



Goshen Public Library and Historical Society Board of Trustees
Regular Meeting of January 8, 2024
(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 the Agenda as presented.
- IV. Privilege of the floor
- V. Approval of November 13, 2023 Minutes (regular Board meeting) and December 11, 2023 Minutes (regular Board meeting)
[Action item] RESOLVED that the Board approve the minutes of November 13, 2023 and December 11, 2023 regular Board meetings.
- VI. Personnel Appointments
 - Appoint Harlene Kresse from full-time page to full-time competitive Clerk.
 - Appoint Autumn Holladay to part-time competitive Librarian Assistant.
 - Appoint Jack Denman, Principal Accounting Clerk, and Michelle Muller, Librarian II, Head of Youth Services and AD, to exempt status.[Action item] RESOLVED that the Board approve the appointment of Harlene Kresse to full-time competitive Clerk, Autumn Holladay to part-time competitive Librarian Assistant, and Jack Denman, Principal Accounting Clerk, and Michelle Muller, Librarian II, Head of Youth Services and AD, to exempt status.
- VII. Executive Session
[Action item] RESOLVED that the Board enter executive session for discussions regarding proposed, pending, or current litigation/collective bargaining
- VIII. Finances
 - a. Financial report for December 2023 – Catherine Lemmer
[Action item] RESOLVED to approve the financial report for December 2023 as presented.
 - b. Warrant Schedule for December 2023
[Action item] RESOLVED to approve the December 2023 warrant schedule as presented.

- IX. December 2023 Director's Report – Catherine Lemmer
- X. Committee Reports
 - a. Standing Committees
 - i. Physical Resources Committee - None
 - ii. Community Resources Committee - None
 - iii. Human Resources - None
 - iv. Sunshine Committee - None
 - b. Ad Hoc Committees
 - i. Historical Society Committee – Trustee Bob Quinn
 - ii. Bylaws Committee - None
- XI. Reports from Partner Groups
 - a. Friends liaison – None
 - b. Junior Friends liaison – None
- XII. New Business
- XIII. Privilege of the floor
- XIV. Adjournment
[Action item] RESOLVED that the Board of Trustees adjourn.

Next Regular Meeting: February 12, 2024 @ 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 stand, state their name and address for the record, and face the Board when making their comments.



Goshen Public Library and Historical Society Board of
Trustees Regular Meeting of November 13, 2023

Draft

Meeting Minutes of November 13, 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 7:00 pm on November 11, 2023.

Attendance:

Board Members Present: Meghan Boroden, Bill Troy, Bob Quinn, Emily Collado, Heather LaBruna, and Tina Fortugno. Also in attendance, Catherine Lemmer, Director.
Absent: Jim Tarvin.

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve agenda as presented. Motion, Bill Troy. Second, Tina Fortugno. (Approved 6-0-0).

IV. Privilege of the floor: None.

V. Approval of the October 9, 2023 Minutes (regular Board meeting)

[Action Item] RESOLVED that the Board approve the minutes of the October 9, 2023 regular Board meeting. Motion, Emily Collado. Second, Bill Troy. (Approved 6-0-0).

VI. Personnel Appointments: None.

VII. Finances

a. Financial report—Catherine Lemmer

[Action item] RESOLVED to approve the financial report for October 2023 as presented. Motion, Emily Collado. Second, Bill Troy. (Approved 6-0-0).

b. Warrant Schedule for October 2023

[Action item] RESOLVED to approve the October 2023 warrant schedule as presented. Motion, Bob Quinn. Second, Tina Fortugno. (Approved 6-0-0).

- VIII. Director's Report—Catherine Lemmer (see attached).
- IX. Committee Reports
- a. Standing Committees
 - i. Physical Resources Committee - None
 - ii. Community Resources Committee-None
 - iii. Human Resources-None
 - iv. Sunshine Committee - None
 - b. Ad Hoc Committees
 - i. Historical Society Committee – Bob Quinn reported the history journal project is moving along. A new email account was set up for the project and there are a number of writers. He also reported that a photograph collection regarding the Brownley family (once owners of the Library property and Salesian Park) was purchased on e-bay and has been gifted to the Local History Room. Next scheduled meeting is January 8, 2024 at 12 pm.
- X. Reports from Partner Groups
- a. Friends liaison—Trustee Bill Troy. The last lecture by Brian Vangor on the Indian Power Point Nuclear Power Plant was very interesting. The many Veterans Day events likely impacted on attendance. The program was taped and is on the Friends Facebook page. Mr. Vangor donated a copy of his book to the Library.
 - b. Junior Friends liaison—Trustee Jim Tarvin was absent and will update the Board in December. The movie, 'Winter of the Witch,' program on October 28th was fun and well-attended.
- XI. New Business
- XII. Privilege of the floor. Norma Nunez-Langlois commented on the October 2023 financials and Jim Langlois spoke about book challenge issue facing libraries.
- XIII. Adjournment
[Action item] RESOLVED that the Board of Trustees adjourn at 7:48 pm. Motion, Bill Troy. Second, Emily Collado. (Approved 6-0-0).

Next Regular Meeting: December 11, 2023 at 7:00pm.

Submitted by Heather LaBruna, Secretary, Board of Trustees.



Goshen Public Library and Historical Society Board of
Trustees Regular Meeting of December 11, 2023

Draft

Meeting Minutes of December 11, 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 Bill Troy, Vice President, at 7:00 pm on December 11, 2023.

Attendance:

Board Members Present: Bill Troy, Bob Quinn, Heather LaBruna, and Jim Tarvin. Also in attendance, Catherine Lemmer, Director.

Absent: Meghan Boroden, Emily Collado, and Tina Fortugno.

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] RESOLVED that the Board approve the agenda as presented. Motion, Bob Quinn. Second, Heather LaBruna. (Approved 4-0-0).

IV. Privilege of the floor: None.

V. Approval of the November 13, 2023 Minutes (regular Board meeting)

Tabled until January 8, 2024.

VI. Personnel Appointments: None.

VII. Finances

a. Financial report for November 2023

[Action item] RESOLVED to approve the financial report for November 2023 as presented. Motion, Jim Tarvin. Second, Bob Quinn. (Approved 4-0-0).

b. Warrant Schedule for November 2023

[Action item] RESOLVED to approve the November 2023 warrant schedule as presented. Motion, Jim Tarvin. Second, Bob Quinn. (Approved 4-0-0).

- c. Reserve for NYSLRS Past Service Credit
[Action item] RESOLVED to approve the transfer of \$40,000.00 from budget line-item Salaries & Wages to budget line-item State Retirement-Employee Accrual to fund application for past New York State and Local Retirement System service credit. Motion Bob Quinn. Second, Heather LaBruna. (Approved 4-0-0).
- d. Transfer of funds to New York Liquid Asset Fund
[Action item] RESOLVED to transfer \$600,000.00 to the Library's NYLAF (New York Liquid Asset Fund) account to earn a higher rate of return on Library funds. Motion, Jim Tarvin. Second, Heather LaBruna. (Approved 4-0-0).
- e. Appointment of FY2025 Budget Committee
[Action item] RESOLVED to appoint Trustee Boroden, Trustee Quinn, and Trustee Troy to the FY2025 Budget Committee. Motion Heather LaBruna. Second, Bill Troy. (Approved 4-0-0).

VIII. Policy Updates and Revisions

[Action Item] RESOLVED to approve the following policies as presented:

- a. Notice of Employee Rights Policy
- b. Bar on Demanding Access to Employee Accounts Policy
- c. Notice of Unemployment Insurance Upon Separation from Employment Policy
- d. Library Services Policy, including sections, Library Card Registration, Replacement Cards, Confidentiality Statement, Principles of Selection, and Censorship, and the Library Materials Policy.
Motion Heather LaBruna. Second, Bob Quinn. (Approved 4-0-0).

IX. Director's Report—Catherine Lemmer (see attached).

X. Committee Reports

- a. Standing Committees
 - i. Physical Resources Committee - None
 - ii. Community Resources Committee-None
 - iii. Human Resources-None
 - iv. Sunshine Committee - None
- b. Ad Hoc Committees
Historical Society Committee – Bob Quinn reported the history journal project is moving along. Director Lemmer agreed to send the author names and to Sal LaBruna. Next scheduled meeting is January 8, 2024 at 12 pm.

XI. Reports from Partner Groups

- a. Friends liaison—Trustee Bill Troy. The 2023 Fall lecture series has successfully concluded, the 2024 Spring series is set, and work is beginning on the Fall 2024 series.
- b. Junior Friends liaison—Trustee Jim Tarvin. The Junior Friends gave out 150 books at the Tree Lighting Ceremony to many grateful families. The group is in the planning stage for future events.

XII. New Business

XIII. Privilege of the floor. None

XIV. Adjournment

[Action item] RESOLVED that the Board of Trustees adjourn at 7:40 pm. Motion, Bob Quinn. Second, Heather LaBruna. (Approved 4-0-0).

Next Regular Meeting: January 8, 2024 at 7:00 pm.

Submitted by Heather LaBruna, Secretary, Board of Trustees.

Goshen Public Library and Historical Society

Statement of Activities

December 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
1				MONTH			YEAR TO DATE			FULL YEAR		FULL YEAR		
2				December 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	-	-	-	1,658,086	1,658,086	-		1,897,106			
5			Real Property Taxes-Bond	-	-	-	493,094	493,094	-		-	493,094	100%	Bond amount
6			PILOT Revenue	-	5,000	5,000	27,298	30,000	2,702	91%	60,000			
7			RCLS Grants	-	-	-	5,136	-	(5,136)		-			
8			Other Grants	-	667	667	175,500	4,000	(171,500)		8,000			
9			Library Charges	320	250	(70)	3,811	1,500	(2,311)		3,000			
10			Appropriated Reserve	-	-	-	-	56,720	56,720		56,720		0%	Appropriated
11			Friends of the GPLHS	-	42	42	1,915	250	(1,665)		500			for Gen
12			Interest Income	3,019	-	(3,019)	3,019	-	(3,019)		-			
13			Donations	-	-	-	490	-	(490)		-			
14			Miscellaneous Income	-	498	498	96	2,991	2,895		5,982			
15			Total Income	3,339	6,457	3,118	2,368,445	2,246,641	(121,804)	105%	2,031,308	493,094	94%	
16	Expense													
17			Total Salaries & Wages	70,641	82,127	11,486	472,571	533,826	61,255	89%	1,067,653	-	44%	
18			Employee Benefits											
19			FICA	4,332	5,283	951	28,936	34,337	5,401	84%	68,674			
20			Medicare	1,011	1,235	224	6,765	8,031	1,266	84%	16,061			
21			Worker's Compensation	1,271	667	(604)	5,247	4,000	(1,247)	131%	8,000			
22			Unemployment Insurance	156	833	677	1,831	5,000	3,169	37%	10,000			
23			Disability Insurance	(62)	583	645	(423)	3,500	3,923	-12%	7,000			
24			Health Insurance	13,137	14,167	1,030	76,639	82,979	6,340	92%	170,000			
25			Retiree Health Insurance	606	-	(606)	2,021	2,021	-	100%				
26			Vision Care	52	83	31	311	500	189		1,000			
27			State Retirement	-	-	-	95,628	100,000	4,372	96%	100,000			
28			State Retiree-employee accrual	-	-	-	-	-	-		40,000			
29			Direct Deposit Fees	100	83	(17)	560	500	(60)	112%	1,000			
30			Total Employee Benefits	20,603	22,934	2,331	217,515	240,868	23,353	90%	421,735	-	52%	
31			Library Materials/Services											
32			Books - Adult	707	3,500	2,793	15,660	21,000	5,340	75%	42,000			
33			Books - Teen	14	667	653	992	4,000	3,008	25%	8,000			
34			Books - Juvenile	1,383	1,333	(50)	9,977	8,000	(1,977)	125%	16,000			
35			Books - Reference	-	250	250	304	1,500	1,196	20%	3,000			
36			Reference Databases	-	333	333	2,013	2,000	(13)	101%	4,000			
37			Serials	-	667	667	4,585	4,000	(585)	115%	8,000			
38			AV	376	333	(43)	2,829	2,000	(829)	141%	4,000			
39			AV - Audio Books	-	333	333	1,517	2,000	483	76%	4,000			
40			AV - Audio Music	-	83	83	233	500	267	47%	1,000			
41			Museum Passes	200	83	(117)	1,550	500	(1,050)	310%	1,000			
42			E Content	-	917	917	8,556	5,500	(3,056)	156%	11,000			
43			Total Library Materials/Services	2,680	8,500	5,820	48,216	51,000	2,784	95%	102,000	-	47%	
44			Building											
45			Equipment	130	300	170	130	1,800	1,670	7%	3,600			
46			Building Repairs/Improvements	-	2,500	2,500	2,865	15,000	12,135	19%	30,000			
47			Utilities	7,819	3,000	(4,819)	25,098	18,000	(7,098)	139%	36,000			
48			Insurance	3,320	10,000	6,680	17,388	40,000	22,612	43%	40,000			
49			New Building-Generator	-	-	-	58,552	56,720	(1,832)	103%	56,720			Appropriated

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

	A	B	C	D	E	F	G	K
1								
2								
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4						31-Dec-23		
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31-Dec-23

ASSETS

Current Assets

Checking/Savings

Cash - Key - Current year funds

95,560.89

Cash - Key - 6/30/23 Balance

509,581.22

Total Key Balance

605,142.11

NYLAF

778,019.05

Cash - Orange County Trust

5,396.30

Petty Cash

99.25

Total Checking/Savings

1,388,656.71

Total Current Assets

1,388,656.71

TOTAL ASSETS

\$ 1,388,656.71

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

9,182.03

Accrued Expenses

-

Real Property Tax Advance

.

Payroll Liabilities

5,997.68

Total Other Current Liabilities

15,179.71

Total Liabilities

15,179.71

Equity (Total Assets less Total Liabilities)

1,373,477.00

TOTAL LIABILITIES & EQUITY

\$ 1,388,656.71

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 12/31/23

Cash accounts	Balance
Orange Bank & Trust	9,255.06
Community Foundation of Orange & Sullivan (CFOS)	57,869.29
Total cash available	\$ 67,124.35

NO CAPITAL ACTIVITY

Goshen Public Library and Historical Society

Board Warrant Schedule

January 8, 2024

12/11/2023	18730	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile/Teen/Reference	2,216.24
12/11/2023	18731	Hoopla	Library Materials-E Content	847.46
12/11/2023	18732	Midwest Tape	Library Materials-AV/Audio Music	122.18
12/11/2023	18733	Norma Fives	Employee Benefits-Health Insurance	607.95
12/11/2023	18734	Sam's Club	Administrative Expenses-Library Supplies	272.32
12/11/2023	18735	Void		-
12/11/2023	18736	Karen Golding	Administrative Expenses-Continuing Education / Programs-Teen Programs	86.76
12/19/2023	18737	Cristian Sosa	Administrative Expenses-Personnel	240.00
12/20/2023	18738	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile/Teen/Reference	2,358.72
12/20/2023	18739	Cengage Learning	Library Materials-Books-Adult	92.77
12/20/2023	18740	Collaborative Summer Library Program	Programs-Juvenile Programs	907.79
12/20/2023	18741	Demco, Inc.	Programs-Juvenile Programs	128.97
12/20/2023	18742	Greenwald & Doherty LLP	Administrative Expenses-Professional Services-CSEA	2,065.50
12/20/2023	18743	Midwest Tape	Library Materials-AV/Audio Music	116.21
12/20/2023	18744	Pitney Bowes - Quarterly	Administrative Expenses-Postage	197.70
12/20/2023	18745	Quill Corporation	Administrative Expenses-Library Supplies	35.55
12/20/2023	18746	RCLS General	Administrative Expenses-Library Supplies	141.66
12/20/2023	18747	ShelterPoint	Employee Benefits-Vision	70.04
12/20/2023	18748	The Penworthy Company	Library Materials-Books-Juvenile	844.32
12/20/2023	18749	ProQuest LLC	Library Materials-Reference Databases	1,517.40
01/04/2024	18750	Goshen Hardware	Building-Building Services/Supplies	28.96
01/04/2024	18751	M & T Bank	M & T credit card-see attached	3,794.59
01/04/2024	18752	Patsy Williams	Programs-Adult Programs	190.00
01/04/2024	18753	Phyllis Hunter	Employee Benefits-Retiree Health Insurance	606.45
01/04/2024	18754	Quill Corporation	Administrative Expenses-Library Supplies	91.12
01/04/2024	18755	RCLS General	Building-Equipment	130.00
01/04/2024	18756	Toshiba America Business Solutions	Administrative Expenses-Copier Lease	250.00
12/06/2023	ACH DR	Oxford Health Plans	Employee Benefits-Health Insurance	15,320.59
12/14/2023	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,288.20
12/14/2023	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,289.17
12/14/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	993.46
12/17/2023	ACH DR	NEC Cloud Communications	Administrative Expenses-Telephone	537.16
12/28/2023	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	9,144.42
12/28/2023	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,275.68
12/28/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,013.46
12/08/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	211.09
12/22/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	211.09
12/28/2023	ACH DR	Utica National Insurance	Building-Insurance	3,320.00
01/02/2024	ACH DR	Orange & Rockland	Building-Utilities	4,061.99
			Total	63,626.97

M & T credit card-December 2023

Administrative Expense-Library Supplies	52.15
Local History	6.48
Building-Building Supplies	23.56
Building-Custodial Service	286.00
Library Materials-AV	259.96
Library Materials-Museum Passes	200.00
Library Materials Books-Juvenile	374.55
Program/PR-Newsletter, Program Flyers	115.00
Programs-Adult	29.07
Programs-Community Development	28.59
Programs-Juvenile	600.67
Building-Building Supplies	1,660.70
Computer Software	157.86
Total	3,794.59

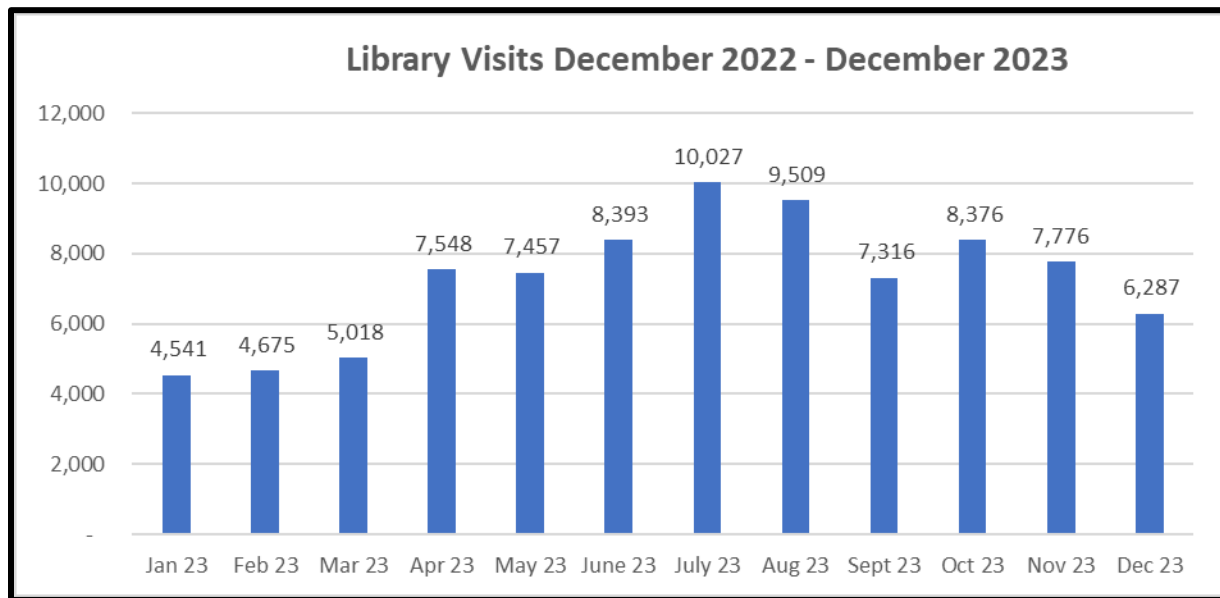


**Board of Trustees
January 8, 2024 Board Meeting
December 2023 Library Report to the Board of Trustees**

Select Statistics

During December there were 6,287 in-person visits to the Library, and thousands more patrons visited virtually and found answers through the Library’s website and electronic resources. There were 2,200 visitors to the Library’s website.

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



The number of visitors to the Library in December 2023 visitors was 46% higher than in December 2022. The monthly average number of of visitors in 2023 was 7,244; ending with a total of 86,923 visitors for the year.

The Library issued 30 new library cards, bringing the total number of cardholders to 7,651. The overall number of cardholders may decrease as the database is cleaned up, removing long not used cards, in anticipation of the migration to Koha in August 2024.

Circulation

In December 2023, 9,738 items (7,403 physical and 2,335 digital) were checked out by Library users. Goshen cardholders borrowed 1,381 items from the other 46 RCLS consortium libraries. The Library lent 1,160 items to the other RCLS consortium libraries.



Video game use remains high, with 111 games checked out in December, with an average of 118 checks outs per month in 2023.

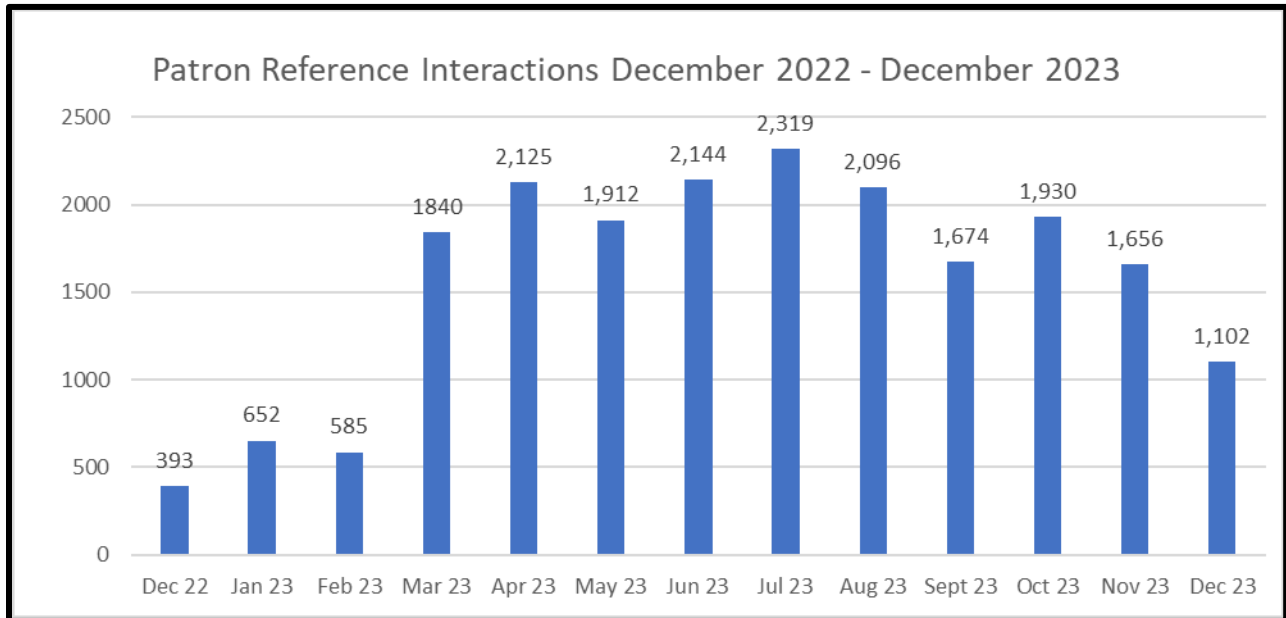
In December, seven passes providing free or reduced access to ten different museums and attractions checked out. The average pass monthly use was 14 in 2023. The Friends expanded support for the program, enabling the Library to add the 9/11 Memorial and Museum, NY Transit Museum, and the Harness Racing Museum & Hall of Fame. The program is explained to each new card holder. A press release will be sent once the new passes are in place with a theme of Cabin Fever relief. The funding for the museum pass program is generously provided by the Friends of Goshen Public Library & Historical Society.

Digital Resources

In addition to Hoopla and Overdrive (Libby), the Library provides access to 80 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.

Reference/Information Patron Interactions

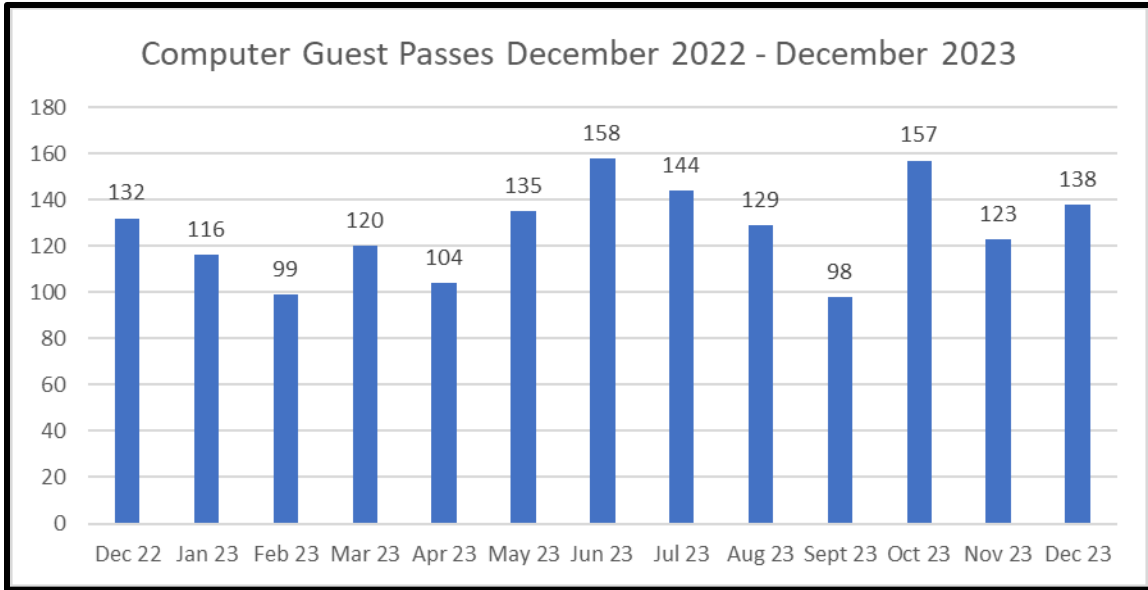
In December 2023, the Library Staff responded to 1,102 patron reference, readers advisory, technology, and library resources and services questions (excludes directional questions). Questions are responded to via telephone, email, and in-person. Beginning March 2023, all departments began tracking and reporting patron interaction statistics.



Digital Access Services

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

- In December 2023, there were 6,204 Wi-Fi sessions, or an average of 206 per day. The Library's Wi-Fi is broadcast to the parking lot and provides valuable internet access during the times the building is closed.
- In December 2023, there were 4,203 Patron Desktop sessions, an average of 150 per day. This includes computers in Adult, YA/Teen, and Just for Kids. In 2023 there were 40,621 patron computer sessions, or on average 3,385 per month. There is no charge to use the computers and guest passes are available to individuals without library cards. In December, the Library issued 138 computer guest passes, bringing the total number issued in 2023 to 1,521.



Community Spaces

Art Galley/Exhibit Space

The Library is excited to report that the gallery hanging system has been installed. The Goshen Art League (GAL) has already put out a call for works to be exhibited starting February 7. The costs of the gallery hanging system was around \$1,700 and paid for using credit card award points. A press release will be sent when the GAL show is installed promoting the show and letting others know where to find the application and policy.

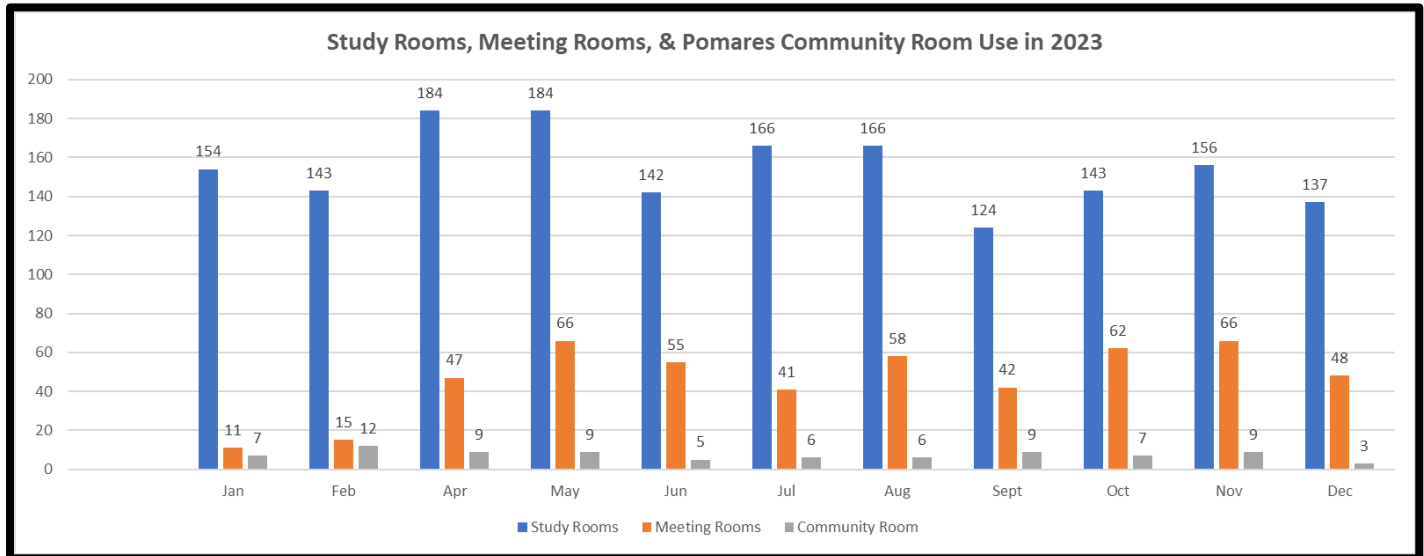
Study Rooms, Meeting Rooms, and Pomares Community Room

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. Sandra Delgado is managing room reservation duties and has also translated the reservation forms and guidelines into Spanish. The reservation forms (English and Spanish) are on the website.

To promote the spaces and to manage expectations, the Library developed and posted on the Library website a [Meeting Room Details Information Sheet](#) for those interested in using the spaces. Capacity, seating options, limitations, and other specifics are clearly set out.

In December 2023, the Library’s study rooms were used 137 times and the two meeting rooms were used a total of 48 times by the community. The Pomares Community Room was used 3 times. In 2023, the Study Rooms were used 1,699 times, the Meeting Rooms were used 511 times, and the Pomares Community Room 82 times. These totals do not include Library program

or meeting uses. The following shows the use during the 2023 calendar year reflecting a total use of meeting rooms at 511, study rooms at 1,699, and the Pomares Community Room at 82.



Programs

In December the Library hosted/sponsored 25 Library programs that drew 432 participants. Another 85 patrons completed or participated in one of the two asynchronous DIY or participation projects. Highlights include a return of the Hot Cocoa/Crafts afternoon and wrap up of the Harry Potter Reading Challenge in Youth Services, YA efforts to serve the Home Schooling population, expand the Chess Club, launch a new Pokémon club, and from the Adult Services team a highly successful performance of *Grace & Glorie*, in partnership with Cornerstone Theatre Arts. Other programs included early childhood development and literacy programs, community health, theatre events, YA activities, book clubs, lectures, movement classes, and art, music, tech, and educational programs. Three teen volunteers provided 12 hours of time supporting programs. The department reports are attached for more detail.

Local History Room News

There is a lot of excitement and activity in the Local History Room around the new journal project. An author meeting is planned for Saturday, January 13, 2024. Liz (Elizabeth) DiGiorgio, our archival intern, is doing an outstanding job adding artifacts to the database.

[*The Harlem Hellfighters*](#), documents the hard fighting regiment of Black soldiers, who battled racism at home and abroad while fighting in WWI. The Hellfighters, who saw more time on the frontlines than any other American regiment, were initially heralded upon their return only to be quickly ignored by the Army and the country they served. This one-hour documentary tells their story. Ann Roche, and her team, provided research support to the documentarians and the film includes artifacts/images from the Local History Room. It is set to show on *HISTORY* on Sunday,

February 4, at 9:00 pm. Information will be on the Library website and Social Media as the time approaches.

Goshen Library Foundation

Gifts in memory of Midge Decker were received by the Goshen Library Foundation. Acknowledgements were sent to the donors and to the family.

Marketing and Public Relations

- The Library website continues to be under restoration/construction. We have been working to slim it down (reduce the number of apps that do not play nicely with each other, etc.) and update the backend structure PHP (operating system) and SSL (secure transfer protocols). This work will continue over the next few weeks.

Community Partnerships and Projects and Outreach

- On Saturday, December 2, the Library participated in the annual Goshen Lights Tour. The Library stop, organized by Erica Gati with support from many on the Library Staff, provided much fun and cheer. Families enjoyed stopping in for hot chocolate, crafts, movies, and writing a letter to Santa. To take home were take-away crafts and a staff-made ornament from the tree. Over 75 “tourists” stopped in. A few Dads, who had never been to the Library, were given full building tours and there was much excitement about the Local History Room and its offerings.
- In December the Library collaborated with the Ecumenical Food Pantry on two community-wide impact projects.
 - The Holiday Treat Package challenge to provide 100 packages to the families served by the Food Pantry. This project wrapped up with the delivery of 100 packages for distribution Food Pantry clients on December 28. Erica Gati and Catherine Lemmer were onsite to help with the distribution.
 - The Crock Pot Share Before You Shop Challenge to collect new crock pots for those served by the Food Pantry. There was an amazing community response to this project – 157 crockpots were collected. The New York State Court Officers of Orange County used the project as their first community engagement project. The Library looks forward to working with them in the future.
 - As always, the Library continues to collect regular food pantry needs in the foyer.
- The Goshen Chamber of Commerce is holding its members monthly networking meeting in the Pomares Community Room at 7:45 am, on January 17, 2024.
- January – March 2024 will focus on connecting with local organizations that work with individuals with developmental disabilities to discuss how the Library might interact in a more meaningful way with these individuals.

- Students from Life Skills (GSCD High School) and BOCES Main Street Students are in the Library for 2 hours on Monday and Thursday mornings. These students are accompanied by carers/counselors and complete custodial tasks.

Koha Migration Matters

Work on the migration from Sirsi to Koha is starting full steam. All the libraries are currently completing inventory and weeding projects. The patron database will be reviewed and purges of inactive accounts occurring in March. Train the Trainer sessions are scheduled for June 17 – 21 with full staff training to occur July 8-12.

Personnel Matters

- Open positions.
 - In November, the Library has asked Civil Service for the Librarian II list to fill an open position in Adult Services. We have been informed that requests for lists will take at least 30 days to fulfill
 - Interviews for the IT position are on January 4 and January 8 with the goal of filling the position in January.
 - The response to the communications/marketing position did not yield candidates with sufficient experience. The Library is considering posting the position outside the usual RCLS sites.
 - The Library is currently developing a job description for a part-time custodian to support Gustavo Lopez and provide coverage during leaves. This will be a part-time non-competitive Civil Service position.
- An All-Staff Meeting was held on Friday, December 15 to educate and inform the Library Staff about censorship. An informational All-Staff email is sent weekly and there is a weekly Department Head meeting.
- PIC (Person In Charge) training will start on January 19. This training will help prepare the staff to respond to a myriad of situations in the building.
- In December there was a Department Holiday Decorating Contest and Staff Ugly Sweater/Outfit Contest. The annual staff holiday party will be Friday, January 26, 2024.

Building and Facilities Matters

2018-19 Grant

- On October 20, 2023, NYSEG, RG&E, and the Library signed the standard terms relating to the operation of the backup generator. On November 7, 2023, NYSEG extended the line to the generator; it was short because NYSEG was unaware of the specific location of the pad when the line when in. On December 1, 2023, NYSEG completed the installation/connection of the regulator/meter. Fanshawe has scheduled the plumber to start the final step on January 4; it is anticipated to be a two-day process again dependent

on an “okay” from NYSEG. The conclusion of the generator and security system projects will enable the library to request the final \$8,600 reimbursement disbursement under a grant that was awarded in 2019-2020.

Correspondence and reports

- Correspondence - Gift Acknowledgement
- Adult Services Department December 2023 Report
- Local History Room December 2023 Report
- Young Adult (YA) Department December 2023 Report
- Youth Services Department December 2023 Report



December 18, 2023

Tamar B. and Jack B. Joffe
344 Rodney Rd
Wyckoff, NJ 07481-2829

Dear Tamar and Jack,

Thank you for your generous gift to the Goshen Public Library and Historical Society. 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.

Regards,

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

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

Memorandum

To: Board of Trustees
From: Ruth Mallard, Head of Adult Services & Tech Services
Date: December 28, 2023
Re: Adult Services Department December 2023 Report

HIGHLIGHTED PROGRAMS

12/1	Cookbook Club	10
12/2	GPL Saturday Book Club	10
12/2	The Modern Meisner Method: Introductory Acting Workshop	2
12/4	Watercolor Painting with Pat Foxx	10
12/7	Anime (Dragon Ball) Club	6
12/9	Grace & Glorie (Cornerstone Collaboration)	76
12/12	Caregiving Through the Holidays	1
12/18	GPL Mystery Book Club	8

December is a slower month for programs. Our loyal book club members still made time for the monthly discussions. The big hit of the month was the second of our Reading Room staged reading of *Grace & Glorie* with Cornerstone Theatre Arts. Even with a few no shows, the room was packed and every available chair had to be set up. All the comments were that it was a wonderful performance, although a few suggested it was a bit hard to see everything with no stage.

LOOKING AHEAD

January sees us helping people get to work on their resolutions with a decluttering workshop on the 16th. Anyone interested in honing their acting skills can come to a “Meisner Method” Workshop. On February 1, Blustein, Shapiro, Frank & Barone, LLP will be here to speak on planning for long-term care in retirement. February also sees the return of the AARP Tax-Aide volunteers to help patrons with preparing their tax filings. Appointments for that will be made through the Hudson Valley CASH Coalition and Orange-Dutchess United Way Helpline beginning in mid-January.

To: Board of Trustees
From: Ann Roche, Local History Room Clerk
Date: December 26, 2023
Re: Local History Department – December 2023 Report

Emails	2
Phone	3
Visitors	4

The local history room was very quiet this month.
Patrons came in inquiring about families, homes and music history.

Past Perfect cataloguing is progressing. With each item we are learning a little more about the history of Goshen.
The Obituary indexing is ongoing.

The “Historical Journal” – Author agreements are being received by the library from the individuals who will write articles for issues one (1) and two (2).
There will be a meeting and reception for the authors editors and committee Members of the history journal on January 13th in the community room.

Submitted by:

Ann M. Roche

Memorandum

To: Board of Trustees

From: Karen Golding, Head of Young Adult Services

Date: December 29, 2023

Re: Young Adult Department December 2023 report

This month the Young Adult Department was focused on wrapping up our 2023 programming calendar and planning for the winter of 2024. We held our last 3 chess club meetings for the year and began planning for a continuation of this popular club in the winter. One of our regular attendees is planning to hold a special club meeting in February to recruit and welcome new members. I met with him to go over preliminary plans for this event earlier in December and based on our meeting I believe this event will be a popular one.

I collaborated with Kathy LaRocca from the children's department to begin planning a series of programs for homeschooled children and teens that will begin in January. We held a meeting this month to determine interest levels and based on that meeting we are planning to hold a monthly book discussion and a monthly open board game program. In addition, I met with one of the homeschool parents about holding a series of programs to teach homeschooled children how to do public presentations. She will be teaching this series in January and February. This meeting gave us an opportunity to connect with a population who is very interested in working with us to develop useful programs open to a wide variety of children and teens.

I wrapped up my program planning and created a new program flier for the winter. We have some exciting new programs coming up for teens in 2024, including a brand new writing club, a Pokemon card club and a book discussion group. I also began planning for the inventory project that RCLS has asked that we undertake in preparation for the migration to KOHA in August 2024. I watched the inventory training and began preparing to weed and inventory my collection beginning in January.

Memorandum

To: Board of Trustees
From: Michelle Muller, Head of Youth Services
Date: December 31, 2023
RE: Children's Department Monthly Report

As usual, December was filled with fun and festive activities here in the Just for Kids Area. In addition to creating a fun winter environment, we wrapped up our popular Harry Potter Reading Challenge, had a creative Ugly Sweater Party and celebrated National Hot Cocoa Day. We had many families with relatives coming to visit and take advantage of a warm indoor play space. We had 128 programming questions and 282 nonprogramming questions with 32 directional questions.

Program Attendance:

Specials:

12/5 Ugly Sweater Party: 24 participants

12/11 Hot Cocoa Party: 73 participants

12/11 Winter Bingo Reading Challenge: 20 families registered

12/13 Homeschool Families Information Session: 30 participants parents and kids

Final tally for Harry Potter Reading Challenge: 82 participants with 38 completed maps

Woodland Critters Scavenger Hunt: 35 participants over the month

Take and Makes

Program Extras each week plus worksheets

Future Plans and Ideas:

Another new year is here with great things to look forward to here in the Children's Department. This season we have chosen a fun theme of Inside! Outside! Upside Down!. We will be having programs that explore bringing inside activities outside, outside activities inside and turning things upside down both literally and figuratively. Winter months can often get blah so we will double down on our efforts to provide fun, educational and inspirational opportunities for all our young patrons. We are looking forward to our new Spanish Storytime as well as the continuation of our Saturday Sensory Storytimes. We also will be having both Winter and Spring Breaks in the next three months, and we have great plans for our Winter Bootcamps and Spring Break Drop In Days to return. Keeping kids engaged and feeling part of the library family helps create those lifelong friendship and reading bonds. We are looking forward to a great season ahead!

Respectfully Submitted:
Michelle Muller