

Hauppauge Public Library

Annual Report For Public And Association Libraries - 2013

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2013, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	8000583520
1.2	Library Name	HAUPPAUGE PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Hauppauge
1.6	Beginning Fiscal Reporting Year	07/01/2012
1.7	Ending Fiscal Reporting Year	06/30/2013
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 <u>Local</u> Fiscal Year	07/01/2012
1.12	Ending <u>Local</u> Fiscal Year	06/30/2013
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	601 VETERANS MEMORIAL HWY.
1.15	City	HAUPPAUGE
1.16	Zip Code	11788
1.17	Mailing Address	601 VETERANS MEMORIAL HWY.
1.18	City	HAUPPAUGE
1.19	Zip Code	11788
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 979-1600
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 979-4018
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	hauplib@suffolk.lib.ny.us
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://www.hauppaugelibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	10,936
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative 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.	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 05/22/2007
- 1.30 Date the library was last registered 03/14/2007
- 1.31 Federal Employer Identification Number 113582721
- 1.32 County SUFFOLK
- 1.33 School District Hauppauge Union Free School District
- 1.34 Town Islip
- 1.35 Library System Suffolk Cooperative Library System

NOTE: For questions 1.36 through 1.41, report all information for the current library director/manager.

- 1.36 Title of Library Director/ Manager (select one): Mr.
- 1.37 First Name of Library Director/Manager Matthew
- 1.38 Last Name of Library Director/Manager Bollerman
- 1.39 NYS Public Librarian Certification Number 20154
- 1.40 E-mail Address of the Director/Manager mbollerm@suffolk.lib.ny.us
- 1.41 Fax Number of the Director/Manager (631) 979-4018

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

- 1.43 Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45. Y

1. Name of municipality or district holding the vote: Hauppauge Library District
2. Indicate the type of municipality or district holding the vote Special Legislative District
3. Was this a Chapter 414 (Ed. Law Â§259.1.b)? N
4. Dollar amount \$2,447,438
5. Was the vote successful? Y
6. Date the vote was held (mm/dd/yyyy) 04/02/2013

- 1.44 For the fiscal year that ended in 2013, indicate the *total percentage of the library's local public funding* that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote in a previous year. 100%

- 1.45 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 1.46. N

1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): N/A

- 1.46 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 State note; if no, please go to Part 2, Library Collection. N

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	11,993
2.2	Adult Non-fiction Books	11,319
2.3	Total Adult Books (Total questions 2.1 & 2.2)	23,312
2.4	Children's Fiction Books	14,534
2.5	Children's Non-fiction Books	7,765
2.6	Total Children's Books (Total questions 2.4 & 2.5)	22,299
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	45,611

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	150
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	150
2.12	Total Print Materials (Total questions 2.7 and 2.11)	45,761

ELECTRONIC MATERIALS

2.13	Electronic Books	56,141
2.14	Local Databases	44
2.15	NOVELNY Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	55
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)	121,768
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	177,964

ALL OTHER MATERIALS

2.19	Audio - Physical Units	8,902
2.20	Audio - Downloadable Units	13,316
2.21	Video - Physical Units	16,018
2.22	Video - Downloadable Units	337
2.23	All Other Materials (includes microform, films, slides, etc.)	329
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	38,902
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)	262,627

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	150
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	3,548
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2.28	All Other Print Materials	133
2.29	Electronic Materials	0 / 46,668
2.30	All Other Materials	3,325
2.31	Total Additions (Total questions 2.27 through 2.30)	7,006 53,674

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.56 through 3.64 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.55 for the 2013 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	599
3.2	Young Adult Program Sessions	177
3.3	Children's Program Sessions	307
3.4	All Other Program Sessions	145
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	1,228
3.6	Adult Program Attendance	7,749
3.7	Young Adult Program Attendance	1,812
3.8	Children's Program Attendance	6,416
3.9	All Other Program Attendance	2,042
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	18,019

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2013 (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 Yes
- e. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) Yes
- f. N/A No

3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	472
3.14	Young adults registered for the library's summer reading program	120
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	592
3.16	Children's program sessions - Summer 2013	83
3.17	Young adult program sessions - Summer 2013	65
3.18	Adult program sessions - Summer 2013	112
3.19	Total program sessions - Summer 2013 (total 3.16 + 3.17 + 3.18)	260
3.20	Children's program attendance - Summer 2013	2,188
3.21	Young adult program attendance - Summer 2013	1,042
3.22	Adult program attendance - Summer 2013	1,373
3.23	Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)	4,603

COLLABORATORS

3.24	Public school district(s) and/or BOCES	5
3.25	Non-public school(s)	1

3.26	Childcare center(s)	0
3.27	Summer camp(s)	0
3.28	Municipality/Municipalities	1
3.29	Literacy provider(s)	0
3.30	Other (describe using the State note)	5
3.31	Total Collaborators (total 3.24 through 3.30)	12

EARLY LITERACY PROGRAMS

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

3.33 Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	No
d.	N/A	No

3.34 Number of sessions

a.	Focus on birth - school entry	76
b.	Focus on parents & caregivers	40
c.	Combined audience	0
d.	N/A	0

3.35 Total Sessions 116

3.36 Attendance at sessions

a.	Focus on birth - school entry	1,589
b.	Focus on parents & caregivers	491
c.	Combined audience	0
d.	N/A	0

3.37 Total Attendance 2,080

3.38 Collaborators (check all that apply):

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

ADULT LITERACY

3.39 Did the library offer adult literacy programs? No

3.40 Total program sessions 0

3.41 Total program attendance 0

3.42 Collaborators (check all that apply)

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

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

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

3.44 Children's program sessions 0

3.45 Young adult program sessions 0

3.46	Adult program sessions	0
3.47	Total program sessions (total 3.44 + 3.45 + 3.46)	0
3.48	Children's program attendance	0
3.49	Young adult program attendance	0
3.50	Adult program attendance	0
3.51	Total program attendance (total 3.48 + 3.49 + 3.50)	0
3.52	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the State note)	No
e.	N/A	Yes

DIGITAL LITERACY

3.53	Did the library offer digital literacy programs?	Y
3.54	Total program sessions	69
3.55	Total program attendance	456

LIBRARY USE

3.56	Library visits (total annual attendance)	150,791
3.57	Registered resident borrowers	7,241
3.58	Registered non-resident borrowers	0

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

3.59	Does the library have an open meeting policy?	Y
3.60	Does the library have a policy protecting the confidentiality of library records?	Y
3.61	Does the library have an Internet use policy?	Y
3.62	Does the library have a disaster plan?	Y

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

3.63	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.64	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

4. LIBRARY TRANSACTIONS

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	24,741
4.2	Adult Non-fiction Books	13,164
4.3	Total Adult Books (Total questions 4.1 & 4.2)	37,905
4.4	Children's Fiction Books	25,684
4.5	Children's Non-fiction Books	7,666
4.6	Total Children's Books (Total questions 4.4 & 4.5)	33,350
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	71,255

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	89,149
4.9	Circulation of Children's Other Materials	20,317
4.10	Circulation of Electronic Materials	7,632

4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	117,098
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	188,353
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	53,667

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	31,279
4.15	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	15,395
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	18,166
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2013.

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	77,367
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Number of uses (sessions) of public Internet computers per year	28,661
5.7	Name of the person responsible for the library's Information Technology (IT) services	Matthew Bollerman
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 979-1600
5.9	IT contact's email address	matthew@hauppaugelibrary.org

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

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
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	9
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
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	26.00

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) \$46,000
 6.16 FTE - Library Director (certified) 1
 6.17 Salary - Library Director (certified) \$112,750
 6.18 FTE - Library Manager (not certified) 0
 6.19 Salary - Library Manager (not certified) \$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2013.

7.1 1. Is governed by board-approved written bylaws. Y
 7.2 2. Has a board-approved written long range plan of service. Y
 7.3 3. Presents an annual report to the community. Y
 7.4 4. Has board-approved written policies. Y
 7.5 5. Presents an annual written budget to appropriate funding agencies. Y
 7.6 6. Periodically evaluates the effectiveness of the 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. Has the equipment and connections necessary to facilitate access to information:
 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. telefacsimile capability (see instructions) Y
 7.18 10. Distributes 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 section 90.8 of Commissioner Regulations. (see instructions) Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

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

8.1 Main Library 1
 8.2 Branches 0
 8.3 Bookmobiles 0
 8.4 Other Outlets 0

8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1
PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.		
8.6	Minimum Weekly Total Hours - Main Library	73
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	73.00
8.10	Annual Total Hours - Main Library	3,671
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,671.00

9. SERVICE OUTLET INFORMATION

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.

1.	Outlet Name	Hauppauge Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	601 Veterans Memorial Hwy.
4.	Outlet Street Address Status	00 (for no change)
5.	City	Hauppauge
6.	Zip Code	11788
7.	Phone (enter 10 digits only)	(631) 979-1600
8.	Fax Number (enter 10 digits only)	(631) 979-4018
9.	E-mail Address	hauplib@suffolk.lib.ny.us
10.	Outlet URL	hauppaugelibrary.org
11.	County	Suffolk
12.	School District	Hauppauge
13.	Outlet Type Code (select one):	CE
14.	Public Service Hours Per Year for This Outlet	3,671
15.	Number of Weeks This Outlet is Open	52
16.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
17.	Is the meeting space available for public use even when the outlet is closed?	N
18.	Total number of non-library sponsored programs, meetings and/or events at this outlet	145
19.	Enter the appropriate outlet code (select one):	LR
20.	Who owns this outlet building?	Other (specify using the State note)
21.	Who owns the land on which this outlet is built?	Other (specify using the State note)
22.	Indicate the year this outlet was initially constructed	1962
23.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
24.	Square footage of the outlet	12,425
25.	Total number of Internet terminals at this outlet used by the general public	19
26.	Type of connection on the outlet's public Internet computers	Leased Line

27.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	Greater than 6 mbps and less than 9 mbps
28.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	Greater than 3 mbps and less than 6 mbps
29.	Internet Provider	Other (specify using the State note)
30.	WiFi Access (click the hyperlink for types of WiFi Access)	No restrictions to access
31.	Number of wireless access uses per year: Report the total number of uses of wireless access in the outlet during the last year.	8,120
32.	Does the outlet have interactive videoconferencing capability for public use?	N
33.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
34.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
35.	<i>LIBID</i>	8000583520
36.	<i>FSCSID</i>	NY9010
37.	<i>Metropolitan Status Code</i>	NC
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2013. 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, 2013 to December 31, 2013)	14
10.2	Number of voting library board positions stated in the library's charter.	5
10.3	Number of current <u>voting</u> positions on library board.	5

BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
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List Officers and Board Members for the current Calendar Year (January 1 - December 31, 2014). Complete one record for each board member. There must be a record for each voting position, whether filled or vacant.

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mr.
10.6	First Name	Stephen
10.7	Last Name	Bard
10.8	Mailing Address	40 Hamlet Drive
10.9	City	Hauppauge
10.10	Zip Code (5 digits only)	11788
10.11	Phone (enter 10 digits only)	(631) 231-7460
10.12	E-mail Address	sbardesq@aol.com
10.13	Term Begins - Month	July
10.14	Term Begins - Year (yyyy)	2013
10.15	Term Expires - Month	June

10.16	Term Expires - Year (yyyy)	2018
10.17	The date the Oath of Office was taken (mm/dd/yyyy)	07/15/2013
10.18	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2013
10.19	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Ralph
3.	Last Name of Board Member	Plotke
4.	Mailing Address	601 Veterans Memorial Hwy
5.	City	Hauppauge
6.	Zip Code (5 digits only)	11788
7.	E-mail address	ralphplotkeroofservices@gmail.com
8.	Office Held or Trustee	Vice-President
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2010
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/15/2010
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/16/2010
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Andrew
3.	Last Name of Board Member	Black
4.	Mailing Address	601 Veterans Memorial Hwy
5.	City	Hauppauge
6.	Zip Code (5 digits only)	11788
7.	E-mail address	bean92@optonline.net
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2012
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2017
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/24/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/25/2012
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Robert
3.	Last Name of Board Member	Druckenmiller
4.	Mailing Address	601 Veterans Memorial Hwy
5.	City	Hauppauge
6.	Zip Code (5 digits only)	11788
7.	E-mail address	rdruck@optonline.net
8.	Office Held or Trustee	Finance Officer
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2011
11.	Term Expires	June

12.	Term Expires - Year (yyyy)	2016
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/01/2011
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/05/2011
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Carol
3.	Last Name of Board Member	Poma
4.	Mailing Address	601 Veterans Memorial Hwy
5.	City	Hauppauge
6.	Zip Code (5 digits only)	11788
7.	E-mail address	cme4tea@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2009
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2014
13.	The date the Oath of Office (mm/dd/yyyy) was taken	07/16/2009
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/17/2009
15.	Is this a brand new trustee?	N

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

LOCAL PUBLIC FUNDS

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

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (see instructions).	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or District	Hauppauge Public Schools
3.	Amount	\$2,400,155
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N/A
11.2	TOTAL LOCAL PUBLIC FUNDS	\$2,400,155

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$2,711
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$2,711

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
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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	\$1,340
11.15	Fund Raising	\$0
11.16	Income from Investments	\$5,155
11.17	Library Charges	\$26,868
11.18	Other	\$61,292
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$94,655
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$2,497,521

11.21	BUDGET LOANS	\$0
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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 2013 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$1,264,038
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)	\$3,761,559

12. OPERATING FUND DISBURSEMENTS,**STAFF EXPENDITURES****Salaries & Wages Paid from Library Funds**

12.1	Certified Librarians	\$609,052
12.2	Other Staff	\$395,009
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,004,061
12.4	Employee Benefits Expenditures	\$409,195
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,413,256

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$92,619
12.7	Electronic Materials Expenditures	\$22,541
12.8	Other Materials Expenditures	\$99,641
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$214,801

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$14,194
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$14,194

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$4,467
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$4,467
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$468,400
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$472,867

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$16,469
12.19	Telecommunications	\$19,823
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$4,596
12.22	Professional & Consultant Fees	\$20,809
12.23	Other Miscellaneous	\$175,335
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$237,032

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR, PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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DEBT SERVICE**Capital Purposes Loans (Principal and Interest)**

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0
12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$2,352,150

TRANSFERS**Transfers to Capital Fund**

12.33	From Local Public Funds (76PF)	\$75,000
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$75,000
12.36	Transfer to Other Funds	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$75,000
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$2,427,150
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2013	\$1,334,409
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$3,761,559

ASSURANCE

12.41 The Library operated under its plan of service in accordance with the 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). 18
02/18/2014

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 10/22/2013
 12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2012 - 06/30/2013
 12.44 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0
 13.2 All Other Revenues from Local Sources \$3,060
 13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2) \$3,060

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) \$75,000
 13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8) \$78,060
 13.10 NON-REVENUE RECEIPTS \$0
 13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10) \$78,060
 13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 14.11 of previous year, if fiscal year has not changed) \$1,029,628
 13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12) \$1,107,688

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1 Construction \$0
 14.2 Incidental Construction \$61,703

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

TOTAL PROJECT EXPENDITURES

14.7	(Add Questions 14.1, 14.2 and 14.6)	\$61,703
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$61,703
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2013	\$1,045,985
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$1,107,688

15. FEDERAL TOTALS

All questions in Part 15 are calculated, locked fields.

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

15.1	Total ALA-MLS	8.75
15.2	Total Librarians	8.75
15.3	All Other Paid Staff	14.00
15.4	Total Paid Employees	22.75
15.5	State Government Revenue	\$2,711
15.6	Federal Government Revenue	\$0
15.7	Other Operating Revenue	\$94,655
15.8	Total Operating Revenue	\$2,497,521
15.9	Other Operating Expenditures	\$709,899
15.10	Total Operating Expenditures	\$2,337,956
15.11	Total Capital Expenditures	\$75,897
15.12	Print Materials	45,761
15.13	Total Registered Borrowers	7,241
15.14	Other Capital Revenue and Receipts	\$75,000
15.15	Total Number of Internet Terminals Used by the General Public	19

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	8000583520
16.2	<i>Interlibrary Relationship Code</i>	ME
16.3	<i>Legal Basis Code</i>	LD
16.4	<i>Administrative Structure Code</i>	SO
16.5	<i>FSCS Public Library Definition</i>	Y
16.6	<i>Geographic Code</i>	OTH
16.7	<i>FSCS ID</i>	NY9016

SUGGESTED IMPROVEMENTS

Library Name:	HAUPPAUGE PUBLIC LIBRARY
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Matthew Bollerman
Phone Number:	(631) 979-1600

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!

Hauppauge Public Library

Annual Report For Public And Association Libraries - 2013

Federal Notes
State Notes
Local Notes

1. GENERAL LIBRARY INFORMATION

No Notes

2. LIBRARY COLLECTION

2.13 Electronic Books **Federal Note:** As part of a consortium, we are able to add many more titles than were able to do so on our own.

2.22 Video - Downloadable Units **Federal Note:** As part of a consortium, we choose not to add more titles to this collection.

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

3.30 Other (describe using the State note) **State Note:** Stony Brook Hospital Therapy Dogs International Arbors Assisted Living (teens made projects for them) Avalon Park & Preserve - Truck Farm New York Life Ins. Co. - Child ID Cards

4. LIBRARY TRANSACTIONS

No Notes

5. TECHNOLOGY AND TELECOMMUNICATIONS

No Notes

6. STAFF INFORMATION

No Notes

7. MINIMUM PUBLIC LIBRARY STANDARDS

No Notes

8. PUBLIC SERVICE INFORMATION

No Notes

9. SERVICE OUTLET INFORMATION

Repeating Group 1

20. Who owns this outlet building? **State Note:** Hauppauge Corporate Center, 750 North Country Road., Ste. 3, Setauket, NY 11733

Repeating Group 1

21. Who owns the land on which this outlet is built? **State Note:** Hauppauge Corporate Center, 750 North Country Road., Ste. 3, Setauket, NY 11733

Repeating Group 1

29. Internet Provider **State Note:** Verizon

10. OFFICERS AND TRUSTEES

No Notes

11. OPERATING FUNDS RECEIPTS

No Notes

12. OPERATING FUND DISBURSEMENTS

No Notes

13. CAPITAL FUND RECEIPTS

No Notes

14. CAPITAL FUND DISBURSEMENTS

No Notes

15. FEDERAL TOTALS

No Notes

16. FOR NEW YORK STATE LIBRARY USE ONLY

No Notes

SUGGESTED IMPROVEMENTS

No Notes

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