

# Port Jervis Free Library Annual Report For Public And Association Libraries - 2022

CURRENT YEAR

*PREVIOUS YEAR*

## 1. GENERAL LIBRARY INFORMATION

### Library/Director Information

[Outline of Major Changes](#) 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, 2022, 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	01/01/2022	<i>01/01/2021</i>
1.7	Ending Fiscal Reporting Year	12/31/2022	<i>12/31/2021</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 N/A No was answered to Question 1.8.		<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2022	<i>07/01/2021</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023	<i>06/30/2022</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 2020 Census)	17,073	<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	N	<i>N</i>

area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.

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	Evelyn	<i>Beverly</i>
1.38	Last Name of Library Director/Manager	Rogers	<i>Arlequeeuw</i>
1.39	NYS Public Librarian Certification Number	24388	<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	Y	<i>Y</i>

	Master's Degree, is it a Master's Degree in Library/Information Science?		
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	erogers@rcls.org	barlequeeuw@rcls.org
1.44	Fax Number of the Director/Manager	(845) 858-8710	(845) 858-8710
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	Y

**Public Votes/Contracts**

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

1.	Name of municipality or district holding the public vote	Port Jervis Free Library	<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/2022)	06/09/2022	<i>06/10/2021</i>

4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$1,098,864	<i>\$1,085,512</i>
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$21,977	<i>\$13,352</i>
6c.	Total proposed appropriation (sum of 6a and 6b):	\$1,120,841	<i>\$1,098,864</i>

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

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
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**Please Note: last year's answers for repeating groups cannot be displayed.**

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 from the last successful vote? N/A N/A

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

**Unusual Circumstances**

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

1. Name of contracting municipality or district Town of Greenville *Town of Mount Hope*

2. Is this a written contractual agreement? Y Y

3. Population of the geographic area served by this contract 4,693 6,537

4. Dollar amount of contract \$8,475 \$7,875

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

1. Name of contracting municipality or district Town of Minisink *Town of Minisink*

2. Is this a written contractual agreement? Y Y

3. Population of the geographic area served by this contract 4,626 4,621

4. Dollar amount of contract \$5,700 \$4,800

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

1.	Name of contracting municipality or district	Town of Mount Hope	<i>Town of Wawayanda</i>
2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	6,377	7,534
4.	Dollar amount of contract	\$10,575	\$7,050
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 Greenville</i>
2.	Is this a written contractual agreement?	Y	Y
3.	Population of the geographic area served by this contract	7,558	4,689
4.	Dollar amount of contract	\$10,875	\$6,150
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**

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	14,124	<i>13,591</i>
2.2	Adult Non-fiction Books	10,619	<i>10,621</i>
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	24,743	<i>24,212</i>
2.4	Children's Fiction Books	7,714	<i>7,524</i>
2.5	Children's Non-fiction Books	6,417	<i>6,462</i>
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	14,131	<i>13,986</i>
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	38,874	<i>38,198</i>

**Other Print Materials**

2.8	Total Uncataloged Books	117	<i>128</i>
2.9	Total Print Serials	1,189	<i>1,024</i>
2.10	All Other Print Materials	22	<i>22</i>
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	1,328	<i>1,174</i>
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	40,202	<i>39,372</i>

**ALL OTHER MATERIALS**

**Electronic Materials**

2.13	Electronic Books	37,447	<i>35,768</i>
2.14	Local Electronic Collections	9	<i>11</i>

2.15	NOVEL <sub>NY</sub> Electronic Collections	15	<i>15</i>
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	24	<i>26</i>
2.17	Audio - Downloadable Units	12,883	<i>11,538</i>
2.18	Video - Downloadable Units	740	<i>511</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.)	225,231	<i>220,346</i>
2.20	<b>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</b>	276,325	<i>268,189</i>
<b>Non-Electronic Materials</b>			
2.21	Audio - Physical Units	1,503	<i>1,498</i>
2.22	Video - Physical Units	4,180	<i>4,099</i>
2.23	Other Circulating Physical Items	31	<i>33</i>
2.24	<b>Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)</b>	5,714	<i>5,630</i>
<b>Grand Total/Additions to Holdings</b>			
2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</b>	322,241	<i>313,191</i>
<b>ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.</b>			
2.26	Cataloged Books	1,461	<i>1,505</i>
2.27	All Other Print Materials	591	<i>567</i>
2.28	Electronic Materials	14,535	<i>12,905</i>
2.29	All Other Materials	308	<i>395</i>

2.30	Total Additions (Total questions 2.26 through 2.29)	16,895	15,372
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### 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 3.32 through 3.84 for the 2022 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)	20,752	16,200
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	4,867	5,016
3.3	Registered non-resident borrowers	1,117	1,054

Please report information on WRITTEN POLICIES as of 12/31/22. **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 12/31/22. **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
<b>3.15 - If so, what do you have?</b>			
	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**

**SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE** Synchronous Program Sessions A synchronous (live) program session is any planned event which introduces the

group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions. For specific examples, please refer to the chart in Instructions.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	52	33
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	13	11
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	6	N/A
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	31	N/A
3.20	Number of Synchronous General Interest Program Sessions	9	1
3.21	<b>Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)</b>	111	45
3.21a	Number of Synchronous In-Person Onsite Program Sessions	86	27
3.21b	Number of Synchronous In-Person Offsite Program Sessions	1	0
3.21c	Number of Synchronous Virtual Program Sessions	24	28
3.21d	<b>Total number of synchronous programs (3.21a + 3.21b + 3.21c)</b>	111	
3.22	One-on-One Program Sessions	642	368
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs	Yes	Yes

	and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?		
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	412	261
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	23	18
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	34	N/A
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	306	N/A
3.27	Attendance at Synchronous General Interest Programs	94	20
3.28	<b>Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).</b>	869	299
3.28a	Synchronous In-Person Onsite Program Attendance	747	239
3.28b	Synchronous In-Person Offsite Program Attendance	12	0
3.28c	Synchronous Virtual Program Attendance	110	186
3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	869	
3.29	One-on-One Program Attendance	642	368
3.29a	Total Number of Asynchronous Program Presentations	0	3
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	N/A	N/A

3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	37	10
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	340	134

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year. **SUMMER READING PROGRAM 3.32** - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (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
3.33	Library outlets offering the summer reading program	1	2
3.34	Children registered for the library's summer reading program	48	49
3.35	Young adults registered for the library's summer reading program	5	9
3.36	Adults registered for the library's summer reading program	16	17
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	69	75
3.38	Children's program sessions - Summer 2022	2	17
3.39	Young adult program sessions - Summer 2022	3	6

3.40	Adult program sessions - Summer 2022	0	4
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	5	27
3.42	Children's program attendance - Summer 2022	10	185
3.43	Young adult program attendance - Summer 2022	18	20
3.44	Adult program attendance - Summer 2022	0	18
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	28	223

### COLLABORATORS

3.46	Public school district(s) and/or BOCES	0	0
3.47	Non-public school(s)	0	0
3.48	Childcare center(s)	1	0
3.49	Summer camp(s)	0	0
3.50	Municipality/Municipalities	0	1
3.51	Literacy provider(s)	0	0
3.52	Other (describe using the State note)	0	0
3.53	Total Collaborators (total 3.46 through 3.52)	1	1

### Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

### EARLY LITERACY PROGRAMS

3.54	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
3.55	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	No	No
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes
d.	N/A	No	No
3.56	- Number of sessions		

a.	Focus on birth - school entry (kindergarten)	0	0
b.	Focus on parents & caregivers	0	0
c.	Combined audience	6	28
d.	N/A	0	0
3.57	<b>Total Sessions</b>	6	28

3.58 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	0	0
b.	Focus on parents & caregivers	0	0
c.	Combined audience	34	56
d.	N/A	0	0
3.59	<b>Total Attendance</b>	34	56

3.60 - Collaborators (check all that apply):

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

Please report information on ADULT LITERACY for the 2022 calendar year.**ADULT LITERACY**

3.61	Did the library offer adult literacy programs?	No	No
3.62	Total group program sessions	N/A	0
3.63	Total one-on-one program sessions	N/A	0
3.64	Total group program attendance	N/A	0
3.65	Total one-on-one program attendance	N/A	0
3.66 - 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 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 2022 calendar year.

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.68	Children's program sessions	N/A	0
3.69	Young adult program sessions	N/A	0
3.70	Adult program sessions	N/A	0
3.71	<b>Total program sessions (total 3.68 + 3.69 + 3.70)</b>	0	0
3.72	One-on-one program sessions	N/A	0
3.73	Children's program attendance	N/A	0
3.74	Young adult program attendance	N/A	0
3.75	Adult program attendance	N/A	0
3.76	<b>Total program attendance (total 3.73 + 3.74 + 3.75)</b>	0	0
3.77	One-on-one program attendance	N/A	0
3.78 - 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 2022 calendar year.

**DIGITAL LITERACY**

3.79	Did the library offer digital literacy programs?	Y	<i>N</i>
3.80	Total group program sessions	0	<i>0</i>
3.81	Total one-on-one program sessions	100	<i>0</i>
3.82	Total group program attendance	0	<i>0</i>
3.83	Total one-on-one program attendance	100	<i>0</i>
3.84	Did your library offer teen-led activities during the 2022 calendar year?	N	<i>N</i>

#### **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	12,344	<i>8,359</i>
4.2	Adult Non-fiction Books	4,713	<i>3,625</i>
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	17,057	<i>11,984</i>
4.4	Children's Fiction Books	11,617	<i>6,863</i>
4.5	Children's Non-fiction Books	2,946	<i>1,724</i>
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	14,563	<i>8,587</i>
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	31,620	<i>20,571</i>

##### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	6,629	<i>6,312</i>
4.9	Circulation of Children's Other Materials	994	<i>935</i>
4.10	<b>Circulation of Other Physical Items (Total questions 4.8, 4.9)</b>	7,623	<i>7,247</i>
4.11	<b>Physical Item Circulation (Total questions 4.7 &amp; 4.10)</b>	39,243	<i>27,818</i>

**ELECTRONIC USE**

4.12	Use of Electronic Material	30,471	17,896
4.13	Successful Retrieval of Electronic Information	402	824
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	30,873	18,720
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	69,714	45,714
4.16	Total Collection Use (Total questions 4.13 & 4.15)	70,116	46,538
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	15,557	9,522
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes	

**REFERENCE TRANSACTIONS**

4.19	Total Reference Transactions	11,650	10,400
4.19a	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)	ES - Annual Estimate Based on Typical Week(s)
4.20	Does the library offer virtual reference?	Y	Y

**Interlibrary Loan****INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21	TOTAL MATERIALS RECEIVED	11,267	11,358
------	--------------------------	--------	--------

**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.22	TOTAL MATERIALS PROVIDED	8,334	6,382
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**5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2022.**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	27,018	25,182
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	35	35
-----	--	----	----

FTE for all paid library  
personnel in this section.

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1	<i>1</i>
6.3	Vacant Library Director (certified)	0	<i>0</i>
6.4	Librarian (certified)	0	<i>0</i>
6.5	Vacant Librarian (certified)	0	<i>0</i>
6.6	Library Manager (not certified)	0	<i>0</i>
6.7	Vacant Library Manager (not certified)	0	<i>0</i>
6.8	Library Specialist/Paraprofessional (not certified)	0	<i>0</i>
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0	<i>0</i>
6.10	Other Staff	9.33	<i>9.87</i>
6.11	Vacant Other Staff	0	<i>0</i>
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	10.33	<i>10.87</i>
6.13	<b>VACANT TOTAL PAID STAFF</b> (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	<i>0.00</i>

**SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	0	<i>0</i>
6.15	Salary - Entry Level Librarian (certified)	\$0	<i>\$0</i>
6.16	FTE - Library Director (certified)	1	<i>1</i>
6.17	Salary - Library Director (certified)	\$65,000	<i>\$73,798</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**

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. 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 |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.   | Y | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.   | Y | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.   | Y | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.  | Y | Y |

- |  |  |   |   |
|--|--|---|---|
| 6.   | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.                          | Y | Y |
| 7.   | Is open the minimum standard number of public service hours for population served. (see instructions)  | Y | Y |
| 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: |  |   |   |
| 8a.  | space  | Y | Y |
| 8b.  | lighting   | Y | Y |
| 8c.  | shelving   | Y | Y |
| 8d.  | seating  | Y | Y |
| 8e.  | power infrastructure   | Y | Y |
| 8f.  | data infrastructure  | Y | Y |
| 8g.  | public restroom  | Y | Y |
| 9.   | Provides programming to address community needs, as outlined in the library's long-range plan of service.  | Y | Y |
| 10. Provides   |  |   |   |
| 10a.   | a circulation system that facilitates access to the local library collection and other library catalogs  | Y | Y |
| 10b.   | equipment, technology, and internet connectivity to address community needs and facilitate access to information.  | Y | Y |
| 11.  | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards | Y | Y |

	referenced in numbers (1) through (5) above.		
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	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (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 January 1, 2022 to December 31, 2022.

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?	No	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?	No	Yes
CV3	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?	No	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically	No	Yes

	closed to the public during the Coronavirus (COVID-19) pandemic?		
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	<i>Yes</i>
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	No	<i>Yes</i>
CV7	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?	No	<i>Yes</i>
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	<i>1</i>

## 9. SERVICE OUTLET INFORMATION

**Please Note: last year's answers for repeating groups cannot be displayed.** Outlets should be arranged in alphabetical order if possible. 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 will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

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) 856-8710	<i>(845) 858-8710</i>
9.	E-mail Address	erogers@rcls.org	<i>ptj@rcls.org</i>
10.	Outlet URL	portjervislibrary.org	<i>www.portjervislibrary.org</i>
11.	County	ORANGE	<i>Orange</i>
12.	School District	Port Jervis 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	0	<i>1</i>
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	<i>1</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>N</i>
18.	Is the meeting space available for public use	N	<i>N</i>

	even when the outlet is closed?		
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	24	0
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
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	2021	2021
25.	Square footage of the outlet	14,130	14,130
26.	Number of Internet Computers Used by General Public	8	8
27.	Number of uses (sessions) of public Internet computers per year	3,160	1,137
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
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 Greater than or equal to 10 mbps and less than 15 mbps
31.	Internet Provider	Spectrum/Time Warner Cable	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access	Other (specify using the State note)

33.	Wireless Sessions	35,752	33,160
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your <b>outlet</b> have a Makerspace?	Y	Y
37.	<i>LIBID</i>	7200445310	7200445310
38.	<i>FSCSID</i>	NY0577	NY0577
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<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, 2022. 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, 2022 to December 31, 2022)	12	12
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### 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
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	5	5
10.6	Does your library's charter documents (incorporation) state a specified term for	Yes	Yes

trustees? If no, please explain in a Note.

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, 2023. 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 Carl  
 10.10 Last Name Hendrick Hendrick  
 10.11 Mailing Address 8 Willard Street 8 Willard Street  
 10.12 City Port Jervis Port Jervis  
 10.13 Zip Code (5 digits only) 12771 12771  
 10.14 Phone (enter 10 digits only) (845) 978-6252 (845) 978-6252  
 10.15 E-mail Address cvhendrick@yahoo.com cvhendrick@yahoo.com  
 10.16 Term Begins - Month July July  
 10.17 Term Begins - Year (yyyy) 2022 2017  
 10.18 Term Expires - Month June June  
 10.19 Term Expires - Year (yyyy) 2027 2022  
 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) 06/30/2022 07/01/2017

10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/30/2022 07/01/2017

10.23 Is this a brand new trustee? N N

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

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’s 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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto: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 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	07/01/2018	<i>07/01/2018</i>

- |     |   |                           |                                  |
|-----|---|---------------------------|----------------------------------|
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 07/01/2018                | <i>07/01/2018</i>                |
| 16. | Is this a brand new trustee?  | N                         | <i>N</i>                         |
| 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?  | N                         | <i>N</i>                         |
| 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 Street #1	<i>246 W Main Street #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@yahoo.com	<i>maginskyv@yahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/01/2021	<i>07/01/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/01/2021	<i>07/01/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Elizabeth	<i>Joan</i>
3.	Last Name of Board Member	Miller	<i>Wagner</i>
4.	Mailing Address	232 West Main 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	elizabethlmiller17@gmail.com	<i>ptj@rcls.org</i>
8.	Office Held or Trustee	Trustee	<i>Financial Officer</i>
9.	Term Begins - Month	December	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2020</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2023	<i>07/01/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2023	<i>07/01/2020</i>
16.	Is this a brand new trustee?	Y	<i>N</i>

**Trustee Education**

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

Complete one record for each person serving as a trustee as of December 31, 2022. 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 (2022)?	Y	<i>Y</i>
1.	Trustee Name	Richard Roberts	<i>Richard Roberts</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	<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 (2022)?	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 (2022)?	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 (2022)?	Y	<i>Y</i>

## 11. OPERATING FUNDS RECEIPTS

### Local Public Funds/System Cash Grants/Other State

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

### LOCAL PUBLIC FUNDS

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

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	<i>Y</i>
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**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Source of Funds	School District	<i>Town</i>
2.	Name of funding County, Municipality or School District	Port Jervis School District	<i>Town of Minisink</i>
3.	Amount	\$1,131,785	<i>\$3,900</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	N	<i>Y</i>

1.	Source of Funds	Town	<i>Town</i>
2.	Name of funding County, Municipality or School District	Minisink	<i>Town of Wawayanda</i>
3.	Amount	\$9,600	<i>\$7,050</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	<i>Town</i>
2.	Name of funding County, Municipality or School District	Wawayanda	<i>Town of Greenville</i>
3.	Amount	\$7,500	<i>\$7,650</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	<i>Town</i>
2.	Name of funding County, Municipality or School District	Mount Hope	<i>Town of Mount Hope</i>
3.	Amount	\$7,875	<i>\$10,500</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	<i>School District</i>
2.	Name of funding County, Municipality or School District	Greenville	<i>Port Jervis School District</i>
3.	Amount	\$6,150	<i>\$1,084,955</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	<i>Y</i>

5.	Written Contractual Agreement	Y	N/A
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11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$1,162,910	\$1,114,055
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**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$5,147	\$5,898
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11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
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11.5	Additional State Aid received from the System	\$17,000	\$0
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11.6	Federal Aid received from the System	\$0	\$1,161
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11.7	Other Cash Grants	\$900	\$0
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11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$23,047	\$7,059
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**OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$28,749	\$54,810
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**Federal Aid/Other Receipts**

**FEDERAL AID FOR LIBRARY OPERATION**

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

11.14	Gifts and Endowments	\$530	\$250
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11.15	Fund Raising	\$0	\$0
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11.16	Income from Investments	\$6,836	\$67
11.17	Library Charges	\$9,307	\$4,502
11.18	Other	\$5,185	\$3,204
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$21,858	\$8,023
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,236,564	\$1,183,947
11.21	<b>BUDGET LOANS</b>	\$0	\$0
<b>Transfers/Grant Total</b>			
<b>TRANSFERS</b>			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$1,335,115	\$1,162,677
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$2,571,679	\$2,346,624

## 12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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

12.1	Certified Librarians	\$72,415	\$73,798
12.2	Other Staff	\$368,760	\$361,143
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$441,175	\$434,941
12.4	<b>Employee Benefits Expenditures</b>	\$189,378	\$222,646
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$630,553	\$657,587

#### **COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$33,031	\$33,655
12.7	Electronic Materials Expenditures	\$5,738	\$2,488
12.8	Other Materials Expenditures	\$7,855	\$5,903
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$46,624	\$42,046

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$3,966	\$107,658
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$3,966	\$107,658

#### **OPERATION AND MAINTENANCE OF BUILDINGS**

##### **Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$0	\$26,750
12.14	From Other Funds (72OF)	\$22,117	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$22,117	\$26,750
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$49,496	\$44,743
12.17	<b>Total Operation &amp; Maintenance of</b>	\$71,613	\$71,493

**Buildings** (Add Questions  
12.15 and 12.16)

**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$6,301	\$6,005
12.19	Telecommunications	\$4,767	\$4,631
12.20	Postage and Freight	\$1,265	\$1,254
12.21	Professional & Consultant Fees	\$76,750	\$78,785
12.22	Equipment	\$4,923	\$3,197
12.23	Other Miscellaneous	\$6,563	\$6,273
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$100,569	\$100,145

**Contracts/Debt Service/Transfers/Grand Total**

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$25,050	\$32,580
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**DEBT SERVICECapital Purposes Loans (Principal and Interest)**

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

**Other Loans**

12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0

12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$878,375	\$1,011,509
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**TRANSFERSTransfers to Capital Fund**

12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	<b>Transfer to Other Funds</b>	\$0	\$0
12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$0	\$0
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.32 and 12.37)	\$878,375	\$1,011,509
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$1,693,304	\$1,335,115
12.40	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.38 and 12.39; same as Question 11.26)	\$2,571,679	\$2,346,624

**ASSURANCE**

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/21/2023	03/15/2022
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**FISCAL AUDIT**

12.42	Last audit performed (mm/dd/yyyy)	09/16/2022	08/18/2021
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2021-06/30/2022	07/01/2020-06/30/2021

12.44	Indicate type of audit (select one):	Private Accounting Firm	<i>Private Accounting Firm</i>
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**CAPITAL FUND**

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	<i>N</i>
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**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	<i>\$0</i>
13.2	All Other Revenues from Local Sources	\$0	<i>\$0</i>
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$0	<i>\$0</i>

**STATE AID FOR CAPITAL PROJECTS**

13.4	State Aid Received for Construction	\$0	<i>\$0</i>
13.5	Other State Aid	\$0	<i>\$0</i>
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	<i>\$0</i>

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7	<b>TOTAL FEDERAL AID</b>	\$0	<i>\$0</i>
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**INTERFUND REVENUE**

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	<i>\$0</i>
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	<i>\$0</i>
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	<i>\$0</i>
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0	<i>\$0</i>

13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (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
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	<b>Total Other Disbursements</b> (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
14.11	<b>BALANCE IN CAPITAL FUND - Ending Balance</b>	\$0	\$0

for the Fiscal Year Ending  
2022

14.12 **TOTAL CASH  
DISBURSEMENTS AND  
BALANCE** (Add \$0 \$0  
Questions 14.10 and 14.11;  
same as Question 13.13)

## 15. CENTRAL LIBRARIES

**PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE  
PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR  
SURVEY**

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields. *Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.88	0.88
16.2	Total Librarians	0.88	0.88
16.3	All Other Paid Staff	8.16	8.64
16.4	Total Paid Employees	9.04	9.52
16.5	State Government Revenue	\$50,896	\$60,708
16.6	Federal Government Revenue	\$0	\$1,161
16.7	Other Operating Revenue	\$22,758	\$8,023
16.8	Total Operating Revenue	\$1,236,564	\$1,183,947
16.9	Other Operating Expenditures	\$197,232	\$204,218
16.10	Total Operating Expenditures	\$874,409	\$903,851
16.11	Total Capital Expenditures	\$3,966	\$107,658
16.12	Print Materials	40,180	39,350
16.12a	Total Physical Items in Collection	45,894	
16.13	Total Registered Borrowers	5,984	6,070
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	8	8

16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,160	1,137
16.17	Wireless Sessions	35,752	33,160
16.18	Total Capital Revenue	\$0	\$0

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	7200445310	7200445310
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SU1	SD1
17.7	FSCS ID	NY0577	NY0577
17.8	SED CODE	800000056320	800000056320
17.9	INSTITUTION ID	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:	Evelyn Rogers	<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:	Strongly Agree	<i>Agree</i>
Applying this resource (Collect) will help improve library services to the public:	Strongly Agree	<i>Agree</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each		

comment/suggestion refers  
to. Thank you!

# Port Jervis Free Library Annual Report For Public And Association Libraries - 2022

CURRENT YEAR

PREVIOUS YEAR

## 1. GENERAL LIBRARY INFORMATION

### Library/Director Information

[Outline of Major Changes](#) 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, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200445310	7200445310
1.2	Library Name	PORT JERVIS FREE LIBRARY	PORT JERVIS FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Port Jervis	Port Jervis
1.6	Beginning Fiscal Reporting Year	01/01/2022	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2022	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter	N/A	N/A

	N/A if No was answered to Question 1.8.		
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if N/A No was answered to Question 1.8.		<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2022	<i>07/01/2021</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023	<i>06/30/2022</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 2020 Census)	17,073	<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	Evelyn	<i>Beverly</i>
1.38	Last Name of Library Director/Manager	Rogers	<i>Arlequeeuw</i>
1.39	NYS Public Librarian Certification Number	24388	<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	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	erogers@rcls.org	barlequeeuw@rcls.org
1.44	Fax Number of the Director/Manager	(845) 858-8710	(845) 858-8710
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	Y

**Public Votes/Contracts**

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

1.	Name of municipality or district holding the public vote	Port Jervis Free Library	<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/2022)	06/09/2022	06/10/2021
4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$1,098,864	\$1,085,512
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$21,977	\$13,352
6c.	Total proposed appropriation (sum of 6a and 6b):	\$1,120,841	\$1,098,864

**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 2022) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
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**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote	Other	<i>Other</i>
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A

- |    |   |       |              |
|----|---|-------|--------------|
| 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 from the last successful vote? | N/A   | <i>N/A</i>   |

- |      |  |   |          |
|------|--|---|----------|
| 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 | <i>Y</i> |
|------|--|---|----------|

**Unusual Circumstances**

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

- |    |   |                    |                           |
|----|---|--------------------|---------------------------|
| 1. | Name of contracting municipality or district                            | Town of Greenville | <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               | 4,693              | <i>6,537</i>              |
| 4. | Dollar amount of contract   | \$8,475            | <i>\$7,875</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                | <i>Y</i>                |
| 3. | Population of the geographic area served by this contract | 4,626            | <i>4,621</i>            |
| 4. | Dollar amount of contract                                 | \$5,700          | <i>\$4,800</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 Mount Hope	<i>Town of Wawayanda</i>
2.	Is this a written contractual agreement?	Y	<i>Y</i>
3.	Population of the geographic area served by this contract	6,377	<i>7,534</i>
4.	Dollar amount of contract	\$10,575	<i>\$7,050</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 Greenville</i>
2.	Is this a written contractual agreement?	Y	<i>Y</i>
3.	Population of the geographic area served by this contract	7,558	<i>4,689</i>
4.	Dollar amount of contract	\$10,875	<i>\$6,150</i>
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

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	14,124	13,591
2.2	Adult Non-fiction Books	10,619	10,621
2.3	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	24,743	24,212
2.4	Children's Fiction Books	7,714	7,524
2.5	Children's Non-fiction Books	6,417	6,462
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	14,131	13,986
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	38,874	38,198

### Other Print Materials

2.8	Total Uncataloged Books	117	128
2.9	Total Print Serials	1,189	1,024
2.10	All Other Print Materials	22	22
2.11	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	1,328	1,174
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	40,202	39,372

### ALL OTHER MATERIALS

### Electronic Materials

2.13	Electronic Books	37,447	35,768
------	------------------	--------	--------

2.14	Local Electronic Collections	9	<i>11</i>
2.15	NOVEL <sub>NY</sub> Electronic Collections	15	<i>15</i>
2.16	<b>Total Electronic Collections (Total questions 2.14 and 2.15)</b>	24	<i>26</i>
2.17	Audio - Downloadable Units	12,883	<i>11,538</i>
2.18	Video - Downloadable Units	740	<i>511</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.)	225,231	<i>220,346</i>
2.20	<b>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</b>	276,325	<i>268,189</i>
<b>Non-Electronic Materials</b>			
2.21	Audio - Physical Units	1,503	<i>1,498</i>
2.22	Video - Physical Units	4,180	<i>4,099</i>
2.23	Other Circulating Physical Items	31	<i>33</i>
2.24	<b>Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)</b>	5,714	<i>5,630</i>
<b>Grand Total/Additions to Holdings</b>			
2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)</b>	322,241	<i>313,191</i>
<b>ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.</b>			
2.26	Cataloged Books	1,461	<i>1,505</i>
2.27	All Other Print Materials	591	<i>567</i>
2.28	Electronic Materials	14,535	<i>12,905</i>

2.29	All Other Materials	308	395
2.30	Total Additions (Total questions 2.26 through 2.29)	16,895	15,372

### 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 3.32 through 3.84 for the 2022 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)	20,752	16,200
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	4,867	5,016
3.3	Registered non-resident borrowers	1,117	1,054

Please report information on WRITTEN POLICIES as of 12/31/22. **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	Y	Y

harassment prevention  
policy?

Please report information on ACCESSIBILITY as of 12/31/22. **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**

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

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	52	33
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	13	11
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	6	N/A
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	31	N/A
3.20	Number of Synchronous General Interest Program Sessions	9	1
3.21	<b>Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)</b>	111	45
3.21a	Number of Synchronous In-Person Onsite Program Sessions	86	27
3.21b	Number of Synchronous In-Person Offsite Program Sessions	1	0
3.21c	Number of Synchronous Virtual Program Sessions	24	28
3.21d	<b>Total number of synchronous programs (3.21a + 3.21b + 3.21c)</b>	111	
3.22	One-on-One Program Sessions	642	368
3.23	Do library staff, trustees and/or volunteers reach	Yes	Yes

	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?		
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	412	261
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	23	18
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	34	N/A
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	306	N/A
3.27	Attendance at Synchronous General Interest Programs	94	20
3.28	<b>Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).</b>	869	299
3.28a	Synchronous In-Person Onsite Program Attendance	747	239
3.28b	Synchronous In-Person Offsite Program Attendance	12	0
3.28c	Synchronous Virtual Program Attendance	110	186
3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	869	
3.29	One-on-One Program Attendance	642	368
3.29a	Total Number of Asynchronous Program Presentations	0	3
3.29b	Total Views of Asynchronous Program	N/A	N/A

Presentations within 30 Days

3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	37	10
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	340	134

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year. **SUMMER READING PROGRAM 3.32** - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (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
3.33	Library outlets offering the summer reading program	1	2
3.34	Children registered for the library's summer reading program	48	49
3.35	Young adults registered for the library's summer reading program	5	9
3.36	Adults registered for the library's summer reading program	16	17
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	69	75
3.38	Children's program sessions - Summer 2022	2	17

3.39	Young adult program sessions - Summer 2022	3	6
3.40	Adult program sessions - Summer 2022	0	4
3.41	<b>Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)</b>	5	27
3.42	Children's program attendance - Summer 2022	10	185
3.43	Young adult program attendance - Summer 2022	18	20
3.44	Adult program attendance - Summer 2022	0	18
3.45	<b>Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)</b>	28	223

### **COLLABORATORS**

3.46	Public school district(s) and/or BOCES	0	0
3.47	Non-public school(s)	0	0
3.48	Childcare center(s)	1	0
3.49	Summer camp(s)	0	0
3.50	Municipality/Municipalities	0	1
3.51	Literacy provider(s)	0	0
3.52	Other (describe using the State note)	0	0
3.53	<b>Total Collaborators (total 3.46 through 3.52)</b>	1	1

### **Early/Adult/English Speaker/Digital Literacy**

Please report information on EARLY LITERACY PROGRAMS for the 2022 calendar year.

### **EARLY LITERACY PROGRAMS**

3.54	Did the library offer early literacy programs? (Enter Y Y for Yes, N for No)		Y
3.55	- Indicate types of programs offered (check all that apply)		
a.	Focus on birth - school entry (kindergarten)	No	No
b.	Focus on parents & caregivers	No	No
c.	Combined audience	Yes	Yes

d.	N/A	No	No
3.56 - Number of sessions			
a.	Focus on birth - school entry (kindergarten)	0	0
b.	Focus on parents & caregivers	0	0
c.	Combined audience	6	28
d.	N/A	0	0
3.57	<b>Total Sessions</b>	6	28
3.58 - Attendance at sessions			
a.	Focus on birth - school entry (kindergarten)	0	0
b.	Focus on parents & caregivers	0	0
c.	Combined audience	34	56
d.	N/A	0	0
3.59	<b>Total Attendance</b>	34	56
3.60 - Collaborators (check all that apply):			
a.	Childcare center(s)	Yes	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

Please report information on ADULT LITERACY for the 2022 calendar year.**ADULT LITERACY**

3.61	Did the library offer adult literacy programs?	No	No
3.62	Total group program sessions	N/A	0
3.63	Total one-on-one program sessions	N/A	0
3.64	Total group program attendance	N/A	0
3.65	Total one-on-one program attendance	N/A	0
3.66 - 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 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 2022 calendar year.

**PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)**

3.67	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N	N
3.68	Children's program sessions	N/A	0
3.69	Young adult program sessions	N/A	0
3.70	Adult program sessions	N/A	0
3.71	<b>Total program sessions (total 3.68 + 3.69 + 3.70)</b>	0	0
3.72	One-on-one program sessions	N/A	0
3.73	Children's program attendance	N/A	0
3.74	Young adult program attendance	N/A	0
3.75	Adult program attendance	N/A	0
3.76	<b>Total program attendance (total 3.73 + 3.74 + 3.75)</b>	0	0
3.77	One-on-one program attendance	N/A	0
3.78 - 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 2022 calendar year.

## DIGITAL LITERACY

3.79	Did the library offer digital literacy programs?	Y	<i>N</i>
3.80	Total group program sessions	0	<i>0</i>
3.81	Total one-on-one program sessions	100	<i>0</i>
3.82	Total group program attendance	0	<i>0</i>
3.83	Total one-on-one program attendance	100	<i>0</i>
3.84	Did your library offer teen-led activities during the 2022 calendar year?	N	<i>N</i>

## 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	12,344	8,359
4.2	Adult Non-fiction Books	4,713	3,625
4.3	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	17,057	11,984
4.4	Children's Fiction Books	11,617	6,863
4.5	Children's Non-fiction Books	2,946	1,724
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	14,563	8,587
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	31,620	20,571

### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	6,629	6,312
4.9	Circulation of Children's Other Materials	994	935
4.10	<b>Circulation of Other Physical Items (Total questions 4.8, 4.9)</b>	7,623	7,247

4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	39,243	27,818
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**ELECTRONIC USE**

4.12	Use of Electronic Material	30,471	17,896
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4.13	Successful Retrieval of Electronic Information	402	824
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4.14	Electronic Content Use (Total questions 4.12 & 4.13)	30,873	18,720
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4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	69,714	45,714
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4.16	Total Collection Use (Total questions 4.13 & 4.15)	70,116	46,538
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4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	15,557	9,522
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4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes	
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**REFERENCE TRANSACTIONS**

4.19	Total Reference Transactions	11,650	10,400
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4.19a	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)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
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4.20	Does the library offer virtual reference?	Y	Y
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**Interlibrary Loan**

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.21	TOTAL MATERIALS RECEIVED	11,267	11,358
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**INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.22	TOTAL MATERIALS PROVIDED	8,334	6,382
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## 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2022.**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	27,018	25,182
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 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	9.33	9.87
6.11	Vacant Other Staff	0	0
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	10.33	10.87
6.13	<b>VACANT TOTAL PAID STAFF</b> (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)	\$65,000	\$73,798
6.18	FTE - Library Manager (not certified)	0	0

6.19	Salary - Library Manager (not certified)	\$0	\$0
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## 7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. 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 |
| 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  | Y | Y |

	address the community's needs, as outlined in the library's long-range plan of service.		
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library	Y	Y

- 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 | 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	<i>1</i>
8.2	Branches	0	<i>0</i>
8.3	Bookmobiles	0	<i>0</i>
8.4	Other Outlets	0	<i>0</i>
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (Total questions 8.1 - 8.4)	1	<i>1</i>

**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	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	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	<b>Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)</b>	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 January 1, 2022 to December 31, 2022.

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?	No	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?	No	Yes
CV3	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?	No	Yes

CV4	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?	No	<i>Yes</i>
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	<i>Yes</i>
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	No	<i>Yes</i>
CV7	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?	No	<i>Yes</i>
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0	<i>1</i>

## 9. SERVICE OUTLET INFORMATION

**Please Note:** last year's answers for repeating groups cannot be displayed. Outlets should be arranged in alphabetical order if possible. 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 will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

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) 856-8710	<i>(845) 858-8710</i>
9.	E-mail Address	erogers@rcls.org	<i>ptj@rcls.org</i>
10.	Outlet URL	portjervislibrary.org	<i>www.portjervislibrary.org</i>
11.	County	ORANGE	<i>Orange</i>
12.	School District	Port Jervis 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	0	<i>1</i>
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0	<i>1</i>
17.	Does this outlet have meeting space available for public use (non-library)	Y	<i>N</i>

	sponsored programs, meetings and/or events)?		
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	24	<i>0</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	2021	<i>2021</i>
25.	Square footage of the outlet	14,130	<i>14,130</i>
26.	Number of Internet Computers Used by General Public	8	<i>8</i>
27.	Number of uses (sessions) of public Internet computers per year	3,160	<i>1,137</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</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>7 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>Other (specify using the State note)</i>
33.	Wireless Sessions	35,752	33,160
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your <b>outlet</b> have a Makerspace?	Y	Y
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	0
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, 2022. 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, 2022 to December 31, 2022)	12	12
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### 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
10.5	If your library does not have a range, how many voting positions are stated	5	5

- in the library's charter documents (incorporation)?
- 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, 2023. 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 Carl
- 10.10 Last Name Hendrick Hendrick
- 10.11 Mailing Address 8 Willard Street 8 Willard Street
- 10.12 City Port Jervis Port Jervis
- 10.13 Zip Code (5 digits only) 12771 12771
- 10.14 Phone (enter 10 digits only) (845) 978-6252 (845) 978-6252
- 10.15 E-mail Address cvhendrick@yahoo.com cvhendrick@yahoo.com
- 10.16 Term Begins - Month July July
- 10.17 Term Begins - Year (yyyy) 2022 2017
- 10.18 Term Expires - Month June June
- 10.19 Term Expires - Year (yyyy) 2027 2022
- 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)	06/30/2022	07/01/2017
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/30/2022	07/01/2017
10.23	Is this a brand new trustee?	N	N

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

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's name; 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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto: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 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	07/01/2018	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	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	07/01/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/01/2019	07/01/2019
16.	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 Street #1	<i>246 W Main Street #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@yahoo.com	<i>maginskyv@yahoo.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/01/2021	<i>07/01/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/01/2021	<i>07/01/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Elizabeth	<i>Joan</i>
3.	Last Name of Board Member	Miller	<i>Wagner</i>
4.	Mailing Address	232 West Main 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	elizabethmiller17@gmail.com	<i>ptj@rcls.org</i>
8.	Office Held or Trustee	Trustee	<i>Financial Officer</i>
9.	Term Begins - Month	December	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2020</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	01/27/2023	<i>07/01/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2023	<i>07/01/2020</i>
16.	Is this a brand new trustee?	Y	<i>N</i>

**Trustee Education**

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

Complete one record for each person serving as a trustee as of December 31, 2022. 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 (2022)?	Y	<i>Y</i>
1.	Trustee Name	Richard Roberts	<i>Richard Roberts</i>
2.	Has the trustee participated in trustee education in the last calendar year (2022)?	Y	<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 (2022)?	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 (2022)?	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 (2022)?	Y	<i>Y</i>

## 11. OPERATING FUNDS RECEIPTS

### Local Public Funds/System Cash Grants/Other State

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

### LOCAL PUBLIC FUNDS

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

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y	<i>Y</i>
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**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Source of Funds	School District	<i>Town</i>
2.	Name of funding County, Municipality or School District	Port Jervis School District	<i>Town of Minisink</i>
3.	Amount	\$1,131,785	<i>\$3,900</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	N	<i>Y</i>

1.	Source of Funds	Town	<i>Town</i>
2.	Name of funding County, Municipality or School District	Minisink	<i>Town of Wawayanda</i>
3.	Amount	\$9,600	<i>\$7,050</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	<i>Town</i>
2.	Name of funding County, Municipality or School District	Wawayanda	<i>Town of Greenville</i>
3.	Amount	\$7,500	<i>\$7,650</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	<i>Town</i>
2.	Name of funding County, Municipality or School District	Mount Hope	<i>Town of Mount Hope</i>
3.	Amount	\$7,875	<i>\$10,500</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	<i>School District</i>
2.	Name of funding County, Municipality or School District	Greenville	<i>Port Jervis School District</i>
3.	Amount	\$6,150	<i>\$1,084,955</i>

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N	Y
5.	Written Contractual Agreement	Y	N/A
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$1,162,910	<i>\$1,114,055</i>

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$5,147	\$5,898
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
11.5	Additional State Aid received from the System	\$17,000	\$0
11.6	Federal Aid received from the System	\$0	<i>\$1,161</i>
11.7	Other Cash Grants	\$900	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$23,047	<i>\$7,059</i>

**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	\$28,749	<i>\$54,810</i>
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**Federal Aid/Other Receipts**

**FEDERAL AID FOR LIBRARY OPERATION**

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

## OTHER RECEIPTS

11.14	Gifts and Endowments	\$530	\$250
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$6,836	\$67
11.17	Library Charges	\$9,307	\$4,502
11.18	Other	\$5,185	\$3,204
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$21,858	\$8,023
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,236,564	\$1,183,947
11.21	<b>BUDGET LOANS</b>	\$0	\$0
<b>Transfers/Grant Total</b>			
<b>TRANSFERS</b>			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$1,335,115	\$1,162,677
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$2,571,679	\$2,346,624

## 12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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

<b>STAFF EXPENDITURES</b>			
<b>Salaries &amp; Wages Paid from Library Funds</b>			
12.1	Certified Librarians	\$72,415	\$73,798
12.2	Other Staff	\$368,760	\$361,143
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$441,175	\$434,941
12.4	<b>Employee Benefits Expenditures</b>	\$189,378	\$222,646
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$630,553	\$657,587

**COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$33,031	\$33,655
12.7	Electronic Materials Expenditures	\$5,738	\$2,488
12.8	Other Materials Expenditures	\$7,855	\$5,903
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$46,624	\$42,046

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$3,966	\$107,658
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$3,966	\$107,658

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$0	\$26,750
12.14	From Other Funds (72OF)	\$22,117	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$22,117	\$26,750

12.16	Other Disbursements for Operation & Maintenance of Buildings	\$49,496	\$44,743
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$71,613	\$71,493
<b>MISCELLANEOUS EXPENSES</b>			
12.18	Office and Library Supplies	\$6,301	\$6,005
12.19	Telecommunications	\$4,767	\$4,631
12.20	Postage and Freight	\$1,265	\$1,254
12.21	Professional & Consultant Fees	\$76,750	\$78,785
12.22	Equipment	\$4,923	\$3,197
12.23	Other Miscellaneous	\$6,563	\$6,273
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$100,569	\$100,145
<b>Contracts/Debt Service/Transfers/Grand Total</b>			
12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$25,050	\$32,580
<b>DEBT SERVICE Capital Purposes Loans (Principal and Interest)</b>			
12.26	From Local Public Funds (73PF)	\$0	\$0
12.27	From Other Funds (73OF)	\$0	\$0
12.28	<b>Total</b> (Add Questions 12.26 and 12.27)	\$0	\$0
Other Loans			
12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9,	\$878,375	\$1,011,509

12.12, 12.17, 12.24, 12.25  
and 12.31)

**TRANSFERSTransfers to Capital Fund**

12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	<b>Transfer to Other Funds</b>	\$0	\$0
12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$0	\$0
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.32 and 12.37)	\$878,375	\$1,011,509
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022	\$1,693,304	\$1,335,115
12.40	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.38 and 12.39; same as Question 11.26)	\$2,571,679	\$2,346,624

**ASSURANCE**

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/21/2023	03/15/2022
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**FISCAL AUDIT**

12.42	Last audit performed (mm/dd/yyyy)	09/16/2022	08/18/2021
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12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2021-06/30/2022	07/01/2020-06/30/2021
12.44	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

**CAPITAL FUND**

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	N
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**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	<b>Total Revenues from Local Sources</b> (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	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$0

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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**INTERFUND REVENUE**

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$0	\$0
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0	\$0
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0	\$0

13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$0	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$0	\$0
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (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
<b>Other Disbursements</b>			
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	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add	\$0	\$0

	Questions 14.7, 14.8 and 14.9)		
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2022	\$0	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (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	8.16	8.64
16.4	Total Paid Employees	9.04	9.52
16.5	State Government Revenue	\$50,896	\$60,708
16.6	Federal Government Revenue	\$0	\$1,161
16.7	Other Operating Revenue	\$22,758	\$8,023
16.8	Total Operating Revenue	\$1,236,564	\$1,183,947
16.9	Other Operating Expenditures	\$197,232	\$204,218
16.10	Total Operating Expenditures	\$874,409	\$903,851
16.11	Total Capital Expenditures	\$3,966	\$107,658
16.12	Print Materials	40,180	39,350
16.12a	Total Physical Items in Collection	45,894	
16.13	Total Registered Borrowers	5,984	6,070
16.14	Other Capital Revenue and Receipts	\$0	\$0

16.15	Number of Internet Computers Used by General Public	8	8
16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,160	1,137
16.17	Wireless Sessions	35,752	33,160
16.18	Total Capital Revenue	\$0	\$0

### 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	7200445310	7200445310
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	SU1	SD1
17.7	FSCS ID	NY0577	NY0577
17.8	SED CODE	800000056320	800000056320
17.9	INSTITUTION ID	800000056320	800000056320

### SUGGESTED IMPROVEMENTS

Library Name:	PORT JERVIS FREE LIBRARY	PORT JERVIS FREE LIBRARY
Library System:	Ramapo Catskill Library System	Ramapo Catskill Library System
Name of Person Completing Form:	Evelyn Rogers	Beverly Arlequeeuw
Phone Number:	(845) 856-7313	(845) 856-7313
I am satisfied that this resource (Collect) is meeting library needs:	Strongly Agree	Agree
Applying this resource (Collect) will help improve library services to the public:	Strongly Agree	Agree
Please share with us your suggestions for improving the <i>Annual Report</i> . When		

providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!