



Goshen Public Library and Historical Society Board of Trustees
Regular Meeting of December 11, 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. Privilege of the floor
- V. Approval of November 13, 2023 Minutes (regular Board meeting)
[Action item] RESOLVED that the Board approve the minutes of November 13, 2023 regular Board meeting.
- VI. Personnel Appointments [None]
- VII. Finances
 - a. Financial report for November 2023 – Catherine Lemmer
[Action item] RESOLVED to approve the financial report for November 2023 as presented.
 - b. Warrant Schedule for November 2023
[Action item] RESOLVED to approve the November 2023 warrant schedule as presented.
 - 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 NYSLRS service credit.
 - d. Transfer of funds to NYLAF
[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.
 - e. Appointment of FY2025 Budget Committee
[Action item] RESOLVED to appoint the Trustee Boroden, Trustee Quinn, and Trustee Troy to the FY2025 Budget Committee.

VIII. Policy Updates and Revisions

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

1. Notice of Employee Rights Policy
2. Bar on Demanding Access to Employee Accounts Policy
3. Notice of Unemployment Insurance Upon Separation from Employment Policy
4. Library Services Policy, including sections, Library Card Registration, Replacement Cards, Confidentiality Statement, Principles of Selection, and Censorship, and the Library Materials Policy

IX. November 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 Quinn
- ii. Bylaws Committee - None

XI. Reports from Partner Groups

- a. Friends liaison – Trustee Bill Troy
- b. Junior Friends liaison – Trustee Jim Tarvin

XII. New Business

XIII. Privilege of the floor

XIV. Adjournment

[Action item] RESOLVED that the Board of Trustees adjourn.

Next Regular Meeting: January 8, 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
Statement of Activities
November 1 - 30, 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			
2				November 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	594,533	594,533	(0)	1,658,086	1,658,086	-		1,897,106			
5			Real Property Taxes-Bond	361,547	361,547	-	493,094	493,094	-		-	493,094	100%	Bond amount
6			PILOT Revenue	-	5,000	5,000	27,298	25,000	(2,298)	109%	60,000			
7			RCLS Grants	-	-	-	5,136	-	(5,136)		-			
8			Other Grants	-	667	667	175,000	3,333	(171,667)		8,000			
9			Library Charges	712	250	(462)	2,600	1,250	(1,350)		3,000			
10			Appropriated Reserve	-	-	-	-	56,720	56,720		56,720		0%	Appropriated
11			Friends of the GPLHS	-	42	42	1,915	208	(1,707)		500			for Gen
12			Donations	-	-	-	490	-	(490)		-			
13			Miscellaneous Income	-	498	498	1,487	2,493	1,006		5,982			
14			Total Income	956,792	962,537	5,745	2,365,106	2,240,184	(124,922)	106%	2,031,308	493,094	94%	
15	Expense													
16			Total Salaries & Wages	106,296	127,806	21,510	401,930	468,622	66,692	86%	1,107,653	-	36%	
17			Employee Benefits											
18			FICA	6,526	7,924	1,398	24,604	29,054	4,450	85%	68,674			
19			Medicare	1,526	1,853	327	5,754	6,795	1,041	85%	16,061			
20			Worker's Compensation	-	667	667	3,976	3,333	(643)	119%	8,000			
21			Unemployment Insurance	244	833	589	1,675	4,167	2,492	40%	10,000			
22			Disability Insurance	(94)	583	677	(360)	2,917	3,277	-12%	7,000			
23			Health Insurance	12,645	14,167	1,522	62,859	69,418	6,559	91%	170,000			
24			Retiree Health Insurance	-	-	-	1,415	1,415	-	100%				
25			Vision Care	42	83	41	217	417	200	52%	1,000			
26			State Retirement	95,628	100,000	4,372	95,628	100,000	4,372	96%	100,000			
27			State Retiree-employee accrual	-	-	-	-	-	-		-			
28			Direct Deposit Fees	98	83	(15)	462	415	(47)	111%	1,000			
29			Total Employee Benefits	116,615	126,193	9,578	196,230	217,931	21,701	90%	381,735	-	51%	
30			Library Materials/Services											
31			Books - Adult	652	3,500	2,848	12,549	17,500	4,951	72%	42,000			
32			Books - Teen	139	667	528	978	3,333	2,355	29%	8,000			
33			Books - Juvenile	109	1,333	1,224	7,589	6,667	(922)	114%	16,000			
34			Books - Reference	-	250	250	304	1,250	946	24%	3,000			
35			Reference Databases	-	333	333	496	1,666	1,170	30%	4,000			
36			Serials	292	667	375	4,585	3,333	(1,252)	138%	8,000			
37			AV	357	333	(24)	2,384	1,666	(718)	143%	4,000			
38			AV - Audio Books	565	333	(232)	1,517	1,666	149	91%	4,000			
39			AV - Audio Music	35	83	48	181	416	235	44%	1,000			
40			Museum Passes	850	83	(767)	1,350	416	(934)	325%	1,000			
41			E Content	-	917	917	7,709	4,583	(3,126)	168%	11,000			
42			Total Library Materials/Services	2,999	8,500	5,501	39,642	42,496	2,854	93%	102,000	-	39%	
43			Building											
44			Equipment	-	300	300	-	1,500	1,500	0%	3,600			
45			Building Repairs/Improvements	722	2,500	1,778	2,865	12,500	9,635	23%	30,000			
46			Utilities	3,744	3,000	(744)	20,214	15,000	(5,214)	135%	36,000			
47			Insurance	-	10,000	10,000	14,068	30,000	15,932	47%	40,000			
48			New Building-Generator	-	4,727	4,727	58,552	56,720	(1,832)	103%	56,720			Appropriated

Goshen Public Library and Historical Society
Statement of Activities
November 1 - 30, 2023 and YTD Jul 1, 2023 - June 30, 2024

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q
2				November 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	Building Services			3,394	3,333	(61)	29,927	16,667	(13,260)	180%	40,000			for Generator
50	Custodial Services			286	500	214	1,139	2,500	1,361	46%	6,000			
51	Total Building			8,146	24,360	16,214	126,765	134,887	8,122	94%	212,320	-	60%	
52	Technology													
53	IT Services			-	3,500	3,500	20,808	17,500	(3,308)	119%	42,000			
54	Computer Hardware			-	292	292	(2,094)	1,458	3,552	-144%	3,500			
55	Computer Software			930	208	(722)	1,115	1,042	(73)	107%	2,500			
56	ILS			-	1,500	1,500	3,998	7,500	3,502	53%	18,000			
57	Total Technology			930	5,500	4,570	23,827	27,500	3,673	87%	66,000	-	36%	
58	Programs/Public Relations													
59	Strategic Plan			-	417	417	-	2,085	2,085	0%	5,000			
60	Newsletter, Program Flyers			115	417	302	1,249	2,083	834	60%	5,000			
61	Programs - Adult			1,091	1,500	409	8,217	7,500	(717)	110%	18,000			
62	Programs-Community Dev			178	1,500	1,322	5,861	7,500	1,639	78%	18,000			
63	Local History			150	417	267	976	2,083	1,107	47%	5,000			
64	Programs - Juvenile			474	1,667	1,193	6,363	8,333	1,970	76%	20,000			
65	Programs - Teen			-	583	583	1,331	2,917	1,586	46%	7,000			
66	Total Programs/Public Relations			2,008	6,501	4,493	23,997	32,501	8,504	74%	78,000	-	31%	
67	Administrative Expenses													
68	Telephone			879	833	(46)	4,650	4,167	(483)	112%	10,000			
69	Printing			1,576	500	(1,076)	3,444	2,500	(944)	138%	6,000			
70	Postage			13	208	195	550	1,042	492	53%	2,500			
71	Office Equipment Maintenance			-	167	167	-	835	835	0%	2,000			
72	Professional Services													
73	Accounting			675	750		3,375	3,750	375	90%	9,000			
74	Legal			126	1,000	874	2,555	5,000	2,445	51%	12,000			
75	CSEA Matters			-	-	-	24,838	-	(24,838)		-			
76	Other Prof. Services				250	250	486	1,250	764	39%	3,000			
77	Library Supplies			632	1,358	726	5,830	6,792	962	86%	16,300			
78	Copier Lease			250	250	-	1,250	1,250	-	0%	3,000			
79	Continuing Education			1,472	583	(889)	2,427	2,917	490	83%	7,000			
80	Election			-	-	-	-	-	-	0%	3,500			
81	Membership Dues			-	208	208	1,375	1,040	(335)	132%	2,500			
82	Miscellaneous Expense			-	458	458	162	1,833	1,671	9%	5,500			
83	Total Admin Expenses			5,623	6,565	867	50,942	32,376	(18,566)	157%	82,300	-	62%	
84	Other Interest Exp			-	108	108	3,963	542	(3,421)		1,300			
85	Bond Interest Exp			131,547	131,547	(0)	263,094	263,094	-	100%		263,094		
86	Bond Principal			230,000	230,000	-	230,000	230,000	-	100%		230,000		
87	Total Expense			604,164	667,080	62,917	1,360,390	1,449,949	89,559	94%	2,031,308	493,094	54%	
88	Total Income			956,792	962,537	5,745	2,365,106	2,240,184	(124,922)		2,031,308	493,094	94%	
89	Net Ordinary Income			352,628	295,457	57,172	1,004,716	790,235	214,481		-	-		
90	NO CAPITAL ACTIVITY			Narrative:										
91				Received 2nd Tax levy check on 11/17/23 for 40%										
92				of Total Tax Levy less Bond Interest & Principal payments										
93				for amount of \$594,533.02										
94														
95														

Goshen Public Library and Historical Society
Balance Sheet
General Fund
As of November 30, 2023

	A	B	C	D	E	F	G	K
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30-Nov-23

ASSETS

Current Assets

Checking/Savings

Cash - Key - Current year funds

811,845.03

Cash - Key - 6/30/23 Balance

509,581.22

Total Key Balance

1,321,426.25

NYLAF

175,000.00

Cash - Orange County Trust

5,395.90

Petty Cash

99.25

Total Checking/Savings

1,501,921.40

Total Current Assets

1,501,921.40

TOTAL ASSETS

\$ 1,501,921.40

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

3,605.05

Accrued Expenses

-

Real Property Tax Advance

.

Payroll Liabilities

4,608.20

Total Other Current Liabilities

8,213.25

Total Liabilities

8,213.25

Equity (Total Assets less Total Liabilities)

1,493,708.15

TOTAL LIABILITIES & EQUITY

\$ 1,501,921.40

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 11/30/23

Cash accounts	Balance
Orange Bank & Trust	9,254.15
Community Foundation of Orange & Sullivan (CFOS)	55,532.85
Total cash available	\$ 64,787.00

NO CAPITAL ACTIVITY

Goshen Public Library and Historical Society
Board Warrant Schedule
December 4, 2023

11/13/2023	18686	Cengage Learning	Library Materials-Books-Adult	80.77
11/13/2023	18687	Domain Networks	Electronic Resources-Computer Software	289.00
11/13/2023	18688	Fanshawe, Inc	Building-New Building Generator	38,047.50
11/13/2023	18689	Hoopla	Library Materials-E Content	986.62
11/13/2023	18690	Melissa Cody Tidd	Administrative Expenses-Continuing Education	806.00
11/13/2023	18691	Midwest Tape	Library Materials-AV/Audio Music	101.18
11/13/2023	18692	Norma Fives	Employee Benefits-Health Insurance	607.95
11/13/2023	18693	NYS Employees Retirement System	Employee Benefits-State Retirement	95,628.00
11/13/2023	18694	NYSEG	Building-Utilities	41.48
11/13/2023	18695	Quill Corporation	Administrative Expenses-Library Supplies	45.58
11/13/2023	18696	Robert W. Schultz, CPA	Administrative Expenses-Professional Services-Accounting	675.00
11/13/2023	18697	Ruth L Mallard	Administrative Expenses-Continuing Education	211.91
11/13/2023	18698	Sam's Club	Programs-Community Development/Administrative Expenses-Library Supplies	431.40
11/13/2023	18699	ShelterPoint	Employee Benefits-Vision	70.04
11/16/2023	18700	M & T Bank	M & T credit card-see attached	2,500.00
11/17/2023	18701	Allegro Landscaping	Building-Building Services	2,087.00
11/21/2023	18702	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile/Teen/Reference	2,958.53
11/28/2023	18703	Blackstone Audiobooks	Library Materials-AV-Audio Books	564.35
11/28/2023	18704	Catherine Lemmer	Administrative Expenses-Telephone	40.00
11/28/2023	18705	Cengage Learning	Library Materials-Books-Adult	229.52
11/28/2023	18706	Demco, Inc.	Programs-Juvenile Programs	182.41
11/28/2023	18707	Elizabeth DiGiorgio	Administrative Expenses-Personnel	150.00
11/28/2023	18708	Gaylord Bros., Inc.	Programs-Local History	31.31
11/28/2023	18709	Greenwald & Doherty LLP	Administrative Expenses-Professional Services-CSEA	1,951.50
11/28/2023	18710	Intrepid Sea, Air & Space Museum	Library Materials-Memberships	500.00
11/28/2023	18711	Jacobowitz & Gubits	Administrative Expenses-Professional Services-Legal	125.96
11/28/2023	18712	Lowe's Business Account	Building-Building Services/Supplies	52.07
11/28/2023	18713	Midwest Tape	Library Materials-AV	215.89
11/28/2023	18714	Patsy Williams	Programs-Adult Programs	190.00
11/28/2023	18715	Quill Corporation	Administrative Expenses-Library Supplies	86.96
11/28/2023	18716	Spectrum Business	Administrative Expenses-Telephone	209.97
11/28/2023	18717	Void		-
11/28/2023	18718	Toshiba Financial Services	Administrative Expenses-Copier Lease/Printing	1,825.97
12/05/2023	18719	Cristian Sosa	Administrative Expenses-Personnel	315.00
12/05/2023	18720	Daily News	Library Materials-Serials	291.92
12/05/2023	18721	Envisionware Inc	Electronic Resources-Computer Software	1,190.70
12/05/2023	18722	Frontier Communications	Administrative Expenses-Telephone	91.72
12/05/2023	18723	M & T Bank	M & T credit card-see attached	856.92
12/05/2023	18724	NYSEG	Building-Utilities	54.01
12/05/2023	18725	O & W Railway	Programs-Local History	45.00
12/05/2023	18726	Void		-
12/05/2023	18727	Robert W. Schultz, CPA	Administrative Expenses-Professional Services	675.00
12/05/2023	18728	Utica National Insurance	Employee Benefits-Workman's Compensation	1,271.00
12/05/2023	18729	Village of Goshen	Building-Utilities	768.23
11/06/2023	ACH DR	Oxford Health Plans	Employee Benefits-Health Insurance	15,320.59
11/02/2023	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,221.02
11/02/2023	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,334.83
11/02/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,198.46
11/08/2023	ACH DR	NYLAF	NYLAF-open account	175,000.00
11/16/2023	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,381.48
11/16/2023	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,366.98
11/16/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	998.46
11/17/2023	ACH DR	NEC Cloud Communications	Administrative Expenses-Telephone	537.16
11/30/2023	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,162.48
11/30/2023	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,269.22
11/30/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,008.46
11/09/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	211.09
11/21/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	211.09
Total				\$ 380,704.69

Policy and Notice of Employee Rights Regarding Certain Activities

To support employee awareness of rights and compliance with New York State Labor Law Section 201-d, the Goshen Public Library & Historical Society shall post the following:

Goshen Public Library & Historical Society will not refuse to hire, nor will Goshen Public Library & Historical Society discharge from employment or otherwise discriminate against, an individual with respect to compensation, promotion, or terms conditions or privileges of employment because of:

- Political activities outside of working hours;
- Legal use of consumable products, including cannabis, outside of work hours and off of workplace property (this does not excuse concerns related to working while one's ability is impaired by consumable products);
- Legal recreational activity outside of work hours and premises;
- Membership in a union or union-related activity;
- Refusal to attend a meeting and/or to listen to/view speech the primary purpose of which is to communicate the employer's opinion regarding political matters or religious matters.

Further information regarding these rights may be found in Section 201-d of the New York Labor Law.

With respect to conversations with trustees, co-workers, and library users, these protections do not excuse statements or conversation that contribute to poor performance, incompetence, misconduct, harassment, abuse, bullying, or threats, all of which shall be addressed through the appropriate policy.

Adopted by the Board of Trustees on _____.

Bar on Demanding Access to Employee Accounts Policy

The purpose of this Bar on Demanding Access to Employee Accounts Policy is to support compliance with New York State Labor Law 201.

For purposes of this policy, a “personal account” is an account created by and/or used by employee or applicant exclusively for personal purposes.

To support compliance with New York State Labor Law 201-i, the Goshen Public Library & Historical Society shall not, at any point, demand access to an employee’s personal social media or other personal accounts.

As barred by New York State Labor Law Section 201-i, this includes:

- Not demanding a username, password, or authentication information for a personal account accessed through an electronic communications device;
- Not demanding the employee access the personal account in the presence of the employer;
- Not demanding the employee reproduce any photograph, video, or other information contained on a personal account.

It is understood that Goshen Public Library & Historical Society may request content contained on a personal account in the context of an investigation required by law, but an employee does not have to provide such content if on a personal account.

If an employee has a device paid for in whole or in part by Goshen Public Library & Historical Society and conditioned on a separate written set of terms setting forth circumstances under which access to such device must be provided to Goshen Public Library & Historical Society, such access must be provided only to the extent allowed by the previously stated conditions, but such access cannot include access to personal accounts.

Accounts used by employees for business purposes are not personal accounts.

Personal accounts must not be used for business purposes.

Adopted by the Board of Trustees on _____.

Notice of Unemployment Insurance Upon Separation from Employment or Reduction in Hours Policy

The purpose of this Notice of Unemployment Insurance Upon Separation from Employment or Reduction in Hours Policy is to facilitate compliance with New York Labor Law Section 590.

To document compliance with Labor Law Section 590, it is the policy of the Goshen Public Library & Historical Society to send along with any letter confirming last day of work, date of final payment, and (if relevant) vacation pay and benefits information, the attached New York State Department of Labor "Record of Employment" form.

The Goshen Public Library & Historical Society shall also provide this form to any employee who, previously having worked an average of more than 30 hours per week, now works less than 30 hours per week.

Such documentation shall be sent no later than five (5) days after the last date of employment or the reduction of hours.

Adopted by the Board of Trustees on _____.



Record of Employment

(For Unemployment Insurance purposes only.)

Employer: Complete and give this form to each worker who is permanently, indefinitely, or temporarily laid off; discharged; quits; or has their hours reduced to 30 or less each week.

Date given to employee:

/ /

NYS Employer Registration No.:

-

Federal Employer Identification No.:

-

Employer Name: _____

Payroll Records are kept at: _____

Street: _____

Street: _____

City: _____ State: _____ Zip: _____

Optional if needed by employer to locate employee record:

Payroll or Clock No.: _____ Location of employment or code: _____

Employee: Keep this certificate. Have it with you if you apply for Unemployment Insurance (UI) benefits. This certificate shows that your job was insured. It does not necessarily mean you qualify for benefits. The UI Claims Center will make that determination if you apply. Please complete the following:

Your Name: _____ Social Security No.: - -

This may not be used as an identification card.

IA 12.3 (11/23)

How to Apply For New York State Unemployment Insurance

Unemployment Insurance is temporary income for eligible workers who are out of work through no fault of their own. It provides them a weekly benefit while they look for work. If you become unemployed and want to apply for Unemployment Insurance benefits, apply online at www.labor.ny.gov for a quick and convenient way to file your claim or call the Telephone Claim Center toll free at (888) 209-8124.

Have the following information available when you apply:

1. Your Social Security number.
2. A valid New York State driver's license or Non-Driver Photo Identification Card number (if you have either one).
3. Your complete mailing address and ZIP code.
4. A telephone number, including area code, where we can contact you Monday through Friday between 8:00 am and 5:00 pm Eastern Time.
5. Your Alien Registration Number (A#) or USCIS Number, if you are not a United States citizen.
6. Details about your employment for the last 18 months:
 - Employer names, addresses, and phone numbers (including out-of-state employers)
 - NYS Employer Registration Number or Federal Employer Identification Number (FEIN) for each employer. The FEIN can be located on your W-2 form(s).
 - Your total gross earnings (before any deductions) for each employer. You may be asked for pay stubs, W-2 forms, or other payment records.
7. A copy of your Notice to Federal Employee about Unemployment Insurance, Form SF8, if you have employment with the federal government.
8. Form DD-214, member copy 4, if you have military employment. (If member copy 4 is not available, you may use copy 2-3, or 5-8, or DD-215. You can request a DD-214 through the U.S. National Archives and Records Administration website at: <http://www.archives.gov/st-louis/military-personnel/standard-form-180.html>.)
9. A blank personal check so you may enter your bank routing and checking account numbers, if you want direct deposit of your weekly benefits. **The fastest way to receive your benefits is through direct deposit.**

You can file a claim without all of these documents. However, missing information could delay your first payment.

III. Library Services

The Library staff will provide guidance and assistance to individuals to obtain the information they seek. New services will be developed, and existing services revised as need is defined.

A. Library Programs

The Library will develop programs, exhibits, book lists, *etc.* to stimulate the use of the Library and its materials for the enlightenment of people of all ages.

Adult Services

Adult programs will be planned in accordance with the informational, instructional, cultural, and entertainment needs and interests of the community.

Programs offered by the Library are free and open to the public, although in some instances materials fees may be charged or registrants may be required to provide their own materials.

Grant funded programs will be subject to the regulations of the grantor.

Some regularly scheduled programs offered at the Library under its auspices will have limited registration as dictated by space, staffing, and quality considerations. These considerations include public safety and the educational value of the program. For planning purposes, registration will be required for most programs, and may be limited to a given number of participants due to space limitations or the nature of the program. For programs requiring registration, first preference will be given to residents of the Goshen Central School District. Out-of-district patrons will be automatically placed on a waiting list. Those on the waiting list will be contacted if space becomes available.

In developing programs, the Library will not sponsor events that promote businesses or for-profit enterprises. Although professionals or business people may be presenters, any information must be of general interest to the audience. Presenters are not allowed to solicit or sell products or services. However, authors may sell and autograph their books and music performers may sell their work. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

The Library reserves the right to cancel a program due to low registration. A program is automatically cancelled if the Library is closed due to inclement weather. Cancelled programs are not automatically rescheduled.

Children's Services

In an effort to support our youngest patrons and their caregivers, the Children's Department will regularly provide Early Literacy programs for children from birth-age 5 as per the New York State Library's initiatives as a foundation of our programming base. The Children's Department will regularly provide continued literacy and educational support for school age children in grades K-12 and encourage library use throughout the school year including book-based discussion groups as well as craft, art, trends, and technology instruction. The Children's Department will also provide a Summer Reading Program during the months of June, July, and August with a variety of programs and experiences for children ages 18 months-18 years to support the maintenance of literacy skills, encourage library use, and develop a love of reading.

Childrens' Programs will fall into two general categories: Drop-In and Registration Required. Drop-In

programs will be open to the public including out-of-district patrons and will be run on a “as supplies last” basis. Registration-required programs will have a limited class size and be governed by the following rules:

1. Programs will be open to Goshen Central School District residents first. Out-of-district patrons may put their names on a wait list and will be invited to join the class if it is not full on the day it is being held.
2. Programs using an online registration will have required fields for age or grade restrictions determined by the content of the program. Children must meet these requirements to be eligible for the program. Programs using in-person or phone registration will have age or grade restrictions that will be verified by the person taking the registration.

The Library reserves the right to cancel a program due to low registration. A program is automatically cancelled if the Library is closed due to inclement weather. Cancelled programs are not automatically rescheduled.

B. Interlibrary Loan and Database Searching

The Library accepts responsibility for securing information beyond its own resources by:

- Enabling cardholders from RCLS libraries to borrow materials found through the RCLS IL database with valid cards from RCLS libraries.
- Providing access to on-line services, and teaching patrons how to use them.

If an item cannot be borrowed through RCLS, an out of system request will first be placed through the Southeastern Access to Libraries (SEAL). This service will be available to anyone with a valid RCLS card in good standing.

- New titles will not be borrowed through SEAL.
- AV materials (audiobooks, music CDs, DVDs) will be lent at the discretion of the Adult Services Department Head.
- Patrons whose accounts show fines of more than \$10 will be unable to borrow items until sufficient payment is made.

If the item cannot be borrowed through SEAL, a request can be made to participating libraries throughout the United States. The requests must be made through the Reference Desk and only on behalf of a patron with a valid Goshen Library Card in good standing. Patrons of other libraries will be directed to their home libraries to place an ILL request.

Fees - Conditions of Use

The Library does not charge a fee for borrowing via interlibrary loan. Lending Libraries determine any conditions regarding the use of their materials. The Library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

Returning ILL Materials

ILL materials must be returned in person to the Library’s circulation desk. They may not be left in the book drop or returned to any other RCLS library.

C. Home Delivery

The Library will arrange to select, based on stated preferences, and deliver materials to homebound Goshen Central School District residents with a valid Goshen library card. The library card will be held at the Circulation Desk.

Approved February 10, 1997

Revised April 10, 2000

Revised and Approved October 10, 2022

Revised and Approved December __, 2023.

IV. Library Card Registration

All people are entitled to use the Library facilities and resources. However, to borrow materials or use a public computer, a valid library card is required. Use of a library card belonging to another person, except when authorized to use that card to pick up items being held for its owner, is prohibited.

A. Residents of Goshen Central School District and other areas with which the Library has a contract.

Adults: All residents and/or taxpayers of the Goshen Central School District, and residents of the Town of Goshen living in the Chester School District age 18 or older are eligible for an adult library card with Direct Access privileges, free of charge. Proof of identity and residency are required to obtain a library card. A current photo ID with a current address in the Goshen Central School District satisfies the requirements. If the photo ID does not provide a current address, the applicant may provide evidence of current residency. If the applicant is unable to provide proof of current residency at the time of application, the Library may accept a single form of documentation and issue a provisional card. The provisional card would allow one-time use. Procedure for issuance of a card and final verification will be on file and available at the circulation desk.

Children: Residents of the Goshen Central School District and residents of the Town of Goshen living in the Chester School District age 17 or younger are eligible for a juvenile library card with Direct Access privileges, free of charge. The parent/guardian and child are required to come into the Library to fill out and sign the application form. The parent must show proof of residency, as specified above, on behalf of the child. If the completed application is submitted through the schools via Library staff, no in-person visit or proof of residency is required. Parents/guardians are responsible to see that their children obey the Library Rules of Conduct as well as Library policies and procedures.

Temporary Residents: Residents of the Goshen Central School District who are here temporarily (examples: exchange students, au pairs, summer residents, residents of a juvenile home) are eligible for a library card without Direct Access privileges, free of charge. The same proof of identity (with the exception of a photo ID) and address as for permanent residents are required. Juvenile application forms for the residents of the group home must be signed by the resident or counselor in charge.

B. Direct Access

The RCLS Direct Access Plan and RCLS ILS policies govern all Direct Access within the RCLS service area. All permanent cardholders in the RCLS service area are eligible for free direct access borrowing upon presentation of their valid home library card. Residents of communities outside the RCLS service area aged 18 or older may obtain a library card upon payment of a fee equal to the per capita Library expenditure for residents of the Goshen Central School District.

Revised and Approved December __, 2023.

V. Replacement Cards

Replacement of lost or damaged cards will only be issued to the individual named on the card with proper identification.

The privileges of borrowing library material and using library computers may be denied at any time by the Director for abuses such as neglecting to return library materials when they are due, refusing to reimburse the Library for fines or lost materials, destruction of library materials, or abuse of Library policies or Library Rules of Conduct.

Revised and Approved December , 2023.

VI. Confidentiality Statement

In recognizing the Library's position of special trust with members of the public, the Board wishes to clarify its policy and responsibilities with regard to confidential information about patrons (and patron use of library resources) that comes into the Library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the Library is essentially a private endeavor on the part of each individual patron, the Library shall make every reasonable and responsible effort to see that information about that patron and their choices remains confidential. For people to make full and effective use of library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, or the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources, and facilities, and is contrary to the American Library Association ("ALA") Library Bill of Rights (see Appendix A attached hereto), ALA Freedom to Read Statement (see Appendix B attached hereto), and ALA Freedom to View Statement (see Appendix C attached hereto).

Therefore, the Board has adopted the following guidelines concerning the disclosure of information about library patrons, to wit, no information shall be disclosed regarding or including:

- A patron's name (or whether an individual is a registered borrower or has been a patron).
- A patron's address.
- A patron's telephone number.
- The Library's circulation records and their contents.
- The Library's borrower's records and their contents.
- The number or character of questions asked by patrons.

The frequency or content of a patron's lawful visits to the Library or any other information supplied to the Library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution, government agency or agency without a valid process order or subpoena or search warrant. Upon presentation of such a process order or subpoena, the Library shall resist its enforcement until such a time as proper showing of legal entitlement has been made in a court of competent jurisdiction.

All Library employees and volunteers are hereby instructed to comply with these guidelines.

All requests for information about library patrons will be directed to the Director or, in the absence of the Director, the Librarian-in-charge (LINC). Requests for information not made pursuant to a process order, subpoena or search warrant will be denied. If a law enforcement officer requests information about a library patron, the staff member approached should immediately contact the Director or LINC.

If the law enforcement officer has a process order, subpoena or a search warrant, the Director or LINC will contact the Library's attorney for a review of the document's legal sufficiency and explain this procedure to the law enforcement officer. Review of the search warrant must be immediate.

The Library's attorney may provide assistance on-site during the search. If the Library's attorney is not available, action on a subpoena will be deferred until it has been reviewed, but the search directed by warrant must be allowed to proceed. Any above action which is handled by the LINC shall be reported to the Director.

The Board recognizes that it is only through continued public confidence that these guidelines are being upheld, that the public can maintain its confidence in the public library. It is this confidence that is vital to the Library's role in the community and community's right to know.

Revised and Approved December __, 2023.

VII. Loan Policies

Loan periods; number of renewals; fine schedule; and circulation item limits for all materials can be found at the circulation desk upon request. These rules are subject to change due to library system procedures. The most current policies will be updated as necessary on the circulation document.

Renewals. Telephone renewals will be accepted if the patron provides their barcode number. Material may be renewed electronically by patrons or staff subject to system-wide restrictions.

Reserve requests will be accepted for most materials which are listed in the catalog. Patrons may place holds on items in the system independently or with the help of library staff. Printed library materials not available in the RCLS collections may be requested through interlibrary loan at the reference desk.

Patrons who have been notified that they have library materials overdue will have an RCLS ILS status of delinquent.

VIII. Problem Materials

A. Notice

Patrons will receive a notice of overdue materials once an item is delinquent by approximately one week. A second overdue notice may be sent approximately 2-3 weeks later if the item remains overdue. Items are billed at the original cost.

B. Lost Items and Replacement

If a lost item is paid for and then returned in good condition within 30 days, the patron will be reimbursed for the amount of the replacement cost (but not the fine).

Patrons who claim they have returned overdue materials are encouraged to look again. Their claim is noted and the shelves are rechecked. If the material is not located, the patron is held responsible as long as their library card has not been reported missing.

Approved February 10, 1997

Revised May 13, 2002

Approved October 10, 2022

IX. Returned Checks

Since any returned check incurs a bank fee assessed to the Library, any patron whose check does not clear will be charged the amount of that fee in addition to the original amount of the check. Until these charges are cleared, the patron will not be allowed to borrow library materials.

Approved June 10, 2002

X. Materials Selection

The authority and responsibility for selection of specific materials rest with the Director, and under their direction, to the professional staff who are qualified for this activity by reason of education, training, and experience. Selection decisions are governed by the following policy.

Procedure

The professional staff utilizes their professional expertise and judgment, based on understanding of community needs and knowledge of authors and publishers, and the Library budget in the process of selecting materials. They are aided by authoritative professional reviews (including those provided in Library Journal, Booklist, New York Times Book Review and School Library Journal), standard lists of basic works, recommendations of professional journals, and bibliographic essays prepared by subject specialists.

Recommendations from the public are welcomed and will be given careful consideration in terms of overall objectives and the existing collection.

Principles of Selection

The principles regarding the selection and retention or withdrawal of library materials are designed to implement the Library objectives.

The ultimate goal is the development and maintenance of a well-balanced collection of the best and most useful materials available in terms of the overall needs of the community and within the limits of budgetary restrictions. Intrinsic to this goal are certain fundamental principles which will insure that the diversified interests and needs of all the community are met. The Library therefore endorses the "Library Bill of Rights" (see [Appendix A](#) attached hereto), "The Freedom to Read" Statement of the American Library Association (see [Appendix B](#) attached hereto), and "The Freedom to View" Statement of the American Library Association (see [Appendix C](#) attached hereto).

All materials acquired should meet high standards of quality in content, expression, and form. Factors to be considered in evaluating an item: factual accuracy and authoritativeness, effective expression, significance of subject, sincerity and responsibility of opinion, current usefulness, interest, or permanent value. When judging the quality of materials several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merits while others are considered on scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

Each work would be considered as a creative unified whole with consideration given to the total purpose of the item.

The form in which materials are acquired should be appropriate to the content and anticipated use.

Additional criteria include: insight into human and social conditions; present and potential relevance to community needs; suitability of subject and style for intended audience; relation to the existing collection; reputation and significance of the author; attention given by critics, reviewers, and the public.

The same criteria used in selecting materials apply to the systematic removal or replacement of outdated, no longer useful, seldom used or worn items. Each withdrawal should be judged individually with reference to the standard library tools and the collection as a whole.

Areas of Special Interest

Works of fiction should meet the literary standards of the period in which they were written. The language and style should be suitable to the content and the author's purpose.

- The Library will not attempt to furnish materials needed in connection with school assignments. Textbooks are generally not acquired except in cases where suitable material is not available in other forms. The public library collection will serve as a complement to the school library collections, enriching the student's resources for personal interest and individual projects.
- The Library does not attempt to develop a comprehensive research collection in any one field except local history. Books of a highly technical or specialized nature are inappropriate to the general needs and interest of the Library community.
- An attempt is made to acquire authoritative materials representing all points of view and all sides of controversial issues. The Library does not promote particular beliefs or views but presents opposing views for examination by the public. The presence of an item in the Library collection does not indicate an endorsement of its contents by the Library.
- The Library will not include proselytizing works representing political, economic, moral, religious, or other vested positions when these materials do not conform to the selection criteria.

Censorship

- Once an item has been accepted as qualifying under the selection policies and rules it will not be removed at the request of those who object to it unless it can be shown to be in violation of these policies or is appropriate for systematic removal.
- There is a formal procedure for expressing concern regarding Library materials or resources. A written Statement of Concern must be fully completed, signed, and submitted to the Director. See Statement of Concern Policy.

Approved April 15, 1991.

Revised and Approved December , 2023.

Statement of Concern Policy

The Goshen Public Library and Historical Society selects materials based on the Materials Selection Policy. The Library acknowledges that occasionally Goshen Central School District residents may have concerns about individual materials in the Library's collection. The Library will handle concerns, ensuring that the concern is respectfully heard and that the fundamental principles of intellectual freedom, as expressed in the Library Bill of Rights (*see [Appendix A](#) attached hereto*), Freedom to Read Statement (*see [Appendix B](#) attached hereto*), and "The Freedom to View" statement of the American Library Association (*see [Appendix C](#) attached hereto*) are upheld.

Concerns shall be handled in the following manner:

A Goshen Central School District resident may express concern about specific titles or materials in the collection by talking to or writing to the Library Director. If the Goshen Central School District resident continues to have concerns, the resident should request from the Director a Statement of Concern Form and initiate the more formal procedure.

Requirements and guidelines for the Statement of Concern.

- Goshen Central School District residents with a current (not expired) library card may submit a Statement of Concern.
- The Statement of Concern Form must be filled out completely to receive consideration. Forms missing information or responses, or which are unsigned, will not be reviewed.
- The Statement of Concern Form may address concern about only one item/resource, not the entire body of work of a given author, nor all items of a given genre, theme, or topic.
- Organizations and groups are not eligible to submit this form.
- The completed Statement of Concern Form may be mailed or emailed to the Library Director or hand-delivered to the Library.

Acknowledgement of receipt of the completed Statement of Concern Form.

- a. Once a fully completed written Statement of Concern is received by the Director, it shall be acknowledged by letter. The letter will contain copies of this policy (explanation of the procedure) and the Materials Selection Policy.
- b. If the resident has checked out the item(s), no further action will be taken until said item(s) are returned to the Library.

Procedure following receipt of a completed Statement of Concern Form.

- a. The Director, the Department Head and selectors of the department from where the item(s) are housed (the "review committee") will review the completed Statement of Concern Form and read, listen to, or view the material in question in its entirety taking into consideration Library policies.
- b. The Director will respond in writing within thirty (30) days of receipt of a completed Statement of Concern Form. Accompanying the decision, as applicable, will be relevant professional book/media reviews and library policies.
- c. The letter will include the steps the Goshen Central School District resident may take if unsatisfied with the decision.
- d. The Director will provide the Library Board of Trustees with copies of the Statement of Concern and the Library's written response.

6. Reconsideration by the Library Board of Trustees:

- a. If the Goshen Central School District resident who submitted the Statement of Concern is not satisfied with the decision of the Director, he or she may bring the matter to the Board of Trustees. To do so, a written request for appeal must be made to the Board of Trustees within thirty (30) days of the date of the Director's response. The request may be sent to the Board of Trustees, c/o Goshen Public Library & Historical Society, 366 Main Street, Goshen, NY 10940.
- b. The Board reserves the right to undertake a thorough investigation prior to making a decision. That investigation will include a complete examination of the material in question and the relevant Library policies. It may also include consultation with Library staff, the Library's legal counsel, the Ramapo Catskill Library System, and professional organizations or other resources as

the Board deems necessary in order to make a fully informed decision. The Board may take up to 90 days from receipt of the appeal for this process.

- c. Until a decision is made by the Board of Trustees, the material in question will remain available without restriction.
- d. The Goshen Central School District resident submitting the appeal will be informed in writing of the Board's decision through US Mail at the address on the Statement of Concern Form.
- e. The determination of the Board of Trustees is final. Whatever the decision, the principles of the Library Bill of Rights will be reiterated, as well as how the decision is in accordance with those principles.
- f. The determination will stand for five years from the date of the determination. No new Statement of Concern on the same material will be considered prior to the end of the five year period.

Approved November 14, 2022

Revised and Approved December , 2023.



Statement of Concern

The Goshen Public Library & Historical Society has a Materials Selection Policy and an Exhibit Policy and a procedure for gathering input about particular items. Completion of this Statement of Concern Form is the first step in that procedure. If you wish to register concern about a Library resource, please return the completed form to the Library Director.

Guidelines for Completing Statement of Concern

- This form must be filled out completely to receive consideration. Forms missing information or responses, or which are unsigned, will not be reviewed.
- Form may address concern about only one item/resource, not the entire body of work of a given author, nor all items of a given genre, theme, or topic.
- Only Goshen Central School District Residents may submit this form. Organizations and groups are not eligible to submit this form.

Date: _____

Name: _____

Phone: _____ Email: _____

Complete Mailing Address: _____

Are you a resident of the Goshen Central School District? Yes ___ No ___

Do you have a current Goshen Public Library & Historical Society Library Card? Yes ___ No ___

Library Card Number: _____

Resource you are commenting on:

Type of Material:

___ Book ___ DVD ___ Audiobook ___ Video Game ___ Magazine ___ Other

Title of the Book/Material: _____

Author/Producer: _____

Appendix A American Library Association Library Bill of Rights

- I. The American Library Association (ALA) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.'
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council, amended October 14, 1944, June 18, 1948. Amended February 2, 1961, January 23, 1980, and January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Appendix B American Library Association The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free

enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions.

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated

members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C American Library Association Freedom to View

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video,

or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council.

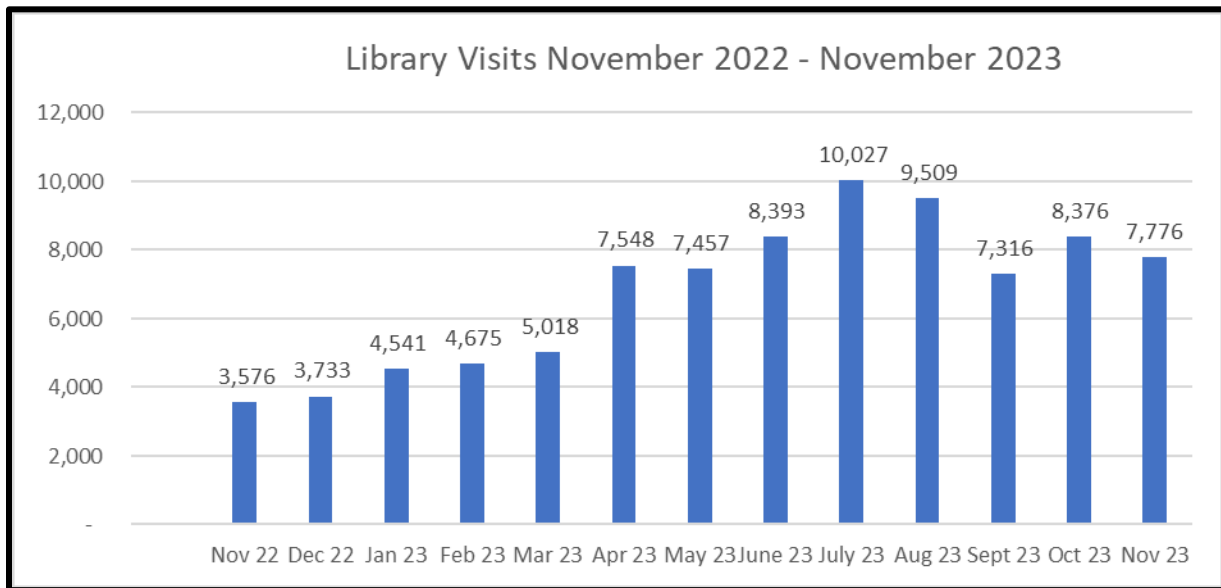


Board of Trustees
December 11, 2023 Board Meeting
November 2023 Library Report to the Board of Trustees

Select Statistics

During November there were 7,776 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 2,500 visitors to the Library’s website.

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

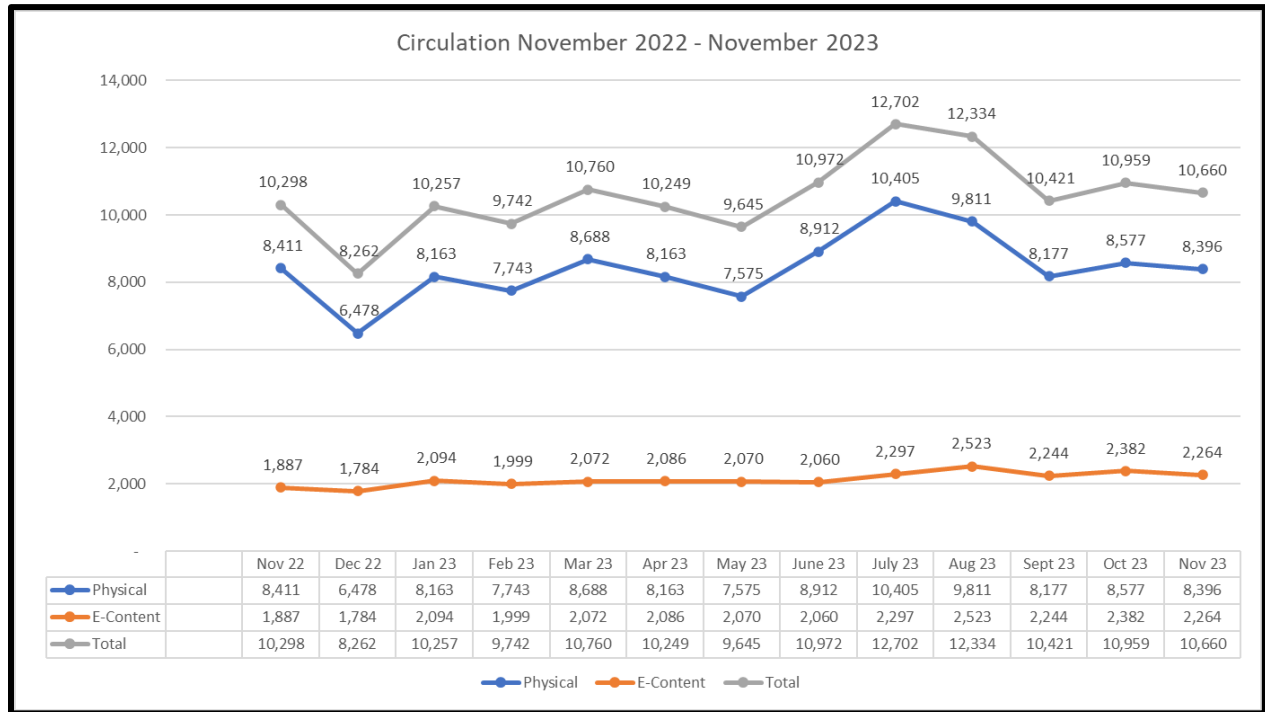


November 2023 visitors doubled over November 2022. Since the start of the calendar year 2023, there have been 80,636 visitors to the Library. On November 7, election day, there were 955 visitors to the Library, about 600 more than an average weekday.

The Library issued 63 new library cards, bringing the total number of cardholders to 7,621. 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 November 2023, 10,660 items (8,396 physical and 2,264 digital) were checked out by Library users. Goshen cardholders borrowed 1,725 items from the other 46 RCLS consortium libraries. The Library lent 1,572 items to the other RCLS consortium libraries.



Video game use remains high, with 124 games checked out in November, with an average of 118 checks outs per month in 2023.

In November, 13 passes providing free or reduced access to ten different museums and attractions checked out. The average pass use is 14 per month 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. The funding for the museum pass program is generously provided by the Friends of Goshen Public Library & Historical Society.

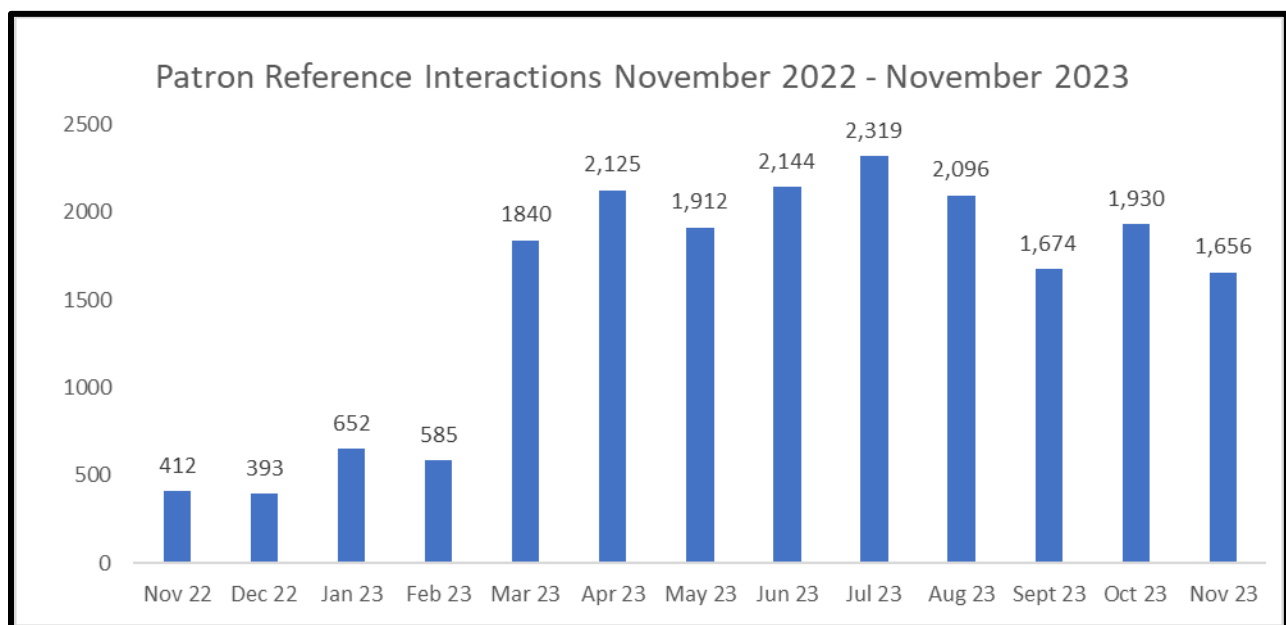
Digital Resources

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 November 2023, the Library Staff responded to 1,656 patron reference, readers advisory, technology, and library resources and services questions (excludes directional questions). Questions are responded to via telephone, email, and in-person. Attendance at NYLA and Thanksgiving closure, including the full day for the road closure on Wednesday, November 22, likely contributed to the lower number. Beginning March 2023, all departments began tracking and reporting patron interaction statistics.

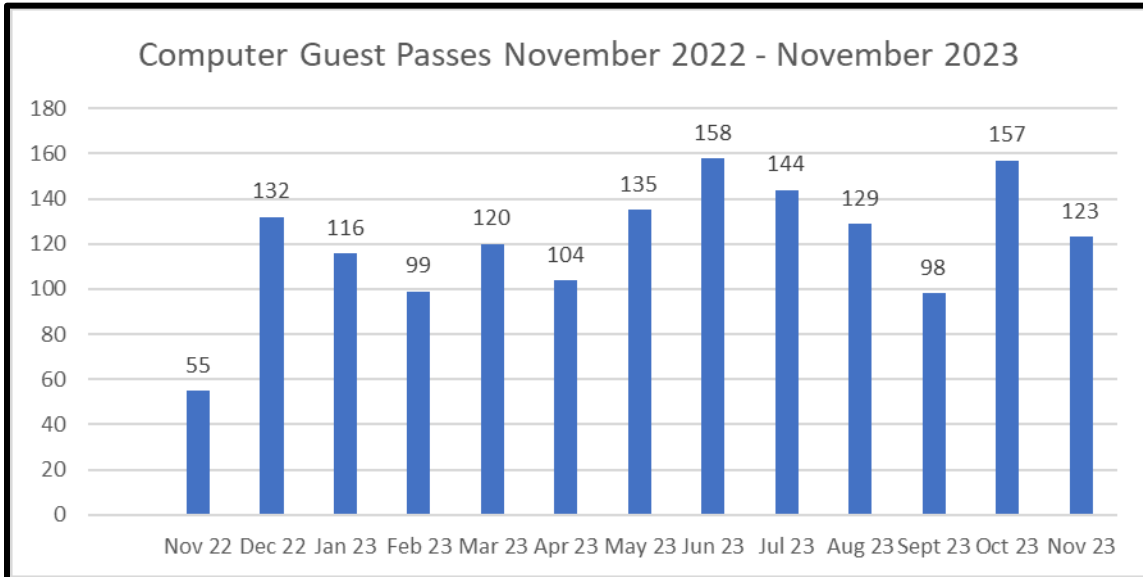


Digital Access Services

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

- In November 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 November 2023, there were 4,059 Patron Desktop sessions, an average of 150 per day. This includes computers in Adult, YA/Teen, and Just for Kids. To date in 2023, there have been 36,418 patron computer sessions, or on average 3,310 per month. There is no charge to use the computers and guest passes are available to individuals without library

cards. In November, the Library issued 123 computer guest passes, bringing the total number issued in 2023 to 1,383.



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. 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, and other specifics are clearly set out. A How-To for the Community Room lighting system was developed and posted in the Community Room.

In November 2023, the Library’s study rooms were used 156 times and the two meeting rooms were used a total of 66 times by the community. The Pomares Community Room was used 9 times. These totals do not include Library program or meeting uses. The following shows the use during the 2023 calendar year.

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Total
Study Rooms	154	143	183	184	184	142	166	166	124	143	156	1,745
Meeting Rooms	11	15	21	47	66	55	41	58	43	62	66	484
Community Room	7	12	15	9	9	5	6	6	9	7	9	94

Art Galley/Exhibit Space

Excited to report the gallery hanging system has arrived and will be installed in December. Once there is a final date, we will work with the Goshen Art League for the first show.

Programs

In November the Library hosted/sponsored 48 Library programs that drew 542 participants. Another 78 patrons completed or participated in one of the two asynchronous DIY or participation projects. These 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.

The Goshen Garden Club generously gifted the two beautiful wreaths that grace the doors to the adult area. The wreaths were handmade by members of the Garden Club.

The monthly Cook Book Club generously provided cookies to the Library Staff as part of their annual December cookie cook book club discussion meeting on Friday, December 2. The Cook Book Club has been meeting since December 2015!

Technology Classes

Girls Who Code is in its 7th week of the curriculum and the core group is engaged. On the adult side, hosting technology classes has long been a dream. This year the Library moved one step closer. Earlier this year Catherine (Cathy) Greulich approached us about volunteering to help teach technology to our patrons. She has experience from previous volunteer activities at different senior centers in the area.

Since August, she has taught eight classes with a different technology topic each time. From the basics of using the internet to privacy settings to streaming sticks and fitness trackers, the Tuesday afternoon sessions have helped many. The classes are kept small, so individuals receive the assistance they need. Attendance has ranged from two to twelve depending on the topic. The total attendance for all eight classes to date is fifty-two. With a dedicated following, many attendees come to as many of the programs as they can. Cathy has also gone beyond the Technology Tuesday programs and often stays after to help anyone who brings a question and has even arranged one-on-one sessions with those who ask. Her work is a great asset to the Library and community.

Goshen Library Foundation

Gifts in memory of Midge Decker were received by the Goshen Library Foundation.

Local History Room

There is a lot of excitement and activity in the Local History Room around the new journal project. Liz (Elizabeth) DiGiorgio, our archival intern, is doing an outstanding job adding artifacts to the database. Hilde Quinn provided the Library with a number of resources and ideas to review to pursue funding around the Minisink Monument.

Marketing and Public Relations

- In November, press releases were sent to *The Goshen Independent* and *The Chronicle* (serving Goshen and Chester) regarding (i) the Library's collaborations with the Ecumenical Food Pantry and (ii) describing the Library's various book clubs, asking for feedback, and inviting all to come join in book discussion/clubs.
- All submitted Library press releases, even those not printed by the newspapers, are posted on the Library website on the [Press Release page](#) (see page bottom navigation panel).
- The Library website has been experiencing structural issues for some time, due to long out-of-date versions of PHP (operating system) and SSL (secure transfer protocols). These updates were pushed through on December 5 causing some images to fail to load as they were created in obsolete/non-compatible formats. There are additional upgrades to push through, but as they are less urgent they will be done later. The mobile site is also experiencing some difficulties. Work is being done to address these situations.

Community Partnerships and Projects and Outreach

- On November 28, the Director met with Sarah White, President of SEPTSA, to discuss ways the Library could support SEPTA's programming and space needs.
- 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 two 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. Trustee Quinn earned his barista badge and apron for his mad hot chocolate skills!
- In November 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 will wrap up on Sunday, December 10. There was an outpouring from the Goshen Community of fun ingredients to add joy to the usual Food Pantry distributions.

- 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. 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. Next steps include a multi-language recipe book and ingredient drive.
- As always, the Library continues to collect regular food pantry needs in the foyer.



New York State Court Officers, Orange County, deliver crockpots to the Library!

- 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.
- The Library served as a polling place on Tuesday, November 7.

Personnel Matters

- Open positions. The Library has canvassed eligible candidates from the Civil Service Librarian Assistant list and will complete interviews the week of December 10. In addition,

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.

- The Library has been informed that there are no candidates on the list for the tech position. This position has been posted; and any hire will be either done provisionally or as a contract position.
- The Library is interviewing candidates for the open communications/marketing position. Upon counsel from RCLS, the Library posted the position as a part-time contract position. The opening was posted on Linked-In and via RCLS email lists and generated a good list of candidates.
- An All-Staff Meeting is planned for Friday, December 15. An informational All-Staff email is sent weekly and there is a weekly Department Head meeting.
- PIC (Person In Charge) training will start after the new year (January 5, 12, and 19). This training will help prepare the staff to respond to a myriad of situations in the building.
- December 17 – 23 there is a Department Holiday Decorating Contest and Staff Ugly Sweater/Outfit Contest. The annual holiday party will be in January 2024.

General Operations

- After review and testing, the Library will be replacing its current DEMCO calendar which is scheduled to sunset at the end of the year with LibCal. Michelle Muller, Head of Youth Services & AD, led this important initiative. The new calendar will allow for alerts and will go effective with a soft launch on December 15.
- The RCLS APP is no longer supported by SIRSI and has failed for all actions other than the use of the barcode for checking out. It is currently anticipated that a new app, designed by ByWater Solutions, the support vendor for Koha, will launch in January 2024. In the meantime, all actions may be taken from the website.
- RCLS is in the final stages of negotiations with ByWater Solutions for the implementation of the migration to KOHA, the new ILS. Over the course of the next months, the Library will take steps to clean up its patron and materials database. An inventory of materials will be undertaken as part of this process.

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 went in. On December 1, 2023, NYSEG completed the installation/connection of the regulator/meter. Fanshawe is scheduling the plumber to finish the project. I am hopeful for a completion by year-end 2023. 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

- Adult Services Department November 2023 Report
- Local History Room November 2023 Report
- Young Adult (YA) Department November 2023 Report
- Youth Services Department November 2023 Report

Adult Services Monthly Report

November 2023

Programs

Highlighted Programs

Even though it's the time of year with fewer programs, nearly 200 patrons still attended one of 21 events. The Friends Lecture Series continues to draw interest, as do craft programs.

11/2	Watercolor with Pat Foxx - "Autumn Landscape"	15
11/3	Cookbook Club	10
11/4	Saturday Book Club	11
11/11	Friends Lecture Series: "History of Indian Point"	22
11/13	Turkey/Autumn Gnome Craft Program	7
11/14	Medicare 101: An Educational Discussion about the Basics of Medicare	10
11/15	Infused Hand Salve Program	10
11/27	GPL Mystery Book Club	10
11/27	Winter Card Making	11
11/28	Technology Class - Chromecast, Roku, and Fire Sticks and Fitness Trackers	12

Looking Ahead

Our second Staged Reading with Cornerstone Theatre Arts will be on Saturday, December 9 at 2:00. Grace and Glorie is a heartwarming, humorous odd couple story about a 90-year-old mountain woman set in her ways and a young city upstart who comes to 'help'.

A late addition to our roster, the Goshen High School Band, Chorus and Orchestra will be stopping by Friday December 15 at 11:20 for a short concert as part of their Goshen Holiday Tour.

For some more serious, but no less important programs, the Alzheimer's Association will be here to help families get through the holidays while caring for someone with dementia and Upstate Poison Center will be giving advice on how to stay safe and avoid hazards in the home.

Submitted,

Ruth Mallard

STATISTICS – LOCAL HISTORY ROOM

NOVEMBER 2023

Emails - 3

Phone - 5

Visitors - 18

Most visitors were local. (Walden, Montgomery, Campbell Hall, Goshen). Searching for Families, Sayer Street School.

Gifts:

A scrapbook of the Grant Hugh Browne family. Many pictures depicting life on what was the Haight property, Salesian School, and now Village/Town/library property. Bought in 1905, Grant Browne renamed it Brownleigh Park. On the property he built an arena and brought world class boxing matches to Goshen. He lost the estate in 1921 due to financial problems.

This scrapbook was bought and donated by Salvatore LaBruna and Hildegarde Quinn.

A scrapbook containing pictures of the Bowman Beach Club, Tomahawk Lake, Washingtonville, NY. 1930's.

This scrapbook was donated by James Tarvin.

All were sent "Deed of Gifts", and thank you letters.

I attended a Zoom meeting with several RCLS libraries relating to local history.

The Historical Committee met on Nov. 13th. Much discussion of the "Journal" which is moving right along.

Past Perfect cataloguing and Obituary index ongoing.

Submitted by

Ann Roche
Local History Room

YA Programming Report November 2023

This month I attended the NYLA 2023 Annual Conference and Trade Show with several other staff members from the library. I attended six sessions over 2 days on a variety of topics. Topics ranged from reviving teen engagement at programs to historical cooking programs to rethinking summer reading and even a session on de-stressing with stretches while you work. Each session was helpful and interesting and I brought back several ideas for how to implement what I learned to better serve our patrons. It was also a great opportunity to network with professionals from other areas of the state and learn about what other libraries are doing. Going to conferences is an important learning experience and it also energizes you to try new things and evaluate how you can do things differently in your own building.

We continued our regular slate of programming this month, starting with our weekly chess club, which has a small core group of regular attendees. As we approach the new year we will look to advertise the program more in an effort to attract some new members. We also continued with Girls Who Code, specifically working on a poetry remix project. We also held our final Teen Taste Test program of this quarter which was a hit. We tasted candy canes, potato chips, crackers and skittles. The kids were very excited to guess the different flavors and were very surprised how hard it was to distinguish each flavor blindfolded. They were confident that it would be easy to get them all right but it was much harder than they anticipated. This is a fun program that I would love to offer again. Finally, I've been working with a teen volunteer who is interested in running his own program teaching kids about Pokemon. He has been working very hard to develop the program and is excited that it will be launching in January. I am looking forward to seeing him run the program as he is very excited to teach other kids all about Pokemon. I look forward to more teen led programming as our Teen Leadership Council becomes more active.

Youth Services Monthly Report
November 2023

As always, we are grateful for all our library families! We have had a great November finishing up our story classes for fall and looking ahead to the colder winter months. We added a few extra Toddlertime classes. Our Diagon Alley has had loads of shoppers who have earned their purchases through reading along the magical map. We enjoyed having some special programs leading into the Thanksgiving holiday. We have had steady visitors including students and tutors using the back booth area. We also have had many playdates happening in our space as the weather gets colder and the parks are not an option. We have answered 410 reference questions and 216 programming questions and 36 directional questions.

Program Attendance:

Brick Building Challenge! Mondays 2 sessions

11/06 17 attendees

11/13 15 attendees

Circletime: Mondays at 12pm

11/06 4 attendees

11/13 4 attendees

Toddlertime: Tuesdays at 10am or Wednesdays at 10am

11/01: 18 attendees

11/07 & 11/08: 27 attendees

Preschool Playdate: Thursdays at 10:30am

11/02: 4 attendees

11/09: 4 attendees

11/16: 2 attendees

Girls Who Code Thursdays at 5pm

11/09 3 attendees

11/16 3 attendees

11/30 3 attendeeed

Love My Library Storytime: Fridays at 11am

11/03 26 attendees

11/10 42 attendees

11/17 22 attendees

Specials:

Sensory Saturday Storytime: November 4th: 10 attendees

Harry Potter Magical Journey Reading Challenge: 72 registered with 20 reading logs completed

Squishy Friendsgiving: November 14th: 21 attendees

Turkey Scavenger Hunt: 28 participants over the month

How to Catch a ... Turkey: November 20th: 12 attendees

Take and Makes

Program Extras each week plus worksheets

Conferences Attended:

NYLA: Revive, Refresh, Rekindle: November 2-3 in Saratoga Springs.

I was very appreciative to be able to take part in the NYLA conference this year. The Keynote speaker was the current ALA president and gave a very inspiring and positive message that libraries and staff are going to be ok because we do good work! I couldn't agree more! I participated in the following sessions: Tech Trends for Libraries in 2024, which concentrated on the use of AI; Recovering Admin: How to get back to the joy of being a librarian, which focused on why we as individuals chose this profession; Kind, but With Spine: Constructive Confrontation, Deliberate Boundaries and Avoiding Compassion Fatigue, which gave extremely helpful advice and tips on dealing with issues library staff on a daily basis; Pushing Boundaries without Pushing Buttons; which helped define the difference between a boundary and a button; Get Them to Show Up, which gave practical advice on ensuring patrons attend your programming; and Beyond the Building, which focused on developing community outreach programming.

Future Plans and Ideas:

We have completed our next slate of programs for January, February and March which includes both the week long winter break and spring break. This means the return of Winter Break Bootcamp and Spring Break Drop In Days. The Bootcamps will center on the theme of Friendship and the Drop In Days will have activities that link the Inside to the Outside!

We are continuing to tackle a department wide weeding and inventory project to prepare for new materials as well as our migration to our new ILS system.

Michelle Muller, Head of Youth Services