

Port Jefferson Free Library

Annual Report For Public And Association Libraries - 2024

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

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

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

1.1	Library ID Number	8000585290	<i>8000585290</i>
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	07/01/2023	<i>07/01/2022</i>
1.7	Ending Fiscal Reporting Year	06/30/2024	<i>06/30/2023</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	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	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2023	07/01/2022
1.12	Ending <u>Local</u> Fiscal Year	06/30/2024	06/30/2023
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	100 THOMPSON STREET	100 THOMPSON STREET
1.15	City	PORT JEFFERSON	PORT JEFFERSON
1.16	Zip Code	11777	11777
1.17	Mailing Address	100 THOMPSON STREET	100 THOMPSON STREET
1.18	City	PORT JEFFERSON	PORT JEFFERSON
1.19	Zip Code	11777	11777
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(631) 473-0022	(631) 473-0022
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(631) 473-8661	(631) 473-8661
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	jennybloom@portjefflibrary.org	jennybloom@portjefflibrary.org

1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	https://portjefflibrary.org/	<i>https://portjefflibrary.org/</i>
1.24	Population Chartered to Serve (per 2020 Census)	7,654	<i>7,654</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	<i>ASSOCIATION</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	<i>School District</i>
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	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
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	<i>08/29/1912</i>
1.30	Date the library was last registered	01/25/1911	<i>01/25/1911</i>
1.31	Federal Employer Identification Number	111672784	<i>111672784</i>
1.32	County	SUFFOLK	<i>SUFFOLK</i>
1.33	School District	Port Jefferson	<i>Port Jefferson</i>
1.34	Town/City	Port Jefferson	<i>Port Jefferson</i>
1.35	Library System	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>

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

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager Jenny *Jenny*

1.38 Last Name of Library Director/Manager Bloom *Bloom*

1.39 NYS Public Librarian Certification Number E2QKKW2 *E2QKKW2*

1.40 What is the highest education level of the library manager/director? Master's Degree *Master's Degree*

1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y *Y*

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. N *Y*

Note: Nicole Vion, Trainee

1.43 E-mail Address of the Director/Manager jennybloom@portjefflibrary.org *jennybloom@portjefflibrary.org*

1.44 Fax Number of the Director/Manager (631) 473-8661 *(631) 473-8661*

1.45 Does the library charge fees for library cards to people residing outside the system's service area? N N

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y Y

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

1. Name of municipality or district holding the public vote	Port Jefferson Union Free School District	<i>Port Jefferson UFSD</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/2024)	04/09/2024	<i>04/04/2023</i>
4. Was the vote successful? Y/N	Y	<i>Y</i>
5. What type of public vote was it?	municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))	<i>municipal ballot proposition (Chapter 414) (Ed. Law §259(1)(b))</i>
6a. Most recent prior year approved appropriation from a public vote:	\$3,307,075	<i>\$3,307,075</i>
6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$67,648	<i>\$64,760</i>
6c. Total proposed appropriation (manually sum of 6a and 6b):	\$3,374,759	<i>\$3,242,315</i>

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

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N *N*

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

1. Name of municipality or district holding the public vote N/A *N/A*

2. Indicate the type of municipality or district holding the public vote N/A

3. Date the last successful vote was held (mm/dd/yyyy) N/A *N/A*

4. What type of public vote was it? N/A

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A *N/A*

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. Y *Y*

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

1. Name of contracting municipality or district Mount Sinai Union Free School District *Mount Sinai Union Free School District*

2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	11,562	12,137
4.	Dollar amount of contract	\$499,750	\$493,990
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.	Name of contracting municipality or district	Miller Place Union Free School District	Miller Place Union Free School District
2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	11,766	15,859
4.	Dollar amount of contract	\$700,373	\$750,009
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	N

2. LIBRARY COLLECTION

Physical Holdings

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

This section of the survey (2.1-2.16) collects data on selected types of materials.

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	22,971	23,452
2.2	Adult Non-fiction Books	19,656	19,516
2.3	Total Adult Books (Total questions 2.1 & 2.2)	42,627	42,968
2.4	Children's Fiction Books	32,910	31,418
2.5	Children's Non-fiction Books	15,476	15,261
2.6	Total Children's Books (Total questions 2.4 & 2.5)	48,386	46,679
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	91,013	89,647

Other Print Materials

2.8	Total Uncataloged Books	42	0
2.9	Total Print Serials	207	224
2.10	All Other Print Materials	0	649
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	249	873
2.12	Total Print Materials (Total questions 2.7 and 2.11)	91,262	90,520

ALL OTHER MATERIALS

2.13	Audio - Physical Units	9,018	8,853
2.14	Video - Physical Units	16,816	16,830
2.15	Other Circulating Physical Items	766	223
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	26,600	25,906

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	117,862	1,175,788
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	8,664	9,587
2.19	All Other Print Materials	1,088	0
2.20	All Other Materials	340	1,733
2.21	Total Additions (Total questions 2.18 through 2.20)	10,092	257,342

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	124,590	117,765
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	4,622	4,466
3.3	Registered non-resident borrowers	3,898	3,591

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

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

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

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

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

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y Y

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y Y

3.13 Does the library have large print books? Y Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y Y

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

screen reader, such as JAWS, Windoweyes or NVDA Yes Yes

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes Yes

electronic scanning and reading software, such as OpenBook Yes Yes

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

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

Live Program Sessions

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

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

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

3.17a	Number of Sessions Targeted at Children Ages 0-5	373	360
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	7,158	6,422
3.18a	Number of Sessions Targeted at Children Ages 6-11	211	240
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	5,048	6,060
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	341	292
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	4,303	7,214
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	530	630
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	5,733	7,758

3.21a	Number of General Interest Program Sessions	162	126
3.21b	Attendance at General Interest Program Sessions	5,204	9,954
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	1,617	1,648
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	27,446	37,408
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	1,458	1,478
3.24b	Total Live Onsite Program Attendance	22,480	34,903
3.25a	Total Live Offsite Program Sessions	69	16
3.25b	Total Live Offsite Program Attendance	4,305	336
3.26a	Total Live Virtual Program Sessions	90	154
3.26b	Total Live Virtual Program Attendance	661	2,169
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	1,617	1,648
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	27,446	37,408

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	11	6
3.30	Total Views of Prerecorded Program Presentations within 30 Days	283	13
3.31	One-on-One Program Sessions	37,054	32,557
3.32	Attendance at One-on-One Program Sessions	37,054	32,557

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2024 calendar year?	Y	Y
3.34a	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.34b	Does your library use Facebook for promotion?	Yes	
3.34c	Does your library use Instagram for promotion?	Yes	
3.34d	Does your library use Twitter/X for promotion?	Yes	
3.34e	Does your library use TikTok for promotion?	Yes	

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

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.36 Library outlets offering the summer reading program	2	2
3.37 Children registered for the library's summer reading program	467	394
3.38 Young adults registered for the library's summer reading program	150	124
3.39 Adults registered for the library's summer reading program	127	125
3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	744	643
3.41a Children's program sessions - Summer 2024	103	119
3.41b Children's program attendance - Summer 2024	2,169	2,453
3.42a Young adult program sessions - Summer 2024	65	90
3.42b Young adult program attendance - Summer 2024	764	1,078
3.43a Adult program sessions - Summer 2024	0	0
3.43b Adult program attendance - Summer 2024	0	0

3.44	Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	168	209
3.45	Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	2,933	3,531
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	Y
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	Y
COLLABORATORS			
3.48	Public school district(s) and/or BOCES	4	3
3.49	Non-public school(s)	1	2
3.50	Childcare center(s)	4	4
3.51	Summer camp(s)	1	2
3.52	Municipality/Municipalities	3	4
3.53	Literacy provider(s)	0	0
3.54	Other (describe using the State note)	0	0
3.55	Total Collaborators (total 3.48 through 3.54)	13	15

Early Literacy

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

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	312	397
3.57b	Focus on birth - school entry (kindergarten) attendance	5,763	9,198
3.58a	Focus on parents & caregivers sessions	0	0
3.58b	Focus on parents & caregivers attendance	0	0
3.59a	Combined audience sessions	308	362
3.59b	Combined audience attendance	5,733	9,020
3.60	Total Sessions	620	759
3.61	Total Attendance	11,496	18,218
3.62	- 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

Adult Literacy

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

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.64a Total group program sessions 20 12

3.64b Total group program attendance 151 47

3.65a Total one-on-one program sessions 1,067 1,078

3.65b Total one-on-one program attendance 1,067 1,078

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) Yes

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

c. Non-Public Schools Yes No

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

ESOL / Digital Literacy

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.68a Children's program sessions 0 0

3.68b Children's program attendance 0 0

3.69a Young adult program sessions 0 0

3.69b Young adult program attendance 0 0

3.70a Adult program sessions 74 74

3.70b Adult program attendance 408 438

3.71 Total program sessions (total 3.68a + 3.69a + 3.70a) 74 74

3.72 Total program attendance (total 3.68b + 3.69b + 3.70b) 408 438

3.73a One-on-one program sessions 0 0

3.73b One-on-one program attendance 0 0

3.74 - Collaborators (check all that apply):

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

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

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
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3.76a	Total group program sessions	5	0
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3.76b	Total group program attendance	16	0
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3.77a	Total one-on-one program sessions	150	47
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3.77b	Total one-on-one program attendance	150	47
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4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	37,116	37,053
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4.2	Adult Non-fiction Books	20,891	20,838
4.3	Total Adult Books (Total questions 4.1 & 4.2)	58,007	57,891
4.4	Children's Fiction Books	75,388	72,261
4.5	Children's Non-fiction Books	14,093	13,616
4.6	Total Children's Books (Total questions 4.4 & 4.5)	89,481	85,877
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	147,488	143,768

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	54,207	48,278
4.9	Circulation of Children's Other Materials	12,785	15,027
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	66,992	63,305
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	214,480	207,073
4.12	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	No
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes	

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	53,311	59,383
4.14a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	<i>CT - Annual Count</i>
4.15	Does the library offer virtual reference?	Y	Y

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	7,779	7,798
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	10,794	10,577
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E-RATE

4.18	Does the library file for E-rate benefits?	Y	Y
4.19	Is the library part of a consortium for E-rate benefits?	Y	Y
4.20	If yes, in which consortium are you participating?	SCLS	<i>SCLS</i>

5. ELECTRONIC USE

Electronic Holdings

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

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

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

Electronic Books

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

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

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

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

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

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

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

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

5.11 Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Research Databases

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

5.13 Did the library provide access to research databases purchased solely by the library? Yes

5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? Yes

Online Learning

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

5.16 Did the library provide access to online learning platforms purchased solely by the library? Yes

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? No

E-Material Circulation

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

5.19 The total circulation of e-books 35,259
during the reporting period

5.20 The total circulation of e-serials 1,295
during the reporting period.

5.21 The total circulation of e-audio 23,990
during the reporting period

5.22 The total circulation of e-videos 3,588
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1 1

6.3 Vacant Library Director 0 0
(certified)

6.4 Library Manager (not certified) 0 0

6.5 Vacant Library Manager (not 0 0
certified)

6.6	Librarian	11.5	12.5
6.7	Vacant Librarian	0	0
6.8	Library Specialist/Paraprofessional	0	0
6.9	Vacant Library Specialist/Paraprofessional	0	0
6.10	Other Staff	18.75	19.1
6.11	Vacant Other Staff	.5	.5
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	31.25	32.60
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.50	0.50

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$134,644	\$126,144
6.16	FTE - Library Manager (not certified)	0	0
6.17	Salary - Library Manager (not certified)	\$0	\$0
6.18	FTE - Librarian	1	1
6.19	Salary - Librarian	\$68,559	\$65,884

7. MINIMUM PUBLIC LIBRARY STANDARDS

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

- | | | |
|--|---|---|
| 1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | Y |
| 2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |
| 3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y | Y |
| 4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y | Y |
| 5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |
| 6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y | Y |
| 7. Is open the minimum standard number of public service hours for population served. (see instructions) | Y | Y |

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

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

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

10. Provides

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

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

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y Y

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

13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y

8. PUBLIC SERVICE INFORMATION

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

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

8.1	Main Library	1	1
8.2	Branches	1	1
8.3	Bookmobiles	0	0
8.4	Other Outlets	0	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	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	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	122.50	122.50
8.10	Annual Total Hours - Main Library	2,442.00	2,442.00
8.11	Annual Total Hours - Branch Libraries	2,285.00	2,285.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	4,727.00	4,727.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

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

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

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

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

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

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

1.	Outlet Name	PORT JEFFERSON FREE LIBRARY	<i>PORT JEFFERSON FREE LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	100 THOMPSON ST	<i>100 THOMPSON ST</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</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	info@portjefflibrary.org	<i>info@portjefflibrary.org</i>
10.	Outlet URL	https://www.portjefflibrary.org	<i>https://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	2,442	<i>2,442</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	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	197	204
20.	Enter the appropriate outlet code (select one):	LO	LO
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	1924
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2022	2022
25.	Square footage of the outlet	23,450	23,450
26.	Number of Internet Computers Used by General Public	29	29
27.	Number of uses (sessions) of public Internet computers per year	3,387	3,066
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	2 Greater than 200 kbps and less than 768 kbps	<i>2 Greater than 200 kbps and less than 768 kbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	2 Greater than 200 kbps and less than 768 kbps	<i>2 Greater than 200 kbps and less than 768 kbps</i>
31.	Internet Provider	Verizon Wireless	<i>Crown Castle Fiber</i>
32.	WiFi Access	Password required	<i>Available only when the library is open</i>
33.	Wireless Sessions	10,070	<i>9,316</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	Y	<i>Y</i>
37.	<i>LIBID</i>	8000585290	<i>8000585290</i>
38.	<i>FSCSID</i>	NY0679	<i>NY0679</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>
1.	Outlet Name	PORTJEFFLIBRARY@GOODTIMES	<i>PORTJEFFLIBRARY@GOODTIMES</i>

Note: Outlet Name should be The Port Jefferson Free Library Teen Center.

2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	150 EAST MAIN ST.	<i>150 EAST MAIN ST.</i>
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	PORT JEFFERSON	<i>PORT JEFFERSON</i>
6.	Zip Code	11777	<i>11777</i>
7.	Phone (enter 10 digits only)	(631) 509-5707	<i>(631) 509-5707</i>
8.	Fax Number (enter 10 digits only)	(631) 509-5708	<i>(631) 509-5708</i>
9.	E-mail Address	info@pjteen.org	<i>info@pjteen.org</i>
10.	Outlet URL	https://www.portjefflibrary.org/teens/	<i>https://www.portjefflibrary.org/teens/</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):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	2,285	<i>2,285</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)?	N	<i>N</i>

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	0
20.	Enter the appropriate outlet code (select one):	LR	LR
21.	Who owns this outlet building?	Other (specify using the State note)	<i>Other (specify using the State note)</i>
22.	Who owns the land on which this outlet is built?	Other (specify using the State note)	<i>Other (specify using the State note)</i>
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.	Number of Internet Computers Used by General Public	12	11
27.	Number of uses (sessions) of public Internet computers per year	766	949
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps	<i>1 Less than or equal to 200 kbps</i>

30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	1 Less than or equal to 200 kbps	<i>1 Less than or equal to 200 kbps</i>
31.	Internet Provider	Cablevision/Optimum	<i>Cablevision/Optimum</i>
32.	WiFi Access	Available only when the library is open	<i>Available only when the library is open</i>
33.	Wireless Sessions	2,162	<i>1,929</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	Y	<i>Y</i>
37.	<i>LIBID</i>	8000585290	<i>8000585290</i>
38.	<i>FSCSID</i>	NY0679	<i>NY0679</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024)	14	17
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NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	N/A	N/A
------	--	-----	-----

10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	N/A	N/A
------	--	-----	-----

10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	7	7
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10.5	What is the trustee term length, as stated in your library's charter documents (incorporation) ? If a term length is not stated, please explain in a Note.	5 Years	5 Years
------	---	---------	---------

10.6	I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note.	Y	Y
------	---	---	---

BOARD MEMBER SELECTION

10.7	Enter Board Member Selection Code (select one):	EA - board members are elected by the library association membership	<i>EA - board members are elected by the library association membership</i>
------	---	--	---

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

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

1.	Status	Filled	<i>Filled</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	neuberc814@strose.edu	<i>neuberc814@strose.edu</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)	2019	<i>2019</i>
11.	Term Expires	January	<i>December</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/26/2024	<i>01/24/2023</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>

16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Joseph	<i>Joseph</i>
3.	Last Name of Board Member	Orofino	<i>Orofino</i>
4.	Mailing Address	101 Laurel Lane	<i>101 Laurel Lane</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	orofinoj@gmail.com	<i>orofinoj@gmail.com</i>
8.	Office Held or Trustee	Financial Officer	<i>Financial Officer</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2023	<i>2023</i>
11.	Term Expires	January	<i>December</i>
12.	Term Expires - Year (yyyy)	2028	<i>2028</i>
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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/26/2024	<i>01/24/2023</i>

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Nicole	<i>Nicole</i>
3.	Last Name of Board Member	Connelly	<i>Connelly</i>
4.	Mailing Address	101 Jayne Ave	<i>101 Jayne Ave</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	nicoledconnelly@gmail.com	<i>nicoledconnelly@gmail.com</i>
8.	Office Held or Trustee	Secretary	<i>Secretary</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	January	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
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	<i>Yes</i>

14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/26/2024	01/24/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Karyn	<i>Karyn</i>
3.	Last Name of Board Member	Jensen	<i>Jensen</i>
4.	Mailing Address	114 Spring Street	<i>114 Spring Street</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	kjensen0620@gmail.com	<i>kjensen0620@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)	2021	<i>2021</i>
11.	Term Expires	January	<i>December</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>

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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/26/2024	<i>01/24/2023</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Nancy	<i>Carl</i>
3.	Last Name of Board Member	Loddigs	<i>siegel</i>
4.	Mailing Address	36 Vantage Court	<i>111 Wilson dr.</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	nan44lod@aol.com	<i>icsgl@yahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2024	<i>2022</i>
11.	Term Expires	January	<i>December</i>

12.	Term Expires - Year (yyyy)	2025	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	Yes
Note: Finished term for resigned Board Member, Carl Seigel.			
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/26/2024	01/24/2023
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	Y	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Kristen	<i>Kristen</i>
3.	Last Name of Board Member	Reilly	<i>Reilly</i>
4.	Mailing Address	109 Rustic Rd	<i>109 Rustic Rd</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	kristenreilly13@gmail.com	<i>kristenreilly13@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)	2023	2023
11.	Term Expires	January	<i>December</i>
12.	Term Expires - Year (yyyy)	2028	2028
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/26/2024	<i>01/24/2023</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	Y	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	John	<i>John</i>
3.	Last Name of Board Member	Grossman	<i>Grossman</i>
4.	Mailing Address	130 Arlington Avenue	<i>130 Arlington Avenue</i>
5.	City	Port Jefferson	<i>Port Jefferson</i>
6.	Zip Code (5 digits only)	11777	<i>11777</i>
7.	E-mail address	jgrossman37@yahoo.com	<i>jgrossman37@yahoo.com</i>
8.	Office Held or Trustee	President	<i>President</i>

9.	Term Begins - Month	January	<i>January</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	January	<i>December</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
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	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	02/26/2024	<i>01/24/2023</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

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

LOCAL PUBLIC FUNDS

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

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

Y Y

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

1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Port Jefferson Union Free School District	<i>Port Jefferson UFSD</i>
3.	Amount	3374759	<i>\$3,307,149</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>Y</i>

5.	Written Contractual Agreement	Y	<i>Y</i>
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1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Miller Place Union Free School District	<i>Miller Place Union Free School District</i>
3.	Amount	700373	<i>\$750,009</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N/A</i>

5.	Written Contractual Agreement	Y	<i>Y</i>
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1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Mount Sinai Union Free School District	<i>Mount Sinai Union Free School District</i>
3.	Amount	499750	<i>\$493,990</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N/A</i>

5.	Written Contractual Agreement	Y	<i>Y</i>
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1.	Source of Funds	School District	<i>School District</i>
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2.	Name of funding County, Municipality or School District	Port Jefferson UFSD, PILOT	<i>Port Jefferson UFSD</i>
3.	Amount	\$161,585	\$152,440
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	N
5.	Written Contractual Agreement	N	N

11.2	TOTAL LOCAL PUBLIC FUNDS	\$4,736,467	\$4,703,588
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$2,273	\$2,268
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11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
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11.5	Additional State Aid received from the System	\$8,000	\$0
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11.6	Federal Aid received from the System	\$0	\$0
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11.7	Other Cash Grants	\$0	\$0
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11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$10,273	\$2,268
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OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
OTHER RECEIPTS			
11.14	Gifts and Endowments	\$4,932	\$6,458
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$305,509	\$40,846
11.17	Library Charges	\$56,103	\$57,243
11.18	Other	\$7,399	\$8,948
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$373,943	\$113,495
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$5,120,683	\$4,819,351
11.21	BUDGET LOANS	\$0	\$0

Transfers / Grand Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23 From Other Funds	\$0	\$0
11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$9,105,209	\$9,133,571
11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$14,225,892	\$13,952,922

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	\$1,188,723	\$1,132,708
12.2 Other Staff	\$1,038,112	\$1,033,940
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,226,835	\$2,166,648

12.4	Employee Benefits Expenditures	\$1,049,283	\$963,500
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$3,276,118	\$3,130,148

Note: In 2024, we had considerable unexpected overage in our professional fees while we had a change in Director, a severance payment, and concurrent payment to an interim director as well as related legal fees. The difference (1,45,970) reflects these un budgeted expenses.

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$123,721	\$134,469
12.7	Electronic Materials Expenditures	\$146,092	\$139,895
12.8	Other Materials Expenditures	\$59,398	\$68,573
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$329,211	\$342,937

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$27,450	\$26,489
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$27,450	\$26,489

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$14,592	\$25,163
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$14,592	\$25,163

12.16 Other Disbursements for Operation & Maintenance of Buildings	\$199,005	\$193,267
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12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$213,597	\$218,430
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MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$75,342	\$75,528
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12.19 Telecommunications	\$10,379	\$9,684
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12.21 Professional & Consultant Fees	\$119,930	\$73,577
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12.22 Equipment	\$13,181	\$13,603
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12.23 Other Miscellaneous	\$255,686	\$244,386
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12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$474,518	\$416,778
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Contracts / Debt Service / Transfers / Grand Total

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$33,707	\$33,539
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

12.29 Budget Loans (Principal and Interest)	\$0	\$0
12.30 Short-Term Loans	\$0	\$0
12.31 Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$4,354,601	\$4,168,321

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF)	\$408,200	\$679,392
12.34 From Other Funds (76OF)	\$0	\$0
12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$408,200	\$679,392
12.36 Transfer to Other Funds	\$0	\$0
12.37 TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$408,200	\$679,392
12.38 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$4,762,801	\$4,847,713
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$9,463,091	\$9,105,209

12.40	GRAND TOTAL	\$14,225,892	\$13,952,922
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DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	02/24/2025	02/26/2024
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	11/11/2024	11/21/2023
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2023-06/30/2024	07/01/2022 - 06/30/2023
12.44	Indicate type of audit (select one):	Private Accounting Firm	<i>Private Accounting Firm</i>

CAPITAL FUND

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

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

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$697	\$2,486

13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$697	\$2,486
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STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$0
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13.5	Other State Aid	\$0	\$0
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13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$0
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FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$408,200	\$679,392
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13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$408,897	\$681,878
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13.10	NON-REVENUE RECEIPTS	\$0	\$0
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13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$408,897	\$681,878
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13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$15,297	\$95,179
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13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$424,194	\$777,057
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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	\$364,559	\$761,760
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14.2	Incidental Construction	\$0	\$0
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Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
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14.4	Interest	\$0	\$0
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14.5	Collection Expenditures	\$0	\$0
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14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
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14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$364,559	\$761,760
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$364,559	\$761,760
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14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$59,635	\$15,297
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14.12	TOTAL CASH	\$424,194	\$777,057
	DISBURSEMENTS AND BALANCE		
	(Add Questions 14.10 and 14.11; same as Question 13.13)		

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	10.94	11.81
16.2	Total Librarians	10.94	11.81
16.3	All Other Paid Staff	16.84	17.15
16.4	Total Paid Employees	27.78	28.96
16.5	State Government Revenue	\$10,273	\$2,268

Note: We received \$8,000 unexpectedly from Assemblyman Flood's Office

16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$373,943	\$113,495
16.8	Total Operating Revenue	\$5,120,683	\$4,819,351
16.9	Other Operating Expenditures	\$721,822	\$668,747
16.10	Total Operating Expenditures	\$4,327,151	\$4,141,832
16.11	Total Capital Expenditures	\$392,009	\$788,249
16.12	Print Materials	91,262	89,871

16.12a	Total Physical Items in Collection	117,862	115,777
16.13	Circulation of Children's Physical Material	102,266	
16.14	Total Registered Borrowers	8,520	8,057
16.15	Other Capital Revenue and Receipts	\$408,897	\$681,878
16.16	Number of Internet Computers Used by General Public	41	40
16.17	Total Uses (sessions) of Public Internet Computers Per Year	4,153	4,015
16.18	Wireless Sessions	12,232	11,245
16.19	Total Capital Revenue	\$408,897	\$681,878

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	Administrative Structure Code	MO	MO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SU1	SU1
17.7	FSCS ID	NY0679	NY0679
17.8	SED CODE	580206700003	580206700003

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:	Jenny Bloom	<i>Jenny Bloom</i>
Phone Number:	(631) 473-0138	<i>(631) 473-0138</i>
I am satisfied that this resource (Collect) is meeting library needs:	Strongly Agree	<i>Strongly Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Strongly Agree	<i>Strongly Agree</i>

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!