

Port Jervis Free Library

Annual Report For Public And Association Libraries - 2019

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library/Director Information

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

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

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

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

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200445310	<i>7200445310</i>
1.2	Library Name	PORT JERVIS FREE LIBRARY	<i>PORT JERVIS 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 Jervis	<i>Port Jervis</i>
1.6	Beginning Fiscal Reporting Year	01/01/2019	<i>01/01/2018</i>

1.7	Ending Fiscal Reporting Year	12/31/2019	<i>12/31/2018</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2019	<i>07/01/2018</i>
1.12	Ending <u>Local</u> Fiscal Year	03/30/2020	<i>06/30/2019</i>
1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	138 PIKE STREET	<i>138 PIKE STREET</i>
1.15	City	PORT JERVIS	<i>PORT JERVIS</i>
1.16	Zip Code	12771	<i>12771</i>
1.17	Mailing Address	138 PIKE STREET	<i>138 PIKE STREET</i>
1.18	City	PORT JERVIS	<i>PORT JERVIS</i>

1.19	Zip Code	12771	<i>12771</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 856-7313	<i>(845) 856-7313</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 858-8710	<i>(845) 858-8710</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	ptj@rcls.org	<i>ptj@rcls.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.portjervislibrary.org	<i>www.portjervislibrary.org</i>
1.24	Population Chartered to Serve (per 2010 Census)	17,498	<i>17,498</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</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	09/29/1892	<i>09/29/1892</i>
1.30	Date the library was last registered	10/17/1907	<i>10/17/1907</i>
1.31	Federal Employer Identification Number	146000815	<i>146000815</i>
1.32	County	ORANGE	<i>ORANGE</i>
1.33	School District	Port Jervis City School	<i>Port Jervis City School</i>
1.34	Town/City	Port Jervis	<i>Port Jervis</i>
1.35	Library System	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>

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

1.36a	President/CEO Name	N/A	<i>N/A</i>
1.36b	President/CEO Phone Number	N/A	<i>N/A</i>
1.36c	President/CEO Email	N/A	<i>N/A</i>

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	Beverly	<i>Beverly</i>
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1.38	Last Name of Library Director/Manager	Arlequeeuw	<i>Arlequeeuw</i>
1.39	NYS Public Librarian Certification Number	22737	<i>22737</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
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/A	<i>N/A</i>
1.43	E-mail Address of the Director/Manager	barlequeeuw@rcls.org	<i>barlequeeuw@rcls.org</i>
1.44	Fax Number of the Director/Manager	(845) 858-8710	<i>(845) 858-8710</i>
1.45	Is the library a member of the New York State and Local Retirement System?	Y	<i>Y</i>
1.46	Does the library charge fees for library cards to people	Y	<i>Y</i>

residing outside the system's service area?

- 1.47 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (Please respond even if the vote was unsuccessful). Y Y
 Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.48.

Public Votes/Contracts

- | | | | |
|-----|---|---|--|
| 1. | Name of municipality or district holding the public vote | Port Jervis School District | <i>Port Jervis City School District</i> |
| 2. | Indicate the type of municipality or district holding the public vote | School District | <i>School District</i> |
| 3. | Date the vote was held (mm/dd/2019) | 06/06/2019 | <i>06/07/2018</i> |
| 4. | Was the vote successful? Y/N | Y | <i>Y</i> |
| 5. | What type of public vote was it? | budget vote (school district public library only) | <i>school district ballot proposition (Ed. Law §259(1)(a))</i> |
| 6a. | Most recent prior year approved appropriation from a public vote: | \$1,031,995 | <i>\$1,011,350</i> |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date | \$34,219 | <i>\$20,645</i> |

reported in question
number 3:

6c.	Total proposed appropriation (sum of 6a and 6b):	\$1,066,214	<i>\$1,031,995</i>
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This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

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

from the last successful
vote?

1.49 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.50.

1.	Name of contracting municipality or district	Town of Mount Hope	<i>Town of Mount Hope</i>
2.	Is this a written contractual agreement?	Y	<i>Y</i>
3.	Population of the geographic area served by this contract	7,534	<i>7,534</i>
4.	Dollar amount of contract	\$11,250	<i>\$10,650</i>
5.	Enter the appropriate code for range of services provided (select one):	Full	<i>Full</i>

1.	Name of contracting municipality or district	Town of Minisink	<i>Town of Greenville</i>
2.	Is this a written contractual agreement?	Y	<i>Y</i>

3.	Population of the geographic area served by this contract	4,509	4,700
4.	Dollar amount of contract	\$5,625	\$6,600
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.	Name of contracting municipality or district	Town of Wawayanda	<i>Town of Wawayanda</i>
2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	7,266	7,266
4.	Dollar amount of contract	\$7,500	\$7,500
5.	Enter the appropriate code for range of services provided (select one):	Full	Full
1.	Name of contracting municipality or district	Town of Greenville	
2.	Is this a written contractual agreement?	Y	
3.	Population of the geographic area served by this contract	4,700	
4.	Dollar amount of contract	\$9,000	

5. Enter the appropriate code for range of services provided (select one): Full

Unusual Circumstances

- 1.50 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. N N

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

NOTE: This section of the survey (2.1-2.22) collects data on selected types of materials.

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

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	13,386	<i>12,973</i>
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2.2	Adult Non-fiction Books	11,327	<i>11,331</i>
2.3	Total Adult Books (Total questions 2.1 & 2.2)	24,713	<i>24,304</i>
2.4	Children's Fiction Books	7,766	<i>7,748</i>
2.5	Children's Non-fiction Books	6,695	<i>6,925</i>
2.6	Total Children's Books (Total questions 2.4 & 2.5)	14,461	<i>14,673</i>
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	39,174	<i>38,977</i>

Other Print Materials

2.8	Total Uncataloged Books	531	<i>532</i>
2.9	Total Print Serials	1,327	<i>1,254</i>
2.10	All Other Print Materials	22	<i>28</i>
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,880	<i>1,814</i>
2.12	Total Print Materials (Total questions 2.7 and 2.11)	41,054	<i>40,791</i>

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	33,142	<i>20,353</i>
2.14	Local Electronic Collections	10	<i>9</i>

2.15	NOVEL _{NY} Electronic Collections	16	<i>16</i>
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	26	<i>25</i>
2.17	Audio - Downloadable Units	9,414	<i>8,259</i>
2.18	Video - Downloadable Units	476	<i>483</i>
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	184,396	<i>168,991</i>
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	227,454	<i>198,111</i>
Non-Electronic Materials			
2.21	Audio - Physical Units	1,320	<i>1,318</i>
2.22	Video - Physical Units	4,141	<i>4,111</i>
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	36	<i>34</i>

2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	5,497	5,463
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Serials/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	274,005	244,365
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CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	89	83
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	1,886	1,894
2.28	All Other Print Materials	728	674
2.29	Electronic Materials	19,725	17,803
2.30	All Other Materials	414	1,093
2.31	Total Additions (Total questions 2.27 through 2.30)	22,753	21,464

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 calendar year. Please click [here](#) to read general instructions before completing this section.

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

LIBRARY USE

3.1	Library visits (total annual attendance)	66,556	67,195
3.2	Registered resident borrowers	5,724	6,461
3.3	Registered non-resident borrowers	989	343

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

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

3.4	Does the library have an open meeting policy?	Y	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	

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

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	N	N
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?	N	N
3.15 - If so, what do you have?	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	No	No
	electronic scanning and reading software, such as OpenBook	No	No

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
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Library Sponsored Programs/Summer Reading Program

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

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	620	430
3.18	Young Adult Program Sessions	16	26
3.19	Children's Program Sessions	296	165
3.20	All Other Program Sessions	21	0
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	953	621
3.22	One-on-One Program Sessions	658	191
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar	Yes	Yes

educational activities
sponsored by the Library?

3.24	Adult Program Attendance	4,924	3,665
3.25	Young Adult Program Attendance	137	102
3.26	Children's Program Attendance	2,675	1,449
3.27	All Other Program Attendance	1,168	0
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	8,904	5,216
3.29	One-on-One Program Attendance	658	191

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (check all that apply):

- | | | | |
|----|--|-----|-----|
| a. | Program(s) for children | Yes | Yes |
| b. | Program(s) for young adults | Yes | Yes |
| c. | Program(s) for Adults | Yes | Yes |
| d. | Summer Reading at New York Libraries name and/or logo used | Yes | Yes |

e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes	Yes
f.	N/A	No	No
3.31	Library outlets offering the summer reading program	1	1
3.32	Children registered for the library's summer reading program	803	223
3.33	Young adults registered for the library's summer reading program	26	56
3.34	Adults registered for the library's summer reading program	89	58
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	918	337
3.36	Children's program sessions - Summer 2019	66	68
3.37	Young adult program sessions - Summer 2019	6	14
3.38	Adult program sessions - Summer 2019	40	8
3.39	Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)	112	90

3.40	Children's program attendance - Summer 2019	723	774
3.41	Young adult program attendance - Summer 2019	25	58
3.42	Adult program attendance - Summer 2019	164	67
3.43	Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)	912	899

COLLABORATORS

3.44	Public school district(s) and/or BOCES	0	0
3.45	Non-public school(s)	4	4
3.46	Childcare center(s)	2	2
3.47	Summer camp(s)	0	0
3.48	Municipality/Municipalities	0	0
3.49	Literacy provider(s)	0	0
3.50	Other (describe using the State note)	0	0
3.51	Total Collaborators (total 3.44 through 3.50)	6	6

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

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)	Y
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Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

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

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

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	64	68
b.	Focus on parents & caregivers	0	0
c.	Combined audience	0	0
d.	N/A	0	0

3.55	Total Sessions	64	68
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3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	571	774
b.	Focus on parents & caregivers	0	0
c.	Combined audience	0	0

d.	N/A	0	0
3.57	Total Attendance	571	774
3.58 - 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	No	No
e.	Other (describe using the State note)	No	No

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

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes	Yes
3.60	Total group program sessions	44	56
3.61	Total one-on-one program sessions	0	20
3.62	Total group program attendance	499	392
3.63	Total one-on-one program attendance	0	20

3.64 - Collaborators (check all that apply)

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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.66	Children's program sessions	0	0
3.67	Young adult program sessions	0	0
3.68	Adult program sessions	0	0
3.69	Total program sessions (total 3.68 + 3.69 + 3.70)	0	0
3.70	One-on-one program sessions	0	0
3.71	Children's program attendance	0	0

3.72	Young adult program attendance	0	0
3.73	Adult program attendance	0	0
3.74	Total program attendance (total 3.73 + 3.74 + 3.75)	0	0
3.75	One-on-one program attendance	0	0
3.76 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

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

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y	Y
3.78	Total group program sessions	25	24
3.79	Total one-on-one program sessions	581	312
3.80	Total group program attendance	88	144

3.81	Total one-on-one program attendance	581	312
3.82	Did your library offer teen-led activities during the 2019 calendar year?	N	
3.83	Did your library offer teen-led activities during the 2018 calendar year?	Y	

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	13,732	14,156
4.2	Adult Non-fiction Books	19,438	5,455
4.3	Total Adult Books (Total questions 4.1 & 4.2)	33,170	19,611
4.4	Children's Fiction Books	9,492	8,891
4.5	Children's Non-fiction Books	3,231	2,720
4.6	Total Children's Books (Total questions 4.4 & 4.5)	12,723	11,611
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	45,893	31,222

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	14,134	<i>18,319</i>
4.9	Circulation of Children's Other Materials	5,055	<i>5,651</i>
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	19,189	<i>23,970</i>
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	65,082	<i>55,192</i>

ELECTRONIC USE

4.12	Use of Electronic Material	11,833	<i>7,981</i>
4.13	Successful Retrieval of Electronic Information	7,158	<i>388</i>
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	18,991	<i>8,369</i>
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	76,915	<i>63,173</i>
4.16	Total Collection Use (Total questions 4.13 & 4.15)	84,073	<i>63,561</i>
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	17,778	<i>17,262</i>

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	43,680	<i>42,587</i>
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4.19	Does the library offer virtual reference?	N	<i>N</i>
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Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	14,843	<i>14,060</i>
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	14,634	<i>12,750</i>
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2019.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	<i>Y</i>
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5.2	Online public access catalog (OPAC)?	Y	<i>Y</i>
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5.3	Electronic access to the OPAC from outside the library?	Y	<i>Y</i>
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5.4	Annual number of visits to the library's web site	31,978	<i>32,173</i>
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5.5	Does the library use Internet filtering software on any computer?	N	<i>N</i>
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5.6	Does your library use social media?	Y	<i>Y</i>
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5.7	Does the library file for E-rate benefits?	N	<i>N</i>
-----	--	---	----------

5.8	Is the library part of a consortium for E-rate benefits?	Y	Y
5.9	If yes, in which consortium are you participating?	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
5.10	Name of the person responsible for the library's Information Technology (IT) services	Stacy Joergle	<i>Stacy Joergle</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 856-7313	<i>(845) 856-7313</i>
5.12	IT contact's email address	sjoergle@rcls.org	<i>sjoergle@rcls.org</i>

6. STAFF INFORMATION

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

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

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0

6.4	Librarian (certified)	0	0
6.5	Vacant Librarian (certified)	0	0
6.6	Library Manager (not certified)	0	0
6.7	Vacant Library Manager (not certified)	0	0
6.8	Library Specialist/Paraprofessional (not certified)	0	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	0
6.10	Other Staff	10.82	13.64
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	11.82	14.64
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	0	0
6.15	Salary - Entry Level Librarian (certified)	\$0	\$0

6.16	FTE - Library Director (certified)	1	<i>1</i>
6.17	Salary - Library Director (certified)	\$72,130	<i>\$70,716</i>
6.18	FTE - Library Manager (not certified)	0	<i>0</i>
6.19	Salary - Library Manager (not certified)	\$0	<i>\$0</i>

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. Please click [here](#) to read general instructions before completing this section.

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y	<i>Y</i>
7.2	2. Has a board-approved written long range plan of service.	Y	<i>Y</i>
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y	<i>Y</i>
7.4	4. Has board-approved written policies for the operation of the library.	Y	<i>Y</i>
7.5	5. Presents annually to appropriate funding	Y	<i>Y</i>

agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.

7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	Y	<i>Y</i>
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7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y	<i>Y</i>
-----	--	---	----------

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

7.8	8a. space	Y	<i>Y</i>
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7.9	8b. lighting	Y	<i>Y</i>
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7.10	8c. shelving	Y	<i>Y</i>
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7.11	8d. seating	Y	<i>Y</i>
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7.12	8e. restroom (see instructions)	Y	<i>Y</i>
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9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

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

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

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

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

population served. (see instructions)

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

8a. space Y

8b. lighting Y

8c. shelving Y

8d. seating Y

8e. power infrastructure Y

8f. data infrastructure Y

8g. public restroom Y

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

10. Provides

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

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

11. Provides access to current library information in print Y

and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.

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

- 13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y

- 14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

8. PUBLIC SERVICE INFORMATION

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

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

8.1 Main Library 1 1

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	56.00	56.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
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)	56.00	56.00
8.10	Annual Total Hours - Main Library	2,912.00	2,912.00
8.11	Annual Total Hours - Branch Libraries	0.00	0.00
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)	2,912.00	2,912.00

9. SERVICE OUTLET INFORMATION

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#)

1.	Outlet Name	Port Jervis Free Library	<i>Port Jervis Free Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	138 Pike St.	<i>138 Pike St.</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Port Jervis	<i>Port Jervis</i>
6.	Zip Code	12771	<i>12771</i>
7.	Phone (enter 10 digits only)	(845) 856-7313	<i>(845) 856-7313</i>
8.	Fax Number (enter 10 digits only)	(845) 858-8710	<i>(845) 858-8710</i>
9.	E-mail Address	ptj@rcls.org	<i>ptj@rcls.org</i>
10.	Outlet URL	www.portjervislibrary.org	<i>www.portjervislibrary.org</i>
11.	County	Orange	<i>Orange</i>

12.	School District	Port Jervis City School District	<i>Port Jervis City School District</i>
13.	Library System	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,912	<i>2,912</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	314	<i>68</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>

23.	Indicate the year this outlet was initially constructed	1903	<i>1903</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2019	<i>2018</i>
25.	Square footage of the outlet	14,130	<i>14,130</i>
26.	Number of internet computers at this outlet used by general public	26	<i>26</i>
27.	Number of uses (sessions) of public Internet computers per year	14,912	<i>9,299</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	10 Greater than or equal to 50 mbps and less than 100 mbps	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps	<i>5 Greater than or equal to 3 mbps and less than 6 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	Available only when the library is open	<i>Available only when the library is open</i>
33.	Number of wireless sessions provided by the	42,224	<i>20,592</i>

library wireless service per year

34.	Does the outlet have interactive videoconferencing capability for public use?	N	Y
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
37.	Does your outlet have a Makerspace?	Y	N
38.	<i>LIBID</i>	7200445310	7200445310
39.	<i>FSCSID</i>	NY0577	NY0577
40.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
41.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during	12	10
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calendar year (January 1,
2019 to December 31,
2019)

NUMBER OF TRUSTEES AND TERMS

- 10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? No *No*
- 10.3 If yes, what is the range?
- 10.4 If your library has a range, how many voting positions are stated in the library's current by-laws?
- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes *Yes*
- 10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 5 years *5 years*

BOARD MEMBER SELECTION

- 10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election *EP - board members are elected in a public election*

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

BOARD PRESIDENT

- 10.9 First Name Carl *Norman*

10.10	Last Name	Hendrick	<i>Gallagher</i>
10.11	Mailing Address	8 Willard Street	<i>93 N. Orange St</i>
10.12	City	Port Jervis	<i>Port Jervis</i>
10.13	Zip Code (5 digits only)	12771	<i>12771</i>
10.14	Phone (enter 10 digits only)	(845) 978-6252	<i>(845) 856-3236</i>
10.15	E-mail Address	cvhendrick@yahoo.com	<i>recipe@citlink.net</i>
10.16	Term Begins - Month	July	<i>July</i>
10.17	Term Begins - Year (yyyy)	2017	<i>2016</i>
10.18	Term Expires - Month	June	<i>June</i>
10.19	Term Expires - Year (yyyy)	2022	<i>2021</i>
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	07/01/2017	<i>07/01/2016</i>

10.22 The date the Oath of Office
was filed with town or 07/01/2017 07/01/2016
county clerk (mm/dd/yyyy)

10.23 Is this a brand new trustee? N N

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

1.	Status	Filled	
2.	First Name of Board Member	Carey Sue	<i>Carey Sue</i>
3.	Last Name of Board Member	Connelly	<i>Connelly</i>
4.	Mailing Address	6 Ann Lynn Court	<i>6 Ann Lynn Court</i>
5.	City	Port Jervis	<i>Port Jervis</i>
6.	Zip Code (5 digits only)	12771	<i>12771</i>
7.	E-mail address	cconnelly78@yahoo.com	<i>cconnelly78@yahoo.com</i>
8.	Office Held or Trustee	Secretary	<i>Secretary</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2018	<i>2018</i>
11.	Term Expires	June	<i>June</i>

- | | | | |
|-----|---|------------------|--------------|
| 12. | Term Expires - Year (yyyy) | 2023 | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | 07/01/2018 | 07/01/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/01/2018 | 07/01/2018 |
| 16. | Is this a brand new trustee? | N | N |
| 1. | Status | Filled | |
| 2. | First Name of Board Member | Joan | Joan |
| 3. | Last Name of Board Member | Wagner | Wagner |
| 4. | Mailing Address | 12 Dubois Street | 12 Dubois St |
| 5. | City | Port Jervis | Port Jervis |
| 6. | Zip Code (5 digits only) | 12771 | 12771 |

- | | | | |
|-----|---|-------------------|--------------------------|
| 7. | E-mail address | ptj@rcls.org | <i>ptj@rcls.org</i> |
| 8. | Office Held or Trustee | Financial Officer | <i>Financial Officer</i> |
| 9. | Term Begins - Month | July | <i>July</i> |
| 10. | Term Begins - Year (year) | 2015 | <i>2015</i> |
| 11. | Term Expires | June | <i>June</i> |
| 12. | Term Expires - Year (yyyy) | 2020 | <i>2020</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 | 07/01/2015 | <i>07/01/2015</i> |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/01/2015 | <i>07/01/2015</i> |
| 16. | Is this a brand new trustee? | N | <i>N</i> |
| 1. | Status | Filled | |

2.	First Name of Board Member	Richard	<i>Richard</i>
3.	Last Name of Board Member	Roberts	<i>Roberts</i>
4.	Mailing Address	129 N. Orange Street	<i>129 N. Orange St</i>
5.	City	Port Jervis	<i>Port Jervis</i>
6.	Zip Code (5 digits only)	12771	<i>12771</i>
7.	E-mail address	rkroberts@frontiernet.net	<i>rkroberts@frontiernet.net</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2019	<i>2014</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2024	<i>2019</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 | 07/01/2019 | <i>07/01/2014</i> |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 07/01/2019 | <i>07/01/2014</i> |
| 16. | Is this a brand new trustee? | N | <i>N</i> |
| 1. | Status | Filled | |
| 2. | First Name of Board Member | Valerie | <i>Carl</i> |
| 3. | Last Name of Board Member | Maginsky | <i>Hendrick</i> |
| 4. | Mailing Address | 246 W Main St # 1 | <i>8 Willard St</i> |
| 5. | City | Port Jervis | <i>Port Jervis</i> |
| 6. | Zip Code (5 digits only) | 12771 | <i>12771</i> |
| 7. | E-mail address | maginskyv@ahoo.com | <i>cvhendrick@yahoo.com</i> |
| 8. | Office Held or Trustee | Trustee | <i>Trustee</i> |
| 9. | Term Begins - Month | December | <i>July</i> |
| 10. | Term Begins - Year (year) | 2019 | <i>2017</i> |
| 11. | Term Expires | June | <i>June</i> |
| 12. | Term Expires - Year (yyyy) | 2021 | <i>2022</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. No Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 12/18/2019 07/01/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/18/2019 07/01/2017
16. Is this a brand new trustee? Y N

Trustee Education

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

1. Trustee Name Joan Wagner

2. Has the trustee participated in trustee education in the last calendar year (2019)? N

1. Trustee Name Carey Sue Connelly

2. Has the trustee participated in trustee education in the last calendar year (2019)? N

1. Trustee Name Valerie Maginsky

2. Has the trustee participated in trustee education in the last calendar year (2019)? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

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

LOCAL PUBLIC FUNDS

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

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

1. Source of Funds School District *School District*

2. Name of funding County, Municipality or School District PORT JERVIS SCHOOL DISTRICT *Port Jervis*

3. Amount \$1,067,960 *\$1,031,005*

4. Subject to public vote held in reporting year or in a previous reporting year(s). Y *Y*

5. Written Contractual Agreement Y *N*

1. Source of Funds Town *County*

2. Name of funding County, Municipality or School District Mount Hope *Orange Library Association*

3. Amount \$1,575 *\$6,047*

4. Subject to public vote held in reporting year or in a previous reporting year(s). Y *N*

5. Written Contractual Agreement Y *Y*

1. Source of Funds Town *Town*

2. Name of funding County, Municipality or School District Greenville *Mount Hope*

3. Amount \$10,500 *\$13,275*

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>N</i>
5.	Written Contractual Agreement	Y	<i>Y</i>
1.	Source of Funds	Town	<i>Town</i>
2.	Name of funding County, Municipality or School District	Waywayanda	<i>Wawayanda</i>
3.	Amount	\$7,425	<i>\$8,475</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>N</i>
5.	Written Contractual Agreement	Y	<i>Y</i>
1.	Source of Funds	County	<i>Town</i>
2.	Name of funding County, Municipality or School District	Orange	<i>Greenville</i>
3.	Amount	\$6,166	<i>\$8,475</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>N</i>
5.	Written Contractual Agreement	Y	<i>Y</i>

1.	Source of Funds	Town	
2.	Name of funding County, Municipality or School District	Minisink	
3.	Amount	\$5,625	
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	
5.	Written Contractual Agreement	Y	
11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,099,251	<i>\$1,067,277</i>

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$5,131	<i>\$5,128</i>
11.4	Central Library Aid (CLDA and/or CBA)	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$18,400	<i>\$300</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$0	<i>\$0</i>
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions	\$23,531	<i>\$5,428</i>

11.3, 11.4, 11.5, 11.6 and
11.7)

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	\$108,347	<i>\$193,009</i>
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Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	<i>\$0</i>
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11.11	Other Federal Aid	\$0	<i>\$0</i>
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11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	<i>\$0</i>
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11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	<i>\$0</i>
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$814	<i>\$3,443</i>
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11.15	Fund Raising	\$0	<i>\$0</i>
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11.16	Income from Investments	\$4,242	<i>\$3,222</i>
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11.17	Library Charges	\$14,877	<i>\$14,281</i>
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11.18	Other	\$5,257	<i>\$5,700</i>
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11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$25,190	\$26,646
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,256,319	\$1,292,360
11.21	BUDGET LOANS	\$0	\$0
Transfers/Grant 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 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$1,019,833	\$1,274,901
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$2,276,152	\$2,567,261

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance/Miscellaneous

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$71,819	<i>\$70,716</i>
12.2	Other Staff	\$392,206	<i>\$423,187</i>
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$464,025	<i>\$493,903</i>
12.4	Employee Benefits Expenditures	\$244,673	<i>\$256,197</i>
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$708,698	<i>\$750,100</i>

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$36,357	<i>\$34,456</i>
12.7	Electronic Materials Expenditures	\$2,495	<i>\$2,557</i>
12.8	Other Materials Expenditures	\$12,631	<i>\$11,203</i>
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$51,483	<i>\$48,216</i>

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$115,246	\$327,332
12.11	From Other Funds (71OF)	\$108,347	\$193,009
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$223,593	\$520,341

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$32,638	\$20,471
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$32,638	\$20,471
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$55,488	\$50,398
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$88,126	\$70,869

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$7,386	\$6,088
12.19	Telecommunications	\$4,490	\$2,615
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$1,412	\$2,374

12.22	Professional & Consultant Fees	\$132,006	\$92,460
12.23	Equipment	\$9,591	\$2,491
12.24	Other Miscellaneous	\$12,607	\$17,335
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$167,492	\$123,363

Contracts/Debt Service/Transfers/Grand Total

12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$38,083	\$34,539
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

Other Loans

12.30	Budget Loans (Principal and Interest)	\$0	\$0
12.31	Short-Term Loans	\$0	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$0	\$0

12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$1,277,475	\$1,547,428
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TRANSFERS

Transfers to Capital Fund

12.34	From Local Public Funds (76PF)	\$0	\$0
12.35	From Other Funds (76OF)	\$0	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0	\$0
12.37	Transfer to Other Funds	\$0	\$0
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$0	\$0
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$1,277,475	\$1,547,428
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019	\$998,677	\$1,019,833
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS &	\$2,276,152	\$2,567,261

BALANCE (Add
Questions 12.39 and 12.40;
same as Question 11.26)

ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 02/18/2020 02/19/2019

FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy) 12/31/2019 12/28/2018

12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2018-06/3/2019 07/01/2017-06/30/2018

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

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

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

STATE AID FOR CAPITAL PROJECTS

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

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 12.36)	\$0	\$0
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	\$0

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
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13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$0
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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	\$0	\$0
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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)	\$0	\$0
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2019	\$0	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$0

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	0.88	0.88
16.2	Total Librarians	0.88	0.88
16.3	All Other Paid Staff	9.47	11.94

16.4	Total Paid Employees	10.35	12.82
16.5	State Government Revenue	\$131,878	\$198,437
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$25,190	\$26,646
16.8	Total Operating Revenue	\$1,256,319	\$1,292,360
16.9	Other Operating Expenditures	\$293,701	\$228,771
16.10	Total Operating Expenditures	\$1,053,882	\$1,027,087
16.11	Total Capital Expenditures	\$223,593	\$520,341
16.12	Print Materials	41,032	40,763
16.13	Total Registered Borrowers	6,713	6,804
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Total Number of Internet Terminals Used by the General Public	26	26
16.16	Total Uses (sessions) of Public Internet Computers Per Year	14,912	9,299
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	42,224	20,592

16.18 **Total Capital Revenue** \$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	7200445310	<i>7200445310</i>
17.2	<i>Interlibrary Relationship Code</i>	ME	<i>ME</i>
17.3	<i>Legal Basis Code</i>	LD	<i>LD</i>
17.4	<i>Administrative Structure Code</i>	SO	<i>SO</i>
17.5	<i>FSCS Public Library Definition</i>	Y	<i>Y</i>
17.6	<i>Geographic Code</i>	SD1	<i>SD1</i>
17.7	<i>FSCS ID</i>	NY0577	<i>NY0577</i>
17.8	<i>SED CODE</i>	800000056320	<i>800000056320</i>
17.9	<i>INSTITUTION ID</i>	800000056320	<i>800000056320</i>

SUGGESTED IMPROVEMENTS

Library Name:	PORT JERVIS FREE LIBRARY	<i>PORT JERVIS FREE LIBRARY</i>
Library System:	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
Name of Person Completing Form:	Beverly Arlequeeuw	<i>Beverly Arlequeeuw</i>

Phone Number: (845) 856-7313 (845) 856-7313

I am satisfied that this resource (Collect) is meeting library needs: Agree *Agree*

Applying this resource (Collect) will help improve library services to the public: Agree *Agree*

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!