Town of Esopus Library
March Board of Trustees Meeting
Tuesday, March 22, 2022

Agenda

Call to order   Jim Fitzmorris

Approval of February Board Meeting Minutes

Public Comment   Public

Treasurer's Report/Finance Committee   Reggie Heffernan

Director's Report   Brooke Dittmar

Friends   Susan Leiching

Committees

1. Buildings and Grounds – Don Carragher

2. Governance and Personnel - Nancy Beranek

3. Sustainability, Research and Development – Don Carragher

Adjournment

Resolutions:

2022-10 – Payment of February Claims

2022-11 -- Responsibilities of Director Update

2022-12 – Tax Cap Override for 2022

2022-13 -- Annual Report to NYS

TOWN OF ESOPUS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
February 22, 2022

Board Members Present: Jim Fitzmorris, Reggie Heffernan, Nancy Beranek, Don Carragher, Laura Lauria, Susan Leiching and Shannon Harris
Board Members Excused:
Board Members Absent:
Staff Present: Brooke Dittmar, Mary Garraty

I. CALL TO ORDER –
The meeting of the Town of Esopus Library Board of Trustees was called to order by President Jim Fitzmorris at 6:04 pm via Zoom

II. APPROVAL OF MEETING MINUTES
Written minutes for January monthly Board meeting held on January 25, 2022 were submitted and open for review.
- A motion to accept the minutes of the January Board Meeting, held on January 25th, was made by Reggie Heffernan and seconded by Don Carragher.
  AYE: 7; NO: 0; ABSTAIN: 0
  Board Members Excused:
  Board Members Absent:

III. TREASURER'S REPORT/FINANCE – Reggie Heffernan / Susan Leiching
Written report was submitted. Reggie reviewed the Finance committee meeting minutes.   The Financial – Fixed Assets Capitalization Policy was reviewed and updated during the Board Meeting. The word "government's" in the last sentence of the Capital Outlay paragraph of the policy was changed to "library's".

- **Resolution #06 of 2022 (Payment of January Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from January 1, 2022 to January 31, 2022 for items in the amount of $13,921.29.   A motion to accept the resolution was made by Nancy Beranek and seconded by Shannon Harris.
  AYES: 7; NAYS: 0; ABSTENTIONS: 0
  Board Members Excused:
  Board Members Absent:

IV. DIRECTOR'S REPORT – Brooke Dittmar, Director
Written report submitted. Brooke reviewed the Director's report. She discussed the Annual Report to the State. We received the tax appropriation from the Town of Esopus. Both of our programmers attended the initial training of the Digital Navigators of the Hudson Valley project.

We will help patrons connect with digital service and devices. The program opens on March 28th. This will be advertised on the digital sign, Facebook and the newsletter.   Hotspots have been ordered and received.   We also did order and receive 4 laptops. Patrons will be able to borrow these laptops. Details on how the loaning of laptops will work have yet to be finalized. Shannon Harris suggested that we investigate how other libraries loan laptops as a starting point. Brooke said there is a new digital resource available to patrons called BrainHQ. Emily has been offering a "Get to know your library" program series.

V. FRIENDS -- Susan Leiching
Susan reported that Friends had a meeting. The label printing held us up on our mailing. The Friends printer is not working well. They might need a new printer.

VI. COMMITTEE REPORTS

- **Buildings and Grounds** – Jim Fitzmorris
  Written report submitted.   Jim reviewed the committee meeting minutes.   The new cleaning service did a good job. Discussion continues regarding the bridge over the pond as well as the parking lot issues; i.e. drainage issues, seal coating and additional parking spaces in the lower lot.

- **Governance and Personnel** – Susan Leiching
  Written report submitted.   Susan reported that the committee reviewed the Responsibility of Director which is in the Trustee binder. There will be changes.   They also reviewed Freedom to Read Statement and Freedom to View documents along with Restricted Access to Library Material. The updated versions should replace the ones that you already have in your Trustee binder.

- **Sustainability, Research and Development** - Don Carragher
  Don reviewed the meeting minutes. All members attended. The Sustainability and the Research & Development Committees have now merged into a single committee. They will do a lot of work on grant writing as this is key to getting projects completed. The committee will meet at 4pm on the 2nd Wednesday of the month. They talked about the effects of the recent ice storm.   There were a number of warming centers and the library should become one as well. Reggie spoke with Anthony Sicari (Solar Farm) who referred the committee to Solar Alchemy for our solar array inspection.

Jim commented that the combination of the Sustainability and Research and Development committees makes for a very active committee. Laura also commented that we should look into generators for the library, so that the library has electricity in an emergency.

The Finance Committee presented the following resolution at this time:
- **Resolution #07 of 2022 (Addition of Finance: Fixed Assets Capitalization Policy):** The Board of Trustees of the Town of Esopus Library accepts the addition of the Financial - Fixed Assets Capitalization Policy to the Internal Section of the Library Policy Manual. A motion to accept the resolution after noted changes were done was made by Don Carragher and seconded by Laura Lauria.
  AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:
Board Members Absent:

- **Resolution #08 of 2022 (Addition of Finance: Operational Reserve Fund Policy):** The Board of Trustees of the Town of Esopus Library accepts the addition of the Financial: Operational Reserve Fund Policy to the Internal Section of the Library Policy Manual. A motion to accept the resolution after noted changes were done was made by Nancy Beranek and seconded by Susan Leiching.
  AYES: 7; NAYS: 0; ABSTENTIONS: 0
  Board Members Excused: 0
  Board Members Absent: 0

  Susan mentioned that a portion the retained earnings will go into the Operational Reserve Fund. It's insuring that the backup funds are not sitting in the operating budget.

- **Resolution #09 of 2022 (Open Additional Account at Bank of Green County):** The Board of Trustees of the Town of Esopus Library agrees to have the Director, Brooke Dittmar, open an Operational Reserve Fund account with The Bank of Greene County.   A motion to accept the resolution was made by Don Carragher and seconded by Reggie Heffernan.
  AYES: 7; NAYS: 0; ABSTENTIONS:
  Board Members Excused:
  Board Members Absent:

VII. ADJOURNMENT
There being no further business or discussion, Shannon Harris made a motion to adjourn and it was seconded by Susan Leiching. The meeting was adjourned at 7:14 p.m.
AYES: 7; NAYS: 0; ABSTENTIONS: 0
Board Members Excused:
Board Members Absent:

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

Town of Esopus Buildings and Grounds Committee March 14, 2022   4pm via Zoom

Present: Brooke Dittmar, Shannon Harris, Don Carragher.   Excused: Jim Fitzmorris

Brooke began with a reminder for all to review the Facilities Plan, recently distributed, to add the new projects that we are considering, especially for the construction grant application process. The priorities of this plan must match the work we want to fund. Don referred to the American Library Association Policy Manual Part B.8.11 being pertinent for any projects that seek to expand the library's response to community disasters. It reads:

"The American Library Association urges governments at all levels to acknowledge and support the essential role local libraries play in providing e-government and emergency response/recovery services, and to include libraries in relevant legislative or other policy actions. The American Library Association also encourages continued research documenting library needs and capacity to provide effective e-government and emergency response/recovery services, and help libraries develop best practices and train staff to deliver these essential services."

Shannon discussed the pictures of the generator at Town Hall for comparison of what we might need. (After the meeting she updated us with more info and the maintenance company the town employs to exercise/test the unit.) Don said Arace Electric in Kingston is an official dealer for the same brand generator, Generac, he will contact Jim Carey for an estimate of what we might need. (Arace did the electric work recently for the new e-sign.)

Brooke pointed out a drip stain in the lower-level toilet (left) on the wall that may be left from a leak/condensation in the past. The server room several feet away has had moldy ceiling tiles. This could be moisture issues in the outside wall or pipe damage. Don suggested that the cleaner could dispose of the tiles and clean visible mold and monitor any changes after that.

With all the new work and maintenance, we are discussing, Brooke recounted the success she had in the past with letters to local representatives. Shannon suggested that with recent Covid relief and recent storm damage, we could likely receive monies to further our expanding community presence. A new effort sponsored by the Mid-Hudson Library System is the 'Beyond the Library' additional internet signal booster that we should receive this year.

Next mtg: April 11, 2022   4pm.

Submitted: Don Carragher.

Director's Report to the Board
March 22, 2022
Brooke Dittmar

The "Beyond the Library Wifi Access Project", supported by federal American Rescue Plan Act (ARPA) funds allocated to the New York State Library, by the Institute of Museum and Library Services (IMLS) will provide exterior Wifi routers to extend our Wifi signal by 300 feet outside our building. This is absolutely free to us, and will be managed by Mid-Hudson Library System. The project includes one external Extreme Network Access point, valued at $1,336, and configuration services will be provided by MHLS IT staff. Once MHLS sets it up for us, they will monitor it, and send monthly statistical reports.

I have completed the Annual Report to the State Library, and it has been reviewed and approved by MHLS. At this March meeting the board needs to pass a resolution to accept the report. I will provide a printed copy to be looked at in the library, and a digital copy will be included in your meeting packet.

The new patron laptops are all set up for patron use, and will circulate as soon as we finish the use policy and commitment form. The hotspots have been processed, and are already in use.

We have advertised the sign-up for the community garden lottery. There has been a lot of interest. I'm so happy that we have a better way to inform community members about the gardens (the digital sign), as I want everybody to feel that they have a chance to participate. Some of the gardeners have been discussing creating an additional community garden, on the other side of the parking lot (from the library). They have observed that that area gets good sun. To make this happen we would need a knowledgeable volunteer to lead the project, or the hiring of a landscaping company to build it.

Remember to call the library for an appointment to learn about your devices, or how to use a specific computer program. This is a service that I feel is very important, since so many of us did not learn how to use these things in school. You can come in as many times as you need for such help.

All of the staff will take a multi-session training called Information Literacy for Library Staff. This will assist them in helping patrons to find information and to use our electronic services. It will also include the knowledge for helping with the computers.

The Digital Navigator Program that we are taking part in supports this activity. Besides helping people get set up for the reduced rate for internet and digital devices, education is the other part of it. We will continue to help people to learn about and use their devices. The laptops and

hotspots for patron use, purchased with grant money from the American Library Association, actively supports the Digital Navigator Program.

Town of Esopus Library
Finance Committee Minutes
March 10, 2022

Attendance: Reggie Heffernan, Brooke Dittmar

The payment of claims for $ 8427.45 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the March 22 meeting.

An adjustment to the accountant's records was noted because checks to the Friends are not expenses but reimbursement for the friends for book sales. It suggested that an assistant director with knowledge of QuickBooks would be an asset to the library.

Respectfully submitted,

Reggie Heffernan, Acting co-treasurer

Next Meeting
Thursday, April 14, 2022
4 pm

Governance and Personnel Committee
March 8, 2022 4pm

Attendance: Jim Fitzmorris, Nancy Beranek, Brooke Dittmar
Excused: Susan Leiching

The revised version of the Responsibilities of the Director has been completed and will be presented to the Board for approval.

Policies last revised in 2013 will be prioritized for revision. The committee examined the recently (2020) updated Pandemic Readiness policy in light of the ever-evolving knowledge regarding virus mutations. We will continue this discussion and update the policy as necessary.

The Director will review the Collection Development and Wireless Connectivity policies. The committee will review the Organizational Values policy.

The next meeting is scheduled for April 12th at 4pm

Respectfully submitted,
Nancy Beranek and Jim Fitzmorris

Town of Esopus Library

Responsibilities of Library Director

1. To act as chief executive and administrative officer of the Library.

2. To attend all board meetings as a non-voting participant.

3. To employ library staff and provide direction for staff. To provide staff with opportunity for professional development.

4. To prepare and submit to the board reports and recommendations to meet the short and long term goals of the library.

5. To provide input into policies and procedures.

6. To prepare an annual budget for the library in consultation with the board. To give a current report of actual expenditures against the budget at each meeting.

7. To operate the library under the financial conditions contained in the budget.

8. To make full use of the regional library services (MHLS, etc).

9. To determine the programs and needs of the library in relation to the community by keeping informed about community changes, trends, needs and interest.

10. To know the appropriate local and state laws and to support legislation which would improve library services.

11. To affiliate with local, state and national organizations. To keep aware of standards and trends.

12. To support the Friends of the Town of Esopus Library.

13. To follow legal, professional, and ethical practices when making decisions and carrying out responsibilities.

14. To participate in continuing education in order to maintain his/her professional librarian's certificate.

Adopted by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees:

Town of Esopus Sustainability, Research and Development Committee
March 9 2022 at 4:00 pm

Present: Brooke, Reggie, Nancy, Shannon, Don.   Excused: Laura.

        Brooke noted that several recent emails were full of info on available grants, the grants process, and webinars to familiarize us with monies that we should seek. Don shared a notice from NYSERDA (NY State Energy Research and Development Agency) about continuing efforts to have more LED (light emitting diodes) outside lights installed in public areas.
        Nancy asked what else was to be included in estimates for the sealing/repairs/striping of the parking lots, she will follow-up. This should be paid for with the construction grant. Brooke said MHLS (Mid-Hudson Library System) helps our grant process by reviewing them before final submission. Nancy highlighted a webinar March 24 for funds for resilience efforts.
        Shannon has been investigating the Town's (massive) generator and asked if we needed to run our entire building or just part of it in trying to size up an installation. The Town Hall is over 10,000 square feet, and largely open/noisy. She will update the spec's and see what contractors are active through the area. Reggie spoke with Solar Alchemy and will schedule an onsite visit when Brooke is available.
        Don encouraged all members to review the grant process, applications and become familiar with the language and process of soliciting funding for what are truly worthwhile services for our community as the recent ice storm demonstrated.

Next meeting: April 13, 2022   4pm.

Submitted: Don Carragher.

Town of Esopus Library
Annual Report For Public And Association Libraries - 2021

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, 2021, 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	01/01/2021
1.7	Ending Fiscal Reporting Year	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
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 Local Fiscal Year	01/01/2021
1.12	Ending Local Fiscal Year	12/31/2021
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)	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 not have an absolute charter	03/09/2010
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 2021? (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/2021)	06/01/2021
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:	$374,772
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$22,112
6c.	Total proposed appropriation (sum of 6a and 6b):	$396,884

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 2021) 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

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

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	6,429
2.2	Adult Non-fiction Books	8,173
2.3	Total Adult Books (Total questions 2.1 & 2.2)	14,602
2.4	Children's Fiction Books	3,926
2.5	Children's Non-fiction Books	1,342
2.6	Total Children's Books (Total questions 2.4 & 2.5)	5,268
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	19,870

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	747
2.10	All Other Print Materials	1,007
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,754
2.12	Total Print Materials (Total questions 2.7 and 2.11)	21,624

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	24,935
2.14	Local Electronic Collections	19
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	34
2.17	Audio - Downloadable Units	5,343
2.18	Video - Downloadable Units	1,357
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.)	1,233
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	32,902

Non-Electronic Materials

2.21	Audio - Physical Units	2,033
2.22	Video - Physical Units	3,491

| 2.23 | Other Circulating Physical Items | 87 |
| 2.24 | Total Physical Items in Collection (Total questions 2.21 through 2.23) | 5,611 |

Grand Total/Additions to Holdings

| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 60,137 |

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	527
2.27	All Other Print Materials	2
2.28	Electronic Materials	4,050
2.29	All Other Materials	99
2.30	Total Additions (Total questions 2.26 through 2.29)	4,678

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 3.82 for the 2021 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)	9,600
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	4,452
3.3	Registered non-resident borrowers	6

Please report information on WRITTEN POLICIES as of 12/31/21.

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 12/31/21.

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 to as a refreshable Braille display   No

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

Library Sponsored Programs/Summer Reading Program

SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,
- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,
- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	175
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	8
3.19	Number of Children's Programs	19
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	N/A
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	N/A
3.20	Number of Synchronous General Interest Program Sessions	229
3.20a	Total Number of Synchronous Program Sessions for those libraries who are not reporting the number of Children's Programs in Q3.19a and Q3.19b (Total questions 3.17, 3.18, 3.19, 3.20)	
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20). This is the Total Number for those libraries who are breaking out Children's Programming questions by age.	412
3.21a	Number of Synchronous In-Person Onsite Program Sessions	59
3.21b	Number of Synchronous In-Person Offsite Program Sessions	0
3.21c	Number of Synchronous Virtual Program Sessions	171
3.22	One-on-One Program Sessions	19
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	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	1,536
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	8
3.26	Children's Program Attendance	373
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	N/A
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	N/A
3.27	Attendance at Synchronous General Interest Programs	1,909
3.27a	Total Attendance at Synchronous Programs for those libraries who are not reporting the Children's Program Attendance in Q3.26a and Q3.26b (Total questions 3.24, 3.25, 3.26, 3.27)	
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27). This is the	3,453

Total Number for those libraries who are breaking out Children's Programming questions by age.

3.28a	Synchronous In-Person Onsite Program Attendance	717
3.28b	Synchronous In-Person Offsite Program Attendance	0
3.28c	Synchronous Virtual Program Attendance	859
3.29	One-on-One Program Attendance	228
3.29a	Total Number of Asynchronous Program Presentations	7
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	391

Please report information on SUMMER READING PROGRAMS for the 2021 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 2021 (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	27
3.33	Young adults registered for the library's summer reading program	8
3.34	Adults registered for the library's summer reading program	33
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	68
3.36	Children's program sessions - Summer 2021	1
3.37	Young adult program sessions - Summer 2021	4
3.38	Adult program sessions - Summer 2021	35
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	40
3.40	Children's program attendance - Summer 2021	9
3.41	Young adult program attendance - Summer 2021	2
3.42	Adult program attendance - Summer 2021	333
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	344

COLLABORATORS

3.44	Public school district(s) and/or BOCES	1
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)	0
3.51	Total Collaborators (total 3.44 through 3.50)	1

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

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

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	No
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	0
d.	N/A	N/A
3.55	Total Sessions	0

3.56 - Attendance at sessions

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

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 2021 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 2021 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 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	80
3.80	Total group program attendance	0

| 3.81 | Total one-on-one program attendance | 80 |
| 3.82 | Did your library offer teen-led activities during the 2021 calendar year? | N |

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 <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	8,999
4.2	Adult Non-fiction Books	6,112
4.3	Total Adult Books (Total questions 4.1 & 4.2)	15,111
4.4	Children's Fiction Books	6,187
4.5	Children's Non-fiction Books	1,752
4.6	Total Children's Books (Total questions 4.4 & 4.5)	7,939
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	23,050

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	8,268
4.9	Circulation of Children's Other Materials	819
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	9,087
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	32,137

ELECTRONIC USE

4.12	Use of Electronic Material	12,697
4.13	Successful Retrieval of Electronic Information	1,200
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	13,897
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	44,834
4.16	Total Collection Use (Total questions 4.13 & 4.15)	46,034
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	8,758

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	220
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 - MATERIALS RECEIVED (BORROWED)
4.20   TOTAL MATERIALS RECEIVED   12,028
INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)
4.21   TOTAL MATERIALS PROVIDED   10,226

5. TECHNOLOGY AND TELECOMMUNICATIONS
Report all information as of December 31, 2021.

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	19,145
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)	0

6.5	Vacant Librarian (certified)	1
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	1.58
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	1.93
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	4.51
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	$56,823
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$84,310
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2022 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, 2021**. This 2021 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) 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
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	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	37.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	37.00
8.10	Annual Total Hours - Main Library	1,924.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	1,924.00

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, 2021 to December 31, 2021.

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 allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	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?	Yes
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes

CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
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?	Yes
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
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	20

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>
Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

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

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

1.	Outlet Name	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	1,924
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0

16b	Number of weeks an outlet had limited occupancy due to COVID-19	20
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	0
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	N/A
25.	Square footage of the outlet	9,100
26.	Number of Internet Computers Used by General Public	13
27.	Number of uses (sessions) of public Internet computers per year	1,420
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	ES - Annual Estimate Based on Typical Week(s)
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	No restrictions to access
33.	Wireless Sessions	4,184
33a	Reporting Method for Wireless Sessions	CT - Annual Count
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 **outlet** have a Makerspace?	N
37.	*LIBID*	3200625270
38.	*FSCSID*	NY0266
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
40.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2021. 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, 2021 to December 31, 2021)	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
10.3	If yes, what is the range?	
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	
10.5	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, 2022. 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	James
10.10	Last Name	Fitzmorris
10.11	Mailing Address	433 Swartekill Rd
10.12	City	Highland
10.13	Zip Code (5 digits only)	12528
10.14	Phone (enter 10 digits only)	(845) 674-7749
10.15	E-mail Address	fitzmorris7@hotmail.com
10.16	Term Begins - Month	June
10.17	Term Begins - Year (yyyy)	2021
10.18	Term Expires - Month	June
10.19	Term Expires - Year (yyyy)	2024
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	Yes

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.

10.21	The date the Oath of Office was taken (mm/dd/yyyy)	06/22/2021
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/23/2021
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.

1.	Status	Filled
2.	First Name of Board Member	Nancy
3.	Last Name of Board Member	Beranek
4.	Mailing Address	79 The Hills
5.	City	Port Ewen
6.	Zip Code (5 digits only)	12466
7.	E-mail address	nlberanek@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2021
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2024
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	06/22/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/23/2021
16.	Is this a brand new trustee?	Y

1.	Status	Filled
2.	First Name of Board Member	Susan
3.	Last Name of Board Member	Leiching
4.	Mailing Address	29 Highland Rd
5.	City	Ulster Park
6.	Zip Code (5 digits only)	12487
7.	E-mail address	briarstone@hvc.rr.com

4.	Mailing Address	35 Dick Williams Ln, Apt 324
5.	City	Ulster Park
6.	Zip Code (5 digits only)	12487
7.	E-mail address	lauralblue@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. 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	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	Reggie
3.	Last Name of Board Member	Heffernan
4.	Mailing Address	53 Riverview
5.	City	Port Ewen
6.	Zip Code (5 digits only)	12466
7.	E-mail address	N/A
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2021
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2024
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	06/22/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/23/2021
16.	Is this a brand new trustee?	Y

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?	

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	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.	N/A
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, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Shannon Harris
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N

1.	Trustee Name	James Fitzmorris
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

1.	Trustee Name	Susan Leiching

| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |

| 1. | Trustee Name | Don Carragher |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |

| 1. | Trustee Name | Reggie Heffernan |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | Y |

| 1. | Trustee Name | Laura Lauria |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | N |

| 1. | Trustee Name | Nancy Beranek |
| 2. | Has the trustee participated in trustee education in the last calendar year (2021)? | 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	$396,884
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	$3,481
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**	$408,365

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$3,048
11.4	Record all Central Library Services Aid monies received from system headquarters	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$0
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$3,048

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

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

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

OTHER RECEIPTS

11.14	Gifts and Endowments	$58,724
11.15	Fund Raising	$0
11.16	Income from Investments	$4,777
11.17	Library Charges	$3,128
11.18	Other	$0

11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$66,629
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$478,042
11.21	**BUDGET LOANS**	$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0
11.23	From Other Funds	$0
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	$97,602
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$575,644

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	$112,534
12.2	Other Staff	$83,234
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$195,768
12.4	**Employee Benefits Expenditures**	$87,805
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$283,573

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$6,328
12.7	Electronic Materials Expenditures	$4,516

12.8	Other Materials Expenditures	$1,332
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$12,176

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	$46,880
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$46,880

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$3,509
12.19	Telecommunications	$6,039
12.20	Postage and Freight	$255
12.21	Professional & Consultant Fees	$7,820
12.22	Equipment	$15,090
12.23	Other Miscellaneous	$5,436
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	$38,149

Contracts/Debt Service/Transfers/Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$12,755

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$0
12.27	From Other Funds (73OF)	$0
12.28	**Total** (Add Questions 12.26 and 12.27)	$0

Other Loans

12.29	Budget Loans (Principal and Interest)	$0
12.30	Short-Term Loans	$0
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$0

12.32 **TOTAL OPERATING FUND DISBURSEMENTS**
(Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 $393,533
and 12.31)

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) $0

12.34 From Other Funds (76OF) $0

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

12.36 **Transfer to Other Funds** $0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and $0
12.36)

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** $393,533
(Add Questions 12.32 and 12.37)

12.39 BALANCE IN OPERATING FUND - Ending Balance $182,111
for the Fiscal Year Ending 2021

12.40 **GRAND TOTAL DISBURSEMENTS,
TRANSFERS & BALANCE** (Add Questions 12.38 $575,644
and 12.39; same as Question 11.26)

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"   03/22/2022
was reviewed and accepted by the Library Board on
(date - mm/dd/yyyy).

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)   02/15/2022

12.43 Time period covered by this audit (mm/dd/yyyy) -   01/01/21 - 12/31/2021
(mm/dd/yyyy)

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

CAPITAL FUND

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

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 $37,392

13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$37,392

STATE AID FOR CAPITAL PROJECTS

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$37,392
13.10	**NON-REVENUE RECEIPTS**	$0
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$37,392
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$89,817
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$127,209

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	$37,100

Other Disbursements

14.3	Purchase of Buildings	$0
14.4	Interest	$0
14.5	Collection Expenditures	$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	$0
14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$37,100
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0
14.9	**NON-PROJECT EXPENDITURES**	$0
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$37,100

14.11 **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2021 $90,109

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) $127,209

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	3.58
16.3	All Other Paid Staff	1.93
16.4	Total Paid Employees	5.51
16.5	State Government Revenue	$3,048
16.6	Federal Government Revenue	$0
16.7	Other Operating Revenue	$66,629
16.8	Total Operating Revenue	$478,042
16.9	Other Operating Expenditures	$97,784
16.10	Total Operating Expenditures	$393,533
16.11	Total Capital Expenditures	$37,100
16.12	Print Materials	20,617
16.13	Total Registered Borrowers	4,458
16.14	Other Capital Revenue and Receipts	$37,392
16.15	Number of Internet Computers Used by General Public	13
16.16	Total Uses (sessions) of Public Internet Computers Per Year	1,420
16.17	Wireless Sessions	4,184
16.18	Total Capital Revenue	$37,392

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	3200625720
17.2	*Interlibrary Relationship Code*	ME
17.3	*Legal Basis Code*	LD
17.4	*Administrative Structure Code*	SO
17.5	*FSCS Public Library Definition*	Y
17.6	*Geographic Code*	OTH
17.7	*FSCS ID*	NY0266

17.8 *SED CODE*	620600700065
17.9 *INSTITUTION ID*	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!	