

Town of Esopus Library
September Board of Trustees Meeting
Wednesday, September 23, 2026

Agenda

Call to order	Sharon Briden
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Approval of August Board Meeting Minutes

Public Comment (2 minutes each)	Public
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Treasurer's Report/Finance Committee	Allen Olsen
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Director's Report	Jesse Chance
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Friends	Elaine Rylance
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Committees

1. Buildings and Grounds – Laura Petit
2. Governance and Personnel – Larry Decker
3. Sustainability, Research and Development – Sharon Briden
4. Trustee Training Committee – Jamila Khan

Adjournment

Resolutions:

- 2026-38 – Payment of August Claims
- 2026-39 – Claims Audit Process Policy Update
- 2026-40 – Credit Card Financial Tools Policy Update
- 2026-41 – Purchasing Procurement Policy Update

TOWN OF ESOPUS LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 26, 2026

Board Members Present: Sharon Briden, Don Carragher, Larry Decker, Laura Petit, Allen Olsen, Jamila Khan, Elaine Rylance

Board Members Excused:

Board Members Absent: Cindy Capraro

Staff Present: Jesse Chance, Mary Garraty

Public: none

Before the meeting began, the Director, Jesse Chance, explained to the Board of Trustees why Allen Olsen would need to preside over the beginning of the Board of Trustee meeting due to a procedural oversight.

I.CALL TO ORDER

The meeting of the Town of Esopus Library Board of Trustees was called to order by treasurer, Allen Olsen at 6:15 p.m.

- Larry Decker's term officially ended in June, 2026. Elaine Rylance made a motion to appoint Larry Decker as Trustee and Laura Petit seconded.

AYE: 6; NAYS: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent:

- Cindy Capraro's term officially ended in June, 2026. Jamila Khan made a motion to appoint Cindy Capraro as Trustee and Elaine Rylance seconded.

AYE: 7; NAYS: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent:

Martha Farrell's term officially ended in June, 2026 and she now resides out of the district. The President and Vice-President offices needed to be reassigned.

- Don Carragher made a motion to appoint Larry Decker as President and Elaine Rylance seconded.

AYE: 7; NAYS: 0; ABSTAIN: 0

Board Members Excused:

Board Members Absent:

- Don Carragher made a motion to appoint Sharon Briden as Vice-President and Laura Petit seconded.
 AYE: 7; NAYS: 0; ABSTAIN: 0
 Board Members Excused:
 Board Members Absent:

II. APPROVAL OF MEETING MINUTES

Written minutes for the July monthly Board Meeting held on July 22, 2026 was submitted and open for review. A motion to accept the minutes of the July monthly Board meeting held on July 22 2026, as amended, was made by Jamila Khan and seconded by Elaine Rylance.

AYE: 7; NAYS: 0; ABSTAIN: 0
 Board Members Excused:
 Board Members Absent:

III. Presidents Word – Larry Decker

IV. Public Comment - None

V. TREASURER'S REPORT/FINANCE – Allen Olsen

Allen reviewed the Finance Committee Meeting minutes and presented the resolutions listed below.

- **Resolution #35 of 2026 (Payment of July Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from July 1, 2026 to July 31, 2026 for items in the amount of \$22,297.06. A motion to accept the resolution was made by Don Carragher and seconded by Sharon Briden.
 AYES: 7; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused:
 Board Members Absent: Cindy Capraro
- **Resolution #37 of 2026 (Amended Authorized Hickey Fund Signatures):** The Board of Trustees of the Town of Esopus Library approves the removal of Reggie Heffernan and Shannon Powell as authorized signatures on the Hickey Fund account and the addition of Allen Olsen and Jesse Chance as authorized signatures of the Hickey Fund account. A motion to accept the resolution as amended was made by Don Carragher and seconded by Jamila Khan.
 AYES: 7; NAYS: 0; ABSTENTIONS: 0
 Board Members Excused:
 Board Members Absent: Cindy Capraro

VI. DIRECTOR'S REPORT – Jesse Chance

Written reports were submitted from the Director, the Adult and Teen Programmer and the Children's Programmer. Jesse reviewed the Director's report. Jesse asked about all those going to Ulster County Library dinner.

- **Resolution #36 of 2026 (Personnel Actions - C. Svetkey, E. Yeomans and H. Nack):** The Board of Trustees of the Town of Esopus Library agrees to the personnel action's resolution. A motion to accept the resolution was made by Allen Olsen and seconded by Elaine Rylance.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: Cindy Capraro

VII. FRIENDS – Elaine Rylance

A book sale will take place on September 26 and 27. Friends is seeking assistance with the set up and tear down on Friday afternoon and Sunday evening. A Card-a-Palooza membership drive will take place on September 19. T-shirts will be given away at this time.

VIII. COMMITTEE REPORTS

Buildings and Grounds – Laura Petit

Written report was submitted. Laura reviewed the committee meeting minutes.

The committee discussed the Facilities Plan as well as the creation of a Facilities Maintenance Plan. The produce give-away from the Community Garden went well. Anything left over went to the community fridge. This program will be done twice a month. Thanks go out to Spinneweber PFV for the donation of gravel for the swale work.

Governance and Personnel –

G&P did not meet in August.

Sustainability, Research and Development – Sharon Briden

Written report was submitted. Sharon reviewed the committee meeting minutes.

The committee applied for a Community Foundation Grant in order to focus on sensitivity and mental health training for the staff to better serve diverse patron population. The committee would like to pursue a Sustainable certification for the Town of Esopus Library.

Discussion about restarting the Community Award Dinner took place. The Community Award Dinner was an annual event for 16 years until 2009. A committee consisting of member(s) of Friends, Foundation, Board of Trustees, Library staff, Director and the local community was

suggested. It was also mentioned to have this award dinner start in 2027 which will also be the 20th year of the current Library building.

Sharon Briden made a motion to officially establish a committee for a Community Award Dinner. Allen Olsen seconded the motion.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent: Cindy Capraro

IX. Trustee Training - Jamila Khan

Jamila noted to the Board of Trustees some upcoming training opportunities: Oct 5th 5:30-7:30 is a training at the Town of Esopus Library. Registration is required.

- October 5, 2026 → MHLS Trustee Education Series - Multi-year Financial Planning, 5:30pm – 7:30 pm (in-person event at Town of Esopus Library)
- October 29, 2026 → Trustee Handbook Book Club: Duties & Responsibilities of Key Officer Roles, 5:00 PM - 6:30 pm (Online - This can be a group online event at the Town of Esopus Library)

X. ADJOURNMENT

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

AYES: 7, NAYS: 0; ABSTENTIONS: 0

Board Members Excused:

Board Members Absent:

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

Director's Report — September 2026

COMPLETED OR ONGOING

Solar Project: Unfortunately, the permitting process has presented another hurdle. The Town Planning Board has determined that we must first obtain a variance from the Zoning Board. We were unable to get a special dispensation to be placed on the Zoning Board's agenda immediately. We now need to have a formal application on file, obtain a letter of determination, and pay the required fee. Greenpoint Solar is aware of the situation and will handle the necessary paperwork. Once the application is in place, we will get on the Zoning Board's October agenda and continue moving the project forward. All materials have been ordered so the contractor is eager to get to work ASAP. It is still possible that this phase of the DLD Grant for solar upgrades and other energy efficiency improvements will be completed this year.

Parking Lot Islands: I am happy to report that Don was able to get in touch with Freddy Drake. Freddy intends to complete the work at the end of September or beginning of October. He expects the job to take approximately three days and will remove all of the faulty cement.

Outdoor Programming Space: At yesterday's Buildings & Grounds meeting, we settled on the size, shape, and location of the new outdoor programming space made possible by a \$7,500 grant from the Ascienzo Family Foundation. I have discussed the plans with Greenpoint Solar and Electric, and they do not anticipate that the fenced area will interfere with installation of the battery backup system, as I had feared. We can therefore proceed with the project as soon as we receive a quote from a fencing company. I am currently working on getting that quote.

Community Garden: Our third produce distribution was considerably smaller than the first two. We had relatively few vegetable donations, mostly tomatoes, flowers, and herbs. I was not here for the afternoon portion of the distribution, so I don't know how much patron traffic we had, but by the end of the day the only produce remaining was flowers. We will have at least one more distribution on September 23, and I am working on organizing a Gardeners' Meet-Up for September 28.

I also spent some time weeding the Library's garden beds and planted a couple dozen mums.

OUTREACH & COMMUNITY NEWS

Ulster County Library Association: Don and his wife Regina, Sharon, Fox, Ellen and I had a lovely time at the annual Ulster County Library Association dinner last Tuesday at Kingston Nord. It was a nice opportunity to spend time with colleagues from around the county and celebrate the work being done by libraries throughout Ulster County.

Community Garden: It has been particularly heartwarming to see fresh vegetables coming into the Library and then going directly back out into the community. Patrons have been able to take home produce from the garden, while many gardeners have also generously donated vegetables to the Port Ewen Community Fridge.

TRUSTEE ELECTION

Election Day: The annual election and budget vote was held on Tuesday, September 15th. I'm pleased to report that the budget passed with 122 votes in favor and 35 against. Larry Decker was reelected in a landslide with 112 votes. The write-ins went to Cindy Capraro with 50 and Jenna Medenbach who received 41. There were 24 write-in votes for Mike Mulligan and Guy Brought received 21. Anthony Fitzpatrick received 5 write ins, Jo Mead got 4, and there were several one vote names. Jenna has been contacted, is willing to accept the seat on the Board, and will attend the Board meeting on 9/23 at 6PM.

UPCOMING

Climate Vulnerability Workshop: I will attend the Town's Climate Vulnerability Workshop on September 30 at Town Hall. Cornell Cooperative Extension is conducting the workshop as part of the Town's Climate Smart Communities work, including a mapping exercise to identify local vulnerabilities involving infrastructure, community well-being, and natural resources.

Respectfully submitted,

Jesse Chance

Director



Children's Programming Report – September 2026

I'd like to introduce myself to any members who don't know me yet. I'm Ellen Yeomans and I've been working as a Circulation Clerk here at the Town of Esopus Library since May of 2025. I moved back to the U.S. a few years ago from the Czech Republic. I'd been living in Prague until my daughter informed me that she and her husband were expecting a baby AND moving to the Hudson Valley. So I caught an international flight, rented a car, and drove until I found a lovely place to live in Port Ewen. Previously, I lived in Central New York, parts of Pennsylvania, and Montreal, Quebec. I believe I am staying put, there are grandchildren involved now.

Besides working at the library as the new Children's Programmer, I am a writer and ghostwriter. I've written many children's books, as well as some teen and adult books. I've taught many writing courses over the years at the university level. And I teach English as a foreign language to Czechs, Russians, and Ukrainians.

I am very happy to take on this new position. Charlotte Svetkey trained me as best she could before she left for her new opportunity.

Regularly Scheduled Programs

We started September and my tenure with a week's pause in children's programs. This gave me the chance to learn systems and plan for the month ahead. Some of our programs are running as before: Wednesday morning **Storytime** is at 11AM, Friday **Toddler Playgroup** is at 11:30AM. We are trying out a Monday **Afternoon Storytime** this autumn at 1PM. We want to see if we can fill a void in the area's library storytimes. We had 2 children and 2 adults in attendance for our first week. We will watch carefully and modify if necessary after giving this experiment a generous trial period. Other regularly scheduled programs will be added as move forward.

SEPTEMBER

We have a **Music & Movement** session beginning at the end of September and running for 7 weeks. This program is with returning teacher **Terry Watson**. These classes convene Monday mornings at 10:15 and appeal to toddlers and preschoolers and their grown-ups.

On Thursday, September 24 we will have a **Raising Readers** program for parents. Parents will get tips on how to help their children select books and ways to encourage their children to become life-long, accomplished readers. How to build stamina and increase reading comprehension are two of the big topics to be discussed. I'll be at **Graves Elementary school's Open House** on September 29th. I hope to encourage parents and children to use and enjoy their public library.

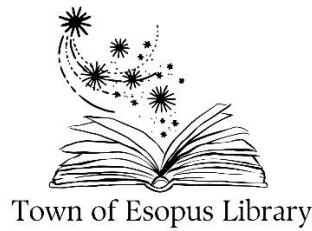
OCTOBER

Looking toward October, we have a **Hello Pumpkin Season!** program on Saturday, October 3rd. We will read pumpkin stories, make crafts, decorate the library a bit, and enjoy Autumn snacks. On October 22nd, **Kaz Windness**, an award-winning author and illustrator will present an interactive program for us. Kaz lives in Colorado and Netflix has filmed a documentary about her. We are very excited to host this talented author and presenter. The last week of October will feature a visit from **Wild & Bright Reptile Program**. This is a special Halloween-themed program aimed at ages 5 and up.

So far for September(it's the 16th as I write this), we have had 4 programs with 44 participants.

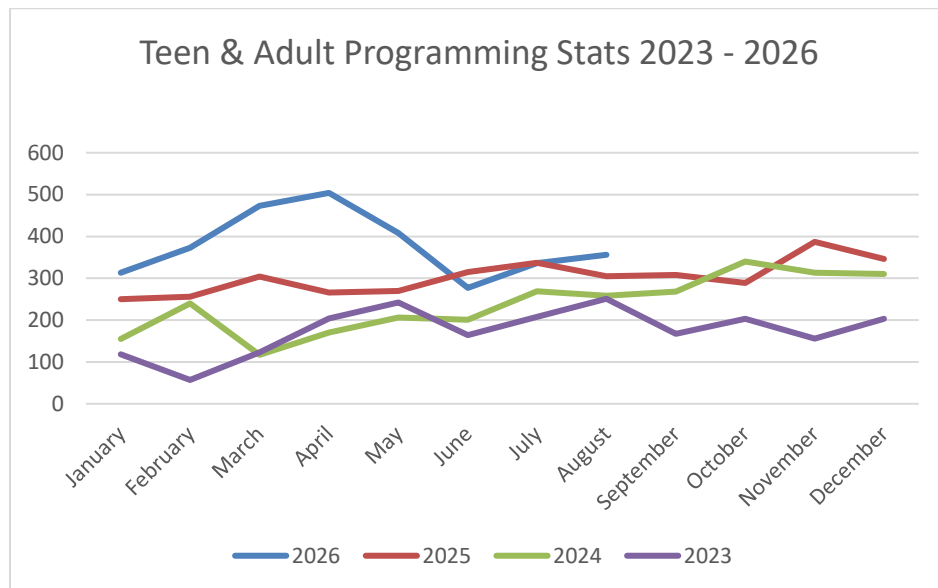
I look forward to meeting and getting to know our library Board Members.

All best, Ellen



Programming & Engagement Manager's Report – September

	Final August	September Numbers To-Date (9/16)
Teen	40 (4 programs)	14 (1 programs)
Adult	316 (23 programs)	120 (12 programs)



Our numbers continue to recover from our June low, as we wrap up a successful summer of teen programming with our Club Wednesdays after-hours block and roll into our school-year schedule.

Adult Programming Highlights

- Workshops, lectures, and special classes: **Carol Rogers** (who previously filled in for **Kathy Schneider's Chair Yoga class**) brought us a successful pasta-making workshop, heartily attended by 15 patrons. She has promised further pasta- and sauce-making joy in the future. Next week, **Jessica Williams** once more returns for a **Fantasy Flower Workshop**, and we're mid-way through another exciting **Chair Yoga** run. In November, **QiGong** will again be back in (slow, gentle, restorative) swing.

- Special events: **Library Card Sign-Up Month Card-A-Palooza** is on Saturday, 9/19! We'll be hosting six local bands in a spectacular all-day event that will also feature a food truck and a limited edition library tee, on behalf of our Library Friends!
- Partnerships: We hosted a lovely, well-attended **Screen-printing Workshop** workshop in partnership with NYSERDA and the Department of Things – this event was shared by a local influencer, and a surprisingly age-diverse group of more than forty patrons came out! Unfortunately, this will be the last of our NYSERDA partnerships for a little while, as they've lost their funding. Thoughts and prayers for better funding in the future, as we'd love to see a return of Mr. HeatPump to the library.

Teen Programming Highlights

- Our **Club Wednesdays Programming Block** wrapped up this summer, with great numbers – and **D&D with Gamemaster Mary** has returned with a hearty group of teen/tween adventurers! I'm hoping we'll see a return of our **Ulster BOCES** kids soon as well, now that school is back in session.

Outreach, publicity, and other notes:

- Two recent appearances on **Radio Kingston** let me get into the nitty-gritty of library work – one on ebook pricing, the next on the philosophical “why” of library programming. I'm grateful to host Julia Furlan for letting me geek out on all things Library, and in public, at that!

Respectfully submitted,

Fox North

Town of Esopus Library

Finance Committee Meeting – September 9, 2026 @ 6:30pm

Minutes

1. Approved August 2026 payments of \$37,774.49.
2. Reviewed August 2026 financials. Jesse will follow up on Other Maintenance and MHLS lines.
3. Discussion of changes to the Claims Audit Policy, the Credit Card/Financial Tools Policy, and the Purchasing/Procurement Policy was followed by approval of all three.
4. Director's report included comments on need for CD investments; Allen will follow up.
5. Meeting was adjourned at 6:48pm.

G&P Meeting

Tues, September 8, 2026, 3pm

Attended: Elaine Rylance, Laura Petit, Sharon Briden, Jesse Chance

Absent: Larry Decker

Minutes

Director Report:

Jesse recapped the status and next steps for the Trustee/Budget election.

Efforts have begun to with MHLS and Senator Hinchey's office on necessary legislation to change statutory term dates to Sept, off 1/1/2028.

Timeline:

9/15/26 Library election

9/23/26 Board Meeting, Appoint election winners to serve until 6/2027

6/2027 Statutory term begins for 9/26 election winners

2027-28 Continue to pursue legislative fix

Should the September timing prevail:

- + Preferred election schedule keeping election + budget aligned. Legislative solution in the works.

- Awkward interim arrangement thru 6/27 and dependent on legislation passing.

Return to June option:

- + Eliminates interim status, and aligns the next election (6/27) with existing statutory term dates.

- Bylaw change needed. IF legislation does pass, may need to move back to Sept again.

Jesse recommends pursuing Sept change.

G+P business:

Most recent 5-year policy cycle and Employee Handbook have been completed.

New cycle to begin by reviewing oldest policies

New/Revised Policies to be considered:

Service Dogs/animals

Donation signs/plaques

Submitted by: Sharon Briden

Town of Esopus Library
Buildings and Grounds Committee Meeting Minutes

Date: Monday, September 14, 2026

Time: 4:07 p.m. – 5:25 p.m.

Location: Team Room, Esopus Library

Call to Order

The Buildings and Grounds Committee meeting was called to order at 4:07 p.m. The meeting was moved by Library Director Jesse Chance to the Team Room in the Library.

Present: Allen Olsen, Sharon Bryden
Don Carragher, Laura Petit, Library Director Jesse Chance, Fox North and Ellen

Ascienza Family Foundation Funding / Children's Community Garden

The discussion opened with the Ascienza Family Foundation funding extension request and the status of the Children's Community Garden project.

Fox North and Ellen expressed concerns about requesting an extension of the grant, noting that the Children's Community Garden was not completed as originally planned due to other high priority projects coming up this summer. It was noted that the garden is now a top priority and that the project would be relocated closer to the existing community garden area so that it would not interfere with potential future expansion of the Library.

Ellen suggested that the garden fencing incorporate a rounded-edge picket fence and an ADA-compliant arbor to keep the children safely in the garden area. Ellen and Fox also suggested using stock tanks rather than wooden raised beds.

Don discussed materials for the proposed benches and suggested that composite material would be preferable to wood, based on the Library's experience with the first chairs purchased for the outdoor deck project.

The Committee discussed the fact that materials have already been ordered by the solar company. Director Chance expressed concern that the proposed community garden could obstruct the solar company's access for delivery of materials.

Laura Petit questioned whether this would present a problem, noting that the garden could potentially be installed while the Library is awaiting Planning Board approval. She also noted that the project has now been referred to the Zoning Board of Appeals for the Town of Esopus. Jesse said he had been in touch with the Planning Board secretary and would reach out to the Building Inspector to confirm the project was on the ZBA agenda for review.

Grounds Walk-Through and Project Locations

Jesse suggested that the Committee conduct an outdoor walk-through to measure and identify the locations of the proposed Children's Community Garden, the solar installation, and the battery storage shed.

Following the discussion, the Committee went outside to walk the grounds. Jesse pointed out the proposed location of the battery storage shed and measured the area where the proposed Children's Community Garden would be located.

Jesse stated that he would obtain estimated costs for the fencing and other materials from Lowe's and/or Home Depot. He also indicated that he did not anticipate a problem with installing the fencing in December, which would allow Fox to provide the Acienza Family Foundation with a timeline for completion of the grant project.

Director's Report / Vulnerability Assessment Workshop

Jesse expanded on his Director's Report, noting that the Library had been invited to participate in a vulnerability assessment workshop facilitated by Cornell Cooperative Extension and hosted by Town of Esopus on September 30 at 12:30 p.m.

Jesse also reported that he had planted and weeded in front of the garden. (It looks great!)

Sidewalk Repairs

Don reported that he had spoken with Fred Drake regarding replacement of the defective concrete poured last year for the sidewalks. Mr. Drake was seeking three days of availability toward the end of September. The concrete company will provide the replacement concrete at no charge.

Sharon suggested September 29 through October 1 or September 30 through October 2 as possible dates for the work.

Irrigation / Cistern

Jesse reported that he had contacted the irrigation contractor regarding the cistern catch basin and the possibility of using collected rainwater for the garden. The contractor is not available until November.

Don stated that he would investigate a pump solution to move the rainwater from the cistern up to the garden.

Facility Maintenance Plan

The Committee will continue its discussion of the facility maintenance plan at next month's meeting.

Adjournment

The Buildings and Grounds Committee meeting was adjourned at 5:25 p.m.

Respectfully submitted,
Laura Petit

Town of Esopus Library
Board of Trustees Reorganizational Meeting
Wednesday, September 23, 2026 – 6:00 pm

- Call to Order- Sharon Briden
- Introduction and Welcome to new trustees- Board
 - 3-year terms: Larry Decker, Cindy Capraro and Jenna Medenbach
 - Oath of Office
 - Notary Public will swear in and notarize the new members. If a notary public is not available for the meeting, the new trustees will go to the Esopus Town Hall for swearing in and filing with Town Clerk
- Presentation of Slate of Officers for June 2026 to June 2027 – Sharon Briden
- Election of Officers- Sharon Briden
- Adjournment- Elected President

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 40 of 2026**

Credit Card / Financial Tools Policy Update

WHEREAS, the Credit Card / Financial Tools Policy needs to be updated;

WHEREAS, the Governance and Personnel Committee and the Finance Committee offer the attached updated Credit Card / Financial Tools Policy for Board approval;

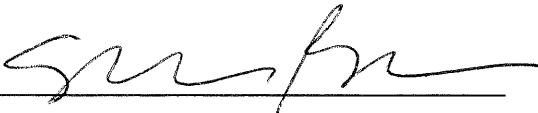
RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Credit Card / Financial Tools Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Elaine Rylance Seconded: Don Carragher

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, September 23, 2026

Approving Signature: 
Sharon Borden, Board President

Financial - Credit Card / Financial Tools Policy

Note: ~~Deleted text~~ is shown with strikethrough. *Inserted text* is shown in italics and red.

Only the Board of Trustees, by a majority vote can approve a new or change an existing bank account, credit card or other financial tool or instrument.

The type of credit card obtained and the number of authorized cardholders/signers for the account will be determined jointly by the library director and the Finance Committee. There will be a credit limit of up to but not exceeding \$10,000. The name on the card will be determined by the issuer as some issuers require an individual name as well as a corporate name.

The Director shall determine which employees will have credit card use. Prior to the receipt of a credit card, each individual must agree to and sign the forms from the issuer. ~~Expenses should be approved by the director prior to use in keeping with the purchasing policy.~~ *Expenses shall be authorized in accordance with the Purchasing/Procurement Policy and the Director's written administrative purchasing procedures. The Director may establish delegated purchasing authority and spending limits for authorized employees.* When a credit card is to be used for a specific purchase by any other employee who has not been designated as a cardholder, it must be ~~signed out with~~ *authorized* by the Director. ~~Unauthorized use or misuse of the card is the personal responsibility of the individual who signs out was authorized to use the card. Unauthorized use of the card is grounds for disciplinary and possibly legal action.~~

All account statements and correspondence will be sent to the Library. ~~When a statement is received, payment is prepared in keeping with the Claims Audit policy.~~ *Credit card accounts, Amazon Business accounts, and other Board-approved purchasing tools shall be reconciled through the Claims Audit process. Each reconciliation shall include the account statement, supporting invoices or receipts, and a voucher prepared in accordance with the Claims Audit Policy.*

The Director may authorize recurring purchasing accounts for designated departments when those accounts are administered in accordance with the Library's written administrative purchasing procedures and reconciled through the Claims Audit process.

Responsibilities: It shall be the responsibility of the Director to ensure compliance with this policy.

Adopted by the Board of Trustees: March 22, 2017

Revised by the Board of Trustees: November 22, 2022

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 39 of 2026**

Claims Audit Policy Update

WHEREAS, The Claims Audit Policy needs to be updated;

WHEREAS, The Governance and Personnel Committee and the Finance Committee offer the attached updated Claims Audit Policy for Board approval;

RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Claims Audit Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Don Carragher Seconded: Larry Decker

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, September 23, 2026

Approving Signature: 

Shaen Br. de Board President

Financial - Claims Audit Policy

Note: Deleted text is shown with strikethrough. *Inserted text* is shown in italics and red.

This policy addresses the review of claims for payment in order to ensure accuracy and validity.

- Claims auditing will be consistent with NYS Office of the State Comptroller's Guide "Improving the Effectiveness of Your Claims Auditing Process" and will be recorded for bookkeeping purposes. Although most payments will be made after the item/services are received, there are some cases in which ~~an advanced payment~~ *advance payment* is required such as for magazine/newspaper subscriptions or ~~for a required advanced payment~~ *other situations requiring advance payment*. The library will make every effort to ensure that vendors requiring advance payment are trusted for the delivery of goods and services or for refunds.
- Claims for payment will be prepared by the staff and ~~audited by the Board~~ *authorized by the Director or the Director's authorized designee and subsequently approved by the Board member designated by the Board of Trustees to conduct the monthly claims audit* in a timely manner to avoid late fees and penalties. Claims may be an invoice from a vendor, a one-time program agreement, a contractual obligation, or an electronic funds transfer approved by the Board. All claims should identify what the charge is for in sufficient detail that a staff member can verify the purchase. A staff member will certify that the material/service has been received or that the required advance payment is to a trusted vendor.
- All claims will be reviewed to ensure that they are valid. All supporting documentation will be attached to the claim. (This package is known as a voucher.) The supporting documentation may include purchase orders, packing slips, memos of understanding program agreements, emails or receipts. The full contract for contractual expenses does not need to be attached to each invoice.
- A cover sheet for the voucher will indicate what items are in the claim package and what expense accounts are being charged. An indication must be made that the goods/services were received (unless it is for an advance payment as noted above). This indication will be on the ~~purchase order~~ *voucher* itself or on a packing slip attached to the purchase order. It may be attested to by the Director or ~~Assistant Director~~ *Director's designee* for things such as contract payments or emergency call-outs.
- The voucher will be ~~reviewed and approved~~ *authorized* first by the ~~Director/Assistant Director~~ *Director or the Director's authorized designee* and then ~~by a member~~ *approved by the Board member designated by the Board of Trustees to conduct the monthly claims audit* of the Board of Trustees prior to payment. *The designated trustee's approval of the voucher shall constitute the Board's claims audit and authorization for payment.* The following claims may be paid prior to ~~an audit~~ *the monthly claims audit* but should be included in the audit process for review: utilities including electricity, water/sewer, telephone and internet service, contract payments, Board-approved electronic fund transfers (EFT) and petty cash disbursements.

- ~~A listing of all vouchers prepared and paid for the month will be presented at the monthly meeting of the Board of Trustees.~~ • *A Monthly Claims Audit Report shall be presented to the Board of Trustees as part of the Director's monthly financial report. The report shall summarize the claims audited and paid during the preceding month and shall serve as the Board's record of expenditures approved through the claims audit process. The report is presented for the information of the Board, and no further action by the Board is required for claims previously approved through the claims audit process.*
- Payment for employee wages do not require an audit through the claims audit process.

Responsibilities It is the responsibility of the Director to ensure compliance of all ordering and payments ~~with~~ under the requirements of this policy

Adopted by the Board of Trustees: March 22, 2017

Revised by the Board of Trustees: September 27, 2022

**RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY
RESOLUTION 41 of 2026**

Financial - Purchasing / Procurement Policy Update

WHEREAS, minor updates are needed in the Financial - Purchasing / Procurement Policy;

WHEREAS, The Governance and Personnel Committee and ^{Finance}~~Financial~~ Committee offer the attached updated Financial - Purchasing / Procurement Policy for Board approval;

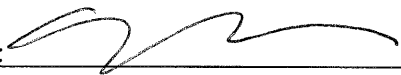
RESOLVED, the Board of Trustees of the Town of Esopus Library accepts the changes to the Financial - Purchasing / Procurement Policy.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Larry Decker Seconded: Jenna Medenbach

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, September 23, 2026

Approving Signature: 

Sharon Briden, Board President

Financial - Purchasing/Procurement Policy

Note: Deleted text is shown with strikethrough. *Inserted text* is shown in italics and red.

Need for this policy: The library shall act to procure products and services at the lowest possible cost, consistent with its needs and with regard to durability, performance, quantity, delivery and service, and in compliance with General Municipal Law 103 and 104-b for applicable purchases.

General:

- Although most purchases will not require bids or quotes, all purchases, bids and contracts must abide by NY State General Municipal Law 103 and 104-b. The texts of these laws are available from New York State website, public.leginfo.state.ny.us. New York State Office of the State Comptroller, Division of Local Government and School Accountability, has also produced a local government management guide called Seeking Competition in Procurement, available from www.osc.state.ny.us/localgov/pubs. Purchases of library materials generally are not subject to competitive bidding regulations.
- The Director shall oversee and ~~approve~~ *authorize* all expenditures according to the approved budget. Purchases of a single item in excess of \$2,000 must be approved by the Finance Committee for the full Board unless an emergency situation exists.
- Purchases must be within the approved budget limits as set by the Board in the annual operating budget, within a received grant or within the limits of a special expenditure approved by the Board. Special expenditures shall be authorized by formal resolution with any required transfer of funds for these purchases through an appropriate transfer of funds from the Board-reserved funds to the operating budget or through a bank loan or through a bond issue.
- *Employees making purchases on behalf of the Library are expected to exercise prudent judgment and responsible stewardship of public funds. When practical, purchases should reflect the best overall value to the Library, considering cost, quality, convenience, and the efficient use of staff time. Staff are expected to make reasonable efforts to obtain needed goods and services in a cost-effective manner.*
- The library is exempt from paying sales tax. All purchases should be made as "tax-exempt."

~~Purchase Orders:- Vouchers~~

~~A purchase order is required for all purchases except the following:-~~ *A voucher shall be prepared for purchases requiring Director authorization and for expenditures presented through the Claims Audit process. Separate vouchers are not required for purchases made through Board-approved purchasing accounts that are reconciled through the Claims Audit process because a voucher will be prepared each time those accounts are reconciled. The current Board-approved purchasing accounts are the Library's credit card, the Library's Amazon Business, and the Ingram account.*

- ~~Contracts or written agreements approved by the Board including contractual agreements with a monthly charge such as lawn care or trash removal~~
- ~~Board approved Electronic Fund Transfers (EFT) (also known as ACH – Automated Clearing House)~~
- ~~Petty cash~~
- ~~Utilities expenses~~
- ~~Regular maintenance of the facility such as fire alarm inspection~~
- ~~Repairs and maintenance requiring immediate action such as a plumbing issue. In this case, the bookkeeper shall be made aware that there is no purchase order for claims audit processing~~

~~Purchase orders Vouchers and supporting documentation~~ are to be kept in a file for access during the claims audit process. Any exceptions, such as items canceled or returned, are to be noted ~~on the purchase order in the voucher package~~ as well.

Authorization:

~~Any staff member may create a Purchase Order. Any staff member may prepare a voucher.~~

~~Purchase orders must be approved by the Director or their designee in the absence of the Director prior to purchasing ordering. Vouchers shall be authorized by the Director or the Director's authorized designee prior to purchase whenever practical. The Director may delegate purchasing authority for specific departments, purchasing accounts, collections, vendors, or categories of expenditure through written administrative procedures.~~

~~If the Director creates the purchase order, a Library trustee must approve.~~

~~Employees designated by the Director to make purchases through approved vendor accounts or purchasing tools may do so within the limits established by the Director's written administrative procedures. Such purchases shall be documented and reconciled through the Claims Audit process.~~

Responsibilities: It shall be the responsibility of the Director to ensure compliance with the requirements of this policy.

Adopted by the Board of Trustees: March 22, 2017

Revised by the Board of Trustees: May 22, 2024

RESOLUTION OF THE BOARD OF THE TOWN OF ESOPUS LIBRARY

RESOLUTION 38 OF 2026

Payment of Claims
August 1, 2026 to August 31, 2026

WHEREAS, the total of all claims for payment, excluding wages and taxes, from August 1, 2026 to August 31, 2026 is \$37,774.49.

WHEREAS, the Board has agreed to purchase all goods and services

WHEREAS, funds from the operating budget will be used to pay these claims

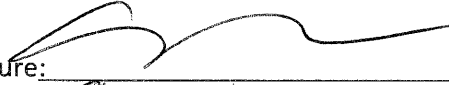
RESOLVED, the Board of Trustees of the Town of Esopus Library accepts and approves the payment of these August 1, 2026 to August 31, 2026 items in the amount of \$37,774.49.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Moved: Larry Decker Seconded: Laura Petit

VOTE: Ayes: 8 Nays: 0 Abstentions: 0 Excused: 1 Absent: 0

Approved by the Board this Wednesday, September 23, 2026

Approving Signature: 
Shaen Briden Board President

Town of Esopus Library
Check Listing
August 2026

Transaction Type	Date	Num	Name	Memo	Clr	Split	Credit
Check	08/05/2026	5878	Eugene Meyers	V26-275	R	A7410.422 & 424 Programming; Teen Programs	300.00
Check	08/10/2026	5879	Holly Shelowitz	V26-268	R	A7410.422 & 424 Programming; Adult - Presenters	450.00
Check	08/11/2026	5930	Bimewater Ice Co.	V26-327	R	A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Utilities; A7410.452 Water & Sewer	52.26
Check	08/11/2026	5926	Amazon	V26-281	R	A7410.412.06 Collection; 6 Print Material - Books; A7410.410 Adult Fiction	334.74
Check	08/11/2026	5931	Amazon	V26-317	R	A7410.422 & 424 Programming; Childrens Programs	139.96
Check	08/11/2026	5927	Amazon	V26-325	R	A7410.412.06 Collection; 6 Print Material - Books; A7410.410 YA Fiction	51.79
Check	08/11/2026	5932	Liberty Security Services	V26-330	R	A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Security System	152.00
Check	08/11/2026	5928	Amazon	V26-326	R	A7410.412.06 Collection; 6 Print Material - Books; A7410.410 YA Non-Fiction	35.53
Check	08/15/2026	EFT	CDPHP	V26-336	R	A7410.12.01 Staff; 4 Employee Benefits; A7410.800 Health & Maj. Med.	3,860.18
Check	08/20/2026	5854	Roger Cohn	V26-228	R	A7410.422 & 424 Programming; Adult Programs	400.00
Check	08/20/2026	5855	Leah Pape	V26-233	R	A7410.422 & 424 Programming; Adult Programs	300.00
Check	08/20/2026	5856	Danlian Kortan	V26-237	R	A7410.422 & 424 Programming; Adult Programs	300.00
Check	08/21/2026	5933	Lorelei Cleroux	V26-358		A7410.437 Professional Expense; A7410.437 Professional Fees; A7410.437 Bookkeeper	641.25
Check	08/21/2026	5947	Amazon	V26-296		A7410.412.06 Collection; 6 Print Material - Books; A7410.410 Adult Non-Fiction	390.04
Check	08/21/2026	5934	Amazon	V26-302		A7410.412.06 Collection; 6 Print Material - Books; A7410.410 Adult Fiction	173.76
Check	08/21/2026	5948	Nina Shengold	V26-328		A7410.422 & 424 Programming; Adult Programs	200.00
Check	08/21/2026	5935	Central Hudson	V26-331	R	A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Utilities; A7410.452 Electric	167.83
Check	08/21/2026	5949	Midwest Tape - Hoopla	V26-332		A7410.412.06 Collection; 7 Electronic Material; A7410.412 E-Content	294.74
Check	08/21/2026	5936	National Business Technologies	V26-338		A7410.23 Equipment; A7410.2439 Printer/Copier	271.22
Check	08/21/2026	5950	Spectrum	V26-340	-Split-		298.86
Check	08/21/2026	5937	Amazon	V26-342		A7410.422 & 424 Programming; Childrens Programs	181.19
Check	08/21/2026	5951	Demo	V26-335		A7410.418 Office & Library Supp; A7410.430 Library Supplies	117.77
Check	08/21/2026	5938	American Heating & Cooling	V26-343	R	A7410.413 Operation & Maint; 13 Repairs	919.80
Check	08/21/2026	5952	Town of Ulster Library	V26-346		A9865 InterLibrary Exp Exchange	13.99
Check	08/21/2026	5939	Central Hudson	V26-347		A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Utilities; A7410.452 Electric	827.32
Check	08/21/2026	5953	Royal Carling Service Co	V26-348		A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Trash	146.75
Check	08/21/2026	5940	Visa	V26-349	-Split-		1,719.71
Check	08/21/2026	5954	Ulica National Insurance Group	V26-350		A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Property Insurance	16,537.86
Check	08/21/2026	5941	Little Loft Bakeshop, LLC	V26-351		A7410.422 & 424 Programming; Teen Programs	250.00
Check	08/21/2026	5955	Icon Elevator Inspection	V26-352		A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Elevator	295.00
Check	08/21/2026	5942	Amazon	V26-341	-Split-		148.24
Check	08/21/2026	5956	Amazon	V26-353		A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Custodial Supplies	86.54
Check	08/21/2026	5943	Olis Elevator Company	V26-354		A7410.413 Operation & Maint; 16 Oper/Maint - non-repair; A7410.452 Elevator	824.19
Check	08/21/2026	5957	American Heating & Cooling	V26-355		A7410.413 Operation & Maint; 13 Repairs; A7410.413 HVAC Repairs	1,409.62
Check	08/21/2026	5944	Eastern VSP, Inc.	V26-356		A7410.12.01 Staff; 4 Employee Benefits; A7410.800 Health & Maj. Med.	89.04
Check	08/22/2026	5817	Nutty Scientists Hudson Valley	V26-163	R	A7410.422 & 424 Programming; Childrens Programs	375.00
Check	08/25/2026	5959	Barbara Wurtz	V26-357	R	A7410.12.01 Staff; 4 Employee Benefits; A7410.800 Health & Maj. Med.	223.23
Check	08/31/2026	EFT	Wage Works - Admin	V26-363	R	A7410.12.01 Staff; 4 Employee Benefits; A7410.800 Health & Maj. Med.	36.00
Check	08/31/2026	EFT	Wage Works - Care Card	V26-334	R	A7410.12.01 Staff; 4 Employee Benefits; A7410.800 Health & Maj. Med.	4,759.06
Check	08/31/2026	5960	Friends of the Town of Esopus Library	V26-262	-Split-		310.44

Friday, Sep 04, 2026 12:07:04 PM GMT-7

Friends - 310.44
\$37,774.49

Year August 2026

Town ofopus Library
Voucher Log

Voucher	Vendor	Initials	Invoice Ending	Audit Signature	Audit Date	AMT
V26-327	Comcastee Jee	MB	6061- ~~100~~		8/5/26	~~83.64~~ 5226 MB
V26-328	Yara Jewell	MB	August		8/12/26	290.00
V26-329	Friends of the Library	MB	exchanging		8/5/26	505.00
V26-330	Sparks Library Service	MB	5th Aug 26		8/5/26	162.00
V26-331	Central Network-Digital	MB	9004		8/12/26	167.83
V26-332	Apple-Midwest Tower	MB	0919		8/12/26	294.74
V26-333	Norden Security/Alarm Link	MB	6072		8/12/26	36.00
V26-334	Wahkiakum-Security/Alarm	MB	7902		8/12/26	2641.86
V26-335	Demco	LMS			8/25/26	117.77
V26-336	CDMP - August 2026	MB	5132		8/12/26	380.18
V26-337	Bob Pitt - Furniture	MB	LOA		8/12/26	100.00
V26-338	Thermal Bio-Jackets	MB	8172		8/12/26	271.22
V26-339	Stephen Jewell	MB	LOA		8/12/26	100.00
V26-340	Spectrum Services	MB	60126		8/12/26	298.86
V26-341	Amazon-Office Supplies	MB			8/12/26	148.24
V26-342	Amazon Programming	CS				181.19
V26-343	American Heating	MB	29044		8/12/26	919.80
V26-344	Ingram	CS				168.71
V26-345	Ingram	CS				76.63
V26-346	Don H. Miller Plumbing	MB	-		8/25/26	13.99
V26-347	Central Plumbing	MB	2100987145		8/25/26	827.32
V26-348	Royal Cleaning Service	MB	20018041911000		8/25/26	146.75
V26-349	Via	MB			8/25/26	1919.91
V26-350	Mica Mechanical Shop	MB	36972		8/25/26	16539.88
V26-351	Julie Day Partnership	MB	LOA		8/25/26	250.00

LOA- Don H. Miller

Year August 2026

Town of opus library
Voucher Log

Voucher	Vendor	Initials	Invoice Ending	Audit Signature	Audit Date	Amount
V26-352	Don Devito's Structures	MP	772		8/25/26	295.00
V26-353	Amazon - ~~subscribed~~ ^{renewal}	MP			8/25/26	86.54
V26-354	Otis Elevator - maintenance contract	MP	26788		8/25/26	824.19
V26-355	American Medical's Uniforms	MP	129596		8/25/26	1409.62
V26-356	Eastern Vision Photo Print	MP	0076		8/25/26	89.04
V26-357	Barkley A. Murtz	MP	357		8/25/26	223.23
V26-358	Amelia Henry - ~~Grand Supplies~~ ^{Grand Supplies}	MP	125		8/25/26	641.25
V26-359	Amazon - ~~Grand Supplies~~ ^{Grand Supplies}	MP			9.2.26	37.39
V26-360	Amazon - ~~Grand Supplies~~ ^{Grand Supplies}	MP			9.2.26	88.39
V26-361	Offert Jackson Brown	MP	LOA		9.2.26	100.00
V26-362	Offert Jackson Brown	MP			9.2.26	310.44
V26-363	Willie Winks	MP	8611		9.2.26	26.00
V26-364	Willie Winks	MP			9.2.26	4639.78
V26-365	Amazon - YA fic	MP			9.2.26	71.42
V26-366	Amazon - YA non-fic	MP			9.2.26	46.05
V26-367						
V26-368						
V26-369						
V26-370						
V26-371						
V26-372						
V26-373						
V26-374						
V26-375						
V26-376						

LOA = letter of approval

SEP 14 2026