GOSHEN PUBLIC LIBRARY & Historical Society

Goshen Public Library and Historical Society Board of Trustees
Regular Meeting of March 11, 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 the minutes of the February 12, 2024 regular Board meeting.
[Action item] RESOLVED that the Board approve the minutes of February 12, 2024 regular Board meetings.

VI. Discussion of a native habitat project.

VII. Personnel Appointments
[Action item] RESOLVED that the Board approve the following appointments as presented:
- Anahy Chinas Campos to part-time non-competitive Library Clerk, Orange County Civil Service Title #1390, effective February 16, 2024.
- Charles DeYoe III to full-time competitive Librarian II, Orange County Civil Service Title #1368 effective March 11, 2024.
- Michael Orth to part-time custodial worker, Orange County Civil Service Title #1201 effective February 28, 2024.
- Jerome Tatrabor, Orange County Civil Service Title #1402 to exempt status.

VIII. Finances
a. Financial report for February 2024 – Catherine Lemmer
[Action item] RESOLVED to approve the financial report for February 2024 as presented.

b. Warrant Schedule for February 2024
[Action item] RESOLVED to approve the February 2024 warrant schedule as presented.

c. Closing of dormant bank account as advised by the Office of the State Comptroller in their response to the Library's Annual Financial Statement (formerly known as the AUD) and Linda Hannigan, Treasurer.

[Action item] RESOLVED to approve the closing of the Goshen Public Library New Building – Capital Project Fund Account held at Orange Bank & Trust Company and transfer funds to the Goshen Public Library MMDA Municipal Account held at Orange Bank & Trust Company.

IX. Annual Report of Public and Association Libraries

[Action item] RESOLVED that the Board accept and approve the 2023 Annual Report of Public and Association Libraries as presented.

X. February 2023 Director's Report – Catherine Lemmer

XI. Executive Session

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

XII. 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

XIII. Reports from Partner Groups
   a. Friends liaison – Trustee Troy.
   b. Junior Friends liaison – Trustee Tarvin.

XIV. New Business

XV. Privilege of the floor

XVI. Report of Trustee Continuing Education Credits

XVII. Adjournment

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

Next Regular Meeting: April 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 February 12, 2024

Draft until approved in meeting.
Meeting Minutes of February 12, 2024

I. Call to order - 7:00 pm
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 February 12, 2024.

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

II. Pledge of Allegiance

III. Review and Approve Agenda

[Action item] Trustee Troy proposed an amendment to add to New Business a discussion of Lookout Mountain/Dutchess Quarry and a resolution in support of efforts to conserve the property. RESOLVED that the Board approve the Agenda as amended. Motion, Bill Troy, Second, Emily Collado. (Approved 7-0-0).

IV. Privilege of the floor – None

V. Approval of Board Meeting Minutes
[Action item] RESOLVED that the Board approve the January 8, 2024 Board Meeting Minutes as presented. Motion, Bill Troy, Second, Tina Fortugno. (Approved 7-0-0).

VI. Personnel Appointments
[Action item] RESOLVED that the Board approve the appointment of Jerome Tatrabor to full-time competitive Library Multi-Media Technician, Orange County Civil Service Title #1402. Motion, Jim Tarvin, Second, Heather LaBruna. (Approved 7-0-0).

VII. Finances
   a. Financial report for January 2024 – Catherine Lemmer
   [Action item] RESOLVED to approve the financial report for January 2024 as presented. Motion, Bill Troy, Second, Bob Quinn. (Approved 7-0-0).

   b. Warrant Schedule for January 2024
   [Action item] RESOLVED to approve the January 2024 warrant schedule as presented. Motion, Bob Quinn, Second, Bill Troy. (Approved 7-0-0).

   c. Employee Health Insurance (March 1, 2024 – February 28, 2025)
   [Action item] RESOLVED to approve the Oxford Liberty Gold EPO Gated 30/60/1250/100 EPO24 as the employee health insurance for the period March 1, 2024 – February 28, 2025, as presented. Motion, Jim Tarvin, Second, Heather LaBruna. (Approved 7-0-0).

   d. Presentation of the FY2025 Library Budget – Bill Troy, Catherine Lemmer, and Jack Denman.

VIII. Annual Budget Vote and Trustee Election
   a. [Action Item] RESOLVED that the Board set the trustee election and budget vote date of Wednesday, April 17, 2024. Motion, Bill Troy, Second, Bob Quinn. (Approved 7-0-0).
   b. [Action item] RESOLVED that the Board approve the proposed FY2025 Library Budget with a tax levy in the amount of $1,954,019. Motion, Bill Troy, Second, Heather LaBruna. (Approved 7-0-0).
   c. [Action item] Tax Cap Override.
   RESOLVED that the Board approve the Tax Cap override.
   WHEREAS, the adoption of this FY2025 budget for the Goshen Public Library & Historical Society requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and
   WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members;
   NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Goshen Public Library & Historical Society voted and approved to exceed the tax levy limit for FY2025 by at least the sixty percent of the board of trustees as required by state law on February 12, 2024.
   Motion Jim Tarvin, Second Bob Quinn. (7-0-0).

e. Clerk of the Vote Appointment – Mary Hoens
[Action Item] RESOLVED that the Board approve May Hoens, Clerk of the Board, as Clerk of the Vote for the Election scheduled on April 17, 2024. Motion Tina Fortugno, Second Bill Troy. (7-0-0).

f. Chairperson of the Vote Appointment – Meghan Boroden
[Action Item] RESOLVED that the Board approve Meghan Boroden, President of the Board, as Chairperson of the Vote for the Election scheduled on April 17, 2024. Motion Heather LaBruna, Second Tina Fortugno. (7-0-0).

IX. Executive Session
[Action item] RESOLVED that the Board enter executive session for the purpose of discussing the employment history of a particular individual at 7:30 pm. Motion Bill Troy, Second Jim Tarvin (7-0-0). Motion to exit Executive Session at 7:52 pm, Bill Troy, Second, Bob Quinn. (Approved 5-0-0).

X. January 2024 Director's Report – Catherine Lemmer

XI. 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 reported on the History Journal project.
      ii. Bylaws Committee - None

XII. Reports from Partner Groups
   a. Friends liaison – Trustee Bill Troy reported on the upcoming Friends Lecture Series.
   b. Junior Friends liaison – Trustee Jim Tarvin reported on the activities of Junior Friends, including a planned amateur film festival.

XIII. New Business – Trustee Bill Troy led a discussion of Lookout Mountain (Dutchess Quarry) property which is a significant archaeological site with caves listed on the National Register of Historic Places and the efforts of the Town of Goshen to preserve and conserve this property.

[Action item] The Goshen Public Library & Historical Society strives to meet the informational, educational, and cultural needs of our community. We understand that the Town of Goshen Board proposes to protect the historic Dutchess Quarry caves by its offer to act as conservator for those caves. The Goshen Public Library & Historical Society Board of Trustees formally supports the conservation of land on which these historic Dutchess Quarry caves sit. Motion Bill Troy, Second Bob Quinn. (7-0-0).

XIV. Privilege of the floor – None.

 XV. Adjournment
   [Action item] RESOLVED that the Board of Trustees adjourn at 8:15 pm. Motion, Bill Troy Second, Bob Quinn. Approved (7-0-0).

Next Regular Meeting: March 12, 2024 @ 7:00 pm.

Goshen Public Library and Historical Society
Statement of Activities
February 1 - 29, 2024 and YTD Jul 1, 2023 - June 30, 2024

| | | MONTH | | | YEAR TO DATE | | | | FULL YEAR | FULL YEAR | | |
		February 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	
Income												
Real Property Taxes		-	-	-	1,658,086	1,658,086	-		1,897,106			
Real Property Taxes-Bond		-	-	-	493,094	493,094	-		-	493,094	100%	Bond amount
PILOT Revenue		-	5,000	5,000	27,298	40,000	12,702	68%	60,000			
RCLS Grants		-	-	-	5,136	-	(5,136)		-			
Other Grants		-	667	667	175,500	5,333	(170,167)		8,000			
Library Charges		488	250	(238)	4,853	2,000	(2,853)		3,000			
Appropriated Reserve		-	-	-	-	56,720	56,720		56,720		0%	Appropriated
Friends of the GPLHS		-	42	42	1,915	333	(1,582)		500			for Gen
Interest Income		3,246	-	(3,246)	9,738	-	(9,738)		-			
Donations		-		-	490	-	(490)		-			
Miscellaneous Income		-	498	498	96	3,988	3,892		5,982			
Total Income		3,734	6,457	2,723	2,376,206	2,259,554	(116,652)	105%	2,031,308	493,094	94%	
Expense												
Total Salaries & Wages		80,584	82,127	1,543	622,803	698,081	75,278	89%	1,067,653	-	58%	
Employee Benefits												
FICA		4,934	5,283	349	38,118	44,902	6,784	85%	68,674			
Medicare		1,154	1,235	81	8,915	10,501	1,586	85%	16,061			
Worker's Compensation		3,257	667	(2,590)	7,233	5,333	(1,900)	136%	8,000			
Unemployment Insurance		1,404	833	(571)	4,656	6,667	2,011	70%	10,000			
Disability Insurance		925	583	(342)	438	4,667	4,229	9%	7,000			
Health Insurance		3,172	14,167	10,995	96,401	109,502	13,101	88%	170,000			
Retiree Health Insurance		-	-	-	3,831	3,831	-	100%				
Vision Care		52	83	31	415	667	252		1,000			
State Retirement		-	-	-	95,628	100,000	4,372	96%	100,000			
State Retire-employee accrual		-	-	-	-	-	-		40,000			
Direct Deposit Fees		240	83	(157)	1,022	667	(355)	153%	1,000			
Total Employee Benefits		15,138	22,934	7,796	256,657	286,737	30,080	90%	421,735	-	61%	
Library Materials/Services												
Books - Adult		776	3,500	2,724	19,775	28,000	8,225	71%	42,000			
Books - Teen		-	667	667	1,538	5,333	3,795	29%	8,000			
Books - Juvenile		852	1,333	481	12,845	10,667	(2,178)	120%	16,000			
Books - Reference		-	250	250	412	2,000	1,588	21%	3,000			
Reference Databases		-	333	333	2,013	2,666	653	76%	4,000			
Serials		-	667	667	5,844	5,333	(511)	110%	8,000			
AV		194	333	139	3,343	2,666	(677)	125%	4,000			
AV - Audio Books		-	333	333	1,518	2,666	1,148	57%	4,000			
AV - Audio Music		24	83	59	296	616	320	48%	1,000			
Museum Passes		-	83	83	1,550	664	(886)	233%	1,000			
E Content		2,647	917	(1,730)	13,632	7,333	(6,299)	186%	11,000			
Total Library Materials/Services		4,493	8,500	4,007	62,766	67,944	5,178	92%	102,000	-	62%	

Goshen Public Library and Historical Society
Statement of Activities
February 1 - 29, 2024 and YTD Jul 1, 2023 - June 30, 2024

	C	February 23/24 (D)	Budget (E)	(Over)/Under Bud (F)	23/24 Act YTD (G)	YTD Bud (H)	(Over)/Under Bud (I)	% of Budget (J)	Budget 23/24 (K)	Debt 23/24 (L)	% of Budget (M)	P
44	**Building**											
45	Equipment	-	300	300	130	2,400	2,270	5%	3,600			
46	Building Repairs/Improvements	-	2,500	2,500	2,865	20,000	17,135	14%	30,000			
47	Utilities	4,382	3,000	(1,382)	34,297	24,000	(10,297)	143%	36,000			
48	Insurance	3,327	-	(3,327)	27,355	40,000	12,645	68%	40,000			
49	New Building-Generator	-	-	-	58,552	56,720	(1,832)	103%	56,720			Appropriated
50	Building Services	3,838	3,333	(505)	41,595	26,667	(14,928)	156%	40,000			for Generator
51	Custodial Services	232	500	268	2,072	4,000	1,928	52%	6,000			
52	**Total Building**	11,779	9,633	(2,146)	166,866	173,787	6,921	96%	212,320	-	79%	
53	**Technology**											
54	IT Services	-	3,500	3,500	36,255	24,500	(11,755)	148%	42,000			
55	Computer Hardware	-	292	292	(2,094)	2,042	4,136	-103%	3,500			
56	Computer Software	-	208	208	2,608	1,458	(1,150)	179%	2,500			
57	ILS	-	1,500	1,500	7,995	12,000	4,005	67%	18,000			
58	**Total Technology**	-	5,500	5,500	44,764	40,000	(4,764)	112%	66,000	-	68%	
59	**Programs/Public Relations**											
60	Strategic Plan	-	417	417	-	3,333	3,333	0%	5,000			
61	Newsletter, Program Flyers	116	417	301	1,596	3,333	1,737	48%	5,000			
62	Programs - Adult	425	1,500	1,075	9,649	12,000	2,351	80%	18,000			
63	Programs-Community Dev	-	1,500	1,500	8,390	12,000	3,610	70%	18,000			
64	Local History	432	417	(15)	1,916	3,334	1,418	57%	5,000			
65	Programs - Juvenile	1,116	1,667	551	9,873	13,333	3,460	74%	20,000			
66	Programs - Teen	266	583	317	1,648	4,667	3,019	35%	7,000			
67	**Total Programs/Public Relations**	2,355	6,501	4,146	33,072	52,000	18,928	64%	78,000	-	42%	
68	**Administrative Expenses**											
69	Telephone	749	833	84	7,037	6,667	(370)	106%	10,000			
70	Printing	691	500	(191)	4,135	4,000	(135)	103%	6,000			
71	Postage	198	208	10	1,593	1,667	74	96%	2,500			
72	Office Equipment Maintenance	-	167	167	-	1,336	1,336	0%	2,000			
73	**Professional Services**											
74	Accounting	-	750		4,725	6,000	1,275	79%	9,000			
75	Legal	669	1,000	331	3,224	8,000	4,776	40%	12,000			
76	CSEA Matters	-	-	-	29,013	-	(29,013)		-			
77	Other Prof. Services		250	250	486	2,000	1,514	24%	3,000			
78	Library Supplies	607	1,358	751	7,945	10,867	2,922	73%	16,300			
79	Copier Lease	250	250	-	2,000	2,000	-	0%	3,000			
80	Continuing Education	-	583	583	2,519	4,667	2,148	54%	7,000			
81	Election	-	-	-	-	-	-	0%	3,500			
82	Membership Dues	1,025	208	(817)	2,400	2,333	(67)	103%	2,500			
83	Miscellaneous Expense	-	458	458	162	3,666	3,504	4%	5,500			
84	**Total Admin Expenses**	4,189	6,565	1,626	65,239	53,203	(12,036)	123%	82,300	-	79%	
85	Other Interest Exp	-	108	108	3,963	867	(3,096)		1,300			
86	Bond Interest Exp	-	-	-	263,094	263,094	-	100%		263,094		
87	Bond Principal	-	-	-	230,000	230,000	-	100%		230,000		
88	**Total Expense**	118,538	141,868	23,330	1,749,224	1,865,713	116,489	94%	2,031,308	493,094	69%	
89	**Total Income**	3,734	6,457	2,723	2,376,206	2,259,554	(116,652)		2,031,308	493,094	94%	
90	**Net Ordinary Income**	(114,804)	(135,411)	20,607	626,982	393,841	233,141		-	-		

Goshen Public Library and Historical Society
Balance Sheet
General Fund
As of February 29, 2024

	29-Feb-24
ASSETS	
Current Assets	
Checking/Savings	
Cash - Key - Current year funds	346,133.03
Total Key Balance	346,133.03
NYLAF	784,737.89
Cash - Orange County Trust	5,396.45
Petty Cash	99.25
Total Checking/Savings	1,136,366.62
Total Current Assets	1,136,366.62
TOTAL ASSETS	$ 1,136,366.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	12,605.51
Accrued Expenses	-
Real Property Tax Advance	.
Payroll Liabilities	8,588.84
Total Other Current Liabilities	21,194.35
Total Liabilities	21,194.35
Equity (Total Assets less Total Liabilities)	1,115,172.27
TOTAL LIABILITIES & EQUITY	$ 1,136,366.62

Goshen Public Library & Historical Society
Statement of Cash Position
Capital Fund at 02/29/24

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
March 7, 2024

Date	Check#	Payee	Description	Amount
02/08/2024	18806	Payroll	Salaries & Wages	555.63
02/12/2024	18807	Greenwald & Doherty LLP	Administrative Expenses-Professional Services-CSEA	1,269.00
02/20/2024	18808	Barry Wiesenfeld	Programs-Adult Programs	300.00
02/20/2024	18809	Cengage Learning	Library Materials-Books-Adult	63.18
02/20/2024	18810	J & G Law, LLP	Administrative Expenses-Professional Services-Legal	668.76
02/20/2024	18811	Midwest Tape	Library Materials-AV	86.21
02/20/2024	18812	Norma Fives	Employee Benefits-Health Insurance	644.47
02/20/2024	18813	Patsy Williams	Programs-Adult Programs	95.00
02/20/2024	18814	W.B. Mason Co., Inc.	Administrative Expenses-Library Supplies	194.95
02/22/2024	18815	Payroll	Salaries & Wages	5,641.31
02/23/2024	18816	Karen Golding	Programs-Teen Programs / Adult Programs	60.14
02/23/2024	18817	Midwest Tape	Library Materials-AV-Audio Music	16.49
02/23/2024	18818	Pitney Bowes - Quarterly	Administrative Expenses-Postage	197.70
02/23/2024	18819	Quill Corporation	Administrative Expenses-Library Supplies	41.99
02/29/2024	18820	M & T Bank	M & T credit card-see attached	2,545.30
02/29/2024	18821	CSEA, Inc.	Employee Benefits-Union Dues	470.77
03/07/2024	18822	Payroll	Salaries & Wages	459.59
03/07/2024	18823	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile	2,345.97
03/07/2024	18824	Cengage Learning	Library Materials-Books-Adult	59.18
03/07/2024	18825	Frontier Communications-NY	Administrative Expenses-Telephone	105.68
03/07/2024	18826	Hoopla	Library Materials-E Content	1,248.15
03/07/2024	18827	Janice Vilardo	Programs-Adult Programs	190.00
03/07/2024	18828	Midwest Tape	Library Materials-AV/Audio Music	194.90
03/07/2024	18829	Overdrive	Library Materials/Services·E Content	207.48
03/07/2024	18830	P.N. Fire & Burglar Alarm Co.	Building-Building Services	161.00
03/07/2024	18831	Phyllis Hunter	Employee Benefits-Retiree Health Insurance	989.40
03/07/2024	18832	Rick Feingold	Programs-Adult Programs	250.00
03/07/2024	18833	SRS Inc.	Administrative Expenses-Library Supplies	82.46
03/07/2024	18834	Toshiba Financial Services	Administrative Expenses-Toshiba Lease/Printing	941.20
03/07/2024	18835	Village of Goshen	Building-Utilities	554.30
03/07/2024	18836	CSEA, Inc.	Employee Benefits-Union Dues	470.77
02/05/2024	ACH DR	Oxford Health Plans	Employee Benefits-Health Insurance	5,319.65
02/05/2024	ACH DR	AFLAC New York	Employee Benefits-Health Insurance	211.09
02/07/2024	ACH DR	NEC Cloud Communications	Administrative Expenses-Telephone	537.18
02/08/2024	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,380.02
02/08/2024	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,038.46
02/08/2024	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	8,445.37
02/21/2024	ACH DR	AFLAC New York	Employee Benefits-Health Insurance	211.09
02/22/2024	ACH DR	IRS	Employee Benefits-FICA/Medicare/Federal Taxes	10,522.16
02/22/2024	ACH DR	New York State Tax Department	Employee Benefits-New York Taxes	1,798.01
02/22/2024	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	1,038.46
02/28/2024	ACH DR	Billco Landscape Contractors	Building-Building Services	3,000.00
03/01/2024	ACH DR	Utica National Insurance	Building-Insurance	3,327.00
03/04/2024	ACH DR	Orange & Rockland	Building-Utilities	4,327.49
			Total	**62,266.96**

	M & T credit card-February 2024	
Program/PR-Newsletter, Program Flyers		116.00
Administrative Expense-Library Supplies		184.56
Personnel		78.93
Library Materials-AV		107.45
Programs-Adult		22.47
Programs-Juvenile		865.52
Library Materials Books-Adult		37.81
Library Materials Books-Juvenile		513.18
Building-Building Services		362.00
Building-Custodial Supplies		232.38
Memberships		25.00
	Total	2,545.30

Annual Report for Public and Association Libraries – 2023
Highlights and Items of Note
March 11, 2024

You may recall that the preparation of the *Annual Report for Public and Association Libraries 2022* included the goal of creating a solid and defensible baseline for the reported performance metrics to provide accurate comparisons for the Library's performance as reported in this *Annual Report for Public and Association Libraries 2023*. In addition, reporting and tracking procedures were put in place to monitor and record statistics on a monthly basis to ensure complete records and to make the Annual Report preparation process smoother and more consistent from year to year.

For those of you who are new to the report, you will note that the reporting period varies from section to section. In some instances, the reporting period is Fiscal 2023 (July 2022 – June 2023) and in some instances it is calendar year (January 2023 – December 2023).

Although it was a team effort with Karen Golding, Erica Gati, Jack Denman, Michelle Muller, and Catherine Lemmer working on the report, Ruth Mallard played a major role in preparing and reviewing the statistical aspects of the Annual Report. The Annual Report was filed with RCLS well before the deadline. RCLS reviewers asked for one minor financial reporting change (i.e., reporting a grant in a different line) and have approved the Annual Report for filing to state offices. RCLS specifically noted favorably the increase in adult and teen programming reported in Section 3 and 9 and thanked the staff for a job well done.

Items of Note

Section 2: Library Collections
- Q 2.12/Q 2.30 Print collections remained stable.
- Q 2.20/Q 2.30 Collection growth is driven by e-resources, both licensed (Overdrive) and pay-per use (Hoopla).

Section 3: Library Programs, Policies, and Services
- Q 3.1 Library visitors were up 39%; 69,952 in 2023 versus 50,261 in 2022.
- Q 3.7 During the last year the Library developed an emergency and operations manual documenting operations which includes disaster recovery enabling the Library to answer *Yes* to this operations requirement.

- Q 3.21 Library hosted programs increased 21%; 702 synchronous programs in 2023 versus 530 programs in 2022. Attendance increased to 10,345 from 7,697 attendees; reflecting an increase of 34%.
- Q 3.29 Library hosted 80 asynchronous recorded programs, with 2,478 attendees. One-on-one sessions decreased due to changes in the way tech help was reported and a general decrease in the one-on-one craft instruction programs.
- Q 3.32 Summer reading participants decreased overall by 14% from 768 to 669. However, total programs offered increased by 9% and overall attendance increased at Summer Reading programs increased by 15% from 3,867 to 4,445.
- Q 3.56 Early Literacy Programs includes school visits around Summer Reading.
- A goal for 2024 is increased outreach to the ESL populations in the Library service area.

Section 4: Library Transactions
- Overall circulation up 1%, growth in the circulating e-collections.
  - Q 4.7 Print circulation up 1%,
  - Q 4.11 Physical item circulation, includes Library of Things, no real change.
  - Q 4.12 Electronic content circulation increased 10% from 22,124 to 24,418.
  - Q 4.13 Electronic content (databases), usage decreasing. State funding of a number of databases will end in 2024.
- 4.16 Total collection use up by 1%.
- Total reference (includes reader's advisory, research, and information queries) up 68% due in part to library wide tracking and reporting implemented in March 2023. This number will set the base for the 2024 report.

Section 5: Technology and Telecommunications
- Q 5.4 An analytics feature is now engaged on the website and the number of web visitors is reported monthly. However, there is no clear instruction on how to to report visitors, creating a wide variance in the measurement. It is something to focus on in 2024 (e.g., is it the length of the visit, the page visited etc.)

Section 6: Staffing
- Q 6.19 now reports the average of all librarian salaries. Last year, the entry level salary was reported.

Section 7: Minimum Public Library Standards
- The Library is in compliance with all standards. Upon advice from RCLS, the Library has added its annual reports to the website (*www.goshenpubliclibrary.org/about-us*). The 2023 report will be added after approved.

Section 9: Service Outlet Information
- Q 19 Non-library programs, meetings, and/or events held at the Library are up 41%.

- Q 25 The Library has again requested that the square footage be updated to reflect the 366 Main Street location.
- Q 27 Public Computer Use is up 10%. Use of the public computers is now tracked monthly for more accurate reporting. Guest passes are issued.
- Q 33 Wi-Fi use is up 9%. Wi-Fi use is now tracked daily for more accurate reporting.

Section 10: Officer and Trustee Information
- Reminder that a Library Trustee must complete two hours of continuing education <u>and</u> the required harassment prevention training in each calendar year. Continuing education may be in relevant areas (e.g., non-profit management, long-range planning, DEI, community outreach, finance) or library specific. To assist in tracking, each monthly board meeting agenda will include a reminder and request for completion certificates.

Summary

Overall, the Library's performance continues to improve as measured by these collected metrics. The Library's performance as reported in the Annual Report reflects general library trends – stable circulation but with a shift in focus to programming and spaces. In short, as with other libraries we are being asked to address social issues, including solving digital inequities, and provide community engagement and experience opportunities.

Goshen Public Library And Historical Society Annual Report For Public And Association Libraries - 2023

CURRENT YEAR   *PREVIOUS YEAR*

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)
Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey. To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.
Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, <u>except</u> for questions related to the <u>current</u> library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200442540	*7200442540*
1.2	Library Name	GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY	*GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY*
1.3	Name Status (State use only)	00 (for no change from previous year)	*00*
1.4	Structure Status (State use only)	00 (for no change from previous year)	*00 (for no change from previous year)*
1.5	Community	Goshen	*Goshen*
1.6	Beginning Fiscal Reporting Year	07/01/2022	*07/01/2021*
1.7	Ending Fiscal Reporting Year	06/30/2023	*06/30/2022*
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	*No*
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was	N/A	*N/A*

		answered to Question 1.8.	
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	*N/A*
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2022	*07/01/2021*
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023	*06/30/2022*
1.13	Address Status	00 (for no change from previous year)	*00*
1.14	Street Address	366 MAIN STREET	*366 MAIN STREET*
1.15	City	GOSHEN	*GOSHEN*
1.16	Zip Code	10924	*10924*
1.17	Mailing Address	366 Main Street	*366 MAIN STREET*
1.18	City	GOSHEN	*GOSHEN*
1.19	Zip Code	10924	*10924*
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 294-6606	*(845) 294-6606*
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 294-7158	*(845) 294-7158*
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	catherine@goshenpubliclibrary.org	*catherine@goshenpubliclibrary.org*
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.goshenpubliclibrary.org	*www.goshenpubliclibrary.org*
1.24	Population Chartered to Serve (per 2020 Census)	19,260	*19,260*
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	*PUBLIC*
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	*School District*

1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	*N*
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	*Absolute*
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	10/13/1989	*10/13/1989*
1.30	Date the library was last registered	09/07/1984	*09/07/1984*
1.31	Federal Employer Identification Number	141410840	*141410840*
1.32	County	ORANGE	*ORANGE*
1.33	School District	Goshen Central	*Goshen Central*
1.34	Town/City	Goshen	*Goshen*
1.35	Library System	Ramapo Catskill Library System	*Ramapo Catskill Library System*

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A	*N/A*
1.36b	President/CEO Phone Number	N/A	*N/A*
1.36c	President/CEO Email	N/A	*N/A*

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

1.37	First Name of Library Director/Manager	Catherine A.	*Catherine A.*
1.38	Last Name of Library Director/Manager	Lemmer	*Lemmer*
1.39	NYS Public Librarian Certification Number	KERUV6S	*KERUV6S*
1.40	What is the highest education level of the library manager/director?	Other	*Other*

1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	*Y*
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	*Y*
1.43	E-mail Address of the Director/Manager	catherine@goshenpubliclibrary.org	*catherine@goshenpubliclibrary.org*
1.44	Fax Number of the Director/Manager	(845) 294-7158	*(845) 294-7158*
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	*Y*
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	*Y*

Public Votes / Contracts

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

1.	Name of municipality or district holding the public vote	Goshen Central School District	*Goshen Central School District*
2.	Indicate the type of municipality or district holding the public vote	School District	*School District*
3.	Date the vote was held (mm/dd/2023)	04/19/2023	*04/06/2022*
4.	Was the vote successful? Y/N	Y	*Y*
5.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))	*school district ballot proposition (Ed. Law Â§259(1)(a))*
6a.	Most recent prior year approved appropriation from a public vote:	$1,798,205	*$1,696,420*
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	$98,901	*$101,785*
6c.	Total proposed appropriation (manually sum of 6a and 6b):	$1,897,106	*$1,798,205*

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

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	*N*

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

1.	Name of municipality or district holding the public vote	N/A	*NA*

2.	Indicate the type of municipality or district holding the public vote	Other	*Other*
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	*N/A*
4.	What type of public vote was it?	Other	*Other*
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	*N/A*

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

Unusual Circumstances

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

1.	Name of contracting municipality or district	N/A	*N/A*
2.	Is this a written contractual agreement?	N/A	*N/A*
3.	Population of the geographic area served by this contract	N/A	*N/A*
4.	Dollar amount of contract	N/A	*N/A*

5.	Enter the appropriate code for range of services provided (select one):	N/A	*N/A*

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

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.
It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS
Cataloged Books

2.1	Adult Fiction Books	14,362	*14,321*
2.2	Adult Non-fiction Books	12,368	*12,581*
2.3	Total Adult Books (Total questions 2.1 & 2.2)	26,730	*26,902*

2.4	Children's Fiction Books	15,377	*14,891*
2.5	Children's Non-fiction Books	4,722	*4,594*
2.6	Total Children's Books (Total questions 2.4 & 2.5)	20,099	*19,485*
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	46,829	*46,387*

Other Print Materials

2.8	Total Uncataloged Books	115	*115*
2.9	Total Print Serials	535	*594*
2.10	All Other Print Materials	53,374	*53,360*
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	54,024	*54,069*
2.12	Total Print Materials (Total questions 2.7 and 2.11)	100,853	*100,456*

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	68,534	*38,156*
2.14	Local Electronic Collections	15	*16*
2.15	NOVELNY Electronic Collections	15	*15*
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30	*31*
2.17	Audio - Downloadable Units	31,224	*15,014*
2.18	Video - Downloadable Units	344	*838*
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of	238,411	*226,322*

digital photographs;
and electronic
government
documents, reference
tools, scores and
maps.)

2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	338,543	*280,361*

Non-Electronic Materials

2.21	Audio - Physical Units	2,996	*3,048*
2.22	Video - Physical Units	4,422	*4,562*
2.23	Other Circulating Physical Items	732	*677*
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	8,150	*8,287*

Grand Total / Additions to Holdings

2.25	**GRAND TOTAL HOLDINGS** (Total questions 2.12, 2.20 and 2.24)	447,546	*389,104*

ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.

2.26	Cataloged Books	2,797	*3,053*
2.27	All Other Print Materials	287	*360*
2.28	Electronic Materials	24,128	*13,889*
2.29	All Other Materials	336	*387*
2.30	Total Additions (Total questions 2.26 through 2.29)	27,548	*17,689*

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 <u>calendar</u> year. Please click here to read general instructions before completing this section.
Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7

in Part 1.
LIBRARY USE

3.1	Library visits (total annual attendance)	64,952	*50,261*
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	*ES - Annual Estimate Based on Typical Week(s)*
3.2	Registered resident borrowers	6,969	*7,175*
3.3	Registered non-resident borrowers	6	*9*

Please report information on WRITTEN POLICIES as of 12/31/23.
WRITTEN POLICIES (Answer Y for Yes, N for No)
Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	*Y*
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	*Y*
3.6	Does the library have an Internet use policy?	Y	*Y*
3.7	Does the library have a disaster plan?	Y	*N*
3.8	Does the library have a board-approved conflict of interest policy?	Y	*Y*
3.9	Does the library have a board-approved whistle blower policy?	Y	*Y*
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	*Y*

Please report information on ACCESSIBILITY as of 12/31/23.
ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library	Y	*Y*

(homebound persons, persons in nursing homes, persons in jail, etc.)?

| 3.12 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? | Y | *Y* |

| 3.13 | Does the library have large print books? | Y | *Y* |

| 3.14 | Does the library have assistive technology for people who are visually impaired or blind? | Y | *Y* |

3.15 - If so, what do you have? If no, go to next question

| screen reader, such as JAWS, Windoweyes or NVDA | No | No |

| refreshable Braille commonly referred to as a refreshable Braille display | No | No |

| screen magnification software, such as Zoomtext | Yes | Yes |

| electronic scanning and reading software, such as OpenBook | No | No |

| 3.16 | Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? | Y | *Y* |

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

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

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

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

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	141	*132*
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	1,967	*1,921*
3.18a	Number of Sessions Targeted at Children Ages 6-11	154	*169*
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	2,751	*2,786*
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	76	*42*
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	1,178	*704*
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	330	*236*
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	4,064	*2,081*
3.21a	Number of General Interest Program Sessions	1	*1*
3.21b	Attendance at General Interest Program Sessions	385	*205*
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	702	*580*

3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	10,345	*7,697*
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	571	*530*
3.24b	Total Live Onsite Program Attendance	6,634	*6,479*
3.25a	Total Live Offsite Program Sessions	115	*22*
3.25b	Total Live Offsite Program Attendance	3,596	*1,050*
3.26a	Total Live Virtual Program Sessions	16	*28*
3.26b	Total Live Virtual Program Attendance	115	*168*
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	702	
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	10,345	
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	80	*50*
3.30	Total Views of Prerecorded Program Presentations within 30 Days	2,478	*1,623*
3.31	One-on-One Program Sessions	1,231	*2,039*
3.32	Attendance at One-on-One Program Sessions	1,231	*2,039*

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	N	*N*
3.34	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	*Yes*

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	1	*1*
3.37	Children registered for the library's summer reading program	434	*552*
3.38	Young adults registered for the library's summer reading program	152	*136*
3.39	Adults registered for the library's summer reading program	83	*80*
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	669	*768*

3.41a	Children's program sessions - Summer 2023	71	*63*
3.41b	Children's program attendance - Summer 2023	2,795	*2,418*
3.42a	Young adult program sessions - Summer 2023	45	*47*
3.42b	Young adult program attendance - Summer 2023	698	*691*
3.43a	Adult program sessions - Summer 2023	52	*44*
3.43b	Adult program attendance - Summer 2023	952	*758*
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	168	*154*
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	4,445	*3,867*
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	

COLLABORATORS

3.48	Public school district(s) and/or BOCES	1	*1*
3.49	Non-public school(s)	1	*1*
3.50	Childcare center(s)	3	*3*
3.51	Summer camp(s)	1	*0*
3.52	Municipality/ Municipalities		*0*

3.53	Literacy provider(s)		*0*
3.54	Other (describe using the State note)		*0*
3.55	Total Collaborators (total 3.48 through 3.54)	6	*5*

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	*Y*
3.57a	Focus on birth - school entry (kindergarten) sessions	23	*45*
3.57b	Focus on birth - school entry (kindergarten) attendance	2,105	*363*
3.58a	Focus on parents & caregivers sessions	0	*0*
3.58b	Focus on parents & caregivers attendance	0	*0*
3.59a	Combined audience sessions	118	*103*
3.59b	Combined audience attendance	1,943	*1,771*
3.60	Total Sessions	141	*148*
3.61	Total Attendance	4,048	*2,134*

3.62 - Collaborators (check all that apply):

a.	Childcare center(s)	Yes	Yes
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	Yes
d.	Health care providers/agencies	No	No

e.	Other (describe using the State note)	No	No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N	*No*
3.64a	Total group program sessions		*0*
3.64b	Total group program attendance		*0*
3.65a	Total one-on-one program sessions		*0*
3.65b	Total one-on-one program attendance		*0*

3.66 - Collaborators (check all that apply)

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public Schools	No	No
d.	Other (see instructions and describe using Note)	No	No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N	*N*
3.68a	Children's program sessions		*0*
3.68b	Children's program attendance		*0*
3.69a	Young adult program sessions		*0*
3.69b	Young adult program attendance		*0*
3.70a	Adult program sessions		*0*
3.70b	Adult program attendance		*0*
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0	*0*
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0	*0*
3.73a	One-on-one program sessions		*0*
3.73b	One-on-one program attendance		*0*

3.74 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023?	Y	*N*

(Enter Y for Yes, N for No) If entering no, proceed to the next section.

3.76a	Total group program sessions	11	*0*
3.76b	Total group program attendance	55	*0*
3.77a	Total one-on-one program sessions	0	*0*
3.77b	Total one-on-one program attendance	0	*0*

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use
Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is <u>not</u> considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	26,602	*26,067*
4.2	Adult Non-fiction Books	10,920	*10,744*
4.3	Total Adult Books (Total questions 4.1 & 4.2)	37,522	*36,811*
4.4	Children's Fiction Books	45,233	*44,535*
4.5	Children's Non-fiction Books	7,175	*7,318*
4.6	Total Children's Books (Total questions 4.4 & 4.5)	52,408	*51,853*
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	89,930	*88,664*

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	11,097	*12,925*
4.9	Circulation of Children's Other Materials	2,613	*2,162*
4.10	Circulation of Other Physical Items (Total	13,710	*15,087*

	questions 4.8, 4.9)		
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	103,640	*103,751*
ELECTRONIC USE			
4.12	Use of Electronic Material	24,418	*22,124*
4.13	Successful Retrieval of Electronic Information	3,954	*4,796*
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	28,372	*26,920*
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	128,058	*125,875*
4.16	Total Collection Use (Total questions 4.13 & 4.15)	132,012	*130,671*
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	55,021	*54,015*
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	*No*
REFERENCE TRANSACTIONS			
4.19	Total Reference Transactions	12,023	*7,153*
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	*CT - Annual Count*
4.20	Does the library offer virtual reference?	Y	*Y*

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	20,583	*21,511*

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	15,001	*14,665*

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	*Y*
5.2	Online public access catalog (OPAC)?	Y	*Y*
5.3	Electronic access to the OPAC from outside the library?	Y	*Y*
5.4	Annual number of visits to the library's web site	245,039	*130,000*
5.5	Does the library use Internet filtering software on any computer?	N	*N*
5.6	Does your library use social media?	Y	*Y*
5.7	Does the library file for E-rate benefits?	N	*N*
5.8	Is the library part of a consortium for E-rate benefits?	Y	*Y*
5.9	If yes, in which consortium are you participating?	Ramapo Catskill Library System	*Ramapo Catskill Library System*
5.10	Name of the person responsible for the library's Information Technology (IT) services	Jerome Tatrabor	*Catherine Lemmer*
5.11	IT contact's telephone number (enter 10	(845) 294-6066	*(845) 294-6066*

	digits only and hit the Tab key)		
5.12	IT contact's email address	jtatrabor@rcls.org	*catherine@goshenpubliclibrary.org*

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	*35*

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	*1*
6.3	Vacant Library Director (certified)	0	*0*
6.4	Library Manager (not certified)	0	*0*
6.5	Vacant Library Manager (not certified)	0	*0*
6.6	Librarian	5.09	*5.11*
6.7	Vacant Librarian	0	*0*
6.8	Library Specialist/ Paraprofessional	0	*0*
6.9	Vacant Library Specialist/ Paraprofessional	0	*0*
6.10	Other Staff	18.41	*16.63*
6.11	Vacant Other Staff	0	*0*
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	24.50	*22.74*
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	*0.00*

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	*1*
6.15	Salary - Library Director (certified)	$125,000	*$110,251*
6.16	FTE - Library Manager (not certified)	0	*0*
6.17	Salary - Library Manager (not certified)	$0	*$0*
6.18	FTE - Librarian	5.09	*0*
6.19	Salary - Librarian	$57,767	*$40,040*

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click here to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website.

1.	Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y	*Y*
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	*N*
3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives,	Y	*Y*

as outlined in the library's long-range plan of service.

4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y		*Y*
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y		*Y*
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y		*Y*
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y		*Y*

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a.	space	Y		*Y*
8b.	lighting	Y		*Y*
8c.	shelving	Y		*Y*
8d.	seating	Y		*Y*
8e.	power infrastructure	Y		*Y*
8f.	data infrastructure	Y		*Y*
8g.	public restroom	Y		*Y*
9.	Provides programming to address community	Y		*Y*

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

other educational,
cultural or
community
organizations which
enable the library to
address the
community's needs,
as outlined in the
library's long-range
plan of service.

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

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

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	64.00	*64.00*
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	*0.00*
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	*0.00*
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	64.00	*64.00*
8.10	Annual Total Hours - Main Library	3,235.00	*3,296.00*
8.11	Annual Total Hours - Branch Libraries	0.00	*0.00*
8.12	Annual Total Hours - Bookmobiles	0.00	*0.00*

| 8.13 | Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) | 3,235.00 | *3,296.00* |

9. SERVICE OUTLET INFORMATION

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

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click here to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre–filled with prior year answers but not locked to allow updating.

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

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

1.	Outlet Name	Goshen Public Library and Historical Society	*GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY*
2.	Outlet Name Status	00 (for no change)	*00*
3.	Street Address	366 Main Street	*366 MAIN STREET*
4.	Outlet Street Address Status	00 (for no change)	*00*
5.	City	Goshen	*GOSHEN*
6.	Zip Code	10924	*10924*
7.	Phone (enter 10 digits only)	(845) 294-6606	*(845) 294-6606*
8.	Fax Number (enter 10 digits only)	(845) 294-7158	*(845) 294-7158*
9.	E-mail Address	library@goshenpubliclibrary.org	*library@goshenpubliclibrary.org*
10.	Outlet URL	www.goshenpubliclibrary.org	*www.goshenpubliclibrary.org*
11.	County	Orange	*ORANGE*
12.	School District	Goshen Central School District	*Goshen Central School District*
13.	Library System	Ramapo Catskill Library System	*Ramapo Catskill Library System*
14.	Outlet Type Code (select one):	CE	*CE*
15.	Public Service Hours Per Year for This Outlet	3,235	*3,296*
16.	Number of Weeks This Outlet is Open	52	*52*

17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	*Y*
18.	Is the meeting space available for public use even when the outlet is closed?	Y	*N*
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	2,094	*1,477*
20.	Enter the appropriate outlet code (select one):	LO	*LO*
21.	Who owns this outlet building?	Library Board	*Library Board*
22.	Who owns the land on which this outlet is built?	Library Board	*Library Board*
23.	Indicate the year this outlet was initially constructed	2019	*2019*
24.	Indicate the year this outlet underwent a major renovation costing $25,000 or more	2022	*2022*
25.	Square footage of the outlet	5,610	*5,610*
26.	Number of Internet Computers Used by General Public	13	*12*
27.	Number of uses (sessions) of public Internet computers per year	30,763	*27,976*
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	ES - Annual Estimate Based on Typical Week(s)	*ES - Annual Estimate Based on Typical Week(s)*
28.	Type of connection on the outlet's public Internet computers	Cable	*Cable*

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	*11 Greater than or equal to 100 mbps and less than 1 gbps*
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	*7 Greater than or equal to 10 mbps and less than 15 mbps*
31.	Internet Provider	Spectrum/Time Warner Cable	*Spectrum/Time Warner Cable*
32.	WiFi Access	No restrictions to access	*No restrictions to access*
33.	Wireless Sessions	61,255	*55,992*
33a	Reporting Method for Wireless Sessions	ES - Annual Estimate Based on Typical Week(s)	*ES - Annual Estimate Based on Typical Week(s)*
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	*Y*
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	*Y*
36.	Does your **outlet** have a Makerspace?	N	*N*
37.	*LIBID*	7200442540	*7200442540*
38.	*FSCSID*	NY0568	*NY0568*
39.	*Number of Bookmobiles in the Bookmobile Outlet Record*	0	*0*
40.	*Outlet Structure Status*	00 (for no change from previous year)	*00*

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)	18	*24*

NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-15	*5-15*
10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	7	*7*
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	N/A	
10.5	What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note.	3	*3*
10.6	I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.	Y	*Y*

BOARD MEMBER SELECTION

10.7	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	*EP - board members are elected in a public election*

Please Note: last year's answers for repeating groups cannot be displayed.
Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and

Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to [collectconnect@baker-taylor.com]().

1.	Status	Filled	*Filled*
2.	First Name of Board Member	William	*William*
3.	Last Name of Board Member	Troy	*Troy*
4.	Mailing Address	2 Lakeview Drive	*2 Lakeview Drive*
5.	City	Goshen	*Goshen*
6.	Zip Code (5 digits only)	10924	*10924*
7.	E-mail address	wtroy@rcls.org	*wtroy@rcls.org*
8.	Office Held or Trustee	Vice President	*Vice President*
9.	Term Begins - Month	April	*April*
10.	Term Begins - Year (year)	2023	*2020*
11.	Term Expires	April	*April*
12.	Term Expires - Year (yyyy)	2026	*2023*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/08/2023	*07/13/2020*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2024	*07/14/2020*

#			
16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Emily	*Emily*
3.	Last Name of Board Member	Collado	*Collado*
4.	Mailing Address	53 Spring Street	*53 Spring Street*
5.	City	Goshen	*Goshen*
6.	Zip Code (5 digits only)	10924	*10924*
7.	E-mail address	emilycollado@goshenpubliclibrary.org	*emilycollado@goshenpubliclibrary.org*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	April	*April*
10.	Term Begins - Year (year)	2022	*2022*
11.	Term Expires	April	*April*
12.	Term Expires - Year (yyyy)	2025	*2025*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	04/11/2022	*04/11/2022*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/18/2022	*05/18/2022*

16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Tina	*Catherine*
3.	Last Name of Board Member	Fortugno	*Gardner*
4.	Mailing Address	15 Gregory Street	*4228 Summerville Way*
5.	City	Goshen	*Chester*
6.	Zip Code (5 digits only)	10940	*10918*
7.	E-mail address	tfortugno@rcls.org	*cgardner@goshenpubliclibrary.org*
8.	Office Held or Trustee	Trustee	*Secretary*
9.	Term Begins - Month	April	*April*
10.	Term Begins - Year (year)	2023	*2022*
11.	Term Expires	April	*April*
12.	Term Expires - Year (yyyy)	2026	*2023*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	*No*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/08/2023	*06/14/2021*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/21/2024	*06/15/2021*

16.	Is this a brand new trustee?	Y	*N*
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Robert	*Robert*
3.	Last Name of Board Member	Quinn	*Quinn*
4.	Mailing Address	179 So. Church St	*179 So. Church St*
5.	City	Goshen	*Goshen*
6.	Zip Code (5 digits only)	10924	*10924*
7.	E-mail address	bob@goshenpubliclibrary.org	*bob@goshenpubliclibrary.org*
8.	Office Held or Trustee	Financial Officer	*Financial Officer*
9.	Term Begins - Month	April	*April*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	April	*April*
12.	Term Expires - Year (yyyy)	2024	*2024*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/10/2021	*05/10/2021*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/10/2021	*05/10/2021*

16.	Is this a brand new trustee?	N	N
1.	Status	Filled	*Filled*
2.	First Name of Board Member	James	*James*
3.	Last Name of Board Member	Tarvin	*Tarvin*
4.	Mailing Address	216 No. Church St	*216 No. Church St*
5.	City	Goshen	*Goshen*
6.	Zip Code (5 digits only)	10924	*10924*
7.	E-mail address	jtarvin@goshenpubliclibrary.org	*jtarvin@goshenpubliclibrary.org*
8.	Office Held or Trustee	Trustee	*Trustee*
9.	Term Begins - Month	April	*April*
10.	Term Begins - Year (year)	2021	*2021*
11.	Term Expires	April	*April*
12.	Term Expires - Year (yyyy)	2024	*2024*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/10/2021	*05/10/2021*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/10/2021	*05/10/2021*

16.	Is this a brand new trustee?	N	N
1.	Status	Filled	*Filled*
2.	First Name of Board Member	Heather	*Heather*
3.	Last Name of Board Member	LaBruna	*LaBruna*
4.	Mailing Address	173 Murray Ave	*173 Murray Ave*
5.	City	Goshen	*Goshen*
6.	Zip Code (5 digits only)	10924	*10924*
7.	E-mail address	hlabruna@rcls.org	*hlabruna@rcls.org*
8.	Office Held or Trustee	Secretary	*Trustee*
9.	Term Begins - Month	April	*April*
10.	Term Begins - Year (year)	2022	*2022*
11.	Term Expires	April	*April*
12.	Term Expires - Year (yyyy)	2025	*2025*
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	*Yes*
14.	The date the Oath of Office (mm/dd/yyyy) was taken	04/11/2022	*04/11/2022*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/18/2022	*05/18/2022*

16.	Is this a brand new trustee?	Y		*Y*

1.	Status	Filled
2.	First Name of Board Member	Meghan
3.	Last Name of Board Member	Boroden
4.	Mailing Address	11 John Dr
5.	City	Goshen
6.	Zip Code (5 digits only)	10924
7.	E-mail address	mboroden@goshenpubliclibrary.org
8.	Office Held or Trustee	President
9.	Term Begins - Month	April
10.	Term Begins - Year (year)	2021
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2024
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/10/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/10/2021

16.   Is this a brand new   N
        trustee?

11. OPERATING FUNDS RECEIPTS

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

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

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

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

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

1.	Source of Funds	School District	*School District*
2.	Name of funding County, Municipality or School District	Goshen Central School District	*Goshen Central School District*
3.	Amount	$2,293,049	*$2,192,864*
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	*Y*
5.	Written Contractual Agreement	N	*N*

11.2   **TOTAL LOCAL
        PUBLIC FUNDS** $2,293,049   *$2,192,864*

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3   Local Library
        Services Aid (LLSA) $5,707   *$5,159*

11.4   Record all Central
        Library Services Aid
        monies received from $0   *$0*
        system headquarters

11.5   Additional State Aid
        received from the $0   *$0*

System

11.6	Federal Aid received from the System	$0	*$0*
11.7	Other Cash Grants	$17,000	*$0*
11.8	**TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	$22,707	*$5,159*

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	$27,219	*$133,974*

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	$0	*$0*
11.11	Other Federal Aid	$0	*$0*
11.12	**TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)	$0	*$0*
11.13	**CONTRACTS WITH PUBLIC LIBRARIES AND/ OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$0	*$0*

OTHER RECEIPTS

11.14	Gifts and Endowments	$7,804	*$1,824*
11.15	Fund Raising	$0	*$0*
11.16	Income from Investments	$0	*$1*
11.17	Library Charges	$5,628	*$3,751*
11.18	Other	$30,601	*$35,703*
11.19	**TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	$44,033	*$41,279*

11.20	**TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	$2,387,008	*$2,373,276*
11.21	**BUDGET LOANS**	$0	*$0*

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	$0	*$0*
11.23	From Other Funds	$0	*$0*
11.24	**TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)	$0	*$0*
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	$422,844	*$305,497*
11.26	**GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	$2,809,852	*$2,678,773*

12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.
STAFF EXPENDITURES
Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	$299,971	*$280,965*
12.2	Other Staff	$685,584	*$697,744*
12.3	**Total Salaries & Wages Expenditures** (Add Questions 12.1 and 12.2)	$985,555	*$978,709*
12.4	**Employee Benefits Expenditures**	$325,174	*$332,726*
12.5	**Total Staff Expenditures (Add Questions 12.3 and 12.4)**	$1,310,729	*$1,311,435*

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	$58,708	*$57,311*
12.7	Electronic Materials Expenditures	$26,896	*$24,762*
12.8	Other Materials Expenditures	$62,053	*$56,004*
12.9	**Total Collection Expenditures** (Add Questions 12.6, 12.7 and 12.8)	$147,657	*$138,077*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	$0	*$0*
12.11	From Other Funds (71OF)	$0	*$0*
12.12	**Total Capital Expenditures** (Add Questions 12.10 and 12.11)	$0	*$0*

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	$0	*$0*
12.14	From Other Funds (72OF)	$0	*$0*
12.15	**Total Repairs** (Add Questions 12.13 and 12.14)	$0	*$0*
12.16	Other Disbursements for Operation & Maintenance of Buildings	$189,422	*$185,785*

12.17	**Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16)	$189,422	*$185,785*

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	$12,418	*$11,490*
12.19	Telecommunications	$12,485	*$9,963*
12.21	Professional & Consultant Fees	$40,492	*$20,501*
12.22	Equipment	$0	*$0*
12.23	Other Miscellaneous	$40,152	*$37,040*
12.24	**Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	$105,547	*$81,328*

Contracts / Debt Service / Transfers / Grand Total

12.25	**CONTRACTS WITH PUBLIC LIBRARIES AND/ OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**	$50,122	*$42,860*

DEBT SERVICE
Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	$494,844	*$496,444*
12.27	From Other Funds (73OF)	$0	*$0*
12.28	**Total** (Add Questions 12.26 and 12.27)	$494,844	*$496,444*

Other Loans

12.29	Budget Loans (Principal and Interest)	$0	*$0*
12.30	Short-Term Loans	$0	*$0*
12.31	**Total Debt Service** (Add Questions 12.28, 12.29 and 12.30)	$494,844	*$496,444*

12.32	**TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	$2,298,321	*$2,255,929*

TRANSFERS
Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	$0	*$0*
12.34	From Other Funds (76OF)	$0	*$0*
12.35	**Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8)	$0	*$0*
12.36	**Transfer to Other Funds**	$0	*$0*
12.37	**TOTAL TRANSFERS** (Add Questions 12.35 and 12.36)	$0	*$0*
12.38	**TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37)	$2,298,321	*$2,255,929*
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	$511,531	*$422,844*
12.40	**GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26)	$2,809,852	*$2,678,773*

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the	03/11/2024	*03/13/2023*

Commissioner, and
assures that the
"Annual Report" was
reviewed and
accepted by the
Library Board on
(date - mm/dd/yyyy).

FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	12/07/2022	*12/07/2022*
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2021-06/30/2022	*07/01/2021-06/30/2022*
12.44	Indicate type of audit (select one):	Private Accounting Firm	*Private Accounting Firm*

CAPITAL FUND

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

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR.* Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	$0	*$0*
13.2	All Other Revenues from Local Sources	$8	*$0*
13.3	**Total Revenues from Local Sources** (Add Questions 13.1 and 13.2)	$8	*$0*

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	$0	*$0*
13.5	Other State Aid	$0	*$0*
13.6	**Total State Aid** (Add Questions 13.4 and 13.5)	$0	*$0*

FEDERAL AID FOR CAPITAL PROJECTS

13.7	**TOTAL FEDERAL AID**	$0	*$0*

INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	$0	*$0*
13.9	**TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)	$8	*$0*
13.10	**NON-REVENUE RECEIPTS**	$0	*$2,729*
13.11	**TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)	$8	*$2,729*
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	$9,246	*$6,517*
13.13	**TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12)	$9,254	*$9,246*

14. CAPITAL FUND DISBURSEMENTS

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

14.1	Construction	$0	*$0*
14.2	Incidental Construction	$0	*$0*

Other Disbursements

14.3	Purchase of Buildings	$0	*$0*
14.4	Interest	$0	*$0*
14.5	Collection Expenditures	$0	*$0*
14.6	Total Other Disbursements (Add Questions 14.3, 14.4	$0	*$0*

and 14.5)

14.7	**TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6)	$0	*$0*
14.8	**TRANSFER TO OPERATING FUND** (Same as Question 11.22)	$0	*$0*
14.9	**NON-PROJECT EXPENDITURES**	$0	*$0*
14.10	**TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9)	$0	*$0*
14.11	**BALANCE IN CAPITAL FUND -** Ending Balance for the Fiscal Year Ending 2023	$9,254	*$9,246*
14.12	**TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13)	$9,254	*$9,246*

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.
Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	5.33	*5.35*
16.2	Total Librarians	5.33	*5.35*
16.3	All Other Paid Staff	16.11	*14.55*
16.4	Total Paid Employees	21.44	*19.90*
16.5	State Government Revenue	$32,926	*$139,133*
16.6	Federal Government Revenue	$0	*$0*
16.7	Other Operating Revenue	$61,033	*$41,279*

16.8	Total Operating Revenue	$2,387,008	*$2,373,276*
16.9	Other Operating Expenditures	$345,091	*$309,973*
16.10	Total Operating Expenditures	$1,803,477	*$1,759,485*
16.11	Total Capital Expenditures	$0	*$0*
16.12	Print Materials	47,479	*47,096*
16.12a	Total Physical Items in Collection	55,629	*55,383*
16.13	Total Registered Borrowers	6,975	*7,184*
16.14	Other Capital Revenue and Receipts	$8	*$2,729*
16.15	Number of Internet Computers Used by General Public	13	*12*
16.16	Total Uses (sessions) of Public Internet Computers Per Year	30,763	*27,976*
16.17	Wireless Sessions	61,255	*55,992*
16.18	Total Capital Revenue	$8	*$2,729*

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	*LIB ID*	7200442540	*7200442540*
17.2	*Interlibrary Relationship Code*	ME	*ME*
17.3	*Legal Basis Code*	LD	*LD*
17.4	*Administrative Structure Code*	SO	*SO*
17.5	*FSCS Public Library Definition*	Y	*Y*
17.6	*Geographic Code*	SU1	*SU1*
17.7	*FSCS ID*	NY0568	*NY0568*
17.8	*SED CODE*	440601700019	*440601700019*
17.9	*INSTITUTION ID*	800000040428	*800000040428*

SUGGESTED IMPROVEMENTS

Library Name:	GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY	*GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY*
Library System:	Ramapo Catskill Library System	*Ramapo Catskill Library System*

Name of Person Completing Form:	Catherine A. Lemmer	*Catherine A. Lemmer*
Phone Number:	(845) 294-6606	*(845) 294-6606*
I am satisfied that this resource (Collect) is meeting library needs:	Agree	*Agree*
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	*Neither Agree nor Disagree*
Please share with us your suggestions for improving the *Annual Report.* When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!		

Board of Trustees
March 11, 2024 Board Meeting
February 2024 Library Report to the Board of Trustees

Select Statistics
During February there were 7,660 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 4,300 visitors to the Library's website. See discussion of Library website below under IT Services. The Library had no weather closures in February.

The following charts the visitors to the Library over the last year:
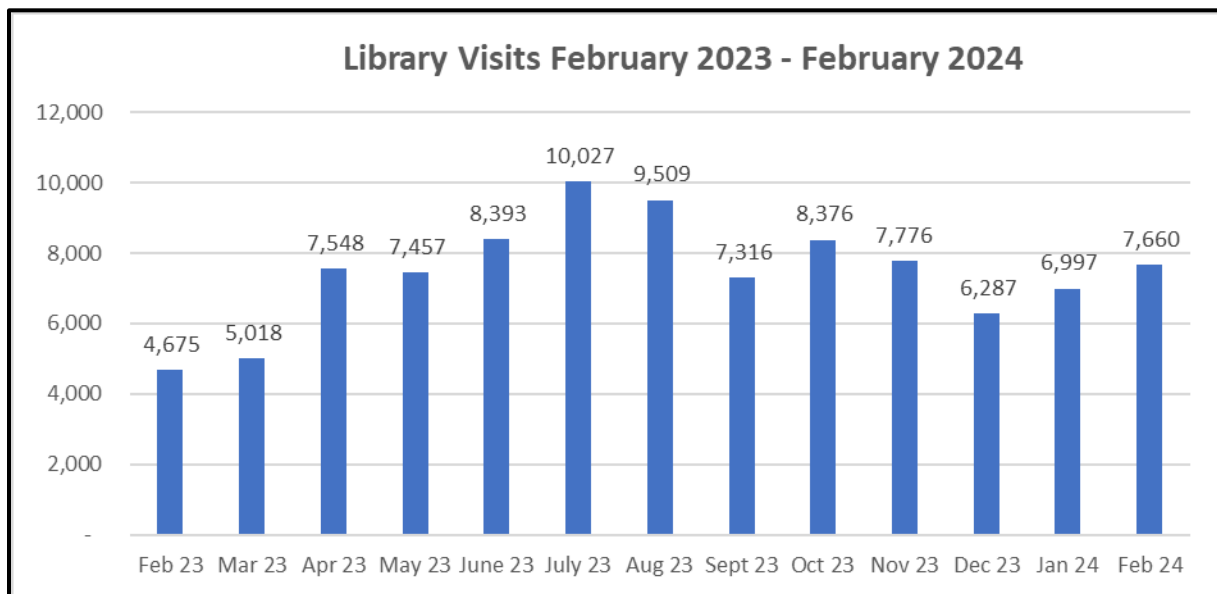
The number of visitors to the Library in February 2024 visitors was 63% higher than in February 2023. The number of visitors in February 2024 tracked closely to the annual 2023 monthly average number of visitors of 7,426.

The Library issued 46 new library cards, bringing the total number of cardholders to 7,748. The overall number of cardholders will decrease as the database is cleaned up, removing long not used cards, in anticipation of the migration to Koha in August 2024. It is currently anticipated that nearly 500 inactive cardholders will be deleted in April. These cards are being evaluated for

outreach efforts. In addition, new staff members will focus on outreach efforts around increasing the number of library users and card holders.

Circulation

In February 2024, 10,594 items (7,963 physical and 2,631 digital) were checked out by library users. Goshen cardholders borrowed 1,379 items from the other RCLS consortium libraries. The Library lent 1,125 items to the RCLS consortium libraries.
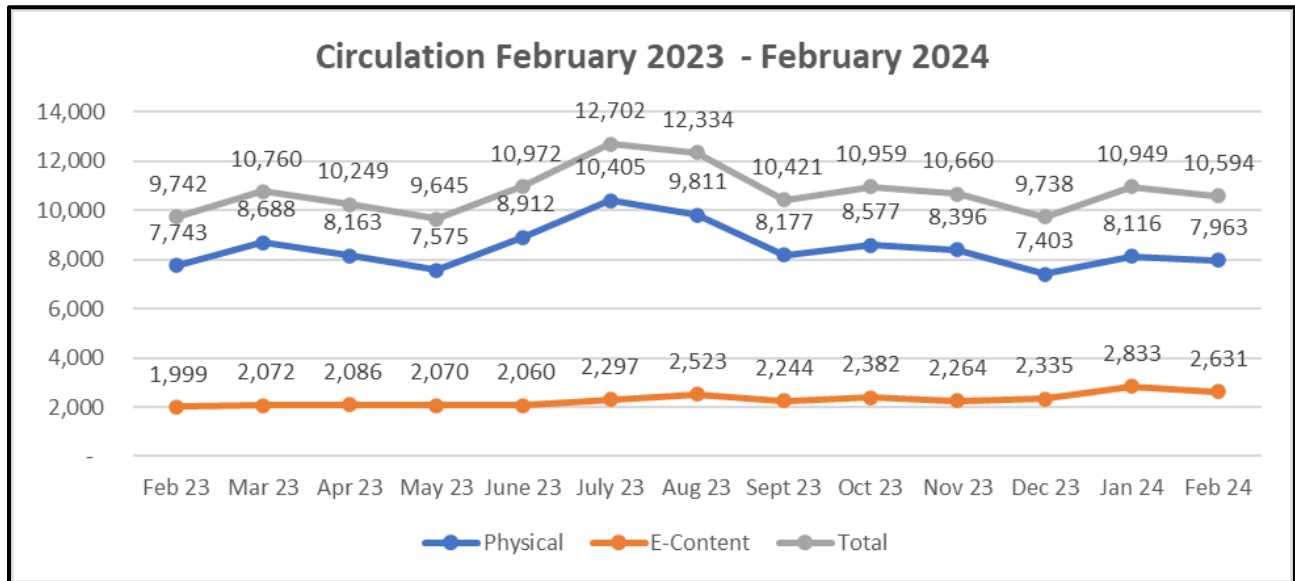
Video game use remains popular, with 127 games checked out in February; the average monthly checkouts over the last 12 months was 121.

In February, eight passes providing free or reduced access to different museums and attractions checked out. The 2023 average pass monthly use was 13. 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. A poster is being created for the Friends bookstore as the funding for the museum pass program is generously provided by the Friends of Goshen Public Library & Historical Society.

The Library's circulating collection includes eight yard games that have checked out a total of 91 times, with Cornhole and Flickin' Chicken being the most popular. The community puzzle in the lobby has led to the donation of many puzzles that are slowly being added to the collection. Board games have also joined the mix, from classics like *Clue* and *Cribbage* to new favorites like *Ticket to Ride* and *Really Loud Librarians*. 225 board games have been played and puzzles assembled since adding them in early 2023.

The newest additions to the collection are a *Dungeons & Dragons Adventure Kit* and *DI-library Kits.* The D&D kit has everything someone might need to start their first adventure campaign. It has the rulebooks and manuals, terrain, and creatures to map out the world and a beginner level story line. The DI-Library Kits provide the tools and instructions to learn a new craft before investing in your own equipment. Currently the collection includes "learn to knit" and "learn to crochet" kits. Coming soon is a metal stamping kit for jewelry making. Ruth Mallard, Head of Adult Services, has been leading this popular effort. For more details see the attached Adult Services Report.

Digital Resources

In addition to Hoopla and Overdrive (Libby), the Library provides access to 75 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.

Digital Access Services

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

- In February 2024, there were 5,273 Wi-Fi sessions, or an average of 182 per day. The Library's Wi-Fi is broadcast to the parking lot and provides valuable access to internet when the building is closed. On February 19, when the Library was closed for President's Day, there were 131 WI-FI sessions. There were ten vehicles on-and-off in the parking lot during the day with occupants that appeared to be using phones and other devices.
- In February 2024, there were 3807 Patron Desktop sessions, an average of 190 per day. This includes computers in Adult, YA/Teen, and Just for Kids. In 2023 the patron computer sessions averaged 3,385 per month. There is no charge to use the computers and guest passes are available to individuals without library cards. In February, the Library issued 163 computer guest passes. In 2023, the Library averaged 127 guest passes per month.

Computer Guest Passes February 2023 - February 2024

Month	Passes
Feb 23	93
Mar 23	120
Apr 23	104
May 23	135
Jun 23	158
Jul 23	144
Aug 23	129
Sept 23	98
Oct 23	157
Nov 23	123
Dec 23	138
Jan 24	183
Feb 24	163
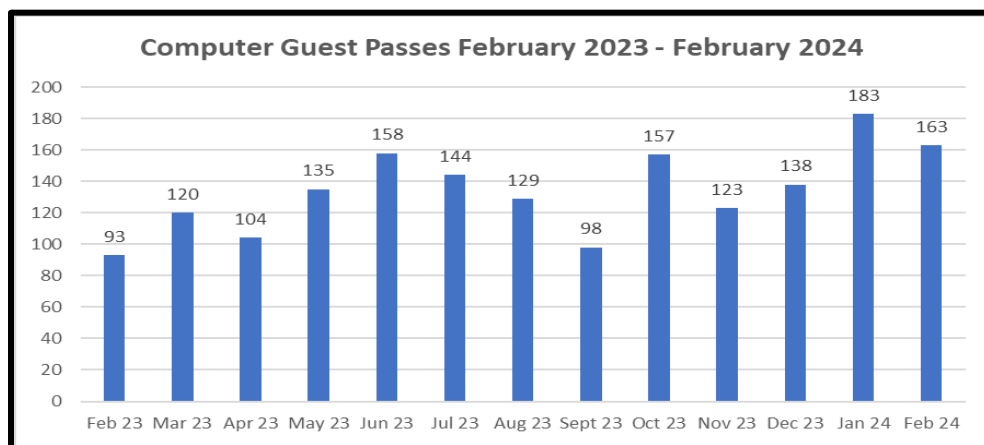
Reference/Information Patron Interactions

In February 2024, the Library Staff responded to 1,795 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. As a result, next month we should see a more consistent comparison on a year-to-year basis.

Patron Information Interactions February 2023 - February 2024

Month	Interactions
Feb 23	585
Mar 23	1840
Apr 23	2,125
May 23	1,912
Jun 23	2,144
Jul 23	2,319
Aug 23	2,096
Sept 23	1,674
Oct 23	1,930
Nov 23	1,656
Dec 23	1,102
Jan 24	1,666
Feb 24	1,795
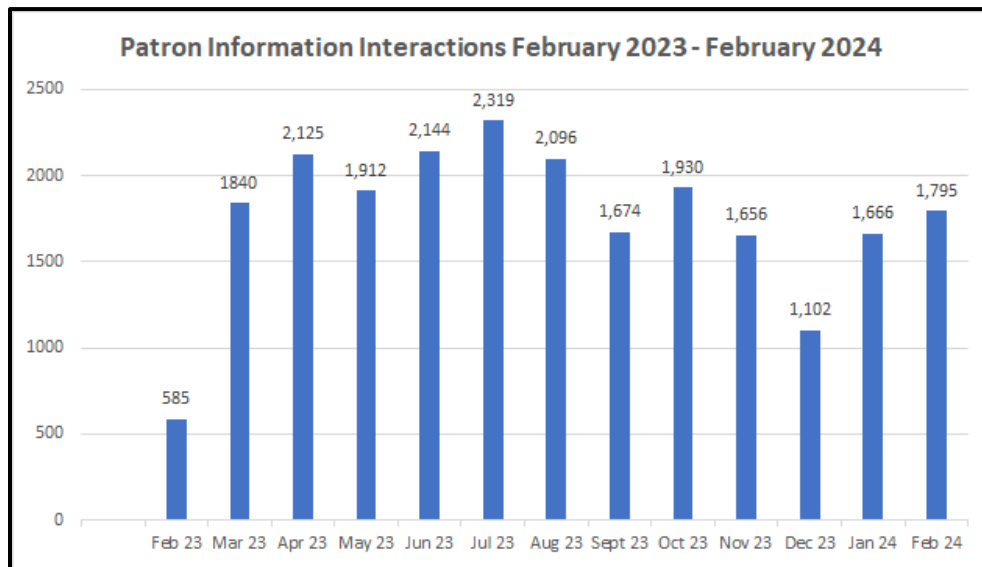
Community Spaces

Art Galley/Exhibit Space

The Goshen Art League (GAL) Exhibit celebrating winter and literacy is the first show in the Library's Pomares Community Room gallery. There are over 35 artists participating, with over 40 works in a wide variety of mediums. The show will close on April 4.

The Library is currently coordinating shows with three additional interested artists. Sandra Delgado manages the gallery applications.

There were many favorable comments about the gallery during the first Artist Reception on March 3. There were over 60 attendees.

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

In February, the Library's study rooms were used 131 times and the two meeting rooms were used a total of 72 times by the community. The Pomares Community Room was used 10 times. These totals do not include Library program or meeting uses. The following shows the use over the last twelve-month period: reflecting a total use of meeting rooms at 642, study rooms at 1,823, and the Pomares Community Room at 92.
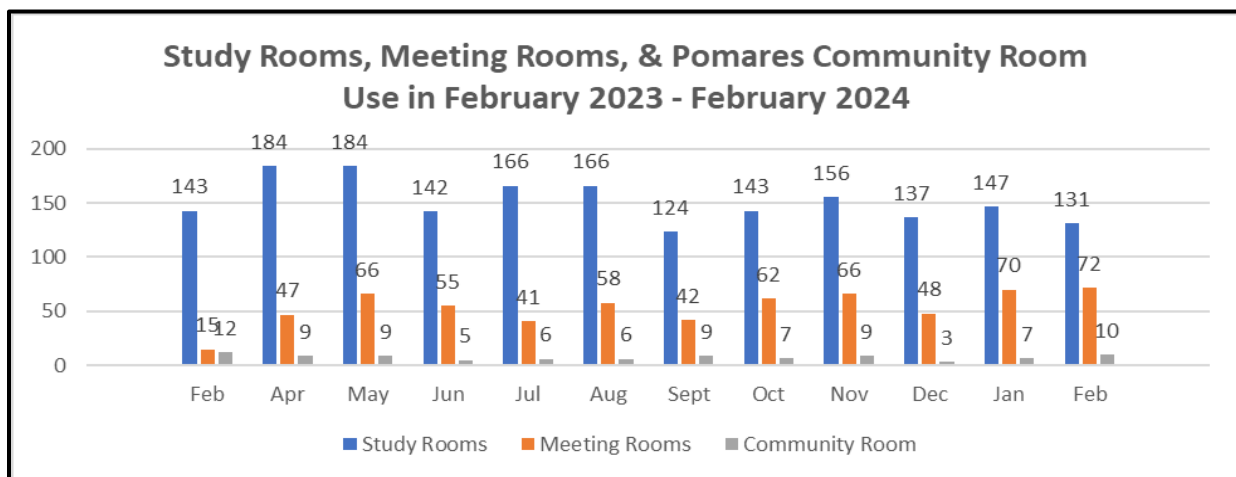
Programs
In February the Library hosted/sponsored 88 Library programs that drew 999 participants. Highlights include efforts to serve the Home-Schooling population, a teen-led launch of a new Pokémon club, Spanish storytime, and a new Maker Monday class. Adult Services has prepared a history brochure for its three upcoming history programs. 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. The department reports are attached for more detail.

Local History Room News
Ann Roche, Head of Local History, with assistance from Don Aitchison and Liz DiGiorgio, MLS archival intern, created a display of artifacts in celebration of Black History. *The Harlem Hellfighters* documentary about the hard fighting regiment of Black soldiers, who battled racism at home and abroad while fighting in WWII, aired on Sunday, February 4, on HISTORY channel. Ann Roche, and her team, provided research support to the documentarians and the film includes artifacts/images from the Local History Room. The Library promoted the documentary on its social media.

The History Journal project is moving ahead. Authors are researching and writing, and the editorial board is making determinations on style and format. Work is also advancing on the selection of a printer.

Sustainable Libraries Initiative
There is a growing interest in the Sustainable Libraries Initiative and Trustees are encouraged to an introductory look at the certification program and its benefits. The program focuses on meaningful work in the community around social justice, health, and climate, as well as opportunities to rethink expenditures that may result in lowering costs. More information will be forthcoming at the next Board meeting. You will find an FAQ at this link: https://www.sustainablelibrariesinitiative.org/about-us/program-faq. RCLS is currently pursuing the certification as well as a few other RCLS libraries. Mamakating Library, Wurtsboro, NY, completed the certification program and the work they did and the benefits to their community is inspiring.

General Operations
The Annual Report for Public & Association Libraries was completed and submitted to RCLS for their review prior to the February 29 deadline. The Library's increased programming efforts around YA and adults were particularly noted by RCLS. No variances were needed for failure to comply with any New York State library standards. In anticipation of upcoming audit items and

topics, annual reports have been added to the website. See https://www.goshenpubliclibrary.org/about-us.

Work is underway on the Annual Report to the community for the trustee election/budget vote that is mailed in connection with the upcoming vote. The Annual Report will be available for review in the coming days. The Annual Report is due to the printer on March 22.

IT & Technology Updates

Jerome Tatrabor joined the Library on February 2 to lead our IT efforts. He has over 20 years of IT experience in the non-profit environment, first with the UN and more recently in libraries. He jumped right in and is working to develop strategies and responses to the management of our many IT based services. We are excited about all the possibilities his skills will help the Library realize.

As assessment of the Library's IT and Technology is undergoing. As a result, a number of issues have been identified and are being corrected. For example, staff using the unsecured public WI-FI network rather than the secure WI-FI network and poor password management. Jerome Tatrabor is being added as a dual administrator to the services such as the phone system and visitor counter to create a stable succession plan around technology. Other projects include:

- IT Equipment Inventory: This project involves creating a comprehensive list and documentation of all IT equipment owned by the Library. This is crucial for asset management, maintenance planning, and budgeting.
- Phone Auto-Attendant Redesign: The current system is complex and frustrating for users. Simplifying the menu options and providing clear instructions will improve user experience.
- Website Redesign: Making it easier to update and maintain the website will ensure it stays current and reflects changes effectively.
- Managed Services Provider (MSP) and Cloud Migration Plan: This project involves exploring outsourcing IT management and transitioning from Google to Microsoft 365.
- Patron-Facing IT Education & Services: Offering training sessions and individual support will empower patrons to utilize technology effectively and address their specific needs.

Community Partnerships and Projects and Outreach

- The Music for Humanity Spring Concert Series "Music Connects Us" is now live on the Library's events calendar. The three concerts are sponsored by Bluestein, Shapiro, Frank & Barone LLP. Loretta Hagen performs Sunday, March 10, Elly Winger & Dave Kearney perform on Sunday, April 14, and John Sheehan performs on Sunday, May 19. Posters provided by Music for Humanity are around town and at the Library.

- On March 30, Cornerstone Theatre Arts will present a staged reading of *Having our Say*, a look back at the pioneering lives of the Delany Sisters. A discussion of the Delany Sisters' memoir will be held on April 3. This will be the third performance by Cornerstone Theatre Arts to be held at the Library. Ruth Mallard, Head of Adult Services, has done an excellent job working with Cornerstone to develop and implement these performances.
- Sandra Delgado is translating recipes into Spanish for the Goshen Ecumenical Food Pantry.
- 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. Adult Services, YA, and Youth Services are currently completing inventory and weeding projects. Ruth Mallard, Head of Adult Services, is coordinating the inventory of the catalogued materials in the Local History Room. The patron database will be reviewed and purges of inactive accounts in April. Train the Trainer sessions are scheduled for June 17 – 21 with full staff training to occur July 8-12. Ruth Mallard and Norma Fives are the Front-liners (RCLS term) for the Library on this project.

Personnel Matters

- Anahy Chimas Campos joined the Library as the Marketing & Communications Specialist effective February 16, 2024, and will manage the social media and print publications. She is an important part of our outreach team given her communications and language skills. Communications reports will be included in future Board reports.
- Charles DeYoe III will join the Library effective March 11, 2024, as part of the Administrative team. His role will be overseeing Adult Programming and community outreach.
- Mike Orth joined the Library effective March 8, 2024, as the weekend Facilities team member. The increased weekend use of the Library, both by general patrons and for larger programs, suggested a need for this team member.

Open Positions

- The Library has posted two part-time librarian positions to help round out the Youth Services and Adult Services teams. These positions will cover primarily weekend and evening shifts.

Building and Facilities Matters
2018-19 Grant
- On March 7, Fanshawe and Generac spent the day onsite and did the final testing and start-up of the generator. Information about upkeep and general maintenance was provided to the Library.
- The conclusion of the generator/security system project will enable the library to request the final $8,600 reimbursement disbursement under a grant that was awarded in 2019-2020. The Library will re-start the conversation with the Village of Goshen regarding a designation as an emergency shelter option.

Reports
- Adult Services Department February 2024 Report
- Local History Room February 2024 Report
- Young Adult (YA) Department February 2024 Report
- Youth Services Department February 2024 Report

Memorandum

To: Board of Trustees
From: Ruth Mallard
Date: March 5, 2024
Re: Adult Services Department February 2024 report

HIGHLIGHTED PROGRAMS

The Library held several important and informative programs this February. Blustein, Shapiro, Frank & Barone, LLP came to speak about planning for long-term care. The Alzheimer's Association spoke about the warning signs of dementia. Patrons learned about emergency preparedness with NYS Citizen Preparedness Corps.

Tax season is back, and once again we are providing a space on Tuesday morning for the AARP Foundation Tax-Aide volunteers to provide free tax prep services for low to moderate income community members. Even with one snow day, they were able to assist 45 people this month.

LOOKING AHEAD

Despite an unfortunate need to cancel the February show, we were able to reschedule the Staged Reading with Cornerstone Theatre Arts to March 30. *Having Our Say* is a look back at the pioneering lives of the Delany sisters. A discussion of the sisters' memoir will follow on April 3rd for anyone who is interested in reading and learning more about these remarkable women.

There are a couple of pop culture history lectures on the calendar. A look back at the Beatles on the 9th and an exploration of the history of the icon Barbie on the 14th. For writers, there will be an informational session to launch a writer's group on the 15th and a poetry workshop on the 18th.

In 2023 the US Surgeon General issued an advisory about the epidemic of loneliness and isolation Americans are experiencing. That advisory can be found [here](). To help create the social connection that can combat loneliness, the Library will be hold a Speed Friending event on March 27. Participants will have two minutes to talk to each other person and afterwards there will be time to get to know each other a bit more with games, crafts and snacks.

COLLECTIONS

Back in 2012 the Library added Yard Games to it's circulating collections. The eight games currently in the collection have been checked out a total of 91 times, with Cornhole and Flickin' Chicken being the most popular. The community puzzle in the lobby has led to donations of many puzzles that are slowly being added to our collections. Board games have also joined the mix, from classics like Clue and Cribbage to new favorites like Ticket to Ride and Really Loud Librarians. 225 board games have been played and puzzles assembled since adding them in early 2023.

The newest additions to our collection are a Dungeons & Dragons Adventure Kit and DI-library Kits. The D&D kit has everything someone might need to start their first adventure campaign. It has the rulebooks and manuals, terrain and creatures to map out the world and a beginner level story line to try. The DI-Library Kits provide the tools and instructions to learn a new craft before investing in your own equipment. Currently the collection includes learn to knit and learn to crochet kits. Coming soon will be a metal stamping kit for jewelry making.

Always on the lookout for new 'things' to add for the benefit of the patrons, suggestions are always welcome.

To: Board of Trustees

From: Ann M. Roche – Local History Room Clerk

Date: February, 2024

Re: Local History Room February Report

Emails: 3
Phone: 6
Visitors: 8
The first two months of the year are generally very quiet. It is the time to do maintenance
and cataloguing. We have catalogued more than 250 artifact into our PastPerfect Program.
 February is Black History Month. We have set up a display in the hallway.
Phyllis Hunter has graciously loaned us her posters on Horace Pippin and local history. Books and
Photographs were displayed. The History Channel used our pictures of local black soldiers who fought
during World War 1 in their Documentary "Harlem Hellfighters" which was aired on February 4th.
Visitors were in searching the history of music in Orange County; Joseph Brant (Battle of Minisink);
house history; cemeteries and family history.
The "Journal" is progressing.
The Compass will be returned in March.

Submitted by:

Ann M. Roche

Memorandum
To: Board of Trustees
From: Karen Golding, Head of Young Adult Services
Date: February 29, 2024
Re: Young Adult Department February 2024 report

Our Young Adult programming was in full swing in February. Despite a few lost days to inclement weather we still managed to offer a variety of activities for our Goshen teens. We continued our biweekly writing club meetings, the creativity of our teen writers is amazing. We do improv writing exercises during each meeting and their ability to compose a short story or poem in 15 minutes or less is pretty incredible. We discussed some new romance novels in the young adult collection at our monthly Books and Bagels Book Club and showed the Barbie movie on a rainy Sunday afternoon. We continue to offer drop in paper crafts on alternating Mondays and checked in with our active teen volunteers at our latest Teen Leadership Council meeting. Our most active volunteer continued his Pokemon Card Club project, running 2 successful meetings this month. It is wonderful to see how well his ideas have translated into a really well run program. He has worked hard to make this program as fun and welcoming as possible and we've gotten rave reviews from the kids in attendance.

I attended a Performer's Showcase at RCLS this month and was able to see several performers who gave us an idea of the kinds of programs they can offer this summer. This is a great way to see a variety of performances and get ideas for year round programming. I also attended a Dungeons and Dragons training at RCLS. I have had a few requests to offer a Dungeons and Dragons group at the library and this training was the first step in trying to make that happen. I think offering a role playing game group of some kind would be a welcome addition to our slate of programs. The training was very comprehensive and valuable.

-Pokemon Card Club, February 9, 2024

Youth Services Monthly Report
February 2024
Storytime classes and other programs continued with the theme *Inside! Outside! Upside Down @ Your Library!* Lynn Banghart's Friday morning Love My Storytime in the Community Room received rave reviews. She took over the program this month. The Take Your Child to the Library Day filled with Valentine's Day crafts entertained 82 children and family members the first Saturday in February. 161 non-program questions and 348 program related questions were answered as well as 24 directional questions.

Program Attendance:

Maker Mondays: Inside-Outside Fun at 4:30 pm
2/5: 10 attendees
2/12: 6 attendees
2/26: 8 attendees

Wee Read: Mondays at 10 am
2/5: 18 attendees
2/12: 14 attendees
2/26: 12 attendees

Circletime: Mondays at 12 pm
2/5: 7 attendees
2/12: 7 attendees
2/26: 7 attendees

Toddletime: Tuesdays at 10 am & Wednesdays at 10 am
2/6: 23 attendees   2/7: 21 attendees
2/13 snow day   2/4: 22 attendees
2/20: 22 attendees   2/21: 20 attendees
2/27: 30 attendees   2/28: 18 attendees

Love My Library Storytime: Fridays at 11 am
2/2: 24 attendees
2/9: 20 attendees
2/16: 22 attendees
2/23: 23 attendees

Spanish Story Class: Thursdays at 2 pm
2/1: 3 attendees
2/8: 2 attendees
2/25: 1 attendee
2/22: 2 attendees
2/29: 2 attendees

Drop-in Preschool Playdate: Thursdays at 10:30 am
2/1: 22 attendees
2/8: 8 attendees
2/15: 6 attendees
2/22: 22 attendees
2/29: 10 attendees

Inside/Outside French Program
9 attendees

Specials:
Candy Heart Bingo (2/8): 60 participants
Tuesday Knights Book Club (3 meetings): 14 participants
Friendship Winter Break Bootcamp (4 meetings): 14, 7, 18, 4 (43 total) participants
Take Your Child To the Library Day: 82 drop-ins
Be a Research Ninja Reading Challenge (Jan-March): 22 registered
The Red Sun Hoopla Reading Challenge: 10 registered
Winter Reading 2024 Beanstack Challenge: 12 active participants
Cozy Up with a Good Book Beanstack Challenge: 13 active participants

Take and Makes
Scavenger Hunt: 48

Future Plans and Ideas:
Spring Break (March 25-29) drop-in crafts and activities are all ready and set to go. The "What's Cooking at Your Library" brochure and programs for April - start of June are also prepared and Summer Reading planning will be finalized in the coming weeks.

Submitted, Catherine Lemmer, Library Director