



Goshen Public Library and Historical Society Board of Trustees  
Regular Meeting of July 10, 2023  
(DRAFT until Accepted in meeting)

**AGENDA**

I. Call to order - 7:00 PM

II. Pledge of Allegiance

III. Review and Approve Agenda

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

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

V. Privilege of the floor

VI. Approval of Minutes

1. June 12, 2023 (Regular Board meeting)

[Action item] RESOLVED that the Board approve the minutes of June 12, 2023.

2. June 22, 2023 and July 3, 2023 (Special Board meetings)

[Action item] RESOLVED that the Board approve the minutes of June 22 and July 3, 2023

VII. Personnel Appointments

VIII. Finances

1. Financial report – Catherine Lemmer

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

2. Warrant Schedule for June 2023

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

IX. Director's Report – Catherine Lemmer

X. Committees Reports

1. Standing Committees

A. Physical Resources Committee

- B. Community Resources Committee
- C. Human Resources
- D. Sunshine Committee
- 2. Ad-hoc Committees
  - A. Historical Society Committee
  - B. Bylaws/Policies

XI. Reports from Partner Groups

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

XII. New Business

XIII. Privilege of the floor

XIV. Executive Session

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

XV. Adjournment

[Action item] RESOLVED that the Board adjourn.

Next Regular Meeting: August 14, 2023 @ 7:00 PM

**Privilege of the Floor**

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

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

Goshen Public Library and Historical Society  
Board of Trustees Meeting  
*Draft*

Meeting Minutes of June 12, 2023

**I. Call to Order**

The regular Board meeting of the Board of Trustees of the Goshen Public Library and Historical Society was called to order by President Meghan Boroden at 7:00 PM on June 12, 2023.

**Attendance**

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

**II. Pledge of Allegiance**

**III. Review and Approve Agenda (Action Item):**

**RESOLVED** to approve the agenda. Motion, Bill Troy, Second, Tina Fortugno. (Approved 6-0-0)

**IV. Discussion:** Cornerstone Theatre Arts' Director Ken Tschan and Artistic Director Evelyn Albino regarding a continued partnership with the Library.

**RESOLVED** that the Board authorize Library Director Catherine Lemmer to draft a sponsorship agreement in the amount of \$10,000 with Cornerstone Theatre Arts to sponsor Shakespeare in the Park and for productions and programs to be held at the Goshen Public Library & Historical Society. Motion, Jim Tarvin, Second, Bill Troy. (Approved 6-0-0)

**V. Privilege of the Floor:** None.

**VI. Officer Nominations:** Presented by Nominating Committee Bob Quinn and Jim Tarvin.

Slate of Officers: President – Meghan Boroden, Vice President – Bill Troy, Auditor of the Bills – Bob Quinn, Secretary – Heather LaBruna.

**RESOLVED** that Secretary Pro Tem Heather LaBruna casts the vote. (Approved 1-0-0)

**VII. Approval of Minutes (Action Item):**

**RESOLVED** that the minutes of May 8, 2023 (Regular Board Meeting) be approved. Motion, Emily Collado. Second, Heather LaBruna. (Approved 7-0-0)

**VIII. Personnel Appointments:** None

**IX. Finances**

1. Financial Report presented by Director Catherine Lemmer.

**RESOLVED** to accept the May financial report. Motion, Bill Troy. Second, Bob Quinn. (Approved 7-0-0)

2. **RESOLVED** to accept the warrant schedule for May 2023. Motion, Emily Collado. Second, Heather LaBruna. (Approved 7-0-0)

3. Budget Line Transfer

**RESOLVED** that the Board authorize the transfer of \$25,000 from Total Salaries and Wages and \$20,000 from State Retirement budget lines to budget line IT Services. Motion, Bob Quinn, Second, Bill Troy. (Approved 7-0-0)

4. **RESOLVED** to approve a request for an advance or a TAN in the amount of \$450,000 from the Goshen Central School District for tax revenue for the fiscal year 2023-2024 and for Director Catherine Lemmer and/or Board President Meghan Boroden to enter into an agreement. Motion, Bill Troy, Second, Bob Quinn. (Approved 7-0-0)

5. **RESOLVED** that the Board appoint Linda Hannigan as Library Treasurer. Motion, Bill Troy, Second, Bob Quinn. (Approved 7-0-0)

6. **RESOLVED** that the Board enter into a contract with RW Schultz CPA for accounting services for fiscal year 2023-2024. Motion, Emily Collado. Second, Jim Tarvin. (Approved 7-0-0)

7. **RESOLVED** that the Board approved the proposal from Knight Watch Security Systems. Motion, Emily Collado. Second, Bill Troy. (Approved 7-0-0)

**X. Director's Report:** Catherine Lemmer. See attached.

#### **XI. Committee Assignments**

1. Standing Committees

- A. Physical Resources Committee: Bob Quinn and Jim Tarvin
- B. Community Resources Committee: Tina Fortugno and Emily Collado
- C. Human Resources Committee: Emily Collado, Bill Troy, and Bob Quinn
- D. Sunshine Committee: Emily Collado

2. Ad-hoc Committees:

- A. Historical Society Committee: Bob Quinn, Heather LaBruna, and Tina Fortugno
- B. Bylaws/Policies: Bill Troy and Bob Quinn

**RESOLVED** that the Board approve committee assignments for fiscal year 2023-2024. Motion, Emily Collado. Second, Heather LaBruna. (Approved 7-0-0)

**XII. Reports from Partner Groups:**

1. Friends' liaison – Bill Troy
2. Junior Friends liaison – Jim Tarvin. Another open mic night is being considered.

**XIII. New Business:**

1. **RESOLVED** that the Board approved the adoption of the Freedom of Information Law (FOIL) Policy. Motion, Jim Tarvin, Second, Heather LaBruna. (Approved 7-0-0)

2. **RESOLVED** that the Board approved the adoption of the credit card policy. Motion, Bill Troy, Second, Bob Quinn. (Approved 7-0-0)

3. **RESOLVED** that the Board approve the annual workers compensation policy with AmTrust Financial as prepared by Jason D. Hoffman Insurance Agency, LLC. Motion, Bill Troy, Second, Heather LaBruna. (Approved 7-0-0)

**XIV. Old Business:**

1. **RESOLVED** that the Board approve the Plan of Service for 2023-2025. Motion, Emily Collado, Second Tina Fortugno. (Approved 7-0-0)

**XV: Privilege of the Floor:** None

**XVI. Executive Session:**

**RESOLVED** that the Board enter Executive Session at 9:26 pm to for the purposes of discussing collective negotiations pursuant to article fourteen of the civil service law. Motion, Bob Quinn, Second, Bill Troy. (Approved 7-0-0)

**RESOLVED** that the Board exit Executive Session at 9:43 pm. No action was taken. Motion, Bob Quinn. Second, Bill Troy. (Approved 7-0-0)

**RESOLVED** retain the law firm of Greenwald & Doherty, Orangeburg, NY, to assist the Library with pending legal matters. Motion, Bill Troy, Second, Emily Collado. (Approved 7-0-0)

**XVII. Adjournment:**

**RESOLVED** that the meeting be adjourned at 9:43 pm. Motion, Emily Collado, Second, bill Troy. (Approved 7-0-0)

Respectfully submitted:

Next Regular Meeting: July 10, 2023 @ 7:00 PM

Goshen Public Library and Historical Society  
Board of Trustees Meeting  
*Draft*  
Special Meeting Minutes – June 22, 2023

Trustees Present: Meghan Boroden, Bill Troy, Bob Quinn, Heather LaBruna, James Tarvin and Tina Fortugno. Absent: Emily Collado. Also present: Library Director Catherine Lemmer, attorney Devora Lindeman and attorney Keli Liu.

The Board entered executive session at 7:00 PM. Motion, Bill Troy, Second Bob Quinn.  
(Approved 6-0-0)

The Board exited executive session at 9:46 PM. Motion, Bob Quinn, Second Heather LaBruna.  
(Approved 6-0-0)

**RESOLVED** that the Board of Trustees honors its fiduciary responsibility to the taxpayers of the Goshen Central School District and acknowledges employees' rights to unionize, and in doing so, the Board will consider the request to recognize CSEA as the exclusive representative for the purpose of collective bargaining. Director Catherine Lemmer is authorized to work with the Library's attorney to draft correspondence expressing the Board's belief that seven (7) managerial and confidential employees shall be excluded from such a collective bargaining unit. Additionally, the Board believes employees who are not regularly scheduled to work, on average each quarter, more than one (1) shift in a two-week period and who otherwise lack a regular and continuous employment relationship with the Library, shall also be excluded from such a collective bargaining unit. Motion, Tina Fortugno, Second, Heather Labruna (Approved 5-1-0)

RESOLVED that the Board adjourn at 9:46 PM. Motion, Bob Quinn, Second, Tina Fortugno. (Approved 6-0-0)

Goshen Public Library and Historical Society  
Board of Trustees Meeting

*Draft*

Special Meeting Minutes – July 3, 2023

Trustees Present: Meghan Boroden, Emily Collado, Tina Fortugno, Heather LaBruna, Bob Quinn, and James Tarvin. Absent: Bill Troy. Also present: Library Director Catherine Lemmer.

The Board entered executive session at 7:02 PM. Motion, Bob Quinn, Second Emily Collado. (Approved 6-0-0)

The Board exited executive session at 7:45 PM. Motion, Heather LaBruna. Second Bob Quinn. (Approved 6-0-0)

No action was taken.

RESOLVED that the Board adjourn at 7:45 PM. Motion, Tina Fortugno, Second, Emily Collado. (Approved 6-0-0)



**Goshen Public Library and Historical Society**

**Statement of Activities**

June 1 - 30, 2023 and YTD Jul 1, 2022 - June 30, 2023

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	R	S	
1				<b>MONTH</b>				<b>YEAR TO DATE</b>				<b>FULL YEAR</b>		<b>FULL YEAR</b>			
2				June 22/23	Budget	(Over)/Under Bud	22/23 Act YTD	YTD Bud	(Over)/Under Bud	% of Budget	Budget 22/23	Debt 22/23	% of Budget				
3	<b>Income</b>																
4		Real Property Taxes		-	-	-	1,798,205	1,798,205	-		1,798,205						
5		Real Property Taxes-Bond					494,844	494,844	-		-	494,844	100%	Bond amount			
6		PILOT Revenue		-	2,861	(2,861)	46,563	34,328	12,235	136%	34,328						
7		RCLS Grants		-	-	-	5,727	-	5,727		-						
8		Other Grants		3,382	-	3,382	47,869	-	47,869		-						
9		Library Charges		361	-	361	4,718	-	4,718		-						
10		Appropriated Reserve		-	-	-	61,502	153,908	(92,406)		153,908		40%	Appropriated for Generator			
11		Interest Income		-	8	(8)	1	100	(99)	1%	100						
12		Friends of the GPLHS		-	-	-	7,704	-	7,704		-						
13		Donations		-	-	-	150	-	150		-						
14		Miscellaneous Income		5,120	-	5,120	6,479	-	6,479		-						
15		<b>Total Income</b>		8,863	2,869	5,994	2,473,762	2,481,385	(7,623)	100%	1,986,541	494,844	100%				
16	<b>Expense</b>																
17		<b>Total Salaries &amp; Wages</b>		115,545	116,958	1,413	981,102	988,640	7,538	99%	988,640	-	99%				
18		<b>Employee Benefits</b>															
19		FICA		7,041	7,187	146	59,515	62,288	2,773	96%	62,288						
20		Medicare		1,647	1,680	33	13,919	14,560	641	96%	14,560						
21		Worker's Compensation		-	1,114	1,114	8,081	13,362	5,281	60%	13,362						
22		Unemployment Insurance		445	841	396	8,428	10,089	1,661	84%	10,089						
23		Disability Insurance		(109)	787	896	4,994	9,444	4,450	53%	9,444						
24		Health Insurance		12,972	12,083	(889)	138,785	139,790	1,005	99%	145,000						
25		Retiree Health Insurance					5,210	5,210	-	0%							
26		Vision Care		52	-	(52)	561	-	(561)		-						
27		State Retirement		-	-	-	86,268	88,250	1,982	100%	88,250						
28		Direct Deposit Fees		263	-	(263)	1,710	-	(1,710)								
29		<b>Total Employee Benefits</b>		22,311	23,692	1,382	327,471	342,993	15,522	95%	342,993	-	95%				
30		<b>Library Materials/Services</b>															
31		Books - Adult		152	3,417	3,265	29,484	41,000	11,516	72%	41,000						
32		Books - Teen		48	500	452	2,951	6,000	3,049	49%	6,000						
33		Books - Juvenile		780	1,250	470	14,370	15,000	630	96%	15,000						
34		Books - Reference		-	250	250	1,955	3,000	1,045	65%	3,000						
35		Reference Databases		(669)	458	1,127	4,421	5,500	1,079	80%	5,500						
36		Serials		241	375	134	5,592	4,500	(1,092)	124%	4,500						
37		AV - Audio Books		76	833	757	3,198	12,000	8,802	27%	12,000						
38		AV - Audio Music		38	83	45	552	1,000	448	0%	1,000						
39		Museum Passes		-	92	92	2,682	1,100	(1,582)		1,100						
40		E Content		-	267	267	16,963	3,200	(13,763)		3,200						
41		AV		1,388	1,000	(388)	4,545	12,000	7,455	38%	12,000						
42		<b>Total Library Materials/Services</b>		2,054	8,525	6,471	86,713	104,300	17,587	83%	104,300	-	83%				
43		<b>Building</b>															
44		Equipment		-	1,000	1,000	819	12,000	11,181	7%	12,000						
45		Building Repairs/Improvements		-	1,333	1,333	14,021	16,000	1,979	88%	16,000						

**Goshen Public Library and Historical Society**

**Statement of Activities**

June 1 - 30, 2023 and YTD Jul 1, 2022 - June 30, 2023

	A	B	C	D	E	F	G	H	I	J	K	L	M	Q	R	S
2				June 22/23	Budget	(Over)/Under Bud	22/23 Act YTD	YTD Bud	(Over)/Under Bud	% of Budget	Budget 22/23	Debt 22/23	% of Budget			
46			Utilities	3,696	2,667	(1,029)	39,259	32,000	(7,259)	123%	32,000			Appropriated for Generator		
47			Insurance	-	3,833	3,833	34,892	46,000	11,108	76%	46,000					
48			New Building- Generator	-	-	-	61,502	153,908	92,406	40%	153,908					
49			Building Services	1,100	2,250	1,150	38,188	27,000	(11,188)	141%	27,000					
50			Custodial Services	-	333	333	3,221	4,000	779	81%	4,000					
51			<b>Total Building</b>	4,796	11,416	6,620	191,902	290,908	99,006	66%	290,908	-	66%			
52			<b>Technology</b>													
53			IT Services	-	-	-	39,871	45,000	5,129		45,000					
54			Computer Hardware	-	625	625	790	7,500	6,710	11%	7,500					
55			Computer Software	130	208	78	7,621	2,500	(5,121)	305%	2,500					
56			ILS	-	4,167	4,167	39,718	50,000	10,282	79%	50,000					
57			<b>Total Electronic Resources</b>	130	5,000	4,870	88,000	105,000	17,000	84%	105,000	-	84%			
58			<b>Programs/Public Relations</b>													
59			Newsletter, Program Flyers	-	917	917	1,350	11,000	9,650	12%	11,000					
60			Programs - Adult	1,793	1,292	(501)	16,195	15,500	(695)	104%	15,500					
61			Programs-Community Dev	(831)	-	831	9,169	11,000	1,831	83%	11,000					
62			Local History	1,000	433	(567)	6,540	5,200	(1,340)	126%	5,200					
63			Programs - Juvenile	3,122	1,333	(1,789)	12,019	16,000	3,981	75%	16,000					
64			Programs - Teen	27	250	223	2,657	3,000	343	89%	3,000					
65			<b>Total Programs/Public Relations</b>	5,111	4,225	(886)	47,930	61,700	13,770	78%	61,700	-	78%			
66			<b>Administrative Expenses</b>													
67			Telephone	536	858	322	11,832	10,300	(1,532)	115%	10,300					
68			Printing	-	500	500	9,091	6,000	(3,091)	152%	6,000					
69			Postage	504	250	(254)	1,930	3,000	1,070	64%	3,000					
70			Covid Supplies	-	417	417	26	5,000	4,974	0%	5,000					
71			Professional Services	8,176	2,917	(5,259)	39,842	35,000	(4,842)	114%	35,000					
72			Library Supplies	1,059	1,083	24	10,433	13,000	2,567	80%	13,000					
73			Copier Lease	250	183	(67)	2,500	2,200	(300)	114%	2,200					
74			Continuing Education	622	517	(105)	2,365	6,200	3,835	38%	6,200					
75			Election	33	-	(33)	2,634	5,800	3,166	45%	5,800					
76			Membership Dues	179	83	(96)	1,077	1,000	(77)	108%	1,000					
77			Miscellaneous Expense	-	458	458	3,158	5,500	2,342	57%	5,500					
78			<b>Total Admin Expenses</b>	11,359	7,266	(4,093)	84,888	93,000	8,112	91%	93,000	-	91%			
79			Other Interest Exp				1,263		(1,263)							
80			Bond Interest Exp	-	-	-	269,844	269,844	-		-	269,844				
81			Bond Principal				225,000	225,000	-			225,000				
82			<b>Total Expense</b>	161,306	177,082	15,776	2,304,113	2,481,385	177,272	93%	1,986,541	494,844	93%			
83			<b>Total Income</b>	8,863	2,869	5,994	2,473,762	2,481,385	(7,623)		1,986,541	494,844	100%			
84			<b>Net Ordinary Income</b>	(152,443)	(174,213)	21,770	169,649	-	169,649		-	-				

Narrative:

**NO CAPITAL ACTIVITY**

Operating budget is \$84,866 under budget excluding unused amount of appropriated reserve.

Operating Revenue is \$1,978,918, 104% of annual budget excluding unused amount appropriated reserve.

Operating Expenses is \$1,809,269, 96% of annual budget excluding unused amount of appropriated reserve.

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

	A	B	C	D	E	F	G	K	L	M	N
1											
2						<b>30-Jun-23</b>					
3	<b>ASSETS</b>										
4	<b>Current Assets</b>										
5	<b>Checking/Savings</b>										
6	<b>Cash - Key - Current year funds</b>					93,501.02					
7	<b>Cash - Key - 6/30/22 Balance</b>					416,080.20					
8	<b>Total Key Balance</b>					<u>509,581.22</u>					
9											
10	<b>Cash - Orange County Trust</b>					5,395.36					
11	<b>Petty Cash</b>					99.25					
12	<b>Total Checking/Savings</b>					<u>515,075.83</u>					
13											
14											
15											
16											
17	<b>Total Current Assets</b>					<u>515,075.83</u>					
18	<b>TOTAL ASSETS</b>					<u><u>515,075.83</u></u>					
19											
20	<b>LIABILITIES &amp; EQUITY</b>										
21	<b>Liabilities</b>										
22	<b>Current Liabilities</b>										
23	<b>Accounts Payable</b>					7,130.54					
24	<b>Accrued Expenses</b>					-					
25	<b>Real Property Tax Advance</b>										
26	<b>Payroll Liabilities</b>					7,921.58					
27	<b>Total Other Current Liabilities</b>					<u>15,052.12</u>					
28											
29	<b>Total Liabilities</b>					15,052.12					
30											
31	<b>Equity (Total Assets less Total Liabilities)</b>					<u>500,023.71</u>					
32											
33	<b>TOTAL LIABILITIES &amp; EQUITY</b>					<u><u>515,075.83</u></u>					
34											

Goshen Public Library & Historical Society  
Statement of Cash Position  
Capital Fund at 06/30/23

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

**NO CAPITAL ACTIVITY**

Goshen Public Library and Historical Society  
Board Warrant Schedule  
July 3, 2023

6/15/2023	18451	Greenwald & Doherty LLP	Administrative Expenses-Professional Services	(8,000.00)
6/27/2023	18452	Void		-
6/27/2023	18453	Baker & Taylor Books	Library Materials-Books-Adult/Juvenile/Teen	(3,120.43)
6/27/2023	18454	Blackstone Audiobooks	Library Materials-Audio Books	(556.20)
6/27/2023	18455	Catherine Lemmer	Administrative Expenses-Continuing Education	(22.27)
6/27/2023	18456	Cengage Learning	Library Materials-Books Adult	(88.78)
6/27/2023	18457	Daily News, L.P.	Library Materials-Serials	(240.50)
6/27/2023	18458	Demco, Inc.	Library Materials-Books-Adult/Juvenile/Teen	(145.16)
6/27/2023	18459	Gustavo Lopez	Administrative Expenses-Telephone	(30.00)
6/27/2023	18460	Hoopla	Library Materials-E Content	(844.01)
6/27/2023	18461	Karen Golding	Programs-Teen Programs	(26.76)
6/27/2023	18462	Kathleen A Welshoff	Building-Building Services	(176.30)
6/27/2023	18463	Madacon Technologies	Programs-Local History	(1,000.00)
6/27/2023	18464	Mary Hoens	Administrative Expenses-Professional Services/ Election	(209.00)
6/27/2023	18465	Michelle R. Muller	Programs-Juvenile Programs	(516.42)
6/27/2023	18466	Midwest Tape	Library Materials-AV/Audio Music	(356.60)
6/27/2023	18467	NEC Cloud Communications America Inc.	Administrative Expenses-Telephone	(536.11)
6/27/2023	18468	New York Deer Control, LLC	Building-Building Services	(105.00)
6/27/2023	18469	Norma Fives	Employee Benefits-Health Insurance	(607.95)
6/27/2023	18470	Orange County Chamber of Commerce	Administrative Expenses-Membership Dues	(300.00)
6/27/2023	18471	Phyllis L. Hunter	Employee Benefits-Health Insurance	(606.45)
6/27/2023	18472	Pitney Bowes - Quarterly	Administrative Expenses-Postage	(701.20)
6/27/2023	18473	Robert W. Schultz, CPA	Administrative Expenses-Professional Services	(650.00)
6/27/2023	18474	The Davey Tree Expert Company	Building-Building Services	(247.00)
6/27/2023	18475	Toshiba Financial Services	Administrative Expenses-Printing/Toshiba lease	(250.00)
6/27/2023	18476	Village of Goshen	Building-Utilities	(366.51)
7/3/2023	18477	Void		-
7/3/2023	18478	M & T Bank	M & T credit card see attached	(3,801.65)
7/3/2023	18479	Void		-
7/3/2023	18480	David Ezra Stein	Programs-Juvenile Programs	(2,200.00)
6/1/2023	ACH DR	Internal Revenue Service	Employee Benefits-FICA/Medicare/Federal Taxes	(8,739.80)
6/1/2023	ACH DR	New York State Tax Dept	Employee Benefits-New York Taxes	(1,424.34)
6/1/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	(1,193.46)
6/7/2023	ACH DR	Oxford Health Plans	Employee Benefits-Health Insurance	(13,511.91)
6/15/2023	ACH DR	Internal Revenue Service	Employee Benefits-FICA/Medicare/Federal Taxes	(8,676.22)
6/15/2023	ACH DR	New York State Tax Dept	Employee Benefits-New York Taxes	(1,408.86)
6/15/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	(1,193.46)
6/2/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	(211.09)
6/16/2023	ACH DR	AFLAC	Employee Benefits-Health Insurance	(211.09)
6/21/2023	ACH DR	Sam's Club	Administrative Expenses-Library Supplies	(707.72)
6/23/2023	ACH DR	NYSEG	Building-Utilities	(44.78)
6/23/2023	ACH DR	Frontier	Administrative Expenses-Telephone	(86.62)
6/29/2023	ACH DR	Internal Revenue Service	Employee Benefits-FICA/Medicare/Federal Taxes	(8,735.72)
6/29/2023	ACH DR	New York State Tax Dept	Employee Benefits-New York Taxes	(1,440.55)
6/29/2023	ACH DR	TIAA-CREF	Employee Benefits-403b withholding	(1,193.46)
			Total	(74,483.38)



**Board of Trustees  
July 10, 2023 Board Meeting**

**June 2023 Library Report to the Board of Trustees**

**Select Statistics**

During June, 8,393 patrons visited the Library in person, and hundreds more patrons visited virtually and found answers through the Library's website and electronic resources. There were over 3,100 visitors to the Library's website alone! The Library issued 71 new library cards, bringing the total number of cardholders to almost 7,000.

**Year End Personnel Update**

The Library completed the year-end employee performance appraisal process. Each employee met with their supervisor and was able to provide feedback during the review and written comments on the review. Members of the management team were required to submit a self-assessment that included FY2024 goals as part of the process. Wage increases were implemented and those employees making less than the pending minimum wage increase were moved to \$15 in anticipation of the January 2024 mandatory New York state minimum wage.

The Library currently has 37 employees, 16 of whom are full time and 21 are part time. The Library has one part-time librarian position open at this time. Medical (single coverage) and eye insurance is provided at no cost to full-time employees. Family medical coverage is offered, with the Library funding 75% of the premium.

**Programs**

June is typically a quieter month as we wind down the year and prepare for summer reading programs and events. Even in this quiet month, the Library hosted/sponsored 44 Library programs that drew almost 1,000 participants. These programs included early childhood development and literacy programs, YA activities, book clubs, lectures, movement classes, and art, music, and educational programs.

In June, the Youth Services team met with 1,060 children during 43 school visits highlighting summer reading events and programs and library resources at Scotchtown Avenue School and Goshen Intermediate School.

The Library's summer reading program, *All Together Now!*, launched June 26 and is now in full swing with nearly 450 adults, teens, and children already registered for the program. Just For Kids has a full line up of fun, including two upcoming author visits. This summer a library staff summer

reading program invites staff to join in the fun. Readers will earn tickets for prize drawings in August. Ruth Mallard, Head of Adult Services and Tech Services, created this opportunity for staff.

The YA Department continues to have strong attendance at the weekly chess club and over 100 teens have signed up for the summer service hours program. The Maybrook Wind Ensemble performance drew nearly 100 attendees to the Library’s patio! The attached Department Reports from Adult Services, History Room, YA/Teen, and Youth Services detail the June activities.

**Marketing**

The Library routinely prepares press releases and submits them to the *Goshen Independent* and *The Chronicle*. The following table notes the articles submitted and dates of publication as of the date of this report. We are always looking for authors and ideas!

Topic of Article	The Chronicle	The Independent
Summer Reading		June 21
Library of Things (Yard and inside games, etc. )		
TREX Bench Project	May 26	
Loan of Minute Compass	May 24	May 25
Stretch Your Vacation & Staycation Dollars	April 28	April 19

The Library is working to develop marketing around related programming, for example, the five upcoming music events on the patio this summer. A *Concert Series Bookmark* has been prepared that lists the programs listed below:

- Deni Bonet & Chris Flynn, July 15, 2:00 pm
- Big Band Sound Concert (sponsored by Norton & Christensen), August 5, 6:00 pm
- The Twangtown Paramours, August 12, 2:00 pm
- 100 Years of American Songwriting, August 26, 2:00 pm
- Turnpike Joe & The Traffic Jam, September 23, 3:00 pm

A similar bookmark was created around movie showings to give patrons notice of the movies selected for the Midweek Matinees and the three outdoor movie events.

**Circulation**

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

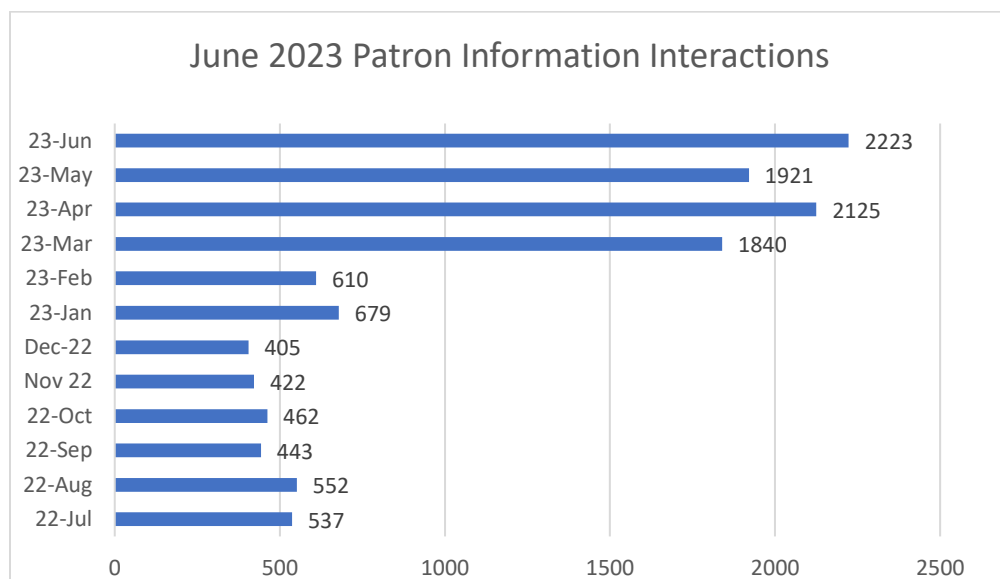
In June 2023, 10,972 items (7,575 physical and 2,060 digital) were checked out by Library users. Goshen card holders borrowed 1,617 items from the other 46 RCLS consortium libraries. Year to date, 116 museum passes, providing free or reduced access to ten different museums attractions,

have been checked out. The funding for the museum pass program is generously provided by the Friends of Goshen Public Library & Historical Society. Year to date, 117 items from the Library’s growing Library of Things have been checked out. The Library of Things includes Roku sticks, puzzles, and yard games such as badminton, volleyball, bocce ball, corn hole, croquet, Flickin’ Chicken, Kubb, Ladderball, and Pickleball equipment.

The Library went live with Aspen Discovery on June 20, 2023. Michelle Muller, Assistant Director/Head of Youth Services, led this project. Aspen is the discovery tool that rides on top of the ILS. You can learn more about Aspen on the [Aspen Discovery LibGuide](#).

### Reference/Information Patron Interactions

In June 2023, there were 2,233 patron reference, readers advisory, technology, and library resources and services questions (excludes directional questions). The History Room fielded 22 historical research inquiries and hosted 23 visitors from Arizona, Indiana, New Jersey, and North Carolina as well as a small tour from Glen Arden. Questions are responded to via telephone, email, and in-person.



### Digital Resources

In addition to Hoopla and Overdrive (Libby), the Library provides access to 81 database resources on its website. These databases range from research to K-12 educational resources, to self-paced skills training and learn a language, to support for job seekers, entrepreneurs, and small businesses.

The Library is coordinating the transfer of its Goshen obituary record database from Demco to a new platform managed by the Library. This resource, which is updated and maintained by Ann Roche, Local History Room, is highly valued and includes information back to 1800.



## Digital Access Services

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

- In June 2023, there were 5,094 Wi-Fi sessions, or an average of 197 per day. The highest usage day was June 5 with 270 sessions.
- In June 2023, there was a total of 4,432 Patron Desktop sessions. This includes the computers in Adult, YA/Teen, and Just for Kids. There is no charge to use the computers and guest passes are available to individuals without library cards. In June, the Library issued 158 computer quest passes.

## Community Spaces

The Library's community spaces are an important asset used by community groups, tutors, job seekers, entrepreneurs, remote workers, support services organizations, and civic and community non-profits. In June, the Library's study and meetings rooms were used a total of 202 times (in addition to Library uses).

The following shows the use over the current fiscal year:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Study Rooms	114	137	130	134	130	121	154	143	183	184	184	142	<b>1,756</b>
Meeting Rooms	3	12	6	5	12	6	11	15	21	47	66	55	<b>259</b>
Community Room	4	2	5	7	3	5	7	12	15	9	9	5	<b>83</b>

## Community Partnerships and Projects

- The Library sponsored *Love Letters*, performed and produced by Cornerstone Theatre Arts. The five performances drew 230 attendees. The Library and Cornerstone Theatre Arts have entered into a sponsorship agreement for the 2023-2024 season. Under this agreement, the Library will sponsor Shakespeare in the Park. The four performances of *The Shakespeare Essentials* will be July 15, 16, 22, and 23 at 2:00 pm in Craigville Park. In addition, Cornerstone will present a number of programs and productions at the Library in coming year.
- The Library had a booth on Saturday of Great America Weekend to issue library cards and share information about the Library and its resources, services, and programs. It was a great way to connect with the community and showcase upcoming Library events and resources.

## General Operations

- The Library received the refund of \$1,016 from closing out its Village Planning Board escrow account.

- The Board of the Goshen Central School District approved the Library's request for a loan to fund operations through the receipt of the first tax payment.

### **Personnel Matters**

- As the summer draws to a close, we will say goodbye and best wishes to our three high school pages as they are off to college: Kira to East Carolina University; Cora to SUNY Environmental Science & Forestry; and Ana to Cornell University.
- On July 7 the Library conducted the New York State required annual harassment training. Alternative sessions will be scheduled for those unable to attend the July 7 meeting. Staff are paid to attend all-staff meetings and trainings.
- The Library is reviewing options for a timekeeping/payroll processing vendor. The previously used system was not compatible with the computer upgrade done in late 2022. The value of the staff time in manually preparing the bi-weekly payroll is above the cost of an outside processing vendor. Use of an outside payroll processing vendor may also reduce our outside accounting fees.

### **RCLS/Consortium Matters**

- The Library's 2022 family program "Baseball at the Orange County Driving Park: Celebrating the History of Baseball and Harness Racing in Goshen, NY" was awarded the Randall Enos Member Library Program of the Year Award 2023. The award will be celebrated at the RCLS Annual Meeting on September 8, 2023 at the Palacio Conference and Event Center, Goshen, NY. This initiative was led by Michelle Muller, Assistant Director/Head of Youth Services, and Ann Roche, Local History Room.
- The Library Director attended the June 16, 2023 Construction Aid Workshop.

### **Building and Facilities Issues**

- Generator installation is scheduled for August 2023.
- The Library is working with Knight Watch to schedule the installation of the security camera system with the goal of completing the project by November 2023.

### **Correspondence**

- June 26, 2023 RCLS award letter

### **Attachments**

- Adult Services June Report
- Local History Room June Report
- Youth Services June Report
- YA June Report



**RAMAPO  
CATSKILL  
LIBRARY  
SYSTEM**

June 26, 2023

Catherine Lemmer, Director  
Goshen Public Library & Historical Society  
366 Main St  
Goshen, NY 10924

Dear Catherine,

On behalf of the Ramapo Catskill Library System (RCLS) Annual Meeting and Awards Committee I am pleased to inform you that the "Base Ball at the Orange County Driving Park: Celebrating the History of Baseball and Harness Racing in Goshen, NY" was selected as the winner of the *2023 RCLS Randall Enos Member Library Children's Program of the Year Award*.

Congratulations to you and your staff for planning and sponsoring this innovative program. A formal announcement will be made at the RCLS 64<sup>th</sup> Annual Meeting on Friday, September 8, 2023. It will be a pleasure to have you and members of the library staff join us for the event so that we may publicly recognize your library and present you with a Certificate of Recognition and the award check in the amount of \$500.00.

We will have a Display Table at the event for the 2023 Program Award winners. We ask that you prepare materials representative of your winning program including any flyers, publicity, photos, end products by participants, etc. that you would like to share with the meeting attendees. Instructions relating to delivery/set up for the display will be communicated to you under separate cover.

We look forward to sharing the news of your award with all of the RCLS member libraries.

Again, our most warm congratulations to you!

Sincerely,

A handwritten signature in black ink that reads "Helen Rados". The signature is written in a cursive, flowing style.

Helen Rados, Committee Chairperson

# Adult Services Monthly Report

## June 2023

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### Programs

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June saw over 494 patrons attend 29 special and drop-in programs.

The library sponsored Cornerstone Theatre Arts performances of 'Love Letters' did well with full or nearly full houses at each show. The Maybrook Wind Ensemble's outdoor performance was very well attended with 95 patrons in the audience.

We held our second craft supply swap and saw 48 people pass through to choose new-to-them craft materials. There were also an unknown number of people who donated supplies throughout the month, who had no intention of taking anything the night of the swap.

#### Highlighted Programs:

6/2	GPL Cookbook Club	9
6/3	GPL Saturday Book Club	7
6/3	Watercolor Class with Pat Foxx - "Bouquets"	14
6/3	Love Letters, a production of Cornerstone Theatre Arts	46
6/4	Love Letters, a production of Cornerstone Theatre Arts	50
6/7	Creating a Pollinator Garden	7
6/9	Love Letters, a production of Cornerstone Theatre Arts	36
6/10	Maybrook Wind Ensemble	95
6/10	Love Letters, a production of Cornerstone Theatre Arts	48
6/11	Love Letters, a production of Cornerstone Theatre Arts	50
6/12	Adult Virtual Jackbox Program	9
6/15	Acting Improv	7
6/20	Unwind Your Mind: A Workshop on Tackling Stress	6
6/21	Blooming Embroidery	10
6/22	"Suffragettes - The Vote" Presentation	17
6/26	GPL Mystery Book Club	10
6/28	Craft Supply Swap	48
6/29	Anime (Dragon Ball) Club	5

#### Looking Ahead:

Summer Reading starts in July and runs through August 12. Adults can register on Beanstack and log books read, share reviews, and complete activities to highlight various things the Library offers. Each badge earns a raffle ticket for prizes ranging from a personal shake blender to board games to gift cards from our generous local businesses.

Deni Bonet and Chris Flynn will be back in concert on July 15. A violin and guitar duo, they play 'quirky, melodic and fun folk-rock for all ages.'

Tri-state Historical Fencing will be leading a series introducing historical European martial arts, specifically longsword. The four-week series is a great opportunity for anyone interested either history, martial arts and fitness, or who just has always wanted to learn to use a sword.

Submitted,

*Ruth Mallard*

Head of Adult Services & Tech Services

LOCAL HISTORY ROOM STATISTICS - JUNE 2023

Visitors – 23

Telephone – 13

Emails -7

Microfilm Reader Printer – 2

Busy June. !!!!

We had many visitors this month. 6 ladies from Glen Arden. Also North Carolina, New Jersey, Arizona, Indiana.

Searches included Revolutionary era, Civil War era, obituaries, newspapers, sports, Mid-Hudson Psch. Center, New Hampton. and more.

Microfilm Reader Printer was used researching sports and an article on Treat Williams.

Past Perfect cataloging

Obituary Index

Local History committee working on Journal.

Policy & Procedure Manual being revised.

Donations: Ledger from Orange Poor House 1857-1907

Bills and invoices (Bacon and Rorty) 1905-1914

Newspaper announcing death of Abraham Lincoln. April 16, 1865

Submitted by:

Ann M. Roche

Youth Services Monthly Report  
June 2023

June has had us all on our toes and looking forward to a summer of All Together Now! We spent a bunch of time bringing the word about Summer Reading to the kids at Scotchtown Avenue and Goshen Intermediate visiting every library class for grades K-5. The kids were very excited to see all the fun and prizes that would be waiting for them at our Library this starting in July. We answered 445 questions about programs and 587 general reference questions as well as 45 directional questions.

**Summer Reading Registration:**

Little Library Friends Beanstack Challenge: 32

Book Buddies K-2 Reading Club: 118

One for All readers Gr. 3-6 Reading Club: 170

**Program Attendance:**

Special Programs

Last Love My Library: 48 kids plus caregivers

Dot! Dash! Summer: 55 kids plus 4 volunteers

Summer Reading School Visits:

Scotchtown Avenue School: The week of June 5-9: 23 Library classes

Goshen Intermediate School: The Week of June 12-16: 20 Library classes

RCLS Road Trip:

Gave out 60 maps to 55 adults plus 100 children plus 9 teens

Added stickers to existing maps for 22 adults plus 14 children

**Future Plans and Ideas:**

As we move into July, we are ready to have the best summer together. We are looking forward to our author visits as well as our Family Game Night, Bingo Night, Teamwork Time and more! We are happy to report an increasing comfort level with Beanstack on the part of the parents and caregivers. After our Field Day Finale, we will be having our Get Ready for Kindergarten program as well as our Back to School Party. I will be connected with the librarian at SAS to arrange our visits to get our first graders their library cards during Septembers Library Card Sign Up month. We also are looking to start our Girls who Code program in the fall. I am hoping we can get Chromebooks to use in this program. If not, we can use our Ipad to start.

## YA Programming Report June 2023

Greetings from the teen room, where this June we focused on preparing for a great summer reading program and welcoming our summer volunteers. An important part of getting ready for summer is holding volunteer trainings for new and existing volunteers. Training is mandatory for all new volunteers but not required for kids who have volunteered in the past. We were thrilled to have 55 volunteers come to our 4 training sessions this month! It was a mix of new faces and some more experienced volunteers looking for a refresher. We are so excited to have so many interested and enthusiastic helpers this summer. We began summer volunteer registration on June 23 and have already registered 100 volunteers! We still have some open slots and expect to fill them in the coming days. Additionally we have registered 41 teens for our summer reading program and expect that number to grow as well.

In other programming news we continue to see our chess club thrive with a steady attendance of 20-30 each week. We have a core group of regular attendees and have new chess players join us from week to week. This month we also had a teen movie and an informational session about our helpful new resource, Tutor.com. Finally I was honored to host the RCLS Teen Librarian's Meeting and Luncheon this month. We welcomed 15 teen librarians from all around RCLS to our library to celebrate the end of another great year of professionally supporting each other and working together to support our patrons. Many of the librarians had never been to our new building and were very impressed with the space and how we use it. It was a great day and a great way to celebrate the last meeting before summer.

