

Town of Esopus Library  
March Board of Trustees Meeting  
Wednesday March 24, 2021

**Agenda**

Call to order	Susan Leiching
Approval of February Board Meeting Minutes – 2/24/21	
Public Comment	Public
Treasurer’s Report/Finance Committee	Gilbert Ramos
Director’s Report	Brooke Dittmar

Committees

1. Buildings, Grounds and Sign - Don Carragher
2. Governance and Personnel - Rhea Paniesin
3. Research and Development – Gilbert Ramos
4. Sustainability - Don Carragher

Adjournment

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Resolutions:

- 2021-08 – Payment of February Claims
- 2021-09 – Annual Report to NY State Library
- 2021-10 – Unattended Children Policy Update
- 2021-11 – Challenging Petitions Policy Update

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# **TOWN OF ESOPUS LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

### **February 24, 2021**

**Board Members Present:** Susan Leiching, Don Carragher, Gilbert Ramos, Anne O’Neill, Rhea Paniesin, Jill Abrahamsen and Jim Fitzmorris (*arrived after approval of the Treasurer’s Report and approval of Resolution 04 of 2021*)

**Board Members Excused:** 0

**Board Members Absent:** Laura Lauria

**Staff Present:** Brooke Dittmar, Mary Garraty

#### **I. CALL TO ORDER –**

The Board meeting of the Town of Esopus Library Board of Trustees was called to order by President Susan Leiching at 6:07 pm. This meeting was held via the online application Zoom due to the COVID-19 Pandemic.

#### **II. APPROVAL OF MEETING MINUTES**

Written minutes for the January monthly Board meeting held on January 27, 2021 was submitted and open for review.

- A motion to accept the minutes of the January 27th Board meeting was made by Anne O’Neill and seconded by Jill Abrahamsen.  
AYE: 6; NO: 0; ABSTAIN: 0  
Board Members Excused: 0  
Board Members Absent: 2

#### **III. TREASURER’S REPORT/FINANCE – Jill Abrahamsen**

Written report was submitted. Jill reviewed the written report and presented Resolution #04 for acceptance. She talked about some items that are being worked on such as the Fund Balance Policy. The financial reports were reviewed and discussed.

Jill is leaving after next month’s meeting. Gilbert Ramos will take over as Treasurer and head of the Finance Committee.

- **Resolution #04 of 2021 (Payment of January Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from January 1, 2021 to January 31, 2021 for items in the amount of \$17,450.08. A motion to accept the resolution was made by Don Carragher and seconded by Anne O’Neill.

AYES: 6 NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 2

#### **IV. DIRECTOR'S REPORT** – Brooke Dittmar, Director

Written report submitted. Brooke reviewed the report. The Library staff has received the training for the digital sign. We will start making different slides for the sign to be displayed next week. The annual report is very time consuming and is almost done as it is due next Monday. We received a donation from the Friends of the Town of Esopus Library. We have the NYS tax forms available for all in the library.

Brooke reached out to the school district to see if we could find out where hotspots are needed within the area. The library currently has 2 hotspots available. We will pursue more as needed.

#### **V. COMMITTEE REPORTS**

- **Buildings, Grounds and Signs**–Don Carragher  
Written report submitted. Don reviewed the report. We talked about changing the lights in the parking lot to LED. Don contacted Central Hudson. Monday they met with Frank from Central Hudson. Brooke found the company that initially installed the lights. Don contacted the company and awaiting a reply. We are hoping for a retrofit for the lamps to accept LED lights. There are still a couple branches blocking the sign visibility. We want to make sure that the patrons who donated to the sign are acknowledged. There is mold in the ceiling tiles of the network room. Don replaced 4 of the tiles and he cut 2 tiles to fit. The ceiling is closed and a couple tiles still need to be replaced because they still have mold on them. We have no idea what caused the mold to occur.
  
- **Governance and Personnel** – Rhea Paniesin  
Written report submitted. Rhea reviewed the report. The committee reviewed a number of policies and some will be brought to the next meeting for approval.
  - **Resolution #05 of 2021 (Change Title of Policy Manual)** The Board of Trustees of the Town of Esopus Library accepts and approves the change of title for the "Policy Manual" to "Library Policy Manual". A motion to accept the resolution was made by Gilbert Ramos and seconded by Jim Fitzmorris.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 1
  - **Resolution #06 of 2021 (ADA Statement - Accessibility Policy Update)** The Board of Trustees of the Town of Esopus Library accepts the changes to the

Accessibility Policy with ADA Statement. A motion to accept the resolution was made by Rhea Paniesin and seconded by Anne O'Neill.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

Board Members Absent: 1

Don suggested adding the meaning of the ADA abbreviation in the first line of the resolution. It was agreed that this would be completed.

- **Research and Development** – Gilbert Ramos  
Gilbert reviewed the committee meeting minutes. Gilbert called Jaffer Electric for a quote and is waiting for Central Hudson to do an audit. Kristin is working on a grant. She suggested looking into Ulster Savings Charity program. We should be sharing the grant applications as we come across them.
- **Sustainability Committee** – Don Carragher  
Written report submitted. Don reviewed the Committee meeting minutes. The committee met with Kristin and are still working through the library sustainability document. Kristin is working on a grant offered through ALA (American Library Association) for work in Libraries Transforming Communities. She sent us links to the following tutorials: Turning Outward and The Harwood Institute. Community action workbook for libraries will be followed up on. Kristin showed us the hotspot. We're trying to get additional funding for additional hotspots and laptops.

Susan Leiching presented Resolution 07 of 2021 (Accept Friends Donation) to the Board of Trustees.

- **Resolution #07 of 2021 (Accept Friends Donation)** The Board of Trustees of the Town of Esopus Library accepts this monetary donation of \$9,692.00 with its restrictions from the Friends for the 2021 Operating Budget. A motion to accept the resolution was made by Rhea Paniesin and seconded by Gilbert Ramos.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 1

Susan suggested that we all bring a snack and coffee to say goodbye to Jill at our next Board Meeting.

There was additional discussion regarding setting up of separate accounts for For the Friends money donations to go directly into. Gilbert asked how Friends know what we spend their money on. Brooke supplies a report to Friends on how the Friends donation was used. Brooke will talk with the accountant to continue this account reporting for Friends. Gilbert thought we should use the money now for additional hotspots and laptops rather than waiting for the grant. Brooke and Susan agree that we should wait until the demand is greater. Susan explained how donations of money goes

into the operating budget but is used for programming areas, not used for payroll or operating expenses such as electric.

Susan reminded everyone to complete the Director Evaluation.

## **VI. ADJOURNMENT**

There being no further business or discussion, Don Carragher made a motion to adjourn and it was seconded by Jim Fitzmorris. The meeting adjourned at 7:05pm.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

Board Members Absent: 1

Prepared by Mary Garraty, Secretary to the Town of Esopus Library Board of Trustees

Don, Kirstin, Ann, Jim.

We are all pleased with the illuminated sign. It shows up very well and will be a great asset for promotions. Brooke and Don met with Central Hudson to learn about upgrading the parking lot lights to LED lamps. Central Hudson does upgrades for lamps leased by municipalities but not our privately owned. Frank did advise us on options and common models now used. Brooke found the original product sheets and Don has called the local company to see what retrofits are available.

Brooke called Hudson Archival next door to discuss trimming branches near the new sign. While walking the lawn towards the sign she asked about thinning more vines and shrubbery so as to make the library more visible. Vines are choking several trees.

Looking at the older property surveys, Don saw that a 60' x 200' piece had been added to allow for the rear entrance to Canal St. We can look to see if it is overgrown or suitable for any plantings.

Jim and Don will arrange to replace the moldy tiles in the Network Room. The weather is not warm enough to do repair work on the small bridge at the pond. Don has battery tools to cut the lumber on site.

Next meeting: April 12 4pm.

Submitted: Don Carragher

**Director's Report to the Board**  
**March 24, 2021**  
**Brooke Dittmar**

By now you all have probably seen the working digital sign. I am extremely happy about how it looks. It's easy to read, the message pops, and it's not big enough to be obtrusive. Our messages have been to thank all the people/companies that helped fund it. FYI- Arace gave us an extremely low bid for installing the electric (about \$3,000 below other bids, "...because he loves libraries!"), and Timely Signs took off \$2,000 on the sign cost to help us out. We will start using the sign for its main purpose starting Friday! That is advertising upcoming programs.

I've been participating in the ongoing digital divide/digital inclusion webinars, as this is an area that I feel is of utmost importance. Today I learned more about the Emergency Broadband Benefit (EBB), which is a part of the CARES Act (Coronavirus Aid, Relief, and Economic Security), passed in 2020. It's a bit complicated, but we may be able to function as an "Outreach Partner" to help low income homes get connected. These funds will pay a portion of a family's monthly internet bill, as well as a portion of the cost of a device purchase.

Speaking of internet access, I've been enjoying hearing about how people are using our hotspots! Recently, one of our hotspots was used to allow a woman to attend a person's virtual wake. Another person, that had previously checked one out, took it out again, so that her 90 year old friend could attend Zoom church services. It warms the heart.

Our Annual Report to NYS Department of Library Development was accepted (as in, they had no questions about the information provided), so now you, the board, is required to accept it by resolution. I know it seems weird to do it after the fact, but that is the way they have us do it every year. Please look over the digital copy that has been sent to you. If you have any questions about it, please contact me before the meeting.

We sent out an email blast last week, calling out for Trustee volunteers to run for a seat in June. In the same mailing we thanked our digital sign donators, as well as announcing the opening of community garden plots. We have had a lot of interest again this year.

We got the second part of our LLSA (Local Library Services Aid) funding for last year. It was a pleasant surprise, since it was projected that we wouldn't be getting the second part. There is also more good funding news. Both state houses have rejected Governor Comeau's proposed cuts in State aid to libraries in the next budget. Each State house has put forth a budget that includes 7 to 10 million dollars more for libraries than Comeau's proposal. Each house's proposed budget also includes \$20 million more for library construction than the Governor's budget. In addition, the State Assembly budget includes a \$15 million "Statewide Digital Inclusion Grant Program" to assist local efforts to bring digital equity to individuals left out of today's essential digital technology. It states that "The COVID-19 pandemic shined a light on the disparities that exist in access to digital technology and training."



Concerning Federal funds, of the \$200 million going to the Institute of Museum and Library Services (IMLS), \$6.2 million of it will be coming to New York. We will hear more about its distribution and use in the coming weeks.

Rebekkah Smith Aldrich is asking us to advocate for the “Build America’s Libraries Act”, which was introduced in the Senate in late January, 2021. She says, “There is a lot of positivity around these funds and they are more flexible than the State Aid for Library Construction Funds (planning for projects is fundable!) AND these could be used as matching funds for the State Aid for Library Construction Program grants”. It may be time for us to start talking seriously about our building expansion!

Town of Esopus Library  
Finance Committee  
March 11, 2021

The payment of claims was reviewed by the Finance committee and a resolution for approval will be presented to the Board on March 24th Board meeting. Discussion was had on the budget process, how the budget runs from January to December and that budget for next year is currently being prepared. The vote on the budget takes place in June and it was suggested the budget should be submitted to the Board in April so the Board may examine, question and make adjustments. It was also noted that due to the high balance of retained earnings plans should be made to allocate funds for future capital expenditures.

The committee discussed the need for more board members as some members' terms are concluding as well as some board seats have not been filled. A suggestion was made to utilize our new digital sign to message the community.

Present: Jill, Susan, Gilbert, Kristin

Respectfully submitted,

Gilbert Ramos

Town of Esopus Library

Governance and Personnel Committee Meeting Minutes

March 9, 2021

Attending: Laura, Kristin, Rhea

Revised Challenging Petitions Policy and Unattended Child Policy, see attached resolutions.

Next meeting Tues., April 13<sup>th</sup> (2<sup>nd</sup> Tuesday of the month) at 5:00 p.m.

Submitted by Rhea Paniesin

Town of Esopus Library  
Research and Development Committee  
March 10,2021

The committee discussed that the best way to access the Foundation Directory was online at the Kingston library, you get direct access and no subscription charge. A point was raised as to the cost of providing internet access with the hot spots, which runs about \$30.00 per month per hotspot. An alternative funding source would be ideal to lower the cost of supporting this lending program, TechSoup was mentioned as a possible source for funding.

Given the variety of grants available the committee attempted to narrow down what programs we might be able to provide grants for funding. Some recommendations were for video making and video editing equipment, it was suggested that the Arts Mid Hudson grant might be suitable. History programming was another area that was discussed as was a pollinator garden and raised beds in the garden, the suggestion was to search for an environmental grant that could possibly contribute to funding the garden program.

A discussion was had regarding reaching out to our local representatives, state as well as congressional. It was recommended that outreach be done with their offices to discover when would be an appropriate time to contact them for funding.

Present:Rhea, Laura, Kristin, Anne, Gilbert

Respectfully Submitted,

Gilbert Ramos  
Chairperson

Town of Esopus Library

Sustainability Committee

March 10, 2021

Don, Kristin, Jill, Jim

We are reviewing the Sustainability Action Plan document, part H; community involvement.

Kristin completed a grant application last week which we hope to allow us to add internet devices. Don described the American Library Association (ALA) Turning Outward training that he reviewed and Jim reviewed the ALA power-point on methods for community contact. Both of these are available on the ALA website. Kristin related her experience with these programs.

H.5 involves contacting community leaders. We agreed to gather names and contact info for the town, including any for-profit (H.7) and non-profit groups (H.6). Some names discussed include the Bruderhoff communities, Office for Aging, Esopus Seniors and town hall.

Kristin said the community garden will reopen using a lottery to assign plots. Brooke had spoken to Don about adding a tool shed; security could be a concern. The garden is a popular community activity.

Next after the contact lists, the questions for an Ask Exercise will be considered. This could be a Zoom meeting in light of present conditions.

Next meeting: April 14, 4pm.

Submitted: Don Carragher.

# Town of Esopus Library Annual Report For Public And Association Libraries - 2020

## 1. GENERAL LIBRARY INFORMATION

### Library/Director Information

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

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

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

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

Report all information in Part 1 as of December 31, 2020, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	3200625270
1.2	Library Name	TOWN OF ESOPUS LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)

1.5	Community	Esopus
1.6	Beginning Fiscal Reporting Year	01/01/2020
1.7	Ending Fiscal Reporting Year	12/31/2020
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2020
1.12	Ending <u>Local</u> Fiscal Year	12/31/2020
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	128 CANAL STREET
1.15	City	PORT EWEN
1.16	Zip Code	12466
1.17	Mailing Address	P.O. BOX 1167
1.18	City	PORT EWEN

- 1.19 Zip Code 12466
- 1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number) (845) 338-5580
- 1.21 Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number) (845) 338-5583
- 1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address) info@esopuslibrary.org
- 1.23 Library Home Page URL (Enter N/A if no home page URL) www.esopuslibrary.org
- 1.24 Population Chartered to Serve (per 2010 Census) 9,041
- 1.25 Indicate the type of library as stated in the library's charter (select one): PUBLIC
- 1.26 Indicate the area chartered to serve as stated in the library's charter (select one): Special Legislative District
- 1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No. N
- 1.28 Indicate the type of charter the library currently holds (select one): Absolute
- 1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does 03/09/2010



- not have an absolute charter
- 1.30 Date the library was last registered 11/21/2005
- 1.31 Federal Employer Identification Number 146029213
- 1.32 County ULSTER
- 1.33 School District Kingston Consolidated
- 1.34 Town/City Esopus
- 1.35 Library System Mid-Hudson Library System

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

- 1.36a President/CEO Name N/A
- 1.36b President/CEO Phone Number N/A
- 1.36c President/CEO Email N/A

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 Brooke
- 1.38 Last Name of Library Director/Manager Dittmar
- 1.39 NYS Public Librarian Certification Number 24673
- 1.40 What is the highest education level of the library manager/director? Master's Degree
- 1.41 If the library manager/director holds a

- Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 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. Y
- 1.43 E-mail Address of the Director/Manager esopusdirector@gmail.com
- 1.44 Fax Number of the Director/Manager (845) 338-5583
- 1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y

**Public Votes/Contracts**

- 1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2020? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y
1. Name of municipality or district holding the public vote Town of Esopus Library
2. Indicate the type of municipality or district holding the public vote Special Legislative District
3. Date the vote was held (mm/dd/2020) 09/15/2020
4. Was the vote successful? Y/N Y

- |     |  |  |
|-----|--|--|
| 5.  | What type of public vote was it?   | budget vote (special legislative district public library only) |
| 6a. | Most recent prior year approved appropriation from a public vote:  | \$347,397  |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | \$27,375   |
| 6c. | Total proposed appropriation (sum of 6a and 6b):   | \$374,772  |

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

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2020) Enter Y for Yes, N N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

- |    |   |     |
|----|---|-----|
| 1. | Name of municipality or district holding the public vote              | N/A |
| 2. | Indicate the type of municipality or district holding the public vote |     |
| 3. | Date the last successful vote was held (mm/dd/yyyy)                   | N/A |
| 4. | What type of public vote was it?                                      |     |

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

### Unusual Circumstances

- 1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N
1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): N/A
- 1.49 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 Y

circumstance(s) and the impact on the library using the [Note](#); if no, please go to Part 2, Library Collection.

## 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	6,967
2.2	Adult Non-fiction Books	9,074
2.3	Total Adult Books (Total questions 2.1 & 2.2)	16,041
2.4	Children's Fiction Books	4,404
2.5	Children's Non-fiction Books	1,542

2.6	Total Children's Books (Total questions 2.4 & 2.5)	5,946
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	21,987

### **Other Print Materials**

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	393
2.10	All Other Print Materials	1,839
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,232
2.12	Total Print Materials (Total questions 2.7 and 2.11)	24,219

### **ALL OTHER MATERIALS**

#### **Electronic Materials**

2.13	Electronic Books	13,150
2.14	Local Electronic Collections	22
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	37
2.17	Audio - Downloadable Units	4,789
2.18	Video - Downloadable Units	1,718

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.)	44
2.20	<b>Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)</b>	19,738

**Non-Electronic Materials**

2.21	Audio - Physical Units	2,117
2.22	Video - Physical Units	3,491
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	90
2.24	<b>Total Other Materials Holdings (Total questions 2.21 through 2.23)</b>	5,698

**Grand Total/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	49,655
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**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	432
2.27	All Other Print Materials	0
2.28	Electronic Materials	894
2.29	All Other Materials	210

2.30 Total Additions (Total questions 2.26 through 2.29) 1,536

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

#### Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2020 calendar year. Please click [here](#) to read general instructions before completing this section.

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

#### LIBRARY USE

3.1	Library visits (total annual attendance)	8,032
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?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	4,269
3.3	Registered non-resident borrowers	5

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

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

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y



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

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

**ACCESSIBILITY (Answer Y for Yes, N for No)**

- 3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? N
- 3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N
- 3.13 Does the library have large print books? Y
- 3.14 Does the library have assistive technology for people who are visually impaired or blind? N
- 3.15 - If so, what do you have?
- screen reader, such as JAWS, Windoweyes or NVDA No
- refreshable Braille commonly referred No

to as a refreshable Braille display	
screen magnification software, such as Zoomtext	No
electronic scanning and reading software, such as OpenBook	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)?	N
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**Library Sponsored Programs/Summer Reading Program**

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

**LIBRARY SPONSORED PROGRAMS**

3.17 Adult Program Sessions	247
3.18 Young Adult Program Sessions	69
3.19 Children's Program Sessions	124
3.20 All Other Program Sessions	9
3.21 <b>Total Number of Program Sessions (Total questions 3.17 through 3.20)</b>	<b>449</b>
3.22 One-on-One Program Sessions	26
3.23 Do library staff, trustees and/or	

	volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Adult Program Attendance	2,391
3.25	Young Adult Program Attendance	262
3.26	Children's Program Attendance	1,978
3.27	All Other Program Attendance	66
3.28	<b>Total Program Attendance (Total questions 3.24 through 3.27)</b>	4,697
3.29	One-on-One Program Attendance	412

Please report information on SUMMER READING PROGRAMS for the 2020 calendar year.

### **SUMMER READING PROGRAM**

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2020 (check all that apply):

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

	(CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	65
3.33	Young adults registered for the library's summer reading program	9
3.34	Adults registered for the library's summer reading program	22
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	96
3.36	Children's program sessions - Summer 2020	33
3.37	Young adult program sessions - Summer 2020	17
3.38	Adult program sessions - Summer 2020	48
3.39	Total program sessions - Summer 2020 (total 3.36 + 3.37 + 3.38)	98
3.40	Children's program attendance - Summer 2020	355
3.41	Young adult program attendance - Summer 2020	228

3.42	Adult program attendance - Summer 2020	462
3.43	Total program attendance - Summer 2020 (total 3.40 + 3.41 + 3.42)	1,045

**COLLABORATORS**

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

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

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

**EARLY LITERACY PROGRAMS**

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

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

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

3.54 - Number of sessions

- a. Focus on birth - school entry (kindergarten) 0
- b. Focus on parents & caregivers 0
- c. Combined audience 86
- d. N/A N/A

3.55 **Total Sessions** 86

3.56 - Attendance at sessions

- a. Focus on birth - school entry (kindergarten) N/A
- b. Focus on parents & caregivers N/A
- c. Combined audience 1,642
- d. N/A N/A

3.57 **Total Attendance** 1,642

3.58 - Collaborators (check all that apply):

- a. Childcare center(s) No

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

Please report information on ADULT LITERACY for the 2020 calendar year.

#### ADULT LITERACY

- 3.59 Did the library offer adult literacy programs? No
- 3.60 Total group program sessions 0
- 3.61 Total one-on-one program sessions 0
- 3.62 Total group program attendance 0
- 3.63 Total one-on-one program attendance 0
- 3.64 - Collaborators (check all that apply)
  - a. Literacy NY (Literacy Volunteers of America) No
  - b. Public School District(s) and/or BOCES No
  - c. Non-Public Schools No
  - d. Other (see instructions and describe using Note) No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2020 calendar year.

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

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0
3.76	- Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No



d. Other (describe using the Note) No

Please report information on DIGITAL LITERACY for the 2020 calendar year.

### **DIGITAL LITERACY**

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	16
3.79	Total one-on-one program sessions	10
3.80	Total group program attendance	46
3.81	Total one-on-one program attendance	16
3.82	Did your library offer teen-led activities during the 2020 calendar year?	Y

## **4. LIBRARY TRANSACTIONS**

### **Circulation/Electronic Use/Reference Transactions**

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

### **CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	6,704
4.2	Adult Non-fiction Books	4,773
4.3	Total Adult Books (Total questions 4.1 & 4.2)	11,477

4.4	Children's Fiction Books	5,268
4.5	Children's Non-fiction Books	1,332
4.6	Total Children's Books (Total questions 4.4 & 4.5)	6,600
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	18,077

### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	8,628
4.9	Circulation of Children's Other Materials	1,250
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	9,878
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	27,955

### **ELECTRONIC USE**

4.12	Use of Electronic Material	9,840
4.13	Successful Retrieval of Electronic Information	2,991
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	12,831
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	37,795
4.16	Total Collection Use (Total questions 4.13 & 4.15)	40,786

4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 7,850

#### REFERENCE TRANSACTIONS

4.18 Total Reference Transactions 300

4.18a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? ES - Annual Estimate Based on Typical Week(s)

4.19 Does the library offer virtual reference? Y

#### Interlibrary Loan

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

4.20 TOTAL MATERIALS RECEIVED 10,054

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

4.21 TOTAL MATERIALS PROVIDED 7,556

### 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2020.

#### SYSTEMS AND SERVICES

5.1 Automated circulation system? Y

5.2 Online public access catalog (OPAC)? Y

5.3 Electronic access to the OPAC from outside the library? Y

5.4 Annual number of visits to the library's web site 18,784

- |      |   |                          |
|------|---|--------------------------|
| 5.5  | Does the library use Internet filtering software on any computer?                     | N                        |
| 5.6  | Does your library use social media?   | Y                        |
| 5.7  | Does the library file for E-rate benefits?  | N                        |
| 5.8  | Is the library part of a consortium for E-rate benefits?                              | N                        |
| 5.9  | If yes, in which consortium are you participating?                                    | N/A                      |
| 5.10 | Name of the person responsible for the library's Information Technology (IT) services | Brooke Dittmar           |
| 5.11 | IT contact's telephone number (enter 10 digits only and hit the Tab key)              | (845) 338-5580           |
| 5.12 | IT contact's email address  | esopusdirector@gmail.com |

## 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. 40

## **BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	1
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1.98
6.11	Vacant Other Staff	1.6
6.12	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	<b>3.98</b>
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	<b>1.60</b>

## **SALARY INFORMATION**

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$50,960

6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$81,459
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

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

7.1	1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	Y
7.4	4. Has board-approved written policies for the operation of the library.	Y
7.5	5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	Y
7.6	6. Periodically evaluates the effectiveness of the library's collection and services in meeting community	Y

needs.

7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions) N

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

7.8 8a. space Y

7.9 8b. lighting Y

7.10 8c. shelving Y

7.11 8d. seating Y

7.12 8e. restroom (see instructions) Y

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

7.13 9a. telephone Y

7.14 9b. photocopier (see instructions) Y

7.15 9c. microcomputer or terminal Y

7.16 9d. printer Y

7.17 9e. Fax capability (see instructions) Y

7.18 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. Y

7.19 11. Employs a paid director in

accordance with the provisions of Commissioner's Regulation 90.8. Y

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2020**. This 2020 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y



- |  |  |   |
|--|--|---|
| 5.   | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |
| 6.   | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.      | Y |
| 7.   | Is open the minimum standard number of public service hours for population served. (see instructions)  | N |
| 8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: |  |   |
| 8a.  | space  | Y |
| 8b.  | lighting   | Y |
| 8c.  | shelving   | Y |
| 8d.  | seating  | Y |
| 8e.  | power infrastructure   | Y |
| 8f.  | data infrastructure  | Y |
| 8g.  | public restroom  | Y |
| 9.   | Provides programming to address community needs, as outlined in the library's long-range plan of service.  | Y |
| 10.  | Provides   |   |

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

## 8. PUBLIC SERVICE INFORMATION

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

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches

and bookmobiles should complete Service Outlets Information in Part 9.

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	46.50
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	<b>Minimum Weekly Total Hours - Total Hours Open</b> (Total questions 8.6 - 8.8)	46.50
8.10	Annual Total Hours - Main Library	1,063.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	<b>Annual Hours Open - Total Hours Open</b> (Total questions 8.10 through 8.12)	1,063.00

## 8A COVID

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

- CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? Yes
- CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? Yes
- CV3 Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic? Yes
- CV4 Did the library allow users to complete registration for library cards online without having to come to the library before the Coronavirus (COVID-19) pandemic? Yes
- CV5 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? Yes
- CV7 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Yes

	Coronavirus (COVID-19) pandemic?	
CV8	Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	Yes
CV9	Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	Yes
CV10	Report total number of recordings of program content during COVID-19 pandemic. <b>Optional response. Responses to new questions requiring numerical data may be estimated or left blank the first year.</b>	14
CV11	Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?	Yes
CV12	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV13	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV14	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No

## 9. SERVICE OUTLET INFORMATION

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

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

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

- |     |                                   |                        |
|-----|-----------------------------------|------------------------|
| 1.  | Outlet Name                       | Town of Esopus Library |
| 2.  | Outlet Name Status                | 00 (for no change)     |
| 3.  | Street Address                    | 128 Canal Street       |
| 4.  | Outlet Street Address Status      | 00 (for no change)     |
| 5.  | City                              | Port Ewen              |
| 6.  | Zip Code                          | 12466                  |
| 7.  | Phone (enter 10 digits only)      | (845) 338-5580         |
| 8.  | Fax Number (enter 10 digits only) | (845) 338-5583         |
| 9.  | E-mail Address                    | info@esopuslibrary.org |
| 10. | Outlet URL                        | www.esopuslibrary.org  |
| 11. | County                            | Ulster                 |

- |     |  |                           |
|-----|--|---------------------------|
| 12. | School District  | Kingston                  |
| 13. | Library System   | Mid-Hudson Library System |
| 14. | Outlet Type Code (select one):   | CE                        |
| 15. | Public Service Hours Per Year for This Outlet  | 1,063                     |
| 16. | Number of Weeks This Outlet is Open  | 52                        |
| 16a | Number of weeks an outlet closed due to COVID-19   | 16                        |
| 16b | Number of weeks an outlet had limited occupancy due to COVID-19  | 25                        |
| 17. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y                         |
| 18. | Is the meeting space available for public use even when the outlet is closed?  | Y                         |
| 19. | Total number of non-library sponsored programs, meetings and/or events at this outlet                                  | 8                         |
| 20. | Enter the appropriate outlet code (select one):  | LO                        |
| 21. | Who owns this outlet building?   | Library Board             |
| 22. | Who owns the land on which this outlet   |                           |

	is built?	Library Board
23.	Indicate the year this outlet was initially constructed	2007
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2007
25.	Square footage of the outlet	9,100
26.	Number of internet computers at this outlet used by general public	13
27.	Number of uses (sessions) of public Internet computers per year	1,221
28.	Type of connection on the outlet's public Internet computers	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
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	Other (specify using the State note)
33.	Number of wireless sessions provided by the library wireless service per year	4,812



- |     |   |                                       |
|-----|---|---------------------------------------|
| 34. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? | Y                                     |
| 35. | Is every public part of the outlet accessible to a person in a wheelchair?                          | Y                                     |
| 36. | Does your <b>outlet</b> have a Makerspace?  | N                                     |
| 37. | <i>LIBID</i>  | 3200625270                            |
| 38. | <i>FSCSID</i>   | NY0266                                |
| 39. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i>  | 0                                     |
| 40. | <i>Outlet Structure Status</i>  | 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, 2020. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

- |      |   |    |
|------|---|----|
| 10.1 | Total number of board meetings held during calendar year (January 1, 2020 to December 31, 2020) | 12 |
|------|---|----|

### NUMBER OF TRUSTEES AND TERMS

- |      |   |    |
|------|---|----|
| 10.2 | Does your library have a range of trustees stated in the library's charter documents (incorporation)? | No |
|------|---|----|

- 10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 9
- 10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes
- 10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 3 years

### **BOARD MEMBER SELECTION**

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

List Officers and Board Members as of February 1, 2021. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

#### **BOARD PRESIDENT**

- 10.9 First Name Susan
- 10.10 Last Name Leitching
- 10.11 Mailing Address 29 Highland Rd.
- 10.12 City Ulster Park
- 10.13 Zip Code (5 digits only) 12487
- 10.14 Phone (enter 10 digits only) (845) 331-6774

10.15	E-mail Address	briarstone@hvc.rr.com
10.16	Term Begins - Month	September
10.17	Term Begins - Year (yyyy)	2020
10.18	Term Expires - Month	June
10.19	Term Expires - Year (yyyy)	2023
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
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	09/23/2020
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/30/2020
10.23	Is this a brand new trustee?	N

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

1.	Status	Filled
2.	First Name of Board Member	Jim

- |     |  |                         |
|-----|--|-------------------------|
| 3.  | Last Name of Board Member  | Fitzmorris              |
| 4.  | Mailing Address  | 433 Swartekill Rd.      |
| 5.  | City   | Highland                |
| 6.  | Zip Code (5 digits only)   | 12528                   |
| 7.  | E-mail address   | fitzmorris7@hotmail.com |
| 8.  | Office Held or Trustee   | Vice President          |
| 9.  | Term Begins - Month  | June                    |
| 10. | Term Begins - Year (year)  | 2018                    |
| 11. | Term Expires   | June                    |
| 12. | Term Expires - Year (yyyy)   | 2021                    |
| 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.<br>Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes                     |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken   | 06/06/2018              |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/06/2018              |

- |     |  |                        |
|-----|--|------------------------|
| 16. | Is this a brand new trustee?   | N                      |
| 1.  | Status   | Filled                 |
| 2.  | First Name of Board Member   | Jill                   |
| 3.  | Last Name of Board Member  | Abrahamsen             |
| 4.  | Mailing Address  | 4 Rodmans Ln           |
| 5.  | City   | Ulster Park            |
| 6.  | Zip Code (5 digits only)   | 12487                  |
| 7.  | E-mail address   | jabrahamsen@hvc.rr.com |
| 8.  | Office Held or Trustee   | Financial Officer      |
| 9.  | Term Begins - Month  | September              |
| 10. | Term Begins - Year (year)  | 2020                   |
| 11. | Term Expires   | June                   |
| 12. | Term Expires - Year (yyyy)   | 2023                   |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was | Yes                    |

to run from beginning date to ending date.

- |     |  |                      |
|-----|--|----------------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 09/23/2020           |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 09/30/2020           |
| 16. | Is this a brand new trustee?   | N                    |
| 1.  | Status   | Filled               |
| 2.  | First Name of Board Member   | Donald               |
| 3.  | Last Name of Board Member  | Carragher            |
| 4.  | Mailing Address  | 1608 State Route 213 |
| 5.  | City   | Ulster Park          |
| 6.  | Zip Code (5 digits only)   | 12487                |
| 7.  | E-mail address   | domhail@email.com    |
| 8.  | Office Held or Trustee   | Trustee              |
| 9.  | Term Begins - Month  | June                 |
| 10. | Term Begins - Year (year)  | 2019                 |
| 11. | Term Expires   | June                 |
| 12. | Term Expires - Year (yyyy)   | 2022                 |

- |     |  |                 |
|-----|--|-----------------|
| 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.<br>Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes             |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken   | 06/26/2019      |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/26/2019      |
| 16. | Is this a brand new trustee?   | N               |
| 1.  | Status   | Filled          |
| 2.  | First Name of Board Member   | Gilbert         |
| 3.  | Last Name of Board Member  | Ramos           |
| 4.  | Mailing Address  | P.O. Box 385    |
| 5.  | City   | Rifton          |
| 6.  | Zip Code (5 digits only)   | 12471           |
| 7.  | E-mail address   | ramo210@aol.com |
| 8.  | Office Held or Trustee   | Trustee         |

- |     |  |                      |
|-----|--|----------------------|
| 9.  | Term Begins - Month  | June                 |
| 10. | Term Begins - Year (year)  | 2019                 |
| 11. | Term Expires   | June                 |
| 12. | Term Expires - Year (yyyy)   | 2022                 |
| 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.<br>Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes                  |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken   | 06/26/2019           |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 06/26/2019           |
| 16. | Is this a brand new trustee?   | N                    |
| 1.  | Status   | Filled               |
| 2.  | First Name of Board Member   | Rhea                 |
| 3.  | Last Name of Board Member  | Paniesin             |
| 4.  | Mailing Address  | 557 Broadway Apt 22C |
| 5.  | City   | Port Ewen            |



6.	Zip Code (5 digits only)	12466
7.	E-mail address	rhea.paniesin@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2019
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2022
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
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/26/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/26/2019
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Anne

- |     |   |                         |
|-----|---|-------------------------|
| 3.  | Last Name of Board Member   | O'Neill                 |
| 4.  | Mailing Address   | 33 Riverview            |
| 5.  | City  | Port Ewen               |
| 6.  | Zip Code (5 digits only)  | 12466                   |
| 7.  | E-mail address  | anniegirl0508@yahoo.com |
| 8.  | Office Held or Trustee  | Trustee                 |
| 9.  | Term Begins - Month   | June                    |
| 10. | Term Begins - Year (year)   | 2018                    |
| 11. | Term Expires  | June                    |
| 12. | Term Expires - Year (yyyy)  | 2021                    |
| 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                     |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken  | 06/06/2018              |
| 15. | The date the Oath of Office was filed   | 06/06/2018              |

with town or county clerk (mm/dd/yyyy)

- |     |  |                                  |
|-----|--|----------------------------------|
| 16. | Is this a brand new trustee?   | N                                |
| 1.  | Status   | Filled                           |
| 2.  | First Name of Board Member   | Laura                            |
| 3.  | Last Name of Board Member  | Lauria                           |
| 4.  | Mailing Address  | 35 Dick Williams Ln. Apt.<br>324 |
| 5.  | City   | Ulster Park                      |
| 6.  | Zip Code (5 digits only)   | 12487                            |
| 7.  | E-mail address   | lauralblue132@yahoo.com          |
| 8.  | Office Held or Trustee   | Trustee                          |
| 9.  | Term Begins - Month  | September                        |
| 10. | Term Begins - Year (year)  | 2020                             |
| 11. | Term Expires   | June                             |
| 12. | Term Expires - Year (yyyy)   | 2023                             |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. | Yes                              |

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

- |     |  |            |
|-----|--|------------|
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 10/09/2020 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 10/14/2020 |
| 16. | Is this a brand new trustee?   | Y          |
| 1.  | Status   | Vacant     |
| 2.  | First Name of Board Member   | N/A        |
| 3.  | Last Name of Board Member  | N/A        |
| 4.  | Mailing Address  | N/A        |
| 5.  | City   | N/A        |
| 6.  | Zip Code (5 digits only)   | N/A        |
| 7.  | E-mail address   | N/A        |
| 8.  | Office Held or Trustee   |            |
| 9.  | Term Begins - Month  |            |
| 10. | Term Begins - Year (year)  | N/A        |
| 11. | Term Expires   |            |

- 12. Term Expires - Year (yyyy) N/A
- 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.
- 14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
- 16. Is this a brand new trustee?

**Trustee Education**

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

- 1. Trustee Name Donald Carragher
- 2. Has the trustee participated in trustee education in the last calendar year (2020)? Y
- 1. Trustee Name Rhea Paniesin
- 2. Has the trustee participated in trustee education in the last calendar year Y

(2020)?

1. Trustee Name Susan Leiching

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Jill Abrahamsen

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Jim Fitzmorris

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Gilbert Ramos

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

1. Trustee Name Laura Lauria

2. Has the trustee participated in trustee education in the last calendar year (2020)? N

1. Trustee Name Anne O'Neill

2. Has the trustee participated in trustee education in the last calendar year (2020)? Y

## 11. OPERATING FUNDS RECEIPTS

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

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

### LOCAL PUBLIC FUNDS

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

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

1. Source of Funds Town

2. Name of funding County, Municipality or School District Town of Esopus

3. Amount \$374,772

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

5. Written Contractual Agreement N

1. Source of Funds School District

2.	Name of funding County, Municipality or School District	Kingston Consolidated School District
3.	Amount	\$8,000
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Town of Esopus
3.	Amount	\$3,849
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$386,621

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

11.3	Local Library Services Aid (LLSA)	\$1,860
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0



11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,860

**OTHER STATE AID**

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

**FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0

11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
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**OTHER RECEIPTS**

11.14	Gifts and Endowments	\$43,686
11.15	Fund Raising	\$56
11.16	Income from Investments	\$4,447

11.17	Library Charges	\$2,130
11.18	Other	\$38
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$50,357
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$438,838
11.21	<b>BUDGET LOANS</b>	\$0

**Transfers/Grant Total**

**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$74,869
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions	\$513,707

11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)

## 12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$122,359
12.2	Other Staff	\$90,921
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$213,280
12.4	<b>Employee Benefits Expenditures</b>	\$109,227
12.5	<b>Total Staff Expenditures (Add Questions 12.3 and 12.4)</b>	\$322,507

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$9,607
12.7	Electronic Materials Expenditures	\$2,391
12.8	Other Materials Expenditures	\$2,008
12.9	<b>Total Collection Expenditures</b> (Add	

Questions 12.6, 12.7 and 12.8) \$14,006

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10 From Local Public Funds (71PF) \$0

12.11 From Other Funds (71OF) \$0

12.12 **Total Capital Expenditures** (Add Questions 12.10 and 12.11) \$0

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

12.13 From Local Public Funds (72PF) \$0

12.14 From Other Funds (72OF) \$0

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) \$0

12.16 Other Disbursements for Operation & Maintenance of Buildings \$36,497

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) \$36,497

**MISCELLANEOUS EXPENSES**

12.18 Office and Library Supplies \$2,569

12.19 Telecommunications \$4,738

12.20 Binding Expenses \$0

12.21 Postage and Freight \$291

12.22	Professional & Consultant Fees	\$11,769
12.23	Equipment	\$4,569
12.24	Other Miscellaneous	\$7,177
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$31,113

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

12.26	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$11,982
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**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

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

Other Loans

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

12.33 **TOTAL OPERATING FUND**

**DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) \$416,105

## TRANSFERS

### Transfers to Capital Fund

12.34 From Local Public Funds (76PF) \$0

12.35 From Other Funds (76OF) \$0

12.36 **Total Transfers to Capital Fund**  
(Add Questions 12.34 and 12.35; same as Question 13.8) \$0

12.37 **Transfer to Other Funds** \$0

12.38 **TOTAL TRANSFERS** (Add Questions 12.36 and 12.37) \$0

12.39 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38) \$416,105

12.40 BALANCE IN OPERATING FUND -  
Ending Balance for the Fiscal Year  
Ending 2020 \$97,602

12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) \$513,707

## ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the 03/24/2021

"Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

## FISCAL AUDIT

- 12.43 Last audit performed (mm/dd/yyyy) 01/29/2021
- 12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 01/01/2020
- 12.45 Indicate type of audit (select one): Private Accounting Firm

## CAPITAL FUND

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

## 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
- 13.2 All Other Revenues from Local Sources \$359
- 13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$359

### STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received for Construction \$0

- 13.5 Other State Aid \$0
- 13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

#### FEDERAL AID FOR CAPITAL PROJECTS

- 13.7 **TOTAL FEDERAL AID** \$0

#### INTERFUND REVENUE

- 13.8 Transfer from Operating Fund (Same as Question 12.36) \$0
- 13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$359
- 13.10 **NON-REVENUE RECEIPTS** \$0
- 13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$359
- 13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2020 (Same as Question 14.11 of previous year, if fiscal year has not changed) \$89,458
- 13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) \$89,817

### 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
14.2	Incidental Construction	\$0
<b>Other Disbursements</b>		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND -</b> Ending Balance for the Fiscal Year Ending 2020	\$89,817
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$89,817

## 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	2.00
16.2	Total Librarians	2.00
16.3	All Other Paid Staff	3.58
16.4	Total Paid Employees	5.58
16.5	State Government Revenue	\$1,860
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$50,357
16.8	Total Operating Revenue	\$438,838
16.9	Other Operating Expenditures	\$79,592
16.10	Total Operating Expenditures	\$416,105
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	22,380
16.13	Total Registered Borrowers	4,274

16.14	Other Capital Revenue and Receipts	\$359
16.15	Total Number of Internet Terminals Used by the General Public	13
16.16	Total Uses (sessions) of Public Internet Computers Per Year	1,221
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	4,812
16.18	Total Capital Revenue	\$359

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

17.1	<i>LIB ID</i>	3200625720
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	OTH
17.7	<i>FSCS ID</i>	NY0266
17.8	<i>SED CODE</i>	620600700065
17.9	<i>INSTITUTION ID</i>	800000036260

## SUGGESTED IMPROVEMENTS

Library Name:

TOWN OF ESOPUS  
LIBRARY

Library System:

Mid-Hudson Library  
System

Name of Person Completing Form:

Brooke Dittmar

Phone Number:

(845) 338-5580

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

Agree

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

Agree

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



## **CHALLENGING PETITIONS POLICY**

**Procedure:** The Town of Esopus Library is dedicated to running a legal election of Library Trustees. As a result, the situation may arise in which an individual or group wishes to file a petition to set aside a nomination petition. In such event, the following procedures must be followed. Any mistake in failing to comply with the procedures mentioned below may result in the challenge petition being dismissed with no option to re-file the challenge.

1. Any person who is a registered voter in the Town of Esopus can make a FOIL request with the Clerk of the Election, to review the current year's nomination petitions.
2. This request will be fulfilled within three (3) business days. The individual/organization filing the petition may either pick up the materials at the Library or pay for them to be delivered via certified mail.
3. Once the copies are received, the individual/organization has three (3) business days to file a general objection with the Clerk of the Election, and another three (3) business days to file the specific criteria on which the objection is based. Most challenges to nomination petitions focus on the validity of signatures on the petition. When challenging signatures the most common challenges to a signature on a petition are:
  - The elector improperly used ditto marks
  - Elector not registered to vote
  - Elector not registered to vote at the address listed on the petition
  - Elector signed more petitions than allowed by law
  - Signatures and other information on the petition are not sufficiently legible so as to verify the registration
  - Duplicate signatures—elector signed the same petition multiple times
  - Handwriting does not match the signature on the official registration record
  - Petition signed outside the permissible time limits for circulating petitions
  - The elector did not sign his/her name

Please note that this list is not an exhaustive list of all appropriate challenges that may be made to signatures contained on a nomination petition.

4. The Clerk of Election will make the final decision as to whether or not a petition/candidate will be disqualified.
5. The Clerk of Election will inform the prospective candidate of his/her decision within 48 hours of receiving the specific objections by both phone and certified letter.

Adopted by the Board of Trustees:

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees:



## UNATTENDED CHILDREN POLICY

The Town of Esopus Library welcomes patrons of all ages to use its facilities, services, and resources. Children and their safety are of great concern to the library.

Children, like all library patrons, are expected to behave appropriately. Parents and caregivers, not library staff, are responsible for the behavior and supervision of their children in the library. An unattended child is a child of any age who is apparently unaccompanied by a parent or caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the library, and must have adequate supervision from a caregiver.

Libraries are public places. In libraries, as in all public places, physical and personal dangers are a real concern. Library staff cannot prevent children from interacting with or leaving the library with persons who are not appropriate caregivers. The library is not responsible for any consequences of caregivers forfeiting their responsibilities. Library staff may refer to appropriate authorities those children who are left unattended in the library.

### When a child without a guardian wants/needs to leave the library:

- Staff should not transport any child from the Library to another location.
- Staff should encourage an unattended child to contact the parent/guardian.
- If a parent/guardian cannot be reached or does not arrive 15 minutes after closing, Library Staff are directed to contact the **Ulster County Sheriff Substation at 845-338-3640** to pick up the child.
- Two staff members should remain with the child until the parent/guardian or Sherriff arrives. Staff will be compensated for this time.
- If a child is taken by the Sherriff, staff will leave a note on the door stating "Unattended child is in the custody of the Ulster County Sheriff, Esopus Substation, 845-338-3640." Do not include any names.
- Staff will fill out an Incident form, and contact the Director to inform him/her of the situation.

**Responsibilities:** Children are the responsibility of their parents or guardians, not of the Library. The Library takes no responsibility for the safety or welfare of children left unattended at the Library, in violation of this policy.

Adopted by the Library Board of Trustees: March 26, 2008

Revised by the Library Board of Trustees: December 7, 2011

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees: