Town of Esopus Library
Sustainability Committee Meeting Minutes
March 11, 2020

Present: Gilbert Ramos, Jennifer Russell, and Rhea Paniesin

Jennifer added data to the Green Business Partnership (GBP) program. Solar still needs to be added.

We discussed the slides that Gilbert made.

MHLS offered to help us get GBP certified. Can we think of a way for them to do so?

What are the next steps after GBP Certification?
- Figure out solar and electric workings and charges
- Electric Car charging station
- Pond updates and a pollinator garden with Buildings & Grounds
- Assist R&D Committee regarding LED Lighting

Rhea to research NYSERDA Charge Ready Rebate: They are not accepting applications until further notice.

Respectfully submitted by Rhea Paniesin

Town of Esopus Library
April Board of Trustees Meeting
Wednesday, April 22, 2020

Agenda

Call to order   Susan Leiching

Approval of February Board Meeting Minutes

Public Comment   Public

Treasurer's Report/Finance Committee   Jill Abrahamsen

Director's Report   Brooke Dittmar

Friends' Report   Susan Leiching

Committees

1. Buildings, Grounds and Sign, Jim Fitzmorris and Bob Santiago
2. Governance and Personnel, Susan Leiching
3. Research and Development, Anne O'Neill
4. Trustee Training Committee, Gilbert Ramos
5. Sustainability Committee, Rhea Paniesin

Training Session

Adjournment

Resolutions:

2020-12 – Personnel Actions – Timothy Bruck and Margaret Gentile

2020-13 – Payment of February Claims

2020-14 – Payment of March Claims

2020-15 – Compensation to Library Employees during COVID19 Pandemic

2020-16 – Postponement of Annual Trustee and Budget Vote

2020-17 – Annual Report to NY State Library

Town of Esopus Library
March Board of Trustees Meeting
Wednesday, March 25, 2020

Agenda

Call to order   Susan Leiching

Approval of February Board Meeting Minutes

Public Comment   Public

Treasurer's Report/Finance Committee   Jill Abrahamsen

Director's Report   Brooke Dittmar

Friends' Report   Susan Leiching

Committees

1. Buildings, Grounds and Sign, Jim Fitzmorris and Bob Santiago
2. Governance and Personnel, Susan Leiching
3. Research and Development, Anne O'Neill
4. Trustee Training Committee, Gilbert Ramos
5. Sustainability Committee, Rhea Paniesin

Training Session

Adjournment

Resolutions:

2020-12 – Personnel Actions – Timothy Bruck and Margaret Gentile

2020-13 – Payment of February Claims

2020-14 – Payment of March Claims

2020-15 – Compensation to Library Employees during COVID19 Pandemic

2020-16 – Postponement of Annual Trustee and Budget Vote

2020-17 – Annual Report to NY State Library

Town of Esopus Library
Buildings and Ground/Sign Committee

March 13, 2020

Present: John Miller, Brooke Dittmar

We met on the Zoom online platform.

Before the library closed from the pandemic, Jim Fitzmorris was planning to talk with the ditch digger about whether he will be available to do the work for the sign electrical installation, now that it has been several months since he took the big job that was going to get in the way of digging last fall. We have not yet heard back from Jim about this.

Folks from last year's Community Garden have started to garden the same plots they had last year. There are strict requirements of one family group in the garden at a time.

Our landscaper has done some spring cleanup.

The next meeting will be on Monday, May 11th.

It goes without saying (but I'll say it anyway) that managing the library and staff have been extremely different this past month. Just as for us all in our personal lives, it seems like one moment life at the library was going along as usual, looking forward to the awakening of spring activities and chores, then the next day all was far from usual. We transitioned well into the closing/work at home, which means that we figured out how to do necessary tasks while staying safe and adhering to strict social distancing, while creating a new rhythm. I will give you an overview of how we are accomplishing some tasks and creating content and programs for the patrons enjoyment.

One goal we have, is to go to the library as rarely as possible, the second goal- when it is necessary to go to the library, we each go when no other person is there. If we need to go, we email each other with the time and day that we will be going. Still, we rarely are in the library.

We have engaged our Accountant and his wife, Brian and Laura Pickard, to manage our Quick Books entries, as our former Account Clerk was unable to continue working under the current conditions. To accommodate this, considering social distancing mandates, we have shifted to Quick Books Online, which we can each access remotely. Our 'saved reports' (in QB) did not upload to the new version when the other account information was uploaded, so the reports that you receive for review every month needed to be recreated. You will see that they do have a different look, and that the journal entries for the 2 payroll periods are on separate sheets.

Our newest Library Clerk hire, Tim Bruck, picks up the mail once a week, and once he is gone from the library, Jenn goes in to review the mail, and start the vouchers for bills that have come in. Twice a month she will send the vouchers to Laura (uploading them to a portal), who will enter the payments into QB, in preparation of check printing. A Trustee will go to the library and sign the vouchers twice a month, as before, then Jenn will print and mail the checks. The social distancing between Jenn and the Trustee can take place in a number of ways, the absolute safest way being for Jenn to put the vouchers and voucher log outside the library door, for the Trustee to pick up, and take them to their car or one of our outside benches to review and sign. A second way to accomplish the Trustee signing of the vouchers would be for Jenn to leave the vouchers, etc., on a table in the library, and to leave the door cracked open for the Trustee to enter. Jenn would be either in the Account Clerk's office or the processing room, and should not be approached. Your masks should be worn when in the library together. If there are questions pertaining to the vouchers, a distance of at least 6 feet should be adhered to while communicating.

I will schedule the upcoming Board meeting to open at 5:30, so that we can deal with any problems in accessing the Zoom platform, unless you know of the problem ahead of time, and we can work on it a day or so in advance. Anybody that wants to otherwise come in early, is welcome. We can talk a bit about the changes in our lives, or whatever, for a while before the 6:00 start time. Tim will attend the beginning of the meeting, to meet you all. He only worked for a week or so before we closed the library. He's been doing some research for blog posts (which is now part of our newly updated website), helps

with the website, is taking trainings and classes (some through platforms that the library provides to all patrons) and is providing book reviews for books that he has read during this time. All of the staff is working hard.   It became clear shortly after the closing that we would need to put a lot of energy into changing our offerings to an online platform. You may have accessed the website at https://www.esopuslibrary.org or used a link in our Constant Contact e-Newsletter to participate in some of the activities. Examples include adult programs, such as Trivia and Guided Meditation. The leader of the meditation allowed us to record her session, and to offer it "on demand" on the website. Alex is doing online story times, and Brian is managing the online meetings for the Esopus Artists' meeting, so that they can connect to talk some while doing their painting at their individual homes. Log onto the website to see many more opportunities and offerings.

You will see from one of the resolutions that we are postponing the Trustee election and budget vote. We are hoping to have it in the fall. All of the Trustees whose positions are up for election have agreed to stay on the board until that election occurs.

I have not attempted to begin the process of getting the sign installed, as I feel that the need for social distancing would make it an extremely cumbersome and ineffective process. Jim will be contacting the person that we originally planned to use for the electrical installation and digging of the ditch for that electricity line, to see if he has completed the large project that pulled him away from committing to our project last fall. We just received another $500.00 donation, from The Bank of Green County. We can thank Gilbert for that! He has been very persistent. Thank you, Gilbert!

The Community Garden is being worked by some of the folks that gardened last year. We are not approaching it as a group this year, as it would be impossible to do projects and pot lucks together. We may be able to get a load of compost this year, but people will work with it individually. Steph Hinkey, from the Church Communities, has offered to provide plant starts for us again this year.

Town of Esopus Library
Finance Committee

April 9, 2020
(2nd Thursday at 4:30pm)

Attendance: Jill Abrahamsen, Brooke Dittmar, Rhea Paniesin, John Miller and Susan Leiching.

The April Finance Committee meeting was held via Zoom.
The payment of claims for the month of March was reviewed and discussed by the Finance Committee and a resolution for approval will be presented to the Board at the April Board meeting on April 22nd. A resolution regarding compensation to library employees during the COVID19 pandemic will also be presented at the April Board meeting. Brooke will continue to formulate the budget for 2021. A discussion was had regarding the budget for 2021 and whether we should be asking for any increase in the budget or continue at the current level for 2021.

The next meeting of the Finance Committee will meet on May 14th at 4:30pm.

Submitted by Jill Abrahamsen

Town of Esopus Library
Governance and Personnel Committee

April 14, 2020
(2ⁿᵈ Tuesday, @ 5pm)

Attendance: Susan Leiching, Brooke Dittmar, Rhea Paniesin and Don Carragher
Absent: John Miller

The Committee met via Zoom. We reviewed the resolution to postpone the budget and board elections to the fall or at least two months after the library has opened. The resolution will be presented at the next Board meeting.

Meeting adjourned at 5:40 pm

Respectfully submitted,
Susan Leiching

Next meeting is May 12, 2020

Town of Esopus Library
Research & Development Committee

April 8, 2020

The Research and Development Committee meeting was conducted by email due to library closing because of COVID- 19. An update was sent by Jennifer Russell as follows:

1. The Bank of Greene County approved a $500 donation to the digital sign project. This was part of Gilbert's efforts to contact local businesses. The digital sign looks like the best thing to apply for this year for the Construction Aid grant.
2. We received the Stewart Holiday Match grant for $800 which is earmarked for the children and teen programs (Summer Reading Program).
3. The Radio Show: Arts Mid-Hudson sent a form asking for updates on the project in relation to COVID-19.   We are planning to move forward as it is scheduled for July 31. If this changes, we need to let them know.

Next meeting is scheduled for Wednesday, May 13, 2020 at 4:00PM

Respectfully submitted,
Anne O'Neill

Town of Esopus Library

Sustainability Committee

The Sustainability Committee did not meet in the month of April.

Respectfully submitted,
Rhea Paniesin

Next meeting is scheduled for May 13, 2020 at 5:30pm

Town Of Esopus Library

Trustee Training Committee

April 10, 2020

The Trustee Training Committee did not meet. Trustee Training will not be held at the April Board Meeting on April 22, 2020.

Respectfully submitted,
Gilbert Ramos, Chairperson

Next meeting is May 8, 2020

Town of Esopus Library
Annual Report For Public And Association Libraries - 2019

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, 2019, 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	01/01/2019
1.7	Ending Fiscal Reporting Year	12/31/2019
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	01/01/2019
1.12	Ending Local Fiscal Year	12/31/2019
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)	esopuslibrary.mail@gmail.com
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.esopuslibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	9,041
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Special Legislative District

1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> 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	
1.36b	President/CEO Phone Number	
1.36c	President/CEO Email	

NOTE: For questions 1.37 through 1.44, report all information for the <u>current</u> 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	Is the library a member of the New York State and Local Retirement System?	Y
1.46	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.47	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (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 1.48.	Y

Public Votes/Contracts

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/2019)	06/04/2019
4.	Was the vote successful? Y/N	Y
5.	What type of public vote was it?	budget vote (special legislative district public library only)
6a.	Most recent prior year approved appropriation from a public vote:	$347,390

6b.   Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: $27,382

6c.   Total proposed appropriation (sum of 6a and 6b): $374,772

This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.48   Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2019) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.49.   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

1.49   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 1.50.   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

Unusual Circumstances

1.50	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.	N

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 (2.1-2.22) 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	6,777

2.2	Adult Non-fiction Books	8,962
2.3	Total Adult Books (Total questions 2.1 & 2.2)	15,739
2.4	Children's Fiction Books	4,360
2.5	Children's Non-fiction Books	1,534
2.6	Total Children's Books (Total questions 2.4 & 2.5)	5,894
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	21,633

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	408
2.10	All Other Print Materials	1,758
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,166
2.12	Total Print Materials (Total questions 2.7 and 2.11)	23,799

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	14,418
2.14	Local Electronic Collections	17
2.15	NOVELNY Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	33
2.17	Audio - Downloadable Units	4,507
2.18	Video - Downloadable Units	477
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.)	42

| 2.20 | Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) | 19,477 |

Non-Electronic Materials

2.21	Audio - Physical Units	2,045
2.22	Video - Physical Units	3,378
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	87
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	5,510

Serials/Additions to Holdings

| 2.25 | **GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24) | 48,786 |

CURRENT SERIAL SUBSCRIPTIONS

| 2.26 | Current Print Serial Subscriptions | 35 |

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	618
2.28	All Other Print Materials	1
2.29	Electronic Materials	882
2.30	All Other Materials	1,100
2.31	Total Additions (Total questions 2.27 through 2.30)	2,601

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Borrowers/Visits/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 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)	64,360
3.2	Registered resident borrowers	4,168
3.3	Registered non-resident borrowers	4

Please report information on WRITTEN POLICIES as of 12/31/19.

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 12/31/19.

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

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

LIBRARY SPONSORED PROGRAMS

3.17	Adult Program Sessions	504
3.18	Young Adult Program Sessions	96
3.19	Children's Program Sessions	257
3.20	All Other Program Sessions	53
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	910
3.22	One-on-One Program Sessions	11
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Adult Program Attendance	5,266
3.25	Young Adult Program Attendance	579

3.26	Children's Program Attendance	4,279
3.27	All Other Program Attendance	946
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	11,070
3.29	One-on-One Program Attendance	11

Please report information on SUMMER READING PROGRAMS for the 2019 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 2019 (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	99
3.33	Young adults registered for the library's summer reading program	5
3.34	Adults registered for the library's summer reading program	21
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	125
3.36	Children's program sessions - Summer 2019	56

3.37	Young adult program sessions - Summer 2019	43
3.38	Adult program sessions - Summer 2019	97
3.39	Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)	196
3.40	Children's program attendance - Summer 2019	1,175
3.41	Young adult program attendance - Summer 2019	240
3.42	Adult program attendance - Summer 2019	1,115
3.43	Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)	2,530

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)	3
3.51	Total Collaborators (total 3.44 through 3.50)	4

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

EARLY LITERACY PROGRAMS

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

Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

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

| a. | Focus on birth - school entry (kindergarten) | No |
| b. | Focus on parents & caregivers | No |

c.	Combined audience	Yes
d.	N/A	No

3.54 - Number of sessions

a.	Focus on birth - school entry (kindergarten)	0
b.	Focus on parents & caregivers	0
c.	Combined audience	126
d.	N/A	0
3.55	Total Sessions	126

3.56 - Attendance at sessions

a.	Focus on birth - school entry (kindergarten)	0
b.	Focus on parents & caregivers	0
c.	Combined audience	2,441
d.	N/A	0
3.57	Total Attendance	2,441

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 2019 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 2019 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 2019 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	31
3.79	Total one-on-one program sessions	12
3.80	Total group program attendance	141
3.81	Total one-on-one program attendance	12
3.82	Did your library offer teen-led activities during the 2019 calendar year?	Y
3.83	Did your library offer teen-led activities during the 2018 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	11,534
4.2	Adult Non-fiction Books	9,632
4.3	Total Adult Books (Total questions 4.1 & 4.2)	21,166
4.4	Children's Fiction Books	9,419
4.5	Children's Non-fiction Books	2,415
4.6	Total Children's Books (Total questions 4.4 & 4.5)	11,834
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	33,000

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	20,646
4.9	Circulation of Children's Other Materials	2,638
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	23,284
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	56,284

ELECTRONIC USE

4.12	Use of Electronic Material	6,933
4.13	Successful Retrieval of Electronic Information	3,686
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	10,619
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	63,217
4.16	Total Collection Use (Total questions 4.13 & 4.15)	66,903
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	14,472

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	5,288
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	16,479

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	9,802

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2019.

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	25,755
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)	.85
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	3.11
6.11	Vacant Other Staff	.68
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	4.96
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.68

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	.85
6.15	Salary - Entry Level Librarian (certified)	$47,861
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	$73,096
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	$0

7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

Report all information as of December 31, 2019. Please click here to read general instructions before completing this section.

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

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

7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y

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

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

7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 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   Y
        facilitate access to information.

11.   Provides access to current library information in
        print and online, facilitating the understanding of
        library services, operations and governance;   Y
        information provided online shall include the
        standards referenced in numbers (1) through (5)
        above.

12.   Employs a paid director in accordance with the   Y
        provisions of Commissioner's Regulation 90.8.

13.   Provides library staff with annual technology
        training, appropriate to their position, to address   Y
        community needs, as outlined in the library's
        long-range plan of service.

14.   Establishes and maintains partnerships with
        other educational, cultural or community
        organizations which enable the library to address Y
        the community's needs, as outlined in the
        library's long-range plan of service.

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 <u>two</u> decimal places.

8.6	Minimum Weekly Total Hours - Main Library	46.50
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	46.50
8.10	Annual Total Hours - Main Library	2,418.00
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)	2,418.00

9. SERVICE OUTLET INFORMATION

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

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

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

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	esopuslibrary.mail@gmail.com
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	2,418
16.	Number of Weeks This Outlet is Open	52
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	20
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	2007
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2007
25.	Square footage of the outlet	9,100

26.	Number of internet computers at this outlet used by general public	14
27.	Number of uses (sessions) of public Internet computers per year	5,596
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	Other (specify using the State note)
33.	Number of wireless sessions provided by the library wireless service per year	6,614
34.	Does the outlet have interactive videoconferencing capability for public use?	N
35.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
36.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
37.	Does your **outlet** have a Makerspace?	N
38.	*LIBID*	3200625270
39.	*FSCSID*	NY0266
40.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0
41.	*Outlet Structure Status*	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2019. 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, 2019 to December 31, 2019)   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, 2020. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 First Name   Susan

10.10	Last Name	Leitching
10.11	Mailing Address	29 Highland Rd.
10.12	City	Ulster Park
10.13	Zip Code (5 digits only)	12487
10.14	Phone (enter 10 digits only)	(845) 331-6774
10.15	E-mail Address	briarstone@hvc.rr.com
10.16	Term Begins - Month	June
10.17	Term Begins - Year (yyyy)	2017
10.18	Term Expires - Month	June
10.19	Term Expires - Year (yyyy)	2020
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	06/07/2017
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/07/2017
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 bibliostat@btol.com.

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

3.	Last Name of Board Member	Santiago
4.	Mailing Address	P.O. Box 687
5.	City	Port Ewen
6.	Zip Code (5 digits only)	12429
7.	E-mail address	robertsantiago1242@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2018
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2021
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. 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	06/07/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/07/2017
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Jill
3.	Last Name of Board Member	Abrahamsen
4.	Mailing Address	4 Rodmans Ln
5.	City	Ulster Park

6.	Zip Code (5 digits only)	12487
7.	E-mail address	jabrahamsen@hvc.rr.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2017
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2020
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	06/15/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/15/2017
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Jim
3.	Last Name of Board Member	Fitzmorris
4.	Mailing Address	433 Swartekill Rd
5.	City	Highland
6.	Zip Code (5 digits only)	12528
7.	E-mail address	fitzmorris7@hotmail.com
8.	Office Held or Trustee	Trustee

9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2018
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2021
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/07/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/07/2017
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Donald
3.	Last Name of Board Member	Carragher
4.	Mailing Address	1608 State Route 213
5.	City	Ulster Park
6.	Zip Code (5 digits only)	12487
7.	E-mail address	domhail@email.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2019
11.	Term Expires	June

12.	Term Expires - Year (yyyy)	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/26/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/26/2019
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Gilbert
3.	Last Name of Board Member	Ramos
4.	Mailing Address	P.O. Box 385
5.	City	Rifton
6.	Zip Code (5 digits only)	12471
7.	E-mail address	ramo210@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2019
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and	Yes

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

14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/26/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/26/2019
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	John
3.	Last Name of Board Member	Miller
4.	Mailing Address	P.O. Box 968
5.	City	Port Ewen
6.	Zip Code (5 digits only)	12466
7.	E-mail address	milljem9@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2017
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2020
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	06/15/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/05/2017
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Anne
3.	Last Name of Board Member	O'Neill
4.	Mailing Address	33 Riverview
5.	City	Port Ewen
6.	Zip Code (5 digits only)	12466
7.	E-mail address	anniegirl0508@yahoo.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2018
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2021
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/06/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/06/2018

16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Rhea
3.	Last Name of Board Member	Paniesin
4.	Mailing Address	557 Broadway Apt 22C
5.	City	Port Ewen
6.	Zip Code (5 digits only)	12466
7.	E-mail address	rhea.paniesin@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2019
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/26/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/26/2019
16.	Is this a brand new trustee?	N

Trustee Education

1. Trustee Name   John Miller

2. Has the trustee participated in trustee education
in the last calendar year (2019)? Y

1. Trustee Name   Rhea Paniesin

2. Has the trustee participated in trustee education
in the last calendar year (2019)? Y

1. Trustee Name   Robert Santiago

2. Has the trustee participated in trustee education
in the last calendar year (2019)? Y

1. Trustee Name   Jill Abrahamsen

2. Has the trustee participated in trustee education
in the last calendar year (2019)? Y

1. Trustee Name   Gilbert Ramos

2. Has the trustee participated in trustee education
in the last calendar year (2019)? Y

1. Trustee Name   Susan Leiching

2. Has the trustee participated in trustee education
in the last calendar year (2019)? Y

1. Trustee Name   Jim Fitzmorris

2. Has the trustee participated in trustee education
in the last calendar year (2019)? Y

1.	Trustee Name	Don Carragher
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

1.	Trustee Name	Anne O'Neill
2.	Has the trustee participated in trustee education in the last calendar year (2019)?	Y

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State Aid

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	$347,397
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 City Schools
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	$3,567
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**	$358,964

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	$2,651
11.4	Central Library Aid (CLDA and/or CBA)	$0
11.5	Additional State Aid received from the System	$0
11.6	Federal Aid received from the System	$0
11.7	Other Cash Grants	$963
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$3,614

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	$68,335
11.15	Fund Raising	$408
11.16	Income from Investments	$4,996
11.17	Library Charges	$9,679
11.18	Other	$1,258
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$84,676
11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$447,254
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 2019 (Same as	$53,142

Question 12.40 of previous year if fiscal year has not changed)

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41) $500,396

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance/Miscellaneous

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	$120,937
12.2	Other Staff	$98,961
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$219,898
12.4	**Employee Benefits Expenditures**	$93,470
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$313,368

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$10,057
12.7	Electronic Materials Expenditures	$2,937
12.8	Other Materials Expenditures	$750
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$13,744

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)	$5,469
12.14	From Other Funds (72OF)	$0
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$5,469
12.16	Other Disbursements for Operation & Maintenance of Buildings	$44,265
12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$49,734

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$4,199
12.19	Telecommunications	$5,228
12.20	Binding Expenses	$0
12.21	Postage and Freight	$245
12.22	Professional & Consultant Fees	$8,847
12.23	Equipment	$6,132
12.24	Other Miscellaneous	$13,691
12.25	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	$38,342

Contracts/Debt Service/Transfers/Grand Total

12.26	**CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$10,339

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.27   From Local Public Funds (73PF) $0

12.28   From Other Funds (73OF) $0

12.29   **Total** (Add Questions 12.27 and 12.28) $0

Other Loans

12.30   Budget Loans (Principal and Interest) $0

12.31   Short-Term Loans $0

12.32   **Total Debt Service** (Add Questions 12.29, 12.30 and 12.31) $0

12.33   **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) $425,527

TRANSFERS

Transfers to Capital Fund

12.34   From Local Public Funds (76PF) $0

12.35   From Other Funds (76OF) $0

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

12.37   **Transfer to Other Funds** $0

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

12.39   **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38) $425,527

12.40   BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019 $74,869

12.41 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) $500,396

ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).   03/25/2020

FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy)   01/31/2020

12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)   01/01/2019-12/31/2019

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

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

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

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources $0

13.2 All Other Revenues from Local Sources $0

13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) $0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction $0

13.5 Other State Aid $0

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

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** $0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.36) $0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) $0

13.10 **NON-REVENUE RECEIPTS** $0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) $0

13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019 (Same as Question 14.11 of previous year, if fiscal year has not changed) $89,458

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) $89,458

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1 Construction $0

14.2 Incidental Construction $0

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)	$0
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)	$0
14.11	**BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2019	$89,458
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$89,458

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	1.85
16.2	Total Librarians	1.85
16.3	All Other Paid Staff	3.79
16.4	Total Paid Employees	5.64
16.5	State Government Revenue	$2,651
16.6	Federal Government Revenue	$0

16.7	Other Operating Revenue	$85,639
16.8	Total Operating Revenue	$447,254
16.9	Other Operating Expenditures	$98,415
16.10	Total Operating Expenditures	$425,527
16.11	Total Capital Expenditures	$0
16.12	Print Materials	22,041
16.13	Total Registered Borrowers	4,172
16.14	Other Capital Revenue and Receipts	$0
16.15	Total Number of Internet Terminals Used by the General Public	14
16.16	Total Uses (sessions) of Public Internet Computers Per Year	5,596
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	6,614
16.18	Total Capital Revenue	$0

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!	