Port Jefferson Free Library
Annual Report For Public And Association Libraries - 2019

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, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8000585290
1.2	Library Name	PORT JEFFERSON FREE 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	Port Jefferson
1.6	Beginning Fiscal Reporting Year	07/01/2018
1.7	Ending Fiscal Reporting Year	06/30/2019
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning Local Fiscal Year	07/01/2018
1.12	Ending Local Fiscal Year	06/30/2019
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	100 THOMPSON STREET
1.15	City	PORT JEFFERSON

1.16	Zip Code	11777
1.17	Mailing Address	100 THOMPSON STREET
1.18	City	PORT JEFFERSON
1.19	Zip Code	11777
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 473-0022
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 473-8661
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	donlont@portjefflibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://portjefflibrary.org/
1.24	Population Chartered to Serve (per 2010 Census)	7,570
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
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	08/29/1912
1.30	Date the library was last registered	01/25/1911
1.31	Federal Employer Identification Number	111672784
1.32	County	SUFFOLK
1.33	School District	Port Jefferson
1.34	Town/City	Port Jefferson
1.35	Library System	Suffolk Cooperative Library System

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

1.36a President/CEO Name

1.36 b 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	Thomas
1.38	Last Name of Library Director/Manager	Donlon
1.39	NYS Public Librarian Certification Number	24601
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y

1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y
1.43	E-mail Address of the Director/Manager	donlont@portjefflibrary.org
1.44	Fax Number of the Director/Manager	(631) 473-8661
1.45	Is the library a member of the New York State and Local Retirement System?	Y
1.46	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.47	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (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 1.48.	Y

Public Votes/Contracts

1.	Name of municipality or district holding the public vote	Port Jefferson 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/2019)	04/02/2019
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:	$3,099,391
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$61,988
6c.	Total proposed appropriation (sum of 6a and 6b):	$3,161,379

This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.48	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2019) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.49.	N
1.	Name of municipality or district holding the public vote	N/A
2.	Indicate the type of municipality or district holding the public vote	
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A
4.	What type of public vote was it?	
5.	What was the total dollar amount of the appropriation from	N/A

tax dollars resulting from the last successful vote?

1.49   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
       Y for Yes, N for No. If yes, please complete one record for
       each contract. If no, go to question 1.50.

1.	Name of contracting municipality or district	Mount Sinai UFSD
2.	Is this a written contractual agreement?	N
3.	Population of the geographic area served by this contract	13,267
4.	Dollar amount of contract	$518,836
5.	Enter the appropriate code for range of services provided (select one):	Full

1.	Name of contracting municipality or district	Miller Place UFSD
2.	Is this a written contractual agreement?	Y
3.	Population of the geographic area served by this contract	13,267
4.	Dollar amount of contract	$747,182
5.	Enter the appropriate code for range of services provided (select one):	Full

Unusual Circumstances

1.50   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   N
       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 (2.1-2.22) 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. 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	23,667
2.2	Adult Non-fiction Books	26,800
2.3	Total Adult Books (Total questions 2.1 & 2.2)	50,467
2.4	Children's Fiction Books	32,735
2.5	Children's Non-fiction Books	16,696
2.6	Total Children's Books (Total questions 2.4 & 2.5)	49,431
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	99,898

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	478
2.10	All Other Print Materials	227
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	705
2.12	Total Print Materials (Total questions 2.7 and 2.11)	100,603

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	347,372
2.14	Local Electronic Collections	53
2.15	NOVEL~NY~ Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	69
2.17	Audio - Downloadable Units	76,288
2.18	Video - Downloadable Units	513
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.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	424,242

Non-Electronic Materials

2.21	Audio - Physical Units	10,662
2.22	Video - Physical Units	16,464
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	270
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	27,396

Serials/Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	552,241

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	236

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.27	Cataloged Books	9,172
2.28	All Other Print Materials	13
2.29	Electronic Materials	72,417
2.30	All Other Materials	49,367
2.31	Total Additions (Total questions 2.27 through 2.30)	130,969

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the <u>fiscal</u> year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 <u>calendar</u> 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)	162,031
3.2	Registered resident borrowers	5,236
3.3	Registered non-resident borrowers	4,725

Please report information on WRITTEN POLICIES as of 12/31/19.

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?	Y

Please report information on ACCESSIBILITY as of 12/31/19.

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

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

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	705
3.18	Young Adult Program Sessions	492
3.19	Children's Program Sessions	809
3.20	All Other Program Sessions	30
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	2,036
3.22	One-on-One Program Sessions	986
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	Adult Program Attendance	9,554
3.25	Young Adult Program Attendance	18,196
3.26	Children's Program Attendance	39,281
3.27	All Other Program Attendance	809
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	67,840
3.29	One-on-One Program Attendance	986

Please report information on SUMMER READING PROGRAMS for the 2019 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 2019 (check all that apply):

a.	Program(s) for children	Yes

b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	No
f.	N/A	No
3.31	Library outlets offering the summer reading program	2
3.32	Children registered for the library's summer reading program	545
3.33	Young adults registered for the library's summer reading program	165
3.34	Adults registered for the library's summer reading program	117
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	827
3.36	Children's program sessions - Summer 2019	156
3.37	Young adult program sessions - Summer 2019	117
3.38	Adult program sessions - Summer 2019	1
3.39	Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)	274
3.40	Children's program attendance - Summer 2019	7,736
3.41	Young adult program attendance - Summer 2019	4,681
3.42	Adult program attendance - Summer 2019	13
3.43	Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)	12,430

COLLABORATORS

3.44	Public school district(s) and/or BOCES	3
3.45	Non-public school(s)	2
3.46	Childcare center(s)	4
3.47	Summer camp(s)	2
3.48	Municipality/Municipalities	4
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)	15

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y

Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No

c.	Combined audience	Yes
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	278
b.	Focus on parents & caregivers	0
c.	Combined audience	262
d.	N/A	N/A
3.55	Total Sessions	540

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	14,301
b.	Focus on parents & caregivers	0
c.	Combined audience	14,133
d.	N/A	0
3.57	Total Attendance	28,434

3.58 - Collaborators (check all that apply):

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

Please report information on ADULT LITERACY for the 2019 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes
3.60	Total group program sessions	44
3.61	Total one-on-one program sessions	810
3.62	Total group program attendance	400
3.63	Total one-on-one program attendance	810

3.64 - Collaborators (check all that apply)

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 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)	Y
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	84
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	84
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	404
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	404
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	Yes
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2019 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	28
3.79	Total one-on-one program sessions	841
3.80	Total group program attendance	167
3.81	Total one-on-one program attendance	841
3.82	Did your library offer teen-led activities during the 2019 calendar year?	Y
3.83	Did your library offer teen-led activities during the 2018 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 <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	48,921
4.2	Adult Non-fiction Books	34,799
4.3	Total Adult Books (Total questions 4.1 & 4.2)	83,720
4.4	Children's Fiction Books	88,268
4.5	Children's Non-fiction Books	19,158
4.6	Total Children's Books (Total questions 4.4 & 4.5)	107,426
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	191,146

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	99,796
4.9	Circulation of Children's Other Materials	25,848
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	125,644
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	316,790

ELECTRONIC USE

4.12	Use of Electronic Material	36,342
4.13	Successful Retrieval of Electronic Information	21,494
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	57,836
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	353,132
4.16	Total Collection Use (Total questions 4.13 & 4.15)	374,626
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	133,274

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	70,257
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	12,118

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	13,680

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2019.

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	97,588
5.5	Does the library use Internet filtering software on any computer?	Y
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?	SCLS
5.10	Name of the person responsible for the library's Information Technology (IT) services	Thomas Arancio
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 473-0022
5.12	IT contact's email address	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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	10.5
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	16.5
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	28.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	$62,062
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$116,000
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. 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
7.2	2. Has a board-approved written long range plan of service.	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
7.4	4. Has board-approved written policies for the operation of the library.	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
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y

8. Maintains a facility to meet community needs, including adequate:

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	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
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 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, 2019**. This 2019 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.	Y

6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y

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

8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	power infrastructure	Y
8f.	data infrastructure	Y
8g.	public restroom	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y

10. Provides

10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in 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	1
8.3	Bookmobiles	0
8.4	Other Outlets	0

8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	2

PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.

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

1.	Outlet Name	Port Jefferson Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	100 THOMPSON ST
4.	Outlet Street Address Status	00 (for no change)
5.	City	PORT JEFFERSON
6.	Zip Code	11777
7.	Phone (enter 10 digits only)	(631) 473-0022
8.	Fax Number (enter 10 digits only)	(631) 473-4765
9.	E-mail Address	pjpublic@portjefflibrary.org
10.	Outlet URL	www.portjefflibrary.org
11.	County	Suffolk
12.	School District	Port Jefferson Union Free School District
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,588
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use	Y

	(non-library sponsored programs, meetings and/or events)?	
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	172
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1924
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	1997
25.	Square footage of the outlet	23,450
26.	Number of internet computers at this outlet used by general public	16
27.	Number of uses (sessions) of public Internet computers per year	11,280
28.	Type of connection on the outlet's public Internet computers	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
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
31.	Internet Provider	Cablevision/Optimum
32.	WiFi Access	Available only when the library is open
33.	Number of wireless sessions provided by the library wireless service per year	22,011
34.	Does the outlet have interactive videoconferencing capability for public use?	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	Does your **outlet** have a Makerspace?	Y
38.	*LIBID*	8000585290
39.	*FSCSID*	NY0679
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
41.	*Outlet Structure Status*	00 (for no change from previous year)
1.	Outlet Name	PortJeffLibrary@goodtimes
2.	Outlet Name Status	00 (for no change)
3.	Street Address	150 East Main St.
4.	Outlet Street Address Status	00 (for no change)
5.	City	PORT JEFFERSON
6.	Zip Code	11777
7.	Phone (enter 10 digits only)	(631) 509-5707
8.	Fax Number (enter 10 digits only)	(631) 509-5708

9.	E-mail Address	info@pjteen.org
10.	Outlet URL	http://portjefflibrary.org/teens/
11.	County	Suffolk
12.	School District	Port Jefferson Union Free School District
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	BR
15.	Public Service Hours Per Year for This Outlet	3,198
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	N
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	0
20.	Enter the appropriate outlet code (select one):	LR
21.	Who owns this outlet building?	Other (specify using the State note)
22.	Who owns the land on which this outlet is built?	Other (specify using the State note)
23.	Indicate the year this outlet was initially constructed	1897
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2007
25.	Square footage of the outlet	2,500
26.	Number of internet computers at this outlet used by general public	16
27.	Number of uses (sessions) of public Internet computers per year	423
28.	Type of connection on the outlet's public Internet computers	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
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
31.	Internet Provider	Cablevision/Optimum
32.	WiFi Access	Available only when the library is open
33.	Number of wireless sessions provided by the library wireless service per year	15,929
34.	Does the outlet have interactive videoconferencing capability for public use?	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	Does your **outlet** have a Makerspace?	Y
38.	*LIBID*	8000585290

39.	*FSCSID*	NY0679
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
41.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. 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, 2019 to December 31, 2019) | 13 |

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 voting positions are stated in the library's charter documents (incorporation)?	7
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): | EA - board members are elected by the library association membership |

List Officers and Board Members as of February 1, 2020. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	John
10.10	Last Name	Grossman
10.11	Mailing Address	
10.12	City	Port Jefferson
10.13	Zip Code (5 digits only)	11777
10.14	Phone (enter 10 digits only)	
10.15	E-mail Address	
10.16	Term Begins - Month	January
10.17	Term Begins - Year (yyyy)	2020

10.18	Term Expires - Month	December
10.19	Term Expires - Year (yyyy)	2024
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	01/27/2020
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.23	Is this a brand new trustee?	N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to bibliostat@btol.com.

1.	Status	Filled
2.	First Name of Board Member	Christian
3.	Last Name of Board Member	Neubert
4.	Mailing Address	
5.	City	Port Jefferson
6.	Zip Code (5 digits only)	11777
7.	E-mail address	
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2020
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
1.	Status	Filled
2.	First Name of Board Member	Joe
3.	Last Name of Board Member	Orofino
4.	Mailing Address	
5.	City	Port Jefferson
6.	Zip Code (5 digits only)	11777
7.	E-mail address	orofinoj@gmail.com

8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2018
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify 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	01/27/2020
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

Trustee Education

1.	Trustee Name	John Grossman
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	N

1.	Trustee Name	Christian Neubert
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	N

1.	Trustee Name	Joe Orofino
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	N

1.	Trustee Name	Carl Siegel
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	N

1.	Trustee Name	Joel Rosenthal
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	N

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

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

LOCAL PUBLIC FUNDS

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

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Port Jefferson Union Free School District
3.	Amount	$3,099,463
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Port Jefferson Union Free School District
3.	Amount	$123,429
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Miller Place UFSD
3.	Amount	$747,182
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	mount Sinai UFSD
3.	Amount	$518,836
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	**TOTAL LOCAL PUBLIC FUNDS**	$4,488,910

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$2,219
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$20,000
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)	$22,219

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**	$0

OTHER RECEIPTS

11.14	Gifts and Endowments	$13,865
11.15	Fund Raising	$0
11.16	Income from Investments	$33,105
11.17	Library Charges	$16,284
11.18	Other	$47,476
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$110,730
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$4,621,859
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 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)	$6,368,982
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	$10,990,841

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance/Miscellaneous

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	$979,925
12.2	Other Staff	$1,014,707
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$1,994,632
12.4	**Employee Benefits Expenditures**	$881,398
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$2,876,030

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$167,026
12.7	Electronic Materials Expenditures	$119,304
12.8	Other Materials Expenditures	$122,369
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$408,699

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$36,277
12.11	From Other Funds (71OF)	$0
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$36,277

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$9,058
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$9,058
12.16	Other Disbursements for Operation & Maintenance of Buildings	$211,317
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$220,375

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$38,358
12.19	Telecommunications	$11,194
12.20	Binding Expenses	$0
12.21	Postage and Freight	$16,900
12.22	Professional & Consultant Fees	$58,700
12.23	Equipment	$15,532
12.24	Other Miscellaneous	$222,274
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$362,958

Contracts/Debt Service/Transfers/Grand Total

12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$32,959

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27	From Local Public Funds (73PF)	$0
12.28	From Other Funds (73OF)	$0
12.29	**Total** (Add Questions 12.27 and 12.28)	$0
Other Loans		
12.30	Budget Loans (Principal and Interest)	$0
12.31	Short-Term Loans	$0
12.32	**Total Debt Service** (Add Questions 12.29, 12.30 and 12.31)	$0
12.33	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	$3,937,298

TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	$0
12.35	From Other Funds (76OF)	$0
12.36	**Total Transfers to Capital Fund** (Add Questions 12.34 and 12.35; same as Question 13.8)	$0
12.37	**Transfer to Other Funds**	$0
12.38	**TOTAL TRANSFERS** (Add Questions 12.36 and 12.37)	$0
12.39	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38)	$3,937,298
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019	$7,053,543
12.41	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26)	$10,990,841

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).	02/24/2020

FISCAL AUDIT

12.43	Last audit performed (mm/dd/yyyy)	11/22/2019
12.44	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2018-06/30/2019
12.45	Indicate type of audit (select one):	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

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 Local Sources	$7
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$7

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$66,325
13.5	Other State Aid	$0
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$66,325

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.36)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$66,332
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$66,332
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$427,932
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$494,264

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	$73,275
14.2	Incidental Construction	$0

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$73,275
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$4,651

14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$77,926
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2019	$416,338
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$494,264

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
16.2	Total Librarians	10.06
16.3	All Other Paid Staff	14.44
16.4	Total Paid Employees	24.50
16.5	State Government Revenue	$22,219
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$110,730
16.8	Total Operating Revenue	$4,621,859
16.9	Other Operating Expenditures	$616,292
16.10	Total Operating Expenditures	$3,901,021
16.11	Total Capital Expenditures	$114,203
16.12	Print Materials	100,376
16.13	Total Registered Borrowers	9,961
16.14	Other Capital Revenue and Receipts	$7
16.15	Total Number of Internet Terminals Used by the General Public	32
16.16	Total Uses (sessions) of Public Internet Computers Per Year	11,703
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	37,940
16.18	Total Capital Revenue	$66,332

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	8000585290
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	NP
17.4	*Administrative Structure Code*	MO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	SD1
17.7	*FSCS ID*	NY0679
17.8	*SED CODE*	580206700003

SUGGESTED IMPROVEMENTS

Library Name:	PORT JEFFERSON FREE LIBRARY
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Thomas P Donlon
Phone Number:	(631) 473-0022
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!	