

Port Jervis Free Library Annual Report For Public And Association Libraries - 2020

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, 2020, 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	01/01/2020	<i>01/01/2019</i>
1.7	Ending Fiscal Reporting Year	12/31/2020	<i>12/31/2019</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the	No	<i>No</i>

1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2020	07/01/2019
1.12	Ending <u>Local</u> Fiscal Year	06/30/2021	06/30/2020
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	138 PIKE STREET	138 PIKE STREET
1.15	City	PORT JERVIS	PORT JERVIS
1.16	Zip Code	12771	12771
1.17	Mailing Address	138 PIKE STREET	138 PIKE STREET
1.18	City	PORT JERVIS	PORT JERVIS
1.19	Zip Code	12771	12771
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 856-7313	(845) 856-7313
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 858-8710	(845) 858-8710
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	ptj@rcls.org	ptj@rcls.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.portjervislibrary.org	www.portjervislibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	17,498	17,498
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select	School District	School District

	Library's charter (select one):		
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<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>
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	Master's Degree	<i>Master's Degree</i>

	library manager/director?		
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	Y
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N/A	N/A
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	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y

Public Votes/Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record	Y	Y
	for the public vote from each funding source. If no, go to question 1.47.		
1.	Name of municipality or district holding the public vote	Port Jervis City School District	<i>Port Jervis 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/2020)	06/09/2020	06/06/2019
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$1,066,214	\$1,031,995
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$19,298	\$34,219
6c.	Total proposed appropriation (sum of 6a and 6b):	\$1,183,012	\$1,066,214

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

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter N for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote	Other	Other
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?	Other	Other

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

Unusual Circumstances

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

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	Y
3.	Population of the geographic area served by this contract	7,534	<i>7,534</i>
4.	Dollar amount of contract	\$10,500	<i>\$11,250</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 Minisink</i>
2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	4,509	<i>4,509</i>
4.	Dollar amount of contract	\$3,900	<i>\$5,625</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 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	\$5,550	\$7,500
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 Greenville	<i>Town of Greenville</i>
2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	4,700	4,700
4.	Dollar amount of contract	\$7,650	\$9,000
5.	Enter the appropriate code for range of services provided (select one):	Full	<i>Full</i>

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

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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 (2.1-2.25) 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	13,227	13,386
2.2	Adult Non-fiction Books	11,031	11,327
2.3	Total Adult Books (Total questions 2.1 & 2.2)	24,258	24,713
2.4	Children's Fiction Books	7,957	7,766
2.5	Children's Non-fiction Books	6,564	6,695
2.6	Total Children's Books (Total questions 2.4 & 2.5)	14,521	14,461
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	38,779	39,174

Other Print Materials

2.8	Total Uncataloged Books	168	531
2.9	Total Print Serials	1,220	1,327
2.10	All Other Print Materials	22	22
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,410	1,880
2.12	Total Print Materials (Total questions 2.7 and 2.11)	40,189	41,054

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	34,940	33,142
------	------------------	--------	--------

2.14	Local Electronic Collections	10	10
2.15	NOVELNY Electronic Collections	15	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	25	26
2.17	Audio - Downloadable Units	10,593	9,414
2.18	Video - Downloadable Units	500	476
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	210,675	184,396
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	256,733	227,454

Non-Electronic Materials

2.21	Audio - Physical Units	1,359	
2.22	Video - Physical Units	4,115	4,349
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	37	36
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	5,511	5,497

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	302,433	274,005
------	---	---------	---------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	1,207	1,886
2.27	All Other Print Materials	598	728
2.28	Electronic Materials	30,374	10,725

2.28	Electronic Materials	30,374	19,120
2.29	All Other Materials	238	414
2.30	Total Additions (Total questions 2.26 through 2.29)	32,417	22,753

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/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 2020 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)	13,865	66,556
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	
3.2	Registered resident borrowers	5,733	5,724
3.3	Registered non-resident borrowers	1,077	989

Please report information on WRITTEN POLICIES as of 12/31/20.

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	Y

Please report information on ACCESSIBILITY as of 12/31/20.

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
--	---	---

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	38	620
3.18	Young Adult Program Sessions	14	16
3.19	Children's Program Sessions	38	296
3.20	All Other Program Sessions	8	21
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	98	953
3.22	One-on-One Program Sessions	575	658
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.24	Adult Program Attendance	235	4,924
3.25	Young Adult Program Attendance	45	137
3.26	Children's Program Attendance	254	2,675
3.27	All Other Program Attendance	243	1,168
3.28	Total Program Attendance (Total questions 3.24	777	8,904

through 3.27)

3.29	One-on-One Program Attendance	575	658
------	-------------------------------	-----	-----

Please report information on SUMMER READING PROGRAMS for the 2020 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 2020 (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	No	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	31	803
3.33	Young adults registered for the library's summer reading program	6	26
3.34	Adults registered for the library's summer reading program	24	89
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	61	918
3.36	Children's program sessions - Summer 2020	0	66
3.37	Young adult program sessions - Summer 2020	0	6
3.38	Adult program sessions -	0	40

	Summer 2020		
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	0	112
3.40	Children's program attendance - Summer 2020	0	723
3.41	Young adult program attendance - Summer 2020	0	25
3.42	Adult program attendance - Summer 2020	0	164
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	0	912
COLLABORATORS			
3.44	Public school district(s) and/or BOCES	0	0
3.45	Non-public school(s)	0	4
3.46	Childcare center(s)	0	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)	0	6

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2020 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter YY for Yes, N for No)		Y
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)	22	64
b.	Focus on parents & caregivers	0	0
c.	Combined audience	0	0
d.	N/A	0	0
3.55	Total Sessions	22	64
3.56 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	167	571
b.	Focus on parents & caregivers	0	0
c.	Combined audience	0	0
d.	N/A	0	0
3.57	Total Attendance	167	571
3.58 - Collaborators (check all that apply):			
a.	Childcare center(s)	No	Yes
b.	Public School District(s) and/or BOCES	No	Yes
c.	Non-Public School(s)	No	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 2020 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	Yes	Yes
3.60	Total group program sessions	9	44
3.61	Total one-on-one program sessions	0	0
3.62	Total group program attendance	104	499
3.63	Total one-on-one program attendance	0	0
3.64 - Collaborators (check all that apply)			
a.	Literacy NY (Literacy Volunteers of America)	No	No

	volunteers of America)		
b.	Public School District(s) and/or BOCES	No	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 2020 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y	N
3.66	Children's program sessions	0	0
3.67	Young adult program sessions	0	0
3.68	Adult program sessions	10	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	10	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	32	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	32	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 2020 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y	Y
3.78	Total group program sessions	5	25
3.79	Total one-on-one program sessions	121	581
3.80	Total group program attendance	18	88
3.81	Total one-on-one program attendance	121	581
3.82	Did your library offer teen-led activities during the 2020 calendar year?	N	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	5,232	13,732
4.2	Adult Non-fiction Books	2,172	5,706
4.3	Total Adult Books (Total questions 4.1 & 4.2)	7,404	19,438
4.4	Children's Fiction Books	3,901	9,492
4.5	Children's Non-fiction Books	1,269	3,231
4.6	Total Children's Books (Total questions 4.4 & 4.5)	5,170	12,723
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	12,574	32,161

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	4,704	14,134
4.9	Circulation of Children's Other Materials	1,022	5,055
4.10	Total Circulation of Other		

	Materials (Total questions 4.8, 4.9)	5,726	19,189
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	18,300	51,350

ELECTRONIC USE

4.12	Use of Electronic Material	17,151	11,833
4.13	Successful Retrieval of Electronic Information	676	7,158
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	17,827	18,991
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	35,451	63,183
4.16	Total Collection Use (Total questions 4.13 & 4.15)	36,127	70,341
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	6,192	17,778

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	9,450	43,680
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)	
4.19	Does the library offer virtual reference?	Y	N

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	7,515	14,843
------	--------------------------	-------	--------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	6,217	14,634
------	--------------------------	-------	--------

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	23,983	31,978
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	N	N
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	25	25
-----	--	----	----

FTE for all paid library	00	00
--------------------------	----	----

personnel in this section.

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	10.04	10.82
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	11.04	11.82
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	1
6.17	Salary - Library Director (certified)	\$73,573	\$72,130
6.18	FTE - Library Manager (not certified)	0	0
6.19	Salary - Library Manager (not certified)	\$0	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2020. Please click [here](#) to read general

instructions before completing this section.

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

instructions)

9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

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

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, 2020**. This 2020 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	Y
----	--	---	---

earlier if required by law.

- | | | | |
|-----|---|---|---|
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y | Y |
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | N | Y |
| 8. | Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | | |
| 8a. | space | Y | Y |
| 8b. | lighting | Y | Y |

8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y
14.	Establishes and maintains partnerships with other educational, cultural or		

community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
--	---	---

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in 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

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from March 7, 2020 to December 31, 2020.

- CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes
- CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? Yes
- CV3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes
- CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? No
- CV5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes
- CV7 Did the library provide 'outside' service for circulation of physical materials at one or more Yes

- materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV8 Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV9 Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic? Yes
- CV10 Report total number of recordings of program content during COVID-19 pandemic. **Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.** 15
- CV11 Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic? Yes
- CV12 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes
- CV13 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes
- CV14 Did library staff work for other government agencies or nonprofit organizations instead of or in addition to No

instead of, or in addition to, the
 their normal duties during
 the Coronavirus (COVID-
 19) pandemic?

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](#). Complete this form and email it to collectconnect@baker-taylor.com

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>
16a	Number of weeks an outlet	~	

	closed due to COVID-19	23	
16b	Number of weeks an outlet had limited occupancy due to COVID-19	18	
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	22	314
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1903	1903
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2019	2019
25.	Square footage of the outlet	14,130	14,130
26.	Number of internet computers at this outlet used by general public	26	26
27.	Number of uses (sessions) of public Internet computers per year	4,174	14,912
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	7 <i>Greater than or equal to 10 mbps and less than 15 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>Available only when the library is open</i>
33.	Number of wireless sessions provided by the library wireless service per year	11,064	<i>42,224</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	Y	<i>Y</i>
37.	<i>LIBID</i>	7200445310	<i>7200445310</i>
38.	<i>FSCSID</i>	NY0577	<i>NY0577</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2020. 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, 2020 to December 31, 2020)	12	<i>12</i>
------	---	----	-----------

NUMBER OF TRUSTEES AND TERMS

- | | | | |
|------|---|---------|----------------|
| 10.2 | Does your library have a range of trustees stated in the library's charter documents (incorporation)? | No | <i>No</i> |
| 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 | <i>Yes</i> |
| 10.7 | If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? | 5 years | <i>5 years</i> |

BOARD MEMBER SELECTION

- | | | | |
|------|---|---|--|
| 10.8 | Enter Board Member Selection Code (select one): | EP - board members are elected in a public election | <i>EP - board members are elected in a public election</i> |
|------|---|---|--|

List Officers and Board Members as of February 1, 2021. 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 | <i>Carl</i> |
| 10.10 | Last Name | Hendrick | <i>Hendrick</i> |
| 10.11 | Mailing Address | 8 Willard Street | <i>8 Willard Street</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) 978-6252</i> |
| 10.15 | E-mail Address | cvhendrick@yahoo.com | <i>cvhendrick@yahoo.com</i> |
| 10.16 | Term Begins - Month | July | <i>July</i> |
| 10.17 | Term Begins - Year (yyyy) | 2017 | <i>2017</i> |
| 10.18 | Term Expires - Month | June | <i>June</i> |
| 10.19 | Term Expires - Year (yyyy) | 2022 | <i>2022</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	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	07/01/2017	07/01/2017
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/01/2017	07/01/2017
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 collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
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	<i>2023</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		

	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	<i>Filled</i>
2.	First Name of Board Member	Joan	<i>Joan</i>
3.	Last Name of Board Member	Wagner	<i>Wagner</i>
4.	Mailing Address	12 Dubois Street	<i>12 Dubois Street</i>
5.	City	Port Jervis	<i>Port Jervis</i>
6.	Zip Code (5 digits only)	12771	<i>12771</i>
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)	2020	<i>2015</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<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	Yes	Yes

	from beginning date to ending date.		
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/01/2020	07/01/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/01/2020	07/01/2015
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
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 Street</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>2019</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/01/2019	<i>07/01/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/01/2019	<i>07/01/2019</i>
16.	Is this a brand new trustee?		

10.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Valerie	<i>Valerie</i>
3.	Last Name of Board Member	Maginsky	<i>Maginsky</i>
4.	Mailing Address	246 W Main St # 1	<i>246 W Main St # 1</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>maginskyv@ahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	December	<i>December</i>
10.	Term Begins - Year (year)	2019	<i>2019</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2021	<i>2021</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	<i>No</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	12/18/2019	<i>12/18/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/18/2019	<i>12/18/2019</i>
16.	Is this a brand new trustee?	N	<i>Y</i>

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2020. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Carl Hendrick	<i>Carl Hendrick</i>
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	Y	<i>N</i>
1.	Trustee Name	Richard Roberts	<i>Richard Roberts</i>
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	<i>N</i>
1.	Trustee Name	Joan Wagner	<i>Joan Wagner</i>
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	<i>N</i>
1.	Trustee Name	Carey Sue Connelly	<i>Carey Sue Connelly</i>
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	<i>N</i>
1.	Trustee Name	Valerie Maginsky	<i>Valerie Maginsky</i>
2.	Has the trustee participated in trustee education in the last calendar year (2020)?	N	<i>N</i>

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *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	<i>School District</i>
2.	Name of funding County, Municipality or School District	Port Jervis School District	<i>PORT JERVIS SCHOOL DISTRICT</i>
3.	Amount	\$1,078,923	<i>\$1,067,960</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	Y	<i>N</i>
1.	Source of Funds	Town	<i>Town</i>
2.	Name of funding County, Municipality or School District	Mount Hope	<i>Mount Hope</i>
3.	Amount	\$11,250	<i>\$1,575</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N/A	<i>N</i>
5.	Written Contractual Agreement	Y	Y
1.	Source of Funds	Village	<i>Town</i>
2.	Name of funding County, Municipality or School District	Wawayanda	<i>Greenville</i>
3.	Amount	\$5,550	<i>\$10,500</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N/A	<i>N</i>
5.	Written Contractual Agreement	Y	Y
1.	Source of Funds	N/A	<i>Town</i>
2.	Name of funding County, Municipality or School District	OLA	<i>Waywayanda</i>
3.	Amount	\$0	<i>\$0</i>

3.	Amount	\$6,234	\$7,425
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N/A	N
5.	Written Contractual Agreement	N/A	Y
11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,101,957	\$1,099,251

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$3,599	\$5,131
11.4	Central Library Aid (CLDA and/or CBA)	\$0	\$0
11.5	Additional State Aid received from the System	\$0	\$18,400
11.6	Federal Aid received from the System	\$0	\$0
11.7	Other Cash Grants	\$1,024	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$4,623	\$23,531

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	\$117,024	\$108,347
------	---	-----------	-----------

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

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

NEW YORK STATE

OTHER RECEIPTS

11.14	Gifts and Endowments	\$650	\$814
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$1,696	\$4,242
11.17	Library Charges	\$3,514	\$14,877
11.18	Other	\$2,927	\$5,257
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$8,787	\$25,190
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,232,391	\$1,256,319
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 2020 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$998,677	\$1,019,833
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)	\$2,231,068	\$2,276,152

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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	\$72,443	\$71,819
12.2	Other Staff	\$354,960	\$392,206
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$427,403	\$464,025
12.4	Employee Benefits Expenditures	\$223,259	\$244,673
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$650,662	\$708,698

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$28,614	\$33,031
12.7	Electronic Materials Expenditures	\$3,766	\$5,821
12.8	Other Materials Expenditures	\$5,422	\$12,631
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$37,802	\$51,483

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$106,630	\$115,246
12.11	From Other Funds (71OF)	\$0	\$108,347
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$106,630	\$223,593

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$39,424	\$32,638
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$39,424	\$32,638
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$46,604	\$55,488
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$86,028	\$88,126

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$8,187	\$7,386
12.19	Telecommunications	\$4,654	\$4,490
12.20	Binding Expenses	\$0	\$0
12.21	Postage and Freight	\$1,222	\$1,412
12.22	Professional & Consultant Fees	\$126,489	\$132,006
12.23	Equipment	\$4,674	\$9,591
12.24	Other Miscellaneous	\$8,174	\$12,607
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$153,400	\$167,492

Contracts/Debt Service/Transfers/Grand Total

12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$33,869	\$38,083
-------	--	----------	----------

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	\$0	\$0

	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)	\$1,068,391	\$1,277,475
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)	\$1,068,391	\$1,277,475
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2020	\$1,162,677	\$998,677
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 13.9)	\$2,231,068	\$2,276,152

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). 03/16/2021 02/18/2020

FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy) 06/30/2020 12/31/2019
12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2019-06/30/2020 07/01/2018-06/3/2019
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 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
------	--------------------------	-----	-----

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 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
-------	---	-----	-----

13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$0	\$0
-------	--	-----	-----

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
14.2	Incidental Construction	\$0	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
------	-----------------------	-----	-----

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
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 2020	\$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	8.79	9.47

16.4	Total Paid Employees	9.67	10.35
16.5	State Government Revenue	\$120,623	\$131,878
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$9,811	\$25,190
16.8	Total Operating Revenue	\$1,232,391	\$1,256,319
16.9	Other Operating Expenditures	\$273,297	\$293,701
16.10	Total Operating Expenditures	\$961,761	\$1,053,882
16.11	Total Capital Expenditures	\$106,630	\$223,593
16.12	Print Materials	40,167	41,032
16.13	Total Registered Borrowers	6,810	6,713
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	4,174	14,912
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	11,064	42,224
16.18	Total Capital Revenue	\$0	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

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

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	<i>(845) 856-7313</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Agree	<i>Agree</i>

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