employees

Only employees designated and authorized by the Library Director will prepare, publish, delete, edit or otherwise modify content on the Library's social media platforms on behalf of the Library. New Library social media accounts may only be created with authorization from the Director. Designated and authorized employees shall post on the Library's social media platforms as representatives of the West Babylon Public Library and are responsible for ensuring that the Library's social media posts are professional in nature and conform to all applicable Library rules and guidelines. Content may not infringe on any personal rights, copyrights or intellectual property rights.

Individuals may post and/or comment from their personal social media accounts on the Library's social media platforms as members of the general public, and are subject to the general guidelines set

forth above. In addition, all employees authorized to post on behalf of the Library on the Library's social media platforms must follow the rules set forth below:

- Employees are prohibited from posting or otherwise sharing confidential, proprietary, or non-public Library information.
- Employees are prohibited from posting content that is critical of the West Babylon Public Library, its patrons, partners, sponsors or associated organizations, agencies and businesses.
- Employees are prohibited from posting or otherwise sharing personal information regarding fellow employees, including but not limited to, addresses, phone numbers, social security numbers and/or medical information.
- Employees are prohibited from posting or otherwise sharing confidential patron information, including but not limited to, names, addresses, phone numbers, email addresses, borrowing information and/or account numbers.
- The Library's Sexual Harassment, Workplace Violence Prevention and Respectful Workplace Behavior policies shall apply to all posts and comments on Library social media platforms.
- Employees shall not post personal views or statements as representing the views or statements of the Library. Employees posting from their personal social media accounts who have identified themselves as employees of the Library on social media must state explicitly, clearly and prominently that their views are their own and not necessarily the views of the Library. Such posts related to the Library must conform to the guidelines set forth herein.
- In order to conduct virtual programs online, staff members must always use the Library's online meeting account. Use of a staff member's personal account for the purpose of facilitating Library programs or events is prohibited.

The posting of photographs or recordings on the Library's social media shall be permitted for the purpose of promoting or advertising Library programs and services. Patrons who do not wish to be photographed should notify Library staff. Any content created by staff to post on the Library's social media accounts, such as videos, discussion, art work, etc. is deemed to be the property of the Library for all purposes.

Violations

Individuals who violate these rules may be permanently barred from posting on the Library's social media platforms.

Employee violations of this policy may result in discipline up to and including termination of employment in accordance with the requirements of any applicable statutes, rules, regulations, Civil Service laws or collective bargaining agreements.

Amended

			2023-2024	2023-24 audit	2024-2025	2025-2026	ANNUAL AMOUNT CHANGE	ANNUAL % CHANGE	
1		**MATERIALS AND SERVICES**							
	a	BOOKS	**96,000**	88,881	**101,000**	95,000	(6,000)	(5.9)	
	b	PERIODICALS	**14,000**	14,180	**9,400**	12,000	2,600	27.7	Some periodicals paid for every 3 years, so averaged
	c	RECORDINGS	**11,000**	8,641	**11,000**	9,000	(2,000)	(18.2)	Decreased to reflect lower spending
	d	DVD	**13,500**	12,111	**16,000**	13,000	(3,000)	(18.8)	Decreased to reflect lower spending
	e	PROGRAMS	**98,500**	89,400	**102,000**	107,000	5,000	4.9	Incl. museum passes, central piece of service plan
	f	REALIA	**2,300**	1,504	**2,000**	2,073	73	3.7	Library of Things
	g	COMPUTER SOFTWARE	**150,000**	135,012	**150,000**	158,000	8,000	5.3	Databases, ebook downloads, streaming services
	h	COMPUTER REP & MAINT	**40,000**	39,353	**40,000**	40,000	-	-	
	i	SCLS	**38,464**	38,464	**39,844**	39,862	18	0.0	Small increase in member support
	j	CIRCULATION SYSTEM	**35,000**	34,579	**33,000**	35,000	2,000	6.1	PALS, Optimum, broadband
			498,764		**504,244**	510,935	6,691	1.3	
2		**OFFICE EXPENSES:**							
	a	PRINTING/TAXPAYER INFO	**25,000**	17,630	**30,000**	18,000	(12,000)	(40.0)	Newsletter, legal notices, vote expenses
	b	LIBRARY SUPPLIES	**13,000**	14,204	**12,000**	14,000	2,000	16.7	Follows materials lines
	c	COMPUTER & OFFICE SUPPLIES	**7,500**	6,111	**7,800**	6,500	(1,300)	(16.7)	Continued conservative purchasing
	d	CLEANING SUPPLIES	**5,500**	5,587	**5,500**	6,000	500	9.1	Custodial and maintenance supplies
			51,000		**55,300**	44,500	(10,800)	(19.5)	
3		**BUILDING MAINTENANCE:**							
	a	ELECTRIC	**108,000**	102,992	**107,000**	104,000	(3,000)	(2.8)	
	b	FUEL	**13,500**	13,122	**15,000**	14,500	(500)	(3.3)	
	c	WATER	**1,800**	1,888	**1,500**	2,000	500	33.3	
	d	TELEPHONE	**3,300**	3,293	**3,500**	3,500	-	-	Service plan keeps costs stable
	e	BUILDING REPAIRS	**35,000**	36,310	**40,000**	40,000	-	-	Anticipate repairs and upgrades
	f	EQUIPMENT LEASING/MAINT	**23,000**	11,029	**22,000**	11,000	(11,000)	(50.0)	Leasing costs for copiers & printers and overages
	g	MAINTENANCE CONTRACTS	**38,000**	37,375	**41,000**	40,000	(1,000)	(2.4)	Alarm systems, HVAC, trash, sprinklers, extinguishers
			222,600		**230,000**	215,000	7,400	3.2	
4		**ADMINISTRATION:**							
	a	PAYROLL	**12,000**	11,508	**10,700**	12,000	1,300	12.1	Payroll processing costs
	b	INSURANCE	**47,500**	45,843	**44,000**	50,000	6,000	13.6	
	c	PROFESSIONAL SERVICES	**30,000**	29,495	**30,000**	33,000	3,000	10.0	lawyer, accountant, treasurer
	d	POSTAGE	**11,000**	9,634	**11,000**	10,000	(1,000)	(9.1)	Stamps and other postage
	e	IN-SERVICE TRAINING	**6,000**	5,370	**6,000**	7,000	1,000	16.7	Staff/Board continuing ed and upcoming mandated Tru
	f	MEMBERSHIPS	**3,000**	2,921	**1,300**	3,000	1,700	130.8	Professional organizations
			109,500		**103,000**	115,000	12,000	11.7	

								ANNUAL	ANNUAL
								AMOUNT	%
				2023-2024	2023-24 audit	2024-2025	2025-2026	CHANGE	CHANGE
								-	
								-	
5		**FURNITURE & EQUIPMENT:**		**67,000**	**34,920**	**50,000**	**40,000**	(10,000)	(20.0)
		DEBT SERVICE-LEASES					**11,000**		
		TRANSFER TO CAPITAL FUND:		**275,000**	**275,000**	**250,000**	**250,000**	-	-
7		**SALARIES:**							
	a	LIBRARIANS		**1,139,007**	**1,127,358**	**1,162,281**	**1,206,348**	44067	3.8
	b	CLERKS		**650,903**	**608,150**	**660,392**	**665,391**	4999	0.8
	c	MAINTENANCE		**85,060**	**84,256**	**86,793**	**89,614**	2821	3.3
	d	CUSTODIANS		**40,240**	**35,928**	**36,528**	**37,704**	1176	3.2
	e	PAGES		**88,000**	**81,757**	**96,963**	**96,966**	3	0.0
	f	GUARDS		**51,581**	**45,463**	**51,586**	**51,629**	43	0.1
				2,054,791		**2,094,543**	**2,147,652**	53,109	2.5
8		**EMPLOYEE BENEFITS:**							
	a	NYS RETIREMENT		**213,538**	**225,505**	**262,676**	**299,912**	37,236	14.2
	b	SOCIAL SECURITY		**157,192**	**142,196**	**160,233**	**164,408**	4,175	2.6
	c	DISABILITY		**4,600**	**5,002**	**5,000**	**5,000**	-	-
	d	HEALTH INSURANCE		**397,516**	**391,207**	**433,003**	**433,260**	257	0.1
	e	WORKERS COMPENSATION		**22,000**	**15,009**	**20,500**	**17,000**	(3,500)	(17.1)
				794,846		**881,412**	**919,580**	38,168	4.3
9		**TOTAL EXPENSES:**		**4,073,501**		**4,168,499**	**4,253,667**	$ 85,168	2.0
10		**ANTICIPATED INCOME:**							
	a	FINES & LOST BOOKS		**10,000**	**9,072**	**10,500**	**10,000**	(500)	(4.8)
	b	SPONSOR AID		**11,000**	**8,299**	**11,000**	**10,000**	(1,000)	(9.1)
	c	COPIES & MISC		**26,500**	**53,484**	**21,924**	**30,000**	8,076	36.8
	d	INTEREST INCOME		**11,500**	**63,649**	**32,000**	**31,000**	(1,000)	(3.1)
	e	USED BOOKS		**500**	**438**	**500**	**500**	-	-
	f	APPROPRIATED FUNDS		**99,000**	**99,000**	**99,274**	**99,000**	(274)	(0.3)
		TOTAL:		**158,500**		**175,198**	**180,500**	5,302	3.0

									Notes
									Proposed Budget 2025-2026
5		**FURNITURE & EQUIPMENT:**		**67,000**	**34,920**	**50,000**	**40,000**	(10,000)	Comp. h/w, Improvements,
		DEBT SERVICE-LEASES					**11,000**		
		TRANSFER TO CAPITAL FUND:		**275,000**	**275,000**	**250,000**	**250,000**	-	Check to fund for future capital projects
7		**SALARIES:**							
	a	LIBRARIANS		**1,139,007**	**1,127,358**	**1,162,281**	**1,206,348**	44067	3.8
	b	CLERKS		**650,903**	**608,150**	**660,392**	**665,391**	4999	0.8
	c	MAINTENANCE		**85,060**	**84,256**	**86,793**	**89,614**	2821	3.3
	d	CUSTODIANS		**40,240**	**35,928**	**36,528**	**37,704**	1176	3.2
	e	PAGES		**88,000**	**81,757**	**96,963**	**96,966**	3	0.0
	f	GUARDS		**51,581**	**45,463**	**51,586**	**51,629**	43	0.1
				2,054,791		**2,094,543**	**2,147,652**	53,109	2.5
8		**EMPLOYEE BENEFITS:**							
	a	NYS RETIREMENT		**213,538**	**225,505**	**262,676**	**299,912**	37,236	14.2 Based upon their projection
	b	SOCIAL SECURITY		**157,192**	**142,196**	**160,233**	**164,408**	4,175	2.6 FICA
	c	DISABILITY		**4,600**	**5,002**	**5,000**	**5,000**	-	-
	d	HEALTH INSURANCE		**397,516**	**391,207**	**433,003**	**433,260**	257	0.1 NYSHIP, stipends and dental/eye benefit, ins for new hires
	e	WORKERS COMPENSATION		**22,000**	**15,009**	**20,500**	**17,000**	(3,500)	(17.1)
				794,846		**881,412**	**919,580**	38,168	4.3
9		**TOTAL EXPENSES:**		**4,073,501**		**4,168,499**	**4,253,667**	$ 85,168	2.0
10		**ANTICIPATED INCOME:**							
	a	FINES & LOST BOOKS		**10,000**	**9,072**	**10,500**	**10,000**	(500)	(4.8)
	b	SPONSOR AID		**11,000**	**8,299**	**11,000**	**10,000**	(1,000)	(9.1) Estimated Local library services aid
	c	COPIES & MISC		**26,500**	**53,484**	**21,924**	**30,000**	8,076	36.8 Friends' donation, fax and copier income
	d	INTEREST INCOME		**11,500**	**63,649**	**32,000**	**31,000**	(1,000)	(3.1) Conservative estimate
	e	USED BOOKS		**500**	**438**	**500**	**500**	-	- Patron donations for used books
	f	APPROPRIATED FUNDS		**99,000**	**99,000**	**99,274**	**99,000**	(274)	(0.3) Funds used to offset tax rate
		TOTAL:		**158,500**		**175,198**	**180,500**	5,302	3.0

	Proposed Budget 2025-2026							
						ANNUAL AMOUNT	ANNUAL %	
		2023-2024	2023-24 audit	2024-2025	2025-2026	CHANGE	CHANGE	
11	TOTAL EXPENSES:	4,073,501		4,168,499	4,253,667	85,168	2.0	
	LESS TOTAL INCOME:	158,500		175,198	180,500	5,302	3.0	
12	TOTAL AMOUNT TO BE RAISED BY TAXES:	3,915,001		3,993,301	4,073,167	79,866	2.0	
13	YEARLY COST WITH ASSESSED VALUE: $3,500:	404.26		412.31	423.58			
14	TAX RATE PER $100:	11.55		11.78	12.10			

ESTIMATE

FIDELE CONSTRUCTION INC
606 Johnson Ave Ste 13
Bohemia, NY 117162687

fideleinc@optimum.net
+1 (631) 563-3300

Bill to
West Babylon Public Library
211 Route 109
West Babylon, NY 11704

Estimate details
Estimate no.: 2024-16
Estimate date: 02/05/2025
Expiration date: 03/05/2025

Job Name & No.: Tower Window Work

#	Product or service	Description	Qty	Rate	Amount
1.	**Lump Sum**	Below is our proposal for prevailing labor, material and equipment that is necessary to perform the scope of work referenced above: Scope of Work: • Misc. site protection • Equipment lift • Remove and replace existing caulking at all four tower windows • Removal and replace existing mortar joints between precast and brick • Remove and replace rubbers at all four tower windows • Clean-up	1	$10,875.00	$10,875.00
2.	**Lump Sum**	Alternate Work #1: • Misc. site protection • Cut damaged sheetrock soffits (2) areas • Tape, spackle and paint both soffits • Repair cracked walls on both sides • Paint new repairs (match existing wall paint	1	$5,170.00	$5,170.00
3.		This proposal includes our standard insurance limits & coverage listed below. Any additional limit requested above the limits will incur an additional charge. General Liability $1,000,000 per occurrence $ 2,000,000 General Aggregate, Auto $ 1,000,000 Combined Single limit, Umbrella $5,000,000 per occurrence $ 5,000,000 Aggregate, Excess Liability $5,000,000 per occurrence $ 5,000,000 Aggregate, WC & DBL Statutory Limits.			

Total	**$16,045.00**
Expiry date	03/05/2025

Accepted date	Accepted by

Rainbow Restoration of Long Island

4835B Veterans Memorial Highway
Holbrook, NY 11741
(631) 563-7860
(631) 563-7862 Fax

Insured:	West Babylon Library	Business:	(631) 699-5448
Property:	211 Route 109 West Babylon, NY 11704	Cellular:	(516) 343-9053
		Nancy Direct:	(631) 587-3540
Estimator:	Russ Regan	Business:	(631) 563-7860
Contractor:	Russ Regan	Business:	(631) 563-7860
Company:	Rainbow International of Long Island	E-mail:	rainbowofli@hotmail.com
Business:	4835B Veterans Memorial Highway Holbrook, NY 11741		

Claim Number: **Policy Number:** **Type of Loss:** private work

Date Contacted:	1/20/2025 12:00 PM		
Date of Loss:	1/29/2025 12:00 PM	Date Received:	1/29/2025 1:00 PM
Date Inspected:	1/29/2025 12:00 PM	Date Entered:	1/29/2025 12:00 PM

Price List: NYLI8X_JAN25
Restoration/Service/Remodel
Estimate: WBABYLONLIBRARY-25

Repair Invoice:

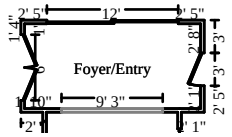
Rainbow Restoration of Long Island

4835B Veterans Memorial Highway
Holbrook, NY 11741
(631) 563-7860
(631) 563-7862 Fax

WBABYLONLIBRARY-25

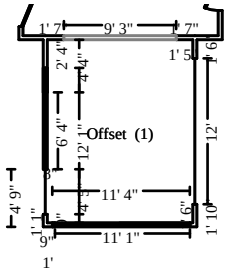
Main Level

Foyer/Entry **Height: 8'**



307.33	SF Walls	124.65	SF Ceiling
431.98	SF Walls & Ceiling	124.65	SF Floor
13.85	SY Flooring	38.42	LF Floor Perimeter
47.67	LF Ceil. Perimeter		

Subroom: Offset (1) **Height: 30'**



1,551.00	SF Walls	181.00	SF Ceiling
1,732.00	SF Walls & Ceiling	181.00	SF Floor
20.11	SY Flooring	44.92	LF Floor Perimeter
54.17	LF Ceil. Perimeter		

Missing Wall - Goes to Floor **9' 3" X 8'** **Opens into FOYER_ENTRY**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Glazing gasket - per LF	472.00 LF	0.00	3.75	0.00	1,770.00
Remove rubber gasket around exteriors in the foyer area and replace with new. Change interior ones as needed.					
R&R 1/2" drywall - hung, taped, floated, ready for paint	64.00 SF	0.84	3.68	0.00	289.28
Drywall tape joint / repair - per LF	16.00 LF	0.00	12.49	0.00	199.84
Paint the walls and ceiling - two coats	2,163.98 SF	0.00	1.62	0.00	3,505.65
Seal the surface area w/latex based stain blocker - one coat	75.00 SF	0.00	1.02	0.00	76.50
30-33 Ft Sissor lift Rental	2.00 DA	0.00	375.00	0.00	750.00
Delivery and pick up	1.00 EA	0.00	300.00	0.00	300.00
Negative air fan/Air scrubber (24 hr period) - No monit.	2.00 DA	0.00	77.55	0.00	155.10
Masonry (Bid Item)	1.00 EA	0.00	5,000.00	0.00	5,000.00
Please find attached invoice for the masonry work required					
Totals: Foyer/Entry				0.00	12,046.37
Total: Main Level				**0.00**	**12,046.37**

Labor Minimums Applied

Rainbow Restoration of Long Island

4835B Veterans Memorial Highway
Holbrook, NY 11741
(631) 563-7860
(631) 563-7862 Fax

CONTINUED - Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Drywall labor minimum	1.00 EA	0.00	180.97	0.00	180.97
Totals: Labor Minimums Applied				0.00	180.97
Line Item Totals: WBABYLONLIBRARY-25				**0.00**	**12,227.34**

Grand Total Areas:

1,858.33	SF Walls	305.65	SF Ceiling	2,163.98	SF Walls and Ceiling
305.65	SF Floor	33.96	SY Flooring	83.33	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	101.83	LF Ceil. Perimeter
305.65	Floor Area	336.26	Total Area	1,858.33	Interior Wall Area
1,687.50	Exterior Wall Area	81.17	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

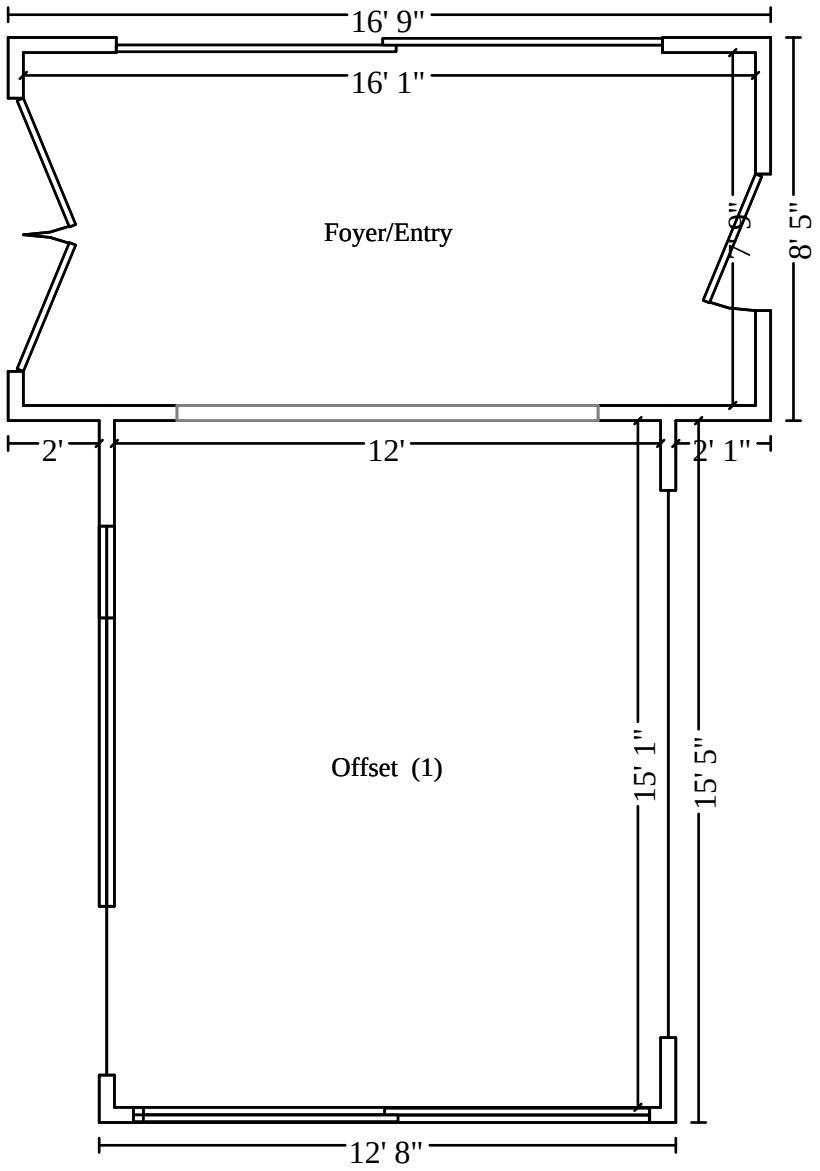
Rainbow Restoration of Long Island

4835B Veterans Memorial Highway
Holbrook, NY 11741
(631) 563-7860
(631) 563-7862 Fax

Summary for Dwelling

Line Item Total	12,227.34
Replacement Cost Value	**$12,227.34**
Net Claim	**$12,227.34**

Russ Regan



N

Main Level

Rev D1 07-01-2024

Johnson Controls Security Solutions - NEW YORK STATE CONTRACT

DATE:	***February 17th, 2025***	**NEW YORK STATE CONTRACT No: PT68818 AWARD No: 23150**	
		Contract Period: August 27, 2019 through August 26, 2034 **Johnson Controls Security Solutions is licensed by N.Y.S. Dept of State # 12000327404**	
Prepared For:	**Mrs. Nancy Evans - Director**	**Proposal Description**	**Proposal ID**
Facility Name:	**West Babylon Public Library**	**JCI to furnish program and install new X Series Exacqvision NVR at WBPL in coordination with IT**	1-8WK7YYI **PROPOSAL VALID FOR:** 90 Days

Scope of Work

	Street Address, City	State	ZIP
a. Location of building	**211 Route 109, West Babylon**	**NY**	**11704**
b. Quote	**Lump Sum proposal**		
c. Johnson Controls Security Solutions Scope of Work	**JCI Security Solutions to furnish and install - EXACQ IP08-32T-R1XW** **IP 1U Rackmount Redundant X-Series exacqVision NVR comes with 8 pre-figured IP Professional licenses (150 max), 32TB RAID5 configured storage (24TB usable). Windows Server 2022 OS on Dual SSD RAID1, redundant power supplies, 16GB RAM, Dual 1GbE onboard + Quad 1GbE NIC, 3 x USB, 1 x VGA, iDRACK9 Enterprise remote management, includes rackmount sliding rail kit (no mouse or keyboard). Pre-installed exacqVision VMS software with 5 year SSA and 5 year next business day on-site hardware warranty. JCI Security will be On-Site to depoly new NVR and re-image VIdeo Specificatons for storage and retention with IT at setup. All Transfer from current NVR Serial number will be transferred to new NVR at NO COST to the WBPL courtesy of Exacqvision. JCI will be reducing annual qualified service plan cost by all component replacement cost- NO New operations expense to be given to the WBPL.**		
d. Outline of any reusable equipment or wiring			
e. Special Terms and Conditions			

Assignment of responsibility

a. Johnson Controls Security Solutions Sr. National Account Manager contact, telephone and email	*Jeffrey Halfter - Jeff.Halfter@jci.com, 631-921-1636*
b. Johnson Controls Security Solutions Engineering contact, telephone and email	
c. Johnson Controls Security Solutions Technician contact, telephone and email	
d. Johnson Controls Security Solutions Program Manager contact, telephone and email	*Jason DeMarco- jason.de.marco@jci.com, 718.289.6699*
e. Customer information - contact, telephone and email	

Service Commitment

a. Warranty period	One year parts and labor
b. Call back response time and telephone number for problems	Service Requests? workorder@tyco.com Request Data Changes? Namc-data@tyco.com National Monitoring / Service Center: 1-800-428-7124 Billing Questions: Johnson Controls Security Solutions Billing Center 1-888-473-3798

State Contract Material

	QTY		MODEL	DESCRIPTION	PRICE	TOTAL	Maintenance Cost
	1		IP08-32T-R1XW	IP 1U RACKMOUNT REDUNDANT X-SERIES	$20,642.50	$20,642.50	$3,571.21
					Sub Total:	**$20,642.50**	$3,571.21

	QTY		Sub Contractor	Scope of Work	Price	TOTAL
				Sub Total:		
	QTY		**Manufacturer**	**Commissiong Scope of Work**	**Price**	**TOTAL**
				Sub Total:		

	Total Hours		Job Title	Notes	Prevailing Wage	Unit Cost	TOTAL
	8		CCTV/Surveillance Camera System Physical Access Control System Alarm and Signal System Technician Onsite	Region 1 - Nassau, Suffolk	YES	$189.18	$1,513.44
	8		**Total Hours - P-Rate Labor**			**Total P-Rate Labor:**	**$1,513.44**

	Total Hours		Job Title	Notes	Prevailing	Unit Cost	TOTAL

Investment Summary	
State Contract Equipment Total:	$20,642.50
Sub Contractor Total:	
Prevailing Wage Labor:	$1,513.44
Non-Prevailing Wage Labor:	
Sub Total Job:	**$22,155.44**

Annual Services		
Maintenance on all integrated Equipment inclusive of NEW YORK State 1 Year Warrany.	**$3,571.21**	For the service(s) provided, Customer agrees to pay annual charges in the amount of, per annum (the Annual Service Charge), for 5 years (the Initial Term) effective upon expiration of the one **$3,571.21** **Three Thousand Five Hundred Seventy One Dollars and Twenty One Cents**

Total Job Cost **$25,727.15**

Notes:
1- PO for Installation Equipment- $22,155.44 1-PO inclusive of NY State Warrany for equipment maintenance- #3,571.21

Sincerely,

Jeffrey Halfter
Major Account Manager

Art Proof

Order #:
Date:

Quantity:
Color:
Spot Colors:

Mag Stripe:
Sig Panel:
Finish:

Size:
Size:

FRONT

= Space allocated for variable information. See data proof for specifications.

Important

Please check this color proof carefully, as this is a direct representation of how your order will be produced. This color proof indicates the spelling and placement of text, and position of all type, graphics, signature panel, magnetic striping, etc. Please note that graphics may move +/- .0625" in any direction. This proof represents how color will appear on the final printed product. The color is accurate, varying only +/-5% in regards to ink density from the final piece. This however does not include spot colors. (Please refer to the color swatch attached to proof). **If proof is approved, the printer will not accept any liability for errors found after product is printed.** Any changes must be received in writing before we can proceed with production of your order.

The approval of this proof warrants that the content of the printed product is lawful and does not violate any copyright or trademark laws and that the customer has the authority to use the printed content. The customer accepts full responsibility for the printed content. The printer will not be held liable under any circumstances for the printed content.

If applicable, where you see FPO (for position only) on the proof, it does not necessarily represent size of data. A data proof requiring a separate approval will be provided to you, showing data type, size, and other specifications.

Proof must be approved before production can begin. Your order's ship date is set after approval of Art and Data.

Art Proof

Order #:
Date:

Quantity:
Color:
Spot Colors:

Mag Stripe:
Sig Panel:
Finish:

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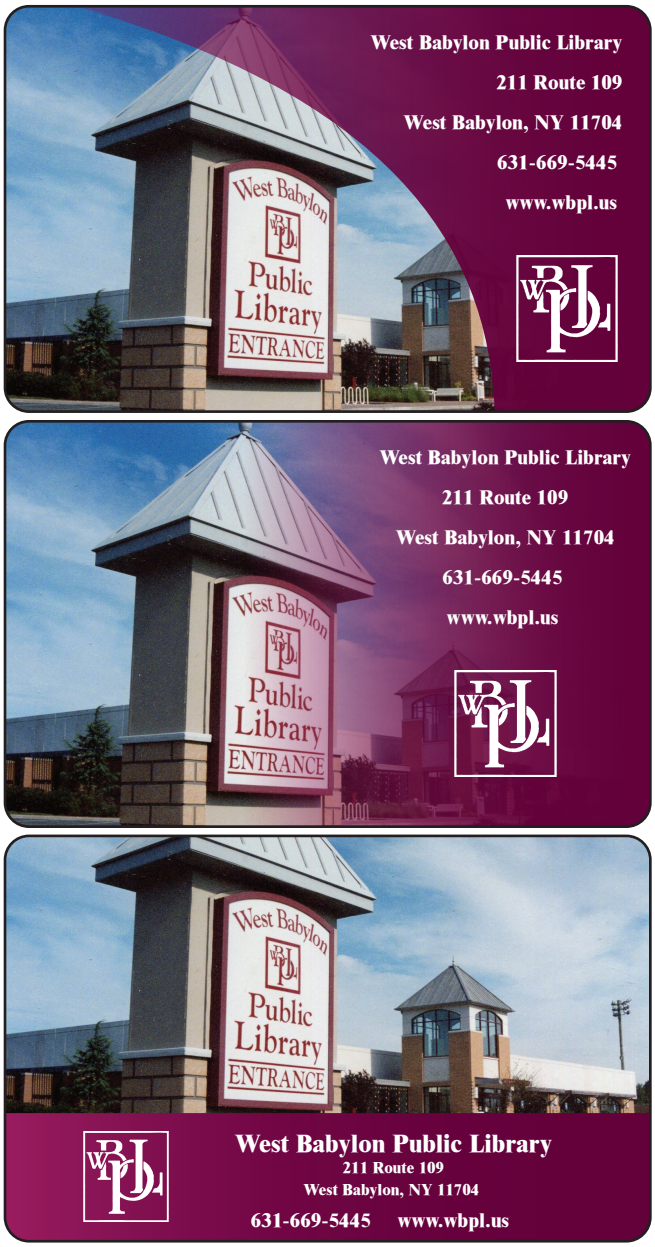
Size:

FRONT



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West Babylon Public Library
Annual Report For Public And Association Libraries - 2024

1. GENERAL LIBRARY INFORMATION

Library / Director Information

Outline of Major Changes

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8000586925
1.2	Library Name	WEST BABYLON PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	West Babylon
1.6	Beginning Fiscal Reporting Year	07/01/2023
1.7	Ending Fiscal Reporting Year	06/30/2024
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	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

1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11 Beginning Local Fiscal Year	07/01/2023
1.12 Ending Local Fiscal Year	06/30/2024
1.13 Address Status	00 (for no change from previous year)
1.14 Street Address	211 ROUTE 109
1.15 City	WEST BABYLON
1.16 Zip Code	11704
1.17 Mailing Address	211 ROUTE 109
1.18 City	WEST BABYLON
1.19 Zip Code	11704
1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(631) 669-5445
1.21 Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(631) 669-6539
1.22 E-Mail Address (enter M (Missing) if no E-Mail)	businessoffice@wbpl.us
1.23 Library Home Page URL (Enter M (Missing) if no home page URL)	https://wbab.suffolk.lib.ny.us/
1.24 Population Chartered to Serve (per 2020 Census)	27,947

1.25 Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26 Indicate the area chartered to serve as stated in the library's charter (select one):	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
1.28 Indicate the type of charter the library currently holds (select one):	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	04/14/1989
1.30 Date the library was last registered	02/19/1986
1.31 Federal Employer Identification Number	112646215
1.32 County	SUFFOLK
1.33 School District	West Babylon
1.34 Town/City	Babylon
1.35 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	Nancy
1.38 Last Name of Library Director/Manager	Evans
1.39 NYS Public Librarian Certification Number	24352
1.40 What is the highest education level of the library manager/director?	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
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.	N

Note: Kish, Brian Librarian Trainee bkish@wbpl.us DiFranco, Daphne Librarian Trainee dfranco@wbpl.us

1.43 E-mail Address of the Director/Manager	nevans@wbpl.us
1.44 Fax Number of the Director/Manager	(631) 669-6539
1.45 Does the library charge fees for library cards to people residing outside the system's service area?	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 2024? (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

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

1. Name of municipality or district holding the public vote	West Babylon Public Library
2. Indicate the type of municipality or district holding the public vote	Other
3. Date the vote was held (mm/dd/2024)	04/02/2024
4. Was the vote successful? Y/N	Y
5. What type of public vote was it?	Other
6a. Most recent prior year approved appropriation from a public vote:	$3,915,001
6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A
6c. Total proposed appropriation (manually sum of 6a and 6b):	$3,915,001

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 2024) 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

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

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

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

1. Name of contracting municipality or district	N/A
2. Is this a written contractual agreement?	N/A
3. Population of the geographic area served by this contract	N/A
4. Dollar amount of contract	N/A

5.	Enter the appropriate code for range of services provided (select one):	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 explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N

2. LIBRARY COLLECTION

Physical Holdings

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

This section of the survey (2.1-2.16) 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.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	31,645
2.2	Adult Non-fiction Books	17,157
2.3	Total Adult Books (Total questions 2.1 & 2.2)	48,802
2.4	Children's Fiction Books	20,781
2.5	Children's Non-fiction Books	8,630

2.6	Total Children's Books (Total questions 2.4 & 2.5)	29,411
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	78,213

Other Print Materials

2.8	Total Uncataloged Books	2
2.9	Total Print Serials	964
2.10	All Other Print Materials	101
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,067
2.12	Total Print Materials (Total questions 2.7 and 2.11)	79,280

ALL OTHER MATERIALS

2.13	Audio - Physical Units	7,989
2.14	Video - Physical Units	18,477
2.15	Other Circulating Physical Items	324
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	26,790

Grand Total / Additions to Holdings

2.17	**GRAND TOTAL HOLDINGS** (Total questions 2.12 and 2.16)	106,070

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	5,258
2.19	All Other Print Materials	781

2.20	All Other Materials	7,019
2.21	Total Additions (Total questions 2.18 through 2.20)	13,058

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 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 Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	93,340
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
3.2	Registered resident borrowers	12,003
3.3	Registered non-resident borrowers	0

Please report information on WRITTEN POLICIES as of 12/31/24.

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

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

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

3.6 Does the library have an Internet use policy?	Y
3.7 Does the library have a disaster plan?	Y
3.8 Does the library have a board-approved conflict of interest policy?	Y
3.9 Does the library have a board-approved whistle blower policy?	Y
3.10 Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	Yes
refreshable Braille commonly referred to as a refreshable Braille display	

screen magnification software, such as Zoomtext	Yes
electronic scanning and reading software, such as OpenBook	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

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at Children Ages 0-5	99
3.17b Attendance at Sessions Targeted at Children Ages 0-5	2,542

3.18a Number of Sessions Targeted at Children Ages 6-11	119
3.18b Attendance at Sessions Targeted at Children Ages 6-11	2,161
3.19a Number of Sessions Targeted at Young Adults Ages 12-18	83
3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18	620
3.20a Number of Sessions Targeted at Adults Age 19 or Older	448
3.20b Attendance at Sessions Targeted at Adults Age 19 or Older	6285
3.21a Number of General Interest Program Sessions	15
3.21b Attendance at General Interest Program Sessions	332
3.22 Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	764
3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	11,940

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions	662
3.24b Total Live Onsite Program Attendance	10,276
3.25a Total Live Offsite Program Sessions	70

Note: We increased our offsite program offerings.

3.25b	Total Live Offsite Program Attendance	1,373

Note: We increased our offsite program offerings.

3.26a	Total Live Virtual Program Sessions	32
3.26b	Total Live Virtual Program Attendance	291
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	764
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	11,940

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	9
3.30	Total Views of Prerecorded Program Presentations within 30 Days	167
3.31	One-on-One Program Sessions	194
3.32	Attendance at One-on-One Program Sessions	3,044

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2024 calendar year?	Y

3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	Yes
3.34d Does your library use Twitter/X for promotion?	Yes
3.34e Does your library use TikTok for promotion?	No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36 Library outlets offering the summer reading program	1
3.37 Children registered for the library's summer reading program	299
3.38 Young adults registered for the library's summer reading program	76
3.39 Adults registered for the library's summer reading program	125

3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	500
3.41a Children's program sessions - Summer 2024	70
3.41b Children's program attendance - Summer 2024	1,475
3.42a Young adult program sessions - Summer 2024	21
3.42b Young adult program attendance - Summer 2024	181
3.43a Adult program sessions - Summer 2024	17
3.43b Adult program attendance - Summer 2024	301
3.44 Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	108
3.45 Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	1,957
3.46 Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48 Public school district(s) and/or BOCES	1

3.49	Non-public school(s)	2
3.50	Childcare center(s)	15
3.51	Summer camp(s)	0
3.52	Municipality/Municipalities	0
3.53	Literacy provider(s)	1
3.54	Other (describe using the State note)	4
3.55	Total Collaborators (total 3.48 through 3.54)	23

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	106
3.57b	Focus on birth - school entry (kindergarten) attendance	2,836
3.58a	Focus on parents & caregivers sessions	6
3.58b	Focus on parents & caregivers attendance	138

3.59a	Combined audience sessions	95
3.59b	Combined audience attendance	2,570
3.60	Total Sessions	207
3.61	Total Attendance	5,544

3.62 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	Yes
e.	Other (describe using the State note)	

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.64a	Total group program sessions	109
3.64b	Total group program attendance	997

3.65a	Total one-on-one program sessions	103
3.65b	Total one-on-one program attendance	1,314

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.68a	Children's program sessions	25
3.68b	Children's program attendance	587
3.69a	Young adult program sessions	0

3.69b	Young adult program attendance	0
3.70a	Adult program sessions	36
3.70b	Adult program attendance	429
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	61
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	1,016
3.73a	One-on-one program sessions	12
3.73b	One-on-one program attendance	269

3.74 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	
d.	Other (describe using the Note)	

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a	Total group program sessions	28
3.76b	Total group program attendance	132

3.77a	Total one-on-one program sessions	43
3.77b	Total one-on-one program attendance	224

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	34,271
4.2	Adult Non-fiction Books	10,269
4.3	Total Adult Books (Total questions 4.1 & 4.2)	44,540
4.4	Children's Fiction Books	37,136
4.5	Children's Non-fiction Books	7,829
4.6	Total Children's Books (Total questions 4.4 & 4.5)	44,965
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	89,505

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	39,217
4.9	Circulation of Children's Other Materials	4,326
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	43,543

4.11 Physical Item Circulation (Total questions 4.7 & 4.10)	133,048
4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes
4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14 Total Reference Transactions	10,048
4.14a 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
4.15 Does the library offer virtual reference?	Y

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16 TOTAL MATERIALS RECEIVED	10,532

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17 TOTAL MATERIALS PROVIDED	6,667

E-RATE

4.18	Does the library file for E-rate benefits?	Y
4.19	Is the library part of a consortium for E-rate benefits?	Y
4.20	If yes, in which consortium are you participating?	Suffolk Cooperative Library System

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1	Did the library provide access to e-books purchased solely by the library?	Yes
5.2	Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3	Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4	Did the library provide access to e-serials purchased solely by the library?	No
5.5	Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6	Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7	Did the library provide access to e-audio purchased solely by the library?	Yes
5.8	Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9	Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10	Did the library provide access to e-videos purchased solely by the library?	Yes

5.11	Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	Yes
5.12	Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13	Did the library provide access to research databases purchased solely by the library?	Yes
5.14	Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15	Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16	Did the library provide access to online learning platforms purchased solely by the library?	Yes
5.17	Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18	Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19	The total circulation of e-books during the reporting period	29,690
5.20	The total circulation of e-serials during the reporting period.	798
5.21	The total circulation of e-audio during the reporting period	21,839
5.22	The total circulation of e-videos during the reporting period.	291

6. STAFF INFORMATION

All staff questions refer to PAID staff.
Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part–time hours to full–time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full–time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	12.5
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	1
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	22.5
6.11	Vacant Other Staff	2
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	37.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	2.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1

6.15	Salary - Library Director (certified)	$146,970
6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	N/A
6.18	FTE - Librarian	1
6.19	Salary - Librarian	$64,168

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re–approved by the board of trustees at least once every five years or earlier if required by law.	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	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
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

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
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
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	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
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y

9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y

10. Provides

10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.	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
12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	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
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

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0

8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	58.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	58.00
8.10	Annual Total Hours - Main Library	3,132.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,132.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

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

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen or Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking a link to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	WEST BABYLON PUBLIC LIBRARY
2.	Outlet Name Status	00 (for no change)
3.	Street Address	211 ROUTE 109
4.	Outlet Street Address Status	00 (for no change)
5.	City	WEST BABYLON
6.	Zip Code	11704
7.	Phone (enter 10 digits only)	(631) 669-5445
8.	Fax Number (enter 10 digits only)	(631) 669-6539
9.	E-mail Address	businessoffice@wbpl.us

10.	Outlet URL	https://wbab.suffolk.lib.ny.us/
11.	County	SUFFOLK
12.	School District	West Babylon
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,132
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	14
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1970

24. Indicate the year this outlet underwent a major renovation costing $25,000 or more	2002
25. Square footage of the outlet	33,671
26. Number of Internet Computers Used by General Public	19
27. Number of uses (sessions) of public Internet computers per year	12,070
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
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
30. Maximum upload speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps
31. Internet Provider	Cablevision/Optimum
32. WiFi Access	No restrictions to access
33. Wireless Sessions	15,532
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
35. Is every public part of the outlet accessible to a person in a wheelchair?	Y

36. Does your **outlet** have a Makerspace?	Y
37. *LIBID*	8000586925
38. *FSCSID*	NY0692
39. *Number of Bookmobiles in the Bookmobile Outlet Record*	0
40. *Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. 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, 2024 to December 31, 2024)	12

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-11
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	5
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	N/A

10.5	What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note.	5
10.6	I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

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

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled
2.	First Name of Board Member	Jolene
3.	Last Name of Board Member	Siena
4.	Mailing Address	120 15th Ave
5.	City	West Babylon
6.	Zip Code (5 digits only)	11704
7.	E-mail address	jsiena@wbpl.us
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	July

10.	Term Begins - Year (year)	2022
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2027
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
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2022
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Maeghan
3.	Last Name of Board Member	Lollo
4.	Mailing Address	44 Avenue C
5.	City	West Babylon
6.	Zip Code (5 digits only)	11704
7.	E-mail address	mlollo@wbpl.us
8.	Office Held or Trustee	Secretary

9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2024
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2029
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
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/01/2024
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/10/2024
16.	Is this a brand new trustee?	Y
1.	Status	Filled
2.	First Name of Board Member	Rachel
3.	Last Name of Board Member	Scelfo
4.	Mailing Address	36 Tameling Ave
5.	City	Babylon
6.	Zip Code (5 digits only)	11702
7.	E-mail address	rscelfo@wbpl.us

8.	Office Held or Trustee	President
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2020
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2025
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/12/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Kathryn
3.	Last Name of Board Member	Gambill
4.	Mailing Address	756 Carlton Road
5.	City	West Babylon
6.	Zip Code (5 digits only)	11704

7.	E-mail address	kgambill@wbpl.us
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2023
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2028
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
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/10/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2023
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Andrea
3.	Last Name of Board Member	McGurk
4.	Mailing Address	739 3rd Street
5.	City	West Babylon

6.	Zip Code (5 digits only)	11704
7.	E-mail address	amcgurk@wbpl.us
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2021
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2026
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
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/12/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/19/2021
16.	Is this a brand new trustee?	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. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y

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

1. Source of Funds	School District
2. Name of funding County, Municipality or School District	West Babylon UFSD
3. Amount	$3,915,001
4. Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5. Written Contractual Agreement	N
11.2 **TOTAL LOCAL PUBLIC FUNDS**	$3,915,001

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)	$8,299
11.4 Record all Central Library Services Aid monies received from system headquarters	$0
11.5 Additional State Aid received from the System	$0
11.6 Federal Aid received from the System	$0

11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$8,299

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	$1,634

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0
11.11	Other Federal Aid	$0
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$4,083
11.15	Fund Raising	$0
11.16	Income from Investments	$63,649
11.17	Library Charges	$21,382
11.18	Other	$37,529

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$126,643
11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$4,051,577
11.21 **BUDGET LOANS**	$0

Transfers / Grand Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8)	$0
11.23 From Other Funds	$0
11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	$2,082,712
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)	$6,134,289

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$1,121,570
12.2	Other Staff	$851,622
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$1,973,192
12.4	**Employee Benefits Expenditures**	$765,665
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$2,738,857

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$103,823
12.7	Electronic Materials Expenditures	$108,138
12.8	Other Materials Expenditures	$52,594
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$264,555

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$34,345
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$34,345

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$36,578
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$36,578
12.16	Other Disbursements for Operation & Maintenance of Buildings	$214,427
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$251,005

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$26,094
12.19	Telecommunications	$3,317
12.21	Professional & Consultant Fees	$29,713
12.22	Equipment	$50,846
12.23	Other Miscellaneous	$172,307
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	$282,277

Contracts / Debt Service / Transfers / Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$38,464

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0
12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$3,609,503

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$509,001
12.34	From Other Funds (76OF)	$0
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$509,001
12.36	**Transfer to Other Funds**	$0
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$509,001

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$4,118,504
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	$2,015,785
12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$6,134,289

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).	10/28/2024

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	09/03/2024
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2023-06/30/2024
12.44 Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0
13.2	All Other Revenues from Local Sources	$84,093
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$84,093

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$330,324
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$330,324

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$509,001
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$923,418
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$923,418

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$864,699
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$1,788,117

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	$526,278
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$526,278
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0

14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$526,278
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2024	$1,261,839
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$1,788,117

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	11.81
16.2	Total Librarians	12.69
16.3	All Other Paid Staff	21.44
16.4	Total Paid Employees	34.13
16.5	State Government Revenue	$9,933
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$126,643
16.8	Total Operating Revenue	$4,051,577
16.9	Other Operating Expenditures	$571,746
16.10	Total Operating Expenditures	$3,575,158

16.11	Total Capital Expenditures	$560,623
16.12	Print Materials	79,179
16.12a	Total Physical Items in Collection	105,969
16.13	Circulation of Children's Physical Material	49,291
16.14	Total Registered Borrowers	12,003
16.15	Other Capital Revenue and Receipts	$593,094
16.16	Number of Internet Computers Used by General Public	19
16.17	Total Uses (sessions) of Public Internet Computers Per Year	12,070
16.18	Wireless Sessions	15,532
16.19	Total Capital Revenue	$923,418

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	8000586925
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	LD
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	SU1
17.7	*FSCS ID*	NY0692

17.8	*SED CODE*	580102700002
17.9	*INSTITUTION ID*	800000037847

SUGGESTED IMPROVEMENTS

Library Name:	WEST BABYLON PUBLIC LIBRARY
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Nancy Evans
Phone Number:	(631) 669-5445
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree
Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	