

Town of Esopus Library  
March Board of Trustees Meeting  
Wednesday March 29, 2023

**Agenda**

Call to order	Don Carragher
Approval of February Board Meeting Minutes and March Emergency Board Meeting Minutes	
President's Word	Don Carragher
Public Comment	Public
Treasurer's Report/Finance Committee	Reggie Heffernan
Interim Manager's Report	Shannon Powell
Friends	Susan Leiching
Committees	
1. Buildings and Grounds – Larry Decker	
2. Governance and Personnel / Trustee Training – Nancy Beranek	
3. Sustainability, Research and Development – Don Carragher	

Adjournment

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Resolutions:

- 2023-14 – Payment of February Claims
- 2023-15 – Annual Report to NYS Library
- 2023-16 – Exceed Tax Cap in 2024
- 2023-17 – Public Relations Policy Update
- 2023-18 -- Removal of Release of Public Statements by the Board Policy
- 2023-19 -- Exhibits and Posting Policy Update

Town of Esopus Library

Buildings and Grounds Committee

March 13, 2023

4:30 pm

Attending: Larry Decker, Nancy Beranek, Don Carragher, Shannon Powell and Elaine Jaffe

Absent: Laura Lauria

Discussed the results of the latest water inspection concern and the leaking of the water feed causing lower water pressure. Don will be looking into having Cross Connections (Backflow specialists) come to fix the problem.

Discussed dropping W&M Inspection Co. from Westchester that was set up 8 years ago and returning to K&W Inspection Co.

K&W is scheduled to come on March 23<sup>rd</sup>.

Shannon brought Fire Inspection list of deficiencies that needs to be addressed. (example: Cleaning dust from water sprinklers).

Discussed the garden and the lottery to select 18 plot holders. All plots will be filled as there are more requests than plots. Undecided on what to do about the two raised gardens and possibly reconfiguring top enclosures.

We plan to move forward with the shed idea. We will include Pat Frank & Deborah Nickerson in the planning.

Don brought up the pollinating garden we were planning and the question of, why we weren't able to receive the Restoration Grant...where did we go wrong?

Discussed preparing a list of cleaning jobs for Terry McKeivitt of Shamrock Cleaners.

The next Building and Grounds meeting is scheduled for April, 10, 2023 at 4:00 pm

Submitted, Larry Decker



## Director's Report – March 2023

- **Building:**

- Our water meter was read on 3/2/2023, and it was reported that the backflow was leaking. KW Cross Connect is coming to inspect and recommend service on 3/23/23. This is a return to the local company (also the recommended vendor), who had serviced our unit in years past, rather than a Westchester company who had more recently been used.
- We received 19 applications for the Community Garden this year, including a number of new applicants. Without programming utilizing the side raised beds, we were able to accommodate all applicants with a plot without needing to do a lottery.
- The B&G committee has been introduced to the garden managers (Pat & Deborah) and communications have been initiated about a potential shed or barn for tool storage for the gardening season.
- The building closed on 2/27 and 3/14 due to snow.

- **Programming:**

- On 03/06/2023, the Esopus Business Alliance met in the Community Room. This mixer offered a presentation on Ulster County Green Business Champions Program. It was the first EBA in-person mixer offered at the library since pre-pandemic days. The Town of Esopus Library is a member of the Esopus Business Alliance, and they are looking for someone from our organization to attend their monthly mixers if anyone is interested.
- The Ulster County Photo Club currently has their "Greatest Shots" on display in the Duck Pond Gallery. They were able to hold their (rescheduled for weather!) reception on March 11<sup>th</sup>.
- For kids during spring break, we will be offering two great programs in addition to our normal story times: Hudson Valley Reptile & Rescue will be bringing along some reptiles and amphibians on Wednesday, April 5<sup>th</sup>. On Saturday, April 8<sup>th</sup>, a local wellness coach will be doing a program about mindfulness and energy with take-home crystals for those who participate.
- For adults, we have a Learning to Kayak Program upcoming on April 20<sup>th</sup>. We also have an Intro to Beekeeping program on April 29<sup>th</sup>. These programs are free and welcome for all ages.

- **Resources**

- The library has reinstated its subscription with the movie licensing service, Swank. This enables us to resume movie nights in-house!
- The library has purchased the most requested museum passes for the Guggenheim Museum, the Maritime Museum and Boscobel. These passes will be eligible for Esopus patrons to check out from our library only, and will not be available on the TixKeeper website. When we receive the physical passes we will make a brochure informing patrons of their availability, and thanking our Friends group for their annual donation which made funding these tickets possible.
- The library has purchased a Nintendo Switch for the teen room to replace the Wii system that was purchased in 2007. The intent is to offer "pizza game nights"

exclusive to teens, and we will again thank our Friends group for the annual donation which makes funding this activity possible.

- **Personnel**

- Patrons frequently inquire if the library has a notary, as there was one previously on staff. Our circulation clerk, Janet, was previously a paralegal and a notary in both Rhode Island and New Jersey, and has stated she will take the necessary test to offer this service once again at the Town of Esopus Library.
- Barbara and I are currently signed up for the Empowering Library Practice Through Effective Boundary Setting training 3/29 and 3/31 offered on Zoom by the Empire State Library Network.
- Laura continues to work on our website, ensuring that we are moving towards being compliant with regulations as far as posting Board Meeting Packets and library policies. She has made a duplication of our page to edit while our current page remains in operation. We will be scheduling a special meeting to go over the outline of the new webpage when it is completed.

Attached, please find the Annual Report, which was submitted to Mid-Hudson Library System on 2/15/2023, and sent to the state.

Respectfully submitted,



Shannon Powell  
Interim Manager

# TOWN OF ESOPUS LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

### February 27, 2023

**Board Members Present:** Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Susan Leiching, Don Carragher, Larry Decker, Elaine Rylance, Laura Lauria, Elaine Jaffe

**Board Members Excused:**

**Board Members Absent:**

**Staff Present:** Shannon Powell, Mary Garraty

**Guest:** Jennifer Russell

#### **I. CALL TO ORDER –**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 5:06 p.m.

Don asked if everyone approved the agenda. Everyone agreed it was fine. A resolution was added to the agenda at the last minute. Resolution 12 was not listed on the agenda. Don read a statement regarding the resignation of Brooke Dittmar. Don also showed the Board the Final Settlement Agreement.

- **Resolution #12 of 2023 (Settlement Agreement Payments):** The Board of Trustees of the Town of Esopus Library accepts and approves the two payment disbursements listed in the Resolution per the terms of the Settlement Agreement. A motion to accept the resolution was made by Elaine Rylance and seconded by Reggie Heffernan.

AYE: 8; NO: 0; ABSTAIN: Elaine Jaffe

Board Members Excused: 0

Board Members Absent: 0

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

Written minutes for the January monthly Board meeting held on January 24, 2023 and the Emergency Board Meeting held on February 13, 2023 were submitted and open for review.

A motion to accept the minutes of the January monthly Board meeting held on January 24, 2023 was made by Nancy Beranek and seconded by Larry Decker.

AYE: 9; NO: 0; ABSTAIN: 0

Board Members Excused: 0

Board Members Absent: 0

A motion to accept the minutes of the Emergency Board Meeting held on February 13, 2023 was made by Susan Leiching and seconded by Susan Barbarisi.

AYE: 9; NO: 0; ABSTAIN: 0

Board Members Excused: 0

Board Members Absent: 0

### **III. Presidents Word – Don Carragher**

Don welcomed Elaine Jaffe as a new Board Member.

Don thinks that due to the stormy weather, Advocacy Day in Albany will probably be cancelled or rescheduled. Don sent an advocacy packet to all the Board members and mentioned that the packet does list a few items that we can do in support of advocacy of the library.

### **IV. Public Comment none**

### **V. TREASURER’S REPORT/FINANCE – Reggie Heffernan**

Written report was submitted. Reggie mentioned that the CPA firm the Library used recently closed up without any notice. One of the accountants from that firm opened their own office and the Board has hired the new accountant firm for the Library. The 2024 budget needs to be done as soon as possible. The Finance Committee reviewed the claims for the past month which totaled \$15,692.70. The committee presented the following resolutions for approval:

- **Resolution #11 of 2023 (Payment of January Claims):** The Board of Trustees of the Town of Esopus Library accepts and approves the payment of claims from January 1, 2023 to January 31, 2023 for items in the amount of \$15,692.70. A motion to accept the resolution was made by Susan Leiching and seconded by Elaine Rylance.  
AYES: 9; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 0  
Board Members Absent: 0

### **VI. DIRECTOR’S REPORT – Shannon Powell**

Shannon reviewed the Director's Report. Ben and Shannon completed the Annual Report to NYS. They have begun accepting applications for the Community Garden. Chair Yoga will begin in-house and you can also zoom from home.

### **VII. FRIENDS --Susan Leiching**

Friends did meet. Next month they will do their membership drive. They might repeat it again in October with the book sale. We will have only one book sale this year in September. The donations for items that teachers need will be done next month.

### **VIII. COMMITTEE REPORTS**

- **Buildings and Grounds – Larry Decker**  
Written report was submitted. Larry reviewed the meeting minutes. Larry provided a working clock in the community room. The wooden library sign will remain where it is. They have talked with someone to look over the pond. They want to put a tool shed on the property.

- **Governance and Personnel** – Nancy Beranek  
Written report submitted. Nancy reviewed the meeting minutes. The committee continues to review the older policies to see if any needs updating. Nancy passed out the Board Self-Evaluations.
- **Sustainability, Research and Development** - Don Carragher  
The committee did not meet.

Don introduced Jennifer Russell. Jennifer was the Assistant Director in 2015. She has offered to assist the library in her spare time. The Governance and Personnel Committee will review how to work out the details of Jen's availability to assist in spare time.

**IX. Trustee Training** – Don Carragher and Nancy Beranek

We did have the open meeting law training session on 2/21/23. Don passed out a paper regarding the Mid-Hudson Training on Demand. Trustee Handbook training is scheduled for 4/18/23. Reggie mentioned that she watched the Open Meeting Law presentation.

**X. ADJOURNMENT**

There being no further business or discussion, Reggie Heffernan made a motion to adjourn and it was seconded by Elaine Jaffe. The meeting was adjourned at 6:06 p.m.

AYES: 9; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 0

Board Members Absent: 0

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

# **TOWN OF ESOPUS LIBRARY EMERGENCY BOARD OF TRUSTEES MEETING MINUTES March 20, 2023**

**Board Members Present:** Reggie Heffernan, Nancy Beranek, Susan Barbarisi, Don Carragher, Larry Decker, Elaine Jaffe, Elaine Rylance,

**Board Members Excused:** Laura Lauria, Susan Leiching

**Board Members Absent:**

**Staff Present:** Shannon Powell, Mary Garraty

**Guest:** Jennifer Russell

## **I. CALL TO ORDER –**

The meeting of the Town of Esopus Library Board of Trustees was called to order by President Don Carragher at 4:15 p.m.

No one had any questions regarding the MOU for the hiring of Jennifer Russell as Interim Library Director. Don read Resolution 13.

- **Resolution #13 of 2023 (Authorizing Interim Library Director):** The Board of Trustees of the Town of Esopus Library agree to appoint of Jennifer Russell as an Interim Library Director per the terms of the attached Memorandum of Understanding. A motion to accept the resolution was made by Reggie Heffernan and seconded by Larry Decker.  
AYES: 7; NAYS: 0; ABSTENTIONS: 0  
Board Members Excused: 2  
Board Members Absent: 0

## **X. ADJOURNMENT**

There being no further business or discussion, Elaine Jaffe made a motion to adjourn and it was seconded by Elaine Rylance. The meeting was adjourned at 4:25 p.m.

AYES: 7; NAYS: 0; ABSTENTIONS: 0

Board Members Excused: 2

Board Members Absent: 0

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



**Town of Esopus Library  
Finance Committee Minutes  
March 9, 2023**

**Attendance:** Reggie Heffernan, Susan Barbarisi, Don Carragher, Shannon Powell, Mary Garraty

**Absent:** Susan Leiching, Elaine Rylance

The payment of claims for \$ 22,093.62 was reviewed by the Finance committee and a resolution for approval by the Board of Trustees will be presented to the Board at the March meeting.

Mary stopped by to discuss some issues regarding the upcoming budget vote. These included who would be available to answer candidates' questions and issues on how voting day will now look.

We then compared our current budget and last year's actual expenses to develop the budget for 2024. On Wednesday, the Sustainability committee reviewed the proposed payroll for the budget and made a recommendation to accept to the Finance committee. Work still to be completed in April in order to pass budget at our next board meeting are as follows:

- Determine how we will compensate employees based on years of service.
- How much money will be taken from the fund balance for the 2024 budget.
- The amount of funding we will ask for at the annual vote.

In addition, at our next meeting we need to review and act on the audit proposal.

Respectfully submitted,  
Reggie Heffernan, Treasurer

**Next Meeting  
Thursday, April 12  
4 pm**

## Governance and Personnel Committee

March 20, 2023

Attendance: Nancy Beranek, Don Carragher, Shannon Powell, Jennifer Russell  
Excused: Susan Leiching, Laura Lauria

The committee met prior to the emergency board meeting and reviewed the Memorandum of Understanding between Jennifer Russell and the TOEL Board of Trustees and then brought it to the emergency board meeting for approval.

The committee reconvened and revised the Exhibits and Posting Policy. It will be presented at the next board meeting for approval.

The committee also revised the Public Relations Policy. In so doing, it eliminated the need for a separate Release of Public Statements by the Board Policy. Both actions will be presented at the next board meeting for approval.

Respectfully submitted,  
Nancy Beranek

Town of Esopus Library  
March 8, 2023

Sustainability, Research & Development  
4:00 pm

The Sustainability, Research and Development Committee did not meet this month due to additional budget / finance meetings.

Submitted by Don Carragher

Next meeting is scheduled for April 12<sup>th</sup> at 4:00 pm

# Town of Esopus Library

## Annual Report For Public And Association Libraries - 2022

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

#### Outline of Major Changes

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

To avoid loss of data, only one person at a time should be logged into a member library report.

Multiple people logged into the same report will cause data to be lost.

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

Report all information in Part 1 as of December 31, 2022, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	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	01/01/2022
1.7	Ending Fiscal Reporting Year	12/31/2022
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2022

1.12	Ending <u>Local</u> Fiscal Year	12/31/2022
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	128 CANAL STREET
1.15	City	PORT EWEN
1.16	Zip Code	12466
1.17	Mailing Address	P.O. BOX 1167
1.18	City	PORT EWEN
1.19	Zip Code	12466
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 338-5580
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 338-5583
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	info@esopuslibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	esopuslibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	9,548
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	N/A
1.36b	President/CEO Phone Number	N/A
1.36c	President/CEO Email	N/A

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Ben
1.38	Last Name of Library Director/Manager	Gocker
1.39	NYS Public Librarian Certification Number	25147
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@esopuslibrary.org
1.44	Fax Number of the Director/Manager	(845) 338-5583
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2022? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y

**Public Votes/Contracts**

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

1. Name of municipality or district holding the public vote      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/2022)      06/07/2022
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:      \$396,884
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:      \$11,906
- 6c. Total proposed appropriation (sum of 6a and 6b):      \$408,790

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

- 1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2022)      N  
 Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

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

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

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

### Unusual Circumstances

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

1. Name of contracting municipality or district N/A
2. Is this a written contractual agreement? N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. 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 (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

## **PRINT MATERIALS**

### **Cataloged Books**

2.1	Adult Fiction Books	6,709
2.2	Adult Non-fiction Books	8,375
2.3	Total Adult Books (Total questions 2.1 & 2.2)	15,084
2.4	Children's Fiction Books	4,011
2.5	Children's Non-fiction Books	1,394
2.6	Total Children's Books (Total questions 2.4 & 2.5)	5,405
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	20,489

### **Other Print Materials**

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	620
2.10	All Other Print Materials	1,110
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,730
2.12	Total Print Materials (Total questions 2.7 and 2.11)	22,219

## **ALL OTHER MATERIALS**

### **Electronic Materials**

2.13	Electronic Books	16,782
2.14	Local Electronic Collections	15
2.15	NOVELNY Electronic Collections	15

2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30
2.17	Audio - Downloadable Units	6,348
2.18	Video - Downloadable Units	1,494
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	1,240
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	25,894

### **Non-Electronic Materials**

2.21	Audio - Physical Units	2,109
2.22	Video - Physical Units	3,587
2.23	Other Circulating Physical Items	101
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	5,797

### **Grand Total/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	53,910
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### **ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.26	Cataloged Books	681
2.27	All Other Print Materials	4
2.28	Electronic Materials	3,154
2.29	All Other Materials	214
2.30	Total Additions (Total questions 2.26 through 2.29)	4,053

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

### **Visits/Borrowers/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.32 through 3.84 for the 2022 calendar year. Please click [here](#) to read general instructions before completing this section.

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

### LIBRARY USE

3.1	Library visits (total annual attendance)	20,880
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)
3.2	Registered resident borrowers	4,723
3.3	Registered non-resident borrowers	7

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

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

3.4	Does the library have an open meeting policy?	Y
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?	N
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 12/31/22.

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

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	N
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y

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? Y

3.15 - If so, what do you have?

screen reader, such as JAWS, Windoweyes or NVDA Yes

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext Yes

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)? Y

#### Library Sponsored Programs/Summer Reading Program

### SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

#### Synchronous Program Sessions

A synchronous (live) program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples, please refer to the chart in Instructions.

3.17 Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older 161

3.18 Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18 16

3.19a Number of Synchronous Program Sessions Targeted at Children Ages 0-5 70

3.19b Number of Synchronous Program Sessions Targeted at Children Ages 6-11 30

3.20	Number of Synchronous General Interest Program Sessions	8
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	285
3.21a	Number of Synchronous In-Person Onsite Program Sessions	262
3.21b	Number of Synchronous In-Person Offsite Program Sessions	0
3.21c	Number of Synchronous Virtual Program Sessions	23
3.21d	Total number of synchronous programs (3.21a + 3.21b + 3.21c)	285
3.22	One-on-One Program Sessions	0
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	1,023
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	10
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	814
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	223
3.27	Attendance at Synchronous General Interest Programs	448
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27).	2,518
3.28a	Synchronous In-Person Onsite Program Attendance	2,356
3.28b	Synchronous In-Person Offsite Program Attendance	0
3.28c	Synchronous Virtual Program Attendance	162

3.28d	Total synchronous program attendance (3.28a + 3.28b + 3.28c)	2,518
3.29	One-on-One Program Attendance	0
3.29a	Total Number of Asynchronous Program Presentations	0
3.29b	Total Views of Asynchronous Program Presentations within 30 Days	0
3.30	Total Number of Children's Programs (sum of Q3.19a and Q3.19b)	100
3.31	Total Children's Program Attendance (sum of Q3.26a and Q3.26b)	1,037

Please report information on SUMMER READING PROGRAMS for the 2022 calendar year.

### SUMMER READING PROGRAM

3.32 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2022 (check all that apply):

- |    |   |     |
|----|---|-----|
| a. | Program(s) for children   | Yes |
| b. | Program(s) for young adults   | Yes |
| c. | Program(s) for Adults   | No  |
| d. | Summer Reading at New York Libraries<br>name and/or logo used   | Yes |
| e. | Collaborative Summer Library Program<br>(CSLP Manual, provided through the New York<br>State Library, used) | Yes |
| f. | N/A   | No  |

3.33	Library outlets offering the summer reading program	1
3.34	Children registered for the library's summer reading program	38
3.35	Young adults registered for the library's summer reading program	10
3.36	Adults registered for the library's summer reading program	21
3.37	Total number registered for the library's summer reading program (total 3.34 + 3.35 + 3.36)	69

3.38	Children's program sessions - Summer 2022	42
3.39	Young adult program sessions - Summer 2022	0
3.40	Adult program sessions - Summer 2022	41
3.41	Total program sessions - Summer 2022 (total 3.38 + 3.39 + 3.40)	83
3.42	Children's program attendance - Summer 2022	624
3.43	Young adult program attendance - Summer 2022	0
3.44	Adult program attendance - Summer 2022	156
3.45	Total program attendance - Summer 2022 (total 3.42 + 3.43 + 3.44)	780

## COLLABORATORS

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

## Early/Adult/English Speaker/Digital Literacy

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

### EARLY LITERACY PROGRAMS

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

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

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

## 3.56 - Number of sessions

- |    |  |     |
|----|--|-----|
| a. | Focus on birth - school entry (kindergarten) | 70  |
| b. | Focus on parents & caregivers                | 0   |
| c. | Combined audience                            | 0   |
| d. | N/A  | N/A |

3.57	Total Sessions	70
------	----------------	----

## 3.58 - Attendance at sessions

- |    |  |     |
|----|--|-----|
| a. | Focus on birth - school entry (kindergarten) | 814 |
| b. | Focus on parents & caregivers                | 0   |
| c. | Combined audience                            | 0   |
| d. | N/A  | N/A |

3.59	Total Attendance	814
------	------------------	-----

## 3.60 - 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 2022 calendar year.

**ADULT LITERACY**

- |      |  |    |
|------|--|----|
| 3.61 | Did the library offer adult literacy programs? | No |
| 3.62 | Total group program sessions                   | 0  |



3.63	Total one-on-one program sessions	0
3.64	Total group program attendance	0
3.65	Total one-on-one program attendance	0
3.66 - 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 2022 calendar year.

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

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

### **DIGITAL LITERACY**

3.79	Did the library offer digital literacy programs?	Y
3.80	Total group program sessions	0
3.81	Total one-on-one program sessions	16
3.82	Total group program attendance	0
3.83	Total one-on-one program attendance	16
3.84	Did your library offer teen-led activities during the 2022 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 not considered part of circulation.)

### **CATALOGED BOOK CIRCULATION**

4.1	Adult Fiction Books	8,929
4.2	Adult Non-fiction Books	6,267
4.3 4.2)	Total Adult Books (Total questions 4.1 & 4.2)	15,196
4.4	Children's Fiction Books	7,811
4.5	Children's Non-fiction Books	2,327
4.6 4.4 & 4.5)	Total Children's Books (Total questions 4.4 & 4.5)	10,138
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	25,334

### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	8,498
4.9	Circulation of Children's Other Materials	1,353
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	9,851

4.11 Physical Item Circulation (Total questions 4.7 & 4.10) 35,185

## **ELECTRONIC USE**

4.12 Use of Electronic Material 28,145

4.13 Successful Retrieval of Electronic Information 782

4.14 Electronic Content Use (Total questions 4.12 & 4.13) 28,927

4.15 Total Circulation of Materials (Total questions 4.11 & 4.12) 63,330

4.16 Total Collection Use (Total questions 4.13 & 4.15) 64,112

4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 11,491

4.18 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No

## **REFERENCE TRANSACTIONS**

4.19 Total Reference Transactions 312

4.19a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? ES - Annual Estimate Based on Typical Week(s)

4.20 Does the library offer virtual reference? N

## **Interlibrary Loan**

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

4.21 TOTAL MATERIALS RECEIVED 10,761

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

4.22 TOTAL MATERIALS PROVIDED 9,867

## **5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2022.

### **SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	18,256
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	Ben Gocker
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	bgocker@esopuslibrary.org

## 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 40

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	1

6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	1.5
6.9	Vacant Library Specialist/Paraprofessional (not certified)	.75
6.10	Other Staff	2.48
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	4.98
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.75

### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$58,000
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$75,000
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2023 all public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2022**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y

- |      |   |   |
|------|---|---|
| 3.   | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y |
| 4.   | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.                           | Y |
| 5.   | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.            | Y |
| 6.   | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.                 | Y |
| 7.   | Is open the minimum standard number of public service hours for population served. (see instructions)   | Y |
| 8.   | Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:   |   |
| 8a.  | space   | Y |
| 8b.  | lighting  | Y |
| 8c.  | shelving  | Y |
| 8d.  | seating   | Y |
| 8e.  | power infrastructure  | Y |
| 8f.  | data infrastructure   | Y |
| 8g.  | public restroom   | Y |
| 9.   | Provides programming to address community needs, as outlined in the library's long-range plan of service.   | Y |
| 10.  | Provides  |   |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs   | Y |

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

## 8. PUBLIC SERVICE INFORMATION

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

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	41.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00

8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	41.00
8.10	Annual Total Hours - Main Library	2,132.00
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)	2,132.00

## 8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID-19 pandemic. Report all information in Part 8A from January 1, 2022 to December 31, 2022.

CV1 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No

CV2 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? No

CV3 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic? Yes

CV4 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic? No

CV5 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes

CV6 Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic? Yes

CV7 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? Yes



CV8 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? No

CV9 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 0

## 9. SERVICE OUTLET INFORMATION

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

Outlets should be arranged in alphabetical order if possible.

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

- |     |                                   |                              |
|-----|-----------------------------------|------------------------------|
| 1.  | Outlet Name                       | Town of Esopus Library       |
| 2.  | Outlet Name Status                | 00 (for no change)           |
| 3.  | Street Address                    | 128 Canal Street             |
| 4.  | Outlet Street Address Status      | 00 (for no change)           |
| 5.  | City                              | Port Ewen                    |
| 6.  | Zip Code                          | 12466                        |
| 7.  | Phone (enter 10 digits only)      | (845) 338-5580               |
| 8.  | Fax Number (enter 10 digits only) | (845) 338-5583               |
| 9.  | E-mail Address                    | info@esopuslibrary.org       |
| 10. | Outlet URL                        | http://www.esopuslibrary.org |
| 11. | County                            | Ulster                       |
| 12. | School District                   |                              |
| 13. | Library System                    | Mid-Hudson Library System    |

14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,132
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
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	24
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	2007
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A
25.	Square footage of the outlet	9,100
26.	Number of Internet Computers Used by General Public	14
27.	Number of uses (sessions) of public Internet computers per year	1,560
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	ES - Annual Estimate Based on Typical Week(s)
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps

30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	2,210
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your <b>outlet</b> have a Makerspace?	N
37.	<i>LIBID</i>	3200625270
38.	<i>FSCSID</i>	NY0266
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2022. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2022 to December 31, 2022) 12

### NUMBER OF TRUSTEES AND TERMS

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

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? 9

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? Yes  
If no, please explain in a Note.

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 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, 2023. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

10.9 First Name Don

10.10 Last Name Carragher

10.11 Mailing Address 1608 State Route 213

10.12 City Ulster Park

10.13 Zip Code (5 digits only) 12487

10.14 Phone (enter 10 digits only) (914) 213-4175

10.15 E-mail Address domnhail@email.com

10.16 Term Begins - Month June

10.17 Term Begins - Year (yyyy) 2022

10.18 Term Expires - Month June

10.19 Term Expires - Year (yyyy) 2025

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) 06/28/2022

10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/21/2022

10.23 Is this a brand new trustee? N

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

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

- 1. Status Filled
- 2. First Name of Board Member Susan
- 3. Last Name of Board Member Barbarisi
- 4. Mailing Address 185 Bowne Street
- 5. City Port Ewen
- 6. Zip Code (5 digits only) 12466
- 7. E-mail address sbarbarisi@verizon.net
- 8. Office Held or Trustee Trustee
- 9. Term Begins - Month June
- 10. Term Begins - Year (year) 2022
- 11. Term Expires June
- 12. Term Expires - Year (yyyy) 2025
- 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 06/28/2022
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/29/2022
- 16. Is this a brand new trustee? N
- 1. Status Filled
- 2. First Name of Board Member Nancy
- 3. Last Name of Board Member Beranek

- |     |   |                      |
|-----|---|----------------------|
| 4.  | Mailing Address   | 79 The Hills         |
| 5.  | City  | Port Ewen            |
| 6.  | Zip Code (5 digits only)  | 12466                |
| 7.  | E-mail address  | nlberanek@gmail.com  |
| 8.  | Office Held or Trustee  | Vice President       |
| 9.  | Term Begins - Month   | June                 |
| 10. | Term Begins - Year (year)   | 2021                 |
| 11. | Term Expires  | June                 |
| 12. | Term Expires - Year (yyyy)  | 2024                 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes                  |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken  | 06/23/2021           |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 06/24/2021           |
| 16. | Is this a brand new trustee?  | N                    |
| 1.  | Status  | Filled               |
| 2.  | First Name of Board Member  | Reggie               |
| 3.  | Last Name of Board Member   | Heffernan            |
| 4.  | Mailing Address   | 53 Riverview         |
| 5.  | City  | Port Ewen            |
| 6.  | Zip Code (5 digits only)  | 12466                |
| 7.  | E-mail address  | reggieheff@gmail.com |
| 8.  | Office Held or Trustee  | Financial Officer    |
| 9.  | Term Begins - Month   | June                 |
| 10. | Term Begins - Year (year)   | 2021                 |
| 11. | Term Expires  | June                 |

12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/23/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/24/2021
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Laura
3.	Last Name of Board Member	Lauria
4.	Mailing Address	35 Dick William Ln, Apt 324
5.	City	Ulster Park
6.	Zip Code (5 digits only)	12487
7.	E-mail address	lauralpink324@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2020
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	09/23/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/24/2021
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Susan
3. Last Name of Board Member Leiching
4. Mailing Address 29 Highland Rd
5. City Ulster Park
6. Zip Code (5 digits only) 12487
7. E-mail address briarstone@hvc.rr.com
8. Office Held or Trustee Trustee
9. Term Begins - Month September
10. Term Begins - Year (year) 2020
11. Term Expires June
12. Term Expires - Year (yyyy) 2023
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 09/23/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/24/2021
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Elaine
3. Last Name of Board Member Rylance
4. Mailing Address 72 The Hills
5. City Port Ewen
6. Zip Code (5 digits only) 12466



7.	E-mail address	elaine@daverylance.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	June
10.	Term Begins - Year (year)	2022
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/28/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/12/2022
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Larry
3.	Last Name of Board Member	Decker
4.	Mailing Address	70 The Hills
5.	City	Port Ewen
6.	Zip Code (5 digits only)	12466
7.	E-mail address	lbrian5@earthlink.net
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	September
10.	Term Begins - Year (year)	2022
11.	Term Expires	June
12.	Term Expires - Year (yyyy)	2023

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No
14. The date the Oath of Office (mm/dd/yyyy) was taken 09/27/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/14/2022
16. Is this a brand new trustee? N
1. Status Vacant
2. First Name of Board Member N/A
3. Last Name of Board Member N/A
4. Mailing Address N/A
5. City N/A
6. Zip Code (5 digits only) N/A
7. E-mail address N/A
8. Office Held or Trustee
9. Term Begins - Month
10. Term Begins - Year (year) N/A
11. Term Expires
12. Term Expires - Year (yyyy) N/A
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.
14. The date the Oath of Office (mm/dd/yyyy) was taken N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A

16. Is this a brand new trustee?

### Trustee Education

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

Complete one record for each person serving as a trustee as of December 31, 2022. These trustees will not be exactly the same as the trustees listed in the section above.

1. Trustee Name Susan Barbarisi

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Nancy Beranek

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Don Carragher

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Reggie Heffernan

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Laura Lauria

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Susan Leiching

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Elaine Rylance

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

1. Trustee Name Larry Decker

2. Has the trustee participated in trustee education in the last calendar year (2022)? Y

## 11. OPERATING FUNDS RECEIPTS

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

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

### LOCAL PUBLIC FUNDS

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

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

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

1.	Source of Funds	Town
2.	Name of funding County, Municipality or School District	Esopus
3.	Amount	\$408,790
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	KCSD
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	Esopus
3.	Amount	\$4,527
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$421,317

### SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) \$2,804

11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$2,804

#### **OTHER STATE AID**

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

#### **FEDERAL AID FOR LIBRARY OPERATION**

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

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

11.14	Gifts and Endowments	\$64,373
11.15	Fund Raising	\$0
11.16	Income from Investments	\$3,725
11.17	Library Charges	\$3,970
11.18	Other	\$52
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$72,120
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$496,241

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 -** \$182,111  
Beginning Balance for Fiscal Year Ending 2022  
(Same as Question 12.39 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 12.40) \$678,352

## 12. OPERATING FUND DISBURSEMENTS

### Staff/Collection/Capital/Operation and Maintenance

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

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1 Certified Librarians \$110,564

12.2 Other Staff \$112,156

12.3 **Total Salaries & Wages Expenditures** \$222,720  
(Add Questions 12.1 and 12.2)

12.4 **Employee Benefits Expenditures** \$65,310

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** \$288,030

### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$10,169
12.7	Electronic Materials Expenditures	\$5,987
12.8	Other Materials Expenditures	\$3,534
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$19,690

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

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

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

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

12.13	From Local Public Funds (72PF)	\$0
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$0
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$54,554
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$54,554

### **MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$3,484
12.19	Telecommunications	\$6,910
12.20	Postage and Freight	\$467
12.21	Professional & Consultant Fees	\$12,913
12.22	Equipment	\$15,985
12.23	Other Miscellaneous	\$7,300
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$47,059

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

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$12,679

## DEBT SERVICE

### Capital Purposes Loans (Principal and Interest)

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

### Other Loans

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

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$422,012

## TRANSFERS

### Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0  
 12.34 From Other Funds (76OF) \$7,209  
 12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$7,209

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

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$7,209

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$429,221

12.39 **BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2022** \$249,131

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$678,352



**ASSURANCE**

12.41 The Library operated in accordance with 03/22/2023 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).

**FISCAL AUDIT**

12.42 Last audit performed (mm/dd/yyyy) N/A

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) N/A

12.44 Indicate type of audit (select one): N/A

**CAPITAL FUND**

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

**13. CAPITAL FUND RECEIPTS**

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

**REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local Government Sources \$0

13.2 All Other Revenues from Local Sources \$10

13.3 **Total Revenues from Local Sources** \$10  
(Add Questions 13.1 and 13.2)

**STATE AID FOR CAPITAL PROJECTS**

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

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

**FEDERAL AID FOR CAPITAL PROJECTS**

13.7 **TOTAL FEDERAL AID** \$0

**INTERFUND REVENUE**

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$7,209
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$7,219
13.10	<b>NON-REVENUE RECEIPTS</b>	\$0
13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$7,219
13.12	<b>BALANCE IN CAPITAL FUND -</b> Beginning Balance for Fiscal Year Ending 2022 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$90,109
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$97,328

## 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	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0

14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND -</b> Ending Balance for the Fiscal Year Ending 2022	\$97,328
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$97,328

## 15. CENTRAL LIBRARIES

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

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	2.00
16.2	Total Librarians	4.25
16.3	All Other Paid Staff	2.48
16.4	Total Paid Employees	6.73
16.5	State Government Revenue	\$2,804
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$72,120
16.8	Total Operating Revenue	\$496,241
16.9	Other Operating Expenditures	\$114,292
16.10	Total Operating Expenditures	\$422,012
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	21,109
16.12a	Total Physical Items in Collection	26,906
16.13	Total Registered Borrowers	4,730
16.14	Other Capital Revenue and Receipts	\$7,219
16.15	Number of Internet Computers Used by General Public	14

16.16	Total Uses (sessions) of Public Internet Computers Per Year	1,560
16.17	Wireless Sessions	2,210
16.18	Total Capital Revenue	\$7,219

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

17.1	<i>LIB ID</i>	3200625720
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CD1
17.7	<i>FSCS ID</i>	NY0266
17.8	<i>SED CODE</i>	620600700065
17.9	<i>INSTITUTION ID</i>	800000036260

**SUGGESTED IMPROVEMENTS**

Library Name: TOWN OF ESOPUS LIBRARY

Library System: Mid-Hudson Library System

Name of Person Completing Form: Ben Gocker

Phone Number: (845) 338-5580

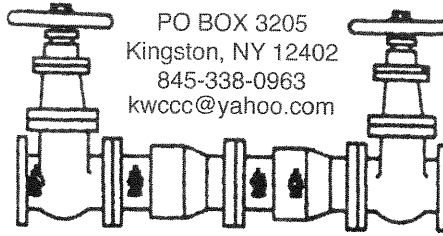
I am satisfied that this resource (Collect) is meeting library needs: Strongly Agree

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

FULLY INSURED  
 IN BUSINESS SINCE  
 1989  
 COMPLETE PARTS  
 INVENTORY

**K/W CROSS CONNECTION CONTROL, LLC**



PO BOX 3205  
 Kingston, NY 12402  
 845-338-0963  
 kwccc@yahoo.com

NEW YORK STATE  
 CERTIFIED  
 BACKFLOW DEVICE  
 TESTERS  
 T.I.N. # 14-1739133

**TESTING OF BACKFLOW PREVENTION DEVICES  
 QUOTE, AGREEMENT & INVOICE**

Name Town of Esopus Library

Date 3/23/2023

Address 128 Canal Street Port Ewen, NY 12466

H.D. Ulster County

Location Mechanical Room & Storage Room

Water Co. Port Ewen Water District

QUOTE: Testing and Written Reports to Owner, Water purveyor and Health Department for:

3 ea. DCV / RPZ Devices @ \$ 125 / 150.00 ea. = \$ 425.00

Repair service is offered, if the tester determines that the problem may be minor and can be corrected, by the tester, without removing the device from the system. Repair service at \$100 per hour, per man, (Prevailing Wage Rate \$125), or part thereof. (\*Removal requires a licensed plumber.)

\_\_\_\_\_ Hours at \$100.00 (Prevailing Wage Rate \$125) = \$ \_\_\_\_\_  
 \_\_\_\_\_ Parts Kit # \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Travel Charge or Emergency Callout \$100 (Outside of Dutchess, and Ulster Counties) = \$ \_\_\_\_\_

Sub-Total \$ 425.00  
 Applicable Taxes \$ EXEMPT  
 Total Fee, due on date of test \$ 425.00

**STATEMENT OF LIABILITIES**

Testing of the Backflow Prevention Device is dependent on the water service line components functioning properly. The Certified Tester is a trained and competent mechanic, but may not be able to determine the condition of valves, fittings or pipe before beginning the testing procedure. Therefore, the tester and K/W Cross Connection Control cannot be held responsible or liable for the failure of any part or component or the consequence of any part or component failure. All repairs or replacements of any part or component shall be the responsibility of the property owner.

K/W Cross Connection Control does not offer or imply any warranty or guarantee that a device passing the prescribed test will pass any subsequent test or that the device will not fail after testing. We do stipulate that the test performed will satisfy the requirements of the Health Department regulation in force at the time of testing.

Final reports delivered to you by K/W C.C.C. and filed with the water supplier and the Health Department fulfill your obligation, under Part 5-1.31 of the Health Code, to provide certification of testing of your Backflow Prevention Device(s) annually.

Please note that K/W Cross Connection Control policy is to delay submittal of testing reports to the authorities until full payment has been received.

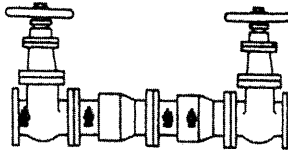
Respectfully submitted.

*K/W Cross Connection Control*

**AGREEMENT ACKNOWLEDGMENT**

I, the owner or owner's agent, understand the foregoing fees and conditions for testing service by K/W Cross Connection Control and hereby agree to them.

Signature Shannon Powell Date 3/23/23  
 Print Name & Title Shannon Powell manager



# Report on Test and Maintenance of Backflow Prevention Device

**K/W CROSS**  
**CONNECTION CONTROL, LLC**  
 UPO BOX 3205 • Kingston, NY 12402  
 845-338-0963 • kwccc@verizon.net

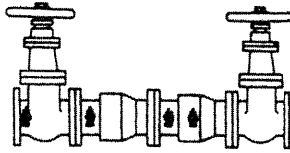
For the year 2023  
 Initial test - Complete entire form  
 Annual test- Complete part A only

**PART A**

Please use a separate form for each device.

Public Water Supply <b>Port Ewen Water District</b>		Account No.	County <b>Ulster</b>	Block	Lot
Facility Name <b>Town of Esopus Library</b>			Location of Device <b>Storage Room ~ #094</b>		
Address <b>128 Canal Street Port Ewen 12466</b>					
Street City Zip					
Device Information	Manufacturer <b>Watts</b>	Type <input type="checkbox"/> RPZ <input checked="" type="checkbox"/> DCV	Model <b>709</b>	Size (in inches) <b>4</b>	Serial Number <b>185867</b>
	Check Valve No.1	Check Valve No.2	Differential Pressure Relief Valve	Line Pressure <b>90</b> psi	
Test before repair	Leaked <input checked="" type="checkbox"/> Closed tight <input type="checkbox"/>	Leaked <input checked="" type="checkbox"/> Closed tight <input type="checkbox"/>	Opened at _____ psid	Date <b>03 23 23</b> M D Y	
	Pressure drop across first check valve <b>0</b> psid	<b>0</b>			
Describe repairs and materials used				Repaired by Name _____ Lic # _____ Date repaired: M D Y	
Final test	Closed tight <input type="checkbox"/>	Closed tight <input type="checkbox"/>	Opened at _____ psid	Date M D Y	
	Pressure drop across first check valve _____ psid				
Water Meter Number <b>NONE</b>	Meter Reading <b>NP</b>	Type of Service: (check one) <input type="checkbox"/> Domestic <input checked="" type="checkbox"/> Fire <input type="checkbox"/> Other <b>X COMBINED</b>			
Remarks (Describe deficiencies: bypasses, outlets before the device, connections between the device and point of entry, missing or inadequate airgaps, ect.) <b>Values BO/SAA ✓***</b>					
Certification: This device <input type="checkbox"/> meets, • <input checked="" type="checkbox"/> does NOT meet, the requirements of an acceptable containment device at the time of testing I hereby certify the foregoing data to be correct <b>01289</b>					
Print Name <b>Barry K. O'Neil</b>	Certied Tester No. <b>01289</b>	Signature <i>Barry K. O'Neil</i>	Expiration Date <b>11 30 2024</b>		
Property owner's ( or owners's agent ) certification that test was preformed					
Print Name	Title	Signature <i>James Powell</i>	Telephone <b>(845) 338-5580</b>		
<b>PART B</b> Certification that installation is in accordance with the approved plans.			(To be completed by the design engineer architect or water (supplier).)		
I hereby certify that this installation is in accordance with the approved plans.					
Name	Title	Date	NYS DOH Log#		
License Number	Phone ( )	M D Y			
Representing	Describe minor installation changes				
Address					
City State Zip					
Signature					

Note: Send one completed copy to the designated department representative and one copy to the water supplier within 30 days of the testing device.  
 Notify owner and water supplier immediately if device fails test and repairs cannot immediately be made.



# Report on Test and Maintenance of Backflow Prevention Device

**K/W CROSS**  
**CONNECTION CONTROL, LLC**  
 UPO BOX 3205 • Kingston, NY 12402  
 845-338-0963 • kwccc@verizon.net

For the year 2023  
 Initial test - Complete entire form  
 Annual test- Complete part A only

**PART A**

Please use a separate form for each device.

Public Water Supply <b>Port Ewen Water District</b>	Account No.	County <b>Ulster</b>	Block	Lot
--	-------------	-------------------------	-------	-----

Facility Name <b>Town of Esopus Library</b>	Location of Device <b>Storage Room ~ #094</b>
Address <b>128 Canal Street Port Ewen 12466</b>	
Street City Zip	

Device Information	Manufacturer <b>Conbraco</b>	Type <input checked="" type="checkbox"/> RPZ <input type="checkbox"/> DCV	Model <b>40-20903</b>	Size (in inches) <b>2 1/2 "</b>	Serial Number <b>NDS 81</b>
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	Check Valve No.1	Check Valve No.2	Differential Pressure Relief Valve	Line Pressure <b>90</b> psi
Test before repair	Leaked <input checked="" type="checkbox"/> Closed tight <input type="checkbox"/>	Leaked <input type="checkbox"/> Closed tight <input checked="" type="checkbox"/>	Opened at <b>3.4</b> psid	Date <b>03 23 23</b> M D Y
	Pressure drop across first check valve <b>3.4</b> psid	<b>3.2</b>		

Describe repairs and materials used	Repaired by		
	Name _____	Lic # _____	Date repaired: M D Y

Final test	Closed tight <input type="checkbox"/>	Closed tight <input type="checkbox"/>	Opened at _____ psid	Date M D Y
	Pressure drop across first check valve _____ psid			

Water Meter Number <b>16924633</b>	Meter Reading <b>40201</b>	Type of Service: (check one) <input checked="" type="checkbox"/> Domestic • Fire • Other <b>X COMBINED</b>
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Remarks (Describe deficiencies: bypasses, outlets before the device, connections between the device and point of entry, missing or inadequate airgaps, ect.)  
**Values BO / SAA** ✓

Certification: This device  meets, •  does NOT meet, the requirements of an acceptable containment device at the time of testing  
 I hereby certify the foregoing data to be correct

Print Name <b>Barry Korol</b>	Certied Tester No. <b>01289</b>	Signature <i>Barry Korol</i>	Expiration Date <b>11/30/2024</b>
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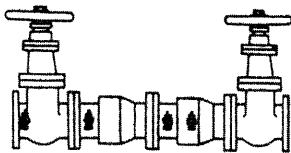
Property owner's ( or owners"s agent ) certification that test was preformed			
Print Name	Title	Signature <i>Jim Powell</i>	Telephone <b>(845) 338-5580</b>

**PART B** Certification that installation is in accordance with the approved plans. (To be completed by the design engineer architect or water supplier.)

I hereby certify that this installation is in accordance with the approved plans.

Name	Title	Date	NYS DOH Log#
License Number	Phone ( )	M D Y	

Representing	Describe minor installation changes
Address	
City State Zip	
Signature _____	



# Report on Test and Maintenance of Backflow Prevention Device

**K/W CROSS**  
**CONNECTION CONTROL, LLC**  
 UPO BOX 3205 • Kingston, NY 12402  
 845-338-0963 • kwccc@verizon.net

For the year 2023  
 Initial test - Complete entire form  
 Annual test- Complete part A only

**PART A**

Please use a separate form for each device.

Public Water Supply <b>Port Ewen Water District</b>	Account No.	County <b>Ulster</b>	Block	Lot
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Facility Name <b>Town of Esopus Library</b>	Location of Device <b>Mechanical Room ~ #094 B</b>
Address <b>128 Canal Street Port Ewen 12466</b>	
Street City Zip	

Device Information	Manufacturer <b>Conbraco</b>	Type <input checked="" type="checkbox"/> RPZ <input type="checkbox"/> DCV	Model <b>40-205 T2</b>	Size (in, inches) <b>1</b>	Serial Number <b>ZN 002</b>
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	Check Valve No.1	Check Valve No.2	Differential Pressure Relief Valve	Line Pressure <b>88</b> psi
Test before repair	Leaked <input type="checkbox"/> Closed tight <input checked="" type="checkbox"/> Pressure drop across first check valve <b>7.0</b> psid	Leaked <input type="checkbox"/> Closed tight <input checked="" type="checkbox"/> <b>3.0</b>	Opened at <b>2.0</b> psid	Date <b>03 23 23</b> M D Y

Describe repairs and materials used	Repaired by Name _____ Lic # _____ Date repaired: M D Y		
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Final test	Closed tight <input type="checkbox"/> Pressure drop across first check valve _____ psid	Closed tight <input type="checkbox"/>	Opened at _____ psid	Date M D Y
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Water Meter Number <b>01289</b>	Meter Reading <b>NP</b>	Type of Service: (check one) <input checked="" type="checkbox"/> Domestic • Fire • Other <b>X COMBINED</b>
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Remarks (Describe deficiencies: bypasses, outlets before the device, connections between the device and point of entry, missing or inadequate airgaps, ect.)  
**Values BO / SAA ✓ \*\*\***

Certification: This device  meets, •  does NOT meet, the requirements of an acceptable containment device at the time of testing  
 I hereby certify the foregoing data to be correct  
 Print Name **Barry Kord** Certified Tester No. **01289** Signature *Barry Kord* Expiration Date **11 30 2024**

Property owner's ( or owners's agent ) certification that test was performed  
 Print Name \_\_\_\_\_ Title \_\_\_\_\_ Signature *DM Powell* Telephone **(845) 338-5580**

**PART B** Certification that installation is in accordance with the approved plans. (To be completed by the design engineer architect or water (supplier).)

I hereby certify that this installation is in accordance with the approved plans.

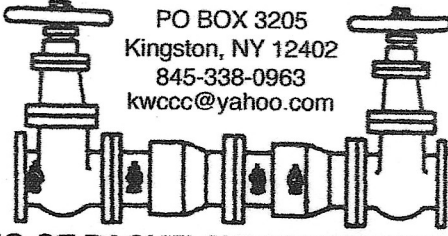
Name	Title	Date	NYS DOH Log#
License Number	Phone ( )	M D Y	

Representing	Describe minor installation changes
Address	
City State Zip	
Signature	



FULLY INSURED  
IN BUSINESS SINCE 1989  
COMPLETE PARTS INVENTORY

K/W CROSS CONNECTION CONTROL, LLC



PO BOX 3205  
Kingston, NY 12402  
845-338-0963  
kwccc@yahoo.com

NEW YORK STATE CERTIFIED  
BACKFLOW DEVICE TESTERS  
T.I.N. # 14-1739133

TESTING OF BACKFLOW PREVENTION DEVICES  
QUOTE, AGREEMENT & INVOICE

Name Town of Esopus Library

Date 3/27/2023

Address 128 Canal Street Port Ewen, NY 12466

H.D. Ulster County

Location Mechanical Room : Domestic & Fire Line

Water Co. Port Ewen Water District

QUOTE: Testing and Written Reports to Owner, Water purveyor and Health Department for:

<u>1</u>	<u>2 1/2" RPZ Repair</u>	<u>at \$250.00</u>	<u>ea.</u>	<u>= 250.00</u>
<u>1</u>	<u>4" DCV Repair</u>	<u>400.00</u>		<u>400.00</u>

Repair service is offered, if the tester determines that the problem may be minor and can be corrected, by the tester, without removing the device from the system. Repair service at \$100 per hour, per man, (Prevailing Wage Rate \$125), or part thereof. (\*Removal requires a licensed plumber.)

2 TECHNICIANS

4 to 6 Hours at \$100.00 (Prevailing Wage Rate \$125) = \$ 400.00 to 600.00

1 EA Parts Kit # CHECK RUBBERS KIT = \$ 56.69

CONBRACO 2 1/2" RV RUBBERS KIT = \$ 173.19

WATTS 4" CHECK RUBBERS KIT = \$ 279.69

Travel Charge or Emergency Callout \$100 (Outside of Dutchess, and Ulster Counties) = \$ \_\_\_\_\_

Sub-Total \$ 1459.57  
+0  
Total Fee, due on date of test \$ 1659.57

STATEMENT OF LIABILITIES

Testing of the Backflow Prevention Device is dependent on the water service line components functioning properly. The Certified Tester is a trained and competent mechanic, but may not be able to determine the condition of valves, fittings or pipe before beginning the testing procedure. Therefore, the tester and K/W Cross Connection Control cannot be held responsible or liable for the failure of any part or component or the consequence of any part or component failure. All repairs or replacements of any part or component shall be the responsibility of the property owner.

K/W Cross Connection Control does not offer or imply any warranty or guarantee that a device passing the prescribed test will pass any subsequent test or that the device will not fail after testing. We do stipulate that the test performed will satisfy the requirements of the Health Department regulation in force at the time of testing.

Final reports delivered to you by K/W C.C.C. and filed with the water supplier and the Health Department fulfill your obligation, under Part 5-1.31 of the Health Code, to provide certification of testing of your Backflow Prevention Device(s) annually.

Please note that K/W Cross Connection Control policy is to delay submittal of testing reports to the authorities until full payment has been received.

Respectfully submitted.

*K/W Cross Connection Control*

CALL TO SCHEDULE WHEN APPROVED!

AGREEMENT ACKNOWLEDGMENT

I, the owner or owner's agent, understand the foregoing fees and conditions for testing service by K/W Cross Connection Control and hereby agree to them.

Signature REPAIR Date \_\_\_\_\_  
Print Name & Title QUOTE