Levittown Public Library
Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

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

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

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

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

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

1.1 Library ID Number 4400283570
1.2 Library Name LEVITTOWN 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 Levittown *
1.6 Beginning Fiscal Reporting Year 07/01/2020
1.7 Ending Fiscal Reporting Year 06/30/2021
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 N/A No was answered to Question 1.8.
| 1.11 | Beginning **Local Fiscal Year** | 07/01/2020 |
| 1.12 | Ending **Local Fiscal Year** | 06/30/2021 |
| 1.13 | Address Status | 00 (for no change from previous year) |
| 1.14 | Street Address | 1 BLUEGRASS LANE |
| 1.15 | City | LEVITTOWN |
| 1.16 | Zip Code | 11756 |
| 1.17 | Mailing Address | LEVITTOWN PUBLIC LIBRARY |
| 1.18 | City | LEVITTOWN |
| 1.19 | Zip Code | 11756 |
| 1.20 | Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) | (516) 731-5728 |
| 1.21 | Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) | (516) 520-5745 |
| 1.22 | E-Mail Address to Contact the Library (Enter N/A if no e-mail address) | mail@levittownpl.org |
| 1.23 | Library Home Page URL | www.levittownpl.org |
| 1.24 | Population Chartered to Serve (per 2010 Census) | 46,540 |
| 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 | 06/25/1954 |
| 1.30 | Date the library was last registered | 06/11/1952 |
| 1.31 | Federal Employer Identification Number | 116002478 |
| 1.32 | County | NASSAU |
| 1.33 | School District | Levittown UFSD |
| 1.34 | Town/City | Hempstead |
| 1.35 | Library System | Nassau 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 | Trina |
| 1.38 | Last Name of Library Director/Manager | Reed |
| 1.39 | NYS Public Librarian Certification Number |  |
| 1.40 | What is the highest education level of the library manager/director? | Other |
| 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. | Y |
| 1.43 | E-mail Address of the Director/Manager | director@levittownpl.org |
| 1.44 | Fax Number of the Director/Manager | (516) 520-5745 |
| 1.45 | Does the library charge fees for library cards to people residing outside the system's service area? | Y |
1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Y 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.

1. Name of municipality or district holding the public vote Levittown Union Free School District

2. Indicate the type of municipality or district holding the public vote School District

3. Date the vote was held (mm/dd/yyyy) 05/18/2021

4. Was the vote successful? Y/N Y

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

6a. Most recent prior year approved appropriation from a public vote: $7,666,280

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: $128,887

6c. Total proposed appropriation (sum of 6a and 6b): $7,795,167

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

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

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
   Y
disaster, fire, closed for 
renovations, massive 
weeping of collection, 
ct.)? 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.

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

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

PRINT MATERIALS

Cataloged Books

2.1 Adult Fiction Books 47,433
2.2 Adult Non-fiction Books 70,507
2.3 Total Adult Books (Total questions 2.1 & 2.2) 117,940
2.4 Children's Fiction Books 28,096
2.5 Children's Non-fiction Books 24,732
2.6 Total Children's Books (Total questions 2.4 & 2.5) 52,828
2.7 Total Cataloged Books (Total questions 2.3 & 2.6) 170,768

Other Print Materials

2.8 Total Uncataloged Books 253
2.9 Total Print Serials 7,673
2.10 All Other Print Materials 1,324
2.11 Total Other Print Materials (Total questions 2.8 through 2.10) 9,250
2.12 Total Print Materials (Total 180,018

https://collectconnect.baker-taylor.com/SurveyReport.aspx?IncludeAnno=N&Impersonate=&ResponseTypes=CY&SelectSection=All&SectionId=S&... 8/43
### Electronic Materials

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.13</td>
<td>Electronic Books</td>
<td>99,809</td>
</tr>
<tr>
<td>2.14</td>
<td>Local Electronic Collections</td>
<td>69</td>
</tr>
<tr>
<td>2.15</td>
<td>NOVELNY Electronic Collections</td>
<td>15</td>
</tr>
<tr>
<td>2.16</td>
<td>Total Electronic Collections (Total questions 2.14 and 2.15)</td>
<td>84</td>
</tr>
<tr>
<td>2.17</td>
<td>Audio - Downloadable Units</td>
<td>25,556</td>
</tr>
<tr>
<td>2.18</td>
<td>Video - Downloadable Units</td>
<td>1,661</td>
</tr>
<tr>
<td>2.19</td>
<td>Other Electronic Materials (Include items that are not included in the above categories, such as e-serials, electronic files, collections of digital photographs, and electronic government documents, reference tools, scores and maps.)</td>
<td>156,802</td>
</tr>
<tr>
<td>2.20</td>
<td>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</td>
<td>283,912</td>
</tr>
</tbody>
</table>

### Non-Electronic Materials

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.21</td>
<td>Audio - Physical Units</td>
<td>9,984</td>
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<tr>
<td>2.22</td>
<td>Video - Physical Units</td>
<td>20,379</td>
</tr>
<tr>
<td>2.23</td>
<td>Other Circulating Physical Items</td>
<td>1,662</td>
</tr>
<tr>
<td>2.24</td>
<td>Total Physical Items in Collection (Total questions 2.21 through 2.23)</td>
<td>32,025</td>
</tr>
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</table>

### Grand Total/Additions to Holdings

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.25</td>
<td>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</td>
<td>495,955</td>
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</table>

**Additions to Holdings** - Do not subtract withdrawals or discards.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Count</th>
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</thead>
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<tr>
<td>2.26</td>
<td>Cataloged Books</td>
<td>12,179</td>
</tr>
<tr>
<td>2.27</td>
<td>All Other Print Materials</td>
<td>378</td>
</tr>
<tr>
<td>2.28</td>
<td>Electronic Materials</td>
<td>35,510</td>
</tr>
</tbody>
</table>
3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click here to read general instructions before completing this section.

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

LIBRARY USE

3.1 Library visits (total annual attendance) 27,692
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 23,583
3.3 Registered non-resident borrowers 63

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

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

3.4 Does the library have an open meeting policy? Y
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?

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

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, 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?
screen reader, such as JAWS, Windoweyes or NVDA Yes
refreshable Braille commonly referred to as a refreshable Braille display No
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/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE
For Questions 3.19, 3.19a, 3.19b,

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

For Questions 3.26, 3.26a, 3.26b,

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

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 205
3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 172
3.19 Number of Children’s Programs 167
3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 11
3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11 56
3.20 Number of Synchronous General Interest Program Sessions 8
3.20a Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children’s Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20) 105
3.21 Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19, 3.20). This is the Total Number for those libraries who are breaking out Children’s Programming questions by age. 452
3.21a Number of Synchronous In- Person Onsite Program 205
3.21b Number of Synchronous In-Person Offsite Program Sessions 0

3.21c Number of Synchronous Virtual Program Sessions 145

3.22 One-on-One Program Sessions 22,333

3.23 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes

3.24 Attendance at Synchronous Programs Targeted at Adults Age 19 or Older 3,673

3.25 Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18 1,200

3.26 Children's Program Attendance 1,196

3.26a Attendance at Synchronous Programs Targeted at Children Ages 0-5 86

3.26b Attendance at Synchronous Programs Targeted at Children Ages 6-11 981

3.27 Attendance at Synchronous General Interest Programs 129

3.27a Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27) 6,069

3.28 Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26, 3.27). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.

3.28a Synchronous In-Person 3,673
Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a. Program(s) for children
b. Program(s) for young adults
c. Program(s) for Adults
d. Summer Reading at New York Libraries name and/or logo used
e. Collaborative Summer Library Program (CSLP Manual provided through the New York State Library, used)
f. N/A

3.31 Library outlets offering the summer reading program 1
3.32 Children registered for the library's summer reading program 448
3.33 Young adults registered for the library's summer reading program 77
3.34 Adults registered for the library's summer reading program 70
3.35 Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34) 595
3.36 Children's program sessions 50
3.37 Young adult program sessions - Summer 2021 20
3.38 Adult program sessions - Summer 2021 2
3.39 Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38) 72
3.40 Children's program attendance - Summer 2021 2,409
3.41 Young adult program attendance - Summer 2021 251
3.42 Adult program attendance - Summer 2021 27
3.43 Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42) 2,687

COLLABORATORS
3.44 Public school district(s) and/or BOCES 2
3.45 Non-public school(s) 2
3.46 Childcare center(s) 0
3.47 Summer camp(s) 0
3.48 Municipality/Municipalities 2
3.49 Literacy provider(s) 0
3.50 Other (describe using the State note) 0
3.51 Total Collaborators (total 3.44 through 3.50) 6

Early/Adult/English Speaker/Digital Literacy

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

EARLY LITERACY PROGRAMS

3.52 Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)
3.53 - Indicate types of programs offered (check all that apply)
   a. Focus on birth - school entry (kindergarten) Yes
   b. Focus on parents & caregivers Yes
   c. Combined audience Yes
   d. N/A No
3.54 - Number of sessions
   a. Focus on birth - school 69
entry (kindergarten)

b. Focus on parents & caregivers 1

c. Combined audience 22

d. N/A N/A

3.55  Total Sessions 92

3.56 - Attendance at sessions

a. Focus on birth - school entry (kindergarten) 787

b. Focus on parents & caregivers 5

c. Combined audience 236

d. N/A N/A

3.57  Total Attendance 1,028

3.58 - Collaborators (check all that apply):

a. Childcare center(s) No

b. Public School District(s) and/or BOCES Yes

c. Non-Public School(s) No

d. Health care providers/agencies No

e. Other (describe using the State note) No

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

ADULT LITERACY

3.59  Did the library offer adult literacy programs? No

3.60  Total group program sessions 0

3.61  Total one-on-one program sessions 0

3.62  Total group program attendance 0

3.63  Total one-on-one program attendance 0

3.64 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) Yes

b. Public School District(s) and/or BOCES No

c. Non-Public Schools No

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

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

3.65 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)

3.66 Children's program sessions N/A

3.67 Young adult program sessions N/A

3.68 Adult program sessions 3

3.69 Total program sessions (total 3.66 + 3.67 + 3.68) 3

3.70 One-on-one program sessions 0

3.71 Children's program attendance 0

3.72 Young adult program attendance 0

3.73 Adult program attendance 5

3.74 Total program attendance (total 3.71 + 3.72 + 3.73) 5

3.75 One-on-one program attendance 0

3.76 - Collaborators (check all that apply):
   a. Literacy NY (Literacy Volunteers of America) Yes
   b. Public School District(s) and/or BOCES No
   c. Non-Public School(s) No
   d. Other (describe using the Note) No

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

DIGITAL LITERACY

3.77 Did the library offer digital literacy programs? Y

3.78 Total group program sessions 17

3.79 Total one-on-one program sessions 72

3.80 Total group program attendance 87

3.81 Total one-on-one program attendance 72

3.82 Did your library offer teen-led activities during the 2021 calendar year? Y
4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

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

**CATALOGED BOOK CIRCULATION**

| 4.1  | Adult Fiction Books | 52,309 |
| 4.2  | Adult Non-fiction Books | 18,395 |
| 4.3  | Total Adult Books (Total questions 4.1 & 4.2) | 70,704 |
| 4.4  | Children's Fiction Books | 41,810 |
| 4.5  | Children's Non-fiction Books | 13,712 |
| 4.6  | Total Children's Books (Total questions 4.4 & 4.5) | 55,522 |
| 4.7  | Total Cataloged Book Circulation (Total question 4.3 & 4.6) | 126,226 |

**CIRCULATION OF OTHER MATERIALS**

| 4.8  | Circulation of Adult Other Materials | 57,028 |
| 4.9  | Circulation of Children's Other Materials | 5,456 |
| 4.10 | Circulation of Other Physical Items (Total questions 4.8, 4.9) | 62,484 |
| 4.11 | Physical Item Circulation (Total questions 4.7 & 4.10) | 188,710 |

**ELECTRONIC USE**

| 4.12 | Use of Electronic Material | 60,921 |
| 4.13 | Successful Retrieval of Electronic Information | 46,423 |
| 4.14 | Electronic Content Use (Total questions 4.12 & 4.13) | 107,344 |
| 4.15 | Total Circulation of Materials (Total questions 4.11 & 4.12) | 249,631 |
| 4.16 | Total Collection Use (Total questions 4.13 & 4.15) | 296,054 |
| 4.17 | Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) | 60,978 |

**REFERENCE TRANSACTIONS**

4.18 Total Reference Transactions 42,900

4.18a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? ES - Annual Estimate Based on Typical Week(s)

4.19 Does the library offer virtual reference? Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED 24,568

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED 34,583

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1 Automated circulation system? Y

5.2 Online public access catalog (OPAC)? Y

5.3 Electronic access to the OPAC from outside the library? Y

5.4 Annual number of visits to the library's web site 155,092

5.5 Does the library use Internet filtering software on any computer? N

5.6 Does your library use social media? Y

5.7 Does the library file for E-rate benefits? Y

5.8 Is the library part of a consortium for E-rate benefits? Y

5.9 If yes, in which consortium are you participating? Nassau Library System

5.10 Name of the person responsible for the library's Information Technology (IT) services Benjie Pancho
5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) (516) 731-5728

5.12 IT contact's email address it@levittownpl.org

6. STAFF INFORMATION

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1
6.3 Vacant Library Director (certified) 0
6.4 Librarian (certified) 16.5
6.5 Vacant Librarian (certified) 3.6
6.6 Library Manager (not certified) 0
6.7 Vacant Library Manager (not certified) 0
6.8 Library Specialist/Paraprofessional (not certified) 1
6.9 Vacant Library Specialist/Paraprofessional (not certified) .5
6.10 Other Staff 39.5
6.11 Vacant Other Staff 2
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) 58.00
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) 6.10

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified) 1
6.15 Salary - Entry Level Librarian (certified) $58,389
6.16 FTE - Library Director 1
7. MINIMUM PUBLIC LIBRARY STANDARDS

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

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

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.

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. 

7. Is open the minimum standard number of public service hours for population served. (see instructions) 

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

   8a. space  
   8b. lighting  
   8c. shelving  
   8d. seating  
   8e. power infrastructure  
   8f. data infrastructure  
   8g. public restroom

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

10. Provides

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

    10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.

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.

12. Employs a paid director in accordance with the
provisions of Commissioner's Regulation 90.8.

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 Part 1. Please click here to read general instructions before completing this section.

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

8.1 Main Library 1
8.2 Branches 0
8.3 Bookmobiles 0
8.4 Other Outlets 0
8.5 TOTAL PUBLIC SERVICE OUTLETS 1 (Total questions 8.1 - 8.4)

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library 68.00
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) 68.00
8.10 Annual Total Hours - Main Library 2,684.00
8.11 Annual Total Hours - Branch Libraries 0.00
8.12 Annual Total Hours - Bookmobiles 0.00
8A. COVID

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

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? Yes

CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes

CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more
outlets during the Coronavirus (COVID-19) pandemic?

CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, No their normal duties during the Coronavirus (COVID-19) pandemic?

CV9 Number of Weeks an Outlet Had Limited Occupancy 39 Due to COVID-19

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 Part 1. Please click here to read general instructions before completing this section.

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to collectconnect@baker-taylor.com

1. Outlet Name Levittown Public Library
2. Outlet Name Status 00 (for no change)
3. Street Address 1 Bluegrass Lane
4. Outlet Street Address Status 00 (for no change)
5. City Levittown
6. Zip Code 11756
7. Phone (enter 10 digits only) (516) 731-5728
8. Fax Number (enter 10 digits only) (516) 520-5745
9. E-mail Address mail@levittownpl.org
10. Outlet URL www.levittownpl.org
11. County Nassau
12. School District Levittown
13. Library System Nassau Library System
14. Outlet Type Code (select one): CE
15. Public Service Hours Per Year for This Outlet 3,524
16. Number of Weeks This Outlet is Open 52
16a Number of weeks an outlet closed due to COVID-19 3
16b Number of weeks an outlet had limited occupancy due to COVID-19 4
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? Y
19. Total number of non-library sponsored programs, meetings and/or events at this outlet 0
20. Enter the appropriate outlet code (select one): LRF
21. Who owns this outlet building? School District
22. Who owns the land on which this outlet is built? School District
23. Indicate the year this outlet was initially constructed 1962
24. Indicate the year this outlet underwent a major renovation costing $25,000 or more 2019
25. Square footage of the outlet 35,000
26. Number of Internet Computers Used by General Public 32
27. Number of uses (sessions) of public Internet computers per year 3,932
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 Greater than or equal to 100 mbps and less than 1 gbps
10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021) 11

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No

10.3 If yes, what is the range?

10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?

10.5 If your library does not have a range, how many 5
voting positions are stated in the library's charter documents (incorporation)?

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5 years

**BOARD MEMBER SELECTION**

10.8 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, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

**BOARD PRESIDENT**

<table>
<thead>
<tr>
<th>10.9</th>
<th>First Name</th>
<th>Rusel</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.10</td>
<td>Last Name</td>
<td>Greller</td>
</tr>
<tr>
<td>10.11</td>
<td>Mailing Address</td>
<td>[redacted]</td>
</tr>
<tr>
<td>10.12</td>
<td>City</td>
<td>Levittown</td>
</tr>
<tr>
<td>10.13</td>
<td>Zip Code (5 digits only)</td>
<td>11756</td>
</tr>
<tr>
<td>10.14</td>
<td>Phone (enter 10 digits only)</td>
<td>[redacted]</td>
</tr>
<tr>
<td>10.15</td>
<td>E-mail Address</td>
<td><a href="mailto:rgreller@levittownpl.org">rgreller@levittownpl.org</a></td>
</tr>
<tr>
<td>10.16</td>
<td>Term Begins - Month</td>
<td>July</td>
</tr>
<tr>
<td>10.17</td>
<td>Term Begins - Year (yyyy)</td>
<td>2017</td>
</tr>
<tr>
<td>10.18</td>
<td>Term Expires - Month</td>
<td>June</td>
</tr>
<tr>
<td>10.19</td>
<td>Term Expires - Year (yyyy)</td>
<td>2022</td>
</tr>
<tr>
<td>10.20</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>10.21</td>
<td>The date the Oath of Office was taken (mm/dd/yyyy)</td>
<td>07/05/2017</td>
</tr>
<tr>
<td>10.22</td>
<td>The date the Oath of Office was filed with town or</td>
<td>07/07/2017</td>
</tr>
</tbody>
</table>
You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to collectconnect@baker-taylor.com.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>Filled</td>
</tr>
<tr>
<td>2.</td>
<td>First Name of Board Member</td>
<td>Margaret</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name of Board Member</td>
<td>Santer</td>
</tr>
<tr>
<td>4.</td>
<td>Mailing Address</td>
<td>Levittown</td>
</tr>
<tr>
<td>5.</td>
<td>City</td>
<td>Levittown</td>
</tr>
<tr>
<td>6.</td>
<td>Zip Code (5 digits only)</td>
<td>11765</td>
</tr>
<tr>
<td>7.</td>
<td>E-mail address</td>
<td><a href="mailto:msanter@levittownpl.org">msanter@levittownpl.org</a></td>
</tr>
<tr>
<td>8.</td>
<td>Office Held or Trustee</td>
<td>Financial Officer</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
<td>July</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (year)</td>
<td>2018</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires</td>
<td>June</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (yyyy)</td>
<td>2023</td>
</tr>
<tr>
<td>13.</td>
<td>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.</td>
<td>Yes</td>
</tr>
<tr>
<td>14.</td>
<td>The date the Oath of Office (mm/dd/yyyy) was taken</td>
<td>07/11/2018</td>
</tr>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>07/13/2018</td>
</tr>
<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
<td>N</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>Filled</td>
</tr>
<tr>
<td>2.</td>
<td>First Name of Board Member</td>
<td>Steven</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name of Board Member</td>
<td>Dalton</td>
</tr>
<tr>
<td>4.</td>
<td>Mailing Address</td>
<td>Levittown</td>
</tr>
<tr>
<td>5.</td>
<td>City</td>
<td>Levittown</td>
</tr>
</tbody>
</table>
6. Zip Code (5 digits only) 11756
7. E-mail address sdalton@levittownpl.org
8. Office Held or Trustee Secretary
9. Term Begins - Month July
10. Term Begins - Year (year) 2019
11. Term Expires June
12. Term Expires - Year (yyyy) 2024
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/10/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/12/2019
16. Is this a brand new trustee? N

1. Status Filled
2. First Name of Board Member Susan
3. Last Name of Board Member Maher
4. Mailing Address
5. City Levittown
6. Zip Code (5 digits only) 11756
7. E-mail address smaher@levittownpl.org
8. Office Held or Trustee Trustee
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 Yes
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
</tr>
<tr>
<td>2.</td>
<td>First Name of Board Member</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name of Board Member</td>
</tr>
<tr>
<td>4.</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>5.</td>
<td>City</td>
</tr>
<tr>
<td>6.</td>
<td>Zip Code (5 digits only)</td>
</tr>
<tr>
<td>7.</td>
<td>E-mail address</td>
</tr>
<tr>
<td>8.</td>
<td>Office Held or Trustee</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (year)</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires</td>
</tr>
<tr>
<td>12.</td>
<td>Term Expires - Year (yyyy)</td>
</tr>
<tr>
<td>13.</td>
<td>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.</td>
</tr>
<tr>
<td>14.</td>
<td>The date the Oath of Office (mm/dd/yyyy) was taken</td>
</tr>
<tr>
<td>15.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
</tr>
<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
</tr>
</tbody>
</table>
Trustee Education

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

1. Trustee Name: Rusel Grelle
   Has the trustee participated in trustee education in the last calendar year (2021)? Y

2. Trustee Name: Margaret Santer
   Has the trustee participated in trustee education in the last calendar year (2021)? N

3. Trustee Name: Steven Dalton
   Has the trustee participated in trustee education in the last calendar year (2021)? Y

4. Trustee Name: Susan Maher
   Has the trustee participated in trustee education in the last calendar year (2021)? Y

5. Trustee Name: John Pettit-Milonakis
   Has the trustee participated in trustee education in the last calendar year (2021)? Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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

LOCAL PUBLIC FUNDS

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

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

1. Source of Funds: School District

2. Name of funding County, Municipality or School District: Levittown School District
3. Amount $7,649,667
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 $7,649,667

SYSTEM CASH GRANTS TO MEMBER LIBRARY
11.3 Local Library Services Aid (LLSA) $13,676
11.4 Record all Central Library Services Aid monies received from system headquarters $242,306
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) $255,982

OTHER STATE AID
11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants $0

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 $180

OTHER RECEIPTS
11.14 Gifts and Endowments $3,502
11.15 Fund Raising $0
11.16 Income from Investments $10,789
11.17 Library Charges $7,433
11.18 Other $13,723
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) $7,941,276
11.21 BUDGET LOANS $0

Transfers/Grant 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 2021 $6,178,598
(Same as Question 12.40 of previous year if fiscal year has not changed)
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) $14,119,874

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1</td>
<td>Certified Librarians</td>
<td>$1,694,234</td>
</tr>
<tr>
<td>12.2</td>
<td>Other Staff</td>
<td>$2,075,235</td>
</tr>
<tr>
<td>12.3</td>
<td><strong>Total Salaries &amp; Wages Expenditures (Add Questions 12.1 and 12.2)</strong></td>
<td>$3,769,469</td>
</tr>
<tr>
<td>12.4</td>
<td><strong>Employee Benefits Expenditures</strong></td>
<td>$1,944,445</td>
</tr>
<tr>
<td>12.5</td>
<td><strong>Total Staff Expenditures (Add Questions 12.3 and 12.4)</strong></td>
<td>$5,713,914</td>
</tr>
<tr>
<td>12.6</td>
<td><strong>Print Materials Expenditures</strong></td>
<td>$244,393</td>
</tr>
<tr>
<td>12.7</td>
<td><strong>Electronic Materials Expenditures</strong></td>
<td>$267,229</td>
</tr>
<tr>
<td>12.8</td>
<td><strong>Other Materials Expenditures</strong></td>
<td>$21,765</td>
</tr>
<tr>
<td>12.9</td>
<td><strong>Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)</strong></td>
<td>$533,387</td>
</tr>
<tr>
<td>12.10</td>
<td><strong>From Local Public Funds (71PF)</strong></td>
<td>$77,411</td>
</tr>
<tr>
<td>12.11</td>
<td><strong>From Other Funds (71OF)</strong></td>
<td>$0</td>
</tr>
<tr>
<td>12.12</td>
<td><strong>Total Capital Expenditures (Add Questions 12.10 and 12.11)</strong></td>
<td>$77,411</td>
</tr>
</tbody>
</table>

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.13</td>
<td><strong>From Local Public Funds (72PF)</strong></td>
<td>$86,110</td>
</tr>
<tr>
<td>12.14</td>
<td><strong>From Other Funds (72OF)</strong></td>
<td>$0</td>
</tr>
<tr>
<td>12.15</td>
<td><strong>Total Repairs (Add Questions 12.13 and 12.14)</strong></td>
<td>$86,110</td>
</tr>
<tr>
<td>12.16</td>
<td><strong>Other Disbursements for Operation &amp; Maintenance of Buildings</strong></td>
<td>$155,617</td>
</tr>
<tr>
<td>12.17</td>
<td><strong>Total Operation &amp; Maintenance of Buildings (Add Questions 12.15 and 12.16)</strong></td>
<td>$241,727</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS EXPENSES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.18</td>
<td><strong>Office and Library Supplies</strong></td>
<td>$65,109</td>
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<tr>
<td>12.19</td>
<td><strong>Telecommunications</strong></td>
<td>$19,318</td>
</tr>
<tr>
<td>12.20</td>
<td><strong>Postage and Freight</strong></td>
<td>$8,580</td>
</tr>
<tr>
<td>12.21</td>
<td><strong>Professional &amp; Consultant</strong></td>
<td>$196,437</td>
</tr>
</tbody>
</table>
Fees
12.22 Equipment $14,113
12.23 Other Miscellaneous $61,140
12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) $364,697

Contracts/Debt Service/Transfers/Grand Total

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $138,166

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) $7,069,302

TRANSFERS

Transfers to Capital Fund
12.33 From Local Public Funds (76PF) $0
12.34 From Other Funds (76OF) $1,250,000
12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8) $1,250,000
12.36 Transfer to Other Funds $0
12.37 TOTAL TRANSFERS (Add Questions 12.35 and 12.36) $1,250,000
12.38 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37) $8,319,302

12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021 $5,800,572

12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26) $14,119,874

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/yy). 04/06/2022

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yy) 01/11/2022

12.43 Time period covered by this audit (mm/dd/yy) - (mm/dd/yy) 07/01/2020-06/30/2021

12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources $0

13.2 All Other Revenues from $145
Local Sources

13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2) $145

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction $283,021

13.5 Other State Aid $0

13.6 Total State Aid (Add Questions 13.4 and 13.5) $283,021

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID $0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) $1,250,000

13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8) $1,533,166

13.10 NON-REVENUE RECEIPTS $0

13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) $1,533,166

13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed) $300,913

13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12) $1,834,079

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 $1,518,896

14.2 Incidental Construction $0

Other Disbursements

14.3 Purchase of Buildings $0

14.4 Interest $0
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.5</td>
<td>Collection Expenditures</td>
<td>$0</td>
</tr>
<tr>
<td>14.6</td>
<td>Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)</td>
<td>$0</td>
</tr>
<tr>
<td>14.7</td>
<td><strong>TOTAL PROJECT EXPENDITURES</strong> (Add Questions 14.1, 14.2 and 14.6)</td>
<td>$1,518,896</td>
</tr>
<tr>
<td>14.8</td>
<td><strong>TRANSFER TO OPERATING FUND</strong> (Same as Question 11.22)</td>
<td>$0</td>
</tr>
<tr>
<td>14.9</td>
<td><strong>NON-PROJECT EXPENDITURES</strong></td>
<td>$0</td>
</tr>
<tr>
<td>14.10</td>
<td><strong>TOTAL CASH DISBURSEMENTS AND TRANSFERS</strong> (Add Questions 14.7, 14.8 and 14.9)</td>
<td>$1,518,896</td>
</tr>
<tr>
<td>14.11</td>
<td><strong>BALANCE IN CAPITAL FUND</strong> - Ending Balance for the Fiscal Year Ending 2021</td>
<td>$315,183</td>
</tr>
<tr>
<td>14.12</td>
<td><strong>TOTAL CASH DISBURSEMENTS AND BALANCE</strong> (Add Questions 14.10 and 14.11; same as Question 13.13)</td>
<td>$1,834,079</td>
</tr>
</tbody>
</table>

**15. CENTRAL LIBRARIES**

**CENTRAL LIBRARY SERVICES AID (CLSA)**

**Statutory Reference**: Education Law § 273(1)(b)
Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of $0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of $105,000, and an additional $71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at [http://www.nyssl.nysed.gov/libdev/ckda/index.html](http://www.nyssl.nysed.gov/libdev/ckda/index.html) for more information.
Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2021. Do not report funds spent by the public library system on the Library's behalf.

15.1.1 - 15.1.2 Professional Salaries: Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

15.1.1 Total Full-Time Equivalents (FTE) .5
15.1.2 Total Expenditure for Professional Salaries $31,509

15.1.3 - 15.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE) 0
15.1.4 Total Expenditures for Other Staff Salaries $0

15.1.5 Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).

15.1.5 Employee Benefits: $2,410

15.1.6 Purchased Services: Did the central/co-central library expend CLDA funds Y for purchased services? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category Institutional memberships
2. Provider of Services Candid
3. Expenditure $2,995

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Hewlett-Woodmere Public Library
3. Expenditure $35,542
<table>
<thead>
<tr>
<th></th>
<th>Expenditure Category</th>
<th>Total Expenditure - Purchased Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$38,824</td>
</tr>
<tr>
<td>1.</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Provider of Services</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Expenditure</td>
<td>$287</td>
</tr>
</tbody>
</table>

### Supplies and Materials:

Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

<table>
<thead>
<tr>
<th></th>
<th>Expenditure Category</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Books and other print materials</td>
<td>$891</td>
</tr>
<tr>
<td>2.</td>
<td>Books and other print materials</td>
<td>$19,669</td>
</tr>
<tr>
<td>1.</td>
<td>Books and other print materials</td>
<td>$6,341</td>
</tr>
<tr>
<td>2.</td>
<td>Books and other print materials</td>
<td>$2,621</td>
</tr>
<tr>
<td>1.</td>
<td>Books and other print materials</td>
<td>$2,810</td>
</tr>
<tr>
<td>2.</td>
<td>Books and other print materials</td>
<td>$2,483</td>
</tr>
<tr>
<td>1.</td>
<td>Books and other print materials</td>
<td>$2,765</td>
</tr>
<tr>
<td>2.</td>
<td>Books and other print materials</td>
<td>$50,698</td>
</tr>
<tr>
<td>Expenditure Category</td>
<td>Expenditure</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Non-print resources (electronic content)</td>
<td>$5,550</td>
<td></td>
</tr>
<tr>
<td>Books and other print materials</td>
<td>$559</td>
<td></td>
</tr>
<tr>
<td>Non-print resources (electronic content)</td>
<td>$40,432</td>
<td></td>
</tr>
<tr>
<td>Non-print resources (electronic content)</td>
<td>$29,583</td>
<td></td>
</tr>
<tr>
<td>Books and other print materials</td>
<td>$3,188</td>
<td></td>
</tr>
<tr>
<td>Non-print resources (electronic content)</td>
<td>$44,497</td>
<td></td>
</tr>
<tr>
<td>Non-print resources (electronic content)</td>
<td>$4,760</td>
<td></td>
</tr>
<tr>
<td>Books and other print materials</td>
<td>$1,142</td>
<td></td>
</tr>
</tbody>
</table>

15.1.9 **Total Expenditure - Supplies and Materials**

$217,989

15.1.10 **Travel Expenditures:** Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

<table>
<thead>
<tr>
<th>Type of travel</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

15.1.11 **Total Expenditures - Travel**

$0

15.1.12 **Equipment and Furnishings:** Did the central/co-central library expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more
than one year? Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item          N/A
2. Quantity             N/A
3. Unit cost            N/A
4. Expenditure          N/A

15.1.13 Total Expenditure - Equipment and Furnishings $0
15.1.14 Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13) $290,732
15.1.15 Cash Balance at the Opening of the Fiscal Year (total 15.1.15a + 15.1.15b) $0
    NOTE: The opening balance must be the same as the closing balance of the previous year.
15.1.15a CBA Cash Balance at the Opening of the Fiscal Year $0
15.1.15b CLDA Cash Balance at the Opening of the Fiscal Year $0
15.1.16 Total Allocation received from the system: $290,732
15.1.17 Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15) $0

15.1.18 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

The Levittown Public Library's goal of resource sharing is accomplished by back-up reference service. When a local library is unable to fulfill patrons' requests, they are referred to the Central Library. We are the primary source for interlibrary loan requests, direct access, and access to specialized collections and government documents.

Technological excellence in electronic services is an ongoing endeavor. Databases are added annually which are used by Nassau County patrons. Our Government Documents Librarian utilizes Marcives to disseminate government information on timely topics to all Nassau County public libraries. Instruction on the Foundation Center Online database is given to patrons who are seeking grant opportunities. The Library also purchases additional non-fiction electronic books to be used by any Nassau County patron to meet the growing demand.
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 18.46
16.2 Total Librarians 19.77
16.3 All Other Paid Staff 36.31
16.4 Total Paid Employees 56.08
16.5 State Government Revenue $255,982
16.6 Federal Government Revenue 0
16.7 Other Operating Revenue $35,627
16.8 Total Operating Revenue $7,941,276
16.9 Other Operating Expenditures 744,590
16.10 Total Operating Expenditures $6,991,891
16.11 Total Capital Expenditures $1,596,307
16.12 Print Materials 178,694
16.13 Total Registered Borrowers 23,646
16.14 Other Capital Revenue and Receipts $1,250,145
16.15 Number of Internet Computers Used by General Public 32
16.16 Total Uses (sessions) of Public Internet Computers Per Year 3,932
16.17 Wireless Sessions 12,527
16.18 Total Capital Revenue $1,533,166

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 LIB ID 4400283570
17.2 Interlibrary Relationship Code ME
17.3 Legal Basis Code LD
17.4 Administrative Structure Code SQ
17.5 FSCS Public Library Definition Y
17.6 Geographic Code SDI
17.7 FSCS ID NY0357
17.8 SED CODE 280205700003
17.9 INSTITUTION ID 800000049675

SUGGESTED IMPROVEMENTS
Library Name: LEVITTOWN PUBLIC LIBRARY
Library System: Nassau Library System
Name of Person Completing Form: Trina Reed
Phone Number: (516) 731-5728

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!