

# Port Jefferson Free Library

## Annual Report For Public And Association Libraries - 2016

CURRENT YEAR

*PREVIOUS YEAR*

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2016, except for questions related to the current library director/manager (questions 1.37 through 1.45).

1.1	Library ID Number	8000585290	8000585290
1.2	Library Name	PORT JEFFERSON FREE LIBRARY	<i>PORT JEFFERSON FREE LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Port Jefferson	<i>Port Jefferson</i>
1.6	Beginning Fiscal Reporting Year	07/01/2015	<i>07/01/2014</i>
1.7	Ending Fiscal Reporting Year	06/30/2016	<i>06/30/2015</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
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	<i>N/A</i>
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	<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2015	<i>07/01/2014</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2016	<i>06/30/2015</i>
1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	100 THOMPSON STREET	<i>100 THOMPSON STREET</i>
1.15	City	PORT JEFFERSON	<i>PORT JEFFERSON</i>
1.16	Zip Code	11777	<i>11777</i>
1.17	Mailing Address	100 THOMPSON STREET	<i>100 THOMPSON STREET</i>
1.18	City	PORT JEFFERSON	<i>PORT JEFFERSON</i>
1.19	Zip Code	11777	<i>11777</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 473-0022	<i>(631) 473-0022</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 473-8661	<i>(631) 473-8661</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	donlont@portjefflibrary.org	<i>donlont@portjefflibrary.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://www.portjefflibrary.org	<i>http://www.portjefflibrary.org</i>

1.24	Population Chartered to Serve (per 2010 Census)	7,570	7,570
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	08/29/1912	08/29/1912
1.30	Date the library was last registered	01/25/1911	01/25/1911
1.31	Federal Employer Identification Number	111672784	111672784
1.32	County	SUFFOLK	SUFFOLK
1.33	School District	Port Jefferson	Port Jefferson
1.34	Town/City	Port Jefferson	Port Jefferson
1.35	Library System	Suffolk Cooperative Library System	Suffolk Cooperative Library System

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37	Title of Library Director/ Manager (select one):	Mr.	Mr.
1.38	First Name of Library Director/Manager	Thomas	Thomas
1.39	Last Name of Library Director/Manager	Donlon	Donlon
1.40	NYS Public Librarian Certification Number	24601	24601
1.41	What is the highest education level of the library manager/director?	Master's Degree	
1.42	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	
1.43	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	

1.44	E-mail Address of the Director/Manager	donlont@portjefflibrary.org	<i>donlont@portjefflibrary.org</i>
1.45	Fax Number of the Director/Manager	(631) 473-8661	<i>(631) 473-8661</i>
1.46	Is the library a member of the New York State and Local Retirement System?	Y	
1.47	Does the library charge fees for library cards to people residing outside the system's service area?	N	<i>N</i>
1.48	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2016? (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 1.49.	Y	<i>Y</i>
1.	Name of municipality or district holding the public vote	Port Jefferson Union Free School District	<i>Port Jefferson Union free School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2016)	04/05/2016	<i>04/14/2015</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$3,000,810	<i>\$2,948,632</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$0	<i>\$52,178</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$3,000,810	<i>\$3,000,810</i>

**This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.49	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2016) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50.	N	<i>N</i>
1.	Name of municipality or district holding the public vote		
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)		
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?		

1.50	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 <i>each</i> contract. If no, go to question 1.51.	Y	Y
1.	Name of contracting municipality or district	Mount Sinai UFSD	<i>Miller Place School District</i>
2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	13,267	<i>15,859</i>
4.	Dollar amount of contract	\$530,078	<i>\$337,998</i>
5.	Enter the appropriate code for range of services provided (select one):	Full	<i>Full</i>
1.	Name of contracting municipality or district	Miller Place UFSD	<i>Mount Sinai School District</i>
2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	15,859	<i>13,414</i>
4.	Dollar amount of contract	\$345,496	<i>\$250,384</i>
5.	Enter the appropriate code for range of services provided (select one):	Full	<i>Full</i>
1.51	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	N

## 2. LIBRARY COLLECTION

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

This section of the survey (2.1-2.22) 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. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	24,697	23,713
2.2	Adult Non-fiction Books	28,794	41,831
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	53,491	65,544
2.4	Children's Fiction Books	33,715	33,543
2.5	Children's Non-fiction Books	15,743	17,968
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	49,458	51,511
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	102,949	117,055

#### **Other Print Materials**

2.8	Total Uncataloged Books	219	221
2.9	Total Print Serials	545	512
2.10	All Other Print Materials	165	145
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	929	878
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	103,878	117,933

#### **ALL OTHER MATERIALS**

##### **Electronic Materials**

2.13	Electronic Books	198,549	119,844
2.14	Local Electronic Collections	44	38
2.15	NOVELNY Electronic Collections	10	10
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	54	48
2.17	Audio - Downloadable Units	39,851	27,022
2.18	Video - Downloadable Units	8,547	8,547
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	34,980	136,672
2.20	<b>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</b>	281,981	292,133

##### **Non-Electronic Materials**

2.21	Audio - Physical Units	9,470	9,493
2.22	Video - Physical Units	15,732	14,607
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	228	193
2.24	<b>Total Other Materials Holdings (Total questions 2.21 through 2.23)</b>	25,430	24,293
2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</b>	411,289	434,359

#### **CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	249	262
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.27	Cataloged Books	7,986	9,378
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2.28	All Other Print Materials	43	24
2.29	Electronic Materials	63,892	41,992
2.30	All Other Materials	2,523	3,033
2.31	<b>Total Additions (Total questions 2.27 through 2.30)</b>	74,444	54,427

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.27 as of the end of the fiscal year reported in Part 1; report information on questions 3.28 through 3.79 for the 2016 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)	178,525	208,572
3.2	Registered resident borrowers	5,284	5,727
3.3	Registered non-resident borrowers	4,712	5,007

Please report information on WRITTEN POLICIES as of 12/31/16.

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

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/16.

#### ACCESSIBILITY (Answer Y for Yes, N for No)/b>

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

#### 3.14 - If so, what do you have?

screen reader, such as JAWS or Windoweyes	Yes	Yes
refreshable Braille keyboard	No	No

screen magnification software, such as Zoomtext	Yes	Yes
electronic scanning and reading software, such as OpenBook	No	No

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

**LIBRARY SPONSORED PROGRAMS**

3.15	Adult Program Sessions	807	774
3.16	Young Adult Program Sessions	555	465
3.17	Children's Program Sessions	862	737
3.18	All Other Program Sessions	78	53
3.19	<b>Total Number of Program Sessions (Total questions 3.15 through 3.18)</b>	2,302	2,029
3.20	One-on-One Program Sessions	128	104
3.21	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	
3.22	Adult Program Attendance	8,497	8,228
3.23	Young Adult Program Attendance	9,052	5,807
3.24	Children's Program Attendance	18,368	15,198
3.25	All Other Program Attendance	2,414	709
3.26	<b>Total Program Attendance (Total questions 3.22 through 3.25)</b>	38,331	29,942
3.27	One-on-One Program Attendance	128	104

Please report information on SUMMER READING PROGRAMS for the 2016 calendar year.

**SUMMER READING PROGRAM**

3.28 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2016 (check all that apply):

a.	Program(s) for children	Yes	Yes
b.	Program(s) for young adults	Yes	Yes
c.	Program(s) for Adults	Yes	Yes
d.	Summer Reading at New York Libraries name and/or logo used	Yes	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.29	Library outlets offering a summer reading program	2	2
3.30	Children registered for the library's summer reading program	676	767
3.31	Young adults registered for the library's summer reading program	141	171

3.32	Adults registered for the library's summer reading program	94	105
3.33	<b>Total number registered for the library's summer reading program (total 3.30 + 3.31 + 3.32)</b>	911	1,043
3.34	Children's program sessions - Summer 2016	217	170
3.35	Young adult program sessions - Summer 2016	141	143
3.36	Adult program sessions - Summer 2016	21	86
3.37	<b>Total program sessions - Summer 2016 (total 3.34 + 3.35 + 3.36)</b>	379	399
3.38	Children's program attendance - Summer 2016	4,942	4,761
3.39	Young adult program attendance - Summer 2016	2,538	1,611
3.40	Adult program attendance - Summer 2016	310	726
3.41	<b>Total program attendance - Summer 2016 (total 3.38 + 3.39 + 3.40)</b>	7,790	7,098

#### COLLABORATORS

3.42	Public school district(s) and/or BOCES	3	4
3.43	Non-public school(s)	2	2
3.44	Childcare center(s)	4	4
3.45	Summer camp(s)	2	2
3.46	Municipality/Municipalities	4	3
3.47	Literacy provider(s)	0	0
3.48	Other (describe using the State note)	0	0
3.49	<b>Total Collaborators (total 3.42 through 3.48)</b>	15	15

Please report information on EARLY LITERACY PROGRAMS for the 2016 calendar year.

#### EARLY LITERACY PROGRAMS

3.50	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y	Y
3.51	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry	Yes	Yes
b.	Focus on parents & caregivers	Yes	Yes
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.52	- Number of sessions		
a.	Focus on birth - school entry	421	347
b.	Focus on parents & caregivers	380	281
c.	Combined audience	0	0
d.	N/A	N/A	0
3.53	<b>Total Sessions</b>	801	628
3.54	- Attendance at sessions		
a.	Focus on birth - school entry	9,187	5,854



b.	Focus on parents & caregivers	8,812	5,040
c.	Combined audience	0	0
d.	N/A	0	0
3.55	<b>Total Attendance</b>	17,999	10,894

3.56 - Collaborators (check all that apply):

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

Please report information on ADULT LITERACY for the 2016 calendar year.

#### ADULT LITERACY

3.57	Did the library offer adult literacy programs?	Yes	Yes
3.58	Total group program sessions	29	28
3.59	Total one-on-one program sessions	0	0
3.60	Total group program attendance	395	424
3.61	Total one-on-one program attendance	0	0
3.62	Collaborators (check all that apply)		
a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2016 calendar year.

#### PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.63	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	Y
3.64	Children's program sessions	0	0
3.65	Young adult program sessions	1	0
3.66	Adult program sessions	90	101
3.67	<b>Total program sessions (total 3.64 + 3.65 + 3.66)</b>	91	101
3.68	One-on-one program sessions	0	101
3.69	Children's program attendance	0	0
3.70	Young adult program attendance	0	0
3.71	Adult program attendance	490	584
3.72	<b>Total program attendance (total 3.69 + 3.70 + 3.71)</b>	490	584
3.73	One-on-one program attendance	0	101
3.74	Collaborators (check all that apply):		
a.	Literacy NY (Literacy Volunteers of America)	Yes	Yes

b.	Public School District(s) and/or BOCES	Yes	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2016 calendar year.

#### **DIGITAL LITERACY**

3.75	Did the library offer digital literacy programs?	Y	Y
3.76	Total group program sessions	210	176
3.77	Total one-on-one program sessions	125	203
3.78	Total group program attendance	441	687
3.79	Total one-on-one program attendance	125	203

#### **4. LIBRARY 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	31,824	31,229
4.2	Adult Non-fiction Books	22,375	22,551
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	54,199	53,780
4.4	Children's Fiction Books	59,436	65,286
4.5	Children's Non-fiction Books	14,638	15,536
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	74,074	80,822
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	128,273	134,602

##### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	75,398	76,166
4.9	Circulation of Children's Other Materials	17,805	21,709
4.10	<b>Total Circulation of Other Materials (Total questions 4.8, 4.9)</b>	93,203	113,888
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	221,476	

##### **ELECTRONIC USE**

4.12	Use of Electronic Material	21,281	16,013
4.13	Successful Retrieval of Electronic Information	27,771	
4.14	<b>Electronic Content Use (Total questions 4.12 &amp; 4.13)</b>	49,052	
4.15	<b>Total Circulation of Materials (Total questions 4.11 &amp; 4.12)</b>	242,757	248,490
4.16	<b>Total Collection Use (Total questions 4.13 &amp; 4.15)</b>	270,528	
4.17	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	91,879	102,531

##### **REFERENCE TRANSACTIONS**

4.18	Total Reference Transactions	62,790	57,703
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4.19	Does the library offer virtual reference?	Y	Y
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**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.20	TOTAL MATERIALS RECEIVED	13,772	13,721
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.21	TOTAL MATERIALS PROVIDED	15,664	15,554
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**5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2016.

**SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	114,632	142,832
5.5	Does the library use Internet filtering software on any computer?	Y	Y
5.6	Name of the person responsible for the library's Information Technology (IT) services	Thomas Arancio	Thomas Arancio
5.7	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 473-0022	(631) 473-0022
5.8	IT contact's email address	aranciot@portjefflibrary.org	aranciot@portjefflibrary.org

**6. STAFF INFORMATION**

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

**FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Librarian (certified)	10.5	9.75
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	0	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	16.5	15

6.11	Vacant Other Staff	0	0
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	28.00	25.75
6.13	<b>VACANT TOTAL PAID STAFF</b> (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

### **SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1	1
6.15	Salary - Entry Level Librarian (certified)	\$57,730	\$55,637
6.16	FTE - Library Director (certified)	1	1
6.17	Salary - Library Director (certified)	\$112,000	\$129,766
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

## **7. MINIMUM PUBLIC LIBRARY STANDARDS**

Report all information as of December 31, 2016. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	Y
7.2	2. Has a board-approved written long range plan of service.	Y	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility to meet community needs, including adequate:		
7.8	8a. space	Y	Y
7.9	8b. lighting	Y	Y
7.10	8c. shelving	Y	Y
7.11	8d. seating	Y	Y
7.12	8e. restroom (see instructions)	Y	Y
9.	Provides equipment and connections to meet community needs and provide access to other library catalogs		

and other electronic information, including but not limited to the following:

7.13	9a. telephone	Y	Y
7.14	9b. photocopier (see instructions)	Y	Y
7.15	9c. microcomputer or terminal	Y	Y
7.16	9d. printer	Y	Y
7.17	9e. Fax capability (see instructions)	Y	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

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

8.1	Main Library	1	1
8.2	Branches	1	1
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	2	2

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	65.00	65.00
8.7	Minimum Weekly Total Hours - Branch Libraries	57.50	57.50
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	122.50	122.50
8.10	Annual Total Hours - Main Library	3,588.00	3,588.00
8.11	Annual Total Hours - Branch Libraries	3,198.00	3,198.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	6,786.00	6,786.00

## 9. SERVICE OUTLET 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.

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 Collect. 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 [bibliostat@btol.com](mailto:bibliostat@btol.com) and your data will be uploaded into Collect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Port Jefferson Free Library	<i>Port Jefferson Free Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	100 THOMPSON ST	<i>100 THOMPSON ST</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	PORT JEFFERSON	<i>PORT JEFFERSON</i>
6.	Zip Code	11777	<i>11777</i>
7.	Phone (enter 10 digits only)	(631) 473-0022	<i>(631) 473-0022</i>
8.	Fax Number (enter 10 digits only)	(631) 473-4765	<i>(631) 473-4765</i>
9.	E-mail Address	pjpublic@portjefflibrary.org	<i>pjpublic@portjefflibrary.org</i>
10.	Outlet URL	www.portjefflibrary.org	<i>www.portjefflibrary.org</i>
11.	County	Suffolk	<i>Suffolk</i>
12.	School District	Port Jefferson Union Free School District	<i>Port Jefferson Union Free School District</i>
13.	Library System	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,588	<i>3,588</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	40	<i>20</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1924	<i>1924</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1997	<i>1997</i>

25.	Square footage of the outlet	23,450	23,450
26.	Total number of Internet terminals at this outlet used by the general public	56	45
27.	Number of uses (sessions) of public Internet computers per year	11,578	11,377
28.	Type of connection on the outlet's public Internet computers	Cable	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps
31.	Internet Provider	Cablevision/Optimum	Other (specify using the State note)
32.	WiFi Access	Available only when the library is open	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	41,004	32,518
34.	Does the outlet have interactive videoconferencing capability for public use?	Y	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	<i>LIBID</i>	8000585290	8000585290
38.	<i>FSCSID</i>	NY0679	NY0679
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no change from previous year)
1.	Outlet Name	PortJeffLibrary@goodtimes	PortJeffLibrary@goodtimes
2.	Outlet Name Status	00 (for no change)	00 (for no change)
3.	Street Address	150 East Main St.	150 East Main St.
4.	Outlet Street Address Status	00 (for no change)	00 (for no change)
5.	City	PORT JEFFERSON	PORT JEFFERSON
6.	Zip Code	11777	11777
7.	Phone (enter 10 digits only)	(631) 509-5707	(631) 509-5707
8.	Fax Number (enter 10 digits only)	(631) 509-5708	(631) 509-5708
9.	E-mail Address	info@pjteen.org	info@pjteen.org
10.	Outlet URL	http://portjefflibrary.org/teens/	http://portjefflibrary.org/teens/
11.	County	Suffolk	Suffolk
12.	School District	Port Jefferson Union Free School District	Port Jefferson Union Free School District
13.	Library System	Suffolk Cooperative Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	BR	BR
15.	Public Service Hours Per Year for This Outlet	3,198	3,198

16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N	N
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	0	1
20.	Enter the appropriate outlet code (select one):	LR	LR
21.	Who owns this outlet building?	Other (specify using the State note)	Other (specify using the State note)
22.	Who owns the land on which this outlet is built?	Other (specify using the State note)	Other (specify using the State note)
23.	Indicate the year this outlet was initially constructed	1897	1897
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2007	2007
25.	Square footage of the outlet	2,500	2,500
26.	Total number of Internet terminals at this outlet used by the general public	16	16
27.	Number of uses (sessions) of public Internet computers per year		
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	9 Greater than or equal to 25 mbps and less than 50 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Cablevision/Optimum	Cablevision/Optimum
32.	WiFi Access	Available only when the library is open	No restrictions to access
33.	Number of wireless sessions provided by the library wireless service per year	9,086	9,075
34.	Does the outlet have interactive videoconferencing capability for public use?	N	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	<i>LIBID</i>	8000585290	8000585290
38.	<i>FSCSID</i>	NY0679	NY0679
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0



40. *Outlet Structure Status* 00 (for no change from previous year) 00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2016. 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, 2016 to December 31, 2016) 13 12

### NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter (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 voting positions are stated in the library's charter (incorporation)? 7

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

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

### BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): EA - board members are elected by the library association membership EA - board members are elected by the library association membership

List Officers and Board Members as of February 1, 2017. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

10.9 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), or Vacant Mr. Mr.

10.10 First Name John John

10.11 Last Name Grossman Grossman

10.12 Mailing Address 215 Thompson st 215 Thompson St

10.13 City Port Jefferson Port Jefferson

10.14 Zip Code (5 digits only) 11777 11777

10.15 Phone (enter 10 digits only) (631) 870-2732 (631) 870-2732

10.16 E-mail Address jgrossman@mtsinai.k12.ny.us jgrossman@mtsinai.k12.ny.us

10.17 Term Begins - Month January January

10.18 Term Begins - Year (yyyy) 2015 2015

10.19 Term Expires - Month January January

10.20 Term Expires - Year (yyyy) 2020 2020

10.21	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
10.22	The date the Oath of Office was taken (mm/dd/yyyy)		N/A
10.23	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		N/A
10.24	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Christian	<i>Christian</i>
3.	Last Name of Board Member	Neubert	<i>Neubert</i>
4.	Mailing Address	204 Sheldrake Ave	<i>204 Sheldrake Ave</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	cneubert@portjeff.k12.ny.us	<i>cneubert@portjeff.k12.ny.us</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2014	<i>2014</i>
11.	Term Expires	January	<i>January</i>
12.	Term Expires - Year (yyyy)	2019	<i>2019</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken		N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		N/A
16.	Is this a brand new trustee?	N	N
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Susan	<i>Susan</i>
3.	Last Name of Board Member	Prectl-Loper	<i>Prectl-Loper</i>
4.	Mailing Address	117 Oakwood Rd.	<i>117 Oakwood Rd.</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	sprechtllo@aol.com	<i>sprechtllo@aol.com</i>
8.	Office Held or Trustee	Financial Officer	<i>Treasurer</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2016	<i>2016</i>
11.	Term Expires	January	<i>January</i>
12.	Term Expires - Year (yyyy)	2021	<i>2021</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	

14.	The date the Oath of Office (mm/dd/yyyy) was taken		<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		<i>N/A</i>
16.	Is this a brand new trustee?	<i>N</i>	<i>N</i>
1.	Title of Board Member (select one):	<i>Mrs.</i>	<i>Mrs.</i>
2.	First Name of Board Member	<i>Tracy</i>	<i>Tracy</i>
3.	Last Name of Board Member	<i>Stapleton</i>	<i>Stapleton</i>
4.	Mailing Address	<i>14 Chuck Court</i>	<i>14 Chuck Court</i>
5.	City	<i>Port Jefferson</i>	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	<i>11777</i>	<i>11777</i>
7.	E-mail address	<i>tracyjstapleton@aol.com</i>	<i>tracyjstapleton@aol.com</i>
8.	Office Held or Trustee	<i>Secretary</i>	<i>Secretary</i>
9.	Term Begins - Month	<i>January</i>	<i>January</i>
10.	Term Begins - Year (year)	<i>2017</i>	<i>2012</i>
11.	Term Expires	<i>January</i>	<i>January</i>
12.	Term Expires - Year (yyyy)	<i>2022</i>	<i>2017</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	<i>Yes</i>	
14.	The date the Oath of Office (mm/dd/yyyy) was taken		<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		<i>N/A</i>
16.	Is this a brand new trustee?	<i>N</i>	<i>N</i>
1.	Title of Board Member (select one):	<i>Mr.</i>	<i>Mr.</i>
2.	First Name of Board Member	<i>Carl</i>	<i>Carl</i>
3.	Last Name of Board Member	<i>Siegel</i>	<i>Siegel</i>
4.	Mailing Address	<i>111 Wilson Dr</i>	<i>111 Wilson Dr</i>
5.	City	<i>Port Jefferson</i>	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	<i>11777</i>	<i>11777</i>
7.	E-mail address	<i>icsgl@yahoo.com</i>	<i>icsgl@yahoo.com</i>
8.	Office Held or Trustee	<i>Trustee</i>	<i>Trustee</i>
9.	Term Begins - Month	<i>January</i>	<i>January</i>
10.	Term Begins - Year (year)	<i>2016</i>	<i>2016</i>
11.	Term Expires	<i>January</i>	<i>January</i>
12.	Term Expires - Year (yyyy)	<i>2021</i>	<i>2021</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	<i>Yes</i>	
14.	The date the Oath of Office (mm/dd/yyyy) was taken		<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		<i>N/A</i>

16.	Is this a brand new trustee?	N	Y
1.	Title of Board Member (select one):	Ms.	<i>Ms.</i>
2.	First Name of Board Member	Lisa	<i>Lisa</i>
3.	Last Name of Board Member	Ballou	<i>Ballou</i>
4.	Mailing Address	50 Barnum Ave. Apt 312	<i>50 Barnum Ave. Apt 312</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	lisaballou416@gmail.com	<i>lisaballou416@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2013	<i>2013</i>
11.	Term Expires	January	<i>January</i>
12.	Term Expires - Year (yyyy)	2018	<i>2018</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken		<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Title of Board Member (select one):	Mr.	<i>Mr.</i>
2.	First Name of Board Member	Joel	<i>Joel</i>
3.	Last Name of Board Member	Rosenthal	<i>Rosenthal</i>
4.	Mailing Address	116 Jones Ave	<i>116 Jones Ave</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	joel.rosenthal@stonybrook.edu	<i>joel.rosenthal@stonybrook.edu</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2016	<i>2016</i>
11.	Term Expires	January	<i>January</i>
12.	Term Expires - Year (yyyy)	2018	<i>2018</i>
13.	Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	
14.	The date the Oath of Office (mm/dd/yyyy) was taken		<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)		<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>Y</i>

## 11. OPERATING FUNDS RECEIPTS

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 districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.	Y	Y
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	Port Jefferson Union Free School District	<i>Port Jefferson Union Free School District</i>
3.	Amount	\$3,000,810	<i>\$3,000,810</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N/A	Y
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	Mount Sinai School District	<i>Miller Place school District</i>
3.	Amount	\$530,078	<i>\$337,998</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	Y
5.	Written Contractual Agreement	Y	Y
1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or District	Miller PPlace School District	<i>Mount Sinai School District</i>
3.	Amount	\$345,496	<i>\$250,384</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	Y
5.	Written Contractual Agreement	Y	Y
1.	Source of Funds	School District	<i>Town</i>
2.	Name of funding County, Municipality or District	Port Jefferson Union Free School District	<i>Brookhaven</i>
3.	Amount	\$116,398	<i>\$115,395</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	Y	Y
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$3,992,782	<i>\$3,704,587</i>

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$2,105	<i>\$1,989</i>
11.4	Central Library Aid (CLDA and/or CBA)	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$9,462	<i>\$10,119</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$0	<i>\$0</i>

11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$11,567	\$12,108
<b>OTHER STATE AID</b>			
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
<b>FEDERAL AID FOR LIBRARY OPERATION</b>			
11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
<b>OTHER RECEIPTS</b>			
11.14	Gifts and Endowments	\$7,577	\$1,651
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$9,179	\$8,069
11.17	Library Charges	\$20,938	\$19,058
11.18	Other	\$32,487	\$31,696
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$70,181	\$60,474
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,074,530	\$3,777,169
11.21	<b>BUDGET LOANS</b>	\$0	\$0
<b>TRANSFERS</b>			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2016 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$4,686,620	\$4,510,766
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$8,761,150	\$8,287,935

## 12. OPERATING 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.

## **STAFF EXPENDITURES**

### **Salaries & Wages Paid from Library Funds**

12.1	Certified Librarians	\$988,781	\$898,805
12.2	Other Staff	\$1,045,261	\$1,006,615
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$2,034,042	\$1,905,420
12.4	<b>Employee Benefits Expenditures</b>	\$839,694	\$841,130
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$2,873,736	\$2,746,550

## **COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$166,437	\$177,892
12.7	Electronic Materials Expenditures	\$82,427	\$84,321
12.8	Other Materials Expenditures	\$78,112	\$55,800
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$326,976	\$318,013

## **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$77,085	\$17,920
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$77,085	\$17,920

## **OPERATION AND MAINTENANCE OF BUILDINGS**

### **Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$20,015	\$7,759
12.14	From Other Funds (72OF)	\$0	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$20,015	\$7,759
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$194,576	\$180,006
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$214,591	\$187,765

## **MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$45,548	\$35,746
12.19	Telecommunications	\$14,121	\$13,435
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$13,276	\$14,839
12.22	Professional & Consultant Fees	\$55,772	\$56,153
12.23	Equipment	\$13,831	\$19,736
12.24	Other Miscellaneous	\$173,223	\$154,222
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$315,771	\$294,131

12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$33,342	\$36,936
<b>DEBT SERVICE</b>			
<b>Capital Purposes Loans (Principal and Interest)</b>			
12.27	From Local Public Funds (73PF)	\$0	\$0
12.28	From Other Funds (73OF)	\$0	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0	\$0
12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$0	\$0
12.33	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$3,841,501	\$3,601,315

#### **TRANSFERS**

##### **Transfers to Capital Fund**

12.34	From Local Public Funds (76PF)	\$255,320	\$431,317
12.35	From Other Funds (76OF)	\$0	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$255,320	\$431,317
12.37	<b>Transfer to Other Funds</b>	\$0	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$255,320	\$431,317
12.39	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.33 and 12.38)	\$4,096,821	\$4,032,632
12.40	<b>BALANCE IN OPERATING FUND -</b> Ending Balance for the Fiscal Year Ending 2016	\$4,664,329	\$4,255,303
12.41	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.39 and 12.40; same as Question 11.26)	\$8,761,150	\$8,287,935

#### **ASSURANCE**

12.42	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).	2/22/2016	02/23/2015
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#### **FISCAL AUDIT**

12.43	Last audit performed (mm/dd/yyyy)	10/21/2016	09/23/2015
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2015-06/30/2016	07/01/2014-06/30/2015



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

### CAPITAL FUND

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

## 13. CAPITAL FUND RECEIPTS

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

### REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$35	\$0
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$35	\$0

### STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$0

### FEDERAL AID FOR CAPITAL PROJECTS

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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### INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	\$255,320	\$431,317
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$255,355	\$431,317
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$255,355	\$431,317
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2016 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$173,291	\$296,663
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$428,646	\$727,980

## 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	\$34,560	\$554,689
14.2	Incidental Construction	\$0	\$0
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$0

14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$34,560	\$554,689
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$10,400	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$44,960	\$554,689
14.11	<b>BALANCE IN CAPITAL FUND -</b> Ending Balance for the Fiscal Year Ending 2016	\$383,686	\$173,291
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$428,646	\$727,980

## 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	10.06	9.41
16.2	Total Librarians	10.06	9.41
16.3	All Other Paid Staff	14.44	13.13
16.4	Total Paid Employees	24.50	22.54
16.5	State Government Revenue	\$11,567	\$12,108
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$70,181	\$60,474
16.8	Total Operating Revenue	\$4,074,530	\$3,777,169
16.9	Other Operating Expenditures	\$563,704	\$518,832
16.10	Total Operating Expenditures	\$3,764,416	\$3,583,395
16.11	Total Capital Expenditures	\$122,045	\$572,609
16.12	Print Materials	103,713	117,788
16.13	Total Registered Borrowers	9,996	10,734
16.14	Other Capital Revenue and Receipts	\$255,355	\$431,317
16.15	Total Number of Internet Terminals Used by the General Public	72	61

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8000585290	8000585290
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	NP	NP

17.4	<i>Administrative Structure Code</i>	MO	<i>MO</i>
17.5	<i>FSCS Public Library Definition</i>	Y	<i>Y</i>
17.6	<i>Geographic Code</i>	SD1	<i>SD1</i>
17.7	<i>FSCS ID</i>	NY0679	<i>NY0679</i>
17.8	<i>SED CODE</i>	580206700003	<i>580206700003</i>

## **SUGGESTED IMPROVEMENTS**

Library Name:	PORT JEFFERSON FREE LIBRARY	<i>PORT JEFFERSON FREE LIBRARY</i>
Library System:	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>
Name of Person Completing Form:	Thomas Donlon	<i>Thomas Donlon</i>
Phone Number:	(631) 473-0022	<i>(631) 473-0138</i>
I am satisfied that this resource (Collect) is meeting library needs:	Strongly Agree	
Applying this resource (Collect) will help improve library services to the public:	Strongly 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!