



Goshen Public Library and Historical Society Board of Trustees
Regular Meeting of August 14, 2023
(DRAFT until Accepted in meeting)

AGENDA

I. Call to order - 7:00 PM

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve agenda as presented.

IV. Statement regarding the status of the response to the Goshen Public Library Workers Organizing Committee

V. Privilege of the floor

VI. Approval of Minutes

1. July 10, 2023 (Regular Board meeting)

[Action item] RESOLVED that the Board approve the minutes of July 10, 2023.

VII. Personnel Appointments - None

VIII. Finances

1. Financial report – Catherine Lemmer

[Action item] RESOLVED to approve the financial report for July 2023

2. Warrant Schedule for July 2023

[Action item] RESOLVED to approve the June 2023 warrant schedule.

IX. Director's Report – Catherine Lemmer

[Action item] RESOLVED to approve annual service contract with Automated Logic in the amount of \$10,000

[Action item] RESOLVED to approve an annual HVAC service contract after reviewing the vendor options

X. Committees Reports

1. Standing Committees

- A. Physical Resources Committee
- B. Community Resources Committee
- C. Human Resources
- D. Sunshine Committee

2. Ad-hoc Committees

- A. Historical Society Committee
 - i. [Action Item] RESOLVED to approve the Goshen Public Library & Historical Society Policies and Procedures
 - ii. [Action Item] response to presentation of proposal to publish a history journal and community project focused on collecting local history
- B. Bylaws Committee

XI. Reports from Partner Groups

- 1. Friends liaison – Trustee Bill Troy
- 2. Junior Friends liaison – Trustee Jim Tarvin

XII. September Meeting Date

- 1. [Action item] RESOLVED that the Board approve to change the September meeting date from September 11 to September 18

XIII. New Business

XIV. Privilege of the floor

XV. Executive Session

[Action item] RESOLVED that the Board enter executive session for the purpose of discussing the employment history of a particular individual.

XVI. Adjournment

[Action item] RESOLVED that the Board adjourn.

Next Regular Meeting: September 18, 2023 @ 7:00 PM

Privilege of the Floor

Pursuant to Article II, Section 6 of the bylaws of the Goshen Public Library and Historical Society, any member of the public, present at the meeting, may speak during privilege of the floor. The Chair of the meeting shall designate a maximum amount of time for privilege of the floor in order to run the meeting in an efficient manner. Comments may not personally denigrate staff or Board members. Attendees' behavior shall be held to the Library Rules of Conduct.

Members of the public wishing to speak will be recognized by the Chair and be asked to state their name and address for the record.

Goshen Public Library and Historical Society
Board of Trustees Meeting
Draft

Meeting Minutes of July 10, 2023

I. Call to Order

The regular Board meeting of the Board of Trustees of the Goshen Public Library and Historical Society was called to order by President Meghan Boroden at 7:01pm on July 10, 2023.

Attendance

Board Members Present: Meghan Boroden, Bill Troy, Bob Quinn, Heather LaBruna, Jim Tarvin, Emily Collado (arrival 7:05pm) and Tina Fortugno. Also in attendance, Catherine Lemmer, Director, and Mary Hoens, Clerk of the Board.

II. Pledge of Allegiance

III. Review and Approve Agenda (Action Item):

RESOLVED to approve the agenda as presented. Motion, Bill Troy, Second, Heather LaBruna. (Approved 6-0-0).

IV. Statement regarding the status of the response to the Goshen Public Library Workers Organizing committee.

The Board acknowledges a subject that brings many of you here this evening, which is the status of a request made last month to the Board of Trustees and Director Catherine Lemmer. Employees of the Goshen Public Library & Historical Society have formed the Goshen Public Library Workers Organizing Committee and have requested that the Board recognize CSEA as the exclusive representative for the purpose of collective bargaining. We responded to the request earlier this month seeking more information and received a response from the Committee this afternoon. No action is anticipated this evening. The Board is following, and will continue to follow, the process step by step and will honor the resulting outcome.

All comments can be sent to clerkoftheboard@goshenpubliclibrary.org.

V. Privilege of the Floor: Kathy LaRocca, a GPL&HS employee spoke about employee concerns.

VI. Approval of Minutes (Action Item):

1. June 12, 2023 (Regular Board Meeting)

RESOLVED that the Board approve the minutes of June 12, 2023. Motion, Heather LaBruna. Second, Bob Quinn (Approved 7-0-0).

2. June 22, 2023, and July 3, 2023 (Special Board Meetings)
RESOLVED that the Board approve the minutes of June 22 and July 3, 2023, as amended.
Motion, Bill Troy. Second, Emily Collado (Approved 7-0-0).

VII. Finances

1. Financial Report presented by Director Catherine Lemmer.

RESOLVED that the Board approve the financial report for June 2023. Motion, Jim Tarvin.
Second, Bill Troy. (Approved 7-0-0).

2. Warrant Schedule for June 2023

RESOLVED to accept the warrant schedule for June 2023. Motion, Bob Quinn. Second, Emily Collado. (Approved 7-0-0).

VIII. Director's Report: Catherine Lemmer. See attached.

IX. Committee Assignments

1. Standing Committees

A. Physical Resources Committee: Bob Quinn and Jim Tarvin

The tree project is complete. Jim, Meghan and Catherine are going to look at it.

B. Community Resources Committee: Tina Fortugno and Emily Collado

C. Human Resources Committee: Emily Collado, Bill Troy, and Bob Quinn

Catherine's first evaluation is upcoming.

D. Sunshine Committee: Emily Collado

2. Ad-hoc Committees:

A. Historical Committee

RESOLVED that the Board appoint Jim Tarvin to the Historical Society Committee in place of Tina Fortugno. Motion, Jim Tarvin. Second, Tina Fortugno. Approved (7-0-0).

B. Bylaws/Policies: Bill Troy and Bob Quinn

X. Reports from Partner Groups:

1. Friends' liaison – Bill Troy

Book sale raised \$2000.00; Big Band Concert is scheduled for August 5th @ 6pm.

The Fall Lecture Series begins on September 9th.

2. Junior Friends liaison – Jim Tarvin

Recruitment party scheduled for July 26th @ 5:30pm and the July 27th is the Open Mic Night.

XI. New Business: None

XII: Privilege of the Floor: Goshen residents Jessica Dickman, Leanne Dougherty, and John Nassar spoke in support of GPL&HS employees.

XVI. Executive Session:

RESOLVED that the Board enter Executive Session at 7:33 pm for the purpose of discussing the employment history of a particular individual. Motion, Bill Troy. Second, Heather LaBruna. (Approved 7-0-0.)

RESOLVED that the Board exit Executive Session at 8:47pm. No action was taken. Motion, Bill Troy. Second, Emily Collado. (Approved 7-0-0.)

XVII. Adjournment:

RESOLVED that the meeting be adjourned at 8:48pm. Motion, Emily Collado. Second, Tina Fortugno. (Approved 7-0-0).

Next regular Board Meeting August 14, 2023

Respectfully submitted:

Mary C. Hoens, Clerk of the Board

Goshen Public Library and Historical Society

Statement of Activities

July 1 - 31, 2023 and YTD Jul 1, 2023 - June 30, 2024

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	R
1				MONTH				YEAR TO DATE				FULL YEAR		FULL YEAR	
2				July 23/24	Budget	(Over) /Under Bud	23/24 Act YTD	YTD Bud	(Over) /Under Bud	% of Budget	Budget 23/24	Debt 23/24	% of Budget		
3	Income														
4			Real Property Taxes	-	-	-	-	-	-	-	1,897,106				
5			Real Property Taxes-Bond				-	-	-			493,094	0%	Bond amount	
6			PILOT Revenue	-	5,000	5,000	-	5,000	5,000	0%	60,000				
7			RCLS Grants	-	-	-	-	-	-						
8			Other Grants	-	667	667	-	667	667		8,000				
9			Library Charges	451	250	(201)	451	250	(201)		3,000				
10			Appropriated Reserve	-	-	-	-	-	-		56,720		0%	Appropriated	
11			Friends of the GPLHS	-	42	42	-	42	42		500			for Gen	
12			Donations	100	499	399	100	499	399		-				
13			Miscellaneous Income	222	-	(222)	222	-	(222)		5,982				
14			Total Income	773	6,458	5,685	773	6,458	5,685	12%	2,031,308	493,094	0%		
15	Expense														
16			Total Salaries & Wages	77,899	85,204	7,305	77,899	85,204	7,305	91%	1,107,653	-	7%		
17			Employee Benefits												
18			FICA	4,735	5,283	548	4,735	5,283	548	90%	68,674				
19			Medicare	789	1,235	446	789	1,235	446	64%	16,061				
20			Worker's Compensation	-	667	667	-	667	667	0%	8,000				
21			Unemployment Insurance	933	833	(100)	933	833	(100)	112%	10,000				
22			Disability Insurance	(72)	583	655	(72)	583	655	-12%	7,000				
23			Health Insurance	12,541	14,167	1,626	12,541	14,167	1,626	89%	170,000				
24			Retiree Health Insurance			-	-	-	-	0%					
25			Vision Care	61	83	22	61	83	22		1,000				
26			State Retirement	-	-	-	-	-	-	0%	100,000				
27			Direct Deposit Fees	105	83	(22)	105	83	(22)		1,000				
28			Total Employee Benefits	19,092	22,934	3,842	19,092	22,934	3,842	83%	381,735	-	5%		
29			Library Materials/Services												
30			Books - Adult	165	3,500	3,335	165	3,500	3,335	5%	42,000				
31			Books - Teen	47	667	620	47	667	620	7%	8,000				
32			Books - Juvenile	15	1,333	1,318	15	1,333	1,318	1%	16,000				
33			Books - Reference	-	250	250	-	250	250	0%	3,000				
34			Reference Databases	-	333	333	-	333	333	0%	4,000				
35			Serials	3,368	667	(2,701)	3,368	667	(2,701)	505%	8,000				
36			AV	580	333	(247)	580	333	(247)	174%	4,000				
37			AV - Audio Books	-	333	333	-	333	333	0%	4,000				
38			AV - Audio Music	-	83	83	-	83	83	0%	1,000				
39			Museum Passes	500	83	(417)	500	83	(417)	602%	1,000				
40			E Content	1,008	917	(91)	1,008	917	(91)	110%	11,000				
41			Total Library Materials/Services	5,683	8,500	2,817	5,683	8,500	2,817	67%	102,000	-	6%		
42			Building												
43			Equipment	-	300	300	-	300	300	0%	3,600				
44			Building Repairs/Improvement	838	2,500	1,662	838	2,500	1,662	34%	30,000				
45			Utilities	3,735	3,000	(735)	3,735	3,000	(735)	125%	36,000				
46			Insurance	-	-	-	-	-	-	0%	40,000				
47			New Building- Generator	-	-	-	-	-	-	0%	56,720			Appropriated	
48			Building Services	3,751	3,333	(418)	3,751	3,333	(418)	113%	40,000			for Generator	

Goshen Public Library and Historical Society

Statement of Activities

July 1 - 31, 2023 and YTD Jul 1, 2023 - June 30, 2024

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	R
2				July 23/24	Budget	(Over) /Under Bud	23/24 Act YTD	YTD Bud	(Over) /Under Bud	% of Budget	Budget 23/24	Debt 23/24	% of Budget		
49	Custodial Services			-	500	500	-	500	500	0%	6,000				
50	Total Building			8,324	9,633	1,309	8,324	9,633	1,309	86%	212,320	-	4%		
51	Technology														
52	IT Services			10,404	3,500	(6,904)	10,404	3,500	(6,904)		42,000				
53	Computer Hardware			(2,094)	292	2,386	(2,094)	292	2,386	-717%	3,500				
54	Computer Software			73	208	135	73	208	135	35%	2,500				
55	ILS			3,998	1,500	(2,498)	3,998	1,500	(2,498)	267%	18,000				
56	Total Technology			12,381	5,500	(6,881)	12,381	5,500	(6,881)	225%	66,000	-	19%		
57	Programs/Public Relations														
58	Strategic Plan			-	417	417	-	417	417	0%	5,000				
59	Newsletter, Program Flyers			-	417	417	-	417	417	0%	5,000				
60	Programs - Adult			1,640	1,500	(140)	1,640	1,500	(140)	109%	18,000				
61	Programs-Community Dev			2,569	1,500	(1,069)	2,569	1,500	(1,069)	171%	18,000				
62	Local History			405	417	12	405	417	12	0%	5,000				
63	Programs - Juvenile			2,735	1,667	(1,068)	2,735	1,667	(1,068)	164%	20,000				
64	Programs - Teen			-	250	250	-	250	250	0%	7,000				
65	Total Programs/Public Relations			7,349	5,751	(1,598)	7,349	5,751	(1,598)	128%	78,000	-	9%		
66	Administrative Expenses														
67	Telephone			776	833	57	776	833	57	93%	10,000				
68	Printing			-	500	500	-	500	500	0%	6,000				
69	Postage			78	208	130	78	208	130	38%	2,500				
70	Office Equipment Maintenance			-	417	417	-	417	417	0%	2,000				
71	Professional Services			675	2,000	1,325	675	2,000	1,325	34%	24,000				
72	Library Supplies			963	1,358	395	963	1,358	395	71%	16,300				
73	Copier Lease			250	250	-	250	250	-	0%	3,000				
74	Continuing Education			-	583	583	-	583	583	0%	7,000				
75	Election			-	-	-	-	-	-	0%	3,500				
76	Membership Dues			500	208	(292)	500	208	(292)	240%	2,500				
77	Miscellaneous Expense			-	458	458	-	458	458	0%	5,500				
78	Total Admin Expenses			3,242	6,815	3,573	3,242	6,815	3,573	48%	82,300	-	4%		
79	Other Interest Exp						-	-	-		1,300				
80	Bond Interest Exp			-	-	-	-	-	-			263,094			
81	Bond Principal						-	-	-			230,000			
82	Total Expense			133,970	144,337	10,367	133,970	144,337	10,367	93%	2,031,308	493,094	5%		
83	Total Income			773	6,458	5,685	773	6,458	5,685		2,031,308	493,094	0%		
84	Net Ordinary Income			(133,197)	(137,879)	4,682	(133,197)	(137,879)	4,682		-	-			
85	NO CAPITAL ACTIVITY			Narrative: Operating budget is \$10,367 under budget.											
86				Credit on Computer Hardware is from Insurance claim rec'd in July.											
87															
88															
89															
90															
91															
92															
93															
94															

Goshen Public Library and Historical Society
Balance Sheet
General Fund
As of July 31, 2023

	A	B	C	D	E	F	G	K	L	M	N
1											
2						31-Jul-23					
3	ASSETS										
4	Current Assets										
5	Checking/Savings										
6	Cash - Key - Current year funds					(135,784.07)					
7	Cash - Key - 6/30/23 Balance					509,581.22					
8	Total Key Balance					<u>373,797.15</u>					
9											
10	Cash - Orange County Trust					5,395.49					
11	Petty Cash					99.25					
12	Total Checking/Savings					<u>379,291.89</u>					
13											
14											
15											
16											
17	Total Current Assets					<u>379,291.89</u>					
18	TOTAL ASSETS					<u><u>379,291.89</u></u>					
19											
20	LIABILITIES & EQUITY										
21	Liabilities										
22	Current Liabilities										
23	Accounts Payable					9,123.65					
24	Accrued Expenses					-					
25	Real Property Tax Advance										
26	Payroll Liabilities					14,916.24					
27	Total Other Current Liabilities					<u>24,039.89</u>					
28											
29	Total Liabilities					24,039.89					
30											
31	Equity (Total Assets less Total Liabilities)					<u>355,252.00</u>					
32											
33	TOTAL LIABILITIES & EQUITY					<u><u>379,291.89</u></u>					
34											

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 07/31/23

Cash accounts	Balance
Orange Bank & Trust	9,252.53
Community Foundation of Orange & Sullivan (CFOS)	55,532.85
Total cash available	64,785.38

NO CAPITAL ACTIVITY

Goshen Public Library and Historical Society
Board Warrant Schedule
August 11, 2023

7/10/2023	18481	Deni Bonet LLC	Programs-Adult Programs	(700.00)
7/10/2023	18482	Janice Bauer	Programs-Adult Programs	(240.00)
7/13/2023	18483	Payroll		(77.87)
7/11/2023	18484	Advantage Archives LLC	Programs-Local History	(865.00)
7/11/2023	18485	Brian Parkhurst	Programs-Adult Programs	(400.00)
7/11/2023	18486	Cengage Learning	Library Materials- Books Adult	(100.79)
7/11/2023	18487	Hoopla	Library Materials-E Content	(894.57)
7/11/2023	18488	Midwest Tape	Library Materials-AV/Audio Music	(203.90)
7/11/2023	18489	Mike's Lock Service, Inc.	Building-Building Repairs	(740.00)
7/11/2023	18490	Nicole Lexandra	Programs-Adult Programs	(190.00)
7/11/2023	18491	RCLS General	Electronic Resources-Computer Software	(42.50)
7/11/2023	18492	Robert W. Schultz, CPA	Administrative Expenses-Professional Services	(650.00)
7/11/2023	18493	Solomon R. Guggenheim Foundation	Library Materials-Membership Dues	(500.00)
7/11/2023	18494	Void		-
7/11/2023	18495	The Davey Tree Expert Company	Building-Building Services	(747.00)
7/20/2023	18496	M & T Bank	M & T credit card	(2,721.15)
7/20/2023	18497	Storm King Art Center	Library Materials-Membership Dues	(500.00)
7/27/2023	18498	Payroll		(164.51)
7/19/2023	18499	AWE Learning	Technology-Computer Hardware	(3,094.00)
7/25/2023	18500	Void		-
7/25/2023	18501	Cornerstone Theatre Arts	Programs-Community Development	(2,500.00)
7/25/2023	18502	Void		-
7/25/2023	18503	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile/Teen	(3,825.19)
7/25/2023	18504	Benjamin Zemaitis	Programs-Adult Programs	(200.00)
7/25/2023	18505	C. R. Wolfe Heating Corp.	Building-Building Services	(703.50)
7/25/2023	18506	Cengage Learning	Library Materials-Books Adult	(63.98)
7/25/2023	18507	Daily News, L.P.	Library Materials-Serials	(249.93)
7/25/2023	18508	Gustavo Lopez	Administrative Expenses-Telephone	(30.00)
7/25/2023	18509	Janice Vilardo	Programs-Adult Programs	(190.00)
7/25/2023	18510	Karen Golding	Programs-Adult / Juvenile Programs	(224.00)
7/25/2023	18511	Margaret Johnson	Programs-Adult Programs	(130.00)
7/25/2023	18512	Midwest Tape	Library Materials-AV	(109.45)
7/25/2023	18513	Norma Fives	Employee Benefits-Health Insurance	(607.95)
7/25/2023	18514	RCLS General	Electronic Resources-IT Services / E Content	(14,401.75)
7/25/2023	18515	SRI Fire Sprinkler LLC	Building-Building Services	(730.00)
7/25/2023	18516	Amy Bunzey	Electronic Resources-Computer Software	(25.94)
7/5/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	(211.09)
7/5/2023	ACH DR	NYSEG	Building-Utilities	(44.78)
7/10/2023	ACH DR	Orange & Rockland	Building-Utilities	(3,328.89)
7/12/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	(1,193.46)
7/13/2023	ACH DR	Internal Revenue Service	Employee Benefits-FICA/Medicare/Federal Taxes	(8,703.36)
7/13/2023	ACH DR	New York State Tax Dept	Employee Benefits-New York Taxes	(1,439.44)
7/25/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	(211.09)
7/25/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	(1,213.46)
7/27/2023	ACH DR	Internal Revenue Service	Employee Benefits-FICA/Medicare/Federal Taxes	(8,960.90)
7/27/2023	ACH DR	New York State Tax Dept	Employee Benefits-New York Taxes	(1,474.45)
08/02/2023	18517	Authentic Antique Lumber, LLC	Building-Building Services	(1,495.00)
08/02/2023	18518	Void		-
08/02/2023	18519	Margaret Johnson	Programs-Adult Programs	(130.00)
08/02/2023	18520	Traveling Lantern	Programs-Juvenile Programs	(495.00)
08/02/2023	18521	David F. Cole	Programs-Community Development	(1,000.00)
08/08/2023	18522	Benedict Hudson	Programs-Adult Programs	(150.00)

Goshen Public Library and Historical Society
Board Warrant Schedule
August 11, 2023

08/08/2023	18523	C. R. Wolfe Heating Corp.	Building-Building Services	(134.00)
08/08/2023	18524	Cengage Learning	Library Materials- Books Adult	(54.39)
08/08/2023	18525	Demco, Inc.	Library Materials-Books-Adult/Juvenile/Teen	(180.77)
08/08/2023	18526	Ebsco Subscription Services	Library Materials-Serials	(3,456.90)
08/08/2023	18527	Void		-
08/08/2023	18528	Fox Ledge Inc.	Administrative Expenses-Library Supplies	(50.80)
08/08/2023	18529	Gustavo Lopez	Administrative Expenses-Telephone	(30.00)
08/08/2023	18530	Hoopla	Library Materials-E Content	(1,007.61)
08/08/2023	18531	Karen Golding	Programs-Adult / Juvenile Programs	(64.89)
08/08/2023	18532	Lowe's Business Account	Building-Equipment	(2,835.41)
08/08/2023	18533	Midwest Tape	Library Materials-AV	(48.73)
08/08/2023	18534	Nicole Lexandra	Programs-Adult Programs	(190.00)
08/08/2023	18535	Norma Fives	Administrative Expenses-Postage	(77.89)
08/08/2023	18536	NYSEG	Building-Utilities	(40.71)
08/08/2023	18537	Robert W. Schultz, CPA	Administrative Expenses-Professional Services	(675.00)
08/08/2023	18538	Void		
08/08/2023	18539	Southeastern NY Library Resources	Programs-Local History	(405.00)
08/08/2023	18540	SRS Inc.	Programs-Adult / Admin Exp-Miscellaneous	(117.15)
08/08/2023	18541	The Davey Tree Expert Company	Building-Building Services	(247.00)
08/08/2023	18542	Void		-
08/08/2023	18543	Toshiba Financial Services	Administrative Expenses-Printing/Toshiba lease	(250.00)
08/08/2023	18544	The Twangtown Paramours	Programs-Adult Programs	(800.00)
08/08/2023	18545	Cristian Sosa	Building-Building Services	(450.00)
08/11/2023	18546	C. R. Wolfe Heating Corp.	Building-Building Services	(705.85)
08/11/2023	18547	Ice Capps LLC	Programs-Teen Programs	(575.00)
08/11/2023	18548	Midwest Tape	Library Materials-AV/Audio Music	(99.71)
08/11/2023	18549	Milton Rosenthal	Programs-Adult Programs	(600.00)
08/11/2023	18550	Norma Fives	Employee Benefits-Health Insurance	(607.20)
08/11/2023	18551	Sam's Club	Administrative Expenses-Library Supplies	(1,157.21)
08/11/2023	18552	Shelterpoint	Employee Benefits-Vision	(70.40)
			Total	(81,805.52)



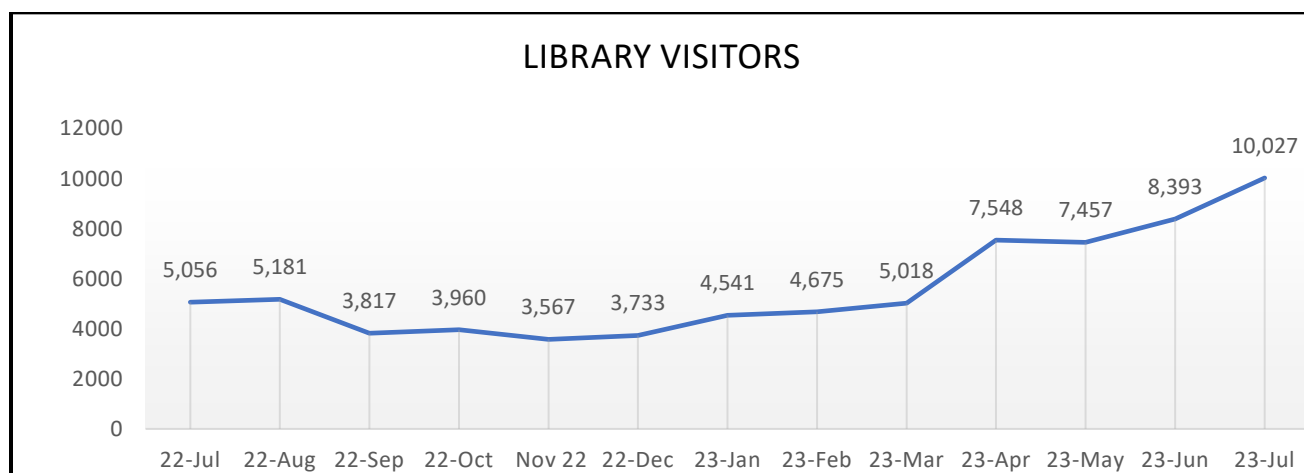
**Board of Trustees
August 14, 2023 Board Meeting**

July 2023 Library Report to the Board of Trustees

Select Statistics

During July, 10,027 patrons visited the Library in person, and thousands more patrons visited virtually and found answers through the Library’s website and electronic resources. There were 3,200 visitors to the Library’s website alone! The Library issued 59 new library cards, bringing the total number of cardholders to 7,046.

The following charts the visitors to the Library over the last year:



Programs

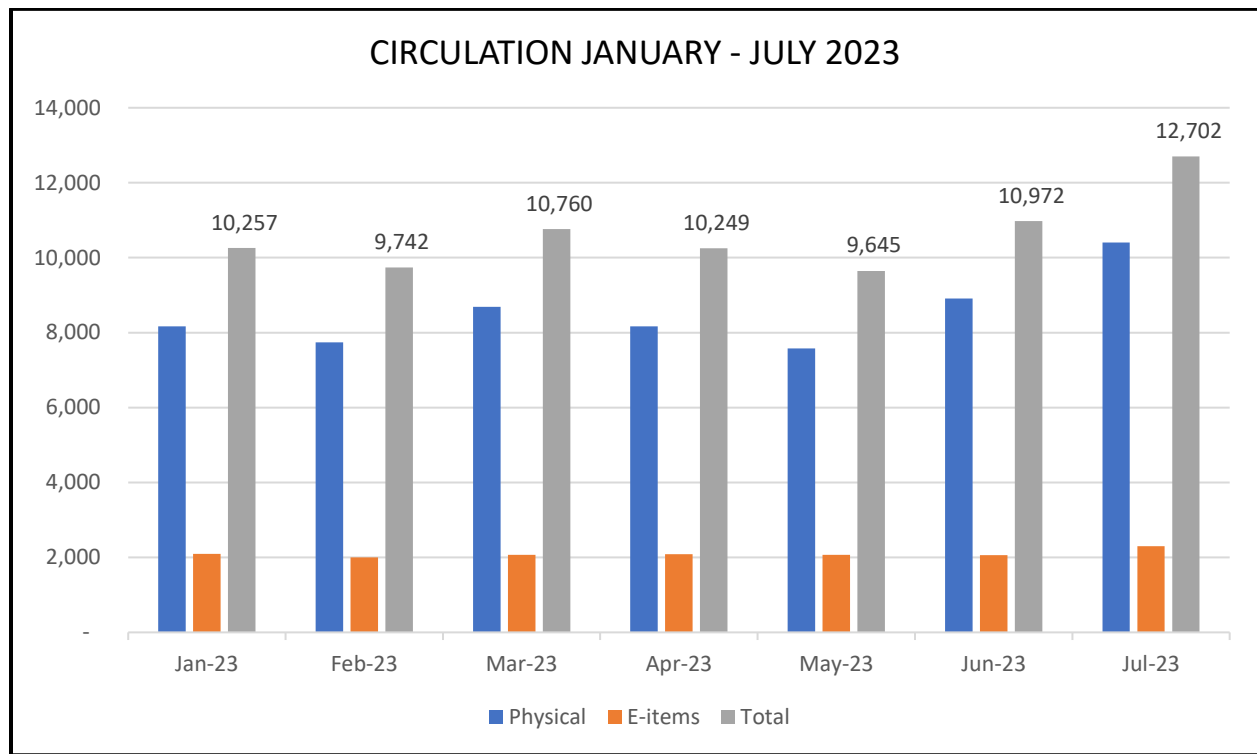
Summer Reading delivered an amazing line-up of programs and events. The Library hosted/sponsored 91 Library programs that drew almost 2,300 participants. These programs included early childhood development and literacy programs, author visits, theatre events, YA activities, book clubs, lectures, movement classes, and art, music, educational, and nature programs. 117 teen volunteers provided almost 700 hours of time supporting summer reading and other programs.

Circulation

Library cardholders have access to nearly 400,000 print, physical resources such as DVDs, CDs, games, and e-resources in our Library alone, and hundreds of thousands more through the RCLS consortium.

In July 2023, 12,702 items (10,405 physical and 2,297 digital) were checked out by Library users. The July digital checkouts were at an all-time high. Goshen cardholders borrowed 1,783 items from the other 46 RCLS consortium libraries.

Video game use remains high, with 142 games checked out in July, for a total of 1,231 checkouts in 2023. Since January 2023, 119 passes, providing free or reduced access to ten different museums and attractions, have been checked out and used. The funding for the museum pass program is generously provided by the Friends of Goshen Public Library & Historical Society. In 2023, 158 items from the Library’s growing Library of Things have been checked out. The *Library of Things* includes Roku sticks, games, and puzzles, and yard games such as badminton, volleyball, bocce ball, corn hole, croquet, Flickin’ Chicken, Ladderball, and Pickleball equipment.



Digital Resources

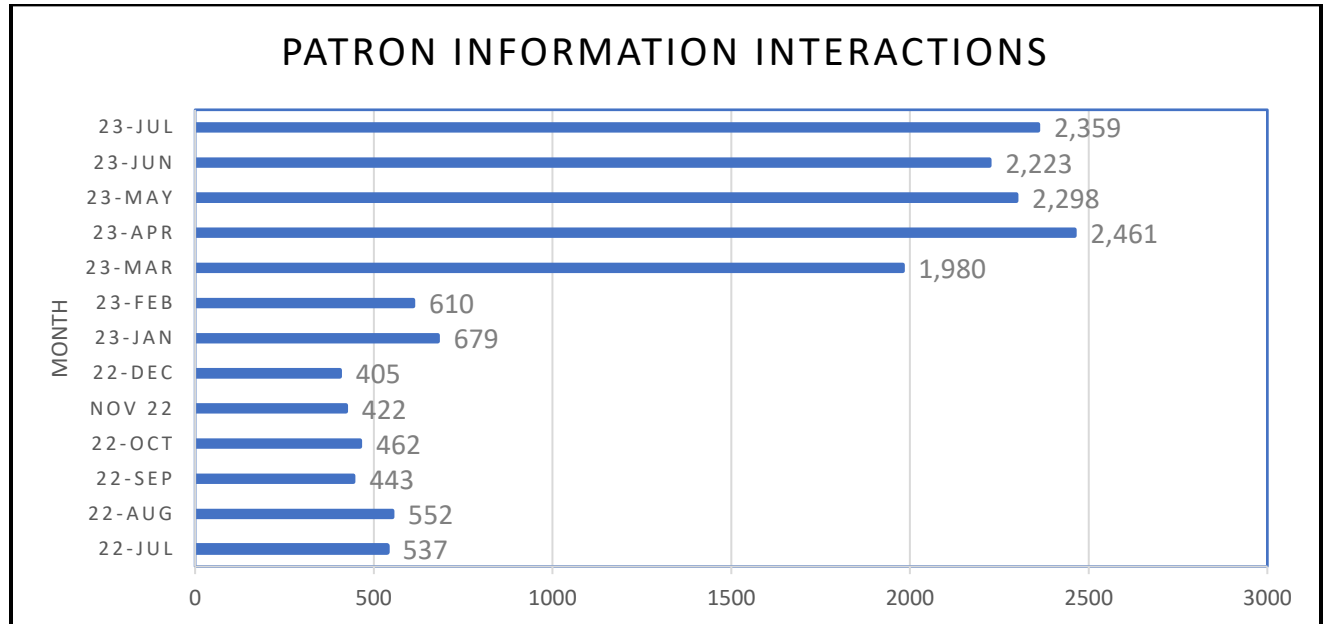
In addition to Hoopla and Overdrive (Libby), the Library provides access to 81 database resources on its website. These databases range from research to K-12 educational resources, to self-paced skills training and language learning, to support for job seekers, entrepreneurs, and small businesses. Tutor.com provides live homework help as well as college essay and writing sample review.

The Library completed the transfer of its *Goshen Independent* obituary record database from Demco to a new platform managed by the Library. This database is the only electronic collection

of this valuable information. This resource, which is updated and maintained by Ann Roche, Local History Room, is highly valued and includes information back to 1800.

Reference/Information Patron Interactions

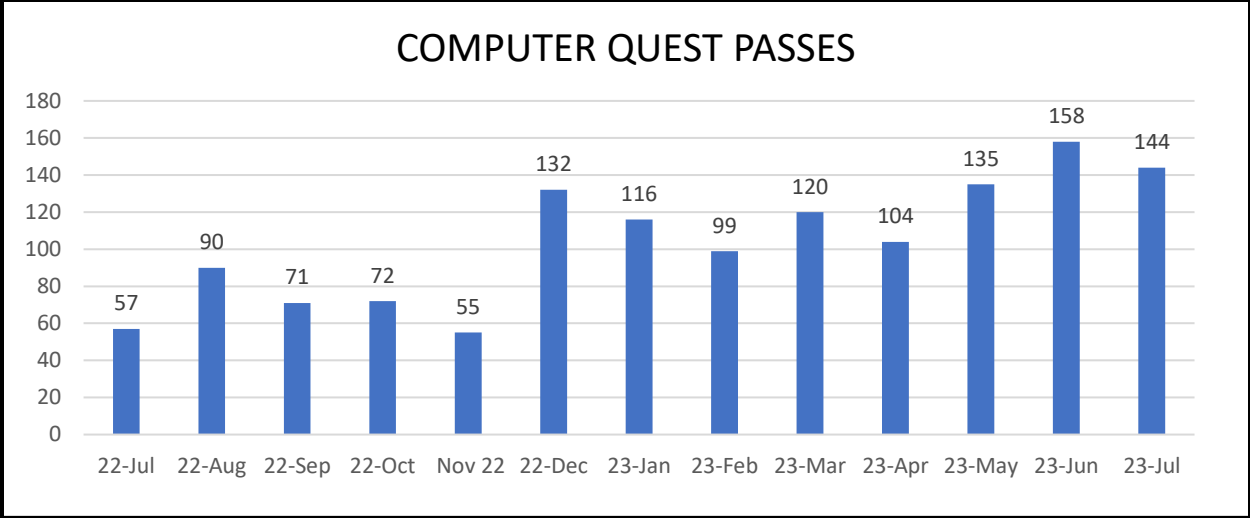
In July 2023, there were 2,359 patron reference, readers advisory, technology, and library resources and services questions (excludes directional questions). The July statistics from the History Room will be included in next month's statistics. Questions are responded to via telephone, email, and in-person.



Digital Access Services

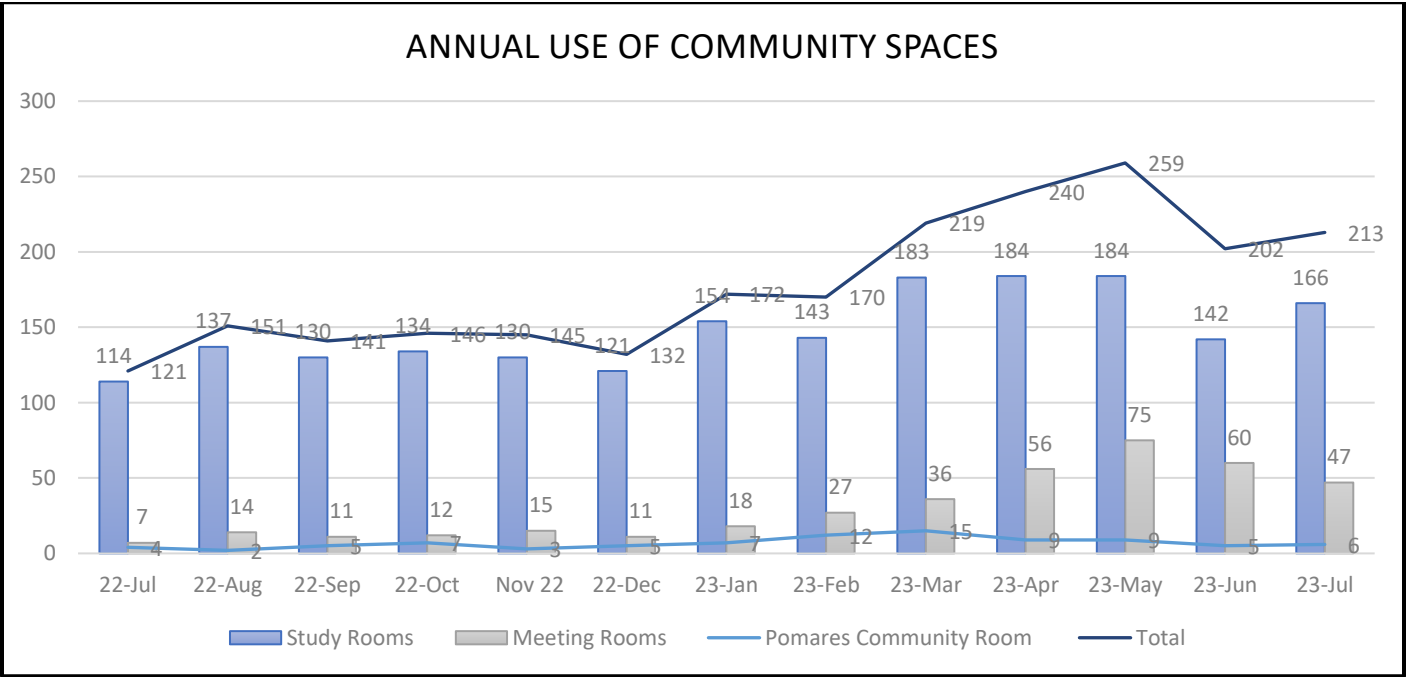
The Library uses Envisionware and Sonic Wi-Fi counters to report on Patron Desktop and Wi-Fi Usage.

- In July 2023, there were 6,161 Wi-Fi sessions, or an average of 198 per day. The highest usage day was July 19 with 295 sessions. The Library's Wi-Fi is broadcast to the parking lot and provides valuable internet access during the times the building is closed. For example, the Library's Wi-Fi was used 330 times, an average of 66 times, on the Sundays in July when the Library was closed.
- In July 2023, there were 4,523 Patron Desktop sessions, an average of 181 per day. This includes computers in Adult, YA/Teen, and Just for Kids. There is no charge to use the computers and guest passes are available to individuals without library cards. In July, the Library issued 144 computer guest passes.



Community Spaces

The Library’s community spaces are an important asset used by community groups, tutors, job seekers, entrepreneurs, remote workers, support services organizations, and civic and community non-profits. In July 2023, the Library’s study and meetings rooms were used a total of 213 times (in addition to Library uses); reflecting a 76% increase over the last July (121) on a month-to-month measure. The following shows the use over the last fiscal year.



RCLS/Consortium Matters

- The RCLS Annual Meeting is September 8, 2023, at the Palacio Conference and Event Center, Goshen, NY. Trustees should be receiving invitations from RCLS for the event.
- RCLS issued its Statistics 2022 Report that provides comparative data across several performance categories for the 47-member libraries. The 2022 data lags as it is compiled from the information provided in the New York State Annual Reports completed by the member libraries in February 2023. These metrics help the Library evaluate its effectiveness and provide goals for improved performance. Select metrics from this report are provided below:

Metric	Library	Rank	Average	Median
Service Population	19,260	11	16,448	10,626
Programs Offered	580	7	352	268
Program Attendance	7,697	11	4,730	3,372
Cardholder % of Population served	37%	31	39%	
Materials Purchased Expense	\$138,077	12	\$91,634	\$49,344
Total Holdings	389,104	9	338,248	314,821
New Materials Added in 2022	17,689	16	18,336	17,084
Checkouts Per Capita	6.78	20	6.49	6.21
Total FTE	22.74	9	13.84	7.31
Total Receipts (incl. grants, gifts)	\$2,373,276	12	\$1,544,649	\$709,649
Total Receipts (incl. grants, gifts) per capita	\$123.22	17	\$114.23	\$81.61

Community Partnerships and Projects and Outreach

- The Library and Cornerstone Theatre Arts entered into a sponsorship agreement for the 2023-2024 season. Under this agreement, the Library sponsored Shakespeare in the Park. The performance of *The Shakespeare Essentials* drew 170 attendees.
- The Library Director presented a Library update at the July 27, 2023 annual scholarship dinner of the Women's Professional and Business Association.
- A Community Partners page is now on the Library website that lists over 50 organizations that collaborate or partner with the Library. The *Partner with the Library* page is listed in the bottom navigation on each website page and includes a contact form for organizations seeking to collaborate with the Library. The direct link to the page is <http://www.goshenpubliclibrary.org/community-engagement-page-2/>.
- The Library has earned its second bench under the Trex™ plastic recycling collection/bench program. Since the program limits each participant to two benches, the Library is seeking other organizations that want to earn a bench via the Library's plastic collection program.

Personnel Matters

- Orange County Civil Service does not permit employees to perform outside of their job classification and limits the duties of a Page employee. For example, a Page may not check out books to a patron nor handle money. Currently, the Library is encouraging Page employees to take the Clerk test as Clerk employees can fully staff the service desks. In addition, the Library is using the Page employees across all three departments to fill their work schedules with work within their classification.
- The Library is posting a part-time children's librarian position and a full-time instructional technologist/technology position. An internal promotion opportunity was made available to and accepted by an existing staff member.
- After reviewing several timekeeping/payroll options the Library will be implementing uAttend in September. Employees will see their vacation and sick leave accruals in real time and supervisors can electronically approve time and leave requests. The value of the staff time currently used in manually preparing the bi-weekly payroll far exceeds the cost of this outside timekeeping/payroll option.

General Operations

- The Library provided information to Robert W. Schultz, CPAs, the Library's independent treasurer, to prepare the Library's Annual Updated Document/Annual Financial Document (AUD) for filing with the Office of the New York State Comptroller.
- On July 26, 2023, the Library provided in response to a Freedom of Information Law request from CSEA the Library's FY2024 budget, annual financial statements for 2018-19, 2019-20, 2020-2021, 2021-22, and 2022-23, and the annual statistical report filed with the New York State Division of Library Development for the years 2108, 2019, 2020, 2021, and 2022.
- The Envisionware Self-Check terminal is being relocated closer to the Adult Services desk for use by those patrons that prefer this option. CDs, audiobooks, and DVDs are no longer stored at the service desk and are now in their cases on the floor. This change means all these items can now be checked out using the self-check option. Self-check is the only service option in the Children's Library.

Building and Facilities Matters

- Fanshawe Electric has advised that the generator is scheduled to ship on August 23 with a final installation date in September 2023.
- Knight Watch is scheduled to start the installation of the security camera system on August 21, 2023.

HVAC Issues

The Library experienced significant HVAC issues in July. The Library's HVAC consists of two components. First, the mechanics around the Geo-thermal system. This system was installed and is serviced (via an annual \$7,500 service contract) by CR Wolfe. Second, is the electronic control system that manages the temperatures and timing of the heating and cooling of the system. The control system was installed by Automated Logic and is proprietary software. The Library does not have an annual servicing or maintenance contract with Automated Logic.

Friday, July 7: the second floor experienced a loss of AC and CR Wolfe came onsite to assess the situation. The onsite tech team diagnosed an issue with a pressure value on the glycol tank.

Monday, July 10: CR Wolfe's service manager reported that although his team did find and diagnose an issue, it was not what is causing the loss of cooling. A stand-alone AC unit was installed to maintain the server room.

Monday, July 10: Library contacted Automated Logic for service and was informed that since the Library was not a service customer, it would take 24-48 hours to input our service request and that first available onsite engineer appointment was at least 12 working days out.

Wednesday, July 12: we spent 2.5 hours with the Automated Service Engineer and salesperson discussing an annual service/maintenance contract. He was able to help expedite our tech service request to get a Field Engineer onsite on July 17.

Thursday, July 13: AC units were installed in the history room (1); children's story time room (1) and children's library (3).

Monday, July 17: Automated Logic Field Engineer was onsite for five hours; he reviewed the system and was able to restart the control system. The Field Engineer recommended that CR Wolfe service one of the three heat pumps in the Community Room as it was not performing.

Tuesday, July 18: CR Wolfe assessed the heat pump and found it to be working properly.

Tuesday, July 18: RCLS, the Library's IT service provider, made changes to the Library's IT network. The Automated Logic control system went down when the network changes were made.

Wednesday, July 19: Automated Logic Field Engineer was able to access the system remotely and restart it. Software updates have been performed and the system routed through a new IP. Since then, all appears to be working.

Beverages and ice were purchased for the staff to help with hydration. Emails were sent to staff thanking everyone for dealing with the situation, encouraging anyone unable to deal with the heat not to come in to work, and keeping them apprised of the changing situation.

8 to 10 vendors were contacted, both mechanical side and control side, to start to develop a long-term strategy around HVAC services and select the best firm for the Library's needs. The Board will consider mechanical side service agreements at the Board meeting.

On Friday, July 28, one of the condensers on the second floor (hallway outside of admin wing) stopped working properly for about 18 hours. CR Wolfe came onsite on Monday, July 31, and was unable to determine the cause of the malfunction.

Correspondence and reports

- July 11, 2023 letter to the Lions Club
- August 9, 2023 letter to Norton & Christensen
- August 9, 2023 letter to Paul Corey, Trailside Treats Creamery
- Annual Report to the Community
- Adult Services Department July Report
- Youth Services Department July Report
- YA Department July Report



July 11, 2023

Debora Francis, Treasurer
Goshen Lions Club Foundation, Inc.
P.O. Box 142
Goshen, NY 10924

Dear Lions,

Thank you for your generous gift of \$100 to the Goshen Public Library and Historical Society.

The Library is a lively and busy community place. In June nearly 8,400 visitors used the Library for computer and wi-fi access, materials, resources, and programs, or as a place to study, attend a meeting, or join a community conversation. 1,000 visitors attended a Library program; and the Library's meeting rooms were used 202 times. Nearly 450 adults, teens, and children are already signed up to participate in the Library's summer reading program "All Together Now!"

If there is a way in which we can help support your community programs and initiatives, we would enjoy collaborating and helping you fulfill your mission.

Your gift helps ensure that the Library continues to be a vibrant and innovative community resource and is greatly appreciated by the Library Board, staff, and our community. Thank you again.

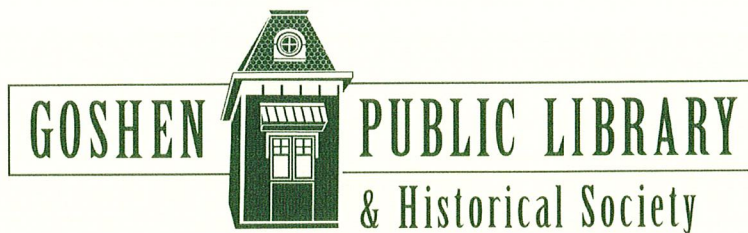
Regards,

Catherine A. Lemmer, Director

cc: Board of Trustees, Goshen Public Library & Historical Society

The Goshen Public Library & Historical Society is a 501(c)3 organization; donations to the Library are tax-deductible to the extent allowed by law.

366 Main Street, Goshen, NY, 10924 • 845-294-6606



August 9, 2023

Mr. Henry Christensen
Norton & Christensen
60 Erie Street
P.O. Box 308
Goshen, NY 10924

Dear Mr. Christensen,

Thank you for your continued and generous support of the Big Band Sound Orchestra concert. On Saturday we had a record crowd of 260 for this beloved annual summer concert. It was a perfect evening with lovely weather, wonderful music, and community camaraderie.

The Goshen Public Library & Historical Society is a lively and busy community place. In July, over 10,000 visitors used the Library for computer and wi-fi access, materials, resources, and programs, or as a place to study, attend a meeting, or join a community conversation. In July, 2,300 individuals attended one of the Library's 91 programs and the Library's meeting rooms were used 213 times. Your financial support helps ensure the Library continues to be a vibrant and innovative community resource.

Your continued support for the Library, and in particular, the wonderful Big Band Sound Orchestra community event is greatly appreciated by the Library Board, staff, and our community. Thank you again.

Regards,

A handwritten signature in brown ink, appearing to read "C. Lemmer", followed by a long horizontal line extending to the right.

Catherine A. Lemmer, Director

cc: Board of Trustees, Goshen Public Library & Historical Society

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366 Main Street, Goshen, NY, 10924 • 845-294-6606



August 9, 2023

Mr. Paul Corey
Trailside Treats Creamery
28 St James Place
Goshen, NY 10924

Dear Paul,

Thank you for your continued and generous participation in the Big Band Sound Orchestra concert. On Saturday we had a record crowd of 260 for this beloved annual summer concert. It was a perfect evening with lovely weather, wonderful music, and community camaraderie. Your generous donation of Trailside Treat's amazing ice cream made it all the more special - or in ice cream vernacular - "the cherry on top."

The Goshen Public Library & Historical Society is a lively and busy community place. In July, over 10,000 visitors used the Library for computer and wi-fi access, materials, resources, and programs, or as a place to study, attend a meeting, or join a community conversation. In July, 2,300 individuals attended one of the Library's 91 programs and the Library's meeting rooms were used 213 times. Your financial support helps ensure the Library continues to be a vibrant and innovative community resource.

It was a great pleasure meeting you and your staff on Saturday. Your continued support for the Library, and in particular, the wonderful Big Band Sound Orchestra community event is greatly appreciated by the Library Board, staff, and our community. Thank you again.

Regards,

A handwritten signature in black ink, appearing to read "Catherine A. Lemmer", with a long horizontal line extending to the right.

Catherine A. Lemmer, Director

cc: Board of Trustees, Goshen Public Library & Historical Society

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366 Main Street, Goshen, NY, 10924 • 845-294-6606



Your Library's Community Report

The Board and Staff of the Goshen Public Library & Historical Society (Library) are pleased to share these fiscal year end (July 2022-June 2023) highlights with our community and library supporters. We are excited to report that your Library is a vibrant flourishing civic institution that provides outstanding programs, resources, and services. The ending FY2023 financial statement reflects a fiscally responsible and well-managed institution led by a dedicated and thoughtful Board and administrative team.

Public libraries are in an era of re-writing what a library could and should be. In May 2023, the Library Board, with input from Library Staff, took up this challenge and adopted the 2023-2025 Plan of Service (strategic plan). The Plan of Service will guide the Library's work over the next two years.

The Plan of Service seeks to deliver on the promises made at the time of the bond referendum (2015) by responding to digital literacy needs, job seekers, and adult learners, in addition to continuing important youth literacy programs, teen and senior programming, and general informational, health and well-being, educational, and cultural programs. The Plan of Service also looks to develop a response to community voices, including those of working parent families, that have expressed an interest in longer hours, evening and weekend programming, and year-round Sunday hours. The Library has begun to respond to these community voices with modifications to staffing schedules and cross-training efforts that are intended to ensure that the highest level of service is provided to all library users at the times they are able to use the Library.

In FY2023, the Library had over **64,952 visitors** and based on month-to-month comparisons we are already seeing this year's visitor count surpass last year. For example, there were 8,393 visitors in June 2023; a 37% increase over June 2022 which saw 5,262 visitors. In addition, each month thousands of library users visit the Library's website for information and to use one of the Library's **81 databases**. These databases range from Ancestry.com to Consumer Reports to Tutor.com to educational resources and employment resources to assist the unemployed and underemployed improve their employment options. The Library's databases are linked from the Library's website under the e-Library tab.

128,059 items, both electronic and print, were checked out by community residents. 20,583 items circulated to our library users from our partner RCLS libraries. Residents also stretched their family budgets by checking out yard games, Roku technology, and games and puzzles from our expanding **Library of Things**.

Librarians responded to over **12,023 information and reference questions** via email, phone, and in person. These patron interactions, measured on a monthly basis, more than doubled since the start of the year.

The Local History Room team welcomes in-person visitors from around the U.S. and responds to mail, email, and phone information requests. In recognition of this valuable and important community resource,

an expanded community Historical Society Committee was formed to discuss programming, policies and procedures, and other history project ventures. Look for exciting announcements in the coming months!

The Library continues to address the digital literacy needs of our community. On average, nearly **150** individuals a day use the Library's computers to access software or the internet to address their needs, whether they be employment, information, or general entertainment. In addition, nearly **200** individuals use the Library's Wi-Fi network each day. The Library continues to broadcast Wi-Fi connectivity to the parking lot for those users who need Wi-Fi access outside the Library's operating hours. For example, Wi-Fi connectivity can be as high as **70** users on Sunday when the Library is closed.

Digital literacy impacts many in our community, from the senior struggling to access a medical portal to a resident wanting to learn more about social media or internet security, to an unemployed or underemployed individual seeking to enhance their job skills or prepare a resume. The results of the Library's efforts to seek grant funding for this important digital literacy work will soon be announced.

In FY2023, **10,730** individuals attended 689 programs provided by the Library. These programs included early childhood development and literacy programs, YA activities, book clubs, lectures, movement classes, and art, music, theatre, and educational programs. The Library continues to be an important resource for teens completing community service hours for National Honor Society and Junior National Honor Society. In FY2023, teens completed over 1,200 volunteer hours in support of the Library's summer reading programs and other events.

Our Community Partners website page lists nearly 50 community relationships and collaborations. It is these relationships that share expertise, talent, and other resources that work to strengthen and build the greater Goshen community and we look forward to developing more partnerships in the coming year. If you have a program suggestion or want to collaborate with the Library, please reach out as we love to hear from our patrons regarding their interests and needs.

There was increased use of the Library's public spaces this last year. In FY2023, community residents used the Library's study rooms **1,756** times over the course of the year. In addition, community groups and individuals used the Library's meeting rooms and Pomares Community Room **342** times. These spaces were used for many purposes: tutoring, employment interviews, counselors meeting with special needs families, MCAT, LSAT, and GRE test takers, support groups, and community organization meetings to name a few. We are pleased to be able to provide these valuable resources to the community.

The Library prides itself on the services it provides to our community with the help of our talented Library staff. We look forward to continuing to provide our employees with competitive compensation and a robust benefits package as planned for in the budget passed by the taxpayers. Similar to most small businesses, the Library's personnel costs are its greatest expense, \$1,308,573 or 68% of its FY2023 \$1,917,417 operating budget. The Library's FY2024 budget provides for wage increases and staffing needs and implements early the upcoming 2024 New York State minimum wage requirements. The FY2024 budget reflects personnel costs of \$1,489,388, or 75% of its operating budget of \$1,974,588.

The employees of the Library have formed the Goshen Public Library Workers Organizing Committee. In response, the Library issued a statement acknowledging correspondence from the Organizing Committee and made two information requests to the Civil Service Employees Association (CSEA). In response, CSEA filed with the Public Employment Relations Board (PERB) and at this time the Library Board is responding

to the PERB process. The Board is following, and will continue to follow, the legally defined PERB process step by step and will honor the resulting outcome. In the best interests of the Library and the community, the Library is refraining from correcting inaccurate statements in the press.

Operationally the Library took steps to upgrade its digital assets and provide secure digital access for library and public use by entering into a managed service provider contract with RCLS in November 2022. Although unanticipated, the unbudgeted \$40,000 expense did not adversely impact on the FY2023 budget as careful management of other expense lines meant the expense was covered from operating funds.

The Library facility also created unexpected financial challenges this past year, in particular the geothermal and HVAC systems. In response, the Library is reviewing its vendor service options for the new year and has invested in staff training.

Supply chain and other delays have pushed the installation of the new generator to September 2023. The generator will ensure that the Library is able to serve as an emergency center and heating and cooling center for our community. We look forward to the completion of the valuable community asset.

The Library's budget was fiscally and prudently managed resulting in a balanced performance despite unexpected facilities and other expense challenges.

On a parting note, we send a huge thank you to our donors and in particular the Friends of Goshen Public Library & Historical Society. The funding and support they provide for Library programs and events, including their outstanding History Lecture Series, and the Museum Pass program from their tireless efforts in the bookstore and at book sales is greatly appreciated by the Library.

Your Library is a vibrant and lively destination filled with activity and community conversations. We invite you to visit the Library to borrow a book or video or lawn game or puzzle, to ask a question, find a comfortable place to relax and read, enjoy a concert or a program, or work on the community puzzle in the foyer. Whatever your interest or need, your Library is here for you.

August 2023

www.goshenpubliclibrary.org

Adult Services Monthly Report

July 2023

Programs

We saw over 600 patrons come attend programs in July. By far the most popular was the visit of Snowfire, the therapy alpaca, and Kathy Paternoster from Our Father's Farm with 151 people stopping by the patio to meet him. For anyone who missed out, they will be returning in September. July is also time for the annual Shakespeare in the Park performance by Cornerstone Theatre Arts. Unfortunately, the weather was uncooperative and one of the shows had to be cancelled, but 170 people still made it out to one of the other three shows.

Highlighted Programs

7/8	GPL Saturday Book Club	14
7/10	Hospice Care and the Importance of Advance Directives	1
7/11	Summer Gnome Craft	11
7/12	Intro to Historical Fencing	9
7/13	Noble Pies - Biscuits and Scones	36
7/14	Cookbook Club	12
7/15	Deni Bonet & Chris Flynn	33
7/17	Visiting Alpaca from Our Father's Farm!	151
7/19	Intro to Historical Fencing	5
7/20	Acting Improv	6
7/21	Drum Circle	10
7/24	GPL Mystery Book Club	12
7/24	Hospice Care and the Importance of Advance Directives	5
7/25	Outdoor Movie Night - MOVING INDOORS	26
7/26	Intro to Historical Fencing	8

Cornerstone Theater "Shakespeare in the Park"

July 15/16 & 22/23 – 170 *

*One of the shows was rained out

Coming up

There will be entertainment at the Library every Saturday this August starting with the annual Big Band Sound concert on the 5th. On August 12th we will have award-winning Nashville duo Twangtown Paramours, and the 26th Marc Rosenthal and Jeff Eyrich will perform 100 years of American Songwriting. For those more into film, there will be a Back to the Future marathon of all three films on August 19th.

Submitted,

Ruth Mallard

Youth Services Monthly Report
July 2023

Together we have been having a great Summer Reading Program! We have done so many fun activities and the readers are doing an amazing job at logging their pages! So far kids have earned 9,856 badges for reading and activities and have earned 2,138 rewards including prizes in the Together Time Shop and ice cream certificates from Trailside Treats. We answered 361 questions about programs and 696 questions about readers' advisory. We also recorded 16 directional questions, but when it is super busy, many questions get answered, but not recorded.

Summer Reading Registration:

Little Library Friends Beanstack Challenge: 44

Book Buddies K-2 Reading Club: 159

One for All Readers Gr. 3-6 Reading Club: 222

Program Attendance:

Weekly Programs:

Little Library Friends: Ages 12-36 months: 8 sessions: 98 kids plus parents

Little Library Chums: Ages 3 & 4: 3 sessions: 57 kids plus parents

Book Buddies: Grade K-2: 6 sessions: 48 kids plus 12 teen helpers

One for All Readers: Grade 3-6: 6 sessions: 36 kids

Try It Together Tuesdays: Grades K-6: 3 sessions: 59 kids

Puzzle Mania Wednesdays: Grades K-6: 3 sessions: 35 kids

We Go Together Friday Storytime: Families: 3 sessions: 156 kids plus parents

Saturday Morning Cartoons: 3 sessions: 25 kids

Special Programs

6/29 Dot Dash Read Kickoff: 57 kids

7/3 Author Visit with Amber Sawyer: 24 kids

7/7 Author Visit with David Ezra Stein: Session 1: 94 Session 2: 84

7/14 Family Game Night: Locked in the Library: 13 families with a total of 62 participants plus 18 volunteers

7/17 & 7/24: Teamwork Time: 19 kids & 13 kids

7/31 Bonded Bingo: 25 kids

Take and Makes/ Contests

All Together Goshen: 120 templates given out

Puzzle Bulletin Boards: 32 entries

Gnome Twin Scavenger Hunt: 58 completed

Future Plans and Ideas:

As we are in the thick of summer, it is hard to imagine we have to start thinking about Back to School. However, we are ready with our always popular Get Ready for Kindergarten program as well as our Back to School Party coming up in August. We will be meeting soon to go over our Fall programming calendar including our slate of regular preschool and after school story classes. The theme we will be using is "Hey Library Friends! What's New with You?" We will be introducing a mix of new programs as well as our regular slate of storytimes and craft programs. We also are going to try to work with Scotchtown Avenue School and Mrs. Garguilo to coordinate our first grade visits to get kids library cards during September's National Library Card Sign Up month.

Michelle Muller
Head of Youth Services

YA Programming Report July 2023

Summer reading and teen volunteering was in full swing in July. We have 66 readers participating in our Beanstack summer reading challenge and 117 volunteers helping in the children's room with summer reading related tasks. We are thrilled to have so many great volunteers helping us this summer; giving out prizes, helping with programs and assisting with our RCLS Road Trip desk.

Our summer programming calendar has also been busy this month. We continue to see steady attendance at our weekly chess club. We've been holding weekly cultural programs, taking a deep dive into the food, language and traditions of different parts of the world. Tasting snacks and trying games from other countries has been a big hit with the teens. We held our first introduction to virtual reality this month as well. Our new VR headsets will offer us a variety of programming possibilities in the future and our teens are having a great time trying them out and learning how they work.

Our most popular programs this month were all about animals. We welcomed Hudson Valley Reptile & Rescue and their fascinating reptiles. They were able to educate us and introduce us to over a dozen different reptiles and everyone who wanted to was able to hold one of the snakes. It was a great opportunity to get up close and personal with these interesting creatures. We also hosted Paws for a Cause, who brought two therapy dogs to the library for our patrons to meet and hang out with for a bit of relaxation time. It was a wonderful break to have during this hectic month. We were so happy to be able to host them.



Automated Logic
Contracting Services
Assurance Plans
Enhance



Prepared For:

AutomatedLogic

Building automation, energy and environmental control
www.automatedlogic.com

Contents

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- What systems are included

Section 2 - General Services Provided

- What this agreement covers

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- Clarifications and exclusions

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- Meet your team

Section 5 - Detailed Description of Work

- What tasks will be performed

Section 6 - Service Agreement

- Agreement scope, pricing, billing, and dates of services

Section 7 - Terms and Conditions

- The legal requirements for everyone's protection



Systems Included

Qty	Equipment	Tag	Location
1	Enhance Package	Goshen Public Library - Enhanced Package	
1	Energy Recovery Unit	Goshen Public Library - ERV	
26	Heat Pump	Goshen Public Library - Heat Pumps	
1	Unit Heater	Goshen Public Library - Electric Unit Heater	

General Services Provided

Enhance

Automated Logic's Enhance service assurance program is a complete technical program and preventive maintenance plan that includes proactive monitoring of health, efficiency, and performance of your network with actionable insights that identify opportunities for reducing operating costs and avoiding failures. Additionally, our Enhance program includes routine scheduled service visits that keep our factory trained eyes on your equipment following our hands-on tasking to ensure your entire network is maintained. Included is a brief overview and description of the different services provided in this Assurance Plan.

Dedicated Account Management Support

As a valued Automated Logic customer, a dedicated account manager will be assigned to you to provide summarized reporting and consulting services as well as recommendations for improved facility performance and general support. We will work with you and guide our resources on their scheduled service visits to focus on areas where our technology lets us know attention may be required.

ALC Digital Core

WebCTRL® Software Updates

To keep your WebCTRL® server operating efficiently and securely, software updates are included in this agreement and will be installed as they are made available and scheduled with your staff. Typically provided at least once annually, software updates keep your system up to date, may include feature enhancements and security functions as well as optimize your user experience.

Controller Software maintenance

Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff. These may include controller firmware updates that improve performance and security of your Automated Logic components.

Common Password Management

Automated Logic is aware of the security concerns of facility owners and is aware of the risks with connected systems in today's environment. Included in this agreement is our assistance in managing secure passwords and credentials that are stored in an encrypted vault where our service team may have access to your system. Vaults are managed by our local remote support teams and are updated periodically.

General Services Provided

Internet Vulnerability Scans

Security concerns extend beyond local networks. Automated Logic service teams will schedule regular scans of your controllers using the latest monitoring tools to keep track of the devices that you have exposed to the Internet. We will launch scans and report back to you our findings with recommendations of any actions or updates that need to occur to keep your facility and Automated Logic equipment secure from any threats.

Database protection and backup Automated Logic helps ensure the WebCTRL® configuration and history are preserved in a secure location.

24/7 call-center support

As an assurance program customer, you will have access to our 24/7 call center. Should an event occur where you require support, either onsite or via remote assistance, an experience service specialist will respond and interrogate your system. Should a site visit be required, we will work with you to determine the best time to dispatch our specialist. Additional charges may apply if our response and action are outside of our agreed upon scope of work.

Full Day Training

An entire day of training is included within this assurance program to ensure the customer is comfortable with using the WebCTRL system.

Scheduled Preventive Maintenance

Planned Preventive Maintenance (Two Full Days of Field Engineer Visit)

Our Enhance service program includes hands on preventive maintenance tasking commensurate with our experience and factory recommended maintenance routines. Scheduled maintenance visits provide preventative support to physical equipment including servers, controllers, field devices and operational checks of mechanical equipment.

Service Reports

During each planned visit, our specialists will document the work performed, discuss any material used for the work performed and discuss any additional findings that need attention including anything that may need to be prioritized.

Facility Management Consulting

Your dedicated Service Account Manager will provide periodic on-site consulting services that specifically address your facility needs and performance. Your account manager will share with you any opportunities to improve your facility performance uncovered by our technical team and work with you to prioritize any work that may even be out of scope of this agreement.

Will also be your first point of contact for any requests, additional needs and will also work with your facility manager to discuss any issues that may arise throughout the year.

Clarifications and

Clarifications:

- This agreement is based on work being performed during normal business hours defined as (8am – 5pm weekdays)
- Activities performed under this agreement are dependent on the level of Assurance Plan selected.
- Repair and/or replacement of equipment installed by Automated Logic Corporation is dependent on the level of Assurance Plan selected and identified in the covered equipment list.

Exclusions:

- Premium Time for emergency or after normal business hours.
- Mechanical repairs.
- Taxes are not included in price.
- Removal, handling, or transporting any hazardous material.

Equipment Exclusions:

- All items not directly terminated to an Automated Logic control module are excluded from this agreement. Such items include but are not limited to fan motors, pump motors, fuses, disconnects, motor starters, smoke detectors, fire alarms, variable speed drives, air compressors, exhaust air valves, humidifiers, heating coils, mechanical dampers or any computer hardware and DDC controllers not provided by Automated Logic.
- Third party devices not originally installed by Automated Logic.
- Any control wiring or pneumatic tubing outside Automated Logic control panels, variable speed drives, combination fire/smoke dampers and actuators.

Contacts

The following controls professionals at Automated Logic are listed for your convenience whenever you need to contact us:

Your Service Coordinator: Aster Pheonyx and Jilianne Pangaro schedules preventive maintenance visits, emergency calls, and manages priorities.

Contact at: 973-569-4700 or aster.pheonyx2@carrier.com / jilianne.pangaro2@carrier.com

Your Remote Support Engineer: Aster Pheonyx and Jilianne Pangaro are responsible for providing Remote Technical support during normal business hours.

Contact at 973-569-4700 or aster.pheonyx2@carrier.com / jilianne.pangaro2@carrier.com

Your Service Account Manager: Louis Pomposello provides overall support and ensures resource availability for your service agreement. Your account manager has the final responsibility to make sure your needs are met in the manner that meets your criteria.

Contact at: 973-569-4700 or louis.pomposello@carrier.com

Your Area Service Manager: David Wilson manages our service department. He is responsible for the overall quality of service and ensuring the teams have the proper resources to service your account. The service manager ensures the team is properly trained, have the equipment necessary and ensures we are delivering the best possible product.

Contact at: 973-585-5590 or david.wilson2@carrier.com

Your Branch Manager: Shana Stein is the General Manager of Automated Logic New York/New Jersey.

Contact at: shana.stein@carrier.com

Your Emergency After Hours Service: Automated Logic After Hours Call Center will connect you to the available on call System Specialist.

Contact at: 973-569-4700

General Office Information:

Automated Logic Contracting Services
100 Delawanna Avenue, 4th Floor
Clifton, New Jersey, 07014

Phone: 973-539-4700

Detailed Description of

Energy Recovery Unit

Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

System Verification

- Run locked value report, log report and discuss locked values with customer representative.
- Create performance historical trends and analyze the operation of equipment and document any abnormalities
- Verify unit is operating per the As-built ATC drawings and document any abnormalities.
- Change critical set point value; verify smooth transition and stable control at the new set point.
- Return set point to original value. Repeat for each additional control loop, if any.
- Verify that controlled dampers will stroke fully in both directions, sealing tightly where appropriate.
- Verify the proper operation of critical control processes and points associated with this unit. Make adjustments if necessary.
- Verify the setting/operation of the low temperature safety device, if applicable.
- Field test any critical alarm device or sensor and verify alarm condition is reported properly.
- Verify sensors are within acceptable range, calibrate if applicable.
- Check associated controller(s) and expansion modules for proper 24 Volt power and communication.
- Document any issues and discuss "Corrective Maintenance" options with customer

Heat Pump

Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

System Verification

- Start-Stop will be verified.
- Verify that the unit is controlled at the specified setpoints.
- Observe control stability.
- Verify that the sequence of operation is executed as designed.
- Verify response and reasonableness of key values and control points.
- Backup controller databases, programs and settings (optional)

Unit Heater

Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

Detailed Description of

System Verification

- Verify unit is controlled at the specified setpoints.
- Observe control stability.
- Verify sequence of operation is executed as designed.
- Verify heating valve response to controller commands.
- Backup controller databases, programs and settings

Service Agreement

Customer Name: Goshen Public Library & Historical Society
Submitted By: Yifan Shen
Customer Address: 366 Main St, Goshen, NY 10924

Scope of Service

Automated Logic Contracting Services, Inc. (ALCS) will perform scheduled maintenance during the term of this Agreement covering the automation equipment and systems listed in the Systems Included section of this Agreement. More detailed systems related tasks can be found in the Detailed Description of Work section of this Agreement.

Agreement Term

This Agreement shall become effective upon 09/01/2023 and shall continue for a 1 year(s) term. The Agreement shall automatically renew at each Agreement anniversary (see Terms and Conditions).

Agreement Billing

In each contract year, there will be a total of 1 payment(s), paid Annually, in advance, in the amount of \$10,000 for Year 1.

Agreement Price

Year 1 pricing 09/01/2023 – 08/31/2024 \$10,000 (1 payment(s) of \$10,000)

Preferred rates for Assurance Plan customers

On Site System Specialist Labor, Normal Business Hours	\$198.00/HR
On Site Service Account Manager Labor, Normal Business Hours	\$260.00/HR

*Labor rates are published annually. ALCS reserves the right to escalate labor rates in accordance with ALCS expected labor and expense increases. Overtime for evenings and Saturdays will be calculated at 1.5x and Sundays and Holidays at 2.0x. Trip and or mileage charges may apply.

Acceptance and Approval

This Agreement will become binding upon signature by Customer and signature by an ALCS representative and is subject to the Terms and Conditions attached and incorporated in this Agreement.

Customer Acceptance (typed/printed name)

Automated Logic Contracting Services, Inc. Acceptance (typed/printed name)

Title

Title

Customer Acceptance (signature)

Automated Logic Contracting Services Inc. (signature)

Standard Terms & Conditions of Sale – Continued

1. PAYMENT AND TAXES – Payment shall be made net 30 days from date of invoice. Automated Logic reserves the right to require cash payment or other alternative method of payment prior to shipment or completion of work if Automated Logic determines, in its sole discretion, that Customer or Customer's assignee's financial condition at any time does not justify continuance of the net 30 days payment term. In addition to the price, the Customer shall pay Automated Logic any taxes or government charges arising from this Agreement. If Customer claims any such taxes do not apply to transactions covered by this Agreement, Customer shall provide Automated Logic with acceptable tax exemption certificates. Payment for service agreements shall be due and payable in advance of services being rendered. All past due invoices will accrue interest at the lesser of 1% (one percent) per month or the maximum amount allowable by law.

2. TERM – This Agreement shall automatically renew at each Agreement anniversary¹ for an additional like term (a Renewal Term) unless either party gives written notice to the other party at least sixty (60) days prior to the expiration of the Initial Term or the Agreement anniversary. The Agreement Price for the first year of the initial Renewal Term will be adjusted to reflect the percent increase shown by the index of the Producer Price Index for Metals and Metal products published by the U.S. Department of Labor, Bureau of Statistics for the adjustment month compared with the index for the same month of the final year of the Initial Term of the Agreement and the percent increase to ALC straight-time hourly labor rates. The Agreement Price will be adjusted annually thereafter to reflect the percent increase shown by the index of the Producer Price Index for Metals and Metal products published by the U.S. Department of Labor, Bureau of Statistics for the adjustment month compared with the index for the same month of the previous year, and the percent increase to ALC straight-time hourly labor rate compared with the straight-time hourly labor rates for the same month of the previous year.

3. SCOPE OF WORK/EXCLUSIONS – Repair to building construction, plastering, patching and painting are excluded. Customer agrees to provide Automated Logic with required field utilities (electricity, toilets, drinking water, receiving dock, project hoist, elevator service, etc.) without charge. Automated Logic agrees to keep the job site clean of debris arising out of its own operations. Customer shall not back charge Automated Logic for any costs or expenses without Automated Logic's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by Automated Logic under this Agreement, Automated Logic's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises.

Certain exclusions apply to services where Automated Logic is providing covered repair labor and material cost under this agreement. Those exclusions regarding covered repair labor and material cost services include service calls due to failures resulting from Force Majeure Events (see Section 6 below), abuse or misuse of equipment, willful damage of equipment, alterations, modifications, and/or any damages as a result of negligence by others. Any language or provision of the Agreement elsewhere contained which may authorize or empower the Customer to change, modify, or alter the scope of work or services to be performed by Automated Logic shall not operate to compel Automated Logic to perform any work relating to Hazards without Automated Logic's express written consent. Services performed at customer's direction outside of the scope of this Agreement will be billed at our scheduled rates.

4. EXTRAS – Work and material in addition to or different from that stated herein, and changes in drawings, specifications or time of performance, shall be considered as extras, and shall entitle Automated Logic to an adjustment in the contract price and the delivery schedule.

5. EMERGENCY SERVICE WORK – If emergency service is performed at Customer's request and inspection does not reveal any defects for which Automated Logic is liable under this Agreement, Customer shall pay for such work at Automated Logic's prevailing time and material rate.

6. SHIPMENT/PARTIAL SHIPMENT/RETURNS – All product shipments shall be F.C.A. shipping point (Incoterms 2010), freight prepaid and allowed to the job site. Shipment dates quoted are approximate. Automated Logic does not guarantee a particular date for shipment or delivery. Automated Logic shall have the right to ship any portion of equipment, goods or other materials included in this Agreement and invoice Customer for such partial shipment. No goods will be accepted for return without prior written authorization. Returned goods may be subject to a restocking charge. Special order and non-stock items cannot be returned.

7. DELAYS – Automated Logic shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Automated Logic's control, including, but not limited to, acts of God or of the public, acts of government, acts of terrorism, fire, floods, epidemics, freight embargoes, unusually severe weather, riots, strikes or labor disputes, conditions of the premises, acts or omissions of the Customer, Owner or other contractors, or delays caused by suppliers or subcontractors ("Force Majeure Event(s)"). In the event Automated Logic is delayed in manufacturing, shipping, delivery or any other performance under this Agreement by a Force Majeure Event and without the fault or negligence of Automated Logic, Automated Logic agrees to notify Customer in writing as soon as practicable of the causes of such delay, and Automated Logic shall further be entitled to an extension of the time equivalent to the duration of any such delay and a reasonable time in which to recover from said delay to resume performance. In the event any materials or equipment to be provided by Automated Logic under this Agreement becomes permanently unavailable as a result of a Force Majeure Event, Automated Logic shall be excused from furnishing said materials or equipment.

8. WARRANTY – Automated Logic warrants to Customer that the Work performed by Automated Logic hereunder will comply in all material respects with the attached Scope of Work or Statement of Services and will be free from material defects in workmanship. Automated Logic warrants that all equipment manufactured by Automated Logic Corporation and all Automated Logic equipment, parts or components supplied hereunder will be free from defects in material and workmanship. Automated Logic shall at its option repair or replace, F.C.A. point of sale (Incoterms 2010), any equipment, part or component sold by Automated Logic and determined to be defective within one (1) year from the date Customer has beneficial use. Automated Logic does not warrant products not manufactured by Automated Logic, but it does pass on to Customer any available manufacturer's warranty for such products. Automated Logic warrants that all services provided by Automated Logic hereunder shall be performed in a workmanlike manner. In the event any such service is determined to be defective within ninety (90) days of completion of that service, Automated Logic shall at its option re-perform or issue a credit for such service. Automated Logic's obligations as set forth herein shall be Customer's exclusive remedy. Automated Logic shall not be responsible for labor charges for removal or reinstallation of defective equipment, parts or components, for charges for transportation, handling and shipping, or for repairs or replacement of such equipment, parts or components required as a consequence of faulty installation when not installed by Automated Logic, misapplication, vandalism, abuse, exposure to chemicals, improper servicing, unauthorized alteration or improper operation by persons other than Automated Logic. THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Customer's use of any software provided under this Agreement is licensed (if applicable) and governed by the applicable end user license agreement.

9. WORKING HOURS – All services performed under this Agreement, including major repairs, are to be provided during Automated Logic's normal working hours unless otherwise agreed in writing.

¹ Agreement anniversary is defined as one year after the effective date or renewal date as stated in the Service Agreement section

Standard Terms & Conditions of Sale – Continued

10. CHANGE ORDERS/ADDITIONAL WORK – Automated Logic will not perform additional work until such time as Automated Logic receives a change order, duly executed by each party, setting forth the scope and an agreed upon price for the additional work, as well as any appropriate adjustments to the delivery schedule. Additional work and/or materials supplied under any change order shall be subject to the terms of this Agreement.

11. CUSTOMER RESPONSIBILITIES – Customer shall: provide safe and reasonable access to the job site and equipment being serviced; provide a safe work environment; keep areas adjacent to equipment free of extraneous material; move any stock, fixtures, walls, partitions, ceilings, enclosures or such other property as may be necessary to perform the specified work; promptly notify Automated Logic of any unusual operating conditions; operate any equipment supplied hereunder properly and in accordance with instructions; and identify and label any asbestos containing material that may be present. The Customer will provide, in writing, prior to the start of a job, a signed statement regarding the absence or presence of asbestos for any job where the building or the equipment to be serviced is older than 1981. Should this document state that no asbestos is present, the Customer will also provide in writing the method used to determine the absence of asbestos. If online service via modem is being provided, the Customer shall provide and maintain, at Customer's cost, a voice grade dial-up telephone line or internet connection installed in a mutually agreed upon location.

12. LIMITATION OF LIABILITY – Under no circumstances shall Automated Logic be liable for any indirect, incidental, special or consequential damages, including loss of revenue, loss of profit, loss of use of equipment or facilities, loss of data, or economic damages howsoever arising. Automated Logic shall be liable for damage to property, other than equipment provided under this Agreement, and to persons, to the extent that Automated Logic's negligent acts or omissions directly contributed to such injury or property damage. To the extent permitted by law, Automated Logic's aggregate liability for any reason, whether in contract, tort (including negligence) or otherwise, will be limited to the value of the payments received by Automated Logic under this Agreement. The aggregate liability shall not limit the liability of Automated Logic for any injury to, or death of a person, caused by its gross negligence.

13. CUSTOMER TERMINATION FOR DEFAULT – Customer shall have the right to terminate this Agreement for Automated Logic's default provided Automated Logic fails to cure such default within thirty (30) days after having been given prior written notice of the default. Upon early termination or expiration of this Agreement, Automated Logic shall have free access to enter Customer locations to disconnect and remove any and all Automated Logic-owned parts, tools and personal property. Additionally, Customer agrees to pay Automated Logic for all incurred but unamortized service costs performed by Automated Logic including overhead and a reasonable profit.

14. AUTOMATED LOGIC TERMINATION – Automated Logic reserves the right to discontinue its service or performance under this Agreement any time payments have not been made as agreed or if alterations, additions or repairs are made to equipment during the term of this Agreement by others without prior agreement between Customer and Automated Logic. Should Customer fail to make payment in accordance with the terms of this Agreement and such failure continues without cure for a period of five (5) days following Customer's receipt of written notice of such payment default, Automated Logic may terminate this Agreement without liability.

15. CLAIMS / ALC EMPLOYEES – Any lawsuits arising from the performance or nonperformance of this Agreement, whether based upon contract, negligence, strict liability or otherwise, shall be brought within one (1) year from the date the claim arose. In the event of any dispute arising out of or related in any way to this Agreement, Automated Logic shall be entitled to recover all costs and expenses incurred in enforcing its rights hereunder, whether based in contract, tort or otherwise, including but not limited to all costs and attorney's fees incurred in any such dispute. The Customer acknowledges that Automated Logic's employees are valuable assets to Automated Logic. During the Term of this Agreement or one hundred eighty (180) days from the effective date, whichever is greater, if Customer hires an Automated Logic employee who worked at the Customer's facility at any time, the Customer agrees to 1) pay Automated Logic an amount equal to twelve (12) months' salary for such employee, and 2) reimburse Automated Logic for all costs associated with any training Automated Logic provided to such employee.

16. GOVERNMENT PROCUREMENTS –

(a) COMMERCIAL ITEMS – The components, equipment and services provided by Automated Logic under this Agreement are "commercial items" as defined in Section 2.101 of the Federal Acquisition Regulations ("FAR"), and the prices of such components, equipment and services are based on Automated Logic's commercial pricing policies and practices (which do not consider any special requirements of U.S. Government cost principles, FAR Part 31, or any similar procurement regulations). As such, Automated Logic will not agree to provide or certify cost or pricing data, nor will Automated Logic agree to comply with the Cost Accounting Standards (CAS). In addition, no government procurement regulations, such as FARs or DFARS, shall apply to this Agreement except those regulations expressly accepted in writing by Automated Logic.

(b) WHERE AUTOMATED LOGIC IS SUBCONTRACTOR – Where Automated Logic is subcontractor, Automated Logic is agreeing to perform a private subcontract for the sale of a commercial item on a fixed-price basis to Customer (a private entity) and as such there shall be no Federal Acquisition Regulations (FARs), DFARS, CFRs, or any other government procurement regulations of any kind which apply to this Agreement, except those regulations expressly accepted in writing by Automated Logic. In addition, Automated Logic will not agree to provide or certify cost or pricing data nor will Automated Logic agree to comply with the Cost Accounting Standards (CAS). Automated Logic refers to FAR 52.244-6, "Subcontracts for Commercial Items and Commercial Components."

17. HAZARDOUS MATERIALS – If Automated Logic encounters any asbestos or other hazardous material while performing this Agreement, Automated Logic may suspend its work and remove its employees from the project, until such material and any hazards associated with it are abated. The time for Automated Logic's performance shall be extended accordingly, and Automated Logic shall be compensated for the delay.

18. OCCUPATIONAL SAFETY AND HEALTH – Automated Logic and Customer agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act ("OSHA") relating in any way to the performance of work under this Agreement, the project or the job site.

19. ENTIRE AGREEMENT, ASSIGNMENT and MODIFICATION – This Agreement contains the complete and exclusive statement of the agreement between Automated Logic and Customer and supersedes all previous or contemporaneous, oral or written, statements. Customer may assign this Agreement only with Automated Logic's prior written consent. No change, modification, amendment or waiver of any of the terms or conditions of this Agreement shall be binding upon the parties unless made in writing and duly executed by both parties hereto.

20. CUSTOMER CONSENT – Customer consents and agrees that Automated Logic may, from time to time, publicize Automated Logic related projects with Customer, including the value of such projects, in all forms and media for advertising, trade, and any other lawful purposes.

Standard Terms & Conditions of Sale – Continued

21. FOR WORK BEING PERFORMED IN CALIFORNIA – Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

22. INTELLECTUAL PROPERTY – Notwithstanding anything to the contrary stated herein, Automated Logic retains ownership of its intellectual property and no license to Automated Logic's intellectual property is granted except as necessary for Customer to use any deliverables and/or services provided hereunder.

23. ANTI-DISCRIMINATION POLICY – The Automated Logic Fostering a Respectful and Safe Work Environment policy is incorporated into these terms via this link: <https://www.automatedlogic.com/en/company/work-for-us/>

24. PRICE ADJUSTMENTS – The price of services performed under this Agreement is subject to change due to increases in material costs related to tariffs, import duties, trade policy, epidemics, commodity or material costs, supplier costs, labor costs, or related impacts or market conditions. Such change shall come into effect on thirty (30) days' prior written notice from Seller to Customer.

25. DATA PRIVACY – Each party will comply with applicable data privacy laws governing personal information collected and processed under this Agreement. Automated Logic processes personal data as described in our privacy notices at <https://www.automatedlogic.com/en/legal/privacy-notice/>

26. STATE CONTRACTOR LICENSE NUMBERS – A list of Automated Logic's state contractor license, certificate, and registration numbers, which list is incorporated herein, is available via this link: <https://www.automatedlogic.com/en/support/contractor-licenses>

27. ADDITIONAL TERMS AND CONDITIONS - CANNABIS INDUSTRY - If Customer is involved in the cannabis industry as a manufacturer, distributor, or otherwise in the United States, the additional terms and conditions available at <https://www.automatedlogic.com/en/support/additional-terms> which are incorporated herein, shall apply.

28. ADDITIONAL TERMS AND CONDITIONS – ABOUND – If this Agreement includes a subscription to the Abound platform, then the additional terms and conditions of the Abound Master SaaS Subscription Agreement available at <https://abound.carrier.com/en/worldwide/saas-agreement/> which are incorporated herein, shall apply.

29. ADDITIONAL TERMS AND CONDITIONS – WEBCTRL CLOUD – If this Agreement includes a subscription to the WebCTRL Cloud platform, then the additional terms and conditions of the WebCTRL Master SaaS Subscription Agreement available at [HTTPS://WWW.SHAREDDOCS.COM/HVAC/DOCS/1000/PUBLIC/04/WBCTRL_MASTER_SAAS_AGREEMENT_DIRECT_09232022.PDF](https://www.SHAREDDOCS.COM/HVAC/DOCS/1000/PUBLIC/04/WBCTRL_MASTER_SAAS_AGREEMENT_DIRECT_09232022.PDF) which are incorporated herein, shall apply.

30. REMOTE MONITORING –

(a) DATA RIGHTS - Customer hereby grants and agrees to grant to Automated Logic a worldwide, non-exclusive, non-terminable, irrevocable, perpetual, paid-up, royalty free license to any Source Data, with the right to sub-license to its affiliates and suppliers for (i) Automated Logic's performance of services pursuant to this Agreement, (ii) the improvement of Automated Logic services, and Automated Logic's Analytics Platform; (iii) improving product performance, operation, reliability, and maintainability; (iv) to create, compile, and/or use datasets and/or statistics for the purposes of benchmarking, development of best practices, product improvement; (v) the provision of services to third parties, (vi) research, statistical, and marketing purposes, and/or (vii) in support of Automated Logic agreements.

Source Data – shall mean data that is produced directly from a system, or device and received at a collection point or a central server (e.g. a Automated Logic's database, data lake, or third party cloud service).

Analytics Platform – shall mean server algorithms or web interface systems used to (i) interpret, convert, manipulate, or calculate data, (ii) perform data processing, and/or (iii) the delivery of data to Automated Logic, affiliates or suppliers of Automated Logic, and/or Customer.

(b) RETURN OF DATA - Customer understands and acknowledges that Automated Logic will collect Source Data that will be stored on and/or transmitted to Automated Logic's servers and to suppliers or affiliates that are contracted by Automated Logic and used to transmit, process, extract or store such Source Data for purposes of Automated Logic's performance of the service in accordance with this Agreement. Once such data and information has been stored and/or transmitted to Automated Logic's servers, Customer agrees that such data and information shall become part of Automated Logic's database and therefore subject to the license terms under section 28(a).

(c) DATA DELIVERY - During the term of the Agreement Customer shall (i) make reasonable efforts to ensure that the hardware remains powered on, (ii) avoid intentional action to impede, block or throttle collection and transmission of Source Data by Automated Logic, and (iii) avoid intentional action to disable, turn off, or remove the data collection hardware or software without Automated Logic's express written consent, which consent shall not be unreasonably withheld.

(d) DATA SAFEGUARDS - Automated Logic processes personal data as described in our privacy notice at Carrier.com. The parties will comply with applicable data privacy laws governing personal data processed in connection with this Agreement, including the California Consumer Privacy Act (CCPA) and the European General Data Protection Regulation (GDPR), and take all reasonable commercial and legal steps to protect personal data. If Customer provides Automated Logic with personal data, Customer will ensure that it has the legal right to do so, including notifying the individuals whose personal data it provides to Automated Logic. If a party collects or processes personal data from California residents under this Agreement, such party is a "Service Provider" under the CCPA and will not sell or exchange such personal data for anything of value.



**Goshen Public Library & Historical Society
Local History Room Policies and Procedures**

Adopted and approved by the Board of Trustees on _____, 2023.

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Purpose

This document explains the intent governing the acquisition, use, and disposition of collections held by the Goshen Public Library & Historical Society (the “Library”) in its Local History Room. This document does the following:

- Establishes basic priorities and criteria for adding new objects and manuscripts to the collection (the accession policy).
- Affirms the highest ethical standards will be met by the Library and the Local History Room staff in all transactions, including avoidance of conflicts of interest.
- Affirms that staff will comply with all domestic and international laws and regulations governing the collecting of objects, the transfer of ownership of those objects, and the movement of objects and collections across political boundaries and borders.
- Assures that the standards of documentation for acquisitions and care meet generally accepted museum standards.
- Establishes the conditions and procedures for permanent removal of objects from the collection (the deaccession policy).

Mission Statement

The Local History Room of the Goshen Public Library and Historical Society provides access to its collection to inspire curiosity in history and historical research, foster community connections, and encourage engagement with historical information of the United States of America, the State of New York, the county of Orange, New York, and particularly the community of Goshen, New York.

Statement of Authority

The Local History Room is a component of the Goshen Public Library and Historical Society, a 501(c)3 corporation granted an absolute charter in 1989 by the Board of Regents of the University of the State of New York, and organized as a school district library. The Library is governed by an elected seven-member Board of Trustees.

Scope and Description of the Collection

The Local History Room holds a collection of thousands of primary source objects, archives, photographs, manuscripts, and library materials. This collection, key to our mission to inspire curiosity, foster community connections, and encourage engagement shall be for research, preservation, and interpretation.

The Local History Room collects and maintains materials that support and advance its mission. The following criteria inform the collection:

- Utility
 - Does the object bring value for public or academic research?

- Does the object tell a unique or compelling story about Goshen, Orange County, or New York?
- Does the object support exhibit or display interests?
- Logistics
 - Is the object in good condition?
 - Is there space to store the object?
 - Is the object unique to the collection?
 - Does the object provide a new interpretation or enhance an existing one?
 - Is the object replicated or duplicative of holdings in other local history collections?

The Local History Room maintains a non-circulating library of print materials and objects relating to the history of the Village of Goshen, the Town of Goshen, the county of Orange, and the State of New York. Materials may include periodicals, newspapers, published works and manuscripts, family history and genealogy files, marriage records, obituaries, records of community organizations, clubs, and religious organizations, records of local businesses, personal papers, correspondence, journals, and diaries, maps, deeds, blueprints, photographs, legal and case documents, works of art, and other archival documents.

Acquisitions (Accessioning)

The Local History Room of the Library acquires objects and archival materials by gift, bequest, donation, exchange, and purchase. Only objects meeting the acquisitions criteria will be accepted.

The following criteria should/must be met:

- All acquisitions must be relevant to and consistent with the purposes and activities of the Library.
- The Library can provide for the immediate and future storage, protection, and preservation of the materials under conditions that ensure their availability for the Library's purposes and in keeping with professionally accepted standards.
- The present owner must declare in writing that he/she has clear title to the object and execute a written deed of gift, which should include a complete description of the property.
- No acquisition will be accepted unless accompanied by full literary rights, property rights, copyrights, patents, or trademarks.
- Every effort should be taken to determine provenance before taking title and permanent possession.
- The Library shall not pay for an appraisal for the donor, nor shall any Library employee, volunteer or Board of Trustee member appraise a potential gift from or for a donor, for the purpose of establishing the tax-deductible value of gifts or purchases offered to the Library for the Local History Room. The U.S. Internal Revenue Service prohibits appraisals from recipient institutions that are involved in the transaction. Only appraisals from disinterested third parties will be accepted.

- The Library is a non-profit, tax-exempt charitable organization under section 501(c)3 of the Internal Revenue Code of 1986 (or corresponding provisions of any future Federal tax code). Donations are tax deductible as allowed by law and donors should be advised to consult with their personal tax advisor.
- No objects or materials shall be knowingly or willfully accepted or acquired which are known to have been illegally collected in the United States contrary to state law, federal law, international law, regulation, treaty and/or convention. If the question of legal acquisition exists, the Library should err on the side of caution. The following is a list of object types that may require special scrutiny but should not be considered all-inclusive.
 - **Native American objects subject to NAGPRA (Native American Graves Protection and Repatriation Act):** The Library shall not acquire any repatriatable Native American object without the related tribal consent. The Library shall not acquire any illegally obtained Native American object. The Library shall confer with the National NAGPRA office before accepting any Native American object to ensure it does not fall under NAGPRA. Human remains will only be accepted by the Library as a conduit for repatriation and/or reburial.
 - **Animals:** The Library shall not acquire any animals, bird or parts or remains of animals or birds that violate the Endangered Species Act, the Marine Mammal Protection Act, the Lacey Act, the Bald and Golden Eagle Protection Act, the Migratory Bird Act, or any other related law or treaty.
 - **Nazi-Confiscated Art:** The Library shall not acquire any art that is suspected of being confiscated by the Nazis during the Holocaust-era and associated wars.
 - **Exported Objects:** The Library shall not acquire any object that has been illegally exported from a foreign country.
 - **War Trophies:** The Library shall not acquire any objects suspected of being war trophies without the written consent of the appropriate branch of the U.S. military.
- Acquisitions must be free of donor-imposed restrictions. All donations of objects or materials are considered outright and unconditional gifts to be used at the discretion of the Library.
- Objects or materials found in the collection with no accession number shall be researched to determine if any documentation exists. If no documentation is found, the Library may acquire the title in accordance with the Museum Disposition of Property Act and applicable New York laws.
- Materials left anonymously in the custody of the Library will be evaluated for inclusion in the collection. If accepted, the deed of gift will describe the circumstances of the gift and be signed by the President of the Board of Trustees of the Library.

Disposal (Deaccessioning)

Deaccessioning is the process of permanently removing accessioned objects from the primary collection. Because the Library holds its collections in the public trust, the deaccession process shall be deliberate, cautious, and completed with the utmost integrity.

Deaccessioning shall be undertaken only as a means of strengthening and benefiting the historical collections of the Local History Room and to focus on items that are integral to the mission. The deaccessioning process shall follow accepted museum standards.

Criteria for Deaccessioning:

In general, objects shall have permanence as long as:

- They continue to be relevant to the stated mission of the Local History Room's collection.
- They are not duplicates, or if duplicates, there is no educational, historical, or collection purpose to retain the duplicate.
- They can be properly stored, maintained, and used.
- They retain their authenticity.
- They retain their identity.
- They retain their physical integrity.

Process for Deaccessioning:

No items may be deaccessioned until a good faith effort to notify the donor, if alive, or his/her heirs or assigns, of the intent to deaccession if the item were accessioned within the previous three (3) years. If the object is returned to the donor in this manner and the donor claimed the fair market value of the donation as a tax deduction at the time of gift, the return of the object may have significant tax consequences, and the recipient should be advised to consult with their personal tax advisor.

Materials shall be deaccessioned only upon the approval of the Board of Trustees of the Library at a duly called meeting of the Board. The minutes of the meeting shall reflect the decision.

Disposition

The method for disposition of the deaccessioned materials shall be recommended by the Board of Trustees of the Library. The methods for disposition of deaccessioned materials include the following methods:

- Exchange with other institutions to strengthen the historical collections of the Local History Room;
- Donation to another institution which may make the materials generally accessible to the public;
- Sale at public auction or other appropriate means; or
- Destruction.

A complete record of the conditions and circumstances under which items from the collection were deaccessioned and disposed of shall be retained as part of the Local History Room's permanent collection records.

All funds received through the sale of materials from the collection will be used only for care, conservation, and acquisition of objects for the Library's History Collection. The proceeds from the sale of deaccessioned objects may not be used for capital purchases or operating funds.

Conflict of Interest

The staff, volunteers, members of the Board of Trustees of the Library, and their immediate families are prohibited from acquiring objects deaccessioned from the collections except at public auction.

Disposition of non-accessioned materials

Non-accessioned materials are those items donated to the Library for the collection. If these items outlive their ability to meet the objectives of the library, the object shall be destroyed upon approval by the Board of Trustees of the Library of a recommendation from the Historical Society Committee.

Loans

Incoming and outgoing loans further encourage a love of history and historical research and greater exposure of historical objects to the public at large. Incoming and outgoing loans are a means of supplementing and enhancing the Library's collections and reputation as an important community resource.

The Library may wish to borrow objects from institutions or individuals to fulfill an exhibition, programmatic, or educational objective. Other public institutions may wish to borrow objects from the Local History Room's collection for similar objectives. Loans to and from the Library are subject to the approval of the Board of Trustees of the Library. All loans to and from the Library must be documented by a loan agreement signed by all the parties (the "Loan Agreement").

Loans to the Library

Loans to the Library shall be accepted from individuals or institutions for purposes of exhibiting or current relevant research. The Library cannot store, maintain, or insure objects belonging to others that are not required for exhibition or display. Items loaned to the Library will only be approved for specified exhibits and for a specified length of time, not to exceed one (1) year, but may be renewed if requested in writing. If the loan to the Library is intended to be a donation and is later canceled, the owner shall pay the return insurance, packing, and transportation costs and be advised to consult with their personal tax advisor regarding the tax consequences of a canceled donation.

Criteria for Loans to the Library

The following criteria must be met before the Library will accept a loan of an object:

- The individual or organization offering the object for loan must provide a signed written declaration that they are the legal owners of the property.
- The duration of the loan shall be for a specified period and stated in the Loan Agreement, but not to exceed one (1) year. If agreeable to all parties, the loan may be renewed at the end of the period with a written extension signed by all parties.
- The loan may be terminated by either party with thirty (30) days written notice sent as directed in the Loan Agreement.
- All objects loaned to the Library shall receive the same care as the objects in the Library collection. No cleaning, repair or alteration, including re-matting and remounting, will be undertaken by the Library unless directed in writing by the owner. All written directions

shall state the work to be done and acknowledge the cost of the work shall be borne by the owner. No conservation work will be done on the borrowed object unless there is an emergency, and the object requires immediate treatment to prevent further damage or complete destruction. In that event, the Library shall make every effort to obtain verbal permission before treatment is begun and shall request a written confirmation.

- The Library shall provide insurance coverage for the object based on appraisals supplied by the object's owner, unless insurance is waived by the object's owner and a waiver of subrogation is obtained.
- Responsibility for and standards for packing and transportation of objects shall be clearly stated in the Loan Agreement.

In the event of the death of a lender, the Library will attempt to identify the lender's legal representative and provide written notice of the loan. If the object is still in the possession of the Library and there is no response to written notice to the owner's legal representative within six (6) months, the object shall become the property of the Library.

Loans from the Library

No object may be taken from the premises for any reason, without approval of the Board of Trustees of the Library, or the Library Director, as their designee. Materials may be loaned to other museums or institutions only after careful consideration regarding the stability of the object and the ability of the borrowing institution to provide proper care, environment, security, and safe transport for the object. At all times, the security of the object shall be the priority.

All loans must be accompanied by a signed Loan Agreement. Insurance provisions will be reviewed prior to loan approval and stated in the Loan Agreement. Loan duration will be determined on an individual case basis, but shall not exceed one (1) year, subject to renewal. Loans will not be made to individuals.

Criteria for Loans from the Library

The following criteria must be met:

1. The duration of the loan shall be for a specified period and stated in the Loan Agreement, but not to exceed one (1) year. If agreeable to all parties, the loan may be renewed at the end of the period with a written extension signed by all parties (See Exhibit C, attached hereto).
2. The loan may be terminated by either party with thirty (30) days written notice sent as directed in the Loan Agreement.
3. Borrowing institutions may not transfer objects to a third party without the written consent of Library.
4. Borrowing institutions must demonstrate appropriate security as approved by the Library. The Library reserves the right to inspect the loaned object on the premises of the borrower. Acceptable security measures are as follows:
 - Small objects must be displayed in locked cases.
 - Prints, maps, and other flat material must be displayed in locked cases or mounted in an appropriate archival manner, according to the specifications outlined in the Loan Agreement.

- Large items and costumes, not displayed in cases or behind glass, must have barriers sufficient to keep the public at a distance from the objects.
 - Where feasible, photographs shall be duplicated by color copy or by creating a negative for display purposes.
5. Any damage, breakage, or loss must be reported immediately to the Library by the borrower.
 6. The borrower must provide a certificate of insurance for the borrowed object. The coverage must in effect for the duration of the loan, including the transit to and from the borrower and while on the borrower's premises.
 7. Loaned objects will be used only for the purpose stated in the Loan Agreement and may not be copied, photographed, or reproduced except to record and publicize the exhibit. No borrowed object may be used for any commercial purpose whatsoever.
 8. Objects shall bear labels indicating that they were loaned courtesy of the Goshen Public Library & Historical Society, Goshen, New York. All publications and press releases must also include the credit line.
 9. Approved transportation by the borrower unless otherwise arranged and stated in the Loan Agreement. All insurance, packing, and transportation costs shall be the responsibility of the borrower. Packing and return transportation must be in the same manner and means as the original shipping. Only persons approved by the Library shall be permitted to handle, move, or pack borrowed objects.
 10. The Board of Trustees of the Library reserves the right to refuse a loan for any reason whatsoever.

Care of Objects

The Library will apply professionally accepted methods of storage, treatment, care, preservation, conservation, and use. Every effort consistent with professional standards and ethics and within the financial resources of the Library will be made to ensure the preservation of the material. Treatment of objects will be carried out only as necessary and must respect the historic and artistic integrity of the object. Professional conservators may be contracted to perform treatments that cannot be performed in-house. Such treatments will be in accordance with the ethical standards established by the American Institute for the Conservation of Historic and Artistic Works (AIC). All conservation treatments will be fully documented, and the records of such work will be maintained as part of the Permanent Collection files.

Security

The collections of the Local History Room and Library are its most important asset and security measures should be in place to protect these collections. These may include smoke detection system, security and/or motion alarms, fire suppression system, temperature and humidity controls, light exposure, pollutants, abrasive particulate matter, vermin, and other pests.

Insurance

The Board of Trustees of the Library, upon the advice of the Historical Society Committee and Library Director, will determine the level of insurance protection the objects and collection of the Local History Room will carry. It shall be sufficient, at a minimum, to provide full protection of the collection against theft, fire, damage and destruction, or loss of value in keeping with generally accepted museum practices.

The Library Board, as the governing entity of the Local History Room, will maintain an active risk management program and a disaster plan to ensure protection of the collection of the Local History Room. Said plans shall be reviewed periodically by the Board of Trustees to guarantee adequacy of coverage.

The following factors shall be considered when determining insurance policy requirements:

1. Appraisal value and condition of the collection.
 - a. Where appropriate, appraisals will be done by a certified appraiser.
 - b. The valuation of an object, and the date of the valuation, will be retained as part of the object's record.
 - c. The Board of Trustees will determine at what market level collections will be insured.
2. Physical location and storage.
3. Possible shipment of objects, deaccessioning, destruction, and other physical changes to the collection of the Local History Room.
4. Loans of objects to and from the Local History Room.
5. Replacement possibilities.

Objects in custody of the Local History Room or the Library shall be considered the property of the potential donor and should be insured by the same until such time as a Deed of Gift agreement is executed in favor of the Library.

The value of the collection of the Local History Room may be subject to appraisal, certified, if possible, at the discretion and approval of the Board of Trustees of the Library. Valuations of holdings and objects shall be included with their accession recorded in the Past Perfect database (or future database).

Periodic review of the insurance coverage and policy, audit and inventory taking of the collection of the Local History Room shall be scheduled at the direction of the Board of Trustees of the Library.

Collection Documentation, Records, and Inventories

Collection records shall be maintained according to generally accepted practices of similar institutions. These records include accession, loan, and deaccession records in addition to provenance and donor information. A periodic inventory of the primary condition shall be conducted.

The Local History Room shall maintain the insurance, financial, tax, and appraisal records, and other collection information as confidential, as well as records and information declared confidential by the donor.

Access to the Collection/Use of the Collection

The Local History Room of the Library has important and unique documents pertaining to the history of Goshen and surrounding areas.

During operating hours, the collection shall be accessible for research and study subject to procedures necessary to safeguard the collection and objects.

Patrons using the collection must comply with the following:

- Walk-ins are welcome during certain hours designated by the Library Board. Appointments can be made when the Local History Room is not open.
- All visitors must sign the registration log.
- Requests from on-site researchers take precedence. Research requests received through the mail, by phone, or email will be handled as time and staffing allow.
- Items from the Local History Room are non-circulating and may not be taken outside the Local History Room.
- Staff or volunteers will locate and bring the requested materials to researchers using the Local History Room when possible.
- Use only pencils. Do not use self-adhesive post-it notes, paper clips, pens, highlighters, *etc.* No tracing is allowed. Archival materials must not be marked, damaged, or altered in any way.
- Patrons may be asked to use archival gloves when handling fragile documents.
- Photographing may be done with cellphones or professional apparatus, or with the help of staff.
- When objects from the collection are reproduced in any print publication, electronic publication or format, or audio visual work (for example, CD, DVD, website, video, film or other) or exhibited, preferred citation includes identifying the item, the collection name, name of the Library and location. A license agreement shall be completed.
- When using the manuscript collection, papers must be kept in the order that they are filed. Only one folder at a time may be used.
- Food or drink is not allowed in the Local History Room.
- Microfilm reader/printer available when the Local History Room is open.
- In-depth research by staff and other research costs will be determined annually by the Library Board of Trustees. These costs will be shared and confirmed prior to the start of any research.

No objects may be taken from the premises for any reason without the approval of the Library Director or Library Board. All loans must be accompanied by the appropriate paperwork (See "Loans" above). Materials may be loaned to museums or institutions subject to the institution's ability to ensure the protection, safe transport and return of the objects, insurance provisions will be reviewed prior to loan approval. Loan duration will be determined on an individual basis,

but shall not exceed one year, subject to renewal. Loans will not be made to individuals unless approved by the Library Director or Library Board.

Conflict of Interest and Ethical Considerations

The Library endorses the Statement of Standards and Ethics of the [American Association for State and Local History](#). The Board of Trustees, staff members (employees) and volunteers working with the collection are expected to abide by these standards.

Library employees and Trustees are prohibited from having collections concurrent with the mission of the Library to eliminate the potential conflict of placing particularly valuable objects in private collections rather than in the Library's collection.

The Library complies with the Native American Graves Protection and Repatriation Act (NAGPRA) regarding human remains and objects of a sacred or ceremonial nature.

The Library does not consider its accessioned collections financial assets since they are to be held, for all practical purposes, in perpetuity.

Intellectual Property

The Library will make all reasonable efforts to protect the intellectual property in its collection. This includes protecting the intellectual property rights over its collection, as well as upholding the intellectual property rights of others.

Copyright. The Library will make every reasonable effort to obtain copyright information for all collection items. Due to the nature of historical collections this may not always be possible, but a record of attempts to identify the copyright status of an item will be maintained. Where copyright is unclear or restricted, notations will be made available to the public denoting this status.

Fair Use. The Library reserves the right to distribute and utilize its collections under the doctrine of Fair Use. The doctrine of Fair Use allows limited use of copyrighted material without permission from the copyright holder. Fair use includes comment, news reporting criticism, teaching, research, and scholarship. All other uses require written permission. Requestors are responsible for obtaining copyright permission before using copies for any purpose other than those defined as Fair Use.

Review/Revision

The policies and procedures that govern the Goshen Public Library & Historical Society will be reviewed annually by the Historical Society Committee and recommendations made to the Board of Trustees of the Library. The policies and procedures may be amended by the Board of Trustees at a regular meeting or special meeting.

Overview and Summary:

In January of 2023, a local history committee was formed within the GPLHS made up of ten members. An idea emerged from this group to author and publish a journal about the local history of the library's service area. The goal of this project is to produce a regular issue of about 40-50 pages with articles and photographs on a schedule yet to be determined.

Reasons for a Journal Project:

Local history organizations typically produce publications to share historical information with their memberships and the public at large.

The service population of the GPLHS has changed dramatically over the past half century and there is a critical need to recount and share our historical story.

A journal of well researched articles about our local history will help the GPLHS reach a wider and more diverse patron demographic in its service area.

Benefits of the Journal Project for the GPLHS:

Provide a tangible way to promote increased interest in the local history of our communities.

Broaden the reach of the GPLHS mission to educate and provide information as a key center for learning.

Contributing authors may become sources for future lectures at the GPLHS.

The journal project of the local history committee will offer a new service to the patron population.

Process and Structure:

Community participation will be encouraged by personal contact and advertisement.

Authors and editors will complete interviews with community members.

Local schools and students will be invited to participate and contribute ideas for journal content.

Contact with local town historians from Goshen, Chester, Hamptonburgh, Waywayanda, and Wallkill in the GPLHS service area will help us to reach new potential authors and topics for the journal representing all towns located in the Goshen CSD.

Six individuals have indicated they will write articles and several additional contributors are pending. A plan to recruit more authors is being developed.

Content editors will be Mr. Edward Connor, Village of Goshen Historian and Dr. Michelle Figliomeni, Town of Goshen Historian, and Salvatore J. LaBruna, Associate Production Editor.

Production and copy editor will be Mr. John Kuroski.

Local history author consultant is Town of Warwick historian, Dr. Richard Hull.

Organizational and work flow processes will be modeled upon the content of the Editorial & Production Schedule and Checklist of Responsibilities sent to committee members on June 27, 2023.

Each issue of the historical journal will feature an article about an object from the collection of the Local History Room of the Goshen Public Library.

Another regular feature will be the “Did you Know” column, where interesting and lesser-known historical facts of the rich history of our area will be shared with the reader.

An effort would be made to include articles of both historical significance and human interest to attract as diverse a readership as possible. Published articles will include source citations and notes about where information was obtained.

Production of Future Journal

Our goal would be to produce a first finished product of at least 40 pages in a permanent bound format with a color cover and photos included with the articles for release to general public with a price of approximately \$10-\$12. The committee is considering an initial run of 100 or 250 copies to be offered for sale at special locations within the library district area, through the library itself and through the Friends of the Goshen Public Library bookstore. Plans are also being considered to offer the journal’s content online through the website of the GPLHS. Printing and publication cost estimates have been obtained and will be shared with this proposal.

Respectfully submitted,

Donovan Aitchison and James Kuroski, Members of Historical Society Committee

EMAIL OF DR. RICHARD HULL OF AUGUST 1, 2023

DEAR JIM AND DON,

IT WAS A PLEASURE MEETING YOU IN GOSHEN A FEW MONTHS AGO AND I THINK YOUR PROJECT TO LAUNCH A JOURNAL IS WONDERFUL. I'D BE HAPPY TO MEET WITH YOU AND TO SHARE IDEAS ABOUT IT. UNFORTUNATELY, I'M OFF TO MAINE AND WON'T REALLY BE FREE TO GET TOGETHER UNTIL AFTER SEPTEMBER 8TH. WHAT TIME DURING THE WEEK OF SEPTEMBER 11TH IS MOST CONVENIENT WITH BOTH OF YOU?

REGARDS,

RICHARD

BIO OF JOHN KUROSKI FROM EMAIL OF JULY 31, 2023

Dear Goshen Public Library Local History Committee,

I'd be both happy and honored to join your project. Born and raised in Goshen, I've always had a keen interest in its history. While studying history at New York University, it was my pleasure to complete a summer internship with the Orange County Historian's office. Since graduating, I've been working as an editor, and for the last eight years I've been doing so with the Brooklyn-based digital publisher All That's Interesting, a site that's largely focused on history and draws several million readers each month. Previously as managing editor and now as editorial director, it's been a privilege to work full time as an editor primarily focused on the very field I've most enjoyed my whole life: history. It'd likewise be a privilege to join you in your exciting new project. Thanks for your time and consideration. John Kuroski

JULY 30, 2023, PHONE CONVERSATION WITH MICHELLE FIGLIOMENI

Hi again, Michelle. Pleasure to speak with you today, and thank you for your help in reviewing articles before publication for historical accuracy, for our proposed Journal project! Also, Don and I would be honored to have you write an article for it, as we have discussed!

Sincerely
Jim Kuroski